Financial Policies and Procedures

Table of Contents

Coding Instructions 17
A 17
ABC Classification Parameter (ABCP) 17
ACH Parameters (ACHP) 19
Accounts Payable Three-Way Match Index Inquiry (TWAP) 22
Acquisition/Disposition (FADM) 24
Activity (ACT2) 25
Activity Category (ACAT) 28
Activity Class (ACLS) 29
Activity Eligibility Exception (ACEX) 30
Activity Group (AGRP) 32
Activity Index (ACTV) 33
Activity Type (ATYP) 35
Adjustment Code (ADJC) 36
Aged Requisition by Buyer Inquiry (AGRX) 37
Agency (AGC2) 39
Agency Category (AGCT) 42
Agency Class (AGCL) 43
Agency Federal Aid Inquiry (1 of 2) (AGFA) 44
Agency Federal Aid Inquiry (2 of 2) (AGF2) 48
Agency Group (AGGP) 53
Agency Index (AGCY) 54
Agency/Organization Purchase Order Inquiry (AOPI) 55
Agency Reserve (AR) 57
Agency Type (AGTP) 59
Agency Project Inquiry (AGPR) 60

All Vendors By Taxpayer ID Inquiry (VTIN) 63
Allocation Group Control Reference (ALLC) 64
Allocation Totals Inquiry (TOTL) 68
Allotment (AL) 69
Allotment Inquiry Extended (EALL) 72
Alternate Customer Code Inquiry (CUSA) 74
Appropriation Extended (AP) 76
Appropriation Index Extended (EAPP) 81
Appropriation Inquiry Extended (EAP2) 82
Approval Group (GRP1) 87
Approval Group Inquiry (GRP2) 88
Automated Expense Budget (EBA) 89
Automated Payment Voucher (PVA) 92
B 103
Balance Sheet Account (BAC2) 103
Balance Sheet Account Balance (BBAL) 108
Balance Sheet Account Index (BACC) 110
Balance Sheet Category (BCAT) 113
Balance Sheet Class (BCLS) 114
Balance Sheet Group (BGRP) 115
Bank Account (BANK) 116
Basic Code Definition (BAS2) 118
Bid Creation (BIDC) 119
Bid Header Status (BMHS) 122
Bid Line by Vendor Inquiry (BDLV) 124
Bid Line Selection (BDLS) 127
Bid Line Status (BMLS) 128
Bid Master Header (BDMH) 130
Bid Master Line (BDML) 132

Bid Master Line Update (BDIN) 136
Bid Master Requisition Inquiry (BDMR) 137
Bid Master Revisions (BDRE) 138
Bid Open/Closed Update (BOCU) 140
Bid Response Input (BIDR) 141
Bid Response Text (BRTX) 143
Bid Selection (BDMS) 145
Bid Selection by Vendor (BIDV) 147
Bid Selection by Vendor Name (BDVN) 149
Bid Tabulation (BT) 151
Bid Text (BDTX) 152
Bid Tracking Header (BIDH) 153
Bid Tracking Information (BDIT) 156
Bid Tracking Line (BIDL) 161
Bid Vendor Inquiry (BDVI) 164
Bidders (BIDD) 165
Billing Address (BILL) 167
Billing Profile (BPRO) 168
Billing Profile Collection Cycle (BPCC) 171
Billing Rate (BRTE) 173
Budget Object Class (BOBC) 174
Buyer (BUYT) 175
C 177
Cash Receipt (CR) 177
Change Order Preparation (COPR) 185
Charge Class (CHRG) 189
Check Cancellation (CX) 190
Check Category (CCAT) 192
Clearance Pattern Summary (CLPS) 193

CMIA Control Options (COPT) 194
CMIA Scheduled Invoice/Receivable (CMSI) 196
Collection Control (CCTL) 197
Collection Letter (COLT) 199
Commodity (COMT) 200
Commodity by Bid Number Inquiry (CIBD) 206
Commodity by Commodity Class Inquiry (COCX) 207
Commodity by Description Inquiry (CODX) 208
Commodity by Purchase Order Number Inquiry (CIPO) 209
Commodity by Requisition Number Inquiry (CIRX) 211
Commodity Class (COCL) 213
Commodity Class by Description Inquiry (CLDE) 214
Commodity Cross Reference (COMK) 214
Commodity History (CHIS) 215
Commodity Index (COMM) 218
Commodity Sub-Class by Commodity Class (CSCC) 219
Commodity Sub-Class by Description Inquiry (CSDE) 220
Condition (COND) 221
Condition/Last Inventory Date Update (FADU) 222
Corrected 1099 Information (CINF) 223
Cost Allocation Account Type (CAAT) 227
Cost Allocation Distribution Options (CADO) 229
Cost Allocation General Ledger (CAGL) 231
Cost Allocation Pool Sequence Inquiry (CAPS) 234
Customer Credit History Inquiry (CUSC) 235
Customer Document Inquiry (CDOC) 237
Customer Financial History Inquiry (CUSF) 239
Customer Information (1 of 2) (CUST) 241
Customer Information (2 of 2) (CUS2) 245

Customer Name Inquiry (CUSN) 248
Customer Text (CTXT) 249
D 251
Debt Processing (JV) - Initial Setup of Existing Debt 251
Debt Processing (JV) - Reclassifying Long-term Debt to Current Debt 254
Debt Processing (PVQ) - Payment of Debt Principal and Interest 258
Detailed Cash Management Inquiry (CMG2) 261
Discount Type (DISC) table 263
Document Cross Reference Inquiry (DXRF) 265
Document History Inquiry (DHIS) 268
Documents in Process Inquiry (DOCP) 271
Drawdown Group (DDGR) 272
Drawdown Request (DDRQ) 273
Drawdown Request by Group (DRQG) 275
Drawdown Request by Program (DRQP) 277
Drawdown Request Dates (DRQD) 279
Dunning Message (DUNN) 280
E 281
Electronic Funds Transfer (2 of 2) (EFT2) 281
Electronic Funds Transfer Type (EFTA) 283
Electronic Funds Transfer windows (EFTT) 284
EPS Purchase Order Print (PCHD) 286
Expense Account Voucher (PVE) 287
Expense Budget (EB) 297
Expense Budget Detail Inquiry (Extended) (EEXD) 303
Expense Budget Index Extended (EEXP) 307
Expense Budget Inquiry (Extended) (EEX2) 310
Expense Budget Load Inquiry (Extended) (EBLI) 315
Expense Budget Summary Inquiry Extended (EESM) 319

F 322
Federal Agency Inquiry (FEAG) 322
Federal Aid Budget Line Inquiry (FBLT) 323
Federal Aid Charge (FX) 326
Federal Aid Fiscal Year Inquiry (FFFY) 329
Federal Aid Inference (FAIT) 331
Federal Aid Master (FM) 334
Federal Aid Status (FAST) 347
Federal Highway Appropriation (FAPP) 348
Federal Obligation Ledger (FOBL) 349
Fixed Asset Acquisition (FA) 350
Fixed Asset Betterment Inquiry (1 of 2) (FBT1) 358
Fixed Asset Betterment Inquiry (2 of 2) (FBT2) 361
Fixed Asset by Serial Number (FBTS) 363
Fixed Asset by Tag Number Inquiry (FBTT) 364
Fixed Asset Catalog (FCLG) 365
Fixed Asset Disposition (FD) 366
Fixed Asset Group (FGRP) 368
Fixed Asset Group Category (FGCT) 369
Fixed Asset Group Class (FGCS) 371
Fixed Asset Group Location Inquiry (FAGL) 372
Fixed Asset History Inquiry (FHIS) 373
Fixed Asset Infrastructure Maintenance (FAIM) 376
Fixed Asset Internal Sale (FS) 377
Fixed Asset Location (FLOC) 381
Fixed Asset Location Category (FLCT) 382
Fixed Asset Location Class (FLCS) 383
Fixed Asset Location Inquiry (FALC) 384
Fixed Asset Modification (FC) 385

Fixed Asset Reorganization (FARO) 391
Fixed Asset Summary Inquiry (1 of 2) (FAS1) 393
Fixed Asset Summary Inquiry (2 of 2) (FAS2) 397
Fixed Asset Transfer (FT) 398
Fixed Asset Type (FATP) 400
Fixed Asset Valuation (FVAL) 402
Function (FUNC) 404
Function Category (FCCA) 406
Function Class (FCCL) 407
Function Group (FCGR) 408
Function Type (FCTP) 409
Fund (FUN2) 410
Fund Agency (FGY2) 417
Fund Agency Index (FAGY) 425
Fund Balance (FBAL) 427
Fund Category (FCAT) 429
Fund Class (FCLS) 430
Fund Group (FDGP) 431
Fund Index (FUND) 432
Fund Type (FTYP) 434
Funding Source (PBFS) 435
G 437
GASB Major Type Table (GBMJ) 437
GASB Type Table (GASB) 438
Generated Fixed Asset Transaction Inquiry (FAPV) 440
Government-Wide Federal Aid Inquiry (GVFA) 441
I 446
Indirect Cost Percentage Entry (ICPE) 446
Insurance (INSU) 448

IAB Cash Receipt (CRP) 450
Inventory Adjustment (IA) 455
Inventory by Keyword (INKY) 458
Inventory by Stock Item Inquiry (INVI) 459
Inventory Inquiry (2 of 3) (INV2) 460
Inventory Inquiry (3 of 3) (INV3) 463
Inventory Inquiry (1 of 3) (INVN) 467
Inventory Replenishment (IREP) 473
Issue Queue Inquiry (ISSQ) 476
Item Group (ITMG) 477
Item Group by Stock Item Inquiry (ITMS) 478
J 479
Job Charges (JC) 479
Job Control (JB) 483
Job Index (JOBT) 496
Job Inquiry (JOB2) 497
Job Inquiry (JOB3) 502
Job Organization (JORG) 506
Journal Voucher (JV) 507
JV Prefixes 513
K 515
Keyword by Stock Item Inquiry (KYWD) 515
M 516
MBE/WBE Subcontracting Percentage (MWBE) 516
Manual Depreciation Input (MDEP) 519
Manual Warrant (MW) 520
Master Service Agreement (MSAT) 531
Milestone Performance Inquiry (MILE) 533
Modified Expense Budget (EB2) 535

Multi-Payee Payment Voucher Detail (PVV) 540
Multiple Vendor Payment Voucher (MP) 547
N 552
Non-Pre-Encumbering Requisition (NR) Document 552
Non-Sufficient Funds (NF) 564
Note Pad Text (NOTE) 567
O 568
Object (OBJ2) 568
Object Category (OCAT) 572
Object Class (OCLS) 574
Object Eligibility Exception (OBEX) 575
Object Group (OGRP) 576
Object Index (OBJT) 578
Object Type (OTYP) 580
Object/Revenue Class Inquiry (OBRV) 581
Obligation Authority Status (OBAS) 582
On-Demand Check Print (ODCK) 584
On-Demand EPS Purchase Order Print (ODPO) 585
Online General Ledger Inquiry (OLGL) 586
Online General Ledger Inquiry (OLG2) 588
Open Bid Vendor Selection (BDVS) 591
Open Check Header Inquiry (OPCH) 592
Open Check Line Inquiry (OPCL) 594
Open Items by Stock Number Inquiry (OISN) 595
Open Payment Voucher by Document Number Inquiry (OPVD) 596
Open Payment Voucher by Vendor Name Inquiry (OPVV) 597
Open Payment Voucher Header Inquiry (OPVH) 598
Open Payment Voucher Line Inquiry (OPV2) 602
Open Payment Voucher Line Inquiry (OPVL) 604

Open Purchase Order Account Line by Document Inquiry (OPLD) 611
Open Purchase Order Account Line Inquiry (OPPL) 613
Open Purchase Order Account Line Modification Inquiry (MPPL) 616
Open Purchase Order by Blanket Number Inquiry (POBL) 619
Open Purchase Order by Buyer Inquiry (POHB) 620
Open Purchase Order by Delivery Date Inquiry (PODD) 621
Open Purchase Order by Document Number Inquiry (OPPD) 622
Open Purchase Order by Vendor Inquiry (OPIV) 623
Open Purchase Order Commodity Line by Commodity and Vendor Inquiry (POC2) .. 626
Open Purchase Order Commodity Line by Commodity Inquiry (POCC) 627
Open Purchase Order Commodity Line by Document Inquiry (OPCD) 629
Open Purchase Order Commodity Line by Vendor and Commodity Inquiry (POC1) .. 634
Open Purchase Order Commodity Line Inquiry (OPPC) 636
Open Purchase Order Commodity Line Modification Inquiry (MPPC) 642
Open Purchase Order Header by Document Inquiry (OPHD) 645
Open Purchase Order Header Inquiry (OPPH) 653
Open Purchase Order Header Modification Inquiry (MPPH) 662
Open Receivable Header Inquiry (OREH) 666
Open Receivable Line Inquiry (OREL) 670
Open Receivable Options (OREO) 673
Open Receivable Text (RETX) 677
Open Receivables by Customer Inquiry (OREC) 678
Open Receivables by Due Date Inquiry (ORED) 679
Open Receiver Header Inquiry (ORCH) 681
Open Receiver Line Inquiry (ORCL) 682
Open Requisition Account Line Inquiry (ORQL) 685
Open Requisition Account Line Modification Inquiry (MRQL) 687
Open Requisition by Agency Inquiry (ORIA) 689
Open Requisition Commodity Line Inquiry (ORQC) 691

Open Requisition Commodity Line Modification Inquiry (MRQC) 694
Open Requisition Header Inquiry (ORQH) 696
Open Requisition Header Modification Inquiry (MRQH) 703
Open Stock Requisition Account Line Inquiry (OSRL) 708
Open Stock Requisition Header Inquiry (OSRH) 711
Open Stock Requisition Issues by Issue/Return ID Inquiry (OSRR) 715
Open Stock Requisition Item Issues Inquiry (OSRI) 716
Open Stock Requisition Line Inquiry (OSRC) 718
Open Stock Transfer Receipt Header Inquiry (OTRH) 720
Open Stock Transfer Receipt Line Inquiry (OTRL) 722
Open Vendor Invoice Header Inquiry (OVIH) 723
Open Vendor Invoice Line Inquiry (OVIL) Table 728
Original 1099 Information (TINF) 731
Organization (ORG2) 736
Organization Index (ORGN) 742
Over the Counter (OC) 744
P 750
Payment Detail Inquiry (PDET) 750
Payment Schedule (PSHD) 752
Payment Voucher (PV) 754
Payment Voucher Scheduling (SCHD) 764
Performance (PMTB) 765
Performance Actual (PA) 768
Performance Actual (PERF) 770
Performance Target (PT) 771
Phase/Activity (PACT) 773
Physical Inventory Freeze (INVF) 774
Pick and Issues (PI) 775
Pool Accumulation Inquiry (PACC) 777

Pool/Base Definition Reference (PBDF) 782
Pool/Base Definition Reference (Variable Method) (PBDA) 790
Pool/Base Forward Reference Step Inquiry (PBFR) 798
Potentially Uncollectible Receivables (PUNR) 801
Price Agreement by Commodity Inquiry (PABC) 812
Price Agreement by Vendor Inquiry (PAVI) 813
Price Agreement Commodity Text (PCTX) 814
Price Agreement Expiration Inquiry (PAEX) 816
Price Agreement Header Modification Inquiry (MPAH) 818
Price Agreement Master (AM) Document 820
Price Agreement Requisition Close (PARX) 835
Price Agreement Security (PASC) 836
Price Agreement Summary (PASM) 838
Price Agreement Summary by Buyer and Expiration Date Inquiry (PABE) 841
Price Agreement Summary by Expiration Date and Buyer Inquiry (PAEB) 842
Price Agreement Summary Inquiry (PASI) 844
Price Agreement Summary Modification Inquiry (MPSM) 844
Price Agreement Text (PATX) 846
Price Agreement Vendor Terms (PAVT) 848
Price Agreement Vendor/Commodity (PAVC) 850
Price Agreement Vendor/Commodity Modification Inquiry (MPVC) 853
Printed Receivable (PRRE) 855
Program/Provider (PGPV) 858
Project Billing Parameter (PBPT) 859
Project Budget Line Inquiry (1 of 2) (PRBL) 861
Project Budget Line Inquiry (2 of 2) (PRB2) 864
Project Charge (PX) 866
Project Fiscal Year Inquiry (PFYT) 869
Project Management Budget (PB) 871

Project Management Master (PJ) 873
Project Participation (PZ) 877
Project Participation Invoice Cycle (PPIC) 880
Project Phase (PRPH) 882
Project Status Code (PRST) 883
Purchase Order Approval (POAP) 884
Purchase Order by Account Distribution Inquiry (POAC) 888
Purchase Order by Vendor Inquiry (PIBV) 890
Purchase Order Preparation (POPR) 892
Purchase Order Preparation by Requisition (RXPR) 896
Purchase Order Roll (PORL) 899
Purchase Order/Vendor Invoice Cross Reference Inquiry (PCVI) 900
Purchasing Text (PTEX) 902
Purchasing Three-Way Match Index (1 of 2) (TWPU) 904
Purchasing Three-Way Match Index (2 of 2) (TWP2) 906
Q 908
Quick Cash Receipt (CRQ) 908
Quick Centralized Purchase Order (PCQ) 914
Quick Decentralized Purchase Order (PDQ) 933
Quick Payment Voucher (PVQ) 946
Quick Price Agreement (PGQ) 954
Quick Requisition (RXQ) 968
Quick Vendor Invoice (VIQ) 979
R 987
Receivable (RE) 987
Receivable Credit Memo (RM) 996
Receiver (RC) 1000
Receiver Text (RCTX) 1007
Recurring Payment Voucher (REPV) 1009

Recurring Receivable (RERE) 1017
Renewal Notice Scheduling (RNEW) 1022
Renewal Notice Text (RTXT) 1024
Renewal Type (RNTP) 1025
Reportable Vendors By Taxpayer ID (RVTN) 1027
Reporting Category (RPTG) 1029
Requisition Active/Inactive (RAIT) 1031
Requisition Approval (RXAP) 1032
Requisition by Agency Inquiry (RIBA) 1035
Requisition Commodity Line Cross Reference Inquiry (PCRX) 1037
Requisition Freeze/Unfreeze (RFUF) 1039
Requisition Status Code (RSTA) 1040
Requisition Status Inquiry (RQST) 1041
Requisition Status Update (URQS) 1043
Requisition Text (RXTX) 1046
Requisition Type (TYPE) 1047
Return Code (RETC) 1049
Revenue Budget (RB) 1049
Revenue Budget Index (REVB) 1052
Revenue Budget Inquiry (REV2) 1054
Revenue Budget Summary Inquiry (RSUM) 1057
Revenue Category (RCAT) 1059
Revenue Class (RCLS) 1060
Revenue Group (RGRP) 1061
Revenue Options (ROPT) 1062
Revenue Options by Agency/Revenue Source (ROAR) 1066
Revenue Source (RSR2) 1068
Revenue Source Index (RSRC) 1071
Revenue Type (RTYP) 1072

S 1073
Service Contract (SC) Order 1073
Shipping Address (SHIP) 1086
Simplified Service Contract (SCS) 1087
Special Instruction (SPIS) 1100
Special Payment Voucher (PVS) 1101
Sponsor (SPSR) 1114
Standard Specifications (STDS) 1115
State/Bond Program (SPRG) 1117
State Obligation Ledger (SOBL) 1117
Statement (STMT) 1119
Statement Hold (STHD) 1121
Stock Issue Confirmation (CI) 1122
Stock Requisition (SR) 1126
Stock Return (SN) 1131
Stock Transfer Issue (TI) 1137
Stock Transfer Receipt (TR) 1140
Sub-Object (SOBJ) 1143
Sub-Organization (SORG) 1145
Sub-Project Description (SPDT) 1147
Sub-Revenue (SREV) 1149
Summary Cash Management Inquiry (CMGT) 1151
Suspense Reason Code (REAS) 1154
Suspense Reason Code (REAS) 1154
T 1156
Taxpayer ID Reorganization (TIRO) 1156
Third Party Billing (TPAR) 1158
Third Party/Customer Reference Inquiry (TPCU) 1160
Total Cost Purchase Order (PCT) 1161

Transaction Type (TRTT) 1178
Transfer Appropriation (TA) 1179
Transfer Budget (TB) 1181
Transfer Eligibility Exception(TREX) 1184
Transfer Voucher (TV) 1185
U 1190
Unit of Measure (UNIT) 1190
V 1191
Vendor (1 of 3) (VEN2) 1191
Vendor (2 OF 3) (VEN3) 1199
Vendor (3 OF 3) (VEN4) 1205
Vendor Class/Sub-Class (VCSC) 1208
Vendor Commodity (1 of 2) (VCOM) 1210
Vendor Document Cross Reference Inquiry (VXRF) 1211
Vendor Income (VINC) 1215
Vendor Income Correction (VIC2) 1219
Vendor Indicator (VENI) 1221
Vendor Index (VEND) 1222
Vendor Invoice Text (VITX) 1223
Vendor Name Inquiry (VNAM) 1224
Vendor Payment Cross Reference Inquiry (PVIX) 1225
Vendor Payment Voucher (P1) 1227
Vendor Performance Inquiry (1 of 2) (VPER) 1238
Vendor Performance Inquiry (2 of 2) (VPE2) 1245
Vendor Report Description (VRPD) 1246
Vendor Text (VTXT) 1248
Vendor Zip Code Inquiry (VZIP) 1249
W 1250
Warehouse Group (WHSG) 1250

Warehouse Management (WHS2) 1251
Warehouse Management Index (WHSE) 1255
Warrant Intercept (WINT) 1256
Warrant Reconciliation (WREC) 1258
Write-Off (WO) 1260
1099 1264
1099 Reporting Payer (TRPT) 1264
1099 Reporting Thresholds (TRP2) 1266
Vendor Relationship (TVRL) 1268
Customer (C)/Vendor (V) Coding Standards 1270
Agency Security Request Form Instructions 1274
Workflow Request Form Instructions 1281

Coding Instructions

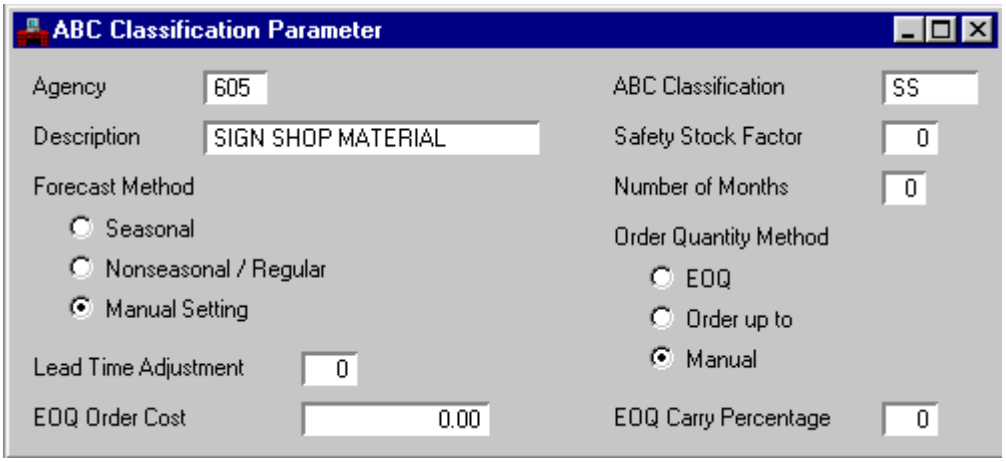
A

ABC Classification Parameter (ABCP)

Purpose

Agencies are responsible for establishing and maintaining inventory management classifications. These classifications are established on the ABC Classification Parameter (ABCP) table. Classifications are used to group items with similar management needs. For example, high dollar items could be grouped into one classification.

ABCP Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input.** Enter the agency that is managing this stock group. Refer to the Agency Index (AGCY) table for valid codes.
ABC Classification	5	**Requires Input**. Enter a unique code for the grouping of similar inventory items.
Description	20	**Requires Input.** Enter a description of the inventory management classification, up to 20 characters long.
Safety Stock Factor	1.2	**Requires Input.** This factor is the level at which you must place an order to avoid stock outs. This field implies two decimal places; 1.00 is entered as 100. For example, a Safety Stock Factor of 1.00 will recalculate a Reorder Quantity that provides sufficient on-hand quantity to immediately fill 78.81% of all requests for a stock item belonging to the ABC Classification. Refer to Inventory Management Classifications for information on how to determine the appropriate Safety Stock Factor.
Forecast Method	...	**Input Optional.** Defaults to **Seasonal**. Valid selections are: • **Seasonal** • Nonseasonal/Regular

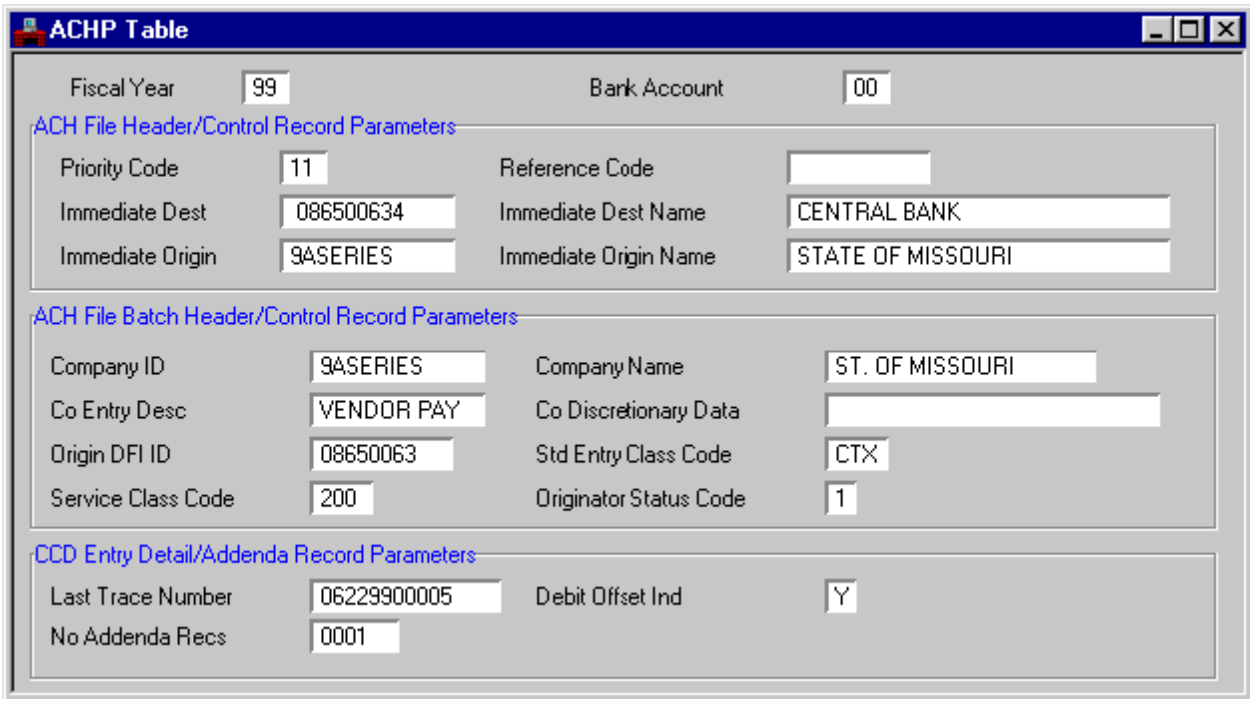
		• Manual Setting Refer to Inventory Management Classifications for an explanation of each method.
Number of Months	2	**Input Optional.** Defaults to 0. If **Forecast Method** is not **Manual Setting**, enter the number of months to use in forecasting calculations.
Order Quantity Method	...	**Input Optional.** Defaults to **EOQ**. Valid selections are: • **EOQ** • Order up to • Manual Refer to Inventory Management Classifications for an explanation of each method.
Lead Time Adjustment	3	**Input Optional.** Default is 0. Enter the number of days added to the purchasing lead time to allow for unexpected delays. This entry is used to compute reorder levels and amounts.
EOQ Order Cost	12.2	**Input Optional.** Default is 0.00. Required only if the **Order Quantity Method** is **EOQ**. Enter the cost of placing an order for this item.
EOQ Carry Percentage	3	**Input Optional.** If the **Order Quantity Method** is **EOQ**, enter the percentage carrying cost for this commodity.

ACH Parameters (ACHP)

Purpose

ACH Parameters (ACHP) table stores site-specific values that will be used to create the ACH (Automated Clearing House) compliant file that is used for ACH electronic funds transfer. This is a protected table. Only the site's system administration team or authorized personnel are allowed to make entries and modifications to the table.

ACHP Coding Instructions



Field Name	Length	Definition
Fiscal Year	02	**Requires Input.** Enter the current fiscal year.
Bank Account Code	02	**Requires Input.** Enter the code of the bank account that is used for electronic funds transfer.
Priority Code	02	**Requires Input.** The value of '01' must be entered. This value is currently defined by NACHA (National Automated Clearing House Association).
Reference Code	08	**Input Optional.** Can be used to input information pertinent to the sender. The State currently leaves this field BLANK.
Immediate Destination	10	**Requires Input.** Enter the routing number of the receiving ACH Operator or receiving point. The State currently uses the value '**08650034**'. IMPT: Notice a space **precedes** the 9-digit value. This space is required and needs to be entered into the field as part of the 10 character value accordingly.

Immediate Destination Name	23	**Requires Input.** Enter the name of the receiving ACH Operator or receiving point. The State currently uses the value **'CENTRAL BANK'**.
Immediate Origin	10	**Requires Input.** Enter the routing number of the sending ACH Operator or sending point. The State currently uses the value **'9ASERIES'**.
Immediate Origin Name	23	**Requires Input.** Enter the name of the sending ACH operator or sending point. The State currently uses the value **'STATE OF MISSOURI'**.
Company Identification	10	**Requires Input.** Enter the alphanumeric code to identify the originator. The State currently uses the value **'9ASERIES'**.
Company Name	16	**Requires Input.** Enter the name of the originator. The State currently uses the value **'ST. OF MISSOURI'**.
Company Entry Description	10	**Requires Input.** Enter a meaningful description for the purpose of the batch entries in the ACH tape. The State currently uses the value **'VENDOR PAY'**.
Company Discretionary Data	20	**Input Optional.** Enter the codes that will enable specialized handling of entries in the batch. The State currently leaves this field BLANK.
Originator DFI Identification	08	**Requires Input.** Enter the originating bank transit number. The State currently uses the value **'08650063'**.

Standard Entry Class Code	03	**Requires Input.** Enter the type of entry records being sent through the ACH tape. The State currently uses the value **'CTX'**.
Service Class Code	03	**Requires Input.** Enter the code that identifies the general classification of dollar entries to be exchanged. The State current uses the value **'200'**.
Originator Status Code	01	**Requires Input.** Enter the code that refers to the ODFI initiating entry. The State currently uses the value **'1'**.
Last Trace Number	11	**Input Optional.** For new entries, value defaults to '00000000000'. Number will automatically be updated by the system after every nightly disbursement cycle. Update this field only if the trace number needs to be resequenced.
Debit Offset Indicator	01	**Input Optional.** Default is BLANK. Enter a 'Y' if receiving bank requires debit offset records. The State currently uses the value **'Y'**.
Number of Addenda Records	04	**Requires Input.** Enter the number of addenda records to be produced by the system. The State currently uses the value **'0001'**.

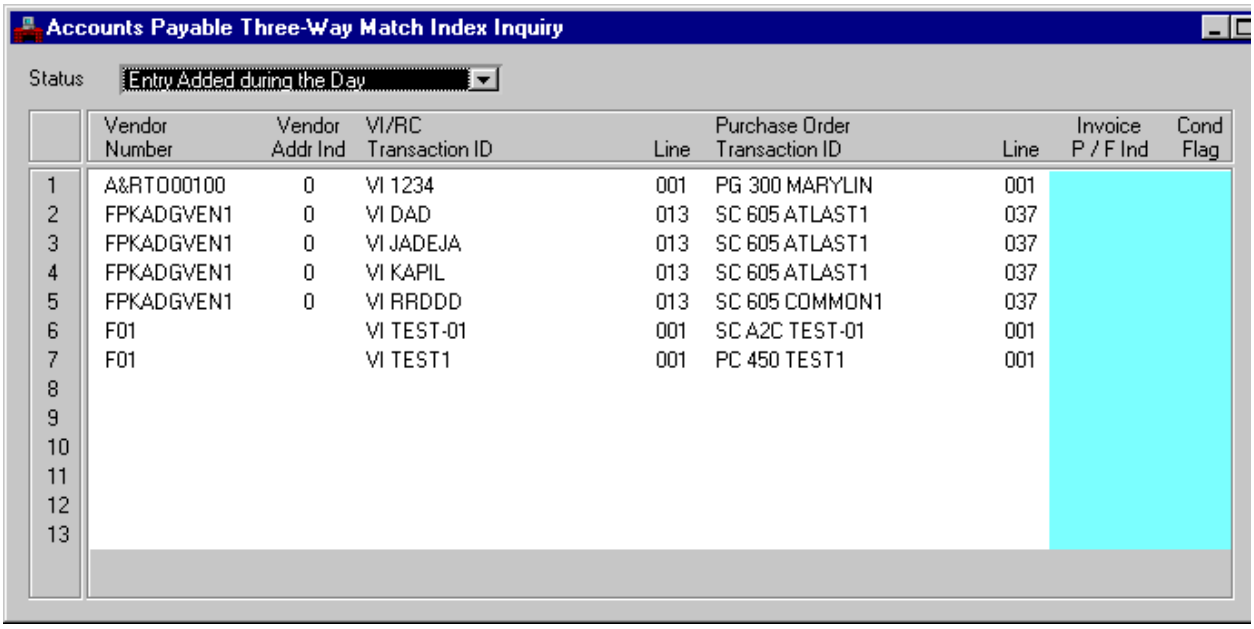
Accounts Payable Three-Way Match Index Inquiry (TWAP)

Purpose

Accounts Payable Three-Way Match Index Inquiry (TWAP) can be used to determine what vouchers will be created by the three-way match payment voucher process. Categories for the three-way match index include: ready to pay (e.g., all items three-way matched), items three-way matched with conditions that required manual review, items invoiced but not yet

received, items received but not yet invoiced, items neither received or invoiced, and items not processed.

TWAP Coding Instructions



Field Name	Length	Definition
Status	2.0	**Requires Input.** Select the current status of the Vendor Invoice (VI) document. Valid values are: • Three-Way Match [A1] • Three-Way Match Requiring Review [A2] • Received but Not Invoiced [B1] • Invoiced but Not Received [B2] • Neither Received nor Invoiced [blank] • Entry Added During the Day [**] • Entry to be Deleted [*]
Vendor Number	10.0	**Requires Input.** Enter the vendor code that identifies the vendor associated with the purchase order.
Vendor Addr Ind	1.0	**Requires Input.** Enter the alternate address indicator.

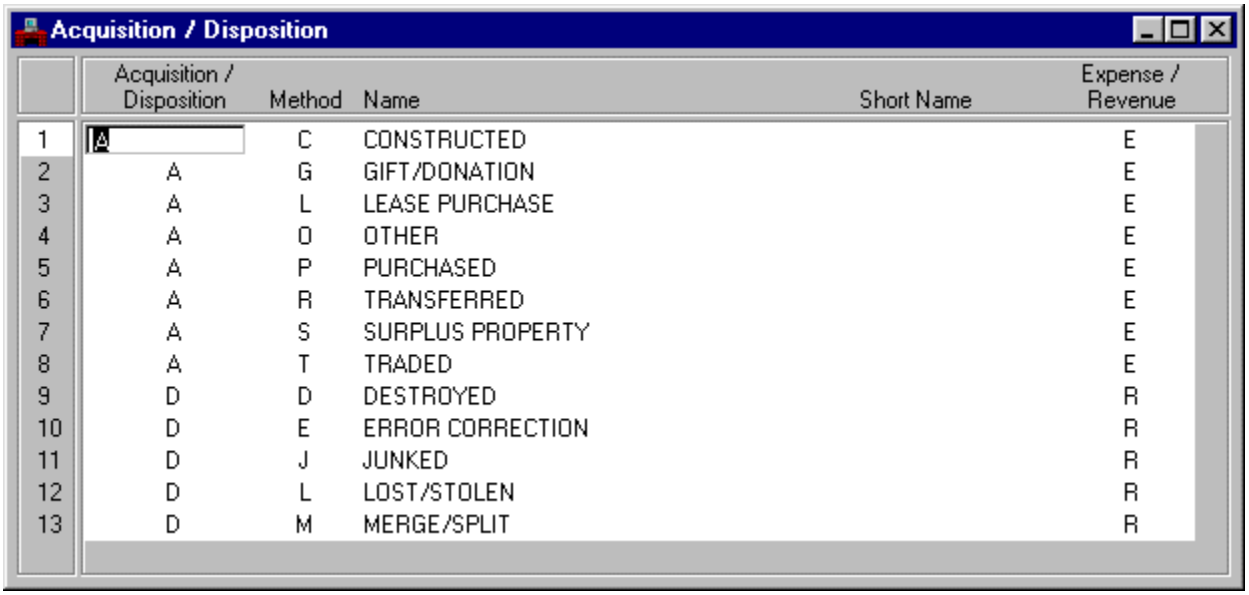
VI/RC Transaction ID	13.0	**Requires Input.** Enter the Vendor Invoice (VIQ) or Receiver (RC) transaction ID.
Line	3.0	**Requires Input.** Enter the line number of this Vendor Invoice (VIQ) or Receiver (RC) document.
Purchase Order Transaction ID	16.0	**Requires Input.** Enter the transaction ID that identifies this purchase order.
Line	3.0	**Requires Input.** Enter the line number of this purchase order.
Invoice P/F Ind	1.0	**Display Only.** Indicates a status of P (partial) or F (final) for the Vendor Invoice against the indicated purchase order.
Cond Flag	1.0	**Display Only.** Displays the condition code entered on the Vendor Invoice, which indicates an overage or underage condition. Refer to the Condition (COND) table for a list of valid codes.

Acquisition/Disposition (FADM)

Purpose

Acquisition/Disposition (FADM) defines the valid acquisition and disposition method codes.

FADM Coding Instructions



	Acquisition / Disposition	Method	Name	Short Name	Expense / Revenue
1	A	C	CONSTRUCTED		E
2	A	G	GIFT/DONATION		E
3	A	L	LEASE PURCHASE		E
4	A	O	OTHER		E
5	A	P	PURCHASED		E
6	A	R	TRANSFERRED		E
7	A	S	SURPLUS PROPERTY		E
8	A	T	TRADED		E
9	D	D	DESTROYED		R
10	D	E	ERROR CORRECTION		R
11	D	J	JUNKED		R
12	D	L	LOST/STOLEN		R
13	D	M	MERGE/SPLIT		R

Field Name	Length	Definition
Acquisition/Disposition	1.0	**Requires Input.** Enter A if the asset is an acquisition or D if the asset is a disposition.
Method	1.0	**Requires Input.** Enter a one-character code indicating the method of acquisition or disposition.
Name	30.0	**Requires Input.** The name of this method of acquisition or disposition.
Short Name	12.0	**Requires Input.** The abbreviated name of this method of acquisition or disposition.
Expense/Revenue	1.0	**Requires Input.** Default is **R** (revenue). Enter **E** if you are posting an expense accounting entry. Enter **R** (or leave blank) if you are posting a revenue entry.

Activity (ACT2)

Purpose

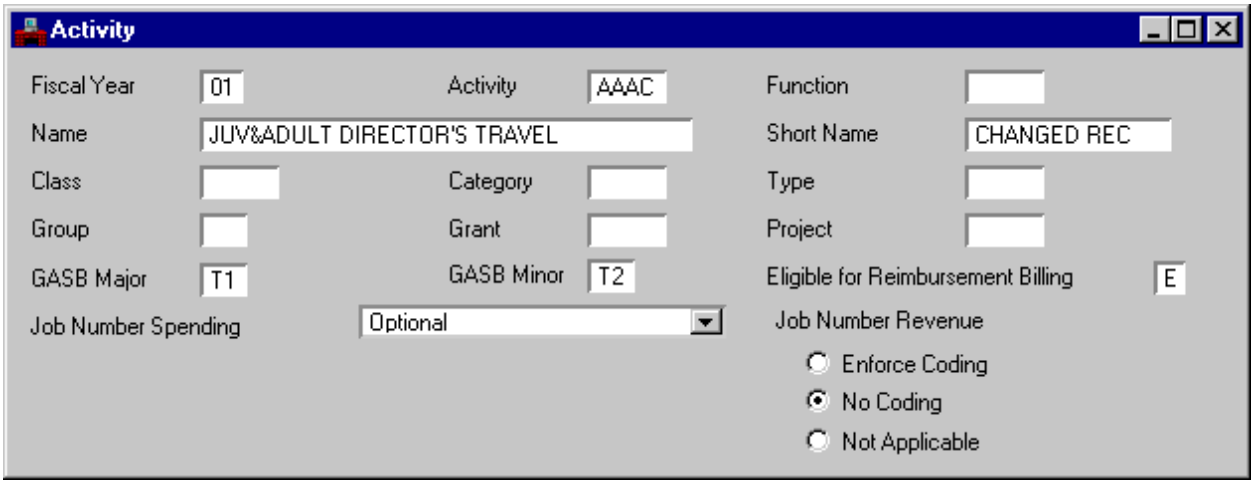
Activity (ACT2) table defines valid codes for activities and can also be used to group similar activities into higher level classifications. An activity is an internal program that is used for budgeting and/or reporting purposes. The use of activity codes is optional on accounting documents and budgeting documents. The agency selects this option on the fund/agency table setup. Activities can cut across agency and fund boundaries. For example, more than

one agency can spend money for the same activity, and more than one fund can supply money for the same activity.

The activity code is the starting point for a classification hierarchy that puts similar activity codes together in progressively larger groups. Similar activities make an activity class; similar activity classes make an activity category, etc. The entire classification scheme (including activity) is optional within SAM II and will be defined by each department.

The activity code must begin with the agency identifier in the list provided in these procedures.

ACT2 Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable fiscal year.
Activity	4	**Requires Input.** Enter the code for the **Activity** you want to add, change, or delete. The Activity code must begin with the one character agency identifier listed in these procedures.
Function	4	**Input Optional.** If your agency wants to link the function code to an activity, enter the function code from Function (FUNC) table that will be inferred when this **Activity** is input.
Name	30	**Requires Input.** Enter a name for the **Activity**.

Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.
Class	4	**Input Optional.** If you report by Activity Class, enter the value from the Activity Class (ACLS) table that best describes the Activity defined in this line. If you do not report by **Activity Class**, you can leave this field blank.
Category	4	**Input Optional.** If you report by Activity Category, enter the value from Activity Category (ACAT) table that best describes the Activity defined in this line. If you do not report by Activity Category, you may leave this field blank.
Type	4	**Input Optional.** If you report by Activity Type, enter the value from Activity Type (ATYP) table that best describes the Activity defined in this line. If you do not report by Activity Type, you can leave this field blank.
Group	2	**Input Optional.** Leave blank. Activity Group is reserved for future statewide usage.
Grant	4	**Input Optional.** Leave blank. Missouri is using the Federal Aid Management Sub-system.
Project	4	**Input Optional.** Leave blank. Missouri is using the Extended Projects Sub-system.
GASB Major	2	**Not Applicable.** Do not enter data in this field.
GASB Minor	2	**Not Applicable.** Do not enter data in this field.
Eligible for Reimbursement Billing	1	**Requires Input.** Enter **E** if project charges under this **Activity** are eligible for reimbursement billing. Enter **I** if project charges under this **Activity** are ineligible for reimbursement billing. Used for FHWA Project Billing.
Job Number Spending	1	**Input Optional.** Defaults to **Not Applicable [blank]** if you do not use the Job Cost Subsystem; otherwise,

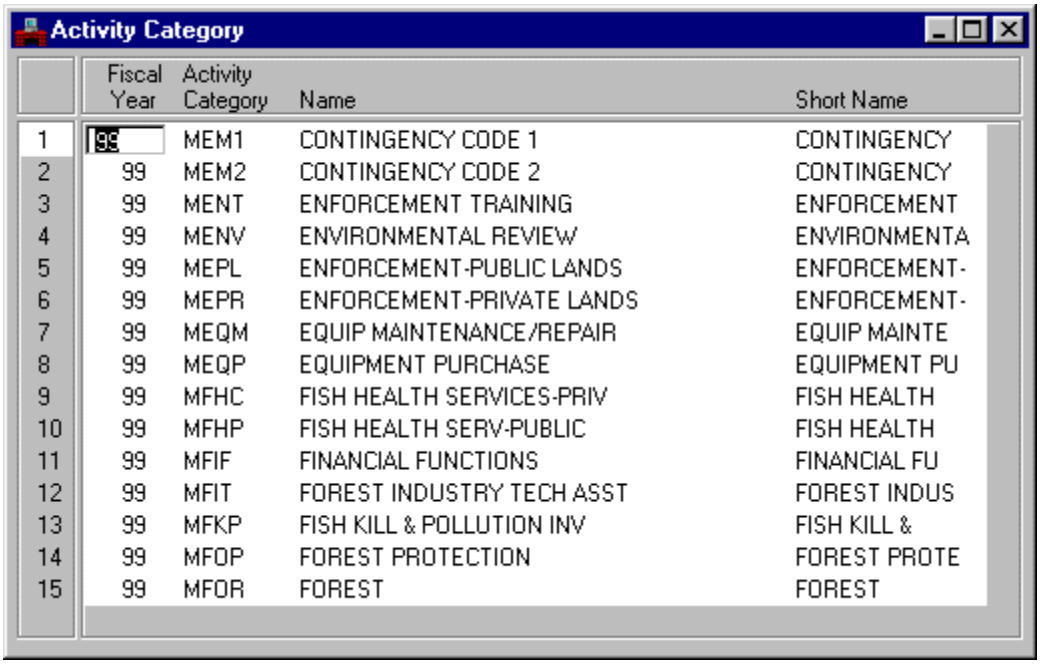
		defaults to **Optional [N]**. Required if the **Job Number Required on Spending** field on Organization (ORG2) table is set to **Req if Job Number Req on Activity [A].** Valid values for this table are: • Required [Y] • Optional [N] • Required on Pre-Encumbrances [1] • Required on Encumbrances [2] • Required on Expenditures [3]
Job Number Revenue	1	**Input Optional.** Defaults to **Not Applicable [blank]** if you do not use the Job Cost Subsystem; otherwise, defaults to **No Coding [N]**. Required if the **Job Number Required on Revenue** field on Organization (ORG2) is set to Req if Job Number Revenue is Req on Activity [A]. Valid values for this table are: • Enforce Coding (Required) [Y] • No Coding [N]

Activity Category (ACAT)

Purpose

Activity Category (ACAT) table defines valid activity category codes and is the second roll-up level in the activity hierarchy. The usage will be defined by each agency. The numbering scheme will be defined by OA. Detail activities are grouped into categories on Activity (ACT2) table.

ACAT Coding Instructions



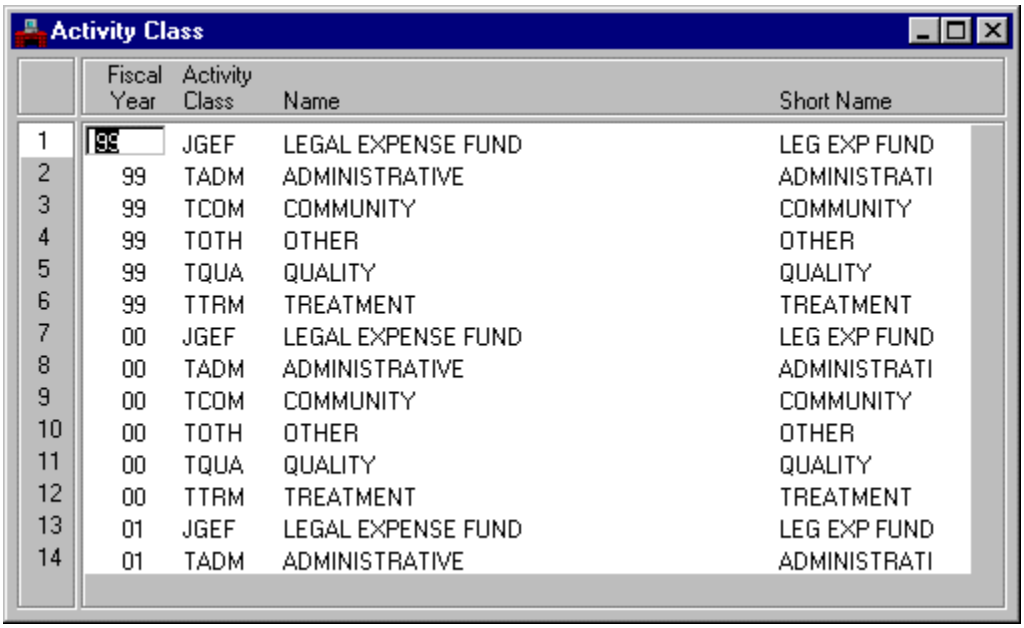
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable fiscal year.
Activity Category	4	**Requires Input.** Enter the code for the **Activity Category** you want to add, change, or delete.
Name	30	**Requires Input.** Enter the category name.
Short Name	12	**Requires Input.** Enter the category name that you want to appear on reports when there is not enough room for the full name.
Short Name	12	**Requires Input.** Enter the category name that you want to appear on reports when there is not enough room for the full name.

Activity Class (ACLS)

Purpose

Activity Class (ACLS) table defines valid activity class codes and is the first roll-up level in the activity hierarchy. The usage is defined by each agency. The numbering scheme is defined by OA. Detail activities are grouped into classes on Activity (ACT2) table.

ACLS Coding Instructions



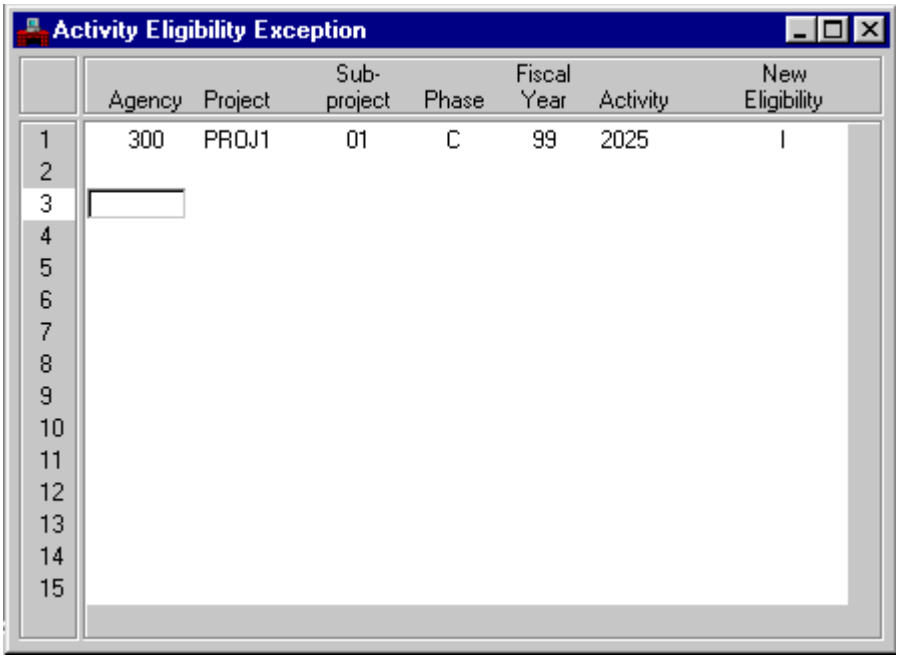
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable fiscal year.
Activity Class	4	**Requires Input.** Enter the code for the **Activity Class** you want to add, change, or delete.
Name	30	**Requires Input.** Enter the **Activity Class** name.
Short Name	12	**Requires Input.** Enter the **Activity Class** name that you want to appear on reports when there is not enough room for the full name.

Activity Eligibility Exception (ACEX)

Purpose

Activity Eligibility Exception (ACEX) is used to list all the combinations of agency, project, sub-project, phase and program within a fiscal year that have different eligibility indicators from those entered on Activity (ACT2). The new eligibility indicator is entered for each combination. This table can be updated, as warranted, throughout the year.

ACEX Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input.** Enter the agency. See Project Budget Line (1 of 2) (PRBL) for valid values.
Project	5	**Requires Input.** Enter the project code. See Project Budget Line (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Sub-Project	2	**Requires Input.** Enter the sub-project code. See Project Budget Line (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Phase	1	**Requires Input.** Enter the phase code. See Project Budget Line (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable fiscal year.
Activity	4	Requires Input. Enter the activity. See Activity Index (ACTV) for valid values.

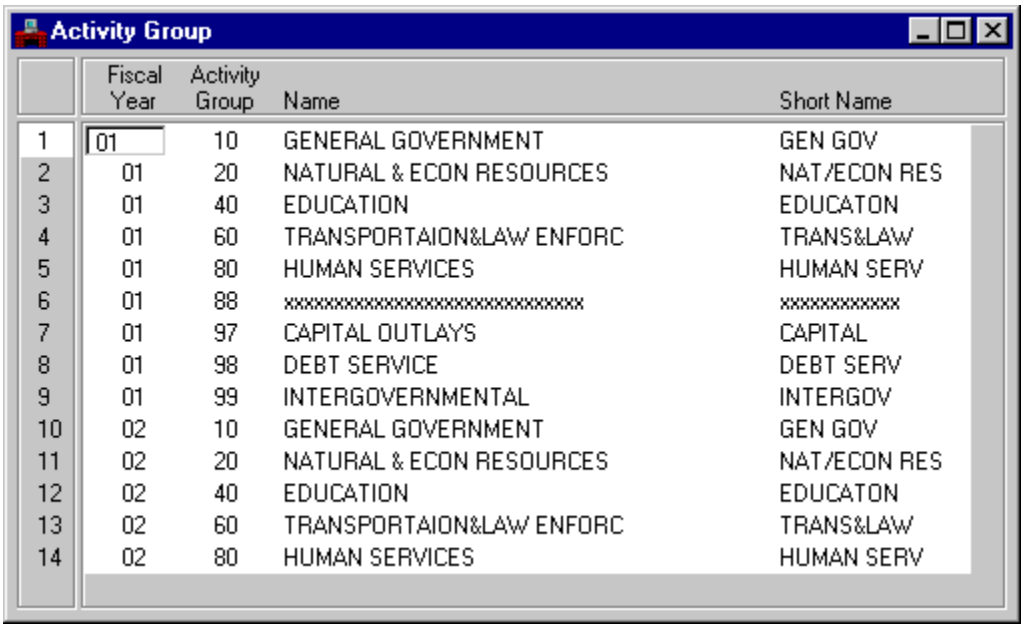
New Eligibility	1	**Requires Input.** Enter the code indicating eligibility. Valid values are: • **I** - Eligible for reimbursement from state and bond funding types. • **E** - Eligible for reimbursement from all funding types (federal, state, bond and other).

Activity Group (AGRP)

Purpose

Activity Group (AGRP) table defines valid activity group codes and is the highest level within the activity hierarchy. Activities are assigned to groups on Activity (ACT2) table. Usage of the activity group has been reserved for potential statewide usage.

AGRP Coding Instructions



	Fiscal Year	Activity Group	Name	Short Name
1	01	10	GENERAL GOVERNMENT	GEN GOV
2	01	20	NATURAL & ECON RESOURCES	NAT/ECON RES
3	01	40	EDUCATION	EDUCATON
4	01	60	TRANSPORTAION&LAW ENFORC	TRANS&LAW
5	01	80	HUMAN SERVICES	HUMAN SERV
6	01	88	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxx
7	01	97	CAPITAL OUTLAYS	CAPITAL
8	01	98	DEBT SERVICE	DEBT SERV
9	01	99	INTERGOVERNMENTAL	INTERGOV
10	02	10	GENERAL GOVERNMENT	GEN GOV
11	02	20	NATURAL & ECON RESOURCES	NAT/ECON RES
12	02	40	EDUCATION	EDUCATON
13	02	60	TRANSPORTAION&LAW ENFORC	TRANS&LAW
14	02	80	HUMAN SERVICES	HUMAN SERV

Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable fiscal year.
Activity Group	2	**Requires Input.** Enter the code for the **Activity Group** you want to add, change, or delete.

Short Name	12	**Requires Input.** Enter the group name that you want to appear on reports when there is not enough room for the full name.

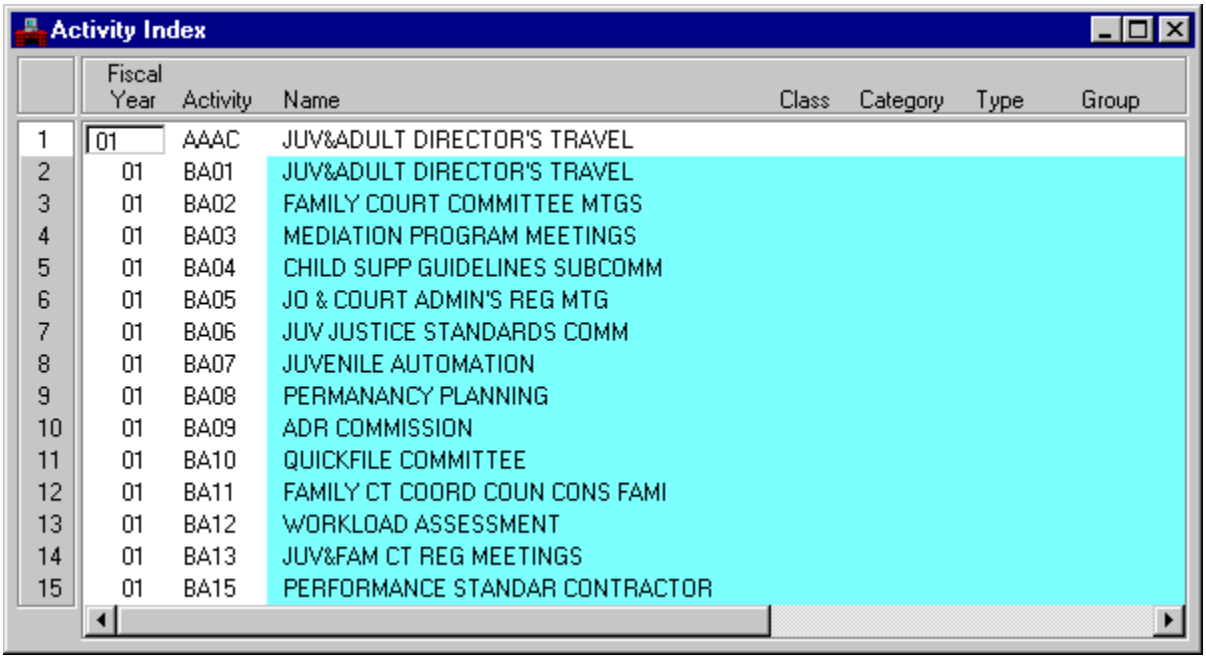
Activity Index (ACTV)

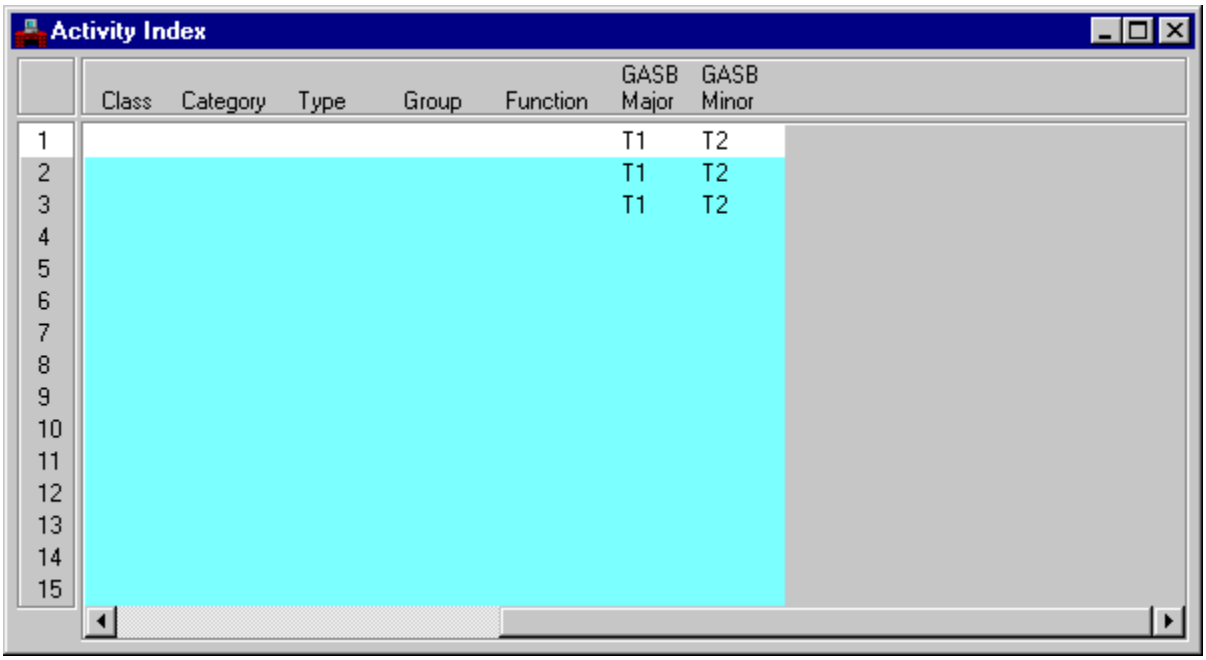
Purpose

This is a system maintained table. The Activity Index (ACTV) table displays valid codes and classifications for activities that were entered on the Activity (ACT2) table. An activity is an internal program that is used for budgeting and/or reporting purposes. Activities can cut across agency and fund boundaries. For example, more than one agency can spend money for the same activity, and more than one fund can supply money for the same activity.

The activity code is the starting point for a classification hierarchy that puts similar activity codes together in progressively larger groups. Similar activities make an activity class, similar activity classes make an activity category. The usage of activity codes and the related hierarchies is optional within SAM II.

ACTV Coding Instructions (System Maintained)





Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Displays the last two digits of the applicable fiscal year.
Activity	4	**Input Optional.** Displays the **Activity** code.
Name	30	**Display Only**. The name of the **Activity** is displayed.

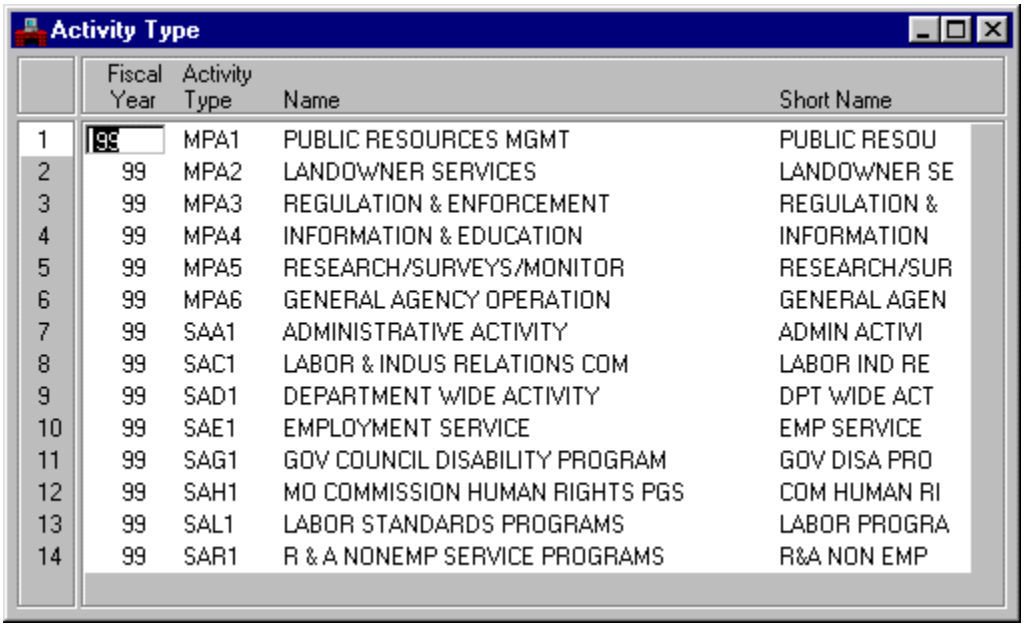
Class	4	**Display Only.** The **Activity Class** associated with this **Activity** is displayed. If this field is blank, an **Activity Class** was not entered for this **Activity** on Activity (ACT2) table.
Category	4	**Display Only.** The **Activity Category** associated with this **Activity** is displayed. If this field is blank, an **Activity Category** was not entered for this **Activity** on Activity (ACT2) table.
Type	4	**Display Only.** The **Activity Type** associated with this **Activity** is displayed. If this field is blank, an **Activity Type** was not entered for this **Activity** on Activity (ACT2) table.
Group	2	**Display Only.** The **Activity Group** associated with this **Activity** is displayed. If this field is blank, an **Activity Group** was not entered for this **Activity** on Activity (ACT2) table.
Function	4	**Display Only.** The **Function** associated with this **Activity** is displayed. If this field is blank, a **Function** was not entered for this **Activity** on Activity (ACT2) table.
GASB Major	2	**Not Applicable.** Do not enter data in this field.
GASB Minor	2	**Not Applicable.** Do not enter data in this field.

Activity Type (ATYP)

Purpose

Activity Type (ATYP) defines valid activity type codes and the third level in the activity hierarchy. Activities are assigned to activity type on Activity (ACT2).

ATYP Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable fiscal year.
Activity Type	4	**Requires Input.** Enter the code for the **Activity Type** you want to add, change, or delete.
Name	30	**Requires Input.** Enter the **Activity Type** name.
Short Name	12	**Requires Input.** Enter the type name that you want to appear on reports when there is not enough room for the full name.
Short Name	12	**Requires Input.** Enter the type name that you want to appear on reports when there is not enough room for the full name.

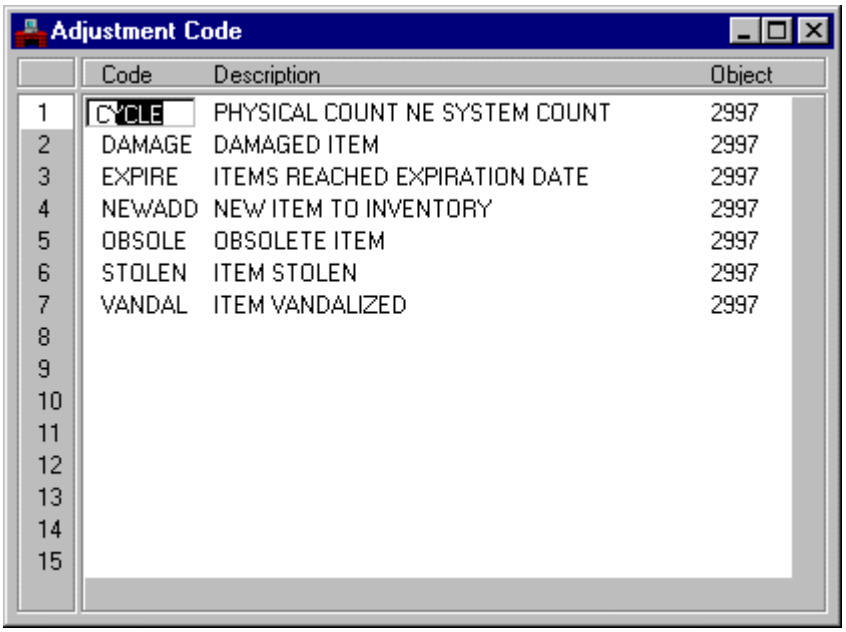
Adjustment Code (ADJC)

Purpose

The Adjustment Code (ADJC) table provides a list of valid adjustment codes with descriptions that define the reason for adjustments to inventory. For each adjustment code, there is an object code to which the accounting entries are posted. The default

adjustment code used by the inventory freeze program (PHYINV) must have an entry on this table.

ADJC Coding Instructions



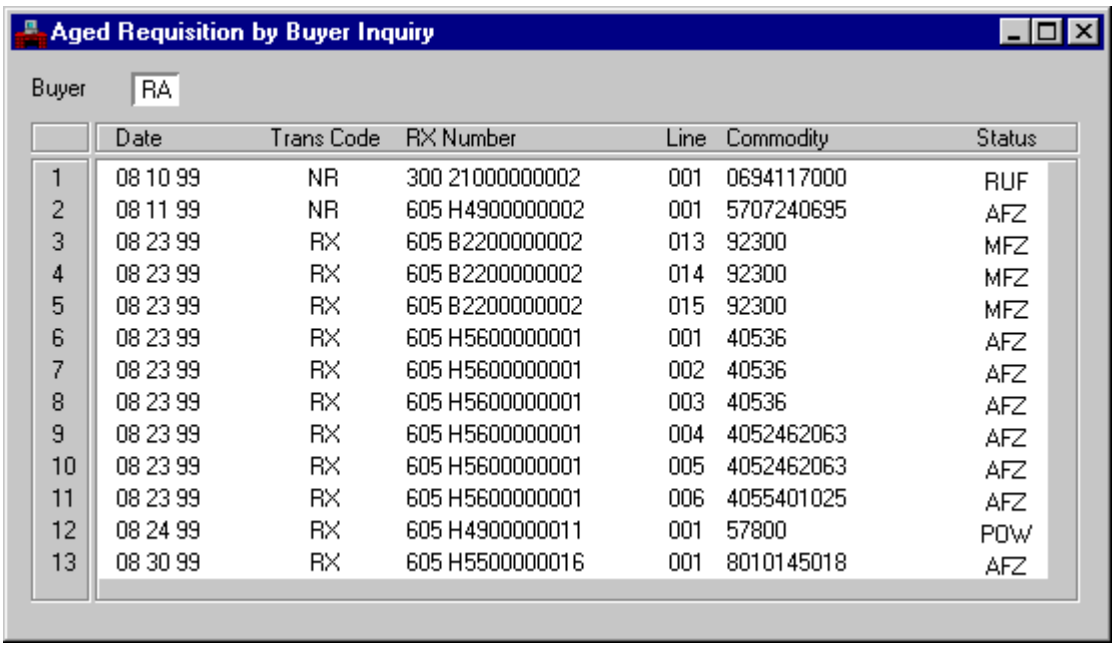
Field Name	Length	Definition
Code	6	**Requires Input.** Enter a unique code, up to six characters in length that defines the reason for the adjustment.
Description	30	**Requires Input.** Enter a detailed description of the adjustment code.
Object	4	**Requires Input.** Enter the object code where accounting entries are posted. Refer to Object Index (OBJT) for valid codes.

Aged Requisition by Buyer Inquiry (AGRX)

Purpose

The Aged Requisition by Buyer Inquiry (AGRX) table maintains information regarding open requisitions by buyer code, transaction date, and requisition ID.

AGRX Coding Instructions



	Date	Trans Code	RX Number	Line	Commodity	Status
1	08 10 99	NR	300 21000000002	001	0694117000	RUF
2	08 11 99	NR	605 H4900000002	001	5707240695	AFZ
3	08 23 99	RX	605 B2200000002	013	92300	MFZ
4	08 23 99	RX	605 B2200000002	014	92300	MFZ
5	08 23 99	RX	605 B2200000002	015	92300	MFZ
6	08 23 99	RX	605 H5600000001	001	40536	AFZ
7	08 23 99	RX	605 H5600000001	002	40536	AFZ
8	08 23 99	RX	605 H5600000001	003	40536	AFZ
9	08 23 99	RX	605 H5600000001	004	4052462063	AFZ
10	08 23 99	RX	605 H5600000001	005	4052462063	AFZ
11	08 23 99	RX	605 H5600000001	006	4055401025	AFZ
12	08 24 99	RX	605 H4900000011	001	57800	POW
13	08 30 99	RX	605 H5500000016	001	8010145018	AFZ

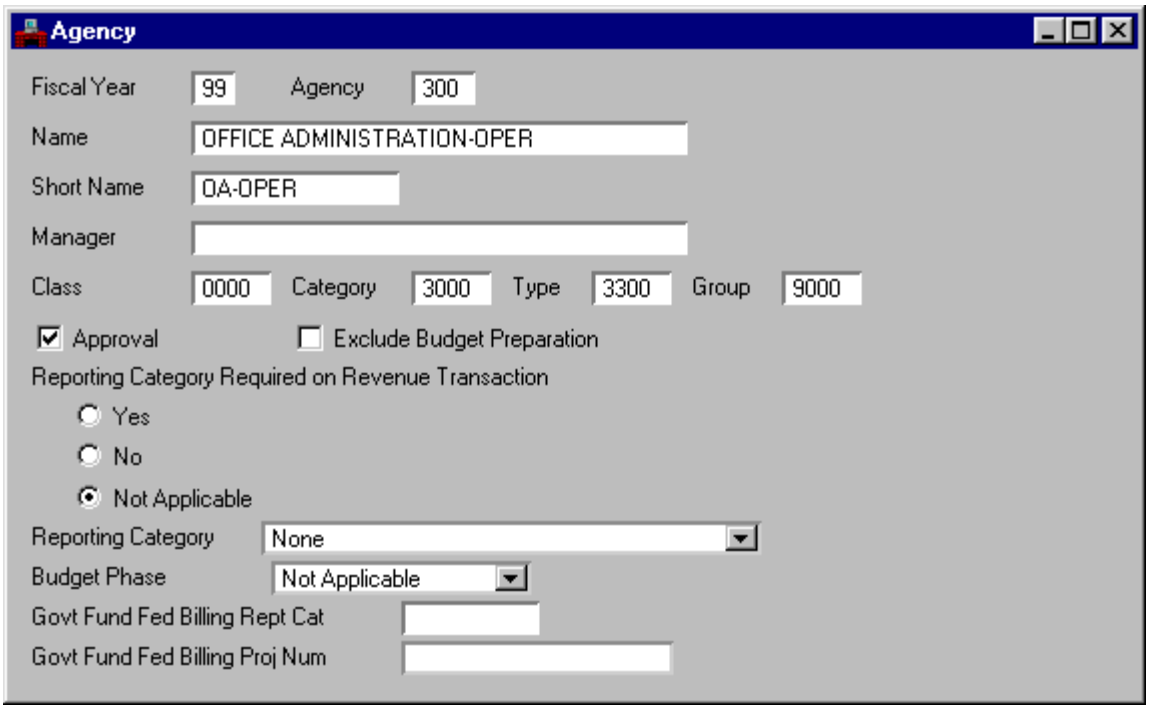
Field Name	Length	Definition
Buyer	2	**Requires Input.** This is the primary key field. Enter the buyer code to obtain a listing of open requisitions which are assigned to that buyer.
Date	6	**Display Only.** Defaults to the date that the requisition document was accepted into the system.
Trans Code	2	**Display Only.** Identifies the requisition as either an RXQ (RX) or an NR type.
RX Number	14	**Display Only.** Displays the requisition document number.
Line	3	**Display Only.** Displays the line number of the commodity line as entered on the requisition.
Commodity	14	**Display Only.** Defaults to the commodity code as entered on the requisition for the corresponding line.
Status	3	**Display Only.** Indicates the current status of the requisition line. Refer to Requisition Status Code (RSTA) for code definitions.

Agency (AGC2)

Purpose

Valid detail level agency codes and related information are defined on Agency (AGC2) table. The detail agency code is the input level for SAM II transactions. The agency value may be divided into progressively larger and/or smaller groups. The larger hierarchy elements progress as follows: 1. agency; 2. class 3. category; 4. type; and 5. group. The smaller hierarchy elements progress as follows: 1. Sub-organization; 2. organization; and 3. agency. Agencies are assigned to the hierarchy elements on Agency (AGC2) table. The Agency (AGC2) table defines values for all agencies in SAM II and the steps necessary to establish and maintain an agency. Certain options and controls are defined for each agency on this table. Once set, the options on this table should normally not be changed during the fiscal year.

AGC2 Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Agency	3	**Requires Input.** Enter the code for the **Agency** you want to add, change, or delete.

Short Name	12	**Requires Input.** Enter the agency name that you want to appear on reports when there is not enough room for the full name.
Manager	30	**Input Optional.** Enter the agency **Manager's** (optionally used for reports).
Class	4	**Requires Input.** Enter the agency **Class** code within which this agency will be reported. Refer to the agency **Class** (AGCL) business process in this component for valid values.
Category	4	**Requires Input.** Enter the agency **Category** code within which this agency will be reported. Refer to the agency **Category** (AGCT) business process in this component for valid values.
Type	4	**Requires Input.** Enter the agency **Type** code within which this agency will be reported. Refer to the agency type (AGTP) table business process in this component for valid values.
Group	4	**Requires Input.** Enter the agency **Group** code within which this agency will be reported. Refer to the agency group (AGGP) table business process in this component for valid values.
Approval	1	**Requires Input.** Select box [**Y**] default. Required for approval of documents.
Exclude Budget Preparation	1	**Input Optional.** Defaults is to [**N**]. Leave blank as it refers to SAM II Advanced Budget Preparation sub-system not used.
Reporting Category Required on Revenue Transaction	1	**Input Optional.** Default is **[N] No**. Enter **[Y] Yes** for agencies using the Federal Aid Management System that require **Reporting Category** to be entered on all revenue transactions. Enter [N] No for agencies using the Federal Aid Management System that do not require reporting category to be entered on all revenue transactions.

Reporting Category	1	**Conditional Optional.** Default is None [blank.]. This field defines if reporting category codes are required on spending transactions for this agency. Valid values are None [blank], Optional [N], Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2] and Required on Expenditure Transactions [3].
Budget Phase	1	**Input Optional.** Default is Not Applicable. SAM II Advanced Budget Preparation Subsystem will not be used.
Govt Fund Fed Billing Rept Cat	1	**Input Optional.** For agencies using the Federal Aid Management System that require reporting category to be entered on all expenditure related transactions, Enter: [1] - Required on Pre-Encumbrance (Requisition) Transactions - requires reporting category on all requisition, encumbrance and expenditure transactions. [2] - Required on Encumbrance Transactions - requires reporting category on all encumbrance and expenditure transactions. [3] - Required on Expenditure Transactions - requires reporting category on all expenditure transactions. Enter [N] - Optional - for agencies using the Federal Aid Management System that do not require reporting category to be entered on all expenditure related transactions.
Govt Fund Fed Billing Proj Num	1	**Input Optional**. For agencies using the Project Billing System that require project number to be entered on all expenditure related transactions, Enter: [1] - Required on Pre-Encumbrance (Requisition) Transactions - requires project number on all

requisition, encumbrance and expenditure transactions.

[2] - Required on Encumbrance Transactions - requires project number on all encumbrance and expenditure transactions.

[3] - Required on Expenditure Transactions - requires project number on all expenditure transactions.

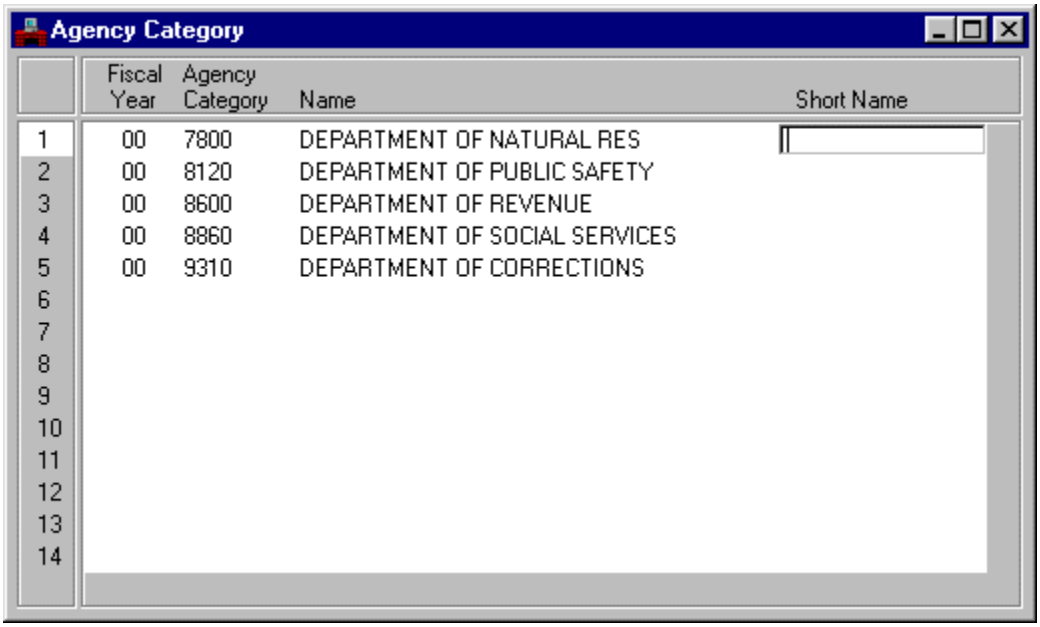
Enter [N] - Optional - for agencies using the Project Billing System that do not require project to be entered on all expenditure related transactions.

Agency Category (AGCT)

Purpose

Agency Category (AGCT) table defines valid agency category codes and is the second roll-up level in the agency hierarchy. Agencies are assigned to agency categories on Agency (AGC2) table. Agency category is used to combine the three agency classes (Operating, Capital Improvement, and Leasing) into a single agency-wide code for combined reporting purposes.

AGCT Coding Instructions



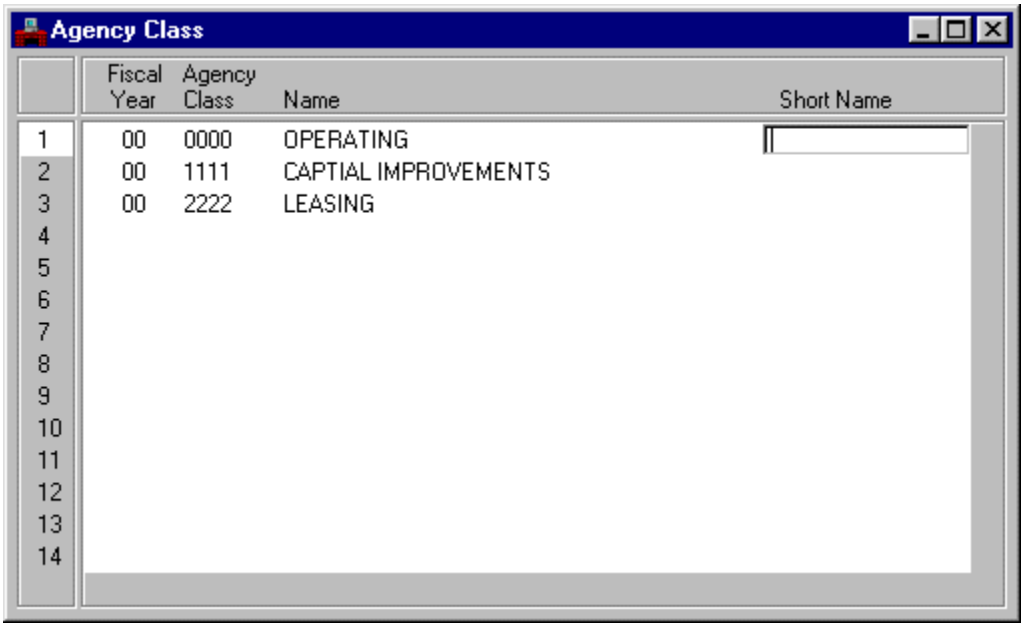
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Agency Category	4	**Requires Input.** Enter the code for the **Agency Category** you want to add, change, or delete.
Name	30	**Requires Input.** Enter the agency category **Name** or any change to an existing category name.
Short Name	12	**Requires Input.** Enter the agency category name or any change to an existing category name that you want to appear on reports when there is not enough room for the full name.
Short Name	12	**Requires Input.** Enter the agency category name or any change to an existing category name that you want to appear on reports when there is not enough room for the full name.

Agency Class (AGCL)

Purpose

Agency Class (AGCL) table defines valid agency class codes and is the first roll-up level in the agency hierarchy. Agencies are assigned to agency classes on Agency (AGC2) table. Agency class is used to combine detail level agency codes into a single element for the statewide reporting of the costs and revenues associated with Operating, Capital Improvement, and Leasing.

AGCL Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year.**
Agency Class	4	**Requires Input.** Enter the code for the **Agency Class** you want to add, change, or delete.
Name	30	**Requires Input.** Enter the agency class **Name** or any change to an existing name.
Short Name	12	**Requires Input.** Enter the agency class name or any change to an existing name that you want to appear on reports when there is not enough room for the full name.
Short Name	12	**Requires Input.** Enter the agency class name or any change to an existing name that you want to appear on reports when there is not enough room for the full name.

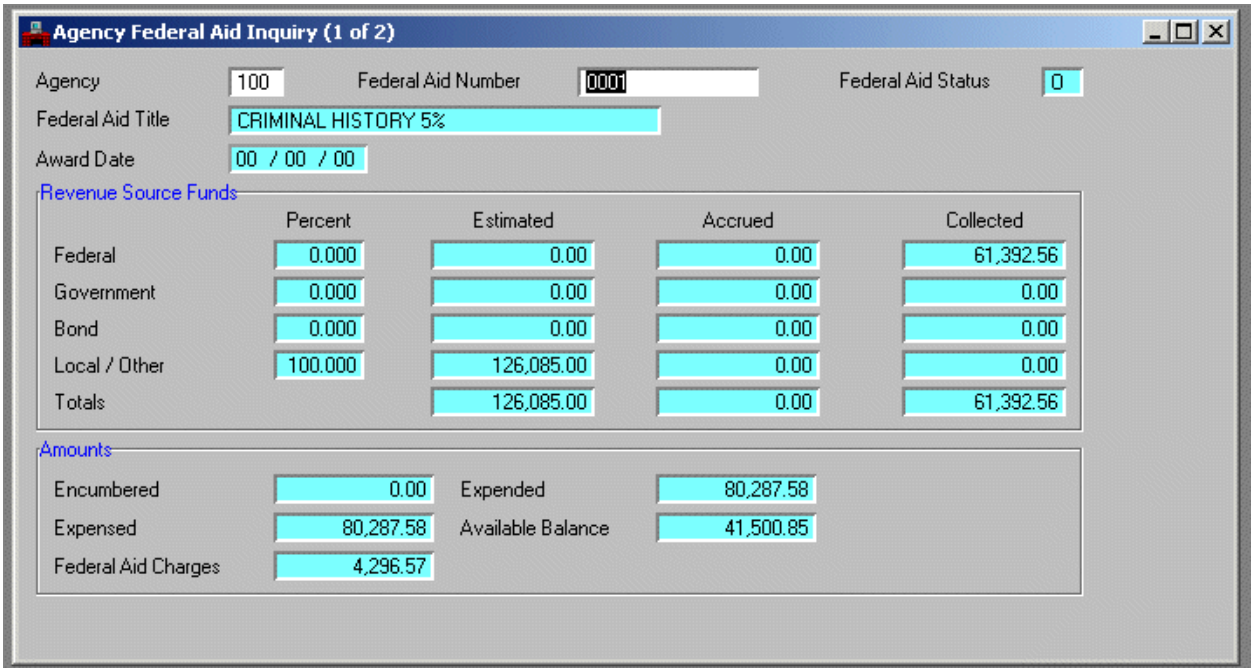
Agency Federal Aid Inquiry (1 of 2) (AGFA)

Purpose

Agency Federal Aid Inquiry (1 of 2) (AGFA) is the online table that records financial and descriptive information about grants that have been established on a Federal Aid Master (FM) document. The table is updated when a Federal Aid Master (FM) document and/or any grant revenue/expenditure transactions are accepted in the system. The table is split into two windows; one (AGFA) for the revenue and spending data; the other (AGF2) for the descriptive information of the grant, including dates, CMIA information, and roll-ups to Major Federal Aid or Government-Wide Numbers. To list specific records from the table, the user enters their Agency Number and the Federal Aid Number of the grant or sub-grant.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

AGFA Coding Instructions



Field Name	Length	Definition
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Federal Aid Number	12.0	**Input Optional.** Enter the Federal Aid Number that uniquely identifies the grant/sub-grant.
Federal Aid Status	2.0	**Display Only.** A two-letter code indicating the grant's status is displayed. Status Code is inferred

		from Federal Aid Master (FM). Valid codes are listed on the Federal Aid Status (FAST) table.
Federal Aid Title	30.0	**Display Only.** The descriptive title of the grant is displayed.
Award Date	6.0	**Display Only.** The award date of the grant is displayed.
Federal (Percent)	2.4 or 3.3	**Display Only.** The percent of estimated Federal revenue funding the grant is displayed.
Government (Percent)	2.4 or 3.3	**Display Only.** The percent of estimated State revenue funding the grant is displayed.
Bond (Percent)	2.4 or 3.3	**Display Only.** The percent of estimated Bond revenue funding the grant is displayed.
Local/Other (Percent)	2.4 or 3.3	**Display Only.** The percent of estimated Local/Other revenue funding the grant is displayed.
Federal (Estimated)	11.2	**Display Only.** The dollar amount of estimated Federal revenue funding the grant is displayed.
Government (Estimated)	11.2	**Display Only.** The dollar amount of estimated State revenue funding the grant is displayed.
Bond (Estimated)	11.2	**Display Only.** The dollar amount of estimated Bond revenue funding the grant is displayed.
Local/Other (Estimated)	11.2	**Display Only.** The dollar amount of estimated Local/Other revenue funding the grant is displayed.
Totals (Estimated)	11.2	**Display Only.** The total dollar amount of estimated revenue funding the grant is displayed.
Federal (Accrued)	11.2	**Display Only.** The accrued revenue of the Federal revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "01". This field only reflects the outstanding receivables

		(RE) and is reduced when a Cash Receipt (CR) is processed.
Government (Accrued)	11.2	**Display Only.** The accrued revenue of the State revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "02". This field only reflects the outstanding receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Bond (Accrued)	11.2	**Display Only.** The accrued revenue of the Bond revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "03". This field only reflects the outstanding receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Local/Other (Accrued)	11.2	**Display Only.** The accrued revenue of the Local/Other revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "04". This field only reflects the outstanding receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Totals (Accrued)	11.2	**Display Only.** The total accrued revenue amount of the grant is displayed.
Federal (Collected)	11.2	**Display Only.** The revenue collected from the Federal grantor for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "01".
Government (Collected)	11.2	**Display Only.** The revenue collected from the State for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "02".

Bond (Collected)	11.2	**Display Only.** The revenue collected from the Bond for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "03".
Local/Other (Collected)	11.2	**Display Only.** The revenue collected from the Local/Other for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "04".
Totals (Collected)	11.2	**Display Only.** The total collected revenue amount for this grant is displayed.
Encumbered	11.2	**Display Only.** The amount of money encumbered against this grant, (i.e. all outstanding purchase orders) is displayed.
Expended	11.2	**Display Only.** The amount of money spent against this grant, (i.e., all payment vouchers or expenditure journal vouchers recorded against this grant) is displayed.
Expensed	11.2	**Display Only.** The amount of money spent against this grant, (i.e., all payment vouchers or expenditure journal vouchers recorded against this grant) is displayed.
Available Balance	11.2	**Display Only.** The remaining available balance of this grant is displayed. (Available Balance = Budget - Encumbered - Expended - Federal Aid Charges)
Federal Aid Charges	11.2	Display Only. All non-accounting charges recorded against this grant are displayed. (Charges posted on Federal Aid Charge (FX) documents.)

Agency Federal Aid Inquiry (2 of 2) (AGF2)

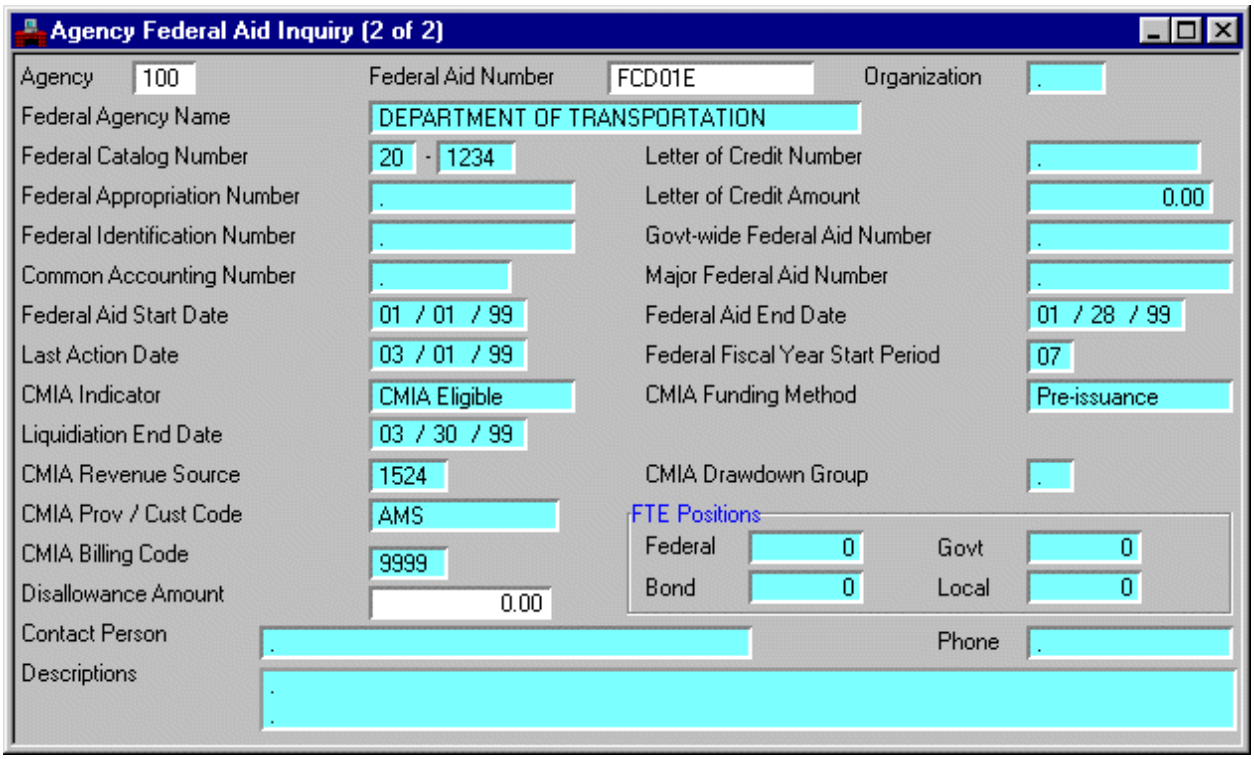
Purpose

Agency Federal Aid Inquiry (2 of 2) (AGF2) is the online table that records financial and descriptive information about grants that have been established on a Federal Aid Master

(FM) document. The table is updated when a Federal Aid Master (FM) document and/or any grant revenue/expenditure transactions are accepted in the system. The table is split into two windows; one (AGFA) for the revenue and spending data; the other (AGF2) for the descriptive information of the grant, including dates, CMIA information, and roll-ups to Major Federal Aid or Government-Wide Numbers.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

AGF2 Coding Instructions



Field Name	Length	Definition
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) for valid values.
Federal Aid Number	12.0	**Input Optional.** Enter the Federal Aid Number that uniquely identifies the grant/sub-grant.
Organization	4.0	**Display Only.** The organization managing the grant is displayed.

Federal Agency Name	30.0	**Display Only.** The name of the federal grantor is displayed.
Federal Catalog Number	6.0	**Display Only.** The first two characters identify the federal agency and is validated in the Federal Agency (FEAG) Table and the last four characters identify the number assigned for this grant by the Federal Office of Management and Budget (OMB), as listed in the Catalog of Federal Domestic Assistance (CFDA).
Letter of Credit Number	11.0	**Display Only.** The assigned number connected to a letter of credit connected to the grant is displayed.
Federal Appropriation Number	10.0	**Display Only.** The assigned federal appropriation number connecting the grant to a federal appropriation is displayed.
Letter of Credit Amount	11.2	**Display Only.** The dollar amount for the letter of credit is displayed.
Federal Identification Number	12.0	**Display Only.** The federal identification number is displayed.
Govt-Wide Federal Aid Number	12.0	**Display Only.** The agency identifying number that connects a group of grants to an umbrella grant (i.e. a block grant) is displayed. (Usually used for grants that cross several agencies)
Common Accounting Number	8.0	**Display Only.** The common accounting number identifying the grant is displayed.
Major Federal Aid Number	12.0	**Display Only.** An agency defined identifying number, which notes a relationship between this grant and another grant(s), is displayed. The connection provides a roll-up facility.
Federal Aid Start Date	6.0	**Display Only.** The beginning date of the grant is displayed.
Federal Aid End Date	6.0	**Display Only.** The ending date of the grant is displayed.

Liquidation Period	6.0	**Display Only.** The liquidation date of the grant is displayed.
Last Action Date	6.0	**Display Only.** The date on which the agency grant window was last updated is displayed.
Federal Fiscal Year Start Period	2.0	**Display Only.** The calendar month that represents the start of the federal fiscal year is displayed.
CMIA Indicator	13.0	**Display Only.** The system displays one of the following values: • **CMIA Eligible -** grant is Cash Management Improvement Act (CMIA) eligible. • **Drawdown Eligible -** grant is Drawdown eligible. • **Not Eligible -** grant is neither CMIA eligible nor drawdown eligible.
CMIA Funding Method	13.0	**Display Only.** The system displays one of the following values indicating the funding method: • **Zero Balance -** State receives Federal Funds on the same day that checks are presented. • **Pre-Issuance -** State requests Federal funds no earlier than 3 business days prior to issuing checks. • **Average -** State requests funds for a specific date in a single lump sum, according to historical clearance patterns. • **Estimated -** State requests funds one day prior to the presentment of checks. • **Reimbursable -** State funds have been disbursed and the State is seeking reimbursement from the Federal agency. • **None [blank] -** CMIA Indicator is Not Eligible.

CMIA Revenue Source	4.0	**Display Only.** The revenue source that the system uses on the CMIA-created Invoice (IN), Receivable (RE), and Cash Receipt (CR) documents is displayed.
CMIA Drawdown Group	2.0	**Display Only.** The drawdown group with which this grant is associated is displayed.
CMIA Prov/Cust Code	11.0	**Display Only.** The customer code that the system uses on the CMIA-created Receivable (RE) document is displayed.
CMIA Billing Code	4.0	**Display Only.** The billing code that the system uses on the CMIA-created Receivable (RE) document is displayed.
Disallowance Amount	11.2	**Input Optional.** Enter the amount of expenditures previously recorded against the grant, which have been disallowed by the grantor. The amount entered must be the cumulative amount. The system does not automatically accumulate this field.
Federal	8.0	**Display Only.** The number of positions funded by Federal for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.
Govt	8.0	**Display Only.** The number of positions funded by State for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.
Bond	8.0	**Display Only.** The number of positions funded by Bond for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.
Local	8.0	**Display Only.** The number of positions funded by Local/Other for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.

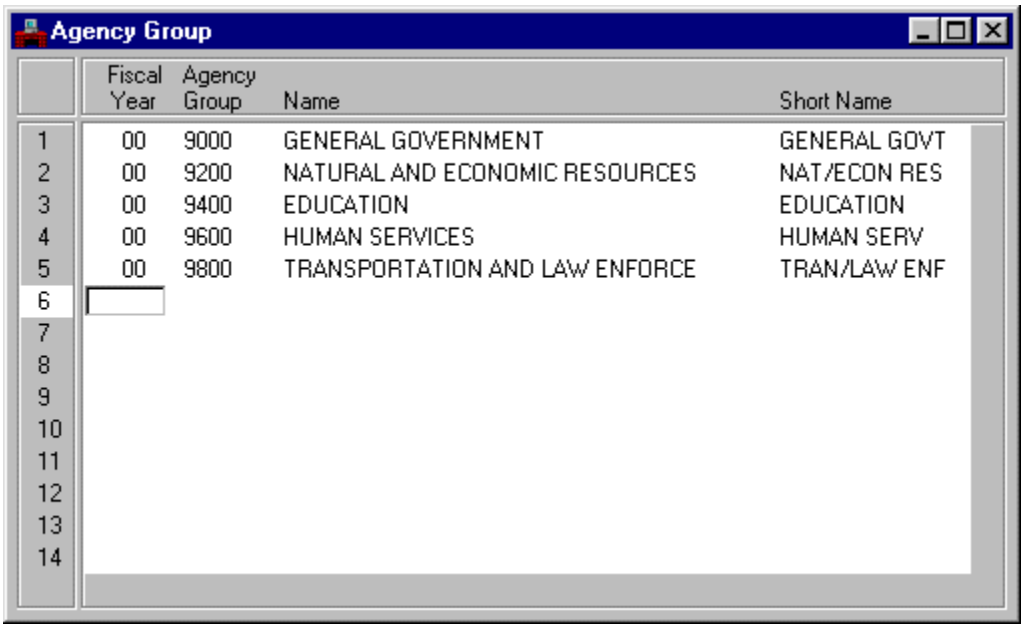
Contact Person	30.0	**Display Only.** The contact person for this grant is displayed.
Phone	12.0	**Display Only.** The phone number for the contact person is displayed.
Descriptions	120.0	**Display Only.** A description of the grant is displayed.

Agency Group (AGGP)

Purpose

Agency Group (AGGP) table defines valid agency group codes and is the highest level in the agency hierarchy. Agencies are assigned to agency groups on Agency (AGC2) table. Agency groups are used to categorize state agencies into similar functions for Comprehensive Annual Financial Report (CAFR) and other reporting purposes.

AGGP Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Agency Group	4	**Requires Input.** Enter the code for the **Agency Group** you want to add, change, or delete.

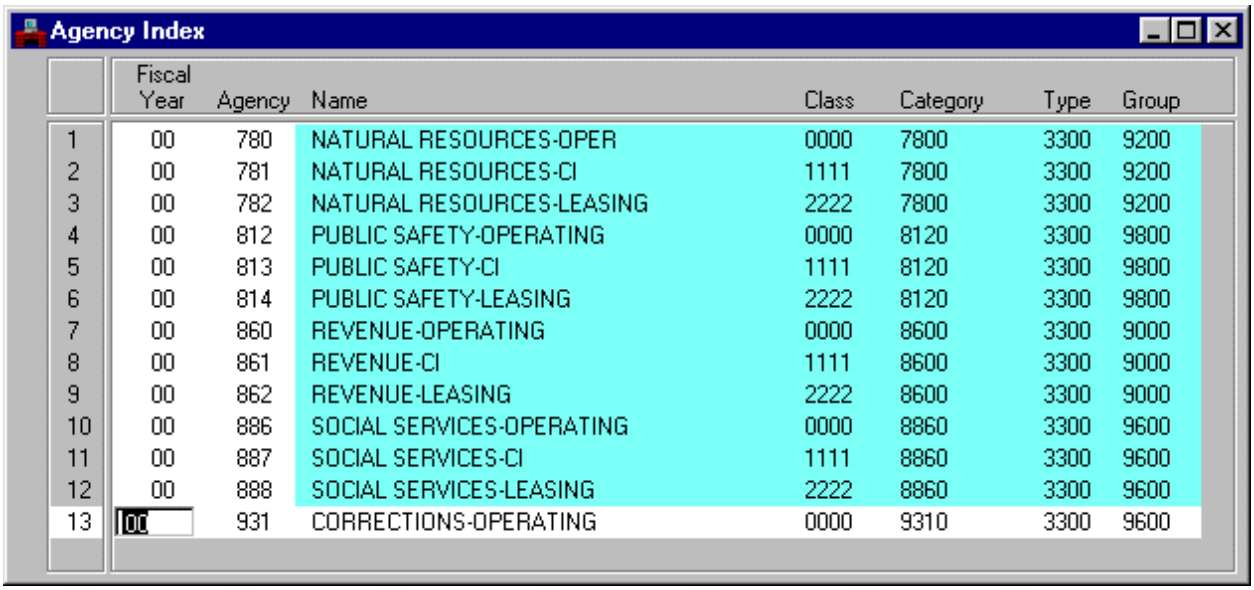
Name	30	**Requires Input.** Enter the agency group name or the changes to an existing group **Name**.
Short Name	12	**Requires Input.** Enter the agency group name or the changes to an existing group name that you want to appear on reports when there is not enough room for the full name.

Agency Index (AGCY)

Purpose

This is a system maintained table. The Agency Index (AGCY) table displays valid agency codes and the related agency hierarchy elements maintained on Agency (AGC2).

AGCY Coding Instructions



	Fiscal Year	Agency	Name	Class	Category	Type	Group
1	00	780	NATURAL RESOURCES-OPER	0000	7800	3300	9200
2	00	781	NATURAL RESOURCES-CI	1111	7800	3300	9200
3	00	782	NATURAL RESOURCES-LEASING	2222	7800	3300	9200
4	00	812	PUBLIC SAFETY-OPERATING	0000	8120	3300	9800
5	00	813	PUBLIC SAFETY-CI	1111	8120	3300	9800
6	00	814	PUBLIC SAFETY-LEASING	2222	8120	3300	9800
7	00	860	REVENUE-OPERATING	0000	8600	3300	9000
8	00	861	REVENUE-CI	1111	8600	3300	9000
9	00	862	REVENUE-LEASING	2222	8600	3300	9000
10	00	886	SOCIAL SERVICES-OPERATING	0000	8860	3300	9600
11	00	887	SOCIAL SERVICES-CI	1111	8860	3300	9600
12	00	888	SOCIAL SERVICES-LEASING	2222	8860	3300	9600
13	00	931	CORRECTIONS-OPERATING	0000	9310	3300	9600

Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Displays the last two digits of the applicable **Fiscal Year**.
Agency	3	**Requires Input.** Displays the **Agency** code.
Name	30	**Display Only.** The agency **Name** that corresponds with the agency code is displayed.

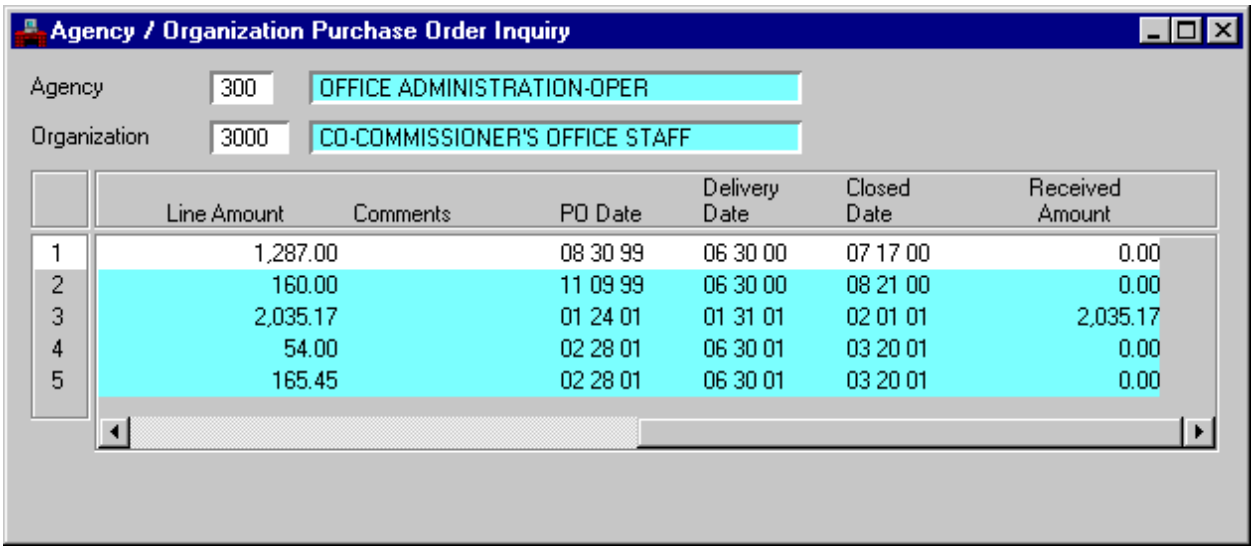
Class	4	**Display Only.** The agency **Class** within which this agency is reported is displayed.
Category	4	**Display Only.** The agency **Category** within which this agency is reported is displayed.
Type	4	**Display Only.** The agency **Type** within which this agency is reported is displayed.
Group	4	**Display Only.** The agency **Group** within which this agency is reported is displayed.

Agency/Organization Purchase Order Inquiry (AOPI)

Purpose

The Agency/Organization Purchase Order Inquiry (AOPI) shows all purchase orders for a given agency and organization combination. This screen is an alternate view of the Open Purchase Order Account Line Inquiry (OPPL). AOPI shows both open and closed purchase orders. Another alternate view, Open Purchase Order by Vendor Inquiry (OPIV) only shows open purchase orders.

AOPI Coding Instructions



Field Name	Length	Definition

Agency	3	**Requires Input.** Enter the agency code for which you want to review purchase order history. The agency name will be displayed in the next field.
Organization	4	**Input Optional.** You can enter the organization code to narrow down the search process. The organization name will be displayed in the next field.
Trans Code	2	**Display Only.** Indicates the two-character transaction code that identifies the type of purchase order that was established.
PO Number	1	**Display Only.** Indicates the document ID that identifies the purchase order document.
Line Number	2	**Display Only.** Indicates the account line number that corresponds to the purchase order.
Vendor	10	**Display Only.** Defaults to the vendor number entered on the purchase order document.
Vendor Name	30	**Display Only.** Defaults to the name of the vendor as specified on the Vendor (VEN2) table.
Line Amount	14	**Display Only.** Indicates the amount of this order line. This amount reflects all adjustments made to the original amount.
Comments	12	**Display Only.** Denotes that comments have been entered on the requisition or an indication that a Special Instruction (SPIS) has been entered on the requisition.
PO Date	6	**Display Only.** Defaults to the date that the purchase order document was accepted into the system.
Delivery Date	6	**Display Only.** Defaults to the scheduled delivery date entered on the requisition.
Closed Date	6	**Display Only.** Indicates the date the purchase order was closed. This field is blank if the order is still open.

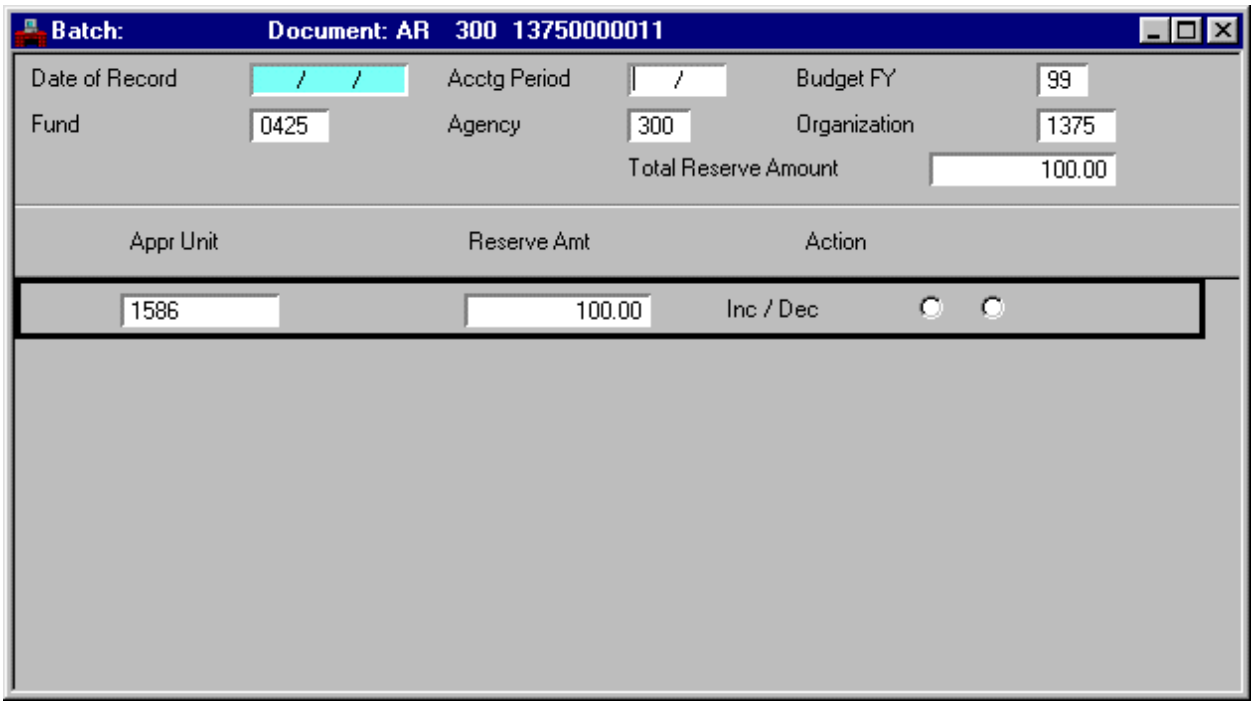
Received Amount	14	**Display Only.** If the purchase order document linking is ON, the total amount received against this accounting line through Receiver (RC) documents is displayed.

Agency Reserve (AR)

Purpose

The Agency Reserve (AR) document is used to establish and to increase or decrease the agency reserve amount. An agency reserve reduces the available spending authority for an appropriation unit.

AR Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional.** If this AR is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If

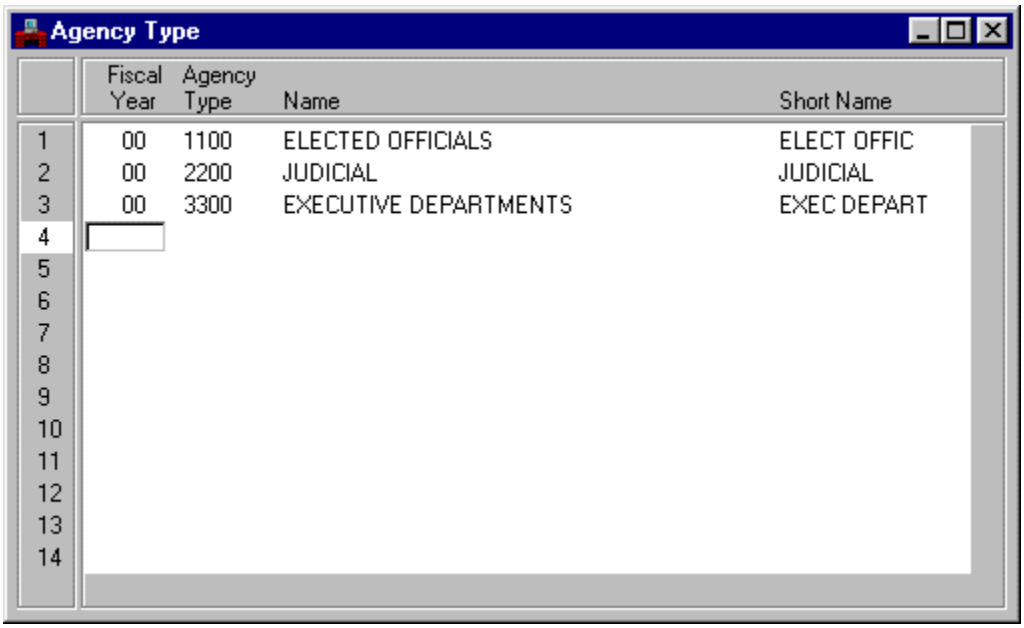
		left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Requires Input.** Enter the last two digits (yy) of the budget fiscal year.
Fund	4.0	**Requires Input.** Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization	4.0	**Not Applicable.** Do not enter data into this field.
Total Reserve Amount	14.0	**Requires Input.** Enter the net effect of the **Reserve Amounts** for all lines of this document. Do not enter cents. To determine the Total Reserve Amount, add the increase lines and subtract the decrease lines. If the net effect results in a negative number, do not enter the negative sign in this field.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable appropriation unit. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Reserve Amount	14.0	**Requires Input.** Enter the reserve amount for the appropriation unit. Do not enter cents.
Action	1.0	**Input Optional.** Defaults to **Inc.** • **Inc –** Used to establish or increase an agency reserve amount. • **Dec –** Used to decrease an agency reserve amount. If decreasing an agency reserve, select **Dec**.

Agency Type (AGTP)

Purpose

Agency Type (AGTP) table defines valid agency type codes and is the third roll-up level in the agency hierarchy. Agencies are assigned to agency types on Agency (AGC2) table. Agency types are used to categorize state agencies into summary levels for reporting purposes.

AGTP Coding Instructions



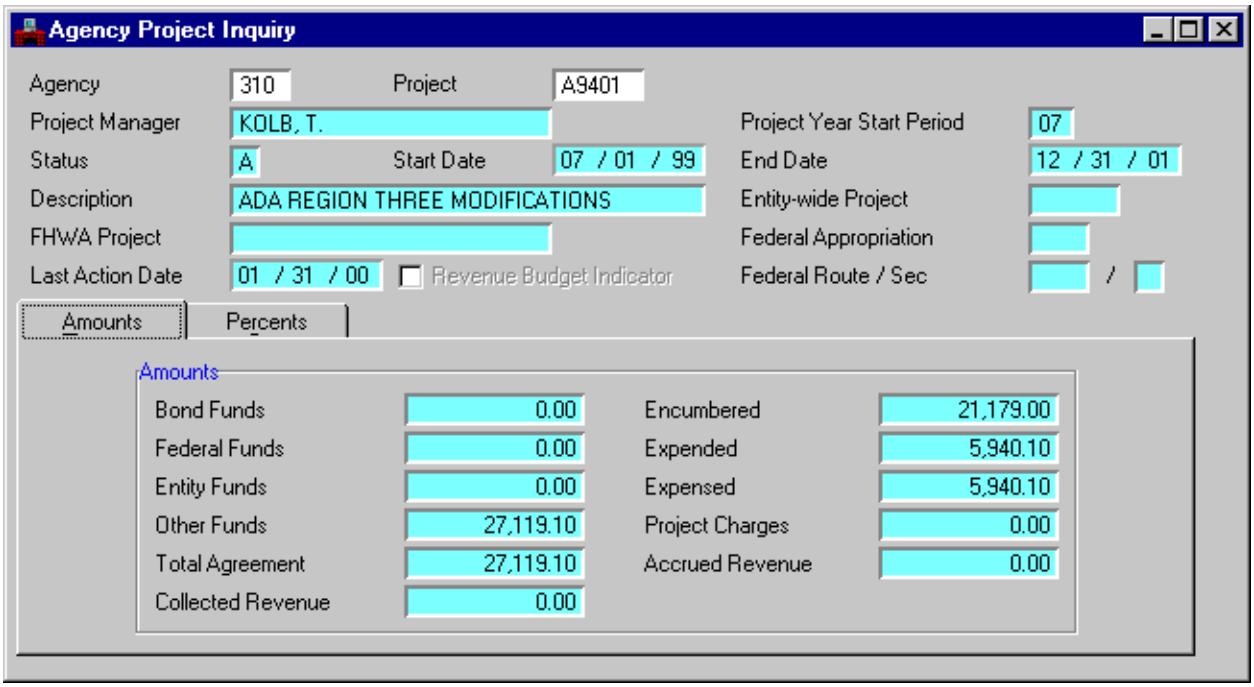
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year.**
Agency Type	2	**Requires Input.** Enter the code for the **Agency Type** you want to add, change, or delete.
Name	30	**Requires Input.** Enter the agency type **Name**.
Short Name	12	**Requires Input.** Enter the agency type name that you want to appear on reports when there is not enough room for the full name.

Agency Project Inquiry (AGPR)

Purpose

Agency/Project Inquiry table (AGPR) displays financial and descriptive information about projects. This system-maintained table is organized by agency and project number. The information in this table is updated by the Project Management Master (PJ) document and by expenditure and revenue accounting documents.

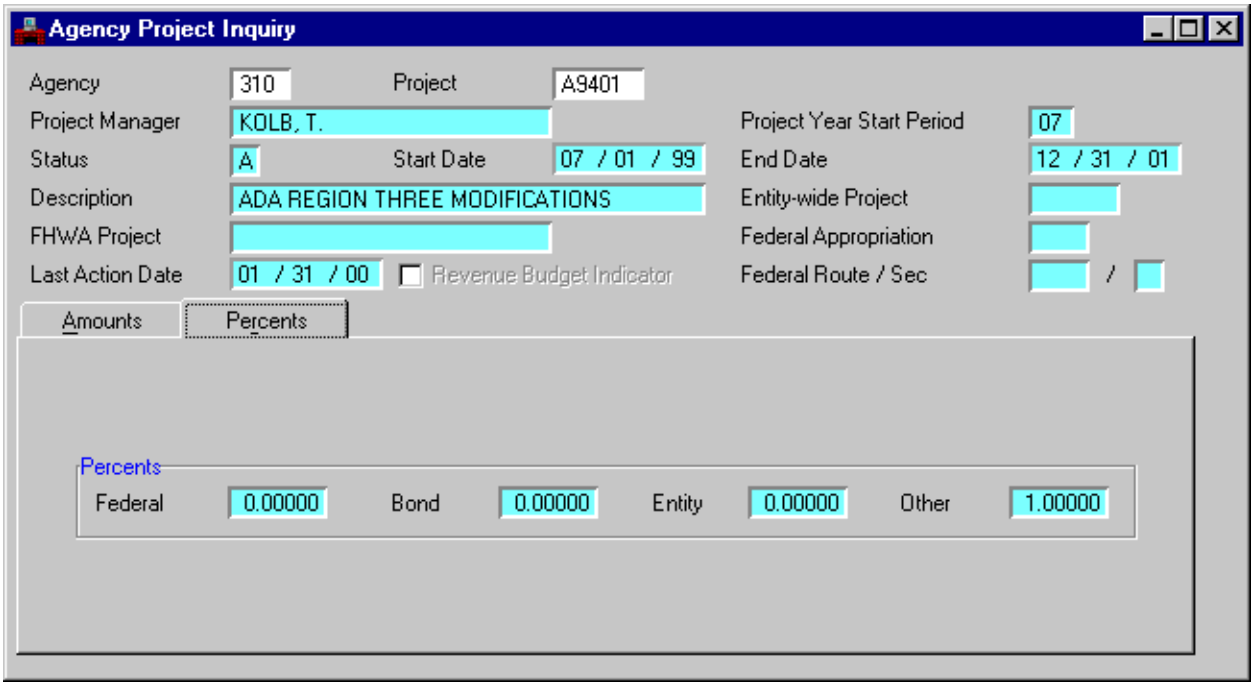
AGPR Coding Instructions



Field Name	Length	Definition
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Project	5.0	**Requires Input.** Enter the project code identifying the project. Refer to the Project Management Master (PJ) for a valid project number.
Project Manager	20.0	**Display Only.** The name of the person managing the project is displayed.
Project Year Start Period	2.0	**Display Only.** The calendar month of fiscal year associated with the start of this project is displayed.

Status	1.0	**Display Only.** A one-character code indicating the status of the overall project is displayed. These values are defined in accordance with codes established on the Project Status Code (PRST) and reflect the status entered on the PJ.
Start Date	6.0	**Display Only.** The beginning date (mm dd yy) of the project is displayed.
End Date	6.0	**Display Only.** The estimated ending date (mm dd yy) of the project is displayed.
Description	30.0	**Display Only.** A short description for this project is displayed.
Entity-Wide Project	5.0	**Display Only.** The identifying number that connects a group of agency projects to an umbrella project is displayed.
FHWA Project Number	20.0	**Display Only.** If **FHWA Appropriation Code** is used, the project number to which the appropriation is charged is displayed.
FHWA Appropriation Code	.	**Display Only.** If the Project Billing Subsystem is used, the federal appropriation associated with this project is displayed.
Last Action Date	6.0	**Display Only.** The date (mm dd yy) when the agency project data was last updated is displayed.
Revenue Budget Indicator	1.0	**Display Only.** If this checkbox has been selected, revenue budgets are used and edits are performed to ensure that funding source and revenue source amounts are synchronized.
Federal Route/Sec	3.0	**Display Only.** If the Project Billing Subsystem is used, the Federal Route number and section for this project/sub-project/phase combination is displayed.
Bond Funds	14.0	**Display Only.** Estimated revenue from bond funds associated with the project is displayed.

Encumbered	14.0	**Display Only.** The amount of money encumbered against this project is displayed.
Federal Funds	14.0	**Display Only.** Estimated revenue from federal funds associated with the project is displayed.
Expended	14.0	**Display Only.** The amount of money spent against this project is displayed.
Entity Funds	14.0	**Display Only.** Estimated revenue from entity funds associated with the project is displayed. Entity Funds are governmental funds.
Expensed	14.0	**Display Only.** The total amount of all items expensed against this project is displayed. If an inventory item has been acquired, but has not yet been used, it is not reflected in this field. However, all non-inventory purchases that are expended and expensed at the same time are recorded in this field.
Other Funds	14.0	**Display Only.** Estimated revenue from other funds associated with the project is displayed.
Project Charges	14.0	**Display Only.** The total amount of charges recorded against this project on charge documents is displayed.
Total Agreement	14.0	**Display Only.** The maximum amount that you can bill for reimbursement for eligible work on this project is displayed.
Accrued Revenue	14.0	**Display Only.** The sum of all accrued revenue from invoice documents is displayed.
Collected Revenue	14.0	**Display Only.** The sum of earned and collected revenue recorded on cash receipts is displayed.



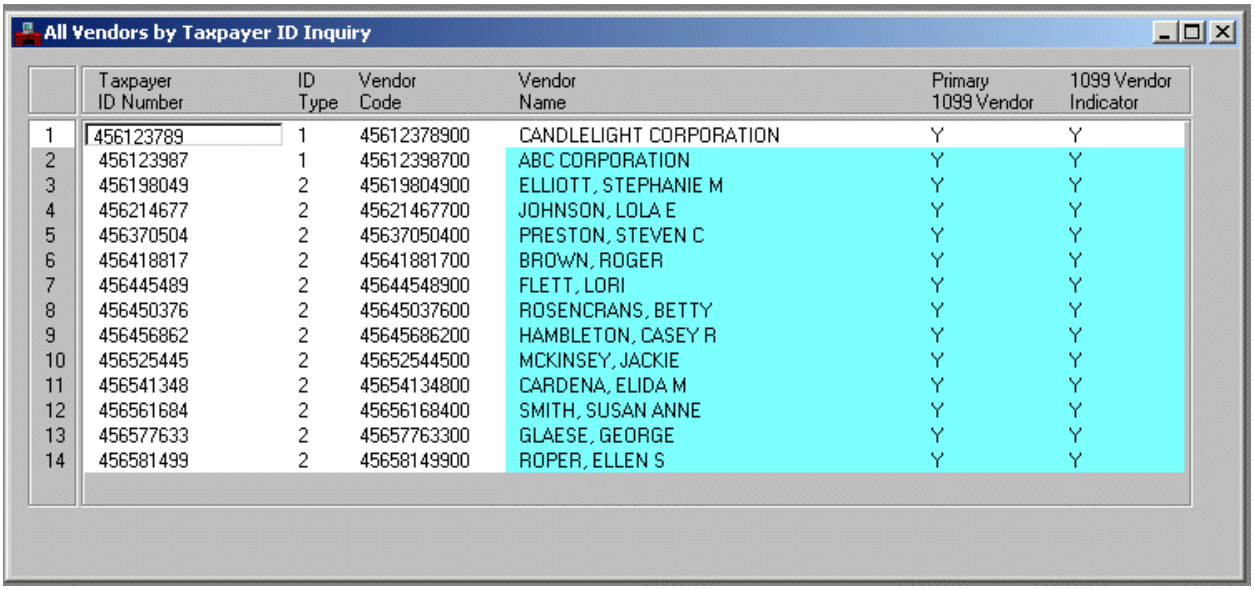
Field Name	Length	Definition
Federal, Bond, Entity, Other	7.0	**Display Only.** These fields indicate the source of funding percentages as specified on the Project Management Master (PJ) document.

All Vendors By Taxpayer ID Inquiry (VTIN)

Purpose

All Vendors By Taxpayer ID Inquiry (VTIN) shows the vendors Taxpayer ID Number, ID Type, Vendor Code, Vendor Name, Primary 1099 Vendor and 1099 Vendor Indicator in taxpayer id number order. It is updated when Vendor (1 of 3) (VEN2) or Vendor (2 of 3) (VEN3) is updated.

VTIN Coding Instructions



	Taxpayer ID Number	ID Type	Vendor Code	Vendor Name	Primary 1099 Vendor	1099 Vendor Indicator
1	456123789	1	45612378900	CANDLELIGHT CORPORATION	Y	Y
2	456123987	1	45612398700	ABC CORPORATION	Y	Y
3	456198049	2	45619804900	ELLIOTT, STEPHANIE M	Y	Y
4	456214677	2	45621467700	JOHNSON, LOLA E	Y	Y
5	456370504	2	45637050400	PRESTON, STEVEN C	Y	Y
6	456418817	2	45641881700	BROWN, ROGER	Y	Y
7	456445489	2	45644548900	FLETT, LORI	Y	Y
8	456450376	2	45645037600	ROSENCRANS, BETTY	Y	Y
9	456456862	2	45645686200	HAMBLETON, CASEY R	Y	Y
10	456525445	2	45652544500	MCKINSEY, JACKIE	Y	Y
11	456541348	2	45654134800	CARDENA, ELIDA M	Y	Y
12	456561684	2	45656168400	SMITH, SUSAN ANNE	Y	Y
13	456577633	2	45657763300	GLAESE, GEORGE	Y	Y
14	456581499	2	45658149900	ROPER, ELLEN S	Y	Y

Field Name	Length	Definition
Taxpayer ID Number	14.0	**Input Required.** Enter the vendor's taxpayer id number. Enter as little or as much of the vendor taxpayer id number as you want.
ID Type	1.0	Displays the type of taxpayer id number from the Vendor (2 of 3) (VEN3). 1 is an FEIN number and 2 is a Social Security Number.
Vendor Code	11.0	Displays the vendor code that is associated with the vendor name on Vendor (1 of 3) (VEN2).
Vendor Name	14.0	Default is inferred from Vendor (1 of 3) (VEN2).
Primary 1099 Vendor	1.0	Displays the Primary 1099 Vendor indicator from Vendor (2 of 3) (VEN3).
1099 Vendor Indicator	1.0	Displays the 1099 Indicator from Vendor (2 of 3) (VEN3).

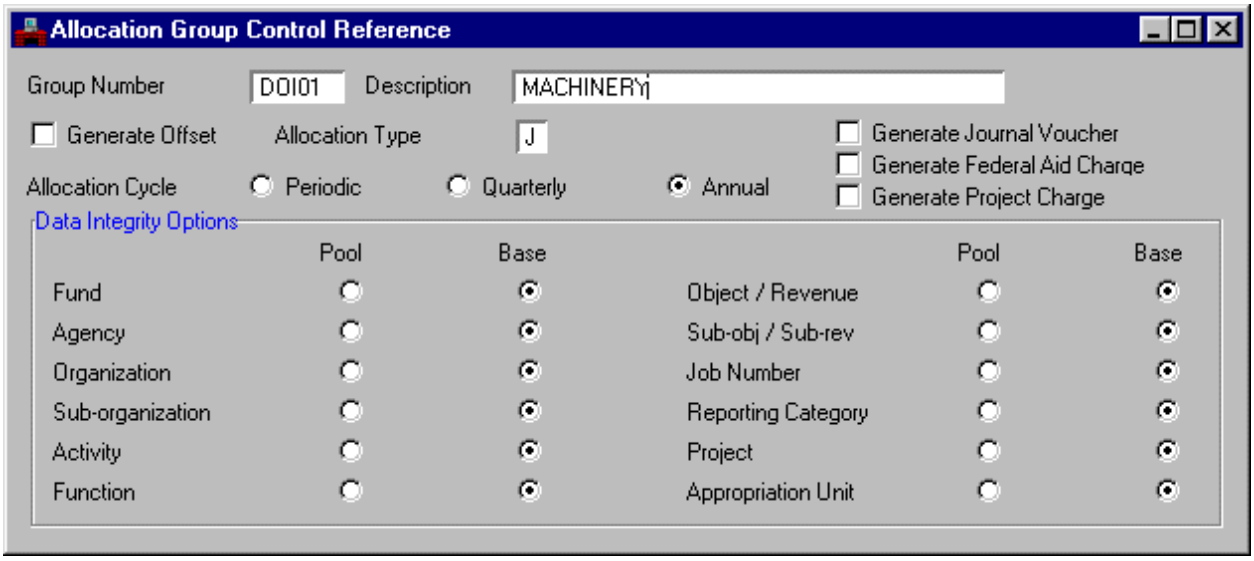
Allocation Group Control Reference (ALLC)

Purpose

Allocation Group Control Reference (ALLC) is the second window that you should use to set up the cost allocation process. Every group included in the allocation must exist on this

window before any other processing is done. When first setting up entries on this window, you should decide what period is covered by this allocation by setting **Allocation Cycle**. Next, you should set **Allocation Type** to define which account types are used for selecting General Ledger records for this group's allocation. You should also select **[Y] Generate Offset** and **Generate Journal Voucher** at this time. If during the allocation process, you decide that **Generate Journal Voucher**, **Generate Offset**, or **Allocation Cycle** must change, you must complete or abort the current allocation, and start the entire process over again.

ALLC Coding Instructions



Field Name	Length	Definition
Group Number	5	**Requires Input.** Enter a unique group number. • Identify the one digit agency code by referencing to the Chart of Account and assign it as the first digit code for the Group Number. • Assign the remaining four digits sequentially for the Group Number.
Description	30	Input Optional. Enter a description for the allocation group. This field is informational only.
Generate Offset	1	**Input Optional.** Default is **[N]**. Select **[Y]** to generate offset entries to the pool records for this group. Also select **[Y]** if **Generate Journal Voucher** is

		selected **[Y]**. The offset option is selected when a record is to be accumulated or distributed using one accounting distribution, but displayed on reports using different accounting distribution.
Allocation Type	1	**Requires Input.** This field defines which account types are used for selecting General Ledger records for this group's allocation by Build Cost Allocation General Ledger (CAGL). Ensure that this indicator is consistent with those entered on Cost Allocation Account Type (CAAT).
Generate Journal Voucher	1	**Input Optional.** Default is **[N]**. Select **[Y]** to generate Journal Voucher (JV) documents for this group. There are two types of allocation purposes: allocation of costs/revenues for reporting only with no accounting impact; allocation of costs/revenues for generating Journal Vouchers with accounting impact.
Generate Federal Aid Charge	1	**Input Optional.** Default is **[N]**. Select **[Y]** to generate Federal Aid Charge (FX) documents for this group.
Generate Project Charge	1	**Input Optional.** Default is **[N]**. Select **[Y]** to generate Project Charge (PX) documents for this group.
Allocation Cycle	1	**Input Optional.** Default is **Periodic [P]**. This field is used when extracting the dollar amounts for Build Cost Allocation General Ledger (CAGL) for the pool and base records on Pool Accumulation Inquiry (PACC). • **Periodic [P]** If the costs are accumulated each month and then distributed, the option of Periodic should be selected. • **Quarterly [Q]** If the costs are accumulated for a longer period of time and reported quarterly

Data Integrity Options:

- Fund,
- Agency,
- Organization,
- Sub-Organization,
- Activity,
- Function, 1
- Object/Revenue,
- Sub-Obj/Sub-Rev,
- Job Number,
- Reporting Category,
- Project,
- Appropriation Unit

before being distributed, the option of Quarterly is appropriate.

- **Annual [A]** If the costs are accumulated for the entire year and then distributed as part of year-end processing is appropriate.

Input Optional. Default is **Base [B]**. These fields allow you to specify whether each accounting distribution element used in base record expansion is determined by the pool records or by the base records. These options also determine whether or not the wild card option can be used on base records for each accounting distribution element field on Pool/Base Definition Reference (PBDF). For information on using the wild card option, see the **User's Guide**. Valid values for these fields are:

- **Pool [P]** - This accounting distribution element is determined from pool records. If **Pool [P]** is selected, you can use the wild card option on the base record. If the final allocation record inherits the code from the pool, the option "pool" should be selected for the accounting distribution element.
- **Base [B]** - This accounting distribution element is determined by base records. If **Base [B]** is selected, you can only use the wild card option in pool records. If the final allocation record inherits the code from the base, the option "base" should be selected for the accounting distribution element.

Note: This option only has a bearing on base records when the Base **Type** is **Statistical [S]** or **Fixed Percentage [P]** on Pool/Base Definition Reference (Variable Method) (PBDA).

The determined options are for the entire group;

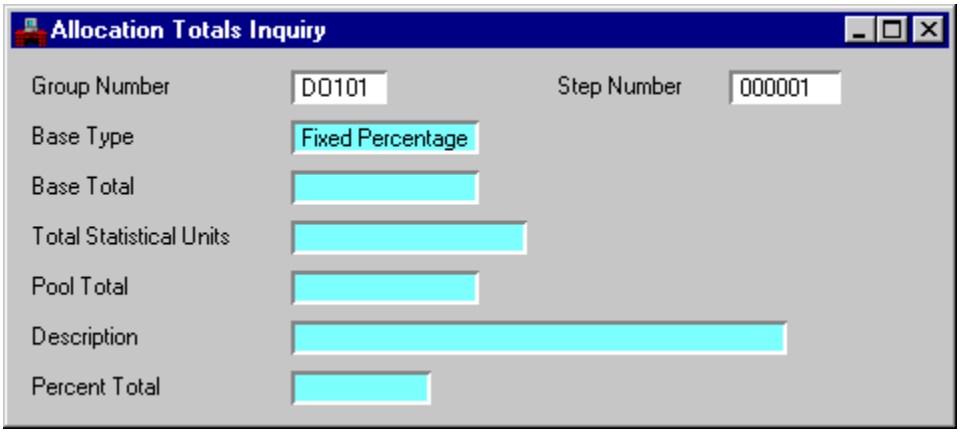
individual step can be changed to a different Data Integrity Option.

Allocation Totals Inquiry (TOTL)

Purpose

Allocation Totals Inquiry (TOTL) forces control on the type of records in a group/step and stores the total amount needed to compute the allocated amounts for a group/step. This records displayed on this window are built by the system from the records entered on Pool/Base Definition Reference (PBDF). The first time a Pool/Base Definition Reference (PBDF) record is entered with a unique group/step combination, a new record is added to Allocation Totals Inquiry (TOTL). Pool Total and Base Total are updated when Pool Accumulation Inquiry (PACC) is updated.

TOTL Coding Instructions



Field Name	Length	Definition
Group Number	5	**Requires Input.** Enter the unique number assigned to this group.
Step Number	6	**Input Optional.** Enter the unique number assigned to the step within this group.
Base Type	1	**Display Only.** The type of base records processed in this group/step is displayed. Valid values are **Fixed Percentage [P]**, **Actual [A]**, and **Statistical [S]**. This field is set by the first Pool/Base Definition Reference

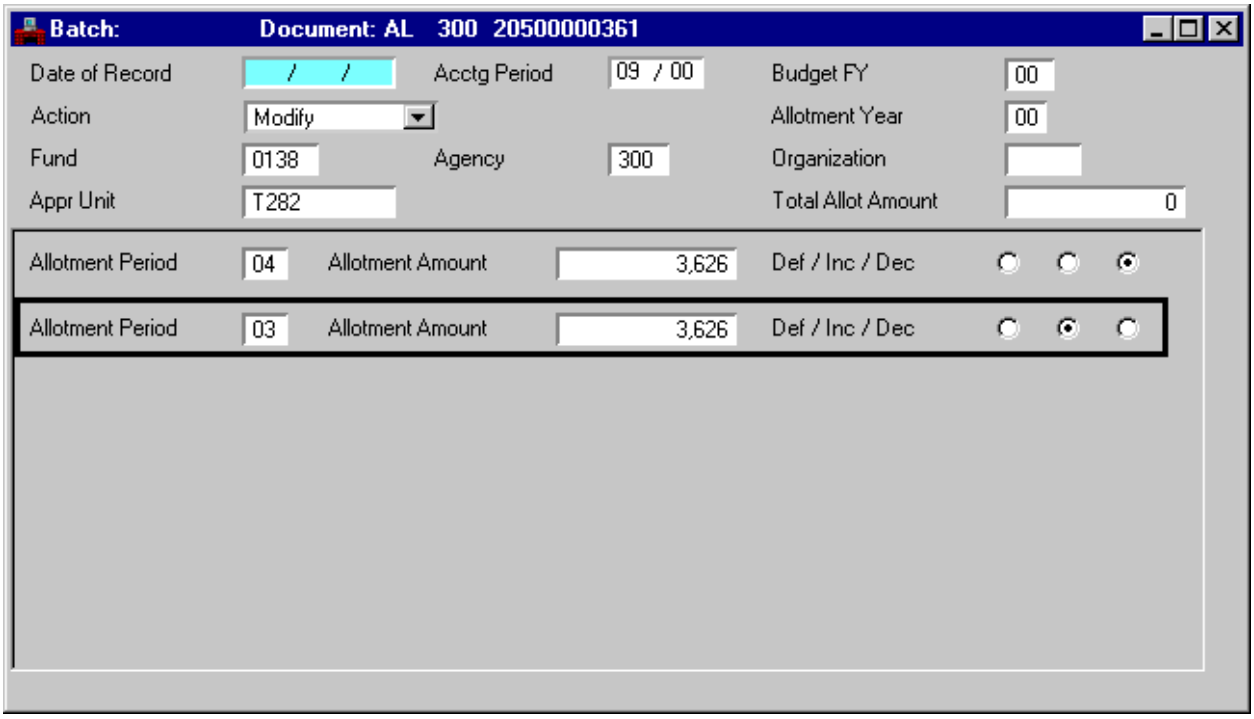
		(PBDF) record in this group/step combination. You cannot change the base type once it has been set.
Base Total	14.2	**Display Only.** The sum of the accumulated amounts for all base records for a group/step is displayed. This field is inferred from Pool Accumulation Inquiry (PACC).
Total Statistical Units	9.6	**Display Only.** The sum of units for groups/steps with a **Base Type** equal to **Statistical [S]** is displayed. This field is inferred from Pool/Base Definition Reference (PBDF).
Pool Total	14.2	**Display Only.** The sum of the accumulated amounts for all pool records for a group/step is displayed. This field is inferred from Pool Accumulation Inquiry (PACC).
Description	30	**Display Only.** The description of the group/step is displayed.
Percent Total	2.6	**Display Only.** The sum of the percents for all fixed percentage or statistical base records for a group/step is displayed. This field is inferred from Pool/Base Definition Reference (PBDF).

Allotment (AL)

Purpose

The Allotment (AL) document is used to establish allotment authority for appropriation units and to increase and decrease allotment amounts for an allotment period.

AL Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4.0	**Input Optional.** If this AL document is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Requires Input.** Enter the last two digits (yy) of the applicable budget fiscal year.
Action	1.0	**Input Optional.** Defaults to Add. Selections include: • **Add** – Used to add a new allotment. • **Modify** - Used to modify an existing allotment. • **Deactivate** – Not applicable. Do not use this selection.

		• **Full Modify** - Not applicable. Do not use this selection. If changing an allotment, select the modify action.
Allotment Year	2.0	**Requires Input.** Enter the last two digits (yy) of the applicable fiscal year.
Fund	4.0	**Requires Input.** Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or <Fund Agency Index (FAGY) table for valid codes.
Organization	4.0	**Not Applicable.** Do not enter data into this field.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid values.
Total Allot Amount	14.0	**Requires Input.** Enter the net effect of the **Allotment Amounts** for all lines of this document. Do not enter cents. To determine the Total Allot Amount, add the increase lines and subtract the decrease lines. If the net effect results in a negative number, do not enter the negative sign in this field.
Allotment Period	2.0	**Requires Input.** Enter a valid allotment period. Valid entries include: • 01 – First quarter of the budget fiscal year. • 02 – Second quarter of the budget fiscal year. • 03 – Third quarter of the budget fiscal year. • 04 – Fourth quarter of the budget fiscal year. Since there is cumulative control for allotments, allotment authority not exhausted in Allotment Period 01 will be available during Allotment Period 02, but only if an Allotment Period 02 exists. Create an allotment period for any quarter that will have

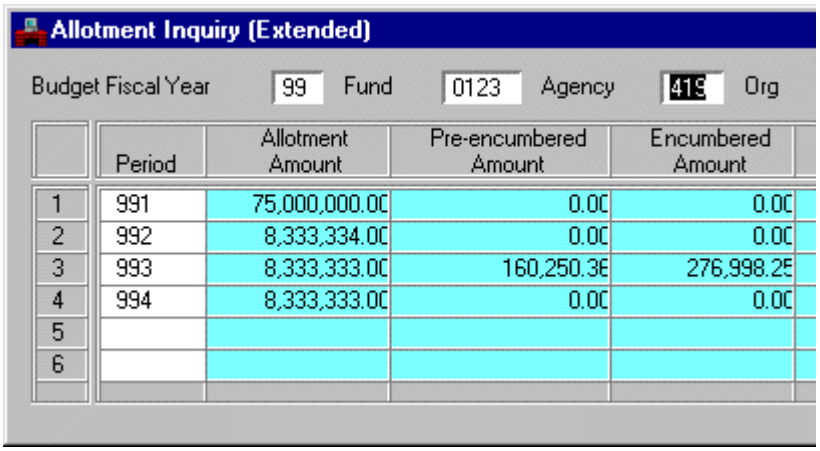
		obligations charged against that period, even if the amount is zero. List allotment periods with decrease amounts prior to listing any allotment periods with increase amounts to avoid document errors.
Allotment Amount	14.0	**Requires Input.** If adding a new allotment, enter the amount for that allotment period. Do not enter cents. If modifying an existing allotment, enter the amount of increase or decrease for that allotment period. Do not enter cents.
Def/Inc/Dec	1.0	**Input Optional.** Def is Default. Selections include: • **Def** – Used to establish the amount for a new allotment period. • **Inc** – Used to increase the amount for that allotment period. • **Dec** – Used to decrease the amount for that allotment period. If increasing or decreasing the amount for the allotment period, select the appropriate action.

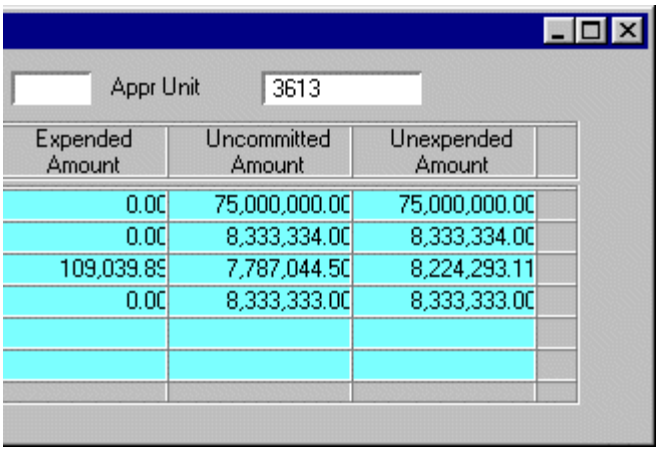
Allotment Inquiry Extended (EALL)

Purpose

The Allotment Inquiry Extended (EALL) is a financial summary of allotments for an appropriation unit. The inquiry displays the allotment period amount, the obligations against the allotment period and the unobligated allotment amount. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency and Appr Unit) narrows the search for an inquiry.

EALL Coding Instructions





Field Name	Length	Definition
Budget Fiscal Year	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.

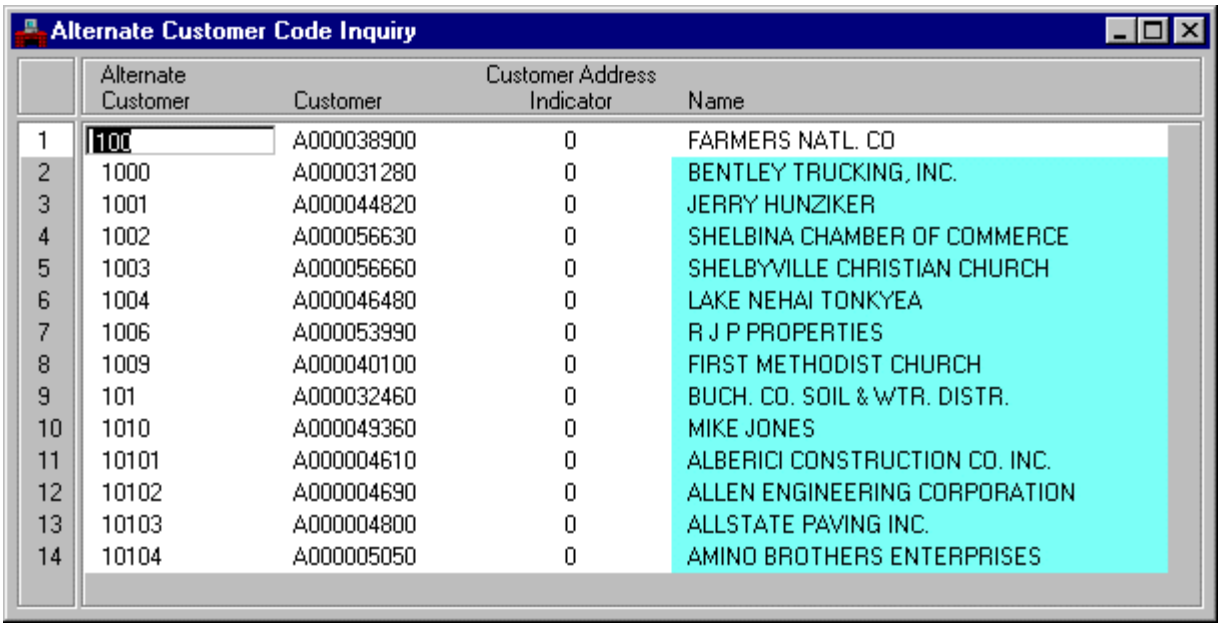
Org	4.0	Not Applicable. Do not enter data into this field.
Appr Unit	4.0	Enter the applicable appropriation unit code. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired appr unit.
Period	5.0	Enter the applicable allotment year and allotment quarter (yy q). If a period is not entered, each allotment period for the appropriation unit is displayed.
Allotment Amount	14.2	Displays the quarterly allotment amount.
Pre-Encumbered Amount	14.2	Displays the total amount pre-encumbered against the allotment period.
Encumbered Amount	14.2	Displays the total amount encumbered against the allotment period.
Expended Amount	14.2	Displays the total amount expended against the allotment period.
Uncommitted Amount	14.2	Displays the uncommitted balance for the allotment period. The uncommitted balance is calculated using the following formula: The Allotment Amount less the Pre-encumbered Amount less the Encumbered Amount less the Expended Amount.
Unexpended Amount	14.2	Displays the unexpended balance for the allotment period. The unexpended balance is calculated using the following formula: The Allotment Amount less the Expended Amount.

Alternate Customer Code Inquiry (CUSA)

Purpose

The Alternate Customer Code Inquiry (CUSA) provides a view of the Alternate Customer Information entered on the CUST) table.

CUSA Coding Instructions



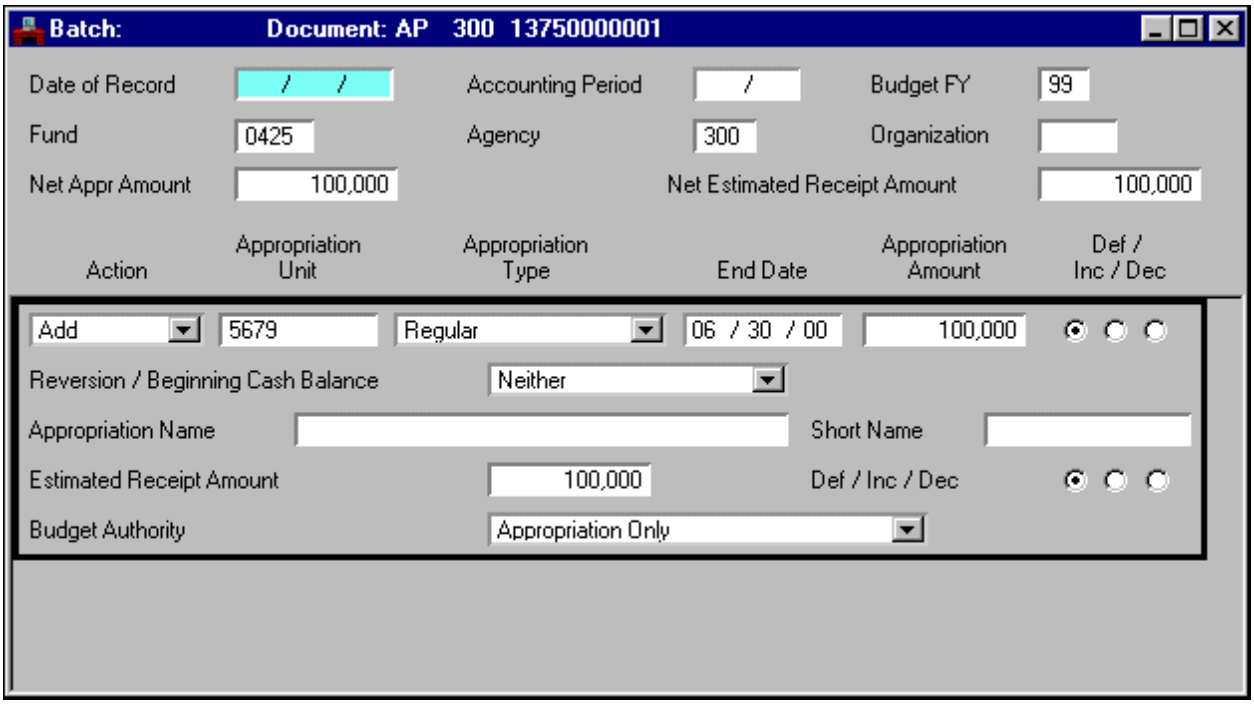
Field Name	Length	Definition
Alternate Customer	11.0	**Requires Input.** Enter the alternate customer code for the customer.
Customer	10.0	**Input Optional.** This is the Customer code associated with the Alternate Customer. The system allows entry in this field in the event the user wants to further define the search on the alternate customer code by all or part of a customer code. For example, if the alternate customer code primary customer code is known, it can be used to find a particular alternate address.
Customer Alternate Address Indicator	1.0	**Input Optional.** This is the alternate address indicator for the Customer if one is used.
Name	30.0	**Display Only.** Defaults to the name of the customer inferred from Customer Information (1 of 2)(CUST).

Appropriation Extended (AP)

Purpose

The Appropriation Extended (AP) document is used to establish an appropriation unit, to increase and decrease the amount of an appropriation unit, to increase and decrease the Governor's reserve, and to deactivate and reactivate an appropriation unit.

AP Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional.** If this AP is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Requires Input.** Enter the last two digits (yy) of the applicable budget fiscal year.

Fund	4.0	**Requires Input.** Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes.
Organization	4.0	**Not Applicable.** Do not enter data into this field.
Net Appr Amount	12.0	**Input Optional.** If adding or modifying appropriation units, enter the net effect of the Appropriation Amounts for all lines of this document. Do not enter cents. To determine the Net Appr Amount, add the increase lines and subtract the decrease lines. If the net effect results in a negative number, do not enter the negative sign in this field. If deactivating or reactivating an existing appropriation unit, do not enter a value.
Net Estimated Receipt Amount	12.0	**Not Applicable.** Do not enter data into this field.
Action	1.0	**Input Optional.** Defaults to **Add**. Selections include: • **Add** – Used to add a new appropriation unit or reactivate an inactive appropriation unit. • **Modify** – Used to modify an existing appropriation unit (i.e. adjust the Governor's reserve or increase an estimated appropriation amount). • **Deactivate** – Used to deactivate an existing appropriation unit. No further obligations may be charged against this appropriation unit. If modifying or deactivating an appropriation unit, select the appropriate action.
Appropriation Unit	9.0	**Requires Input.** If this is a new appropriation unit, enter the value for the appropriation unit.

Appropriation Type	2.0	If modifying, deactivating, or reactivating an appropriation unit, enter the code for the applicable appropriation unit. Refer to Appropriation Index (Extended) (EAPP) for valid codes. **Input Optional.** Default is **No Change/Default**. Selections include: • **Regular** – Used for annual appropriations. • **Continuing** – Used for biennial appropriations. • **Supplemental** – Used for supplemental appropriations. • **Special** – Used only by the Office of Administration for reappropriation processing. • **No Change/Default** – Default. If adding a new appropriation unit, select the appropriation type. If modifying an existing appropriation unit, no selection is necessary unless the appropriation type needs to be changed. If reactivating or deactivating an existing appropriation unit, no selection is necessary.
End Date	6.0	**Input Optional.** Default is the date that the fiscal year ends. After this date, no obligations may be charged against this appropriation unit. If adding a new appropriation unit, enter the date the lapse period ends. If the appropriation unit is a continuing type, the appropriation end date must be entered. If modifying, deactivating or reactivating an appropriation unit, do not enter data into this field.

Appropriation Amount	12.0	**Input Optional.** If adding a new appropriation unit, enter the appropriation amount. Do not enter cents. If modifying an appropriation unit amount or the Governor's reserve amount, enter the amount of the increase or decrease for the appropriation unit. Do not enter cents. The appropriation unit amount may not be decreased below the amount currently obligated against this appropriation. If deactivating or reactivating an appropriation, do not enter an amount.
Def/Inc/Dec	1.0	**Input Optional. Def** is the default. Selections include: • **Def** – Used to establish a new appropriation unit amount or when deactivating and reactivating an existing appropriation unit. • **Inc** – Used to increase the appropriation unit amount or decrease the Governor's reserve (reversion amount). • **Dec** – Used to decrease the appropriation unit amount or increase the Governor's reserve (reversion amount). If increasing or decreasing an appropriation amount or the Governor's reserve, select the appropriate action.
Reversion/Beginning Cash Balance	1.0	**Input Optional.** Default is **Neither**. Selections include: • **Reversion** – Used for appropriation units subject to the Governor's reserve. • **Beginning Cash Balance** – Not Applicable. Do not use this selection. • **Neither** – Default. Used for actions not related to the Governor's reserve.

		If the Appropriation Amount represents a reversion (Governor's reserve) of funds, select the reversion action from the drop-down menu. **Input Optional.** If adding an appropriation unit, enter a description for the appropriation unit.
Appropriation Name	30	If modifying the appropriation unit, do not make an entry in this field unless a new description is necessary. If deactivating or reactivating an existing appropriation unit, do not make an entry in this field.
Short Name	12.0	**Input Optional.** If adding an appropriation unit, enter a short description for the appropriation unit. If modifying the appropriation unit, do not make an entry in this field unless a new short description is necessary. If deactivating or reactivating an existing appropriation unit, do not make an entry in this field.
Estimated Receipt Amount	12.0	**Not Applicable.** Do not enter data into this field.
Def/Inc/Dec	1.0	**Not Applicable.** Do not enter data into this field.
Budget Authority	1.0	**Input Optional.** Default is **No Change**. Selections include: • **Appropriation Only** – Used to establish a new appropriation unit. • **Actual Receipts** – Not applicable. Do not use this selection. • **Estimated Receipts** – Not applicable. Do not use this selection.

- **Greater of Actual or Estimated Receipts** – Not applicable. Do not use this selection.
- **Lesser of Actual or Estimated Receipts** – Not applicable. Do not use this selection.
- **No Change** – Default. Used when modifying, deactivating, or reactivating an existing appropriation unit.

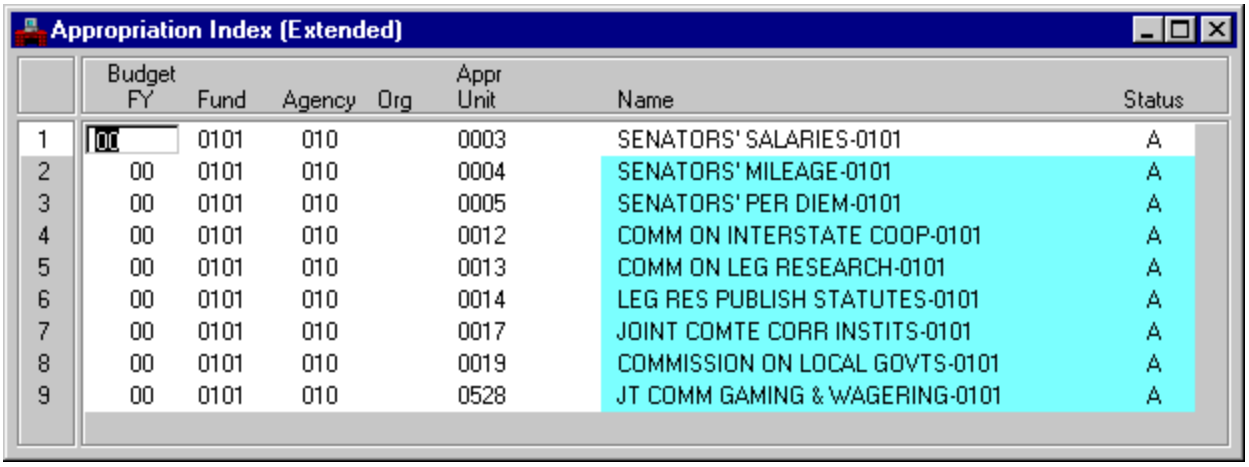
If adding a new appropriation unit, select **Appropriation Only**.

Appropriation Index Extended (EAPP)

Purpose

The Appropriation Index Extended (EAPP) is a listing of the appropriation units for a budget fiscal year. The index displays the name and status of the appropriation unit. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency and Appr Unit) narrows the search for an inquiry.

EAPP Coding Instructions



	Budget FY	Fund	Agency	Org	Appr Unit	Name	Status
1	00	0101	010		0003	SENATORS' SALARIES-0101	A
2	00	0101	010		0004	SENATORS' MILEAGE-0101	A
3	00	0101	010		0005	SENATORS' PER DIEM-0101	A
4	00	0101	010		0012	COMM ON INTERSTATE COOP-0101	A
5	00	0101	010		0013	COMM ON LEG RESEARCH-0101	A
6	00	0101	010		0014	LEG RES PUBLISH STATUTES-0101	A
7	00	0101	010		0017	JOINT COMTE CORR INSTITS-0101	A
8	00	0101	010		0019	COMMISSION ON LOCAL GOVTS-0101	A
9	00	0101	010		0528	JT COMM GAMING & WAGERING-0101	A

Field Name	Length	Definition
Budget FY	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.

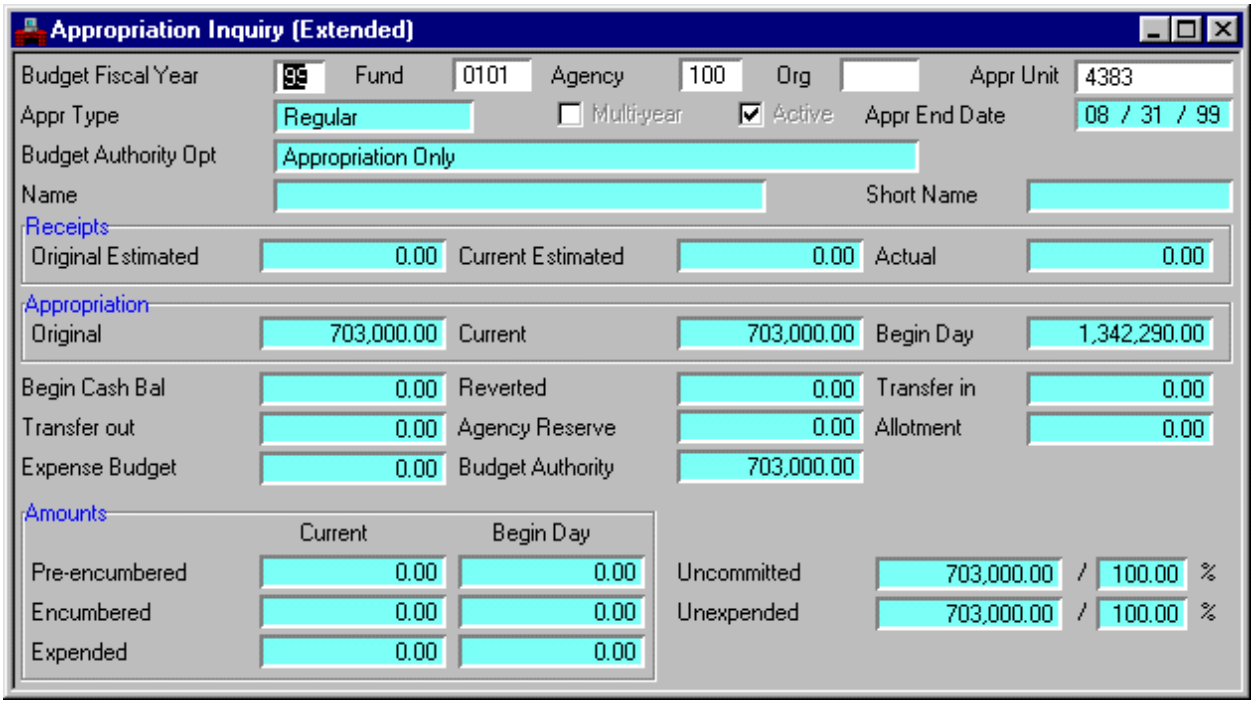
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Org	4.0	**Not Applicable.** Do not enter data into this field.
Appr Unit	4.0	Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired appr unit.
Name	30.0	Displays the name assigned to the appropriation unit.
Status	1.0	Displays “A” for active appropriation units and “I” for inactive appropriation units. If an appropriation unit is inactive, no further obligations may be charged against the appropriation unit.

Appropriation Inquiry Extended (EAP2)

Purpose

The Appropriation Inquiry Extended (EAP2) table is a financial summary for an appropriation unit. The inquiry displays the appropriation authority, the allotment authority, the expense budget authority, the obligations against the appropriation authority, and the unobligated appropriation authority. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency and Appr Unit) narrows the search for an inquiry.

EAP2 Coding Instructions



Field Name	Length	Definition
Budget Fiscal Year	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Org	4.0	Not Applicable. Do not enter data into this field.
Appr Unit	4.0	Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for

		the Budget Fiscal Year, Fund and Agency combination, which may not be the desired appr unit.
Appr Type	2.0	Displays the type of appropriation unit. Valid values are: • **Regular** – Used for annual appropriations. • **Continuing** – Used for biennial appropriations. • **Supplemental** – Used for supplemental appropriations. • **Special** – Used only by the Office of Administration for reappropriation processing.
Multi-Year	1.0	Displays if the appropriation unit is a multi-year appropriation. The Multi-year box will be marked with an **X** if the appropriation unit is a multi-year appropriation. If the appropriation unit not a multi-year appropriation, the box will be blank.
Active	1.0	Displays if the appropriation unit is active. The Active box will be marked with an **X** if the appropriation unit is active. If the appropriation unit is not active, the box will be blank.
Appr End Date	6.0	Displays the ending date for the appropriation unit. No further transactions may process against the appropriation unit after the end date.
Budget Authority Opt	1.0	Displays the appropriation authority option. The State of Missouri uses the “Appropriation Only” option.
Name	25.0	Displays the name assigned to the appropriation unit.
Short Name	12.0	Displays the short name assigned to the appropriation unit.
Original Estimated (Receipts)	14.2	Not applicable. The State of Missouri does not link estimated receipts to appropriation units.

Current Estimated (Receipts)	14.2	Not applicable. The State of Missouri does not link estimated receipts to appropriation units.
Actual (Receipts)	14.2	Not applicable. The State of Missouri does not link actual receipts to appropriation units.
Original	14.2	Displays the appropriated amount for the appropriation unit when the budget was officially approved.
Current	14.2	Displays the current appropriated amount for the appropriation unit. This field is updated with changes from appropriation transactions processed after the budget was officially approved.
Begin Day	14.2	Displays the beginning day appropriated amount for the appropriation unit.
Begin Cash Bal	14.2	Not applicable. The State of Missouri does not roll over unexpended appropriation amounts from the previous budget fiscal year.
Reverted	14.2	Displays reverted amount for the appropriation unit. A reversion reduces the available spending authority. This field displays the amount of the Governor's Reserve or withholding for an appropriation unit.
Transfer in	14.2	Displays the total of all Transfer Appropriation (TA) transactions made from other appropriation unit(s) to this appropriation unit.
Transfer out	14.2	Displays the total of all Transfer Appropriation (TA) transactions made from this appropriation unit to other appropriation unit(s).
Agency Reserve	14.2	Displays the total amount of agency reserve for the appropriation unit.
Allotment	14.2	Displays the total allotment authority for the appropriation unit.

Expense Budget	14.2	Displays the total of all expense budgets authority for the appropriation unit.
Budget Authority	14.2	Displays the total budget authority for the appropriation unit. The budget authority is calculated using the following formula: The Current amount less the Reverted amount plus the Transfer In amount less the Transfer Out amount less the Agency Reserve amount.
Pre-Encumbered (Current)	14.2	Displays the total amount pre-encumbered against the appropriation unit.
Pre-Encumbered (Begin Day)	14.2	Displays the beginning day amount pre-encumbered against the appropriation unit.
Encumbered (Current)	14.2	Displays the total amount encumbered against the appropriation unit.
Encumbered (Begin Day)	14.2	Displays the beginning day amount encumbered against the appropriation unit.
Expended (Current)	14.2	Displays the total amount expended against the appropriation unit.
Expended (Begin Day)	14.2	Displays the beginning day amount expended against the appropriation unit.
Uncommitted	14.2	Displays the uncommitted balance for the appropriation unit. The uncommitted balance is calculated using the following formula: The Budget Authority less the Pre-Encumbered amount less the Encumbered amount less the Expended amount.
Uncommitted %	4.2	Displays the uncommitted percentage for the appropriation unit. The uncommitted percentage is calculated using the following formula:

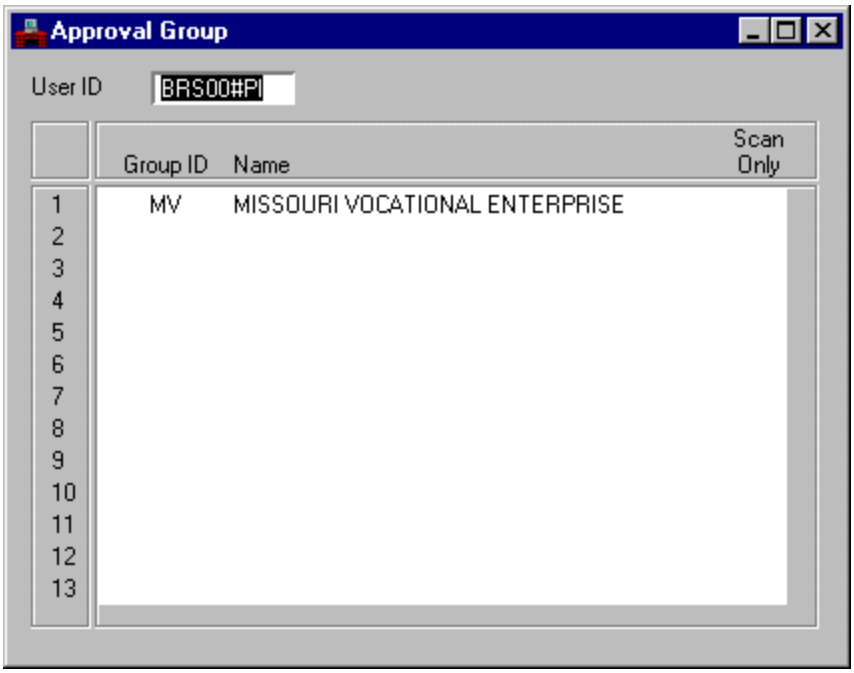
		The Uncommitted amount divided by the Budget Authority.
Unexpended	14.2	Displays the unexpended balance for the appropriation unit. The unexpended balance is calculated using the following formula: The Budget Authority less the Expended amount.
Unexpended %	4.2	Displays the unexpended percentage for the appropriation unit. The unexpended percentage is calculated using the following formula: The Unexpended amount divided by the Budget Authority.

Approval Group (GRP1)

Purpose

The Approval Group (GRP1) table is used to define relationships between user IDs and approval groups. These assignments control whether a user can scan and/or make entries on Purchase Order Approval (POAP) and Requisition Approval (RXAP).

GRP1 Coding Instructions



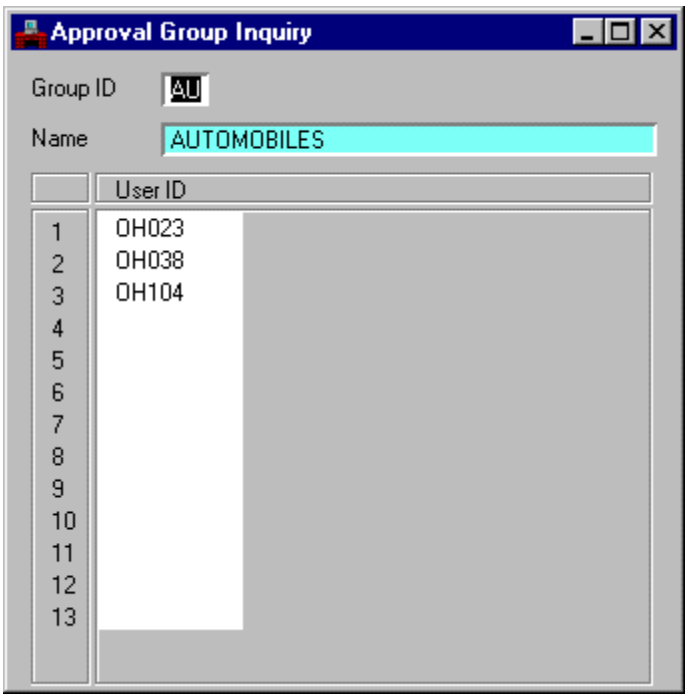
Field Name	Length	Definition
User ID	8	**Requires Input.** Enter a valid user ID.
Group ID	2	**Display Only.** Indicates the two-character code that defines Resource Manager group code to which this user belongs.
Name	30	**Display Only.** Indicates the name associated with the two-character Resource Manager group code.
Scan Only	1	**Display Only.** If the letter **Y** is indicated, this denotes that the user is allowed to only view records for the particular Resource Manager group.

Approval Group Inquiry (GRP2)

Purpose

The Approval Group Inquiry (GRP2) table is used to see which users are associated with each Resource Manager approval group. This inquiry is updated by changes to Approval Group (GRP1).

GRP2 Coding Instructions



Field Name	Length	Definition
Group ID	2	**Requires Input.** Enter a valid Group ID (i.e., Resource Manager group code).
Name	30	**Display Only.** Indicates the name associated with the two-character Resource Manager group code.
User ID	8	**Display Only.** Indicates the User IDs that are authorized to apply Resource Manager approvals for the specific Group ID.

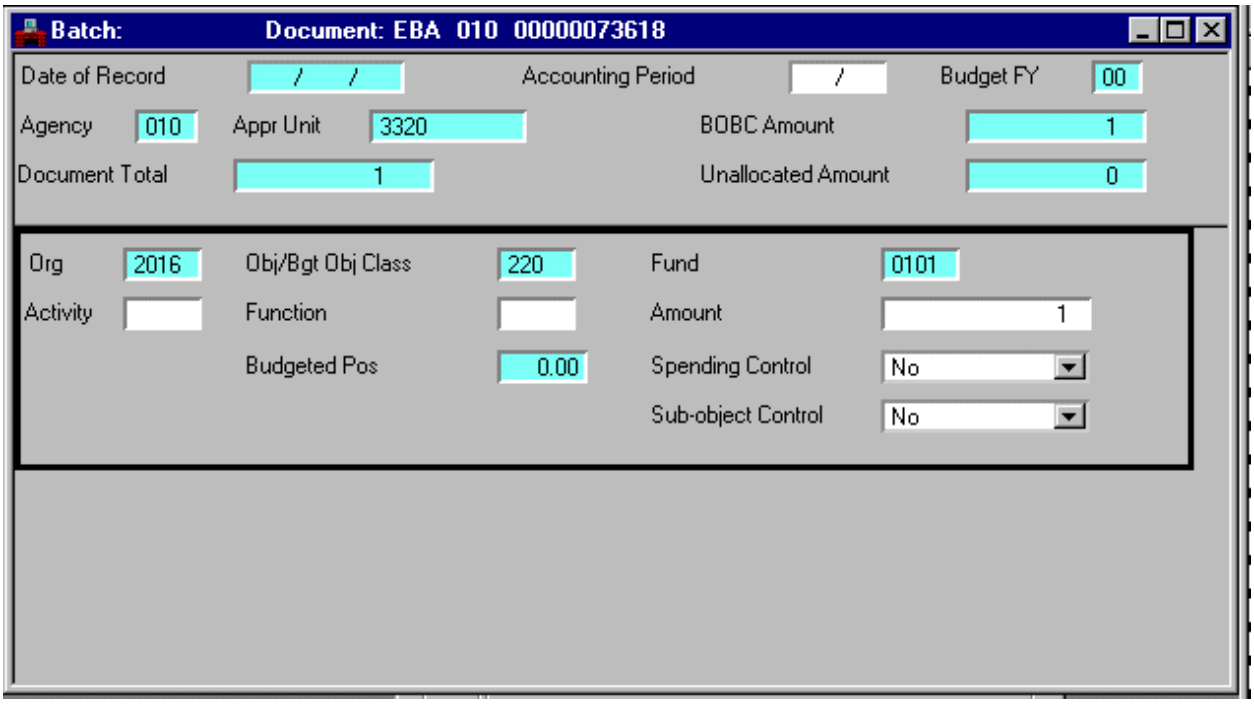
Automated Expense Budget (EBA)

Purpose

The Automated Expense Budget (EBA) document allows agencies to establish internal budgets and controls on appropriations for the next fiscal year. These controls are in addition to the statewide controls on appropriations. The Automated Expense Budget (EBA) document is created through an interface process based upon the Truly Agreed to and Finally Passed budget. The Automated Expense Budget (EBA) document is used only during the process to load the budget from the budget preparation system to the financial system.

The Expense Budget (EB) document is used after the budget has been loaded into the financial system.

EBA Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Not Applicable.** Do not enter data into this field.
Budget FY	4.0	**Display Only.** Displays the budget fiscal year.
Agency	3.0	**Display Only.** Displays the agency code.
Appr Unit	4.0	**Display Only.** Displays the appropriation unit code.
Appropriation Amount	14.2	**Display Only.** Displays the appropriation amount.
Document Total	14.2	**Display Only.** This is a system generated total of all the line amounts.

Unallocated Amount	14.2	**Display Only.** This is a system generates total of the unallocated amount (Appropriation Amount less Document Total).
Org	4.0	**Display Only.** Displays the organization code.
Obj/Bgt Obj Class	3.0	**Display Only.** Displays the budget object class code.
Fund	4.0	**Display Only.** Displays the fund code.
Activity	4.0	**Input Optional.** May be either required or not allowed based upon the Expense Budget Activity Option on the Fund Agency (FGY2) table. If the control option on the Fund Agency (FGY2) requires the use of an activity on budget and accounting, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If the control option on the Fund Agency (FGY2) requires the use of activity on accounting or the use of activity is optional on accounting, do not enter data into this field.
Function	4.0	**Input Optional.** May be either required or not allowed based upon the Expense Budget Function Option on the Fund Agency (FGY2) table. If the control option on the Fund Agency (FGY2) requires the use of a function on budget and accounting, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes. If the control option on the Fund Agency (FGY2) requires the use of function on accounting or the use of function is optional on accounting, do not enter data into this field.
Amount	14.2	**Requires Input.** Enter the expense budget amount.
Budgeted Pos	6.2	**Display Only.** Not applicable.

Spending Control	1.0	**Input Optional.** Default is **No**. Selections include: • **No** – Obligations may exceed the amount budgeted for this expense budget. • **Yes** – Obligations may not exceed the amount budgeted for this expense budget. If spending control is required for this expense budget, select Yes.
Sub-Object Required	1.0	**Input Optional.** Default is **No**. Selections include: • **No** – Sub-objects are not required on accounting transactions for this expense budget. • **Yes** – Sub-objects are required on accounting transactions for this expense budget. This selection requires sub-objects on all objects within the budget object class for this expense budget. If sub-objects are required, select Yes.

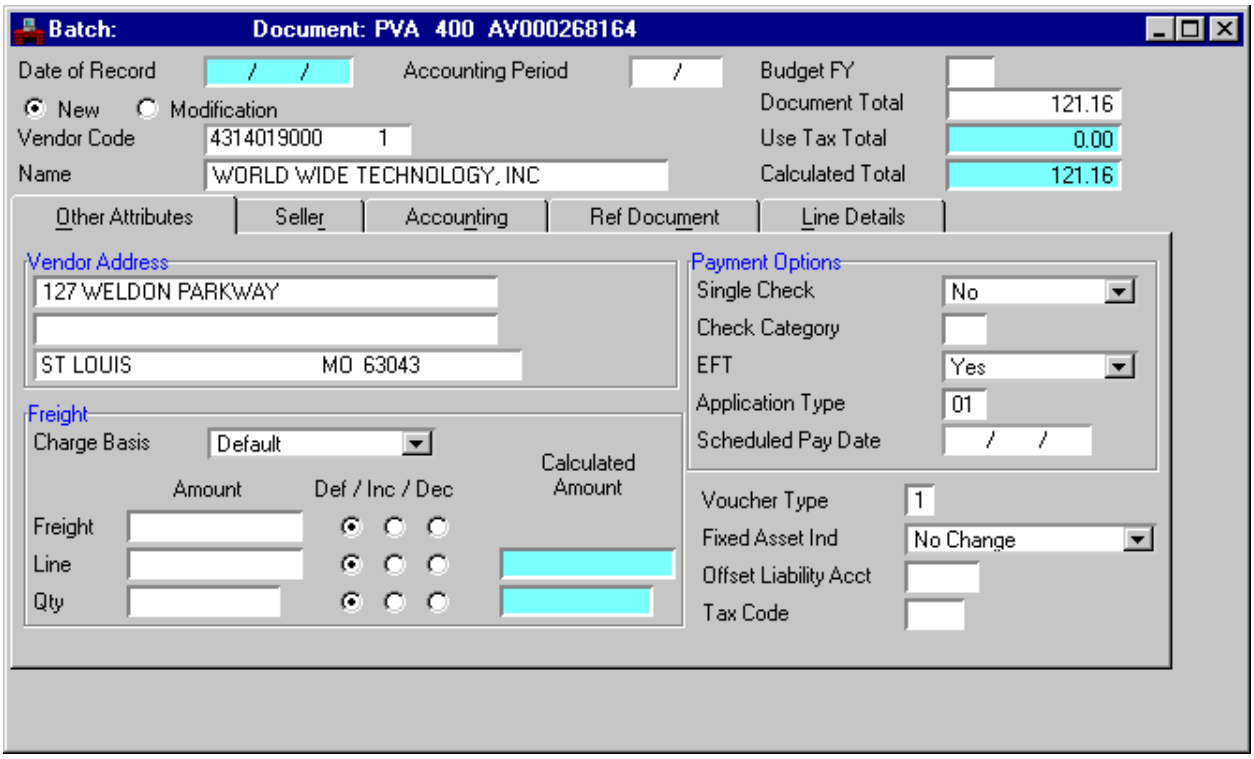
Automated Payment Voucher (PVA)

Purpose

An encumbered obligation with linking on (each commodity line is linked to only one accounting line) is paid using the Automated Payment Voucher (PVA) document. A PVA generated for a purchase fully received and invoiced with no special conditions will require no user intervention before payment. A PVA will require user intervention by the online agency when a special condition exists. The Automated Payment Voucher offline program (EPPV) automatically creates Automated Payment Vouchers (PVA) from records on the Accounts Payable Three-Way Match Index (TWAP) table having a status of Three-way Match (A1) or Three-way Match Requiring Review (A2). The generated PVA documents will generate with a document number prefix of 'AV'. A PVA will always reference a purchase order and vendor invoice.

See Payment Document Processing for more information about Automated Payments Processing.

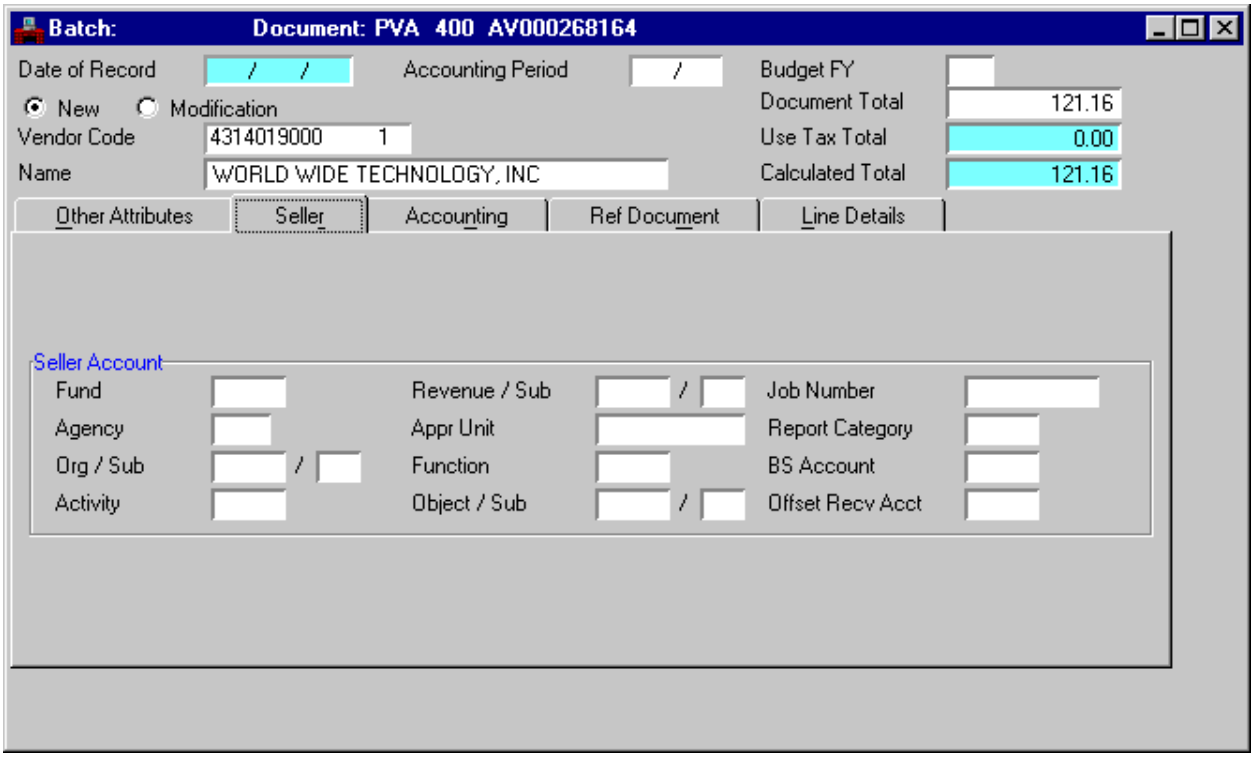
PVA Coding Instructions



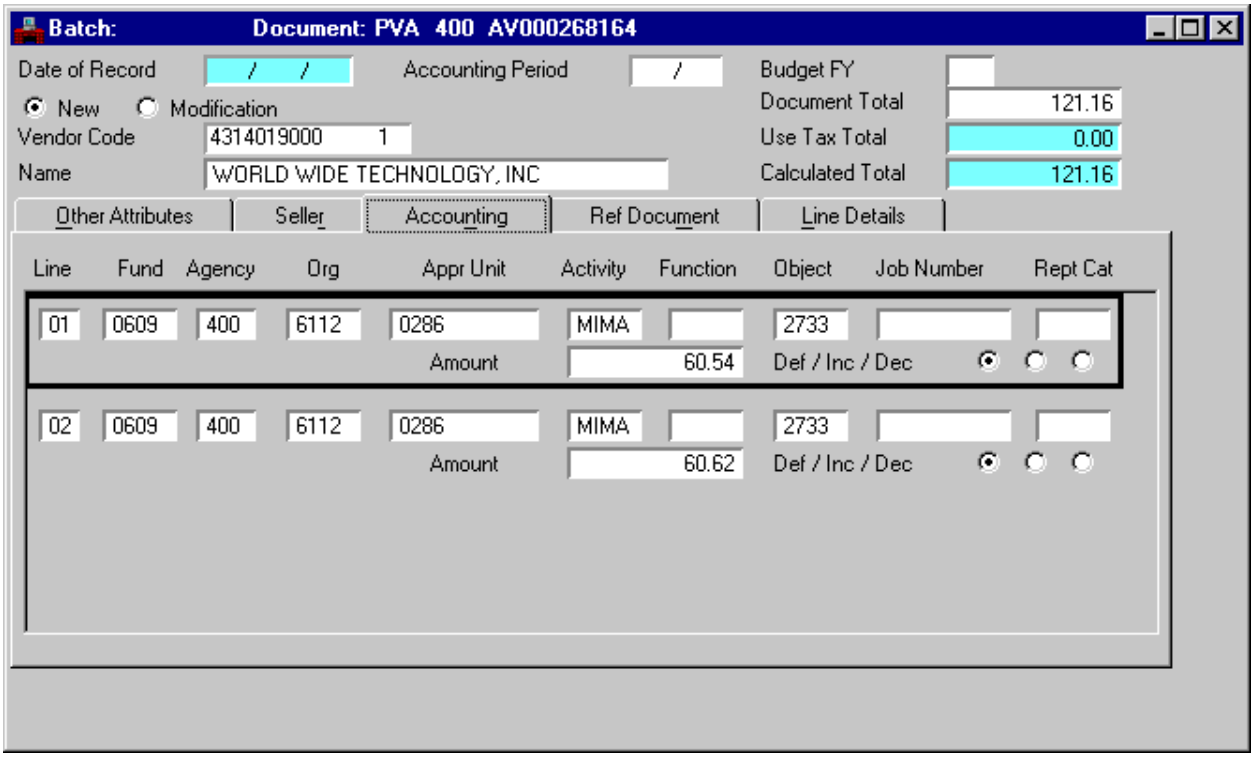
Field Name	Length	Definition
Other Attributes View		
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document.
Accounting Period	4.0	**Input Optional.** Defaults to the current accounting period for the current fiscal year. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** Defaults to the current fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium.
New/Modification [Action]	1.0	**Input Optional.** Default is **New [E]**. Valid values are: • **New [E]** – New document. • **Modification [M]** - This allows you to add lines to a previous document, change the amounts on existing lines (not accounting codes), or

		cancel a line (decrease a line amount to zero). To change accounting codes in an existing line, you must cancel the existing line and enter a new line with the new codes. A line is cancelled by decreasing the line amount to zero (select the decrease option on the Def/Inc/Dec field when a line amount is being decreased to zero). You can record both these lines on the same document by entering **Modification [M]**.
Document Total	14.2	**Requires Input.** Defaults to the net amount of all lines on the document.
Vendor Code	11.0	Defaults to the vendor code entered on Quick Vendor Invoice (VIQ) document.
Use Tax Total	14.2	**Not Applicable.** Do not enter data in this field.
Name	30.0	Default is inferred from Vendor (1 of 3) (VEN2).
Calculated Total	14.2	**Display Only.** This field contains the system-computed total of the line amounts.
Vendor Address	30.0	Default is inferred from Vendor (1 of 3) (VEN2).
Charge Basis	1.0	**Not Applicable.** Do not enter data in this field.
Freight (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Freight(Def/Inc/Dec)	1.0	**Not Applicable.** Defaults to **[blank]**.
Line (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Line(Def/Inc/Dec)	1.0	**Not Applicable.** Defaults to **[blank]**.
Line (Calculated Amount)	14.2	**Not Applicable.** No amount will appear in this field.
Qty (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Qty(Def/Inc/Dec)	1.0	**Not Applicable.** Defaults to **[blank]**.
Qty (Calculated Amount)	14.2	**Not Applicable.** No amount will appear in this field.

Single Check	1.0	**Input Optional.** Default to VIQ entry.
Check Category	2.0	Default to VIQ entry.
EFT	1.0	Default to VIQ entry.
Application Type	2.0	Default to VIQ entry.
Scheduled Pay Date	6.0	**Input Optional.** If field is blank, default automatically assigns a date according to the following rules: **Scheduled Payment Day** entered on Vendor (1 of 3) (VEN2) is used. If the **Scheduled Payment Day** on Vendor (1 of 3) (VEN2) is blank, then the system will default to the date of record on the payment voucher. A Scheduled Payment Date can be entered two working days before you want the check for payment to be dated.
Voucher Type	1.0	**Not Applicable.** This field is not used in SAM II. The value of the field will always default to **'1'** indicating an external vendor payment.
Fixed Asset Ind	1.0	Default to VIQ entry.
Offset Liability Acct	4.0	**Not Applicable.** Do not use this field.
Tax Code	3.0	**Not Applicable.** Do not use this field.

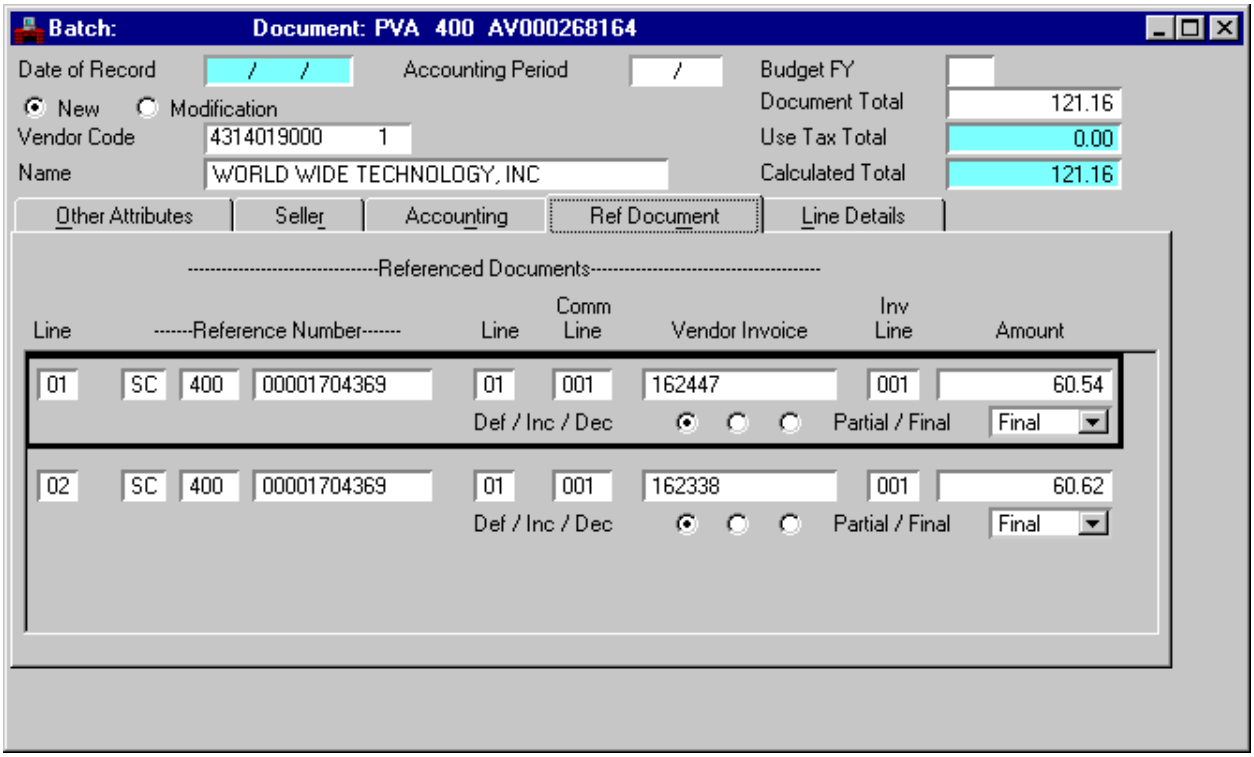


Field Name	Length	Definition
Seller View		
This view is not used in SAM II		



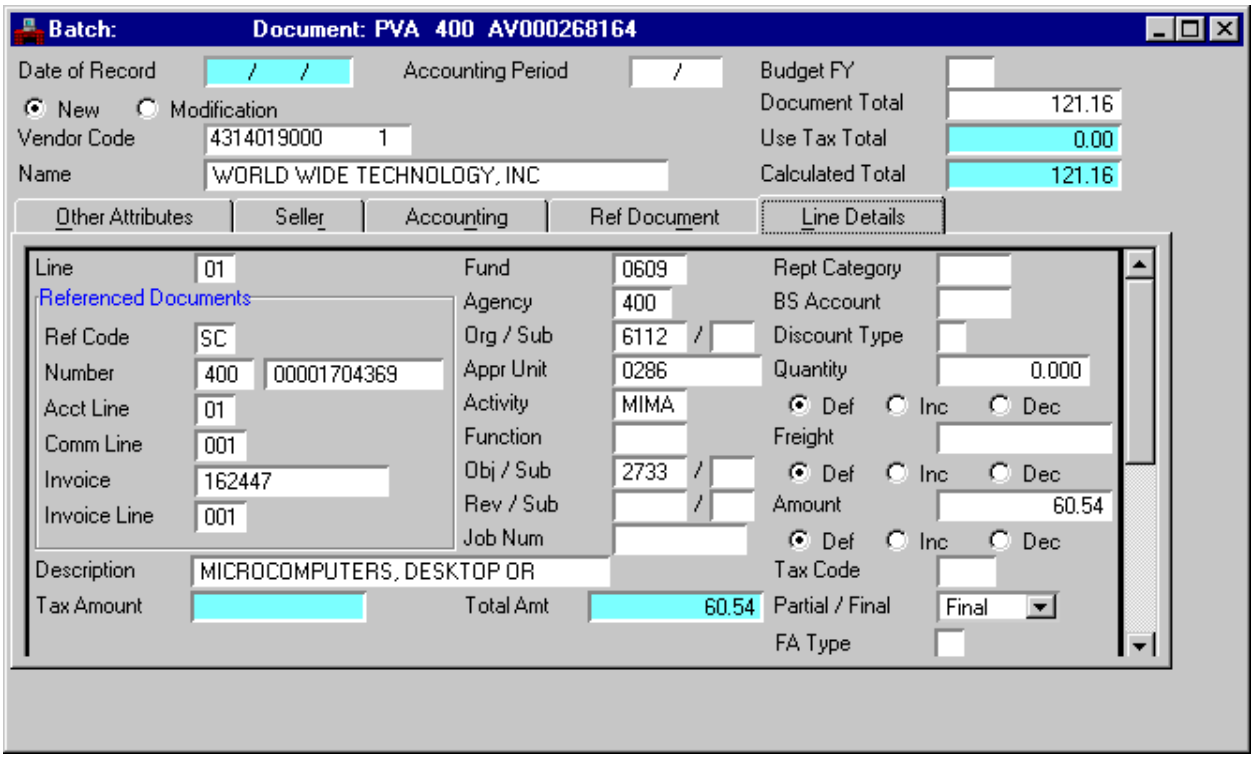
Field Name	Length	Definition
Accounting View		
Line	2.0	Default to system generated line. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	4.0	Defaults to fund entered on referenced Purchase Order.
Agency	3.0	Default to agency entered on referenced Purchase Order.
Org	4.0	Default to organization entered on referenced Purchase Order.
Appr Unit	9.0	Default to appropriation entered on referenced Purchase Order.

Activity	4.0	Default to activity entered on referenced Purchase Order.
Function	4.0	Default to function entered on referenced Purchase Order.
Object	4.0	Default to object entered on referenced Purchase Order.
Job Number	6.0	Default to job number entered on referenced Purchase Order.
Rept Cat	4.0	Default to reporting category entered on referenced Purchase Order.
Amount	14.2	Defaults to amount enter on Quick Vendor Invoice (VIQ) document. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If Amount is blank, select **Default [blank]**.



Field Name	Length	Definition
Reference Document View		
Line	2.0	Default to system generated line. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Number	16.0	Defaults to Purchase Order entered on VIQ document.
Line	2.0	Defaults to accounting line on Purchase Order entered on VIQ document.
Comm Line	3.0	Defaults to commodity line on Purchase Order entered on VIQ document.
Vendor Invoice	12.0	Defaults to vendor invoice entered on VIQ document.
Inv Line	3.0	Defaults to vendor invoice line entered on VIQ document.

Amount	14.2	Defaults to amount entered on VIQ document.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Partial/Final	1.0	**Input Optional.** Defaults to entry made on Quick Vendor Invoice (VIQ) document. Valid values are: • **Default [blank]** • **Partial [P]** • **Final [F]**



Field Name	Length	Definition

Line Details View

Line	2.0	Defaults to system generated line. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Documents Ref Code and Number	16.0	Defaults to Purchase Order entered on VIQ document.
Acct Line	2.0	Defaults to accounting line on Purchase Order entered on VIQ document.
Comm Line	3.0	Defaults to commodity line on Purchase Order entered on VIQ document.
Invoice	12.0	Defaults to vendor invoice entered on VIQ document.
Invoice Line	3.0	Defaults to Vendor Invoice line entered on VIQ document.
Description	17.0	Defaults to general descriptive information entered on Quick Vendor Invoice (VIQ) document.
Fund	4.0	Defaults to the Fund entered on the referenced Purchase Order.
Agency	3.0	Defaults to the Agency entered on the referenced Purchase Order.
Organization (Org/Sub)	4.0	Defaults to the Organization entered on the referenced Purchase Order.
Sub-Organization (Org/Sub)	2.0	Defaults to the Sub-Organization entered on the referenced Purchase Order.
Appr Unit	9.0	Defaults to the Appropriation entered on the referenced Purchase Order.
Activity	4.0	Defaults to the Activity entered on the referenced Purchase Order.
Function	4.0	Defaults to the Function entered on the referenced Purchase Order.

Object (Object/Sub)	4.0	Defaults to the Object entered on the referenced Purchase Order.
Sub-Object (Object/Sub)	2.0	Defaults to the Sub-Object entered on the referenced Purchase Order.
Rev Srce (Rev Srce/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev Srce/Sub)	2.0	**Not Applicable.** Do not enter data in this field.
Job Num	8.0	Defaults to the Job Number entered on the referenced Purchase Order.
Rept Category	4.0	Defaults to the Reporting Category entered on the referenced Purchase Order.
BS Account	4.0	Default is inferred if this payment voucher references an EPS purchase order with a consumable inventory stock item for a warehouse that is on the consumption method. Refer to Warehouse Management (WHS2) table. This field can be used by OA/ACC to record amounts withheld for IRS levies and garnishments for Cole County Sheriff's office.
Disc Type	1.0	Defaults to entry made on VIQ document.
Quantity	12.0	Default to entry made on Quick Vendor Invoice (VIQ) document.
Def/Inc/Dec	1.0	Default to entry made on Quick Vendor Invoice (VIQ) document.
Freight	14.2	**Not Applicable.** Do not enter data in this field.
Def/Inc/Dec	1.0	**Not Applicable.** Defaults to **Default [blank]**.
Amount	14.2	Default to amount enter on Quick Vendor Invoice (VIQ) document. In modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the

		increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Tax Code	3.0	**Not Applicable.** Do not use this field.
FA Type	1.0	**Conditional.** This field is required for a Fixed Asset object. Enter the Fixed Asset Type. These values are user-defined values on Fixed Asset Type (FATP).
Partial/Final	1.0	**Input Optional.** Defaults to entry made on Quick Vendor Invoice (VIQ) document.
Tax Amt	14.2	**Not Applicable.** Tax codes are not used within the State of Missouri.
Total Amt	14.2	**Display Only.** The total amount of this line is displayed. The system will calculate the total amount from the amount supplied and the calculated adjustment amount.

B

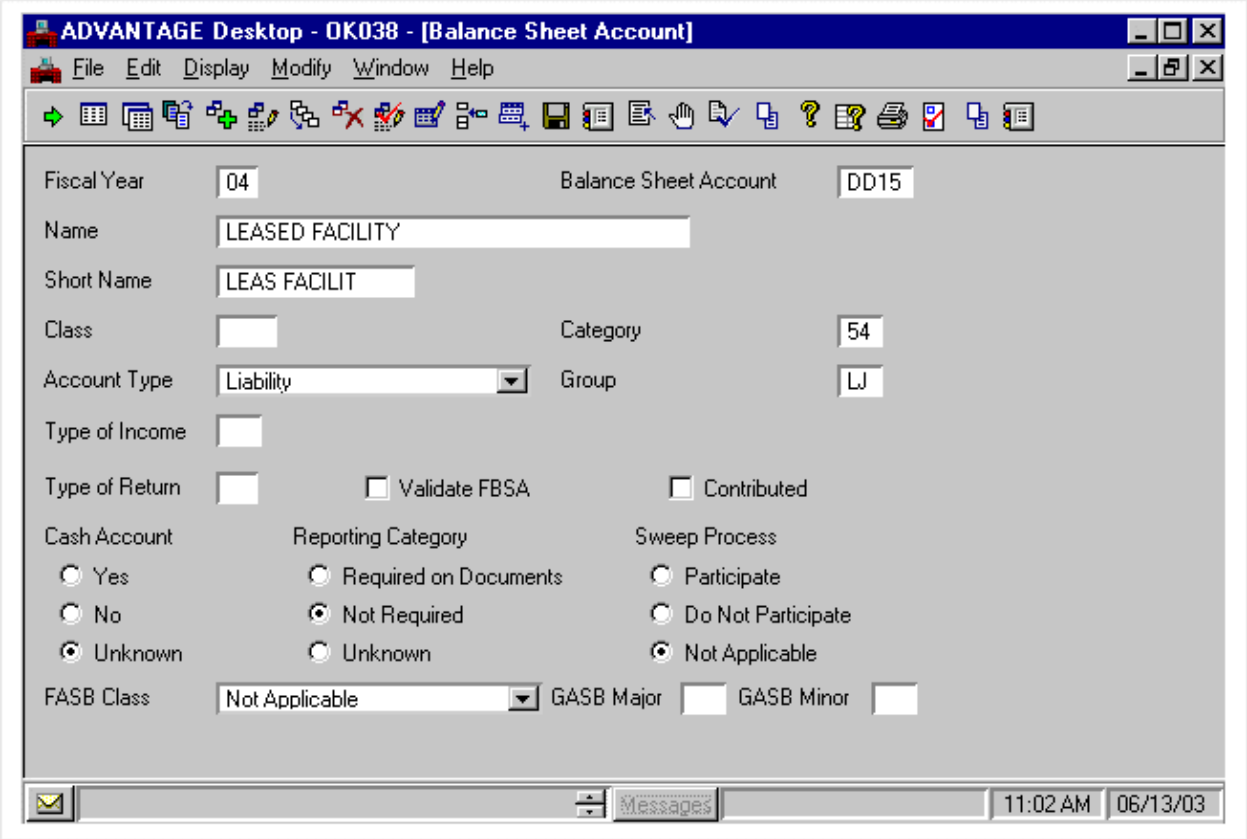
Balance Sheet Account (BAC2)

Purpose

Balance Sheet Account (BAC2) table defines codes for each asset, liability, reserve, or fund balance account in SAM II. This window ties detail balance sheet accounts to higher level classifications of the account codes (class, category, and group), and associates each balance sheet account with an account type. The balance sheet account code is the starting point for a classification hierarchy that puts similar accounts together in progressively larger groups. The progression is as follows: 1. Balance Sheet Account; 2. Balance Sheet Class; 3. Balance Sheet Category; and 4. Balance Sheet Group. Similar

balance sheet accounts make a balance sheet class, and similar balance sheet classes make a balance sheet category.

BAC2 Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Balance Sheet Account	4	**Requires Input.** Enter the **Balance Sheet Account** you want add, change, or delete.
Name	30	**Requires Input.** Enter the **Name** of the balance sheet account (up to thirty characters).
Short Name	12	**Requires Input.** Enter the balance sheet name that you want to appear on reports when there is not enough room for the full name.

Class	3	**Requires Input.** Enter the appropriate balance sheet Class. See Balance Sheet Class (BCLS) table for valid values.
Category	2	**Requires Input.** Enter the appropriate balance sheet category. See Balance Sheet Category (BCAT) table for valid values.
Account Type	2	**Requires Input.** Enter the appropriate Account Type. Valid values are: • [01] - Asset • [02] - Liability • [03] - Fund Balance • [11] - Assets Offset to Expenses
Group	2	**Requires Input.** Enter the balance sheet Group code. See Balance Sheet Group (BGRP) table for valid values.
Type of Income	1	**Input Optional.** Required if a value was selected for the Type of Return field. Enter the type of income associated with the balance sheet account if related expenditures are reportable under IRS standards for 1099 reporting. Valid values are: For 1099-MISC Returns: • Rents [1] • Royalties [2] • Prizes and Awards [3] • Fishing Boat Proceeds [5] • Medical & Health Care Payments [6] • Non-employee Compensation [7] • Substitute Payments in Lieu of Dividends & Interest [8]

		• Direct Sales of Consumer Product for Resale [9] • Payments to Attorneys and Golden Parachute Payments [13] ***Special Note:** The drop-down list does not currently include the text for the 1099-INT and 1099-G income types. When setting the **Type of Income** field for 1099-INT and 1099-G return types, select the 1099-MISC text which corresponds to the numeric field value listed in brackets [ ]. For example, if the payments made with this balance sheet account are to be reported on a 1099-INT and the type of income should be reported as Interest Income (**numeric field value = 1** (see list below)), choose Rents **[1]**. For 1099-INT Returns: • Interest Income [1] • Early Withdrawal Penalty [2] • Interest on U.S. Savings Bonds and Treasury Obligations [3] • Foreign Tax Paid [5] For 1099-G Returns: • Unemployment Compensation [1] • State or Local Income Tax Refunds, Credits or Offsets [2] • Taxable Grants [6] • Agricultural Payments [7]
Type of Return	1	**Input Optional.** Enter the type of return associated with the balance sheet account if related

		expenditures are reportable under IRS standards for 1099 reporting. Valid values are: • 1099-MISC [M] • 1099-INT [I] • 1099-G [G]
Validate FBSA	1	**Input Optional.** Leave blank. If this account is restricted to use by certain funds, check the box which equals Y for Yes; otherwise leave blank which defaults to N for No.
Contributed	1	**Input Optional.** Leave blank. If Contributed assets are to be reported as net of accumulated depreciation in the Fixed Assets Subsystem, check the box which equals Y for Yes; otherwise leave blank which defaults to N for No.
Cash Account	1	**Requires Input.** If this account is a **Cash Account**, enter **[Y] - (Yes)**. If it is not a cash account enter **[N] - (No)**. Default is **Unknown [blank]**.
Reporting Category	1	**Input Optional.** Enter **[N] - (Not Required)** if a **Reporting Category** is not required on documents whenever this balance sheet account is entered; otherwise enter **[Y] - Required** on Documents. Default is **Unknown [blank]**.
Sweep Process	1	**Not Applicable.** Enter **[N] - (No)** or allow default is **Not Applicable [blank]**. Sweep Process is not used in SAM II.
		Not Applicable. Leave **[blank]**. Default is **Not Applicable [blank]**.
FASB Class	1	If **FASB/GASB Institution** on System Options (SOP2) is **FASB [F]** and **Account Type** is **Fund Balance [03]**, valid values are: • Unrestricted [U]

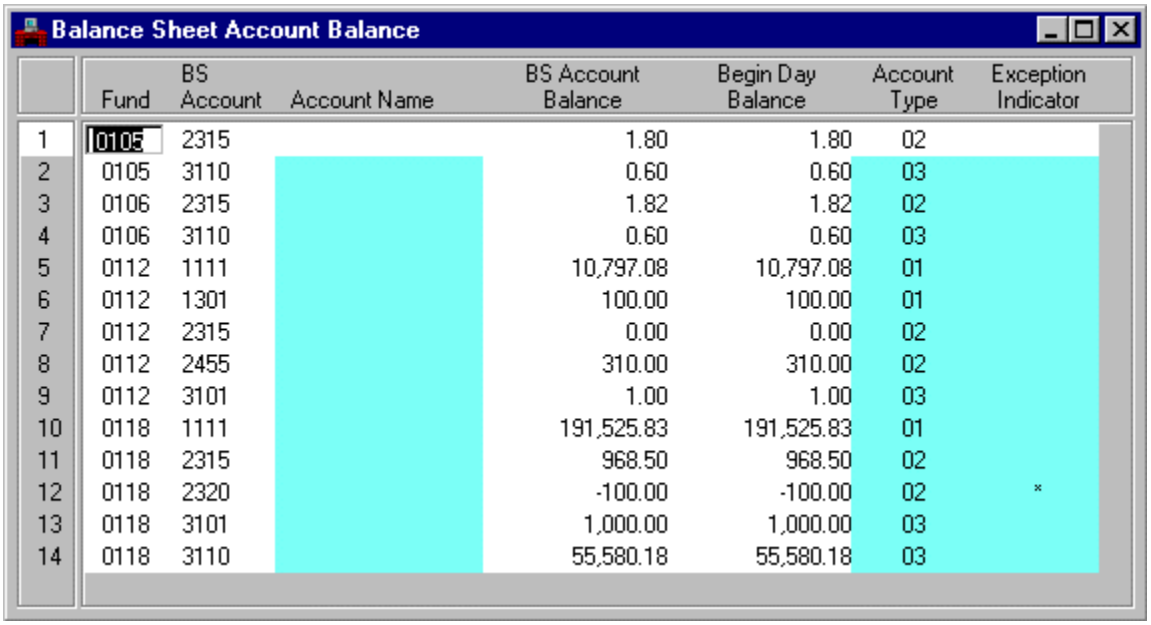
		• Temporarily Restricted [T] • Permanently Restricted [P] **When FASB/GASB Institution is GASB [G], or Account Type is NOT Fund Balance [03], select Not Applicable [blank].**
GASB Major	2	**Not Applicable.** Do not enter data in this field.
GASB Major	2	**Not Applicable.** Do not enter data in this field.
GASB Minor	2	**Not Applicable.** Do not enter data in this field.

Balance Sheet Account Balance (BBAL)

Purpose

Balance Sheet Account Balance (BBAL) contains balance sheet account balances for individual funds. This window is organized by fund. This window is only updated by transactions containing funds with the Account Balance checkbox selected [Y] on Fund (FUN2).

BBAL Coding Instructions



	Fund	BS Account	Account Name	BS Account Balance	Begin Day Balance	Account Type	Exception Indicator
1	0105	2315		1.80	1.80	02	
2	0105	3110		0.60	0.60	03	
3	0106	2315		1.82	1.82	02	
4	0106	3110		0.60	0.60	03	
5	0112	1111		10,797.08	10,797.08	01	
6	0112	1301		100.00	100.00	01	
7	0112	2315		0.00	0.00	02	
8	0112	2455		310.00	310.00	02	
9	0112	3101		1.00	1.00	03	
10	0118	1111		191,525.83	191,525.83	01	
11	0118	2315		968.50	968.50	02	
12	0118	2320		-100.00	-100.00	02	*
13	0118	3101		1,000.00	1,000.00	03	
14	0118	3110		55,580.18	55,580.18	03	

Field Name	Length	Definition

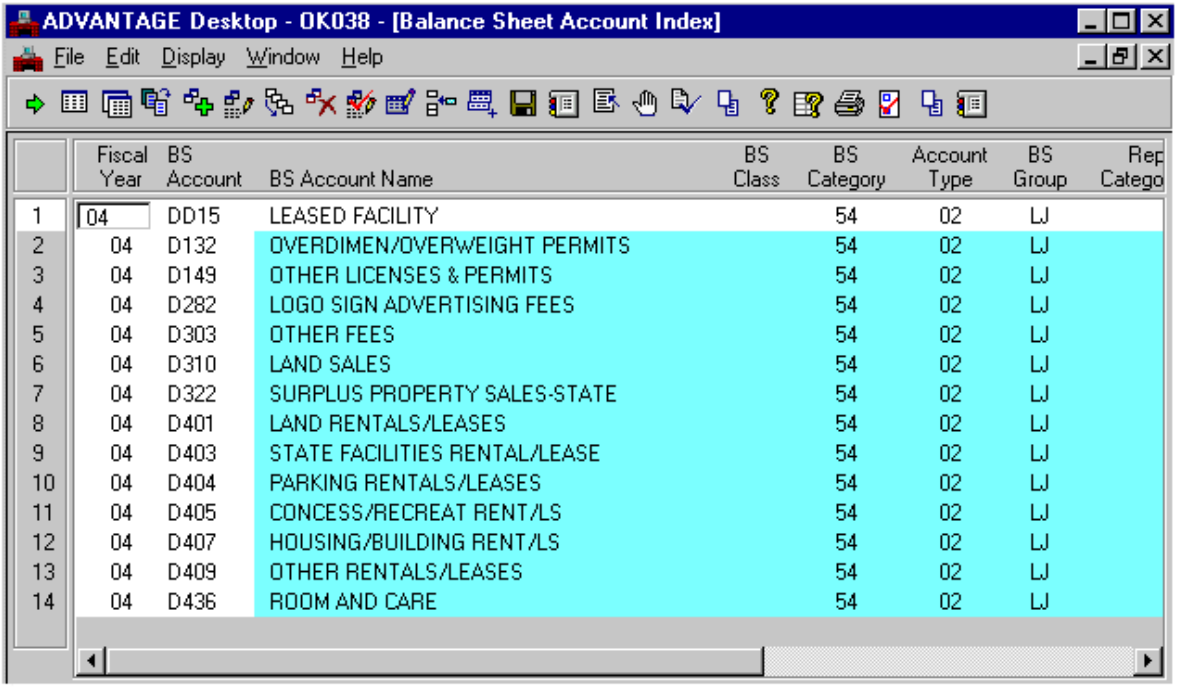
Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
BS Account	4	**Requires Input.** Enter a Balance Sheet Account code for which you want to view data. Refer to Balance Sheet Account Index (BACC) or Balance Sheet Account (BAC2) for valid codes.
Account Name	12	**Display Only.** Displays the short name of the balance sheet account as it was entered on Balance Sheet Account (BAC2).
BS Account Balance	11.2	**Display Only.** Displays the current real-time account balance for the selected fund. This is a running balance based on transactions entered during the current day. Note: The **BS Account Balance** will be the same as the **Begin Day Balance** only at the beginning of each business day before any online transactions have been posted.
Begin Day Balance	11.2	**Display Only.** Displays the account balance for this fund at the beginning of the processing day. This field is calculated and updated by System Assurance after nightly cycle is run.
Account Type	2	**Display Only.** The balance sheet account type is displayed. The valid Account Types are: • **01 Asset** • **02 Liability** • **03 Fund Balance**
Exception Indicator	NA	**Display Only.** When the net balance is negative, an asterisk (*) appears in this field. The State of Missouri does not permit negative fund balance conditions, therefore this field should never contain an asterisk.

Balance Sheet Account Index (BACC)

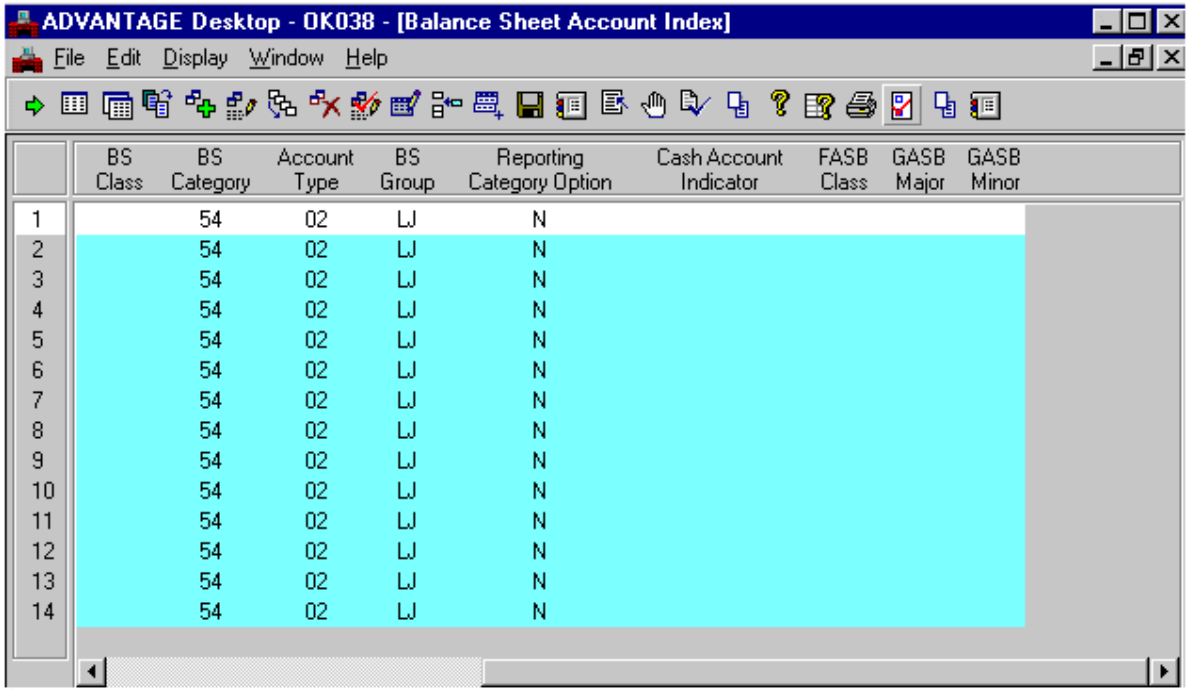
Purpose

Balance Sheet Account Index (BACC) table identifies valid codes for each asset, liability, reserve, or fund balance account in SAM II; the higher level classifications of the account codes are class, category, group and the account type. The balance sheet account code is the starting point for a classification hierarchy that puts similar accounts together in progressively larger groups. The progression is as follows: 1. balance sheet account; 2. balance sheet class; 3. balance sheet category; and 4. balance sheet group. Similar balance sheet accounts make a balance sheet class, and similar balance sheet classes make a balance sheet category.

BACC Coding Instructions



	Fiscal Year	BS Account	BS Account Name	BS Class	BS Category	Account Type	BS Group	Rep Catego
1	04	DD15	LEASED FACILITY		54	02	LJ	
2	04	D132	OVERDIMEN/OVERWEIGHT PERMITS		54	02	LJ	
3	04	D149	OTHER LICENSES & PERMITS		54	02	LJ	
4	04	D282	LOGO SIGN ADVERTISING FEES		54	02	LJ	
5	04	D303	OTHER FEES		54	02	LJ	
6	04	D310	LAND SALES		54	02	LJ	
7	04	D322	SURPLUS PROPERTY SALES-STATE		54	02	LJ	
8	04	D401	LAND RENTALS/LEASES		54	02	LJ	
9	04	D403	STATE FACILITIES RENTAL/LEASE		54	02	LJ	
10	04	D404	PARKING RENTALS/LEASES		54	02	LJ	
11	04	D405	CONCESS/RECREAT RENT/LS		54	02	LJ	
12	04	D407	HOUSING/BUILDING RENT/LS		54	02	LJ	
13	04	D409	OTHER RENTALS/LEASES		54	02	LJ	
14	04	D436	ROOM AND CARE		54	02	LJ	



	BS Class	BS Category	Account Type	BS Group	Reporting Category Option	Cash Account Indicator	FASB Class	GASB Major	GASB Minor
1		54	02	LJ	N				
2		54	02	LJ	N				
3		54	02	LJ	N				
4		54	02	LJ	N				
5		54	02	LJ	N				
6		54	02	LJ	N				
7		54	02	LJ	N				
8		54	02	LJ	N				
9		54	02	LJ	N				
10		54	02	LJ	N				
11		54	02	LJ	N				
12		54	02	LJ	N				
13		54	02	LJ	N				
14		54	02	LJ	N				

Field Name	Length	Definition

Fiscal Year	2	**Requires Input.** Displays the last two digits of the applicable **Fiscal Year.**
BS Account	4	**Input Optional.** Displays a valid balance sheet account.
BS Account Name	30	**Display Only.** The name of the balance sheet account is displayed.
BS Class	3	**Display Only.** The class code associated with the balance sheet account on Balance Sheet Account (BAC2) table is displayed.
BS Category	2	Display Only. The category code associated with the balance sheet account on Balance Sheet Account (BAC2) is displayed.
Account Type	2	**Display Only.** Displays one of the following values, depending on what type of account is defined on this line:
Account Type	2	**Display Only.** Displays one of the following values, depending on what type of account is defined on this line: • 01 - Asset • 02 - Liability • 03 - Fund Balance • 11 - Asset Offset to Expenses
BS Group	2	**Display Only**. The group code associated with the balance sheet account on Balance Sheet Account (BAC2) is displayed.
Reporting Category Option	1	**Display Only.** Displays a value of **Y** if a **Reporting Category** value is required on documents when the balance sheet account number is entered. Otherwise, a value of **N** is displayed.
Cash Account Indicator	1	**Display Only.** Indicates whether this account is a cash account. Displays **Y** if this account is a cash

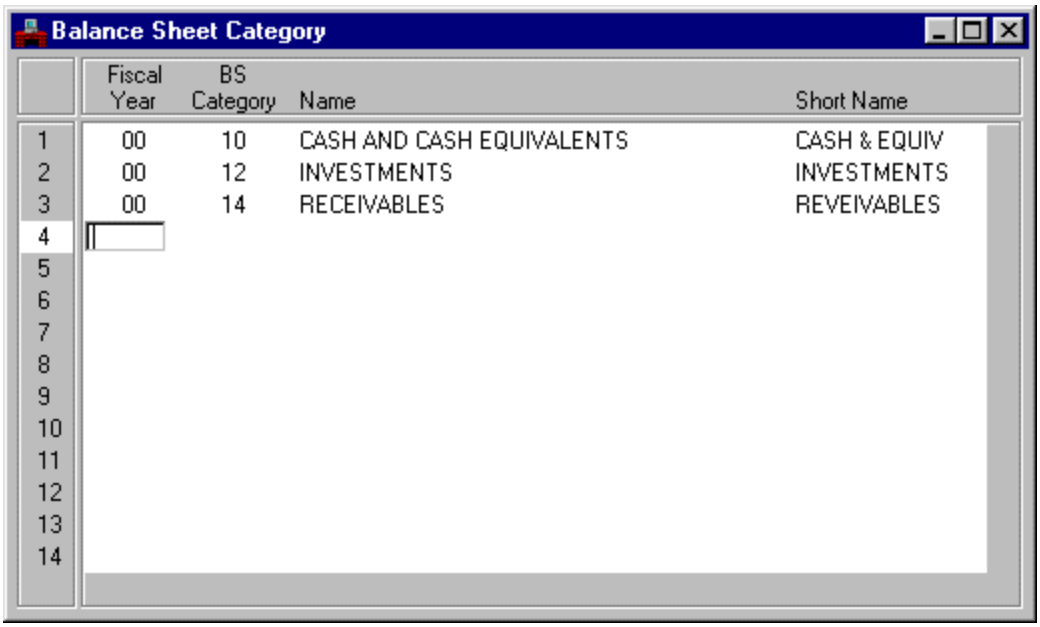
		account. Is blank if **Cash Account** on Balance Sheet Account (BAC2) is **Unknown [blank]**. Otherwise, **N** is displayed.
FASB Class	1	**Display Only.** This field is blank. Not applicable to State of Missouri.
GASB Major	2	**Display Only.** This field is blank. Not applicable to State of Missouri.
GASB Minor	2	**Display Only.** This field is blank. Not applicable to State of Missouri.

Balance Sheet Category (BCAT)

Purpose

Balance Sheet Category (BCAT) table defines valid balance sheet category codes. This is the middle roll-up level in the balance sheet hierarchy and is used to summarize accounts for CAFR reporting. Balance sheet accounts are assigned to balance sheet categories on Balance Sheet Account (BAC2) table.

BCAT Coding Instructions



Field Name	Length	Definition

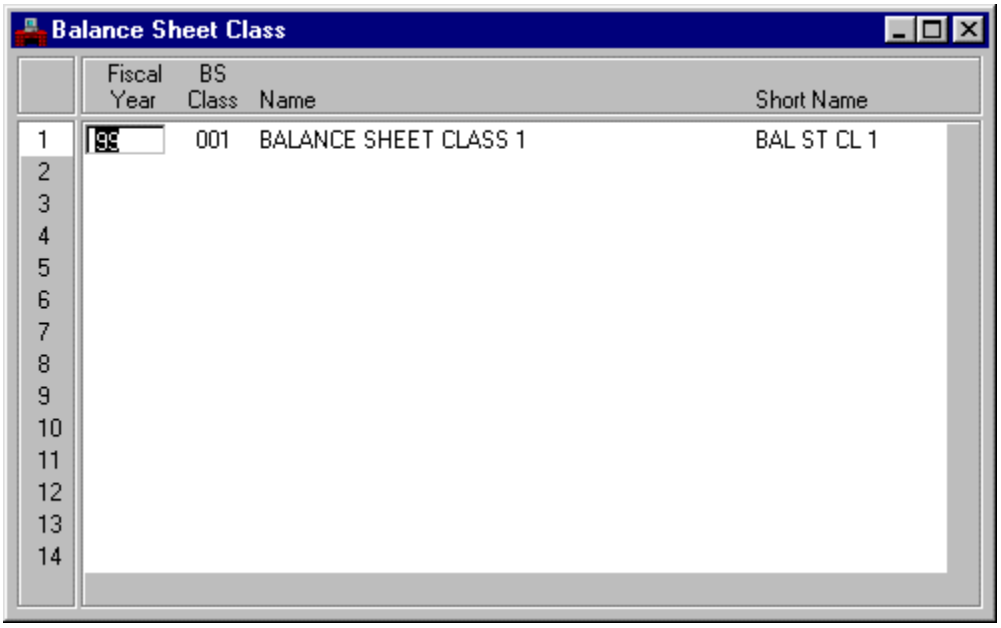
Fiscal Year	2	**Input Required.** Enter the last two digits of the applicable **Fiscal Year**.
BS Category	2	**Input Required.** Enter the code for the balance sheet category you want to add, change, or delete
Name	30	**Input Required.** Enter the balance sheet category **Name** that corresponds with the code entered in the **BS Category** field as it is to appear on reports.
Short Name	12	**Input Required.** Enter the name that should appear on reports when there is not enough space for the full name.
Short Name	12	**Input Required.** Enter the name that should appear on reports when there is not enough space for the full name.

Balance Sheet Class (BCLS)

Purpose

Balance Sheet Class (BCLS) table defines valid balance sheet class codes. This is the lowest roll-up level in the balance sheet hierarchy. Balance sheet accounts are assigned to balance sheet classes on Balance Sheet Account (BAC2) table.

BCLS Coding Instructions



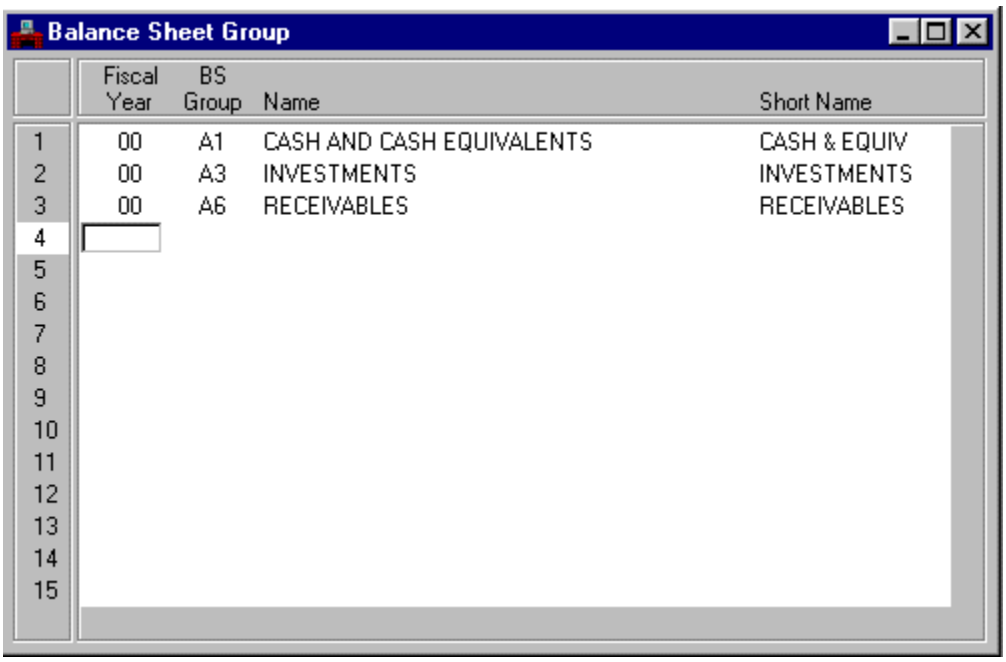
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
BS Class	3	**Requires Input.** Enter the code for the balance sheet class you want to add, change, or delete.
Name	30	**Requires Input.** Enter the balance sheet class **Name**.
Short Name	12	**Requires Input.** Enter the **Short Name** that should appear on reports when there is insufficient space for full name.

Balance Sheet Group (BGRP)

Purpose

Balance Sheet Group (BGRP) table defines valid balance sheet group codes. This is the highest roll-up level in the balance sheet hierarchy and is used for CAFR reporting at the combining level. Balance sheet accounts are assigned to balance sheet groups on Balance Sheet Account (BAC2) table.

BGRP Coding Instructions



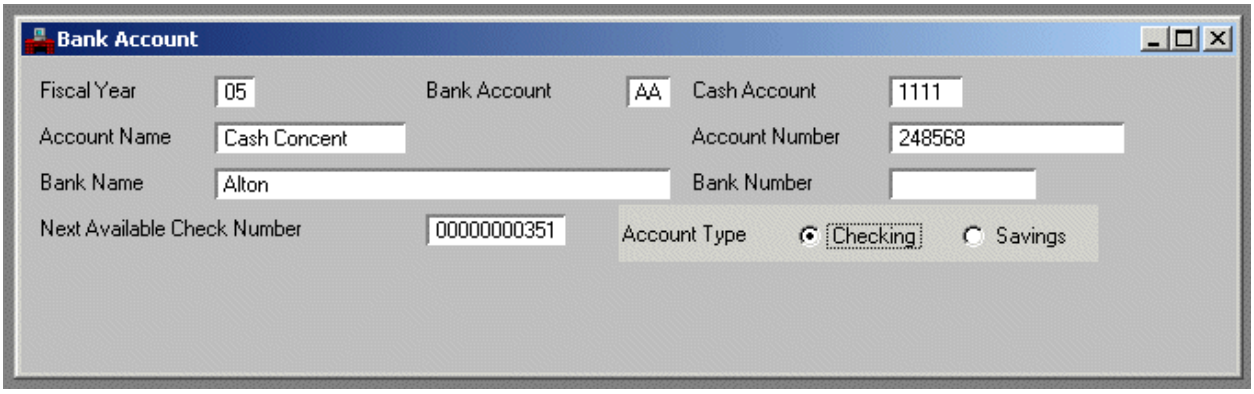
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year.**
BS Group	2	**Requires Input.** Enter the code for the balance sheet group you want to add, change, or delete.
Name	30	**Requires Input.** Enter the balance sheet group **Name.**
Short Name	12	**Requires Input.** Enter the **Short Name** that should appear on reports when there is not enough space for the full name.

Bank Account (BANK)

Purpose

Bank Account (BANK) table defines codes for all the bank accounts maintained by the State Treasurer. This window identifies the bank handling the account and the default balance sheet code of the related cash account.

BANK Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year.**
Bank Account	2	**Requires Input.** Enter the code for the **Bank Account** you want to add, change, or delete.
Cash Account	4	**Requires Input.** Required if automated disbursements are used to write checks against this bank account. Enter the cash balance sheet account associated with this bank account.
Bank Number	9	**Input Optional.** (used for reports only). Enter the routing and transit number assigned to the bank holding this account.
Bank Name	30	**Input Optional.** Enter the name of the bank holding this account. If you leave this field blank, no **Bank Name** will display on reports.
Account Number	15	**Requires Input.** Enter the **Account Number** assigned by the bank.
Account Name	12	**Input Optional.** Enter a name for this account. If you leave this field blank, no **Account Name** will display on reports.
Next Available Check Number	11	**Input Optional.** Required if automated disbursements are used to write checks against this bank account. Enter the next available check number prior to the first disbursement run, the next available

	check number will updated during each subsequent disbursement cycle.
Account Type	**Requires Input.** Select the **Account Type** either checking or savings.

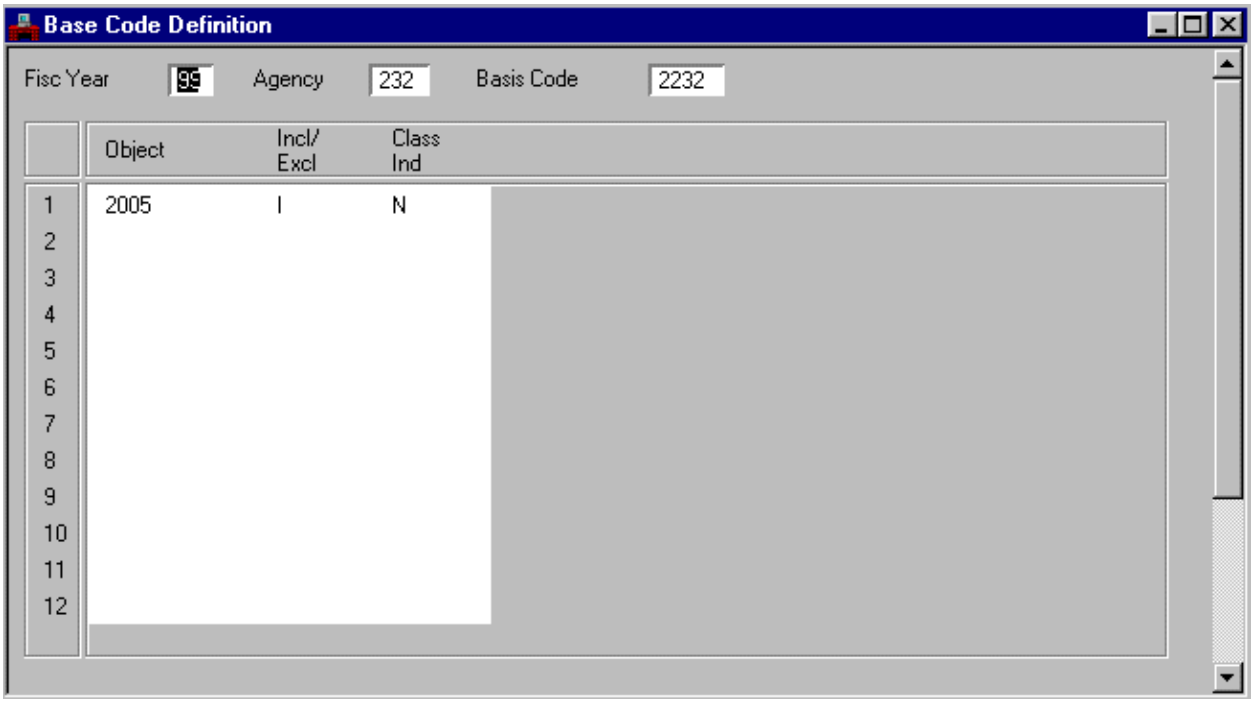
Basic Code Definition (BAS2)

Purpose

The Basis Code Definition (BAS2) Table defines valid basis codes for each agency. Basis Codes identify the object codes that will be included in the total expenditure amounts to which indirect costs may be applied. The basis code(s) will be defined by establishing the object classes and object codes that need to be included/excluded in the tabulation of an agency's basis. The table allows agencies to include specific object codes and classes, and to exclude specific object codes within classes from the calculation. Agencies can establish as many basis codes as necessary by assigning each code a unique set of characters.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

BAS2 Coding Instructions



Field Name	Length	Definition
Fiscal Year	2.0	**Requires Input.** Enter the current State Fiscal year.
Agency	3.0	**Requires Input.** Enter your Agency Number.
Basis Code	3.0	**Requires Input.** Enter a unique code that identifies the basis code. The code classifies the list of include/exclude statements for object codes and classes.
Incl/Excl	1.0	**Input Conditional**. Enter "I" (Include) to indicate whether the **Object Code** or **Object Class** should be included or "E" (Exclude) to exclude certain **Object Codes** in the basis calculation. Default is "I" (Include).
Class Ind	1.0	**Input Conditional.** Enter 'Y' (Yes) or 'N' (No) to indicate if the object entered on the line is an **Object Class**. If **Incl/Excl** field is **'E'**, the **Class Ind** must be **'N'**. Default is 'N' (No).
Object	4.0	**Requires Input.** Enter the **Object Code** or **Object Class** to be included/excluded from the basis calculation.

Bid Creation (BIDC)

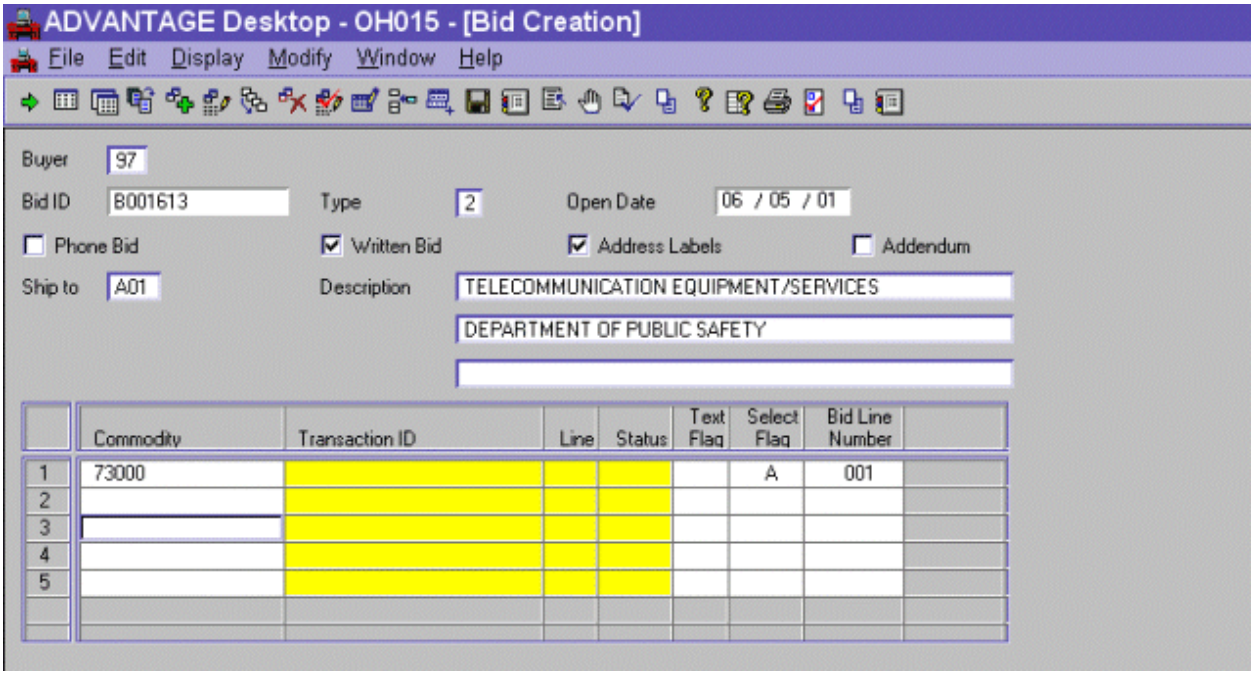
Purpose

The Bid Creation (BIDC) table is used to establish or modify an online bid.

The BIDC table is updated as requisitions are accepted into the system. Requisition lines are included on this table if the status code indicates that the line is eligible for inclusion in a bid. BIDC can also be used to add lines to an online bid which do not reference a requisition line.

If the commodity code requires review and approval by a Resource Manager, the requisition line will not appear on this table until after the Resource Manager approval is applied.

BIDC Coding Instructions



Field Name	Length	Definition
Buyer	2	**Requires Input.** Enter the code of the Buyer responsible for the bid and then Display: Browse Data to populate the table with requisition lines assigned to the buyer.
Buyer	2	**Requires Input.** Enter the code of the Buyer responsible for the bid and then Display: Browse Data to populate the table with requisition lines assigned to the buyer.
Bid ID	10+1	**Requires Input.** Enter the next sequential number from the bid number log. If applicable, enter a bid suffix.
Type	1	**Requires Input.** Enter a one character code indicating the type of bid. Refer to Requisition Type (TYPE) for code definitions.
Open Date	6	**Requires Input.** Enter the date when the bid is due to open. If establishing a draft bid which is not yet ready to be posted on the Online Bidding Internet site enter the current date.

Phone Bid	1	**Input Optional.** Check this box if the bid will be conducted via the telephone. **NOTE:** As applicable, either the Phone Bid box or the Written Bid box must be checked.
Written Bid	1	**Input Optional.** Check this box if a written bid using a word processing document (e.g., Microsoft Word) will be utilized. **NOTE:** As applicable, either the Phone Bid box or the Written Bid box must be checked.
Address Labels	1	**Input Optional.** Check this box if vendor address labels need to be printed for mailing purposes. Do not check this box if you are establishing a draft and do not want labels to print at this time.
Addendum	N/A	**Not Applicable.** The State of Missouri will not use this field. If processing an amendment, indicate the amendment number in the Addendum field on BDMH.
Ship to	3	**Input Optional.** Defaults to the Ship To code inferred from the first requisition line selected (if applicable). You may enter a different Ship to code if desired. Refer to the Shipping Address (SHIP) for valid values.
Description	40X3	**Input Optional.** You may enter descriptive information regarding this bid. While you may enter 3 lines of 40 characters each here, the text entered here will be inferred to the Online Bidding Internet site as 2 lines with 60 characters each. Thus, it is recommended that you enter dashes or some other symbol or place holder if necessary for clarity purposes.
Commodity	12	**Input Optional.** Commodity codes associated with requisition lines will be displayed for review and selection. If a line needs to be included in the bid that does not reference an existing requisition line, enter

		the commodity code on the first available blank line. To move quickly to the first blank line, enter '99' in this field and Browse.
Transaction ID	16	**Display Only.** The transaction ID of the requisition line that references the commodity code is displayed.
Line	3	**Display Only.** The line number of the requisition that references the commodity code is displayed.
Status	3	**Display Only.** Displays the current status of the requisition line. Lines that are available to be included in a bid or a bid amendment will be displayed. Lines at status **BID** will also be displayed but can not be added to another bid . Refer to Requisition Status Code (RSTA) for status code definitions.
Text Flag	1	**Input Optional.** If the requisition has associated text on Requisition Text (RXTX), the letter **Y** for custom text or the letter S for standard specifications will be displayed. Otherwise, the field will be blank. If associated text exists and you want to transfer this text to the bid text, maintain the **Y/S** in the Text Flag field. If associated text exists and you **do not** want to transfer this text to the bid text, delete the **Y/S**.
Select Flag	1	Input Optional. Valid options are: • Enter **A** if you want to add this line to the bid. • Enter **D** if you want this line deleted from the bid.
Bid Line Number	3	**Requires Input.** Enter a three-digit line number that will correspond to the actual bid line. The bid line number does not have to be the same as the requisition line number.

Bid Header Status (BMHS)

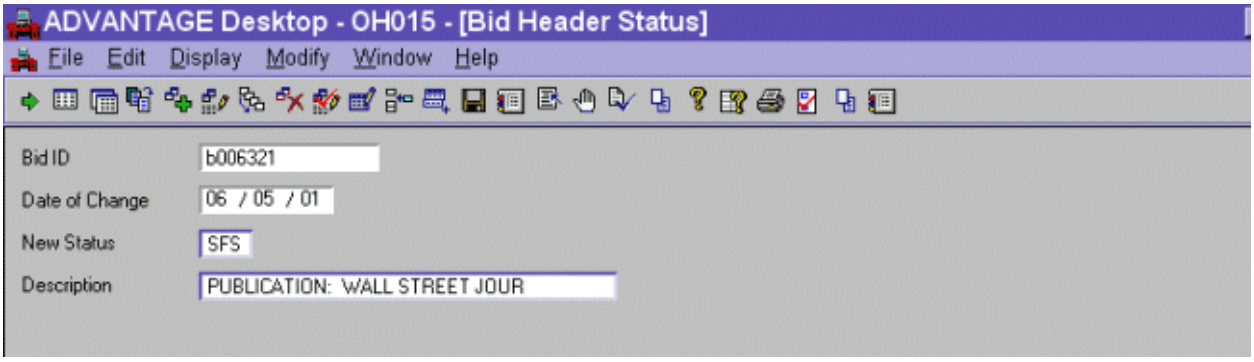
Purpose

The Bid Header Status (BMHS) table enables users to update the status of all requisition lines that are associated with the bid. This allows the buyer to enter status codes that are not automatically system-generated. For example, the buyer may want to indicate that the process is being delayed because they are waiting for information that needs to be included in the evaluation process. Any change in the status of requisition lines effected through BMHS automatically updates the Requisition Status Inquiry (RQST) table.

If Requisition Status Inquiry (RQST) is successfully updated, the message 'RQST Update Successful' is displayed for lines associated with a requisition. 'RQST Update Not Successful' will be displayed if lines are not associated with a requisition.

If 'Status Update Failure' is displayed, check that values on Bid Master Header (BDMH), Bid Master Line (BDML), and Bid Master Requisition Inquiry (BDMR) are correct. This message is usually produced if required entries on these tables were purged.

BMHS Coding Instructions



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the number that identifies the bid. If applicable, enter a bid suffix.
Date of Change	6	**Input Optional.** Will default to date of entry. Another date can be entered, if desired.
New Status	3	**Requires Input.** Enter the new status code for this bid. Refer to Requisition Status Code (RSTA) for valid status codes.
Description	30	**Input Optional.** You may enter text that provides additional information concerning the status change. This text will appear on RQST.

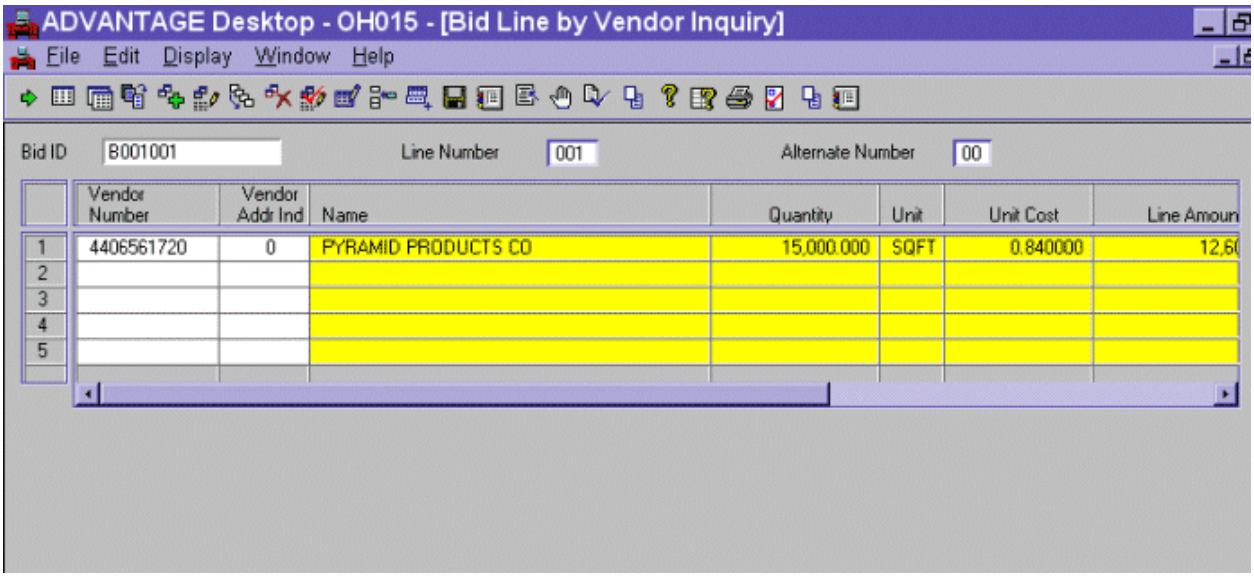
Description	30	**Input Optional.** You may enter text that provides additional information concerning the status change. This text will appear on RQST.

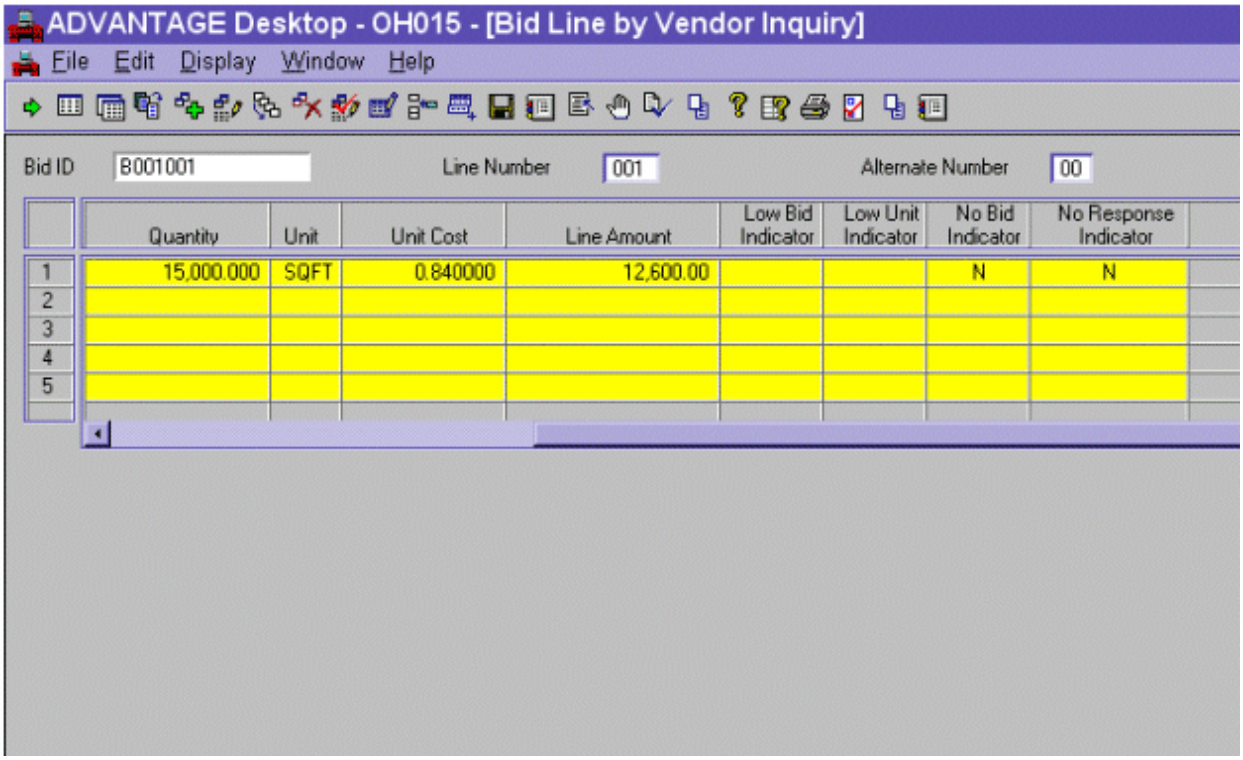
Bid Line by Vendor Inquiry (BDLV)

Purpose

The Bid Line by Vendor Inquiry (BDLV) table displays all vendor responses that have been received for each bid line. The information is automatically updated by the system when changes are entered on the Bid Tracking Line (BIDL) table either manually or via the On Line Bidding system.

BDLV Coding Instructions





Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number that you are inquiring about. If applicable, enter the bid suffix.
Line Number	3	**Input Optional.** You may enter the number of the bid line about which you are inquiring or browse to see the first line of the bid.

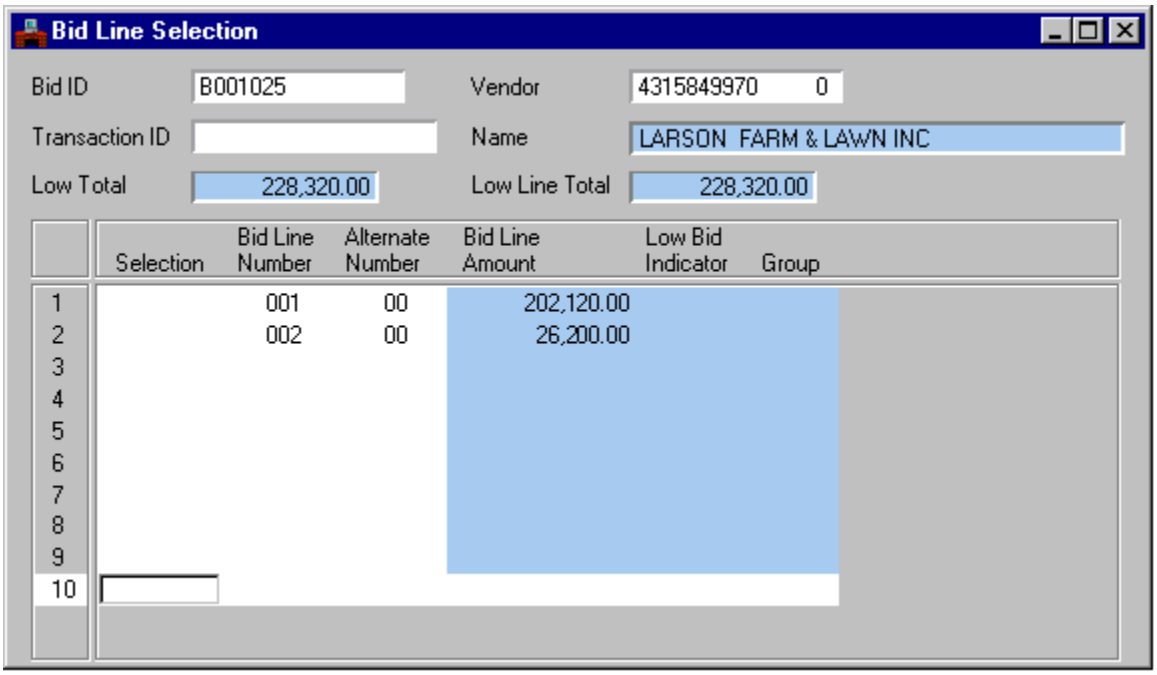
Alternate Number	2	**Input Optional.** Enter the alternate number, if desired.
Vendor Number	10	**Display Only.** Displays the vendor number of the vendor which submitted a price for this bid line number as manually or electronically entered on the Bid Tracking Line (BIDL) table.
Vendor Addr Ind	1	**Display Only.** Displays the alternate address indicator for the vendor as manually or electronically entered on Bid Tracking Line (BIDL) table.
Name	30	**Display Only.** Displays the name associated with the vendor code as inferred from Vendor (1 of 3) (VEN2).
Quantity	12	**Display Only.** Displays the quantity that was manually or electronically entered in the Gross Quantity field on the Bid Tracking Line (BIDL) table.
Unit	4	**Display Only.** Displays the unit of measure for this bid line, if applicable.
Unit Cost	14	**Display Only.** Displays the price per unit quoted by the vendor as manually or electronically entered on the Bid Tracking Line (BIDL) table.
Line Amount	14	**Display Only.** Displays the total amount (quantity x unit cost) of the bid line.
Low Bid Indicator	1	**Display Only.** The letter **Y** in this field denotes that this vendor submitted the lowest total line amount (quantity x unit cost).
Low Unit Indicator	1	**Display Only.** The letter **Y** in this field denotes that the vendor submitted the lowest unit cost among all responses to this bid line.
No Bid Indicator	1	**Display Only.** The letter **Y** in this field denotes that the vendor submitted a ‘'no bid' on this particular line.
No Response Indicator	1	**Display Only.** The letter **Y** in this field denotes that the vendor did not respond to the request for bid.

Bid Line Selection (BDLS)

Purpose

The Bid Line Selection (BDLS) table is an alternate view of Bid Tracking Line (BIDL). If certain system options are selected, this table could be use to generate purchase orders. However, the State of Missouri will be using this table for inquiry purposes only.

BDLS Coding Instructions



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number about which you are inquiring. If applicable, enter the bid suffix.
Vendor	11	**Input Optional.** Displays the first vendor associated with the bid. You may enter the vendor code about which you are inquiring.
Transaction ID	16	**Not Applicable.** The State of Missouri will not use this field.
Name	30	**Display Only.** Displays the name associated with the vendor code as inferred from Vendor (1 of 3) (VEN2).
Low Total	14	**Display Only.** The lowest total cost bid amount is indicated. It represents the lowest cost if award is

		made on an all or none basis. Only vendors responding to all bid lines are considered in this total.
Low Line Total	14	**Display Only.** The sum total of the lowest bid lines across all vendors responding to this bid is indicated. It represents the total cost if the award is split by awarding to the lowest vendor on each individual line.
Selection	N/A	**Not Applicable.** The State of Missouri will not use this field.
Bid Line Number	3	**Display Only.** Displays a list of all the bid lines to which the vendor responded.
Alternate Number	2	**Display Only.** If applicable, indicates that an alternate bid was submitted for this line by this vendor.
Bid Line Amount	14	**Display Only.** Indicates the total cost (quantity x unit price) of the vendor's response for this bid line.
Low Bid Indicator	1	**Display Only.** If the letter **Y** is contained in this field, this denotes that the vendor submitted the lowest total cost for this bid line.
Group	1	**Display Only.** If applicable, denotes that the particular bid line has been designated as a group item (e.g., recycled materials). The group indicator is inferred from Commodity COMT).

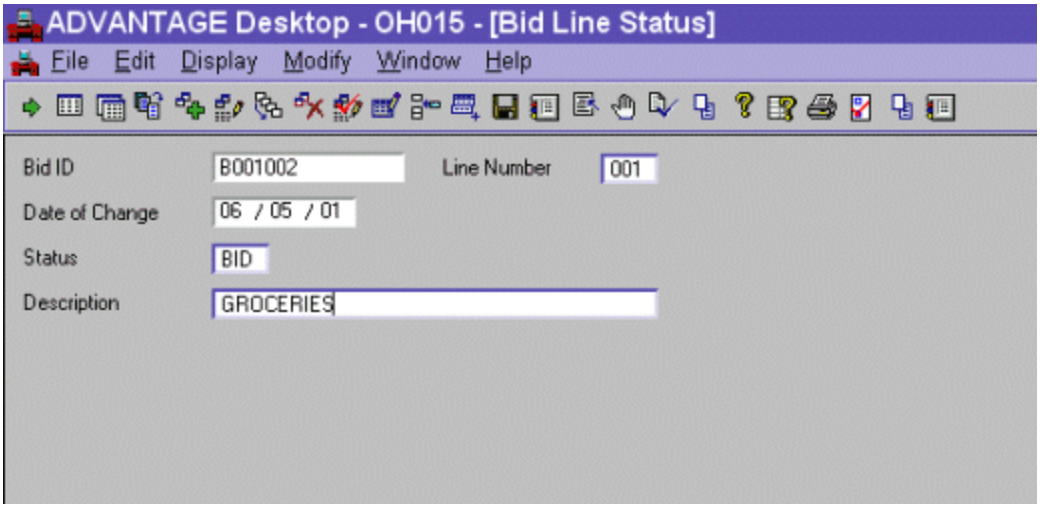
Bid Line Status (BMLS)

Purpose

The Bid Line Status (BMLS) table enables users to update the status of a particular requisition line that is being used in the bid process. This allows the buyer to enter status codes that are not automatically system generated. For example, the buyer may want to indicate that the process is being delayed because they are waiting for information that needs to be included in the evaluation process. Any change in the status of a requisition line effected through BMLS automatically updates the Requisition Status Inquiry (RQST) table.

If Requisition Status Inquiry (RQST) is successfully updated through BMLS, the message 'RQST UPDATE SUCCESSFUL' will appear on this table. If the processing fails, the message 'STATUS UPDATE FAILURE' will appear. The most likely reason that the failure message would appear would be due to missing required entries on Bid Master Line (BDML) or Bid Master Requisition Inquiry (BDMR).

BMLS Coding Instructions



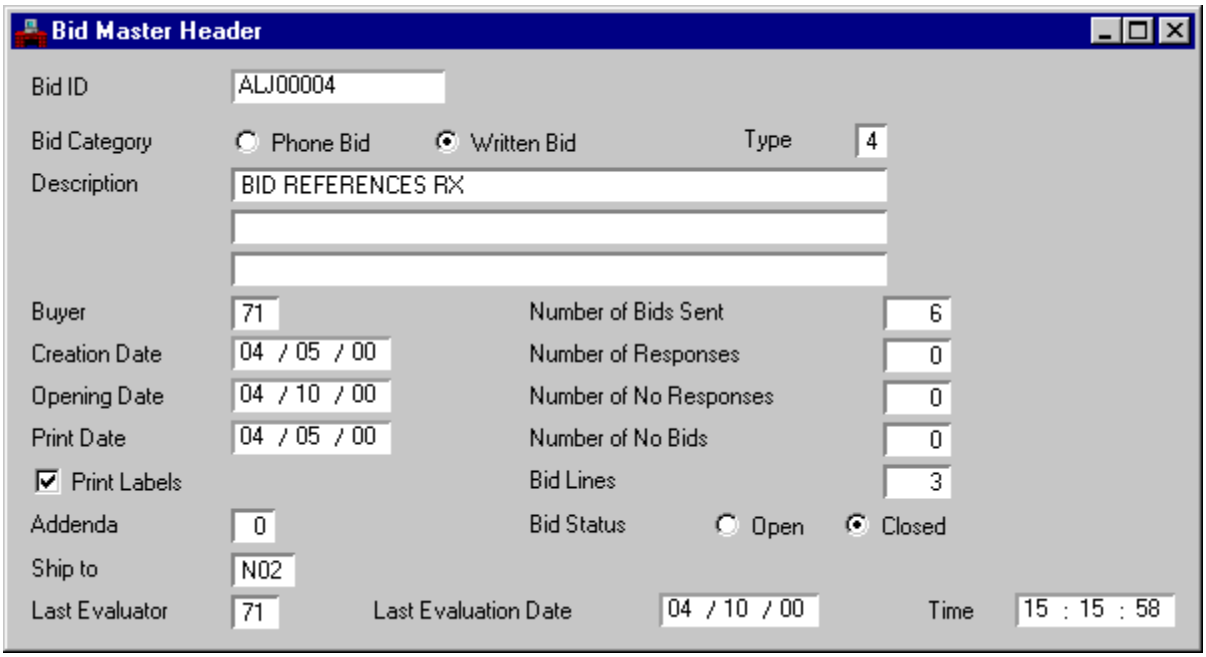
Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number that you want to update. If applicable, also enter the Bid Suffix.
Line Number	3	**Input Optional.** Will default to the first line of the bid or enter the bid line number that you are updating. Refer to Bid Master Line (BDML) for valid line numbers contained on the bid.
Date of Change	6	**Input Optional.** Will default to date of entry. A different date can be entered, if desired.
Status	3	**Requires Input.** Enter the status of this bid line. Refer to Requisition Status Code (RSTA) for valid status codes.
Description	30	**Input Optional.** Enter informational text that describes the update. Text entered here will appear on RQST.

Bid Master Header (BDMH)

Purpose

The Bid Master Header (BDMH) table displays summary information regarding the online bid. An entry is added to this table when a bid is established via Bid Creation (BIDC). In addition, the processing of information in various other bid tracking tables update some of the fields on BDMH. BDMH is also used when processing bid amendments.

BDMH Coding Instructions



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number about which you are inquiring. If applicable, also enter the Bid Suffix.
Bid Category	1	**Input Optional.** Displays the bid category as inferred from the Bid Creation (BIDC) table. Valid values are: **Phone Bid** or **Written Bid**. Fields may be changed as needed.
Type	1	**Input Optional.** Displays the user-defined identifier as inferred from Bid Creation (BIDC). Refer to the Requisition Type (TYPE) table for valid codes. Field may be changed as needed.

Description	40X3	**Input Optional.** Displays the description of the bid as inferred from the Bid Creation (BIDC) table. Description may be changed as needed.
Buyer	2	**Input Optional.** Displays the buyer assigned to the bid. Field may be changed as needed.
Number of Bids Sent	4	**Not Applicable.** This counter is not functional with the electronic on line bidding system.
Creation Date	6	**Display Only.** Displays the date the bid was established.
Number of Responses	4	**Not Applicable.** This counter is not functional with the electronic on line bidding system.
Opening Date	6	**Input Optional.** Displays the bid opening date. Field may be changed as needed.
Number of No Responses	4	**Not Applicable.** This counter is not functional with the electronic on line bidding system.
Print Date	6	**Input Optional.** Displays the last date labels for this bid were printed. To reprint labels, delete the date.
Number of No Bids	4	**Not Applicable.** This counter is not functional with the electronic on line bidding system.
Print Labels	1	**Input Optional.** If this box is checked, indicates that vendor address labels are printed for the bid. Field may be changed as needed. This box must be checked in order for labels to print for an amendment.
Bid Lines	4	**Display Only.** Displays the number of bid lines associated with this bid.
Addenda	2	**Input Optional.** Displays the number of addenda for this bid. Field may be changed to indicate addenda. Complete using two digits. Example: 02. Enter a 99 to indicate a canceled bid.

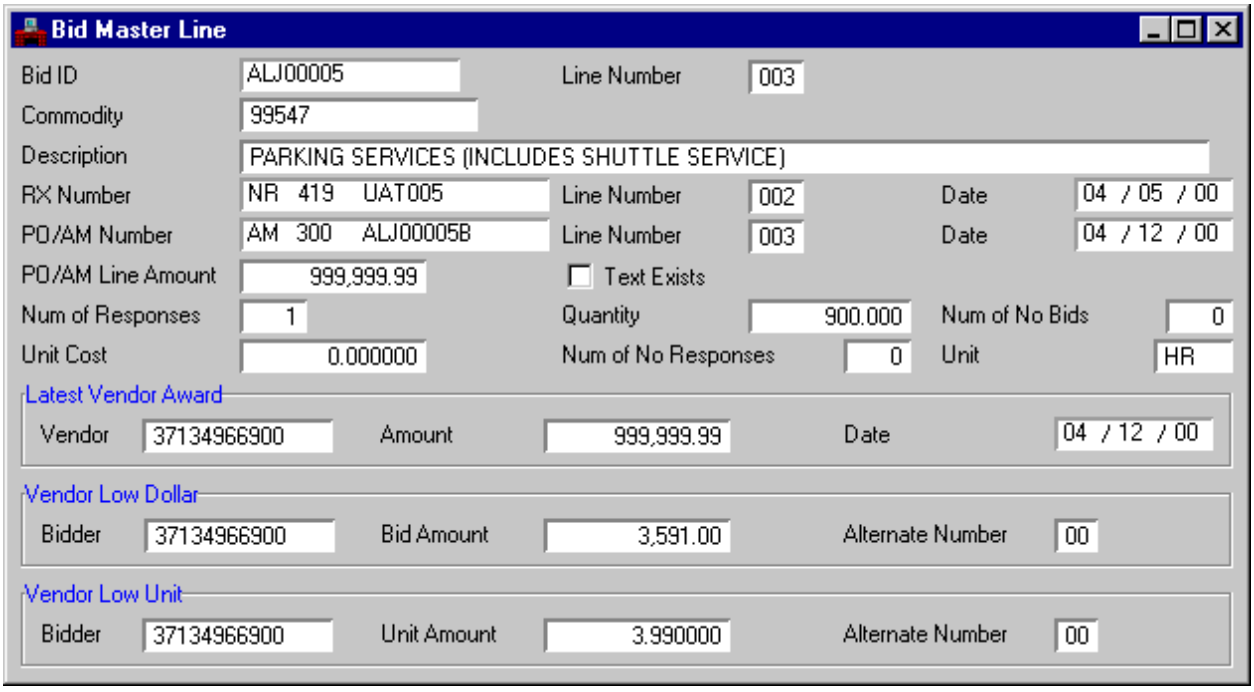
Bid Status	1	**Input Optional.** Indicates the current status of the bid. Valid values are: Open or Closed.
Ship to	3	**Input Optional.** Displays the shipping code entered on or inferred to Bid Creation (BIDC). Field may be changed as needed.
Last Evaluator	2	**Display Only.** Displays the buyer code that was entered on the Bid Tabulation (BT) document.
Last Evaluation Date	6	**Display Only.** Displays the date of the last tabulation of the bid by the Bid Tabulation (BT) document.
Time	2	**Display Only.** Displays the time of the last tabulation of the bid by the Bid Tabulation (BT) document.

Bid Master Line (BDML)

Purpose

The Bid Master Line (BDML) table displays information on all bid lines for each bid. An entry is added to BDML when a line is added to a bid through the Bid Creation (BIDC) table. Data entered on the Bid Tracking Line (BIDL) table updates this table. The table is also updated when the bid is awarded.

BDML Coding Instructions



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number about which you are inquiring. If applicable, also enter the Bid Suffix.
Line Number	3	**Input Optional.** Defaults to the first line item contained in the bid (typically **001**). You may enter the line number of the bid about which you are inquiring.
Commodity	12	**Display Only.** Displays the commodity code corresponding to the Line Number.
Description	60	**Display Only.** Displays the description associated with the commodity code as specified on **Commodity (COMT)**.
RX Number	11	**Display Only.** Indicates the requisition document referenced by this bid line. If no requisition document was referenced, this field contains '***NONE***'. If multiple requisition documents were referenced, this field contains '***MULTI***'.
Line Number **(RX Number)**	3	**Input Optional.** Displays the requisition line number that is referenced by this bid line. If no requisition line

		or multiple requisition lines are referenced, this field contains '***'.
Date (RX Number)	6	**Display Only.** Displays the date the system accepted the referenced requisition. If no requisition is referenced, the field contains '**'.
PO/AM Number	16	**Display Only.** Displays the number of the purchase order or Price Agreement Master (AM) document used to award this bid line.
Line Number (PO/AM Number)	3	**Display Only.** Displays the line number of the awarded purchase order or Price Agreement Master (AM) document.
Date (PO/AM Number)	6	**Display Only.** Indicates the date that the purchase order or Price Agreement Master (AM) document was awarded.
PO/AM Line Amount	14	**Display Only.** Indicates the amount of the awarded purchase order or Price Agreement Master (AM) document line.
Text Exists	1	**Display Only.** If this box is checked, indicates that text related to this bid line exists on Bid Text (BDTX).
Num of Responses	4	**Display Only.** Indicates the number of vendors responding to this bid line with a price quotation that was manually entered into SAM II. This number does not include the responses submitted electronically.
Quantity	12	**Display Only.** Displays the quantity of items for this bid line.
Num of No Bids	4	**Display Only**. Indicates the number of vendors responding to this bid line with a 'No Bid' that was manually entered into SAM II. This number will only include a 'no bid' for this specific bid line as recorded on the BIDL table. An overall 'no bid' for all lines as recorded on the BIDR table will not be included in this

		number. This number also does not include the electronically submitted 'no bids' for this line.
Unit Cost	14	**Display Only.** Displays the estimated cost per unit of the supplies.
Num of No Responses	4	**Display Only.** Indicates the number of vendors who received mailed bid copies but did not respond to this bid line by either submitting a price response or submitting a 'no bid' response. Also includes those vendors whose “No Response” indicator was manually set in SAM II.
Unit	4	**Display Only.** Displays the unit of measure for this bid line.
Vendor (Latest Vendor Award)	11	**Display Only.** Indicates the vendor that was awarded the bid line on either a purchase order or price agreement. NOTE: The alternate address indicator is displayed but not separated to the right of the rest of the vendor number. In the case of a multiple award, the vendor code of the last vendor awarded the bid line will appear in this field.
Amount (Latest Vendor Award)	14	**Display Only.** Indicates the amount of the award made to the 'latest vendor'. In the case of a multiple award, the amount of the award to the last vendor awarded the bid line will appear in this field.
Date (Latest Vendor Award)	6	**Display Only.** Displays the date that the bid line was awarded.
Bidder (Vendor Low Dollar)	11	**Display Only.** Indicates the vendor that submitted the lowest total dollar amount (quantity x unit cost) for the bid line. If the lowest dollar amount for the bid line was submitted by more than one vendor, this field contains”***TIE***'.
Bid Amount (Vendor Low Dollar)	14	**Display Only.** Indicates the total dollar amount (quantity x unit cost) submitted by this vendor for this bid line.

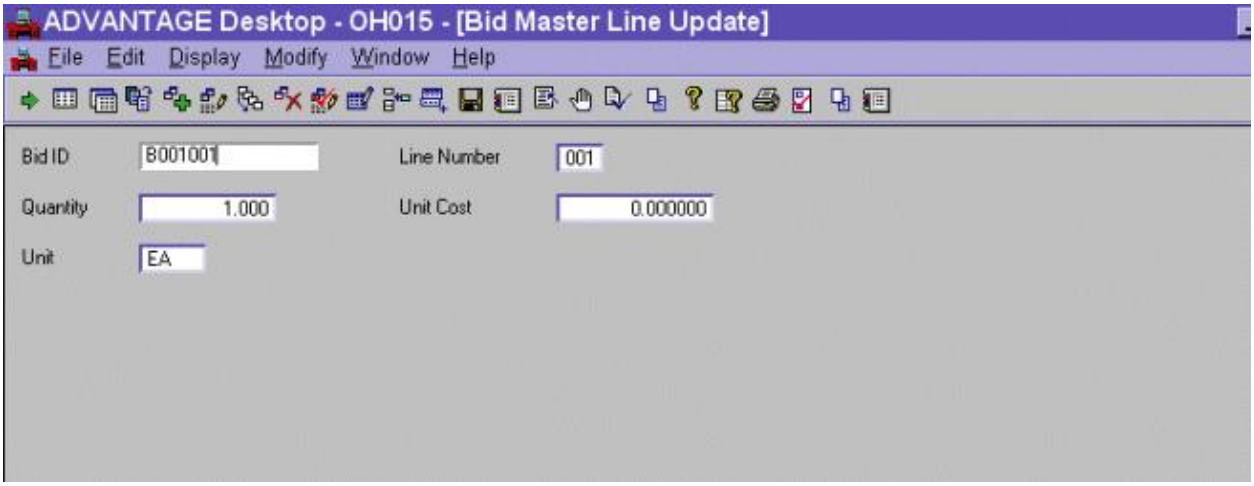
Alternate Number (Vendor Low Dollar)	2	**Display Only.** If applicable, indicates the vendor's alternate bid number that represents the lowest total dollar amount. If the vendor submitted multiple lowest total dollar amounts for the same bid line, this field will contain '**'.
Bidder (Vendor Low Unit)	11	**Display Only.** Indicates the vendor that submitted the lowest unit cost for this bid line.
Unit Amount (Vendor Low Unit)	14	**Display Only.** Indicates the unit cost submitted by this vendor for this bid line.
Alternate Number (Vendor Low Unit)	2	**Display Only.** If applicable, indicates the vendor's alternate bid number that represents the lowest unit price. If the vendor submitted multiple lowest unit prices for the same bid line, this field will contain '**'.

Bid Master Line Update (BDIN)

Purpose

The Bid Master Line Update (BDIN) table is used to enter bid information (quantity, cost, and unit of measure) for bid lines that do not reference requisition documents.

BDIN Coding Instructions



Field Name	Length	Definition

Bid ID	10+1	**Requires Input.** Enter the number of the bid for which you need to enter information. If applicable, also enter the Bid Suffix.
Line Number	3	**Input Optional.** Defaults to the first bid line that does not reference a requisition or you may enter the line number of the bid for which you need to enter information.
Quantity	12	**Requires Input.** You must enter the quantity desired.
Unit Cost	14	**Input Optional.** You may enter an estimated unit cost, if desired.
Unit	4	**Requires Input.** Enter the unit of measure.

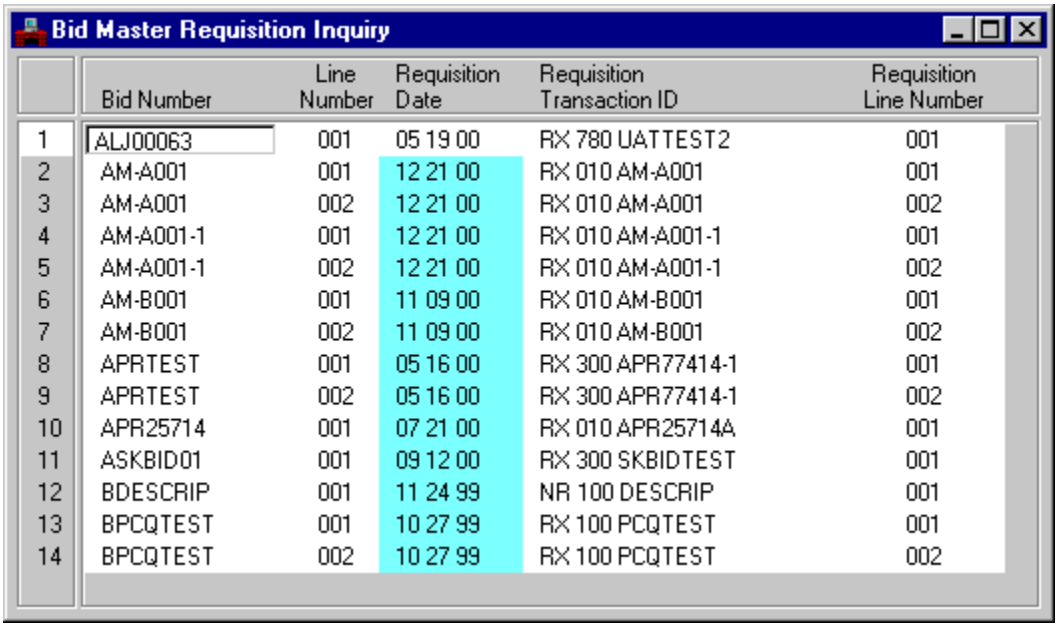
Bid Master Requisition Inquiry (BDMR)

>

Purpose

The Bid Master Requisition Inquiry (BDMR) table provides a summary view of bids referencing requisition document transactions. Users can access this table to cross reference bid numbers and requisition numbers.

BDMR Coding Instructions



	Bid Number	Line Number	Requisition Date	Requisition Transaction ID	Requisition Line Number
1	ALJ00063	001	05 19 00	RX 780 UATTEST2	001
2	AM-A001	001	12 21 00	RX 010 AM-A001	001
3	AM-A001	002	12 21 00	RX 010 AM-A001	002
4	AM-A001-1	001	12 21 00	RX 010 AM-A001-1	001
5	AM-A001-1	002	12 21 00	RX 010 AM-A001-1	002
6	AM-B001	001	11 09 00	RX 010 AM-B001	001
7	AM-B001	002	11 09 00	RX 010 AM-B001	002
8	APRTEST	001	05 16 00	RX 300 APR77414-1	001
9	APRTEST	002	05 16 00	RX 300 APR77414-1	002
10	APR25714	001	07 21 00	RX 010 APR25714A	001
11	ASKBID01	001	09 12 00	RX 300 SKBIDTEST	001
12	BDESCRIP	001	11 24 99	NR 100 DESCRIP	001
13	BPCQTEST	001	10 27 99	RX 100 PCQTEST	001
14	BPCQTEST	002	10 27 99	RX 100 PCQTEST	002

Field Name	Length	Definition
Bid Number	11	**Input Optional.** You may enter a valid bid number. Refer to Bid Master Line (BDML) for a particular bid number.
Line Number	3	**Input Optional.** You may enter a valid bid line number (corresponding to the Bid Number above) from Bid Master Line (BDML).
Requisition Date	6	**Display Only.** Indicates the date the requisition was accepted into the system.
Requisition Transaction ID	16	**Display Only.** Indicates the requisition document that was used to process the corresponding Bid Number.
Requisition Line Number	3	**Display Only.** Indicates the line number from the requisition that corresponds to the bid line number.

Bid Master Revisions (BDRE)

Purpose

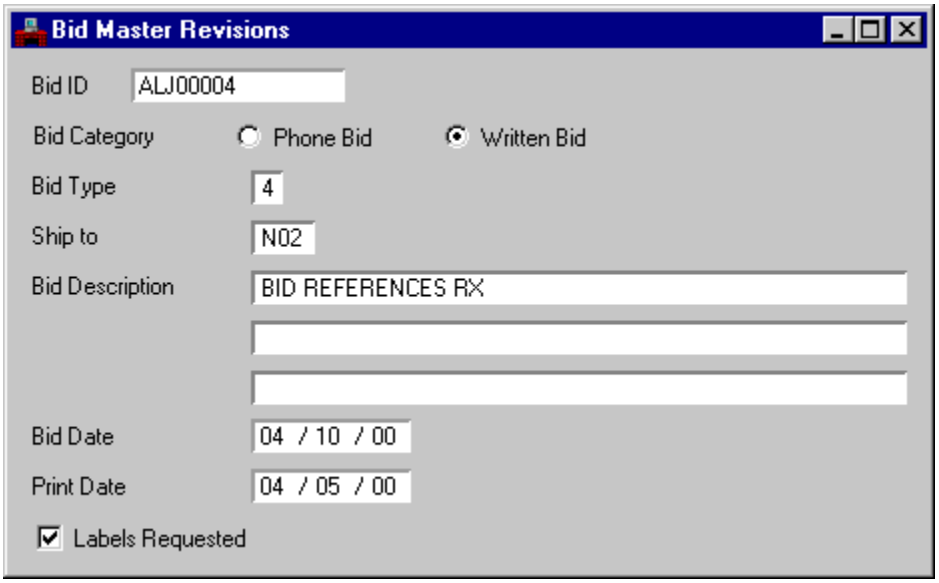
The Bid Master Revisions (BDRE) table is used to change bid information on Bid Master Header (BDMH). Although these changes can be made on BDRE, it is suggested that the changes be made directly on BDMH.

Any change in the status of requisition lines effected through BDRE automatically updates the Requisition Status Inquiry (RQST) table.

If Requisition Status Inquiry (RQST) is successfully updated, the message 'RQST Update Successful' is displayed for lines associated with a requisition. 'RQST Update Not Successful' will be displayed if lines are not associated with a requisition.

If 'Status Update Failure' is displayed, check that values on Bid Master Header (BDMH), Bid Master Line (BDML), and Bid Requisition Inquiry (BDMR) are correct. This message is usually produced if required entries on these tables were purged.

BDRE Coding Instructions



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number of the bid you need to update. If applicable, also enter the Bid Suffix.
Bid Category	1	**Input Optional.** Defaults to the bid category as inferred from the Bid Creation (BIDC) table. You may change the Bid Category if desired. Valid values are: • **Phone Bid** or **Written Bid**.
Bid Type	1	**Input Optional.** Defaults to the bid type code entered on Bid Creation (BIDC), if any. Definitions of the code can be found on the Requisition Type (TYPE) table. You may change the code if necessary.

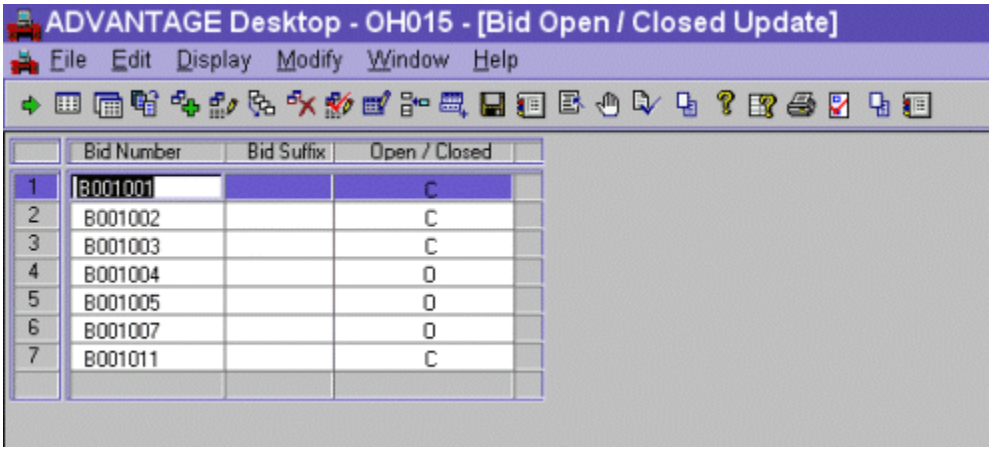
Bid Description	40X3	**Input Optional.** Defaults to the bid description as entered on Bid Creation (BIDC). You may change the bid description if desired.
Bid Date	6	**Input Optional.** Defaults to the bid open date as entered on Bid Creation (BIDC). You may change the bid opening date if desired.
Print Date	N/A	**Input Optional.** Defaults to the date that mailing labels were printed. Blank out this field to reprint the labels.
Ship to	3	**Input Optional.** Defaults to the Ship to code entered on or inferred to Bid Creation (BIDC), if any. You may enter/change the Ship to code if desired. Refer to Shipping Address (SHIP) for valid values.
Labels Requested	1	**Input Optional.** Check this box to print the vendor address labels for all vendors to receive a hard copy of the bid if desired.

Bid Open/Closed Update (BOCU)

Purpose

The Bid Open/Closed Update (BOCU) table is used to change the status of the bid. A bid must be closed in order to run the Bid Tabulation (BT) document. A closed bid cannot be modified. However, you may reopen a closed bid via BOCU to make necessary changes. Bids can also be opened and closed on Bid Master Header (BDMH).

BOCU Coding Instructions



Field Name	Length	Definition
Bid Number	10+1	**Requires Input.** Enter the bid number about which you are inquiring. If applicable, also enter the Bid Suffix.
Open/Closed	1	**Requires Input.** Valid values are: • **O** for an open bid or; • **C** for a closed bid.

Bid Response Input (BIDR)

Purpose

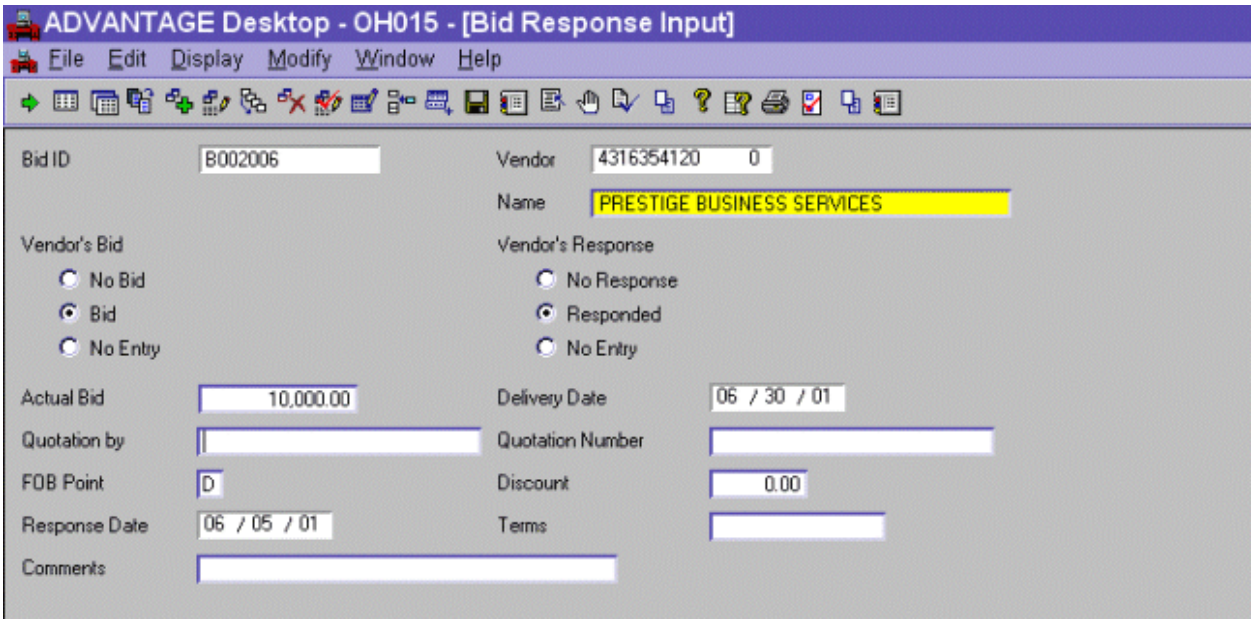
The Bid Response Input (BIDR) table is used to enter summary information applicable to bids received from vendors. A BIDR shell record is created for every vendor that was mailed a copy of the bid. A BIDR shell is not created for vendors who received email notification of the bid.

Additional vendors may be added if needed at the time vendor responses are entered manually. Bid responses submitted electronically will be automatically loaded to this table.

After this table is updated, the user will go to Bid Tracking Line (BIDL) and enter bid line specific information from the vendor's bid.

BIDR Coding Instructions

\



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the number of the bid for which you need to enter vendor responses.
Vendor	11	**Input Optional.** You may scroll through the vendors that were included in the bid mailing list or enter a number for a vendor who does not already have a record on BIDR.
Name	30	**Display Only.** Displays the name associated with the vendor code as inferred from **Vendor (1 of 3) (VEN2)**.
Vendor's Bid	1	**Requires Input.** Defaults to **'No Entry'**. If the solicitation method is an RFP, leave at “No Entry” until time of award. If solicitation method is an IFB or RFQ, select **“Bid”** if the vendor submitted a bid or **'No Bid'** if the vendor's overall response was a 'no bid'.
Vendor's Response	1	**Requires Input.** Defaults to **'No Entry'**. For all solicitation methods - if the vendor submitted a proposal/bid or an overall response of “no bid”, select **“Responded”**.

Actual Bid	14	**Input Optional.** If the solicitation method is an RFP, leave at default amount of 0.00 until time of award. If the solicitation method is an IFB or RFQ and the vendor submitted a bid, enter the total dollar amount (sum of all bid lines) of the vendor's bid. You must include the decimal point when entering an amount. If vendor submitted a “no bid”, leave at default amount of 0.00.
Delivery Date	6	**Input Optional.** You may enter the anticipated delivery date of the vendor's supplies.
Quotation by	20	**Input Optional.** You may enter the name of the individual that represents the vendor.
Quotation Number	20	**Input Optional.** You may enter the quotation number that identifies the vendor's bid, if the vendor provided one.
FOB Point	N/A	**Input Optional.** You may enter the FOB point designated by the vendor. Enter **'D'** for Destination or **'S'** for Shipping.
Discount	8	**Not Applicable.** The State of Missouri will not use this field.
Response Date	6	**Requires Input.** Enter the date that the vendor's response was received.
Terms	12	**Input Optional.** If solicitation method is an RFP, do not enter terms until time of award. If solicitation method is an IFB or RFQ, you may enter information regarding the vendor's proposed discount for prompt payment.
Comments	30	**Input Optional.** You can enter any comments that describe the vendor's response.

Bid Response Text (BRTX)

Purpose

The Bid Response Text (BRTX) table is used to enter text applicable to a vendor's response to a bid (e.g., special conditions, exceptions noted, or other pertinent details). Text entered on this table will appear on the On Line Bidding Intranet Pricing Spreadsheet in the Overall Comments area.

Text should not be entered on this table for vendors responding to an RFP until time of award.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

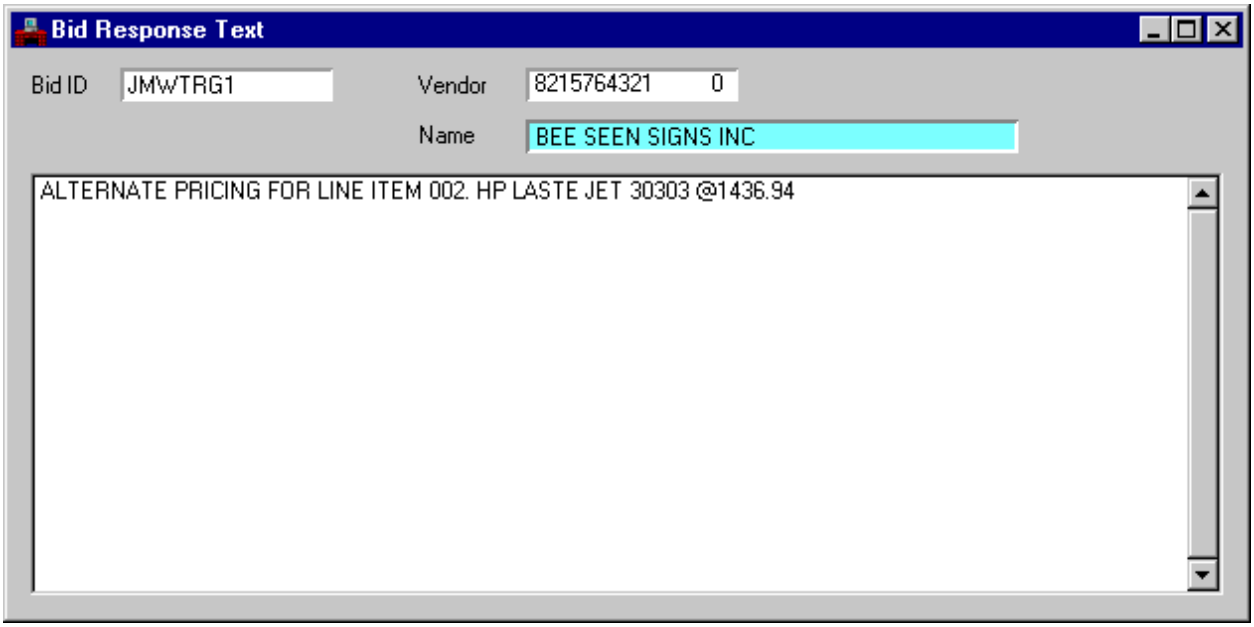
When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

BRTX Coding Instructions



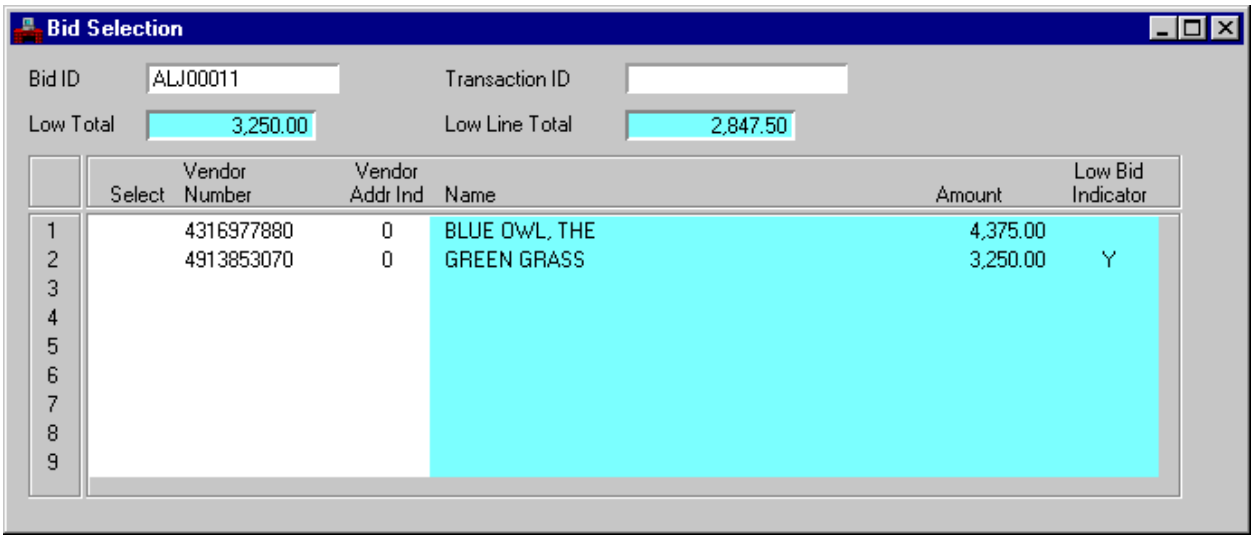
Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number for which you are entering text or accessing to view existing text.
Vendor	11	**Requires Input.** Enter a valid vendor code. Refer to Bid Tracking Header (BIDH) for valid Bid ID/Vendor combinations.
Name	30	**Display Only.** Displays the name associated with the vendor code as inferred from Vendor 1 of 3 (VEN2).
Text		**Input Optional.** You may enter informational text pertaining to the bid response for this vendor.

Bid Selection (BDMS)

Purpose

The Bid Selection (BDMS) table is an alternate view of Bid Tracking Header (BIDH). If certain system options are selected, this table could be used to generate purchase orders. However, the State of Missouri will be using this table for inquiry purposes only.

BDMS Coding Instructions



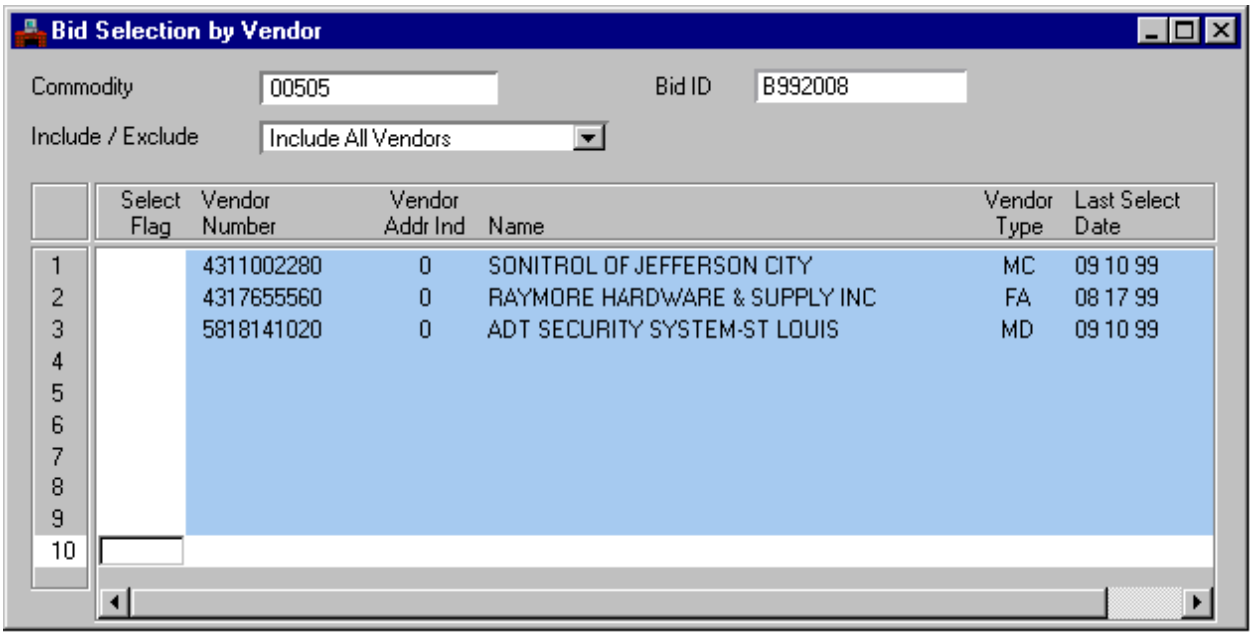
Field Name	Length	Definition

Bid ID	10+1	**Requires Input.** Enter the bid number about which you are inquiring. If applicable, also enter the Bid Suffix.
Transaction ID	16	**Not Applicable.** The State of Missouri will not use this field.
Low Total	14	**Display Only.** The lowest total cost bid amount is indicated. It represents the lowest cost if award is made on an all or none basis. Only vendors submitting prices for all bid lines contained in the bid are considered in this total.
Low Line Total	14	**Display Only.** The sum total of the lowest bid lines across all vendors responding to this bid is indicated. It represents the total cost if the award is split by awarding to the lowest vendor on each individual line.
Select	1	**Not Applicable.** The State of Missouri will not use this field.
Vendor Number	11	**Input Optional.** The list of vendors who responded with bids will be displayed. You may enter a vendor code to search for information about a specific vendor.
Vendor Addr Ind	1	**Input Optional.** You may enter an alternate address indicator in conjunction with a specific vendor number to search for a specific vendor location.
Name	30	**Display Only.** Displays the name associated with the vendor code as inferred from Vendor (1 of 3) (VEN2).
Amount	14	**Display Only.** Indicates the total amount bid by this vendor as entered on Bid Response Input (BIDR).
Low Bid Indicator	1	**Display Only.** If the letter Y is contained in this field, indicates that the corresponding vendor submitted the lowest total cost bid. If more than one vendor submitted the same lowest bid, each will have a Y.

Bid Selection by Vendor (BIDV)

Purpose

The Bid Selection by Vendor (BIDV) table contains the same information as Bid Selection by Vendor Name (BDVN) but is sorted by vendor number. This table is used to select vendors to receive a mailed copy of the bid (bid mailing list). It is can also be used to modify a bid mailing list when a bid amendment is being developed. This table creates a record for each selected vendor on the Bid Tracking Header (BIDH) table and the Bid Response Input (BIDR) table. This table is an alternate view of the Bidders (BIDD) table. **BIDV Coding Instructions**



Field Name	Length	Definition
Commodity	12	**Requires Input.** Enter a commodity code that is included in the bid.
Bid ID	10+1	**Requires Input.** Enter the bid number. If applicable, enter the bid suffix.
Include/Exclude	1	**Requires Input.** Default is Include All Vendors. Valid options are: • **Include All Vendors:** Includes all the vendors listed on the table

		• **Include All Selected Vendors:** Includes all of the vendors selected by entering an X in the Select Flag column. • **Exclude All Selected Vendors:** Excludes all of the vendors selected by entering an X in the Select Flag column. • **Include All Mail Bid Vendors:** Includes all vendors on the screen who have an 'X' in the Mail Bid column. The system will automatically enter an 'X' in the Mail Bid column when the E-Mail Notification Indicator for this vendor on VEN 4 is blank. • **Remove All Selected Vendors:** Removes all selected vendors from the mailing list by entering an X in the Select Flag column. This function would normally be used when processing a bid amendment.
Select Flag	1	**Input Optional.** Enter an 'X' to exclude or include a vendor from receiving a mailed copy of the bid, or to mark the vendor for removal from the bid mailing depending upon what value you selected in the **Include/Exclude** field.
Vendor Number	11	**Display Only.** Displays the numbers for vendors identified as providing this commodity.
Vendor Addr Ind	1	**Display Only.** Indicates that this is an alternate vendor address.
Name	30	**Display Only.** Displays the name associated with the vendor code.
Vendor Type	2	**Display Only.** Displays the vendor type as inferred from Vendor (1 of 3) (VEN2).
Last Select Date	6	**Display Only.** Displays the last date this vendor was selected to receive a mailed copy of a bid.

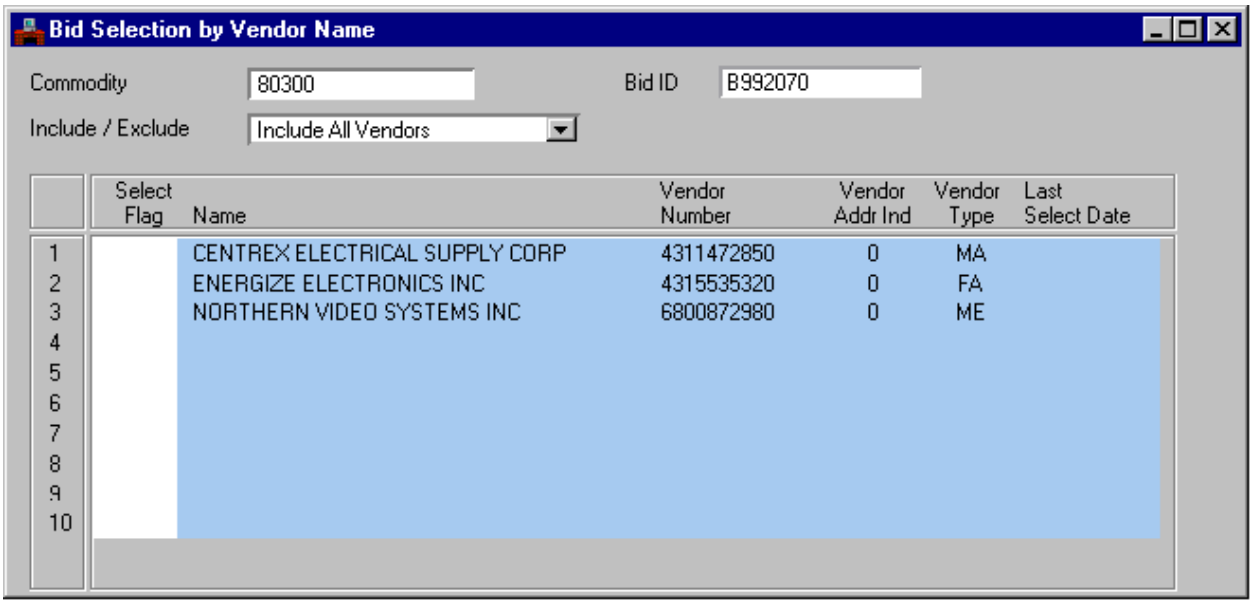
Mail Bid	1	**Display Only.** Indicates if the vendor is able to receive an e-mail notification of bid opportunities or of they need to be mailed a copy of the bid. **'X'** indicates they are set up to receive hard-copy bids only.
Mail Bid	1	**Display Only.** Indicates if the vendor is able to receive an e-mail notification of bid opportunities or of they need to be mailed a copy of the bid. **'X'** indicates they are set up to receive hard-copy bids only.

Bid Selection by Vendor Name (BDVN)

Purpose

The Bid Selection by Vendor Name (BDVN) table contains the same information as Bid Selection by Vendor (BIDV) but is sorted by vendor name. This table is used to select vendors to receive a mailed copy of the bid (bid mailing list) If can also be used to modify a bid mailing list when a bid amendment is being developed. This table creates a record for each selected vendor on the Bid Tracking Header (BIDH) table and the Bid Response Input (BIDR) table.

BDVN Coding Instructions



Field Name	Length	Definition

Commodity	12	**Requires Input.** Enter a commodity code that is included in the bid.
Bid ID	10+1	**Requires Input.** Enter the bid number. If applicable, enter the bid suffix.
Include/Exclude	1	**Requires Input.** Default is **Include All Vendors**. Valid options are: • **Include All Vendors:** Includes all the vendors listed on the table. • **Include All Selected Vendors:** Includes all of the vendors selected by entering an X in the Select Flag column. • **Exclude All Selected Vendors:** Excludes all of the vendors selected by entering an X in the Select Flag column. • **Include All Mail Bid Vendors:** Includes all vendors on the screen who have an 'X' in the Mail Bid column. The system will automatically enter an 'X' in the Mail Bid column when the E-Mail Notification Indicator for this vendor on VEN 4 is blank. • **Remove All Selected Vendors:** Removes all selected vendors from the mailing list by entering an X in the Select Flag column. This function would normally be used when processing a bid amendment.
Select Flag	1	**Input Optional.** Enter an 'X' to exclude or include a vendor from receiving a mailed copy of the bid, or to mark the vendor for removal from the bid mailing depending upon what value you selected in the **Include/Exclude** field.
Name	30	**Display Only.** Displays the vendors, sorted by name, who are identified as providing this commodity.

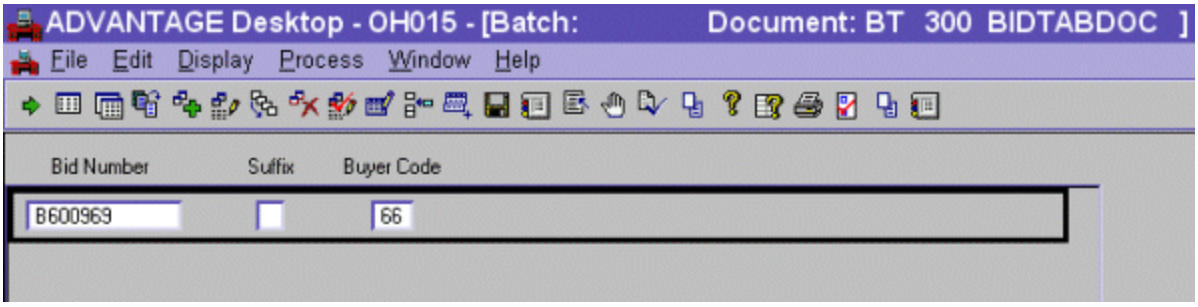
Vendor Number	11	**Display Only.** Displays the vendor number associated with the vendor name.
Vendor Addr Ind	1	**Display Only.** Indicates if this is an alternate vendor address.
Vendor Type	1	**Display Only.** Displays the vendor type as inferred from Vendor (1 of 3) (VEN2).
Last Select Date	6	**Display Only.** Displays the last date this vendor was selected to receive a mailed copy of a bid.
Mail Bid	1	**Display Only.** Indicates if the vendor is able to receive an e-mail notification of bid opportunities or if they need to be mailed a copy of the bid. **'X'** indicates they are set up to receive hard-copy bids only.

Bid Tabulation (BT)

Purpose

The Bid Tabulation (BT) document processes data entered on the bid tables and calculates relevant information, such as lowest total bid amount, lowest bid line amount for individual lines, and lowest unit cost for each bid line. The BT document can be run as many times as needed for the same bid provided that the bid is closed.

BT Coding Instructions



Field Name	Length	Definition
Bid Number	10	**Requires Input.** Enter the bid number of the bid you want to tabulate.

Suffix	1	**Input Optional.** If a Bid Suffix was tied to the bid number, you must enter the suffix in order to tabulate the bid.
Buyer Code	2	**Requires Input.** Enter the buyer code that is associated with bid number.

Bid Text (BDTX)

Purpose

The Bid Text (BDTX) table stores text which is associated with a bid line. It can contain text which is inferred from a requisition that is referenced by the bid line or custom text which is entered manually. Text entered on this table will be posted on the On-Line Bidding Internet site.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

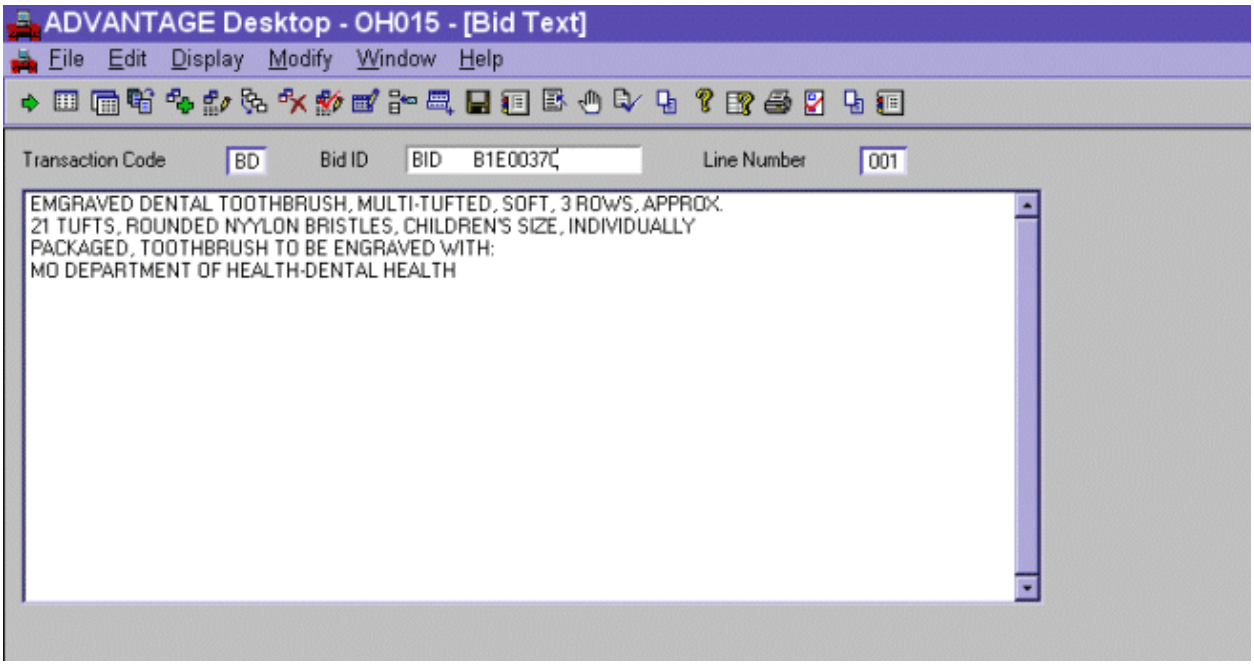
When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

BDTX Coding Instructions



Field Name	Length	Definition
Transaction Code	2	**Requires Input.** Enter '**BD**'
Bid ID	14	**Requires Input.** Enter '**BID**' plus the bid number.
Line Number	3	**Requires Input.** Enter the line number of the bid for which you want to add or modify text. If you want to associate text to the bid as a whole (Header Text) rather than to a specific bid line, enter '**000**'.
Text		**Input Optional.** If the requisition line Text Flag on Bid Creation BIDC table is selected, the requisition text will be inferred to this field. You may modify the text for the bid if you wish. If there is no requisition text to be inferred, this field will be blank and you may enter any text.

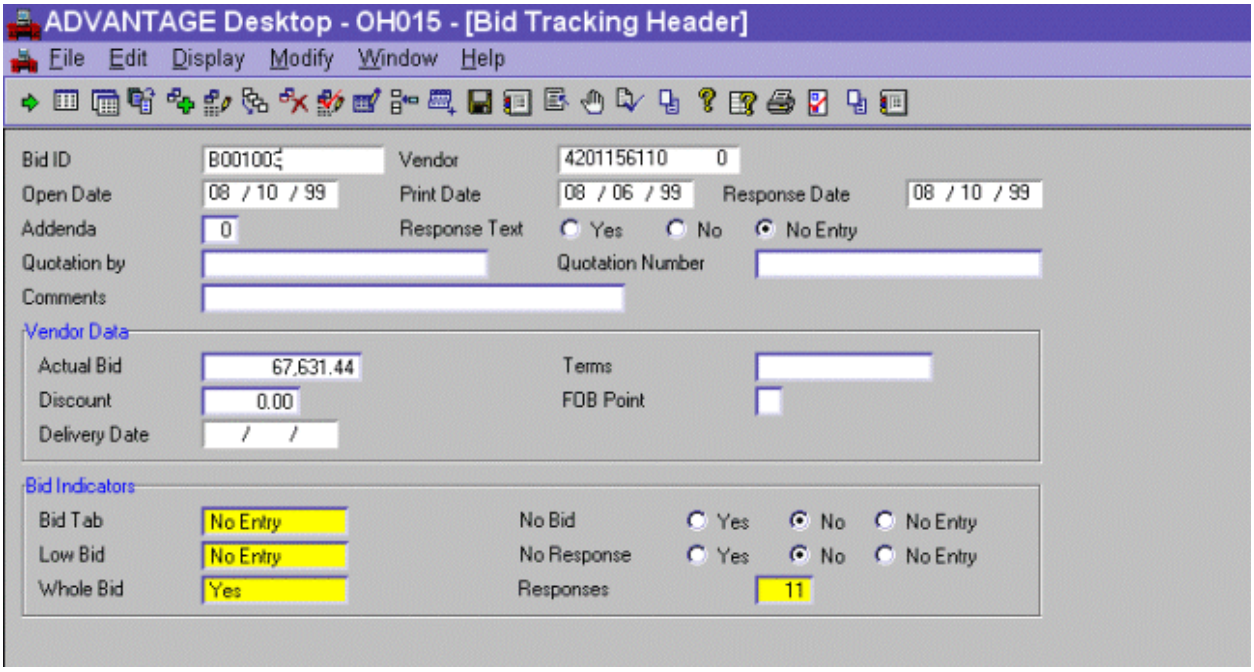
Bid Tracking Header (BIDH)

Purpose

The Bid Tracking Header (BIDH) table stores system-maintained information on all vendors who were sent a mailed copy of the bid request or who responded to a bid. Vendors are

added to this table when selected to receive a mailed copy of the bid or when a vendor's response to a bid is entered electronically or manually. Information on this table is updated throughout the bid process. Vendors who are only sent an email bid notification will not appear on this table unless they respond to the bid.

BIDH Coding Instructions



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number about which you are inquiring. If applicable, also enter the Bid Suffix.
Vendor	11	**Input Optional.** The first vendor record associated with the bid will be displayed. You may enter the vendor number for a vendor about which you are inquiring.
Open Date	6	**Display Only.** Displays the bid opening date.
Print Date	6	**Display Only.** Displays the date that the mailing labels were printed.
Response Date	6	**Display Only.** Displays the vendor's response date as entered on the Bid Response Input (BIDR) table.

Addenda	2	**Display Only.** Displays the number of bid amendments issued.
Response Text	1	**Display Only.** Indicates whether or not text exists on Bid Response Text (BRTX) table for this vendor.
Quotation by	20	**Display Only.** Displays the name of the individual that represents the vendor as entered on Bid Response Input (BIDR).
Quotation Number	20	**Display Only.** Displays the quotation number that identifies the vendor's bid as entered on Bid Response Input (BIDR).
Actual Bid	14	**Display Only.** Displays the total dollar amount of the vendor's bid as entered on Bid Response Input (BIDR).
Terms	12	**Display Only.** Displays the vendor's proposed discount for prompt payment as entered on Bid Response Input (BIDR).
Discount	8	**Not Applicable.** The State of Missouri will not use this field.
FOB Point	1	**Display Only.** Displays the FOB Point entered for the vendor on Bid Response Input (BIDR).
Delivery Date	6	**Display Only.** Displays the anticipated delivery date as entered on Bid Response Input (BIDR).
Bid Tab	8	**Display Only.** Defaults to No Entry. If this field contains Yes, indicates that the Bid Tabulation (BT) document was run for the bid.
No Bid	1	**Display Only.** If '**Yes**' is selected, indicates that vendor submitted a 'No Bid'.
Low Bid	8	**Display Only.** If '**Yes**' is displayed, it indicates that the vendor submitted the lowest total cost bid (sum of all lines) as computed by the system. Only vendors who responded with a 'whole' bid are included in the calculation for this field.

No Response	1	**Display Only.** If '**No**' is selected, indicates that the vendor did not respond to the bid. If '**Yes**' is selected, indicates that the vendor responded.
Whole Bid	8	**Display Only.** If **Yes** appears in this field, indicates the vendor has responded to all the lines contained in the bid.
Responses	4	**Display Only.** The number of bid lines that contain responses from the vendor, as entered on Bid Tracking Line (BIDL) is indicated.

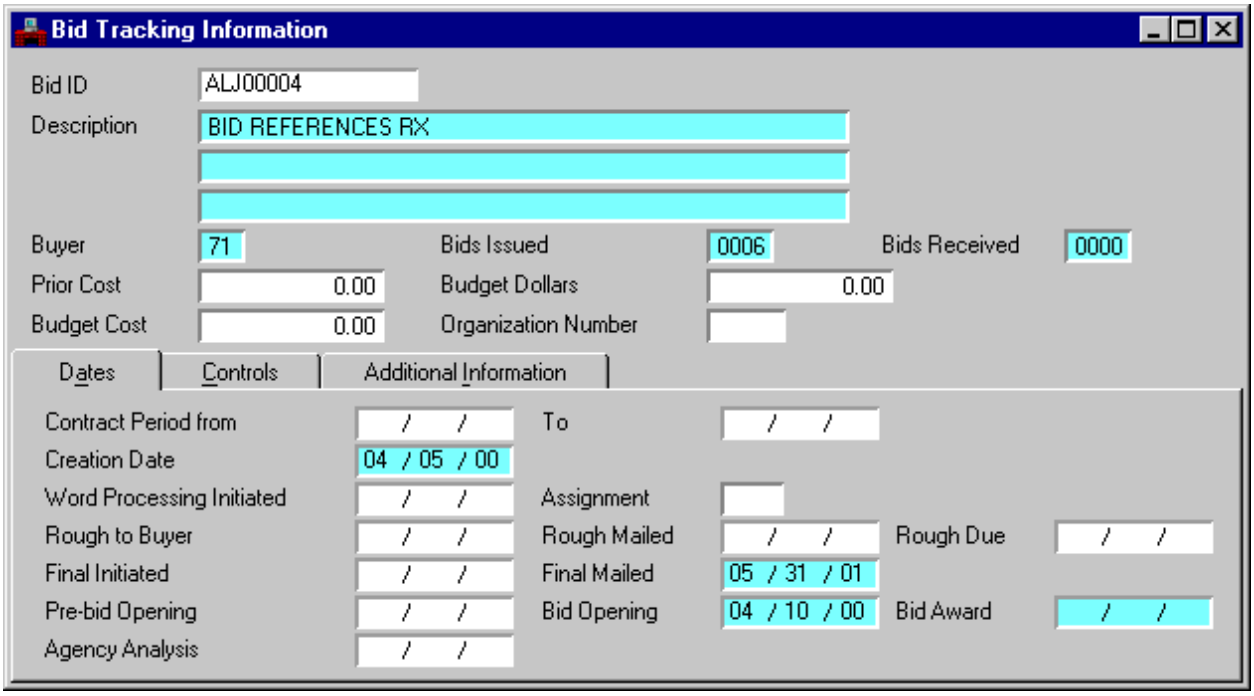
Bid Tracking Information (BDIT)

Purpose

The Bid Tracking Information (BDIT) table maintains information to assist users in the tracking of bids. Some of the fields on this table are populated by the system while the others require manual entry. This table is used to maintain bid-related information that may not be found anywhere else online. When a bid is created on Bid Creation (BIDC) a skeletal record is made in this table which is updated during the bid process.

Some of the bid events that can be tracked on this table also have Requisition Status Codes that can be used for tracking purposes instead.

BDIT Coding Instructions

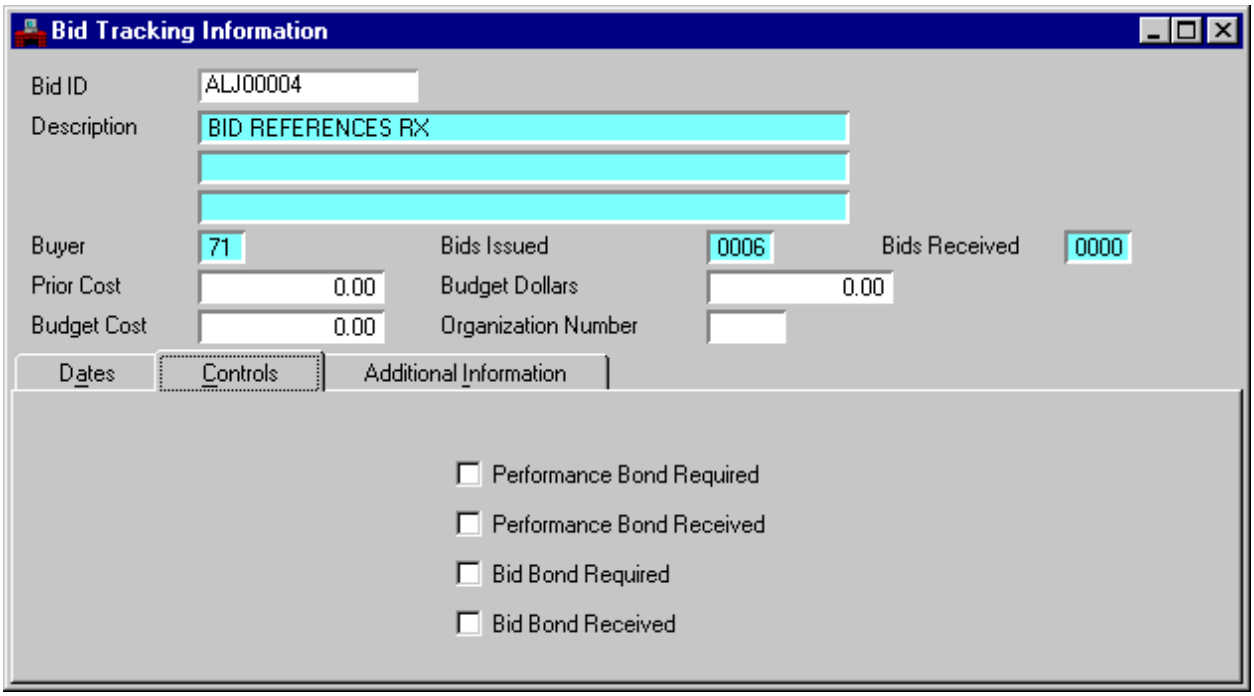


Header and Dates View

Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number. If applicable, also enter the Bid Suffix.
Description	40X3	**Display Only.** Displays the description entered on Bid Creation (BIDC).
Buyer	2	**Display Only.** Displays the buyer code entered on Bid Creation (BIDC).
Bids Issued	4	**Display Only.** The number of bids mailed to vendors for the specific bid number is indicated. This count does not include vendors who were sent email notices only.
Bids Received	4	**Display Only.** The number of mailed bid responses received from vendors is indicated. This count only includes bid responses that are entered into SAM II manually. It does not include electronically submitted responses.

Prior Cost	14	**Input Optional.** You may enter the dollar value of the previous contract that corresponds to the supplies being bid if desired.
Budget Dollars	14	**Input Optional.** You may enter the expected dollar value corresponding to the supplies being bid if desired.
Budget Cost	14	**Input Optional.** You may enter the actual dollar value of the award when it is made.
Organization Number	4	**Input Optional.** You may enter the organization number that corresponds to the using agency, if desired.
Contract Period from	6	**Input Optional.** If a contract (price agreement) is awarded as a result of this bid, enter the price agreement start date.
(Contract Period) To	6	**Input Optional.** If a contract (price agreement) is awarded as a result of this bid, enter the price agreement end date.
Creation Date	6	**Display Only.** Displays the date that the bid was established via Bid Creation (BIDC).
Word Processing Initiated	6	**Input Optional.** You may enter the date that the solicitation document draft was begun.
Assignment	3	**Input Optional.** You may enter initials that identify the individual responsible for the word processing document.
Rough to Buyer	6	**Input Optional.** You may enter the date when the most recent draft of the bid is given to the buyer for review and approval.
Rough Mailed	6	**Input Optional.** You may enter the date when the draft was sent to the requesting agency for review.

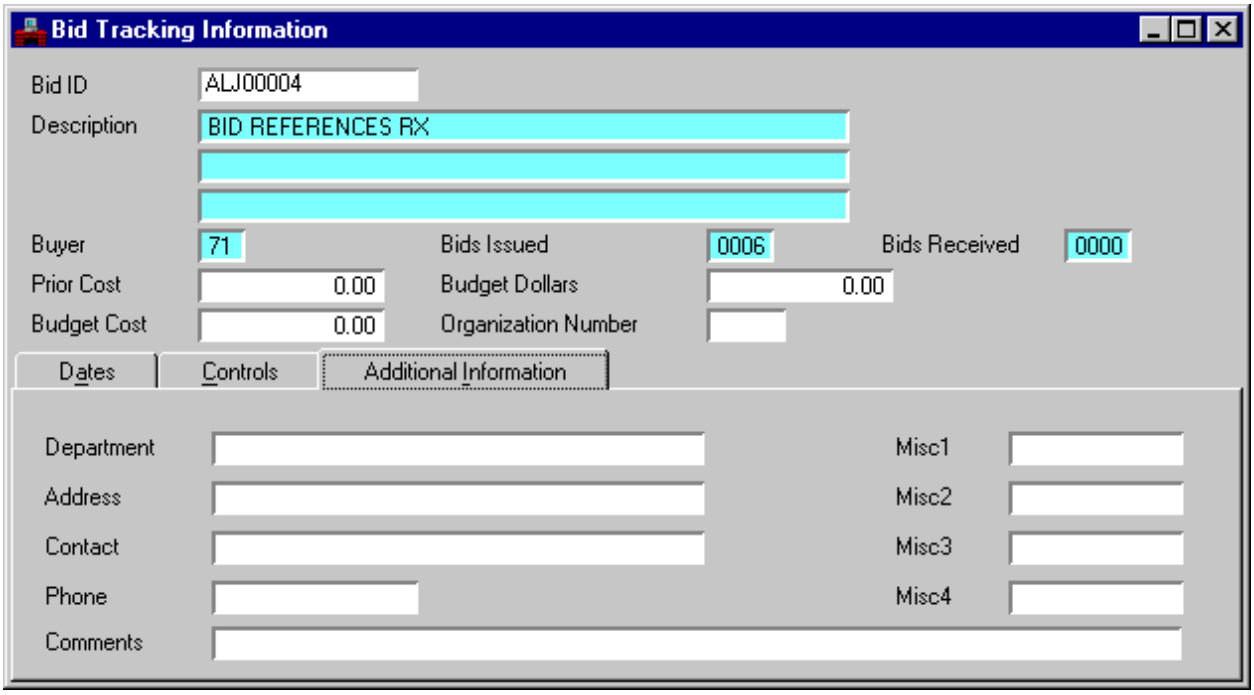
Rough Due	6	**Input Optional.** You may enter the date when the review of the draft should have been completed by the requesting agency.
Final Mailed	6	**Display Only.** Displays the date when the mailing labels were printed.
Pre-Bid Opening	6	**Input Optional.** If a pre-bid conference is scheduled, you may enter the conference date.
Bid Opening	6	**Display Only.** Displays the opening date of the bid as inferred from Bid Creation (BIDC).
Bid Award	6	**Display Only.** Indicates the date the bid was awarded to a vendor or vendors.
Agency Analysis	6	Input Optional. You may enter the date the requesting agency should return their bid evaluation, recommendation and/or approval to award.



Controls View

Field Name	Length	Definition

Performance Bond Required	1	**Input Optional.** Check this box to indicate that a Performance Bond is required to be submitted by the awarded vendor.
Performance Bond Received	1	**Not Applicable.** The State of Missouri will not use this field.
Bid Bond Required	1	**Input Optional.** Check this box to indicate that the submission of a bid bond is required to be submitted along with the bid.
Bid Bond Receivedd	1	**Not Applicable.** The State of Missouri will not use this field.



Additional Information View

Field Name	Length	Definition
Department	30	**Input Optional.** You may enter the name of the requesting agency for which the bid is being processed.

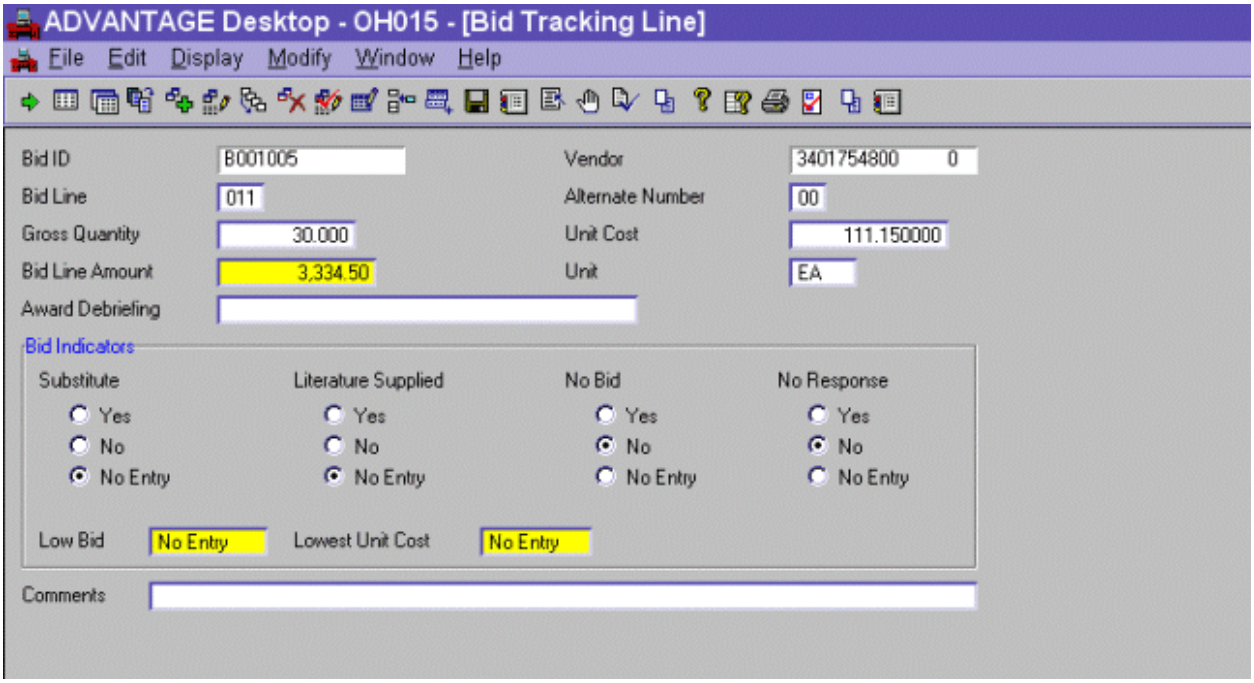
Address	30	**Input Optional.** You may enter the address of the requesting agency for which the bid is being processed.
Contact	60	**Input Optional.** You may enter the name of the individual in the requesting agency that is responsible for the bid specifications and/or is the individual designated within the agency to answer questions.
Phone	12	**Input Optional.** You may enter the phone number of the contact person above.
Comments	60	**Input Optional.** You may enter any additional comments related to the bid.
Misc1, Misc2, Misc3, Misc4	10	**Input Optional.** These fields may be used for any undefined purpose.

Bid Tracking Line (BIDL)

Purpose

The Bid Tracking Line (BIDL) table is used to enter detailed information regarding each line contained within a vendor's bid. Information regarding unit cost, total bid line amount, and unit of measure is maintained. In addition, this table contains indicators which represent a substitute item, a low bid item, a 'No bid' item, whether bid literature has been supplied, etc. Bid responses submitted electronically will be automatically loaded on this table.

BIDL Coding Instructions



Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number. If applicable, also enter the bid suffix.
Vendor	11	**Requires Input.** Enter the vendor number.
Bid Line	3	**Requires Input.** Enter the bid line number.
Alternate Number	2	**Input Optional.** If the vendor's bid is identified as an alternate or 'substitution', enter an alternate number.
Gross Quantity	12	**Requires Input.** If the solicitation method is an RFP, leave blank until time of award. If the solicitation method is an IFB or RFQ, enter the total quantity bid by the vendor for this bid line. A whole number will default to three decimal places.
Gross Quantity	12	**Requires Input.** If the solicitation method is an RFP, leave blank until time of award. If the solicitation method is an IFB or RFQ, enter the total quantity bid by the vendor for this bid line. A whole number will default to three decimal places.

Unit Cost	14	**NOTE:** Leave blank if recording a '**No Bid**'. **Requires Input.** If the solicitation method is an RFP, leave blank until time of award. If the solicitation method is an IFB or RFQ, enter the vendor's unit cost for this bid line.
Bid Line Amount	14	**NOTE:** Leave blank if recording a '**No Bid**'. **Display Only.** Indicates the total amount (quantity x unit cost) quoted for the item on this bid line.
Unit	4	**Input Optional.** If the solicitation method is an RFP, leave blank until time of award. If the solicitation method is an IFB or RFQ, enter the unit of measure specified by the vendor.
Award Debriefing	30	**Input Optional.** Enter comments to explain why this bid was or was not awarded. This information may be required when a lower bid is rejected in favor of a higher bid.
Substitute	1	**Input Optional.** Defaults to **No Entry**. Check the Yes radio button if the bidder has proposed a substituted item for this bid line.
Literature Supplied	1	**Input Optional.** Defaults to **No Entry**. Check the **Yes** radio button if the bidder has submitted literature regarding the item bid.
No Bid	1	**Input Optional.** Defaults to No Entry. If solicitation method is an RFP, leave at “No Entry” until time of award. If solicitation method is an IFB or RFQ, select “No” if the vendor submitted a bid or “Yes” if the vendor submitted a “No Bid” response for this bid line.
No Response	1	**Input Optional.** Defaults to No Entry. For all solicitation methods – if the vendor submitted a proposal/bid or a “No Bid”, select “No”.

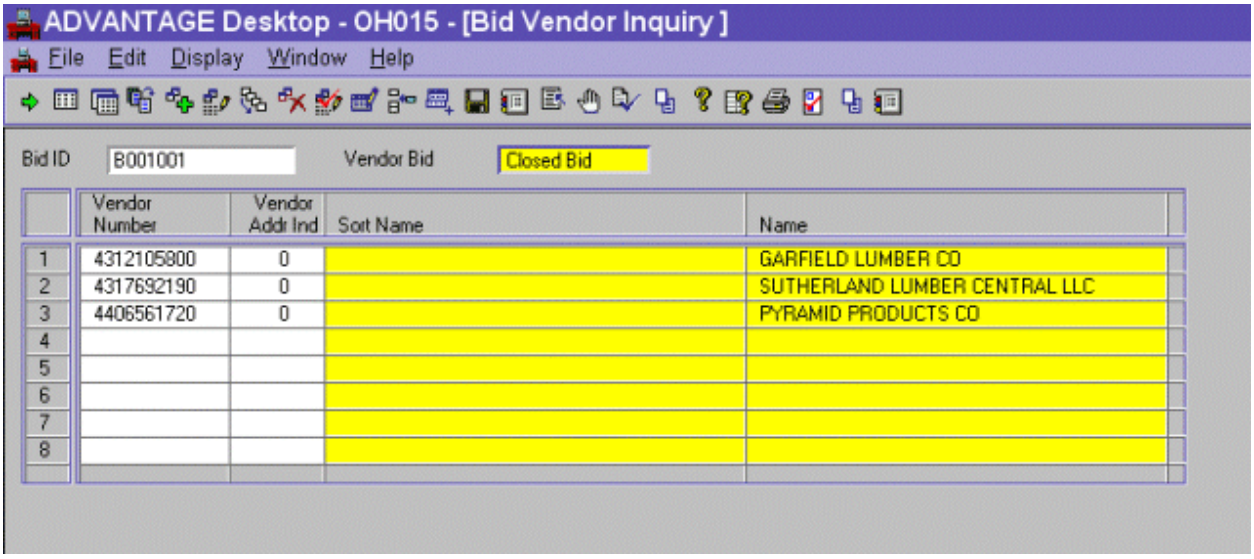
Low Bid	1	**Display Only.** Defaults to No Entry. If Yes appears in this field, this indicates that the vendor submitted the low line bid (quantity x unit cost) for the specific line item as computed by the system's Bid Tabulation (BT) document (if the BT document was run).
Lowest Unit Cost	1	**Display Only.** Defaults to No Entry. If Yes appears in this field, this indicates that the vendor submitted the low unit cost for the specific line item as computed by the system's Bid Tabulation (BT) document (if the BT document was run).
Comments	60	**Input Optional.** If solicitation method is an RFP, leave blank until time of award. If solicitation method is an IFB or RFQ, you can enter up to sixty characters of informational text pertaining to the bid line and this vendor's response. Any comments regarding this bid line entered by a vendor electronically will appear in this field.
Comments	60	**Input Optional.** If solicitation method is an RFP, leave blank until time of award. If solicitation method is an IFB or RFQ, you can enter up to sixty characters of informational text pertaining to the bid line and this vendor's response. Any comments regarding this bid line entered by a vendor electronically will appear in this field.

Bid Vendor Inquiry (BDVI)

Purpose

The Bid Vendor Inquiry (BDVI) table maintains information regarding the vendors that were selected on BIDV, BDVN, or BDVS to receive a mailed copy of the bid or were manually added to the BIDR table. In addition, BDVI indicates whether the bid is still open or if the bid is closed.

BDVI Coding Instructions



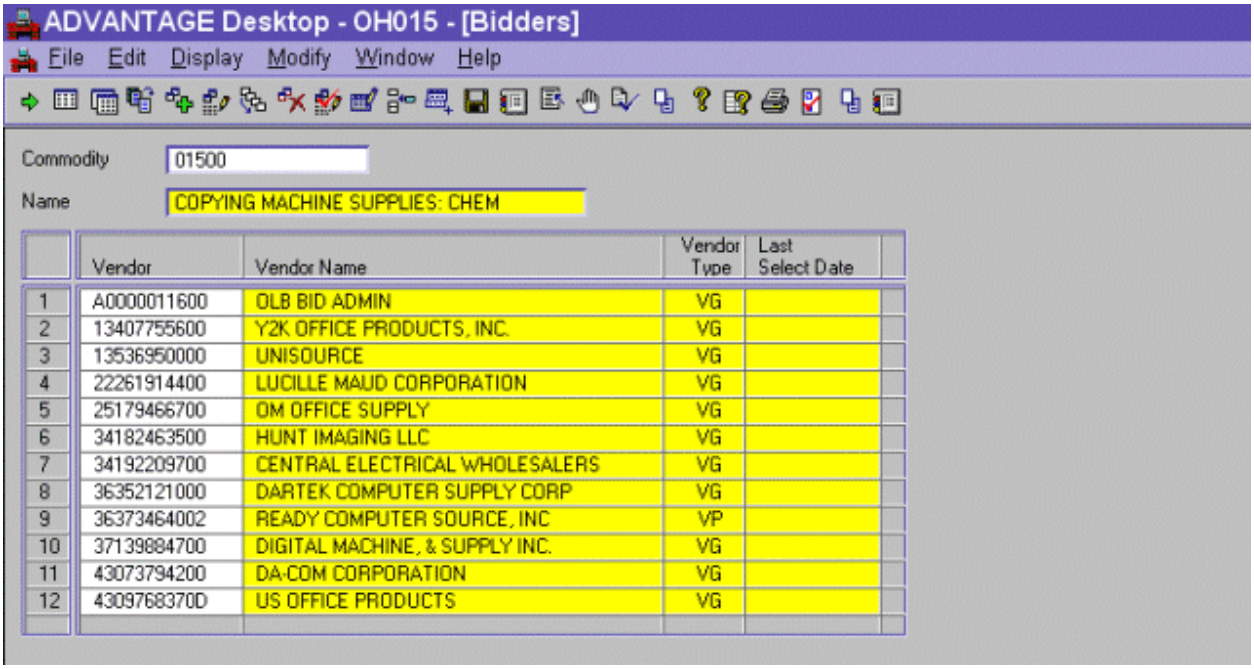
Field Name	Length	Definition
Bid ID	10+1	**Requires Input.** Enter the bid number about which you are inquiring. If applicable, also enter the Bid Suffix.
Vendor Bid	10	**Display Only.** Indicates whether the bid is open or closed. This field is populated by the Bid Open/Closed Update (BOCU) table.
Vendor Number	10	**Display Only.** Displays the list of vendors who were sent a mailed copy of the bid identified in the Bid ID field and those vendors that were manually added to the BIDR table.
Vendor Addr Ind	1	**Display Only.** Displays the alternate address indicator for the vendor.
Sort Name	30	**Not Applicable.** The State of Missouri will not use this field.
Name	30	**Display Only.** Displays the vendor name.

Bidders (BIDD)

Purpose

The Bidders (BIDD) table defines the list of vendors that are registered as suppliers of a commodity. BIDD is used to inquire about the relationship between a commodity code and the vendors that can provide that particular supply or service. Updates to this table are made through the Vendor Class/Sub-Class (VCSC) table.

BIDD Coding Instructions



Field Name	Length	Definition
Commodity	12	**Requires Input.** Enter the commodity code to obtain a list of vendors that supply the particular commodity. Refer to Commodity Index (COMM) for valid values.
Name	30	**Display Only.** Defaults to the description associated with the commodity code as inferred from Commodity (COMT). Only the first 30 characters of the description appear.
Vendor	11	**Display Only.** Vendors who can supply this commodity will be displayed.
Vendor Name	30	**Display Only.** Defaults to the name associated with the vendor code as inferred from Vendor (1 of 3) (VEN2).

Vendor Type	2	**Display Only.** Defaults to the vendor type code as inferred from Vendor (1 of 3) (VEN2).
Last Select Date	4	**Display Only**. Indicates the last date that the vendor was selected on BIDV, BDVN, or BDVS to receive a mailed copy of a bid that included the commodity code above.

Billing Address (BILL)

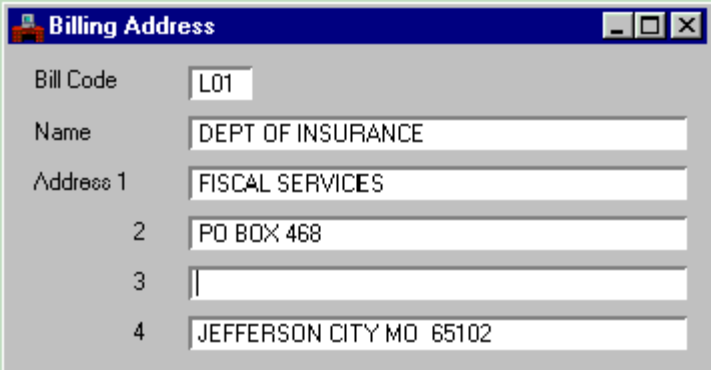
Purpose

The Billing Address (BILL) table is used to validate unique billing codes to different addresses to facilitate invoicing. The BILL table is maintained by the Office of Administration, Division of Purchasing and Materials Management (OA/DPMM). Agency requests for additions, deletions, or changes must be submitted to OA/DPMM.

The coding instructions below explain what needs to be entered in the specific fields to request or execute an update to this table.

If the user is using this table to obtain information, all fields except the 'Bill Code' field are Display Only.

BILL Coding Instructions



Field Name	Length	Definition
Bill Code	3	**Requires Input.** Enter the unique alphanumeric code which identifies the billing location. The first character must be the agency identifier code.

Name	30	**Requires Input.** Enter the name of the agency associated with the Bill Code.
Address 1 - 4	30X4	**Requires Input.** Enter the address to which the vendor should send invoices.

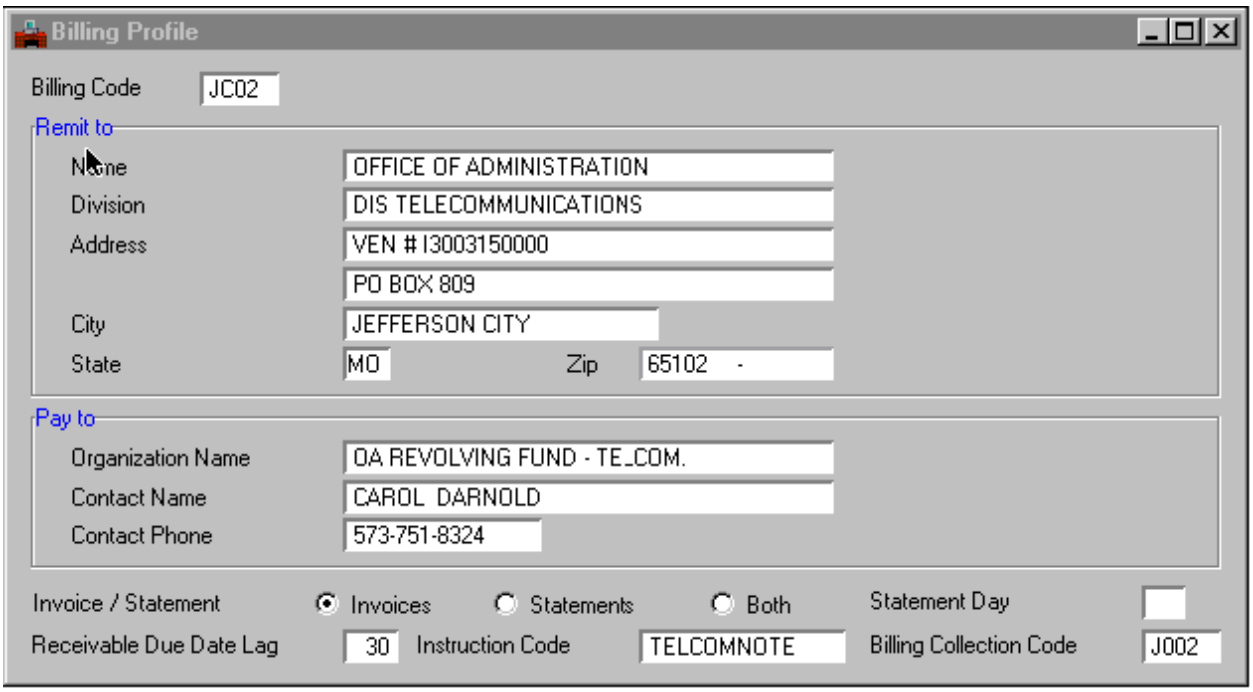
Billing Profile (BPRO)

Purpose

Billing Profile Table (BPRO) contains the remittance and other billing profile information that is printed on a customer invoice, statement, collection letter, or renewal notice.

The Billing Profile Table (BPRO) contains the Remit to name and address of the State entity (Agency/Organization) and the Pay to Organization Name. The Billing Profile further indicates whether invoices, statements or invoices and statements will be used for billing purposes. The Remit to and Pay to information is printed on the invoices and the statements. In the event of collection, the Billing Profile also indicates which Billing Collection code will be used (statewide or agency specific).

BPRO Coding Instructions



Field Name	Length	Definition

Billing Code	4.0	**Requires Input.** Enter the code that identifies a particular Billing Profile. The first character of the **Billing Code** must begin with the prefix assigned to the agency. Refer to the Agency Prefix Identifier Listing for Other Codes for a complete listing of agency prefixes. The agency assigns the remaining characters of the field.
Name	30.0	**Requires Input.** Enter the name of the state agency that receives payments or other communications from customers.
Division	30.0	**Input Optional.** Enter the applicable division if the agency requires the use of this field to indicate the division that is to receive payments or other communications from customers.
Address (line 1)	30.0	**Requires Input.** Enter the internal vendor code that you wish to be used on the payment voucher. The first digit of the vendor code must be “I” and be an active vendor on the vendor file.
Address (line 2)	30.0	**Requires Input.** Enter the remittance address of the state agency (organization) that receives payments or other communications from customers.
City	19.0	**Requires Input.** Enter the city of the state agency that receives payments or other communications from customers.
State	2.0	**Requires Input.** Enter the state of the state agency that receives payments or other communications from customers.
Zip	9.0	**Requires Input.** Enter the zip code of the state agency that receives payments or other communications from customers. The first five zip code characters are required.

Organization Name	30	**Requires Input.** Enter the name of the agency to whom customers should write their checks or money orders.
Contact Name	30	**Requires Input.** Enter the name of the contact person within the agency who the customers can contact with any questions.
Contact Phone	15.0	**Requires Input.** Enter the phone number of the agency contact person.
Invoice/Statement	1.0	**Requires Input.** Select the radio button next to the applicable option. The **Invoice/Statement** selection indicates whether Invoices, Statements or both will be used to bill a Customer.
Statement Day	2.0	**Input Optional.** Required if the selection of **Invoice/Statement** is Statements [S] or Both [B]. This field specifies the day of the month when statements are generated. Valid SAM II statement days are **5, 10, 15, 20 and 28** (end of the month).
Receivable Due Date Lag	3.0	**Input Optional.** Defaults to **Receivable Due Date Lag** on Revenue Options Table (ROPT), if agencies do not specify the number of days. This is the number of days past the date of record that payment is due.
Instruction Code	12.0	**Input Optional.** The instruction code is used to access special instructions from the Special Instructions Table (SPIS) and then to print them on an invoice and/or statement. The special instructions (text) associated with the Instruction code will print on invoices and/or statements when this particular billing profile code is used to bill for a Receivable. This instruction code can be overridden at a receivable level.
Billing Collection Code	4.0	**Input Optional.** If a code is entered, it will override the statewide settings on the CCTL Table for Dunning Messages and Collection Letters. Billing Collection

codes can be found on the Billing Profile Collection Cycle Table (BPCC).

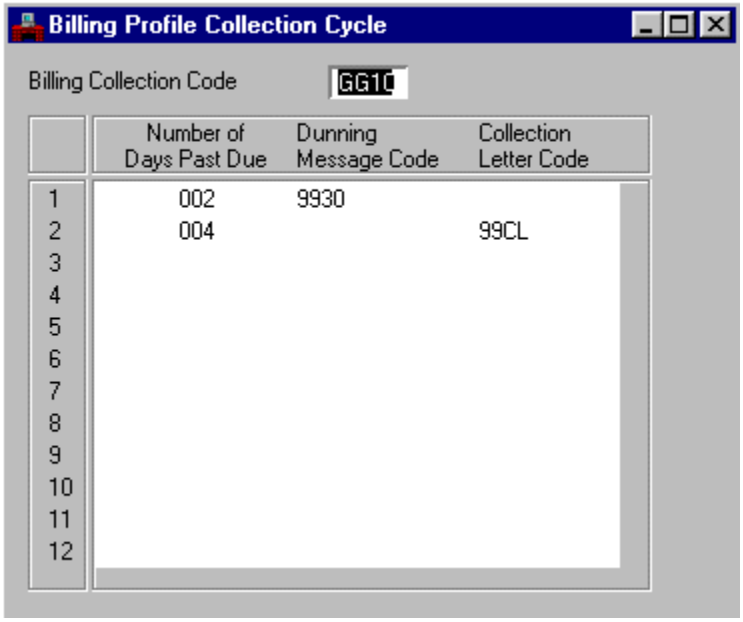
Billing Profile Collection Cycle (BPCC)

Purpose

The Billing Profile Collection Cycle Table (BPCC) is used to define overrides to the SAM II Accounts Receivable (AR) statewide defaults for the Dunning Message and Collection Letter generation cycle set up on the Collection Control Table (CCTL). The number of days past the Receivable due date that Dunning Messages and Collections Letters will be printed is entered on this table. Also the code for the Dunning Messages and Collections Letters is entered on this table.

Agencies will be responsible for determining and maintaining their Billing Profile Collection Cycles if they do not wish to use the statewide defaults on the CCTL table. Billing Collection Codes must begin with the prefix assigned to the agency. The first character of each of these codes will correspond with the agency and will be used to establish security to the table. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the code and will maintain a master list of their codes.

BPCC Coding Instructions



Field Name	Length	Definition

		Requires Input. Enter the code that is used to activate the overrides to statewide settings on the Collection Control Table (CCTL).
Billing Collection Code	4.0	The first character of agency Billing Collection Codes must begin with the prefix assigned to the agency. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the field and will maintain a master list of their codes.
Number of Days Past Due	3.0	**Requires Input.** Enter the number of days after the Receivable due date that a Dunning Message or Collection Letter is to be generated.
Dunning Message Code	4.0	**Input Optional.** If **Collection Letter Code** is blank this field is required. This code identifies the Dunning Message that will be printed if payment is not received within the number of days specified in the **Number of Days Past Due** field. See the Dunning Message Table (DUNN) for valid values and descriptions.
Collection Letter Code	4.0	**Input Optional.** If Dunning Message Code is blank this field is required. This code identifies the Collection Letter message that will be printed if payment is not received within the number of days specified by the **Number of Days Past Due** field. See the Collection Letter Table (COLT) for valid codes and descriptions. Collection letters are not scheduled for a billing code when **Invoice/Statement** is Statements [S] on the Billing Profile Table (BPRO).

Billing Rate (BRTE)

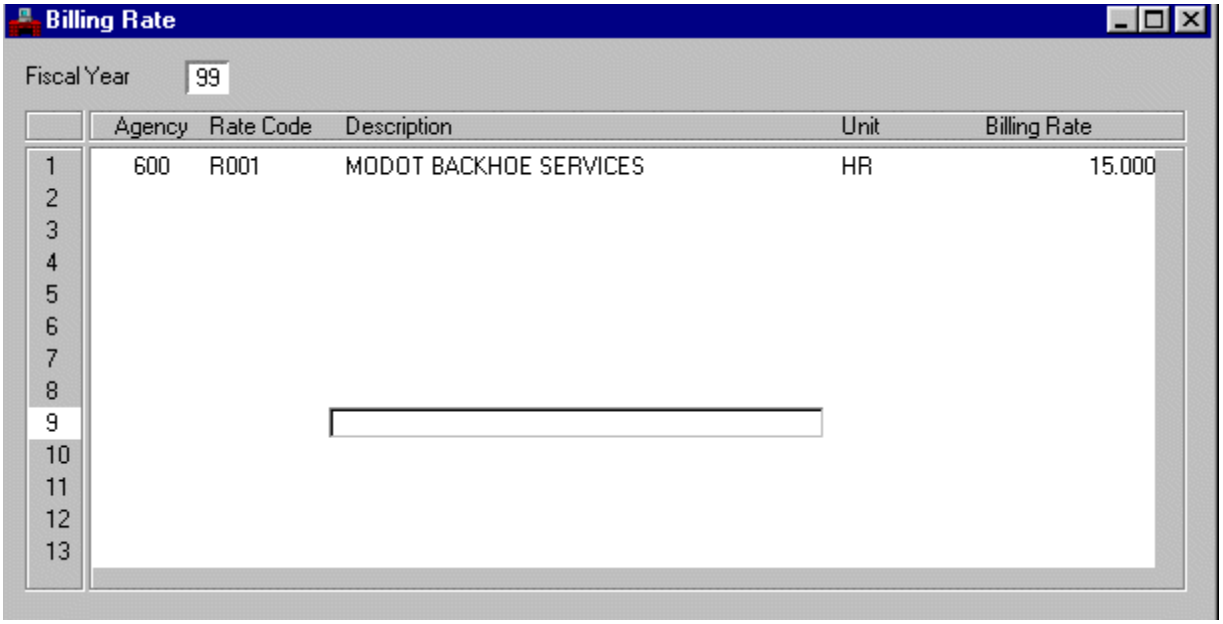
Purpose

Billing Rate Table (BRTE) contains billing rate information, such as rate per unit of measure, unit of measure, and description. If a rate code is used on the Receivable (RE) the information on this table will be used to compute the RE line amount.

Agencies will be responsible for determining and maintaining their Billing Rate codes. The first character of each of these codes will correspond to the agency. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the field and will maintain a master list of their codes. The security on the BRTE table will be controlled by the Agency code.

The agencies need to review their codes on this table at the beginning of each Fiscal Year.

BRTE Coding Instructions



Field Name	Length	Definition
Fiscal Year	2.0	**Requires Input.** Enter the fiscal year for which the billing rate is valid. This table must to be updated with a new fiscal year entry at the beginning of each fiscal year.
Agency	3.0	**Requires Input.** Enter the agency for which the billing rates are required.

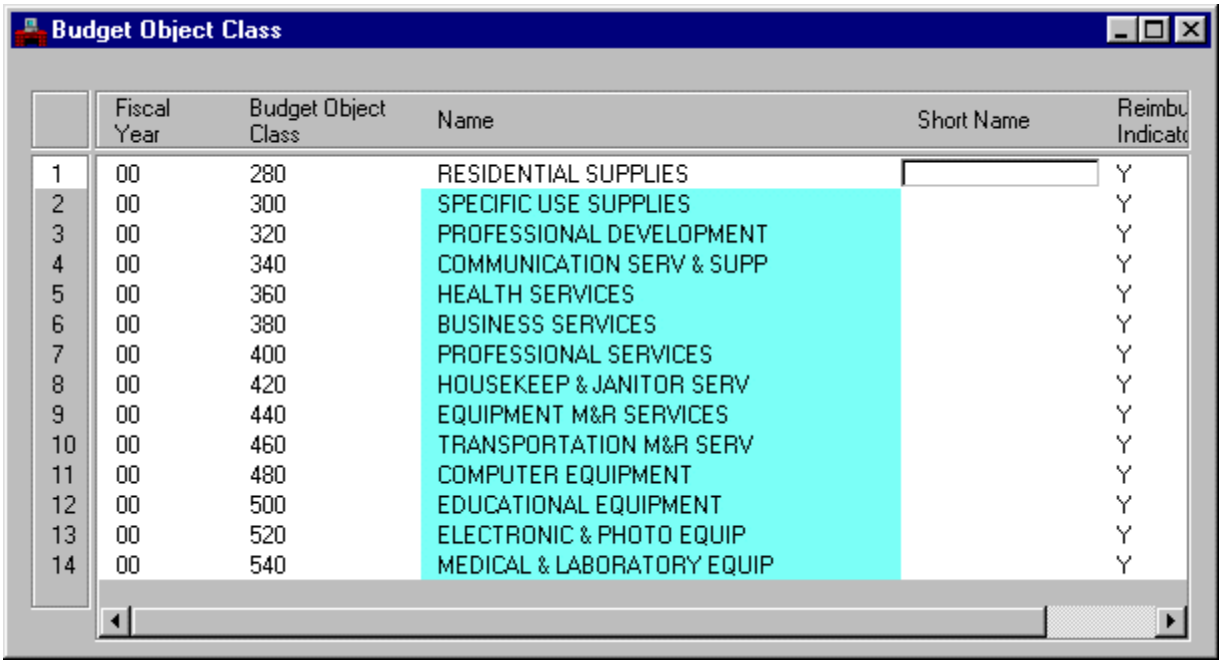
Rate Code	4.0	**Requires Input.** Enter the unique code to identify the rate per unit of measure. The first character will correspond with the prefix assigned to the agency. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the code and will maintain a master list of their codes.
Description	30.0	**Input Optional.** If required by the agency, enter the description of the rate.
Unit	4.0	**Requires Input.** Enter the unit of measure for which the billing rate is valid. (i.e. SQFT (Square Foot). See the Unit of Measure Table (UNIT) for valid values.
Billing Rate	14.3	**Requires Input.** Enter the dollar per unit of measure. Amounts can be specified up to three decimal places. (i.e. 5 ½ cents per unit would be shown as .055)

Budget Object Class (BOBC)

Purpose

Budget Object Class (BOBC) defines valid budget object class codes. It is used to group similar types of expenditures for use in the expense budget. The numbering scheme is defined by OA/ACC. The actual assignment of objects into budget object classes occurs in Object (OBJ2).

BOBC Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Budget Object Class	3	**Requires Input.** Enter the **Budget Object Class** value. If adding a new code, enter a new value; if changing or deleting an existing class, enter the affected value.
Name	30	**Requires Input.** Enter the budget object class **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.
Reimbursement Indicator	1	**Not Applicable.** Leave Blank.

Buyer (BUYT)

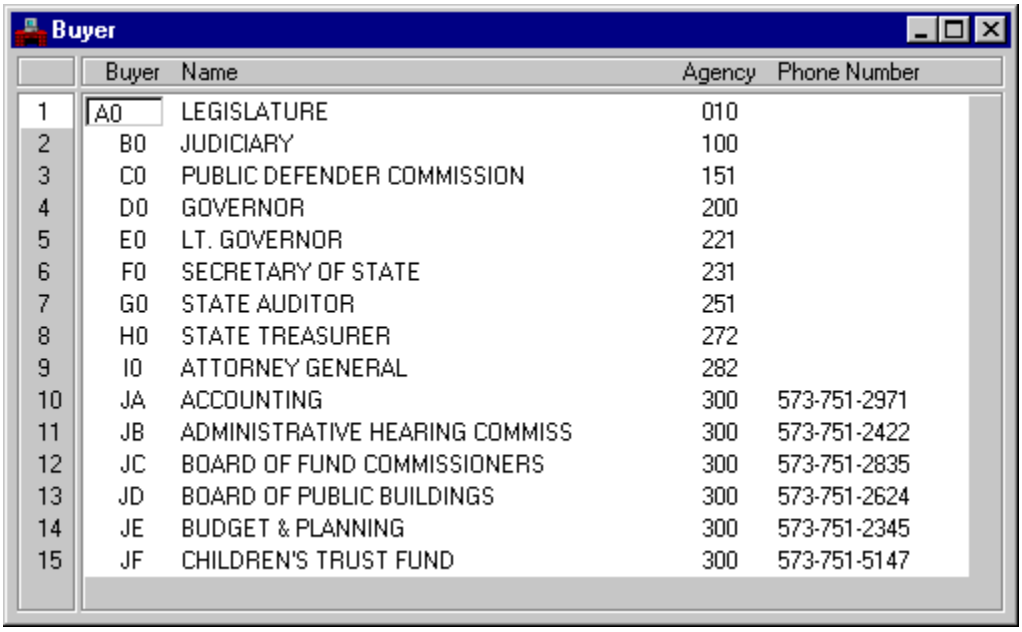
Purpose

Buyer (BUYT) is used to establish and interpret the two character buyer code used on purchasing documents and tables.

The coding instructions below explain what needs to be entered in the specific fields to request or execute an update to this table. If the user is using this table to obtain information, all fields except the 'Buyer' field are Display Only.

OA/DPMM is responsible for maintaining the BUYT table. Agencies have inquiry access only to this table.

BUYT Coding Instructions



Field Name	Length	Definition
Buyer	2	**Requires Input.** If adding a new line, enter a unique Buyer code. If changing or deleting an existing line, enter the affected code and select Modify: Change or Delete, as appropriate.
Name	30	**Requires Input.** Enter the name of the buyer that you want associated with the buyer code.
Agency	3	**Requires Input.** Enter the agency associated with this buyer.
Phone Number	12	**Requires Input.** Enter the buyer's phone number.

C

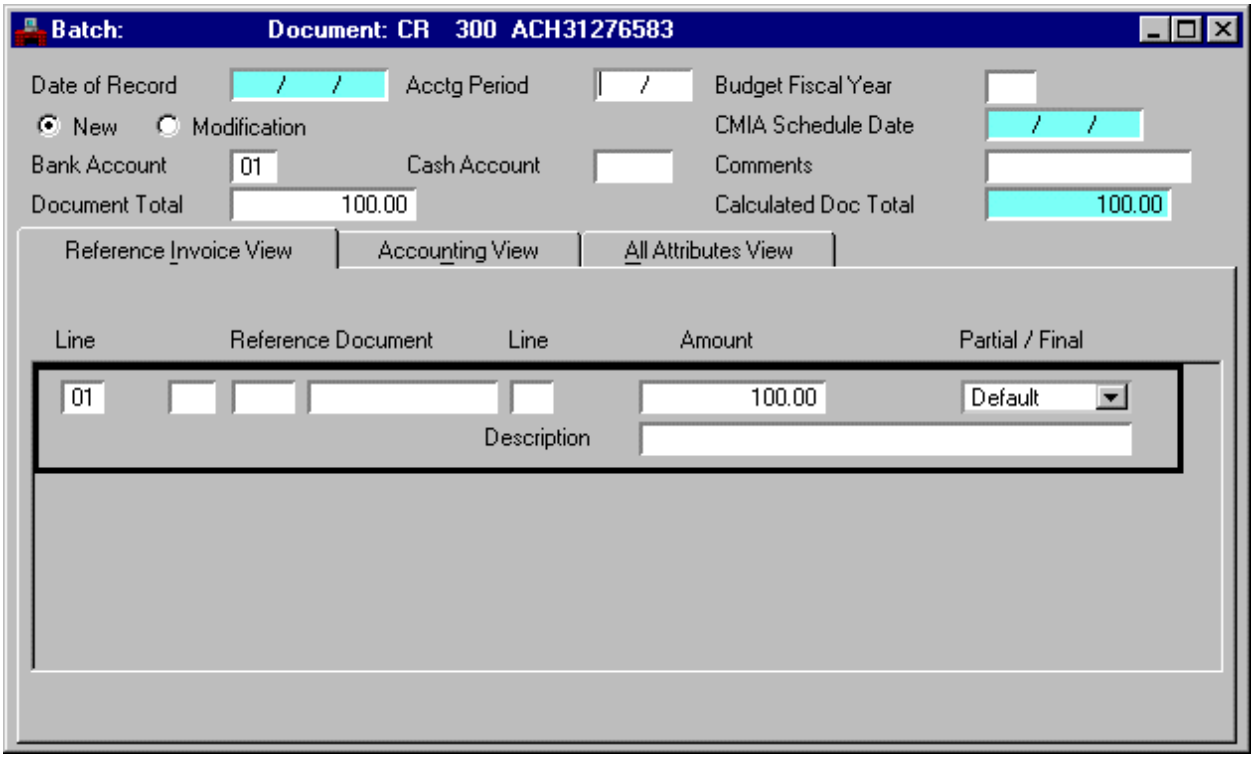
Cash Receipt (CR)

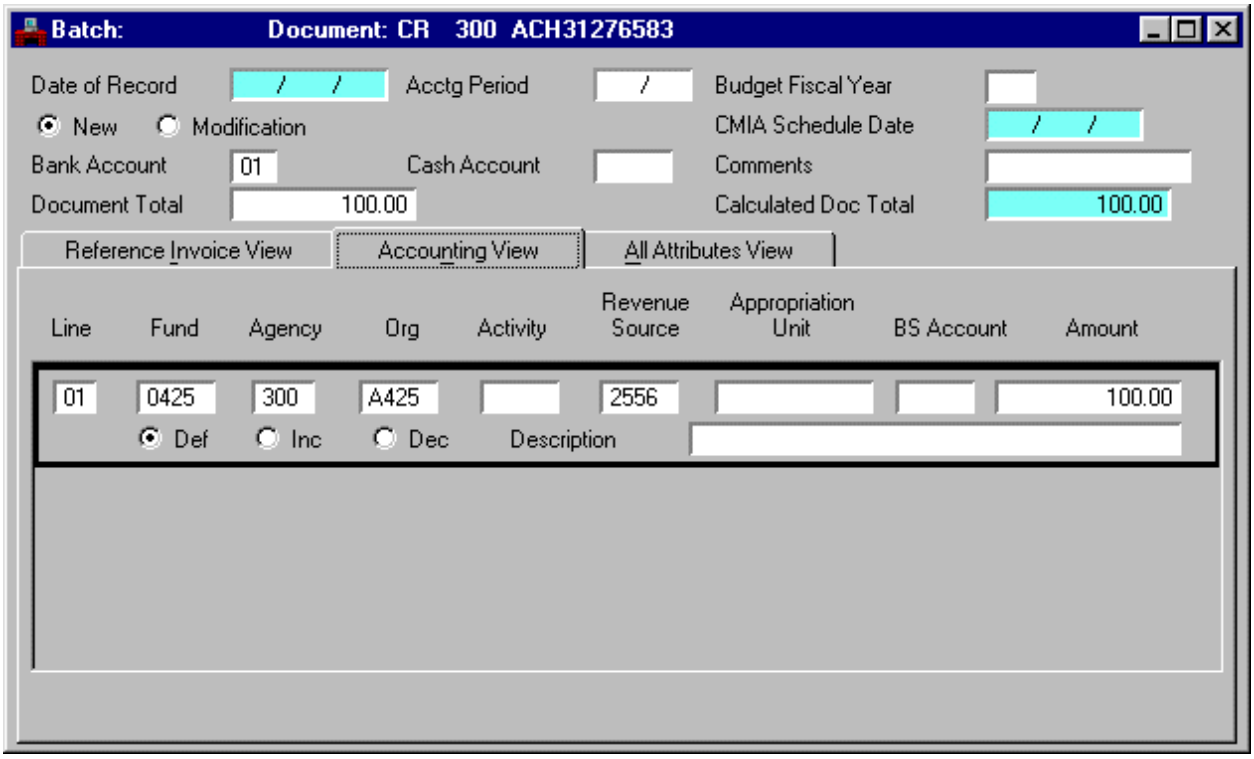
Purpose

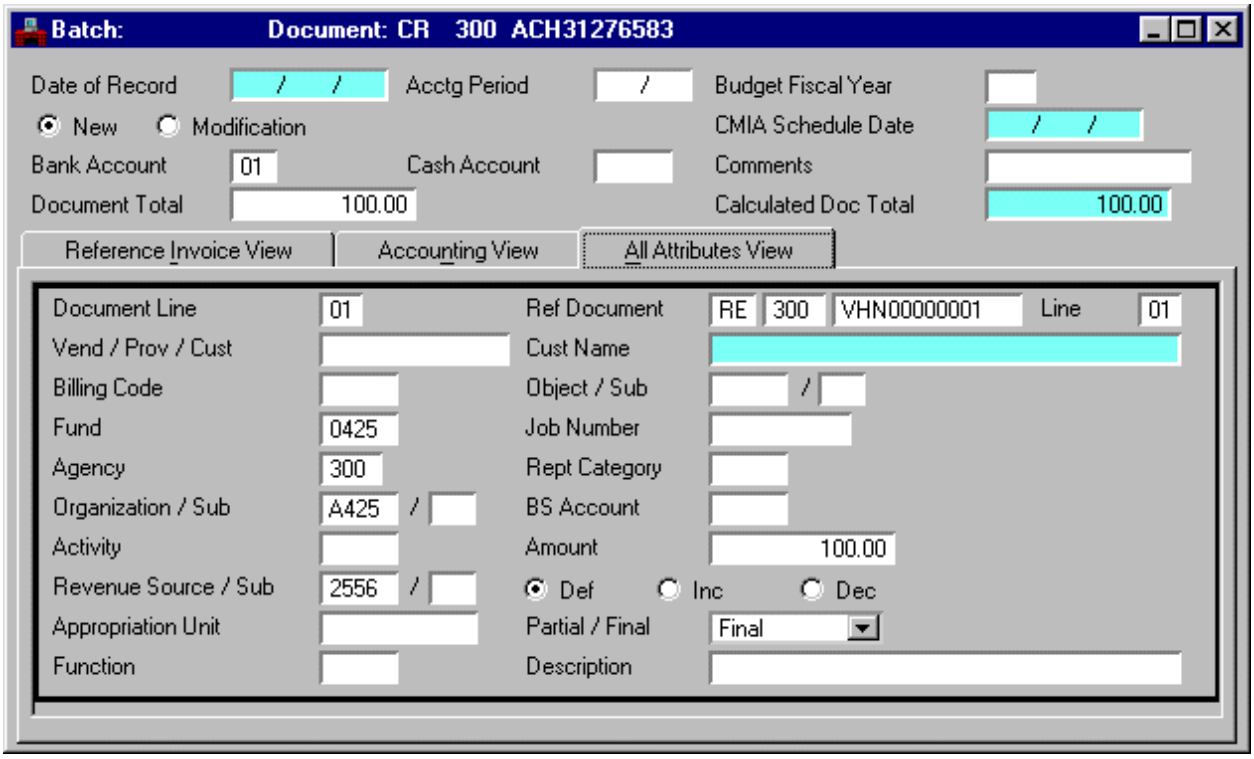
The Cash Receipt (CR) document records all monies received by state agencies and deposited into the state's main depositary bank in Jefferson City. Transactions recorded on a Cash Receipt (CR) document include: cash and checks, credit card receipts, ACH/wire transfers, bad checks, bank error corrections, and deferred revenue. In addition, the Cash Receipt (CR) document may be used to reference receivable documents, customer accounts, and customer statements.

Note: The Cash Receipt (CR) document is automatically generated by the SAM II Project Billing Subsystem and the Federal Aid Management Subsystem.

CR Coding Instructions







Field Name	Length	Definition

Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Not Applicable**. Do not enter data into this field.
Budget Fiscal Year	2	**Not Applicable**. Do not enter data into this field.
New/Modification [Action]	1	**Display Only**. Defaults to **New [E]**. The valid selection is **New [E].** The State of Missouri prohibits the modification of a previously entered Cash Receipt (CR) document. All modifications of accounting distribution lines must be recorded via a journal voucher (JV) document. All bank error corrections and bad checks must be recorded on a Cash Receipt (CR) document. • **New [E]** – Indicates this is a new document. • **Modification [M]–** This selection is not valid.
CMIA Schedule Date	6	**Display Only**. Defaults to the date when the Cash Receipt (CR) document should be processed according to the CMIA Drawdown Schedule. Note: This field is only applicable for Cash Receipt (CR) documents that are created by the CMIA Drawdown Program (AFINDMDG).
Bank Account	2	**Requires Input**. Enter the bank account code that corresponds to the bank account where the agency deposit is made. Note: Only one bank account code can be entered per Cash Receipt (CR) document. Agencies must ensure that they have entered the correct bank account code on each Cash Receipt (CR) document. *ACH/Wire Transfers* The bank account code entered must correspond to the bank account designated for ACH/wire transfers. This bank account code is “02 “.

		Credit Card Receipts The bank account code entered must correspond to the bank account designated for credit card receipts. This bank account code is "02". Note: Agencies which have agency or program specific bank account(s) established for electronic receipts should contact the STO to determine their agency specific bank account code. Refer to the Bank Account (BANK) table for valid bank accounts and codes. These bank accounts may also be verified by contacting the State Treasurer's Office.
Cash Account	4	**Not Applicable**. Do not enter data into this field.
Comments	12	**Requires Input.** Comments are required if the Cash Receipt (CR) document records the following types of transactions: *ACH/Wire Transfer Receipts* "ACH" or "Wire" and the expected receipt date or actual date received by the state depositary bank. (Example: ACH 070199) *Credit Card Receipts* "CCR" and actual date received by the state contracted bank. (Example: CCR 070199) *Deferred Revenue* "DefRev" and expected revenue recognition date. (Example: DefRev070199). *Bank Error Corrections*

		"CR" and deposit ticket number containing the bank error. Do not leave a space between CR and the deposit ticket number. (Example: CR0013001300). *Bad Checks (Non-Sufficient Funds)* *"Bad Check(s)".* *Note: If an agency chooses to document additional notes about other types of Cash Receipt (CR) transactions, enter the required information.*
Document Total	14.2	**Requires Input**. Enter the sum of all lines for this document.
Calculated Doc Total	14.2	**Display Only**. This is a system computed total of all lines for this document. The calculated document total must equal the document total amount.
Document Line	2	**Requires Input**. Enter a sequential two-digit number for each line on the document. Numbers from **01** to **99** are valid values.
Ref Document	16	Input Optional. Required if the Cash Receipt (CR) document records monies received which should be applied to a receivable posted in SAM II. Enter the document type, agency code, and document ID number of the referenced Receivable (RE) document to which monies received will be applied. (Example: RE 419 ADVRE000001)
Line	2	**Requires Input**. Enter the two-digit number for the specific accounting distribution line on the referenced RE document. Numbers from **01** to **99** are valid values.
Vend/Prov/Cust	11	**Input Optional**. Required if the Cash Receipt (CR) document references a receivable or customer account. Enter the customer code corresponding to the customer from whom the state is receiving payment. Refer to Customer (CUST) table for valid

		codes. Note: The customer number will be inferred from the Receivable (RE) document if a receivable was entered in the **Ref Document** field.
Billing Code	4	**Input Optional**. Required if the Cash Receipt (CR) document references a statement instead of a receivable. Enter the code that identifies the appropriate billing profile for invoice or statement generation. Refer to Billing Profile (BPRO) table for valid values.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization/Sub	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Organization/Sub	2	**Input Optional**. If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Revenue Source/Sub	4	**Requires Input**. Enter the code for the appropriate Revenue Source. Refer to Revenue Source Index (RSRC) table for valid codes.

		Note: Do not enter a revenue source code if the Cash Receipt (CR) document records a receipt of deferred revenue.
Revenue Source/Sub	2	**Input Optional**. If the control option on Revenue Source (RSR2) table requires the use of a Sub-Revenue Source or an agency chooses to use a Sub-Revenue Source, enter the code for the appropriate Sub-Revenue Source. Refer to Sub-Revenue Source (SREV) table for valid codes.
Appropriation Unit	9	**Not Applicable**. Do not enter data into this field.
Function	4	**Input Optional**. If agency procedures require the use of function, enter the code for the appropriate function. Refer to Function (FUNC) table for valid codes.
Cust Name	30	**Display Only**. Defaults to the name of the customer corresponding to the customer code entered in the **Vend/Prov/Cust** field.
Object/Sub	4	**Not Applicable**. Do not enter data into this field.
Object/Sub	2	**Not Applicable**. Do not enter data into this field.
Job Number	8	**Input Optional**. If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to *Chapter 8, RSMo*, the agency must report the project number to OA Design and Construction (D&C).
Rept Category	4	**Input Optional**. If the Cash Receipt (CR) document records a receipt related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
BS Account	4	**Input Optional**. Required if the Cash Receipt (CR) document records a receipt of deferred revenue. Enter

		the applicable Deferred Revenue Balance Sheet Account code. Note: All balance sheet transactions recorded on a Cash Receipt (CR) document other than deferred revenue must be pre-approved by OA/ACC. Refer to Balance Sheet Account Index (BACC) or Balance Sheet Account (BAC2).
Amount	14.2	**Requires Input**. Enter the amount for this accounting distribution line. Note: Negative signs can not be entered, the agency must select increase or decrease in the **Def/Inc/Dec** field.
Def/Inc/Dec	1	**Input Optional**. Default **is Default [blank]**. Valid values on a new Cash Receipt (CR) document are **Default [blank]**, **Increase [I] and Decrease [D]**. Note: Decrease must be selected if an agency is recording bad checks or decreasing an accounting distribution line related to a bank error correction.
Partial/Final	1	**Display Only**. Default **is Default [blank]**. Valid values on a new Cash Receipt (CR) document are **Default [blank]**, **Partial [P] and Final [F]**. The partial/final value is inferred from the short and overpayment tolerances established on the Revenue Options (ROPT) table. The short payment tolerance percentage will be set at 0% and the short payment amount will be set at $0. The overpayment tolerance percentage will be set at 0% and the overpayment amount will be set at $0.
Partial/Final	1	**Display Only**. Default **is Default [blank]**. Valid values on a new Cash Receipt (CR) document are **Default [blank]**, **Partial [P] and Final [F]**. The partial/final value is inferred from the short and overpayment tolerances established on the Revenue Options (ROPT) table. The short payment tolerance

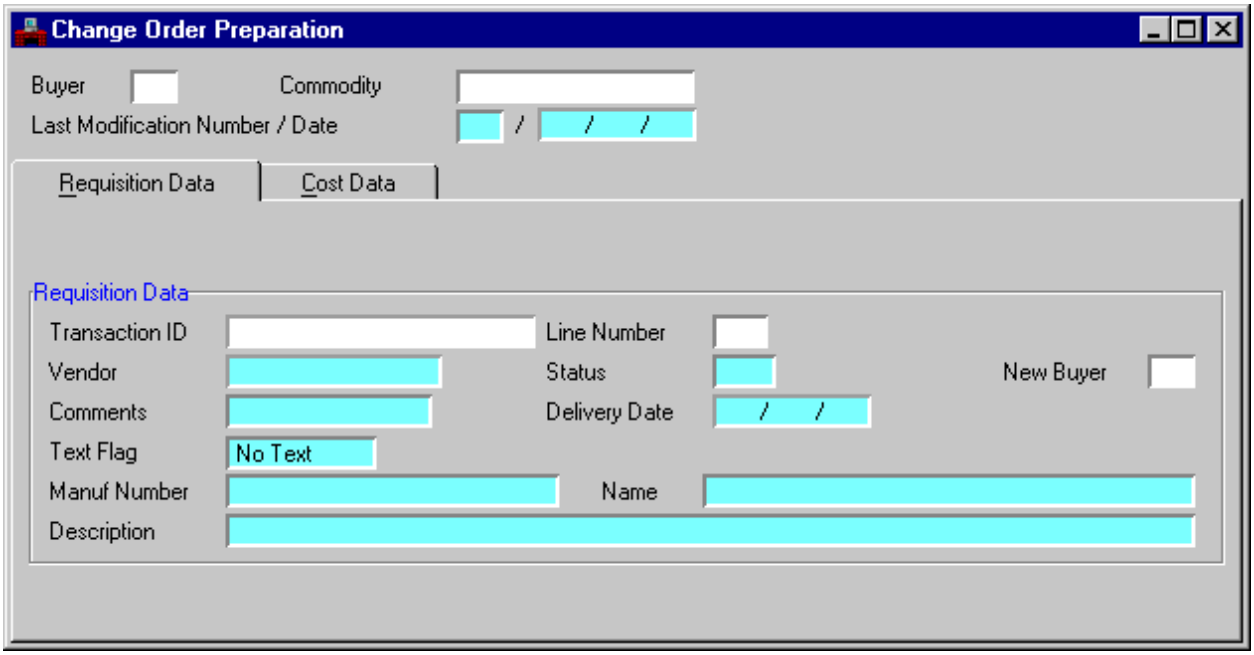
		percentage will be set at 0% and the short payment amount will be set at $0. The overpayment tolerance percentage will be set at 0% and the overpayment amount will be set at $0. **Default [blank]-** This will leave the field blank. **Partial [P]-** Indicates the amount received is less than the receivable. **Final [F]-**Indicates the amount received equals or closes the receivable amount.
Description	30	**Input Optional**. If agency procedures require additional information about this accounting distribution line, enter the specific information.

Change Order Preparation (COPR)

Purpose

The Change Order Preparation (COPR) table displays requisition documents that have been issued to change a purchase order after it has been awarded. If the Requisition Type field on the requisition contains a "C", the system will establish an entry on this table.

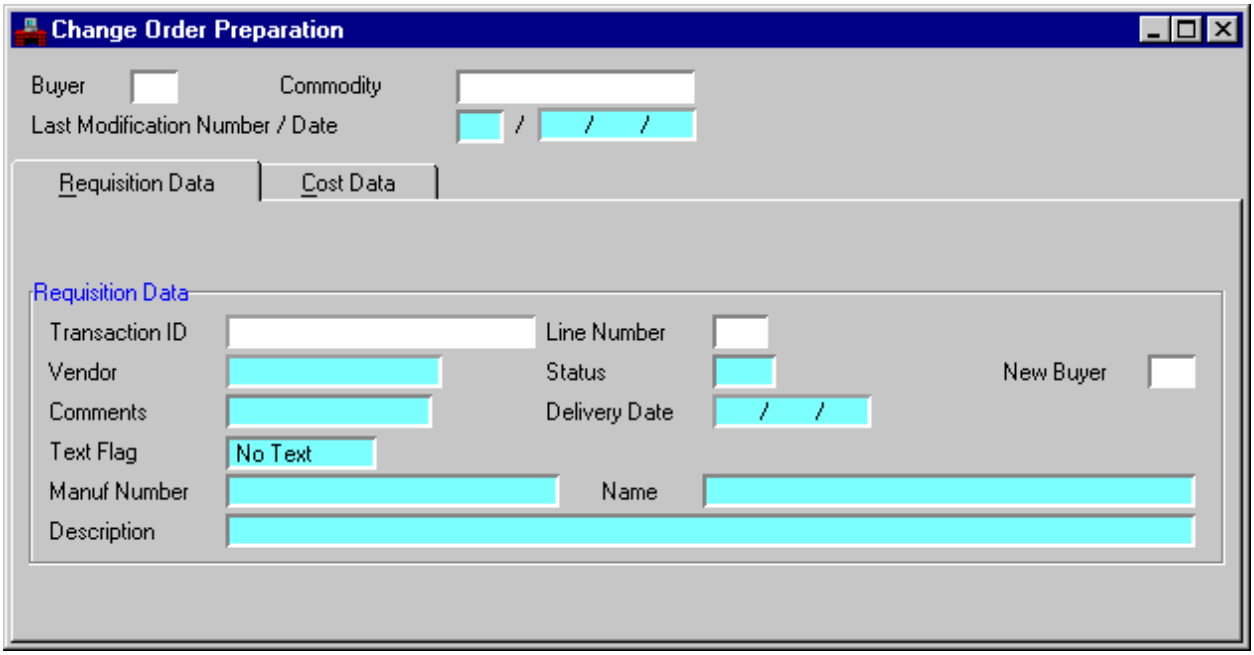
COPR Coding Instructions



Header and Requisition Data View

Field Name	Length	Definition
Buyer	2	**Requires Input.** Enter the buyer number to determine in any requisition change orders have been assigned to the buyer.
Commodity	12	**Requires Input.** Enter the commodity code that identifies the requisitioned item.
Last Modification Number/Date	2/6	**Display Only.** Defaults to **00**. The Last Modification Number represents the number of times modifications have been submitted against the requisition. The Last Modification Number is followed by the date on which the last modification was made to the displayed document.
Transaction ID	16	**Input Optional.** You may enter the two-character document type, the three-character agency code, and the 11-digit transaction code that identifies the requisition document if it is known.
Line Number	3	**Input Optional.** You may enter the commodity line number of the referenced requisition.
Vendor	11	**Display Only.** Defaults to the vendor code that was entered on the requisition.
Status	3	**Display Only.** Displays the current status of the requisition. Refer to the Requisition Status (RSTA) table for definitions of the codes.
New Buyer	2	**Input Optional** Defaults to blank. You can enter a New Buyer to re-assign the modified requisition if desired. Refer to Buyer (BUYT) for valid codes.
Comments	12	**Display Only.** Defaults to the notation, if any, that was entered on the requisition. May also indicate that shipping instructions have been entered on the requisition. Refer to the Special Instructions (SPIS) table for definitions of the code.

Delivery Date	6	**Display Only.** Defaults to the delivery date as indicated on the requisition.
Text Flag	1	**Display Only.** If **Y** is displayed, text is associated with this line on Requisition Text (RXTX). If **S** is displayed, text entered on Standard Specification (STDS) for this commodity is associated with this requisition.
Manuf Number	N/A	**Not Applicable.** Not used by the State of Missouri.
Name	N/A	**Not Applicable.** Not used by the State of Missouri.
Description	60	**Display Only.** Displays the description tied to the commodity code used.



Cost Data View

Field Name	Length	Definition
Freight Amount (Original)	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Amount (Modified)	N/A	**Not Applicable.** Not used by the State of Missouri.

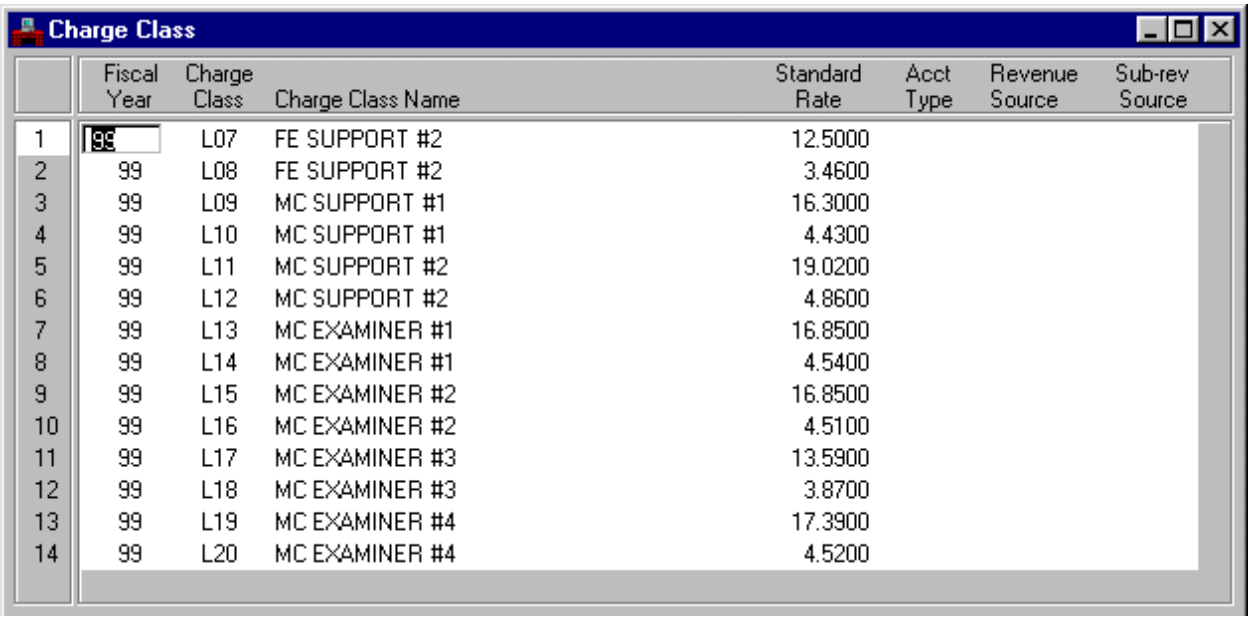
Tax Amount/Tax Code (Original)	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount/Tax Code (Modified)	N/A	**Not Applicable.** Not used by the State of Missouri.
Quantity Requested (Original)	11	**Display Only.** Displays the quantity corresponding to the commodity code entered on the original requisition.
Quantity Requested (Modified)	11	**Display Only.** Displays the quantity corresponding to the commodity code entered on the modified requisition.
Unit of Measure (Original)	4	**Display Only.** Displays the unit of measure entered on the original requisition.
Unit of Measure (Modified)	4	**Display Only.** Displays the unit of measure indicated on the last modification to the requisition.
Discount %/Discount Code (Original)	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %/Discount Code (Modified)	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount (Original)	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount (Modified)	N/A	**Not Applicable.** Not used by the State of Missouri.
Net Unit Cost (Original)	14	**Display Only.** Displays the net unit cost entered on the original requisition.
Net Unit Cost (Modified)	14	**Display Only.** Displays the net unit cost of the last modification to the requisition.
Total Cost (Original)	14	**Display Only.** Displays the total cost calculated on the original requisition.
Total Cost (Modified)	14	**Display Only.** Displays the total cost calculated on the last modification to the requisition.

Charge Class (CHRG)

Purpose

The Charge Class (CHRG) table establishes charge class values used on a Project Charge (PX) document. Charge classes are different types of goods and services charged to a project. This table contains a standard rate for each charge class. When a non-accounting project charge is processed on a PX document, the system computes the full cost charged to a project by multiplying the number of units entered on the PX document by the standard rate in this window. A standard cost per unit is established for each charge class. Examples of entries on this window are labor at $10 per hour, computer use at $.03 per printout page, and mileage at $.15 per mile. This table is shared by Job Costing and the Federal Aid Management Subsystems.

CHRG Coding Instructions



	Fiscal Year	Charge Class	Charge Class Name	Standard Rate	Acct Type	Revenue Source	Sub-rev Source
1	99	L07	FE SUPPORT #2	12.5000			
2	99	L08	FE SUPPORT #2	3.4600			
3	99	L09	MC SUPPORT #1	16.3000			
4	99	L10	MC SUPPORT #1	4.4300			
5	99	L11	MC SUPPORT #2	19.0200			
6	99	L12	MC SUPPORT #2	4.8600			
7	99	L13	MC EXAMINER #1	16.8500			
8	99	L14	MC EXAMINER #1	4.5400			
9	99	L15	MC EXAMINER #2	16.8500			
10	99	L16	MC EXAMINER #2	4.5100			
11	99	L17	MC EXAMINER #3	13.5900			
12	99	L18	MC EXAMINER #3	3.8700			
13	99	L19	MC EXAMINER #4	17.3900			
14	99	L20	MC EXAMINER #4	4.5200			

Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits (yy) of the applicable fiscal year.
Charge Class	3	**Requires Input.** Enter a unique value identifying the class of the good or service. 1. Identify the one digit agency identifier code by referencing the Chart of Accounts Guide,

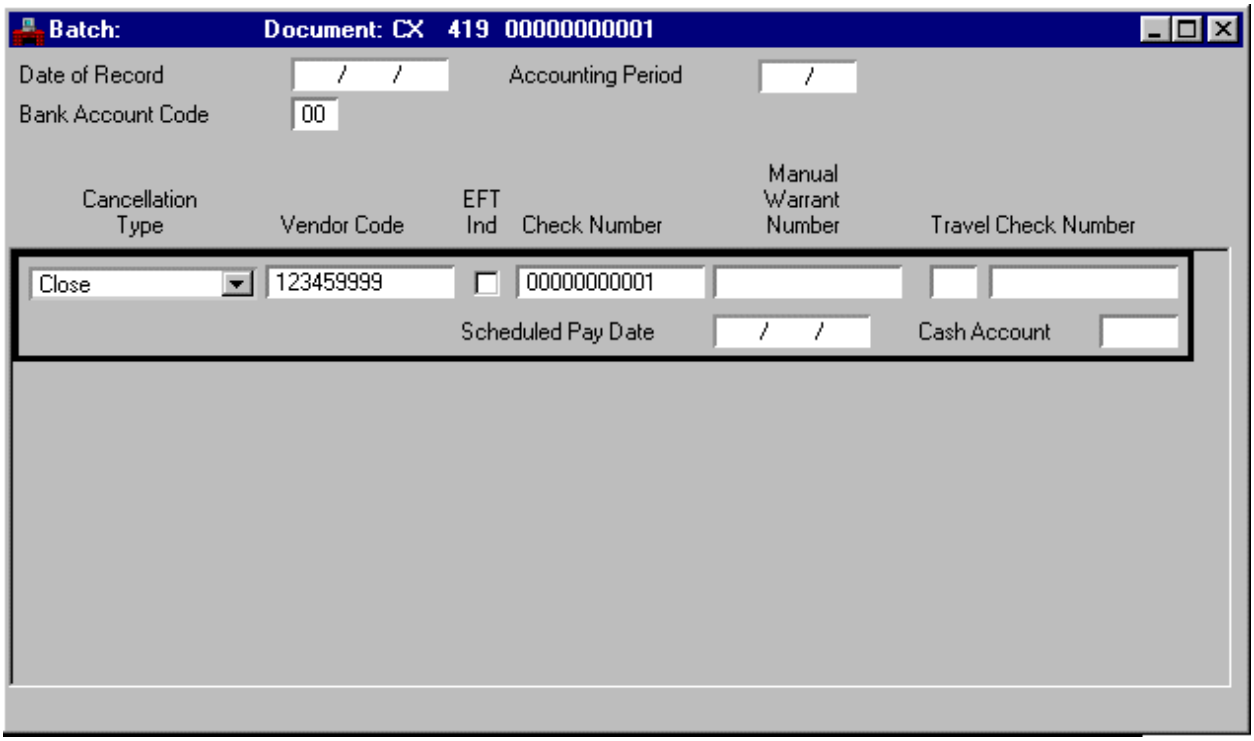
		Section B, and assign it as the first digit code for the Charge Class number. 2. Assign the remaining two digits sequentially for the Charge Class number.
Charge Class Name	30	**Input Optional.** Enter a description of the goods or services. The first part of the description should include an acronym for your agency for ease of identification. You may want to use this field to indicate the unit of measurement that applies to the standard rate on the Project Charge (PX) document. For example, rate per hour or per day.
Standard Rate	6	**Requires Input.** Enter the cost per unit (*0.000*). The system uses this rate to compute the full indirect non-accounting cost charged to a project. Full cost is computed by multiplying the number of units entered on the PX documents by this standard rate.
Account Type	2	**Input Optional.** If this charge class is used as a revenue charge class, then revenue account type *31* must be entered. This account type is system specific and is part of the Chart of Accounts. If entered, you must also complete the **Revenue Source/Sub** field.
Revenue Source	4	**Input Optional.** If you entered an **Account Type**, enter the code for the appropriate **Revenue Source**. Refer to Revenue Source Index (RSRC) table for valid codes.
Sub-rev Source	2	**Input Optional.** If you entered an **Account Type**, enter the code for the appropriate **Sub-revenue Source**. Refer to Sub-Revenue Source (SREV) table for valid codes.

Check Cancellation (CX)

Purpose

The Check Cancellation (CX) document cancels checks (this includes manual checks) or Electronic Funds Transfer (EFT) written against a payment voucher. This document allows the payment voucher to remain closed, if desired.

CX Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Input Optional**. If this CX is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Bank Account Code	2	**Requires Input.** Enter the Bank Account code that represents where the check (this includes manual check) or EFT was originally drawn against. Refer to

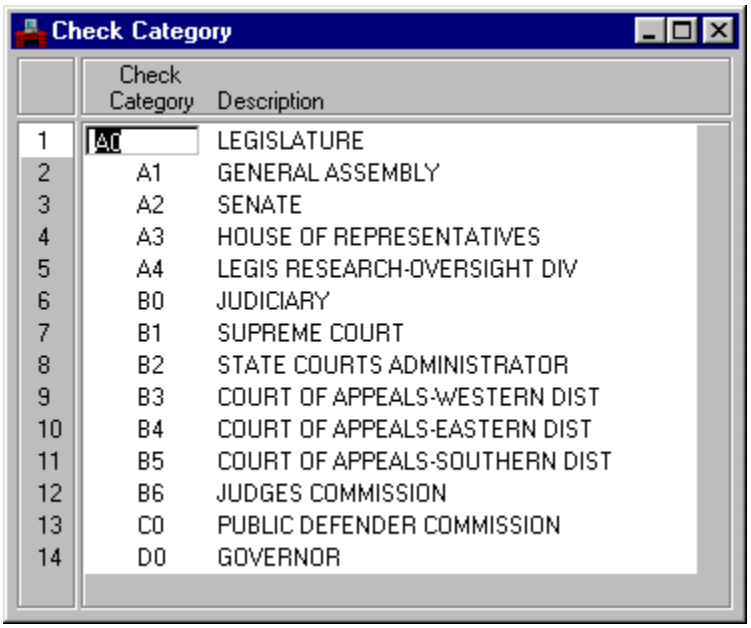
		the Open Check Header Inquiry (OPCH) table for valid values.
Cancellation Type	1	**Requires Input**. Enter the type of cancellation you want applied to this check or EFT or manual warrant. Select **Close** (Type 4) to cancel a check or EFT that was issued from SAM II. Select **Cancel** (Type 3) if canceling a check or EFT issued from a closed fiscal year or a check or EFT with a discount taken.
Vendor Code	11	**Requires Input**. Enter the Vendor code. Refer to Vendor Inquiries procedures for valid codes.
EFT Ind	1	**Input Optional.** If an Electronic Funds Transfer (EFT) is being canceled, select this indicator. Otherwise, leave blank. If left blank, this field defaults to No, indicating that a check is being canceled.
Check Number	11	**Input Optional.** If a check (automated disbursement (AD)) or EFT is being canceled, enter the number of the check or EFT to be canceled.
Manual Warrant Number	11	**Input Optional.** If a manual check is being canceled, enter the number of the manual check to be canceled.
Travel Check Number	13	**Not Applicable.** Do not enter data into this field.
Scheduled Pay Date	6	**Not Applicable.** Do not enter data into this field.
Cash Account	4	**Not Applicable.** Do not enter data into this field.

Check Category (CCAT)

Purpose

Check Category (CCAT) is used by Central Accounting Supervisors within OA/ACC to define valid check categories used by automated disbursements. Check categories are used to specify what agency or division the printed check will be distributed to. Vouchers paid on the same day to the same vendor with the same check category are combined on one check unless the **Single Check** indicator has been set on the Quick Vendor Invoice (VIQ) document or payment document.

CCAT Coding Instructions



Field Name	Length	Definition
Check Category	2	**Requires Input.** Enter a unique, two-character alphanumeric code for the check category you want to add, change, or delete. The first digit of the **Check Category** code must be the agency identifier. Refer to Chart of Accounts, Section I for a list of valid agency identifiers.
Description	30	**Requires Input.** Enter the description of the check category.

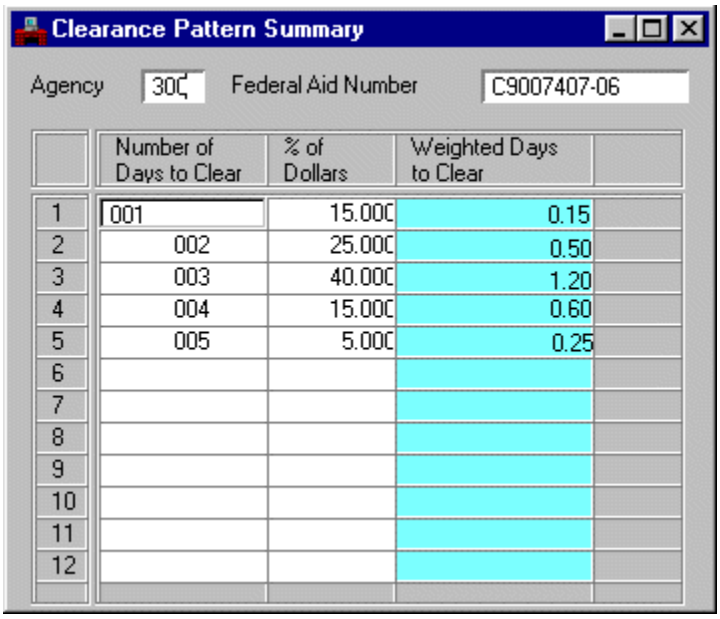
Clearance Pattern Summary (CLPS)

Purpose

Clearance Pattern Summary (CLPS) tracks the clearance pattern for a Cash Management Improvement Act (CMIA) grant. A clearance pattern identifies the historical pattern at which checks are issued by the State and cleared by the bank. The table is used for reference when calculating CMIA interest.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

CLPS Coding Instructions



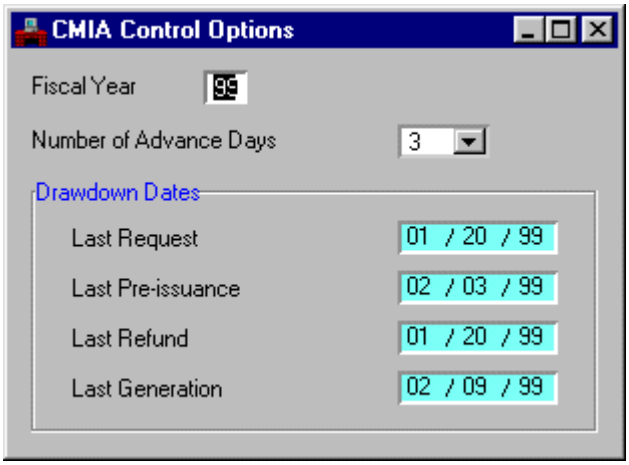
Field Name	Length	Definition
Agency	3	**Requires Input.** Enter your Agency Number.
Federal Aid Number	12	**Requires Input.** Enter the unique Federal Aid Number of the grant.
Number of Days to Clear	3	**Requires Input.** Enter the number of days it takes for this percentage of funds to clear the bank.
% of Dollars	2.4 or 3.3	**Requires Input.** Enter the percentage of funds that clear the bank on the number of days to clear. You must enter three decimal places (e.g. 10.000 for 10%). The total percent of dollars must equal 100% for this clearance pattern.
Weighted Days to Clear	6	**Display Only.** The SAM II system calculates this field using the following logic: number of days to clear * Percent of dollars

CMIA Control Options (COPT)

Purpose

CMIA Control Options (COPT) establishes system-wide Cash Management Improvement Act (CMIA) options for the State's grants that are pre-issuance. The controls are used in the calculation of drawdowns and Interest owed for pre-issuance grants. The table will be updated by OA/ACC.

COPT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable state fiscal year.
Number of Advance Days	1	**Select Input.** Enter **1**, **2**, or **3**, for the number of advance days drawdowns should be requested for grants that have a pre-issuance funding method. *For the State of Missouri the number of advance days is set to 3.* For more information about using the pre-issuance funding method, refer to the **CMIA Agreement.**
Last Request	6	**Display Only.** The last date for which the CMIA Drawdown Request Process (CMDQ) was run is displayed.
Last Pre-Issuance	6	**Display Only.** The last date for which the Pre-Issuance Generation Process (CMPQ) was run is displayed.

Last Refund	6	**Display Only.** The last date for which the CMIA Refund Schedule Generation Process (CMRQ) was run is displayed.
Last Generation	6	**Display Only.** The latest date for which the CMIA Drawdown Generation Process (CMDG) was run is displayed.

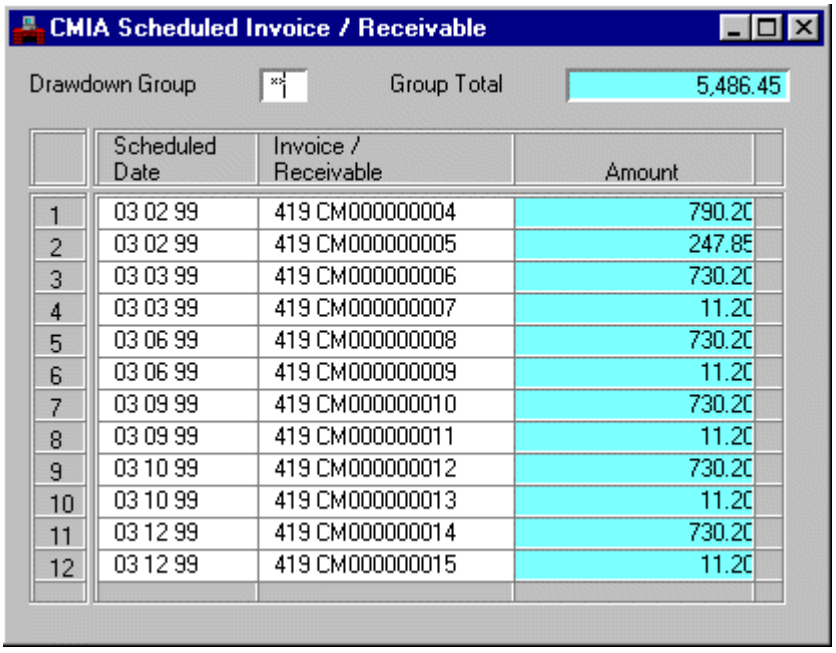
CMIA Scheduled Invoice/Receivable (CMSI)

Purpose

CMIA Scheduled Invoice/Receivable (CMSI) lists the document-processing schedule, by date, for Receivable (RE) documents generated by the CMIA Drawdown process. This is a system-maintained window that is updated by the CMIA Drawdown Generation Process (CMDG). Once processed, the Invoice/Receivable entries are deleted from this window.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

CMSI Coding Instructions



Field Name	Length	Definition

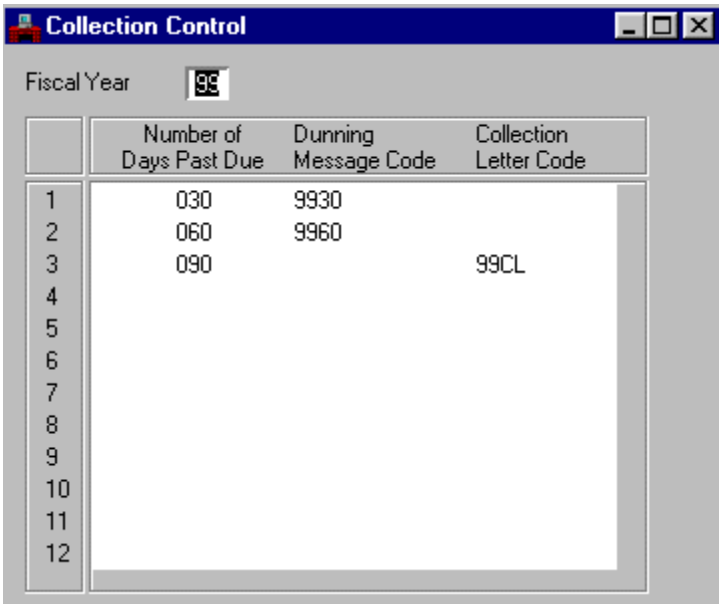
Drawdown Group	2	**Requires Input.** Enter a valid drawdown group. Valid drawdown groups are stored on the Drawdown Group (DDGR) Table. If a drawdown group was not used, **(**)** (two asterisks) are displayed.
Group Total	12.2	**Display Only.** The total calculated amount for this drawdown group is displayed.
Scheduled Date	6	**Input Optional.** Enter the date (*mm dd yy*) that the Receivable (RE) document is scheduled for processing.
Invoice/Receivable	14	**Input Optional.** Enter Receivable (RE) number generated by the CMIA Drawdown Generation Process (CMDG). The first three characters are your *Agency Number*.
Amount	12.2	**Display Only.** The dollar amount of the Receivable (RE) document is displayed.

Collection Control (CCTL)

Purpose

The Collection Control Table (CCTL) is used to define the statewide defaults for the Dunning Message and Collection Letter generated from the nightly cycle. The CCTL table indicates which Dunning Messages and Collection Letters will be generated when a payment on a Receivable is a certain number of days past due. OA/ACC sets up and maintains the information on this table. This table can be viewed by all SAM II Accounts Receivable (AR) users.

CCTL Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the fiscal year for which the collection notification cycle is valid. This table must be updated with a new fiscal year entry at the beginning of each fiscal year.
Number of Days Past Due	3	**Requires Input**. Enter the number of days after the Receivable due date that a Dunning Message or Collection Letter is generated.
Dunning Message Code	4	**Input Optional**. If **Collection Letter Code** is blank this field is required. This code identifies the Dunning Message that will be printed if payment is not received within the number of days specified in the **Number of Days Past Due** field. See the Dunning Message Table (DUNN) for valid values and descriptions.
Collection Letter Code	4	**Input Optional**. If **Dunning Message Code** is blank this field is required. This code identifies the Collection Letter message that will be printed if payment is not received within the number of days specified by the **Number of Days Past Due** field. See the Collection Letter Table (COLT) for valid codes

and descriptions.
Collection letters are not scheduled for a billing code when **Invoice/Statement** is Statements [S] on the Billing Profile Table (BPRO).

Collection Letter (COLT)

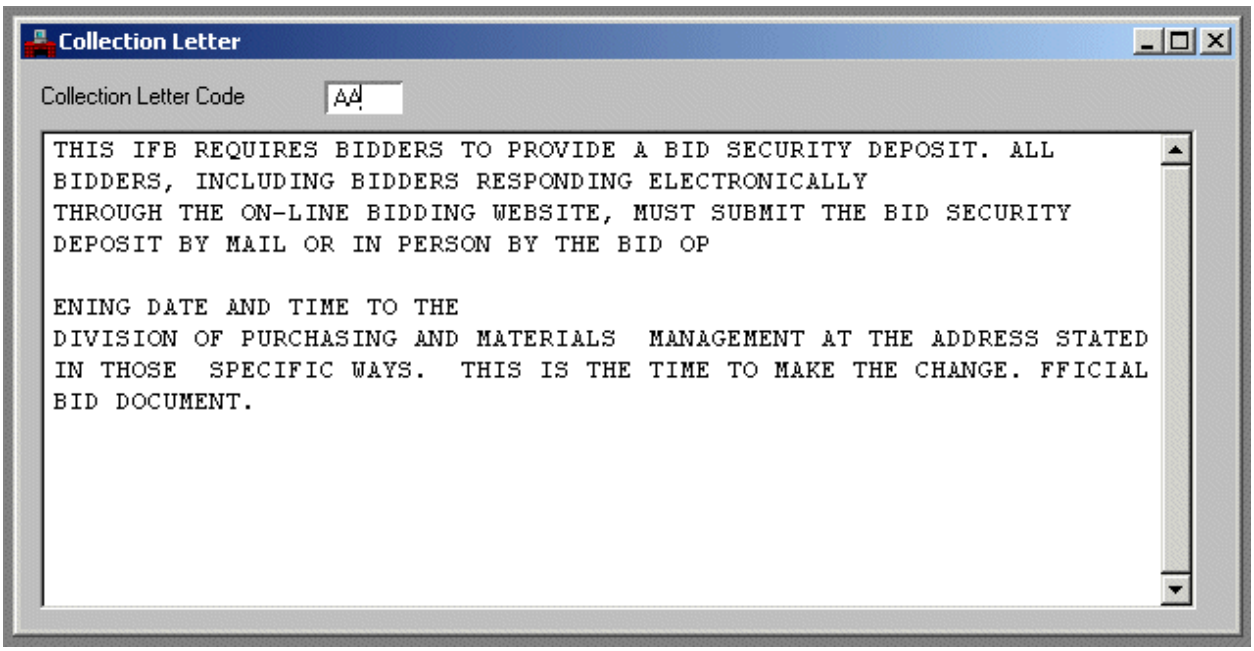
Purpose

Collection Letter Table (COLT) is used to define collection letters that are sent to significantly delinquent customers.

The Collection Letter Table (COLT) is used to define Collection Letters that are printed for delinquent Customers by the SAM II Accounts Receivable (AR) Subsystem. OA/ACC will establish one statewide default Collection Letter code. The prefix '**9**' will be reserved for statewide use. Collection Letter code **9999** will be used for receivables past due 90 days.

Agencies will be responsible for determining and maintaining their Collection Letter codes if they do not wish to use the statewide defaults. Codes must begin with the prefix assigned to the agency. The first character of each of these codes will correspond with the agency and will be used to establish security to the table. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the field and will maintain a master list of their codes.

COLT Coding Instructions



Field Name	Length	Definition
Collection Letter Code	4	**Requires Input**. Enter the code that identifies a particular Collection Letter. This code is used either on the statewide level using the Collection Control Table (CCTL) or the agency level using the Billing Profile Collection Control Table (BPCC) to access the Collection Letter text. The statewide Collection Letter Codes first character must begin with '**9**'. The agency Collection Letter Codes first character must begin with the prefix assigned to the agency. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the field and will maintain a master list of their codes.
Text	70	**Requires Input**. Enter the text of the actual collection letter that is sent to delinquent customers. Each line is 70 characters long and there is the capability to enter 99 lines.
Text Line	3	**Input Optional.** Default numbering can be provided by the system. An increment of two is automatically added to the previous line number. It is recommended to use line numbers with room in the sequence (i.e. 001,005,010,etc.) so additional text can easily be inserted if necessary.

Commodity (COMT)

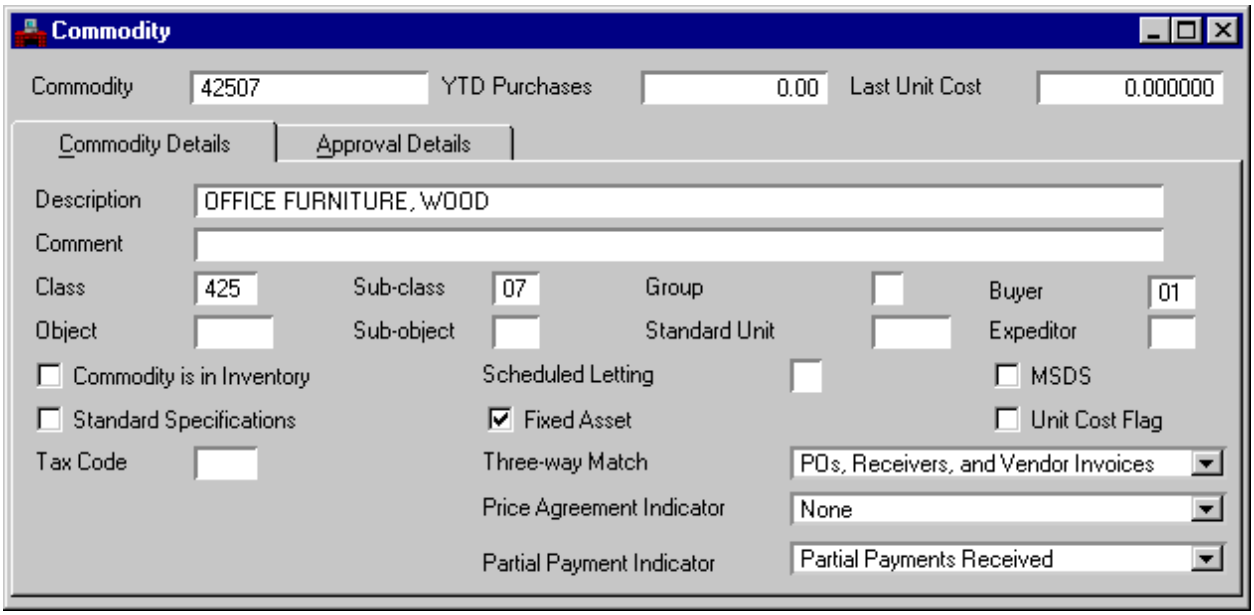
Purpose

Commodity (COMT) defines the valid commodity codes that are used to classify supplies. The Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) is responsible for maintaining the commodity code database. Agencies will have inquiry access only to COMT. Agencies can also use this table in conjunction with the Ad Hoc WORKFLOW procedure to request additions, modifications, or deletions of commodity codes.

The coding instructions below explain what needs to be entered in the specific fields to request or execute an update to the commodity code record.

If the user is using this table to obtain information, all fields except the "Commodity" field are Display Only.

COMT Coding Instructions



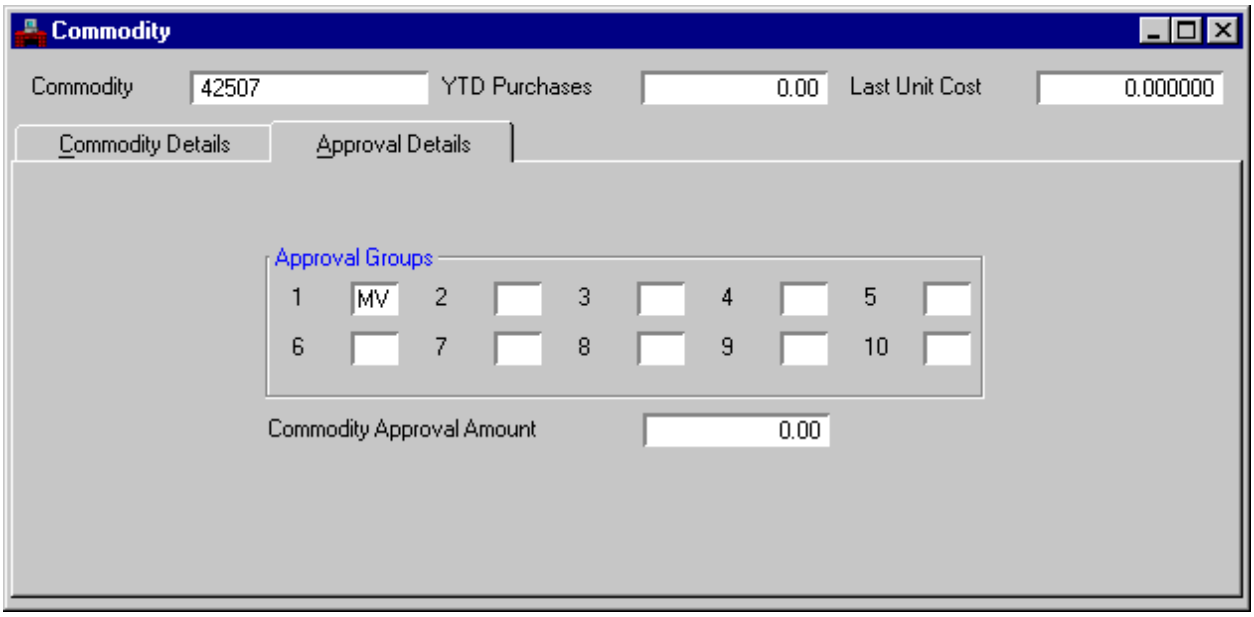
Field Name	Length	Definition
Commodity	14	**Requires Input**. Enter a commodity code. At a minimum, a 3-digit class code plus a 2-digit sub-class code must be entered. Entering a 7 or 11 digit code is optional.
YTD Purchases	14	**Display Only**. The fiscal year-to-date total purchase amounts for commodity code is displayed.
Last Unit Cost	14	**Display Only**. If the **Unit Cost Flag** is selected for this commodity, the most recent cost per unit of the commodity is displayed (for non-service type purchase orders). Last Unit Cost will not be displayed for a 5-digit commodity code.

		Last Unit Cost may be displayed for commodity codes used in the Inventory Control Subsystem if the Unit Cost Flag is field is checked.
Description	60	**Requires Input**. Enter the description of the commodity code used. This is the description that will appear on the purchase order printed by the system.
Comment	60	**Input Optional**. Additional information applicable to the commodity code may be entered in this field. Text entered in this field will not print on the hard copy purchase order.
Class	3	**Requires Input.** Enter the first three digits of the commodity code. These are the same as the class code on the Commodity Class (COCL) table.
Sub-Class	2	**Requires Input**. Enter the fourth and fifth digits of the commodity code. These are the same as the sub-class code on Commodity Sub-Class by Commodity Class (CSCC) table.
Group	1	**Input Optional**. If this commodity is for a recycled product, enter an "R" in this field.
Object	4	**Not Applicable**. This field is not used by the State of Missouri.
Sub-Object	2	**Not Applicable**. This field is not used by the State of Missouri.
Buyer	2	**Requires Input**. Enter a code to designate the buying section within the Office of Administration, Division of Purchasing (OA/DPMM) which is responsible for purchasing this commodity. • 01 - Commodity Section; • 02 - Information Technology Section; • 03 - Services Section

Expeditor	2	**Not Applicable**. Not used by the State of Missouri.
Standard Unit	4	**Input Optional**. You may enter a standard unit of measure for this commodity if one has been identified. Refer to the Unit of Measure (UNIT) table for valid codes. Standard units will not be defined for a 5-digit commodity code. Standard Unit may be defined for commodity codes used in the Inventory Control Subsystem.
Commodity is in Inventory	1	**Input Optional.** If this commodity code is used in conjunction with the Inventory Control Subsystem, check this box.
Scheduled Letting	1	**Not Applicable.** This field is not used by the State of Missouri.
MSDS	1	**Input Optional**. If this commodity requires a safety data sheet with delivery, check this box.
Standard Specifications	1	**Input Optional.** If standard specifications will be entered on the Standard Specifications (STDS) table for this commodity code, check this box. Standard Specifications will not be defined for a 5-digit commodity code. Standard Specifications may be defined for commodity codes used in the Inventory Control Subsystem.
Fixed Asset	1	**Requires Input**. Always check this box.
Unit Cost Flag	1	**Input Optional**. If this commodity code has an identified standard unit of measure and you want the last unit cost paid to be displayed, check this box. Unit Cost Flag will not be used for a 5-digit commodity code. Unit Cost Flag may be used for commodity codes used in the Inventory Control Subsystem.
Tax Code	3	**Not Applicable**. Not used by the State of Missouri.

Three-Way Match	N/A	**Requires Input**. Select the appropriate Three-Way Match indicator from the drop down list. The following matches must occur in order to process a payment: • **POs, Receivers, and Vendor Invoices** - All commodity codes will be set with this option unless another matching option is approved. These three documents will be used in the match. The payment processor will compare the quantities found on Open Purchase Order Commodity Line Inquiry (OPPC) for all three documents on a line by line basis. The lowest quantity is paid with consideration given to special condition codes. • **POs and Receivers -** These two documents will be used in the match. • **PO and Vendor Invoices -** These two documents will be used in the match. • **Neither Receivers nor Invoices -** No matching documents are required for this commodity code.
Price Agreement Indicator	N/A	**Input Optional -** This field will default to **None**. If this commodity code can only be used with certain types of purchase orders, select the appropriate type. • **No Price Agreement Used** - Any purchasing order document can reference this commodity code. • **Price Agreement Used to Purchase** - Only a Quick Price Agreement Purchase Order (PGQ) can use this commodity code. • **Use Price Agreement Discount from List** - Not used by the State of Missouri. • **Use Price Agreement Cost per Mile** - Not used by the State of Missouri.

		• **Service Contract Used to Purchase** - Only a Service Contract (SC) order or a Simplified Service Contract (SCS) order can use this commodity code. • **Invalid for Service Contract** - This commodity code can not be used on an SC nor an SCS.
Partial Payment Indicator	N/A	**Display Only** - The default is set to Partial Payment Received. Do not change. No other options are used by the State of Missouri.



Field Name	Length	Definition
Approval Groups	2	**Input Optional**. If a Resource Manager's review and approval is required for purchases of this commodity, input the appropriate code. Valid codes are: • AD - Audit Services • AU - Automobiles • DC - Design & Construction • FM - Forms Management

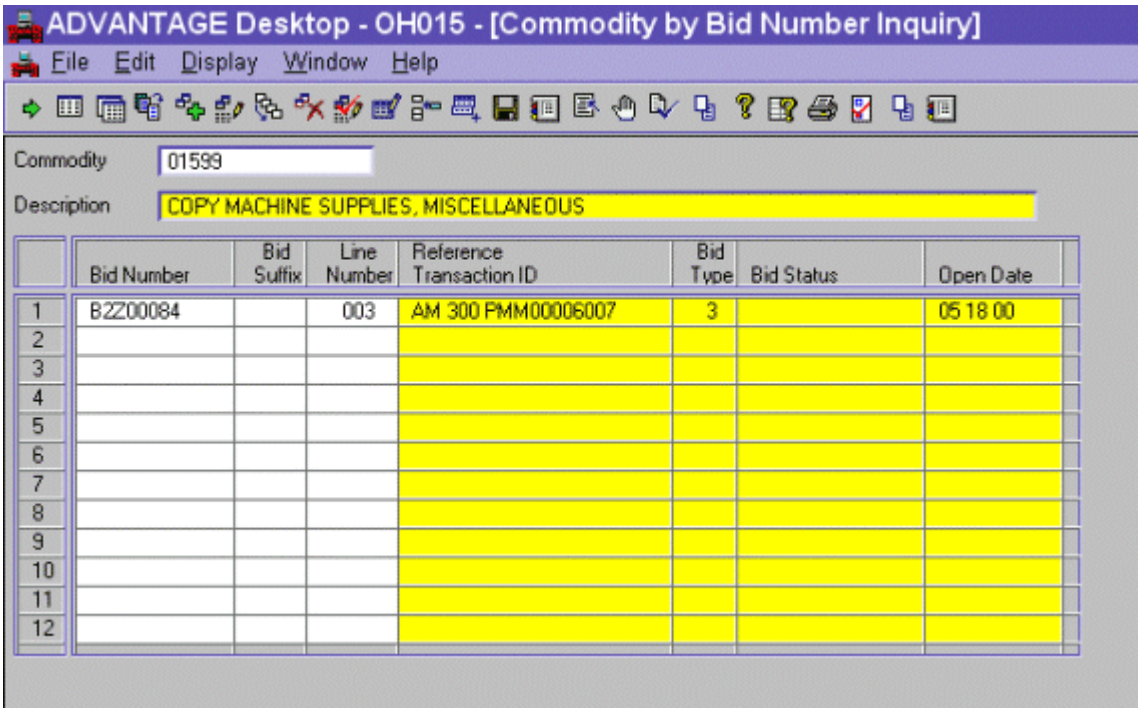
		• IN - Internet Services • LS - Leasing • MV - Missouri Vocational Enterprises • PR - Printing and Copy Machines • RM - Risk Management
Commodity Approval Amount	14	**Input Optional**. If the Resource Manager approval is only required for purchases above a certain dollar value, enter the value in this field.

Commodity by Bid Number Inquiry (CIBD)

Purpose

The Commodity by Bid Number Inquiry (CIBD) table displays information about bids that have utilized a specific commodity code.

CIBD Coding Instructions



Field Name	Length	Definition

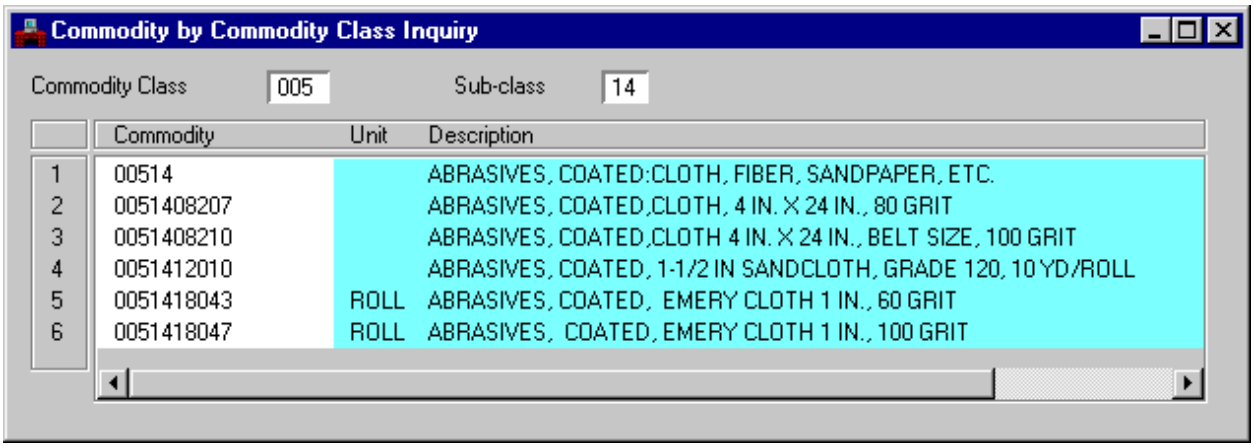
Commodity	14	**Requires Input.** Enter the commodity code for which you are inquiring.
Description	60	**Display Only.** Displays the description tied to the commodity code.
Bid Number	10	**Input Optional.** You may enter the bid number for which you want to search.
Bid Suffix	1	**Input Optional.** If a Bid Suffix was used in conjunction with the Bid Number, you must enter the one-character suffix.
Line Number	3	**Input Optional.** You may enter the bid line number.
Reference Transaction ID	16	**Display Only.** The purchase order reference associated with this bid line is indicated.
Bid Type	1	**Display Only.** The type of solicitation document used is indicated. Refer to the Requisition Type (TYPE) table for definitions.
Bid Status	N/A	Nothing will appear in this field.
Open Date	6	**Display Only.** Displays the opening date for the bid.

Commodity by Commodity Class Inquiry (COCX)

Purpose

The Commodity by Commodity Class Inquiry (COCX) table is used to display commodity codes by commodity class and sub-class.

COCX Coding Instructions



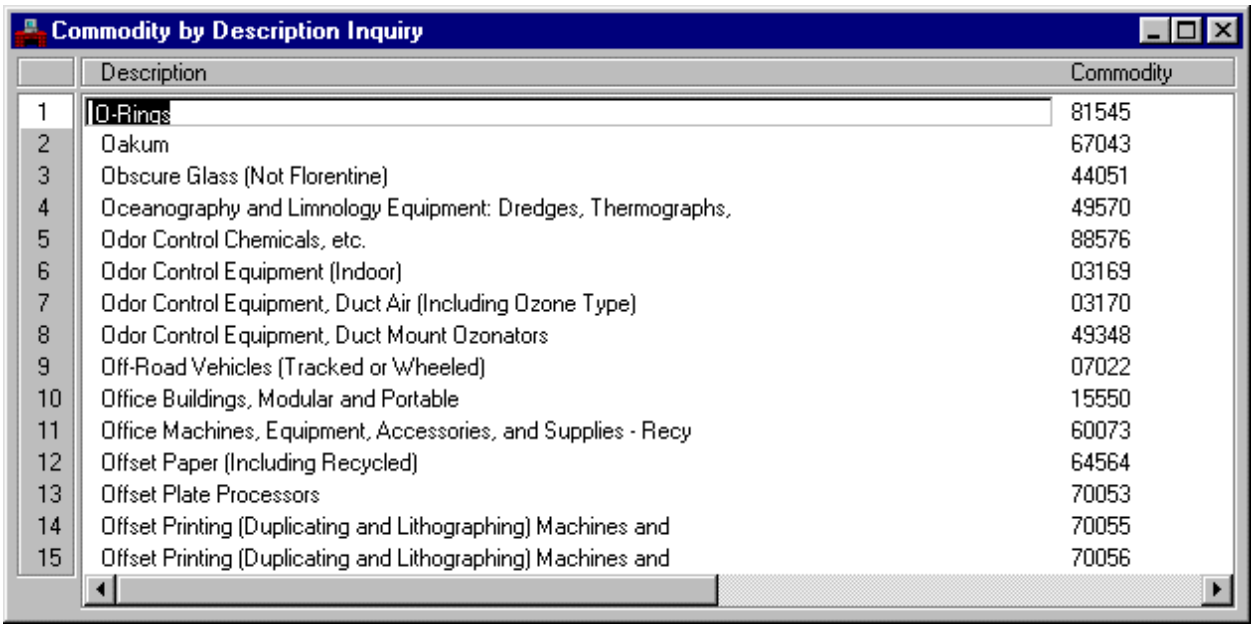
Field Name	Length	Definition
Commodity Class	3	**Requires Input.** Enter a valid commodity class.
Sub-Class	2	**Input Optional.** You may enter a valid commodity sub-class if desiring to narrow the list of commodity codes displayed.
Commodity	12	**Display Only.** The commodity codes associated with this commodity class/sub-class combination is indicated.
Unit	N/A	**Display Only.** If a standard unit of measure has been associated with the commodity code, it will be displayed. Refer to the Unit of Measure (UNIT) table for definitions of codes. NOTE: Associating a standard unit of measure with a particular commodity code is only done for some of the commodity codes used in the Inventory Subsystem.
Description	60	**Display Only**. Displays the description of the commodity code.

Commodity by Description Inquiry (CODX)

Purpose

The Commodity by Description Inquiry (CODX) table is used to locate commodity codes based on their associated descriptions.

CODX Coding Instructions



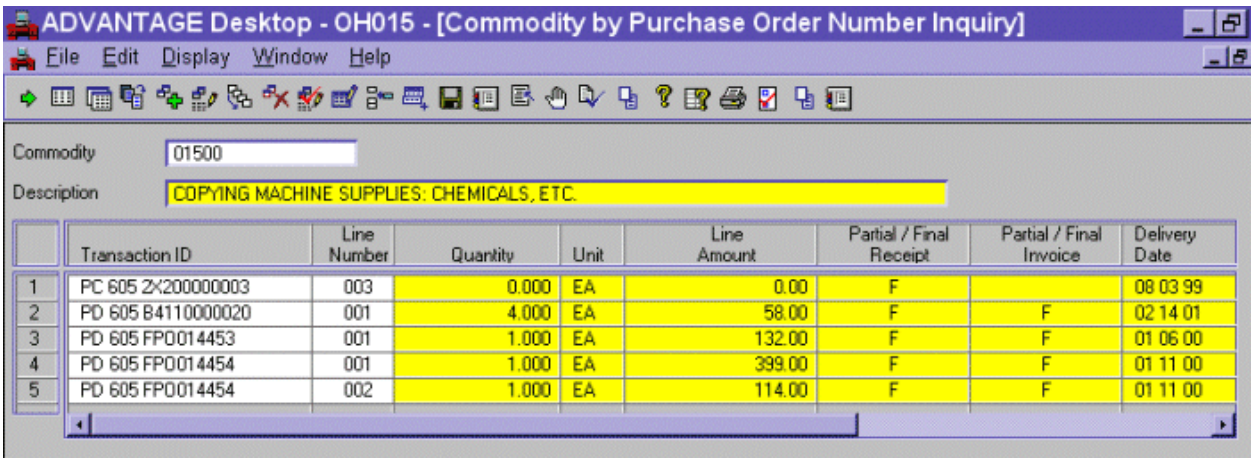
Field Name	Length	Definition
Description	60	**Requires Input.** Enter the full or partial description associated with the commodity.
Commodity<	12	**Display Only.** The commodity code associated with the description is indicated.

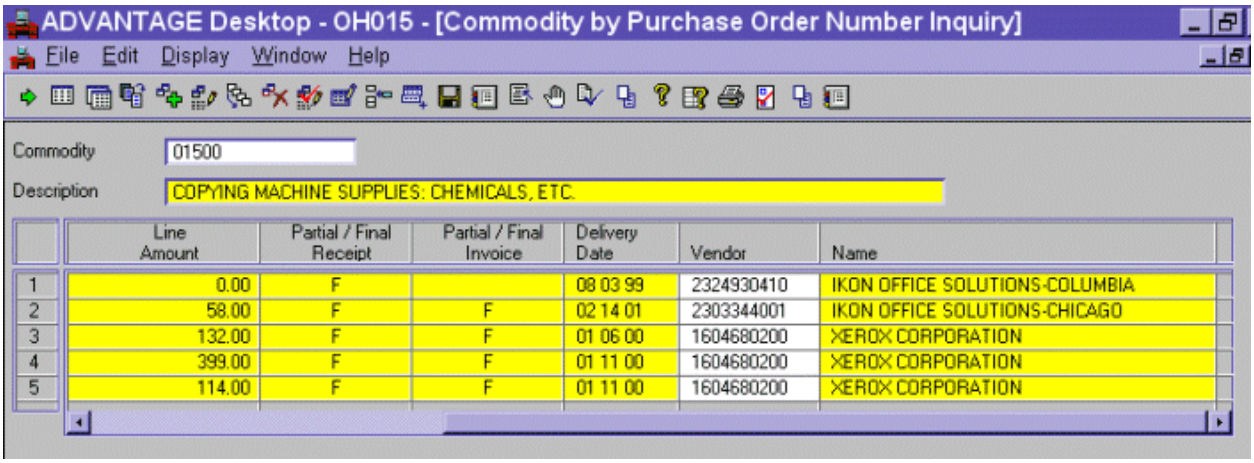
Commodity by Purchase Order Number Inquiry (CIPO)

Purpose

The Commodity by Purchase Order Number Inquiry (CIPO) table is used to view the purchase orders that have used a particular commodity code.

CIPO Coding Instructions





Field Name	Length	Definition
Commodity	14	**Requires Input.** Enter the commodity code about which you want to inquire.
Description	60	**Display Only.** Displays the description associated with the commodity code.
Transaction ID	16	**Display Only.** The transaction ID of the purchase order document used to order this commodity is indicated.
Line Number	3	**Display Only.** The line number used on the purchase order document to order this commodity is indicated.
Quantity	11	**Display Only.** Displays the quantity of this commodity ordered on the corresponding purchase order document.

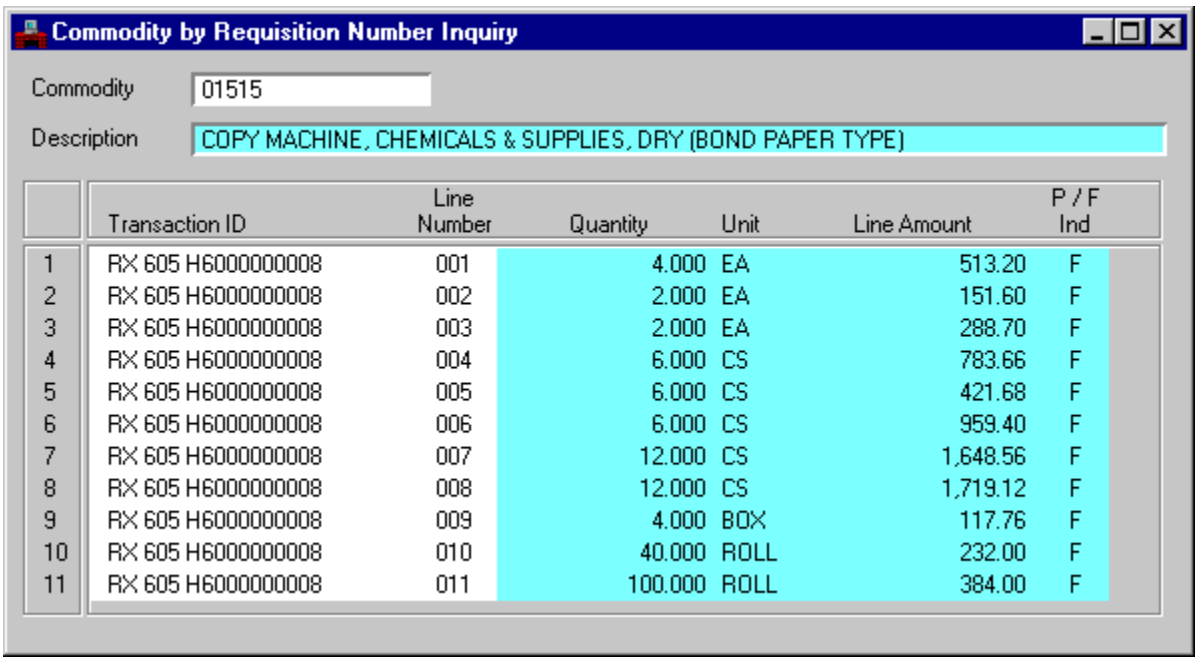
Unit	4	**Display Only.** Displays the unit of measure of this commodity ordered on the corresponding purchase order document.
Line Amount	14	**Display Only.** Displays the value of this commodity ordered on the corresponding purchase order line.
Partial/Final Receipt	1	**Display Only.** Displays **F** if the receipt of goods is final. Displays **P** if the receipt of goods is partial.
Partial/Final Invoice	1	**Display Only.** Displays **F** if invoicing of this commodity is final. Displays **P** if invoicing is partial.
Delivery Date	6	**Display Only.** Displays the delivery date of this order.
Vendor	10	**Display Only.** Displays the vendor that supplied the commodity(ies) on the corresponding purchase order.
Name	30	**Display Only.** Displays the vendor name as inferred from VEN2

Commodity by Requisition Number Inquiry (CIRX)

Purpose

The Commodity by Requisition Number Inquiry (CIRX) table is used to view requisitions that have been placed for a particular commodity.

CIRX Coding Instructions



	Transaction ID	Line Number	Quantity	Unit	Line Amount	P / F Ind
1	RX 605 H6000000008	001	4.000	EA	513.20	F
2	RX 605 H6000000008	002	2.000	EA	151.60	F
3	RX 605 H6000000008	003	2.000	EA	288.70	F
4	RX 605 H6000000008	004	6.000	CS	783.66	F
5	RX 605 H6000000008	005	6.000	CS	421.68	F
6	RX 605 H6000000008	006	6.000	CS	959.40	F
7	RX 605 H6000000008	007	12.000	CS	1,648.56	F
8	RX 605 H6000000008	008	12.000	CS	1,719.12	F
9	RX 605 H6000000008	009	4.000	BOX	117.76	F
10	RX 605 H6000000008	010	40.000	ROLL	232.00	F
11	RX 605 H6000000008	011	100.000	ROLL	384.00	F

Field Name	Length	Definition
Commodity	14	**Requires Input.** Enter the commodity code you want to inquire about.
Description	60	**Display Only.** Defaults to the description associated with the commodity code as specified on Commodity (COMT).
Transaction ID	16	**Display Only.** The transaction ID of the requisition document used to order this commodity is indicated.
Line Number	3	**Display Only.** The line number used on the requisition document to order this commodity is indicated.
Quantity	11	**Display Only.** Defaults to the quantity of this commodity ordered on the corresponding requisition document.
Unit	4	**Display Only.** Defaults to the unit of measure of this commodity.
Line Amount	14	**Display Only.** Displays the total line amount cost of the goods ordered on purchase orders referencing this requisition.

P/F Ind	1	**Display Only.** The letter **F** denotes that the requisition line is fully ordered. **P** denotes that the requisition line is partially ordered.

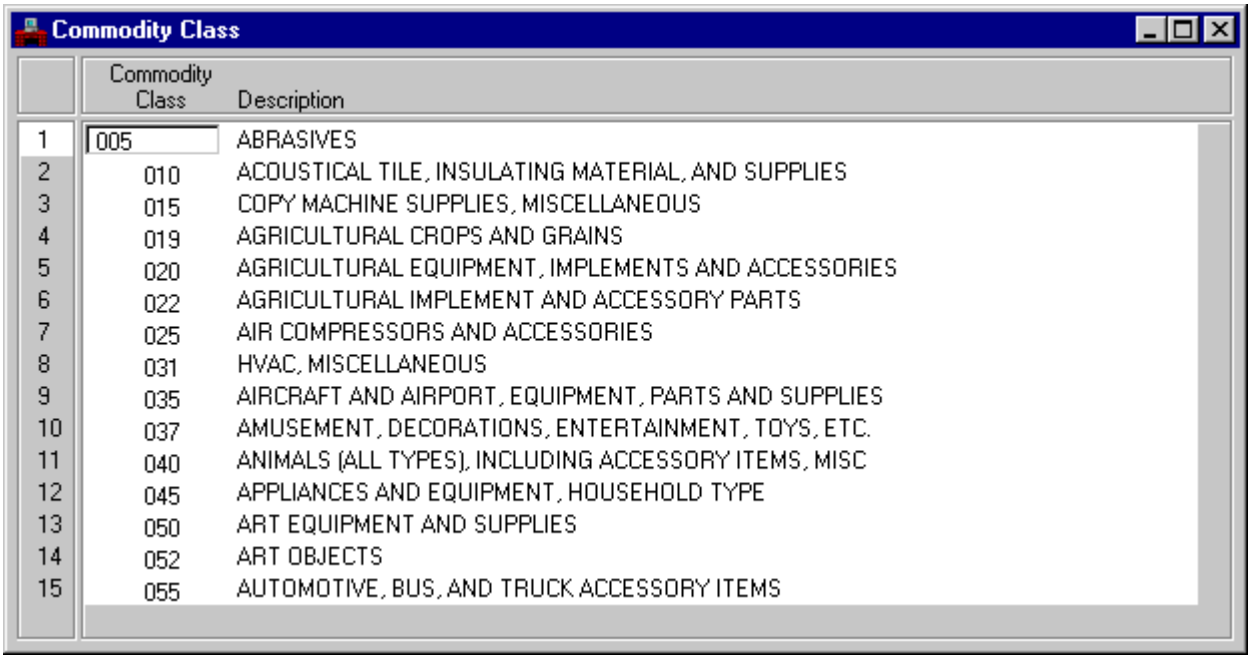
Commodity Class (COCL)

Purpose

The Commodity Class (COCL) table is used by the Division of Purchasing and Materials Management (OA/DPMM) to define valid commodity class values and their associated descriptions. All other agencies have inquiry access only to COCL.

The coding instructions below explain what needs to be entered to establish a Commodity Class code. If the user is using this table to obtain information, the Description field is Display Only.

COCL Coding Instructions



Field Name	Length	Definition
Commodity Class	3	**Requires Input**. Enter a three-digit commodity class code. If you are using this table for inquiry purposes, you may enter a portion of a code to search.

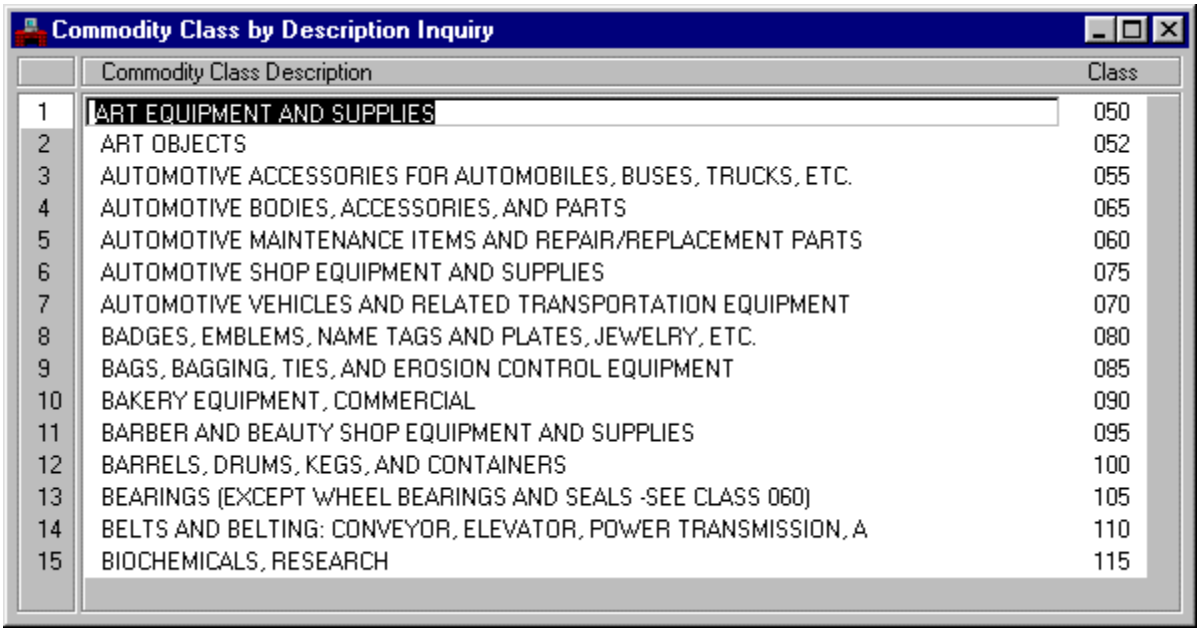
Description	60	**Requires Input.** Enter the description for the commodity class.

Commodity Class by Description Inquiry (CLDE)

Purpose

Commodity Class by Description Inquiry (CLDE) is used to facilitate finding the proper commodity class when only the class description is known.

CLDE Coding Instructions



Field Name	Length	Definition
Commodity Class Description	60	**Requires Input.** Enter a description or a partial description to search for the commodity class.
Class	3	**Display Only.** Displays the three-digit commodity class that is associated with the commodity class description.

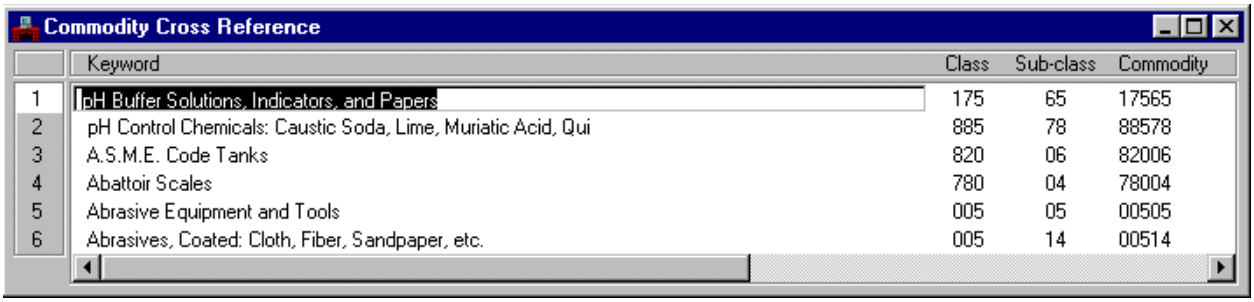
Commodity Cross Reference (COMK)

Purpose

The Commodity Cross Reference (COMK) table provides users with the capability to search for commodity codes which are known by different names. Agency users may update this table by entering a descriptive keyword to associate with a commodity code.

The coding instructions below explain what needs to be entered to establish a keyword for a specific commodity code. If the user is using this table to obtain information, all fields except the "Keyword" field are Display Only.

COMK Coding Instructions



Field Name	Length	Definition
Keyword	60	**Requires Input.** Enter a word(s) that describes the commodity other than the commodity description which was entered on the Commodity (COMT) table. For example; the word "kleenex" might be entered for the commodity code for facial tissue.
Class	3	**Requires Input**. Enter the first three digits of the commodity code.
Sub-class	2	**Requires Input.** Enter the 4th and 5th digit of the commodity code.
Commodity	12	**Requires Input.** Enter the entire 5, 7, or 10 digit commodity code.

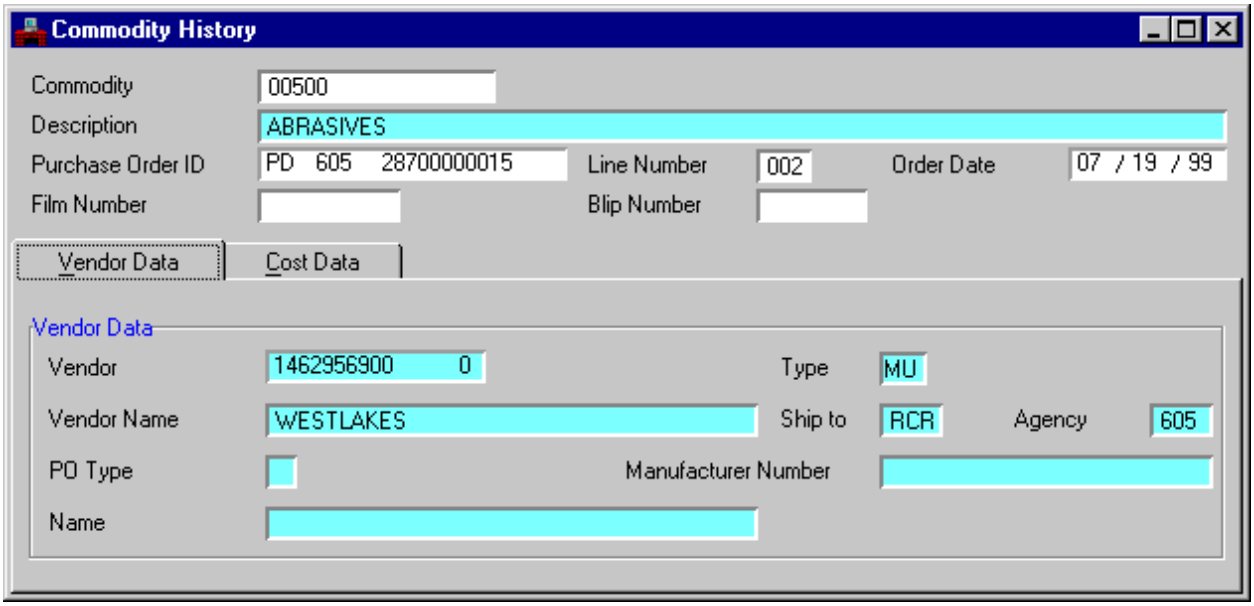
Commodity History (CHIS)

Purpose

The Commodity History (CHIS) table displays historical information on the most recent purchase transactions by commodity code. This table maintains information regarding the last nine purchase order transactions using a particular commodity code.

Updates to this table occur during the nightly cycle process.

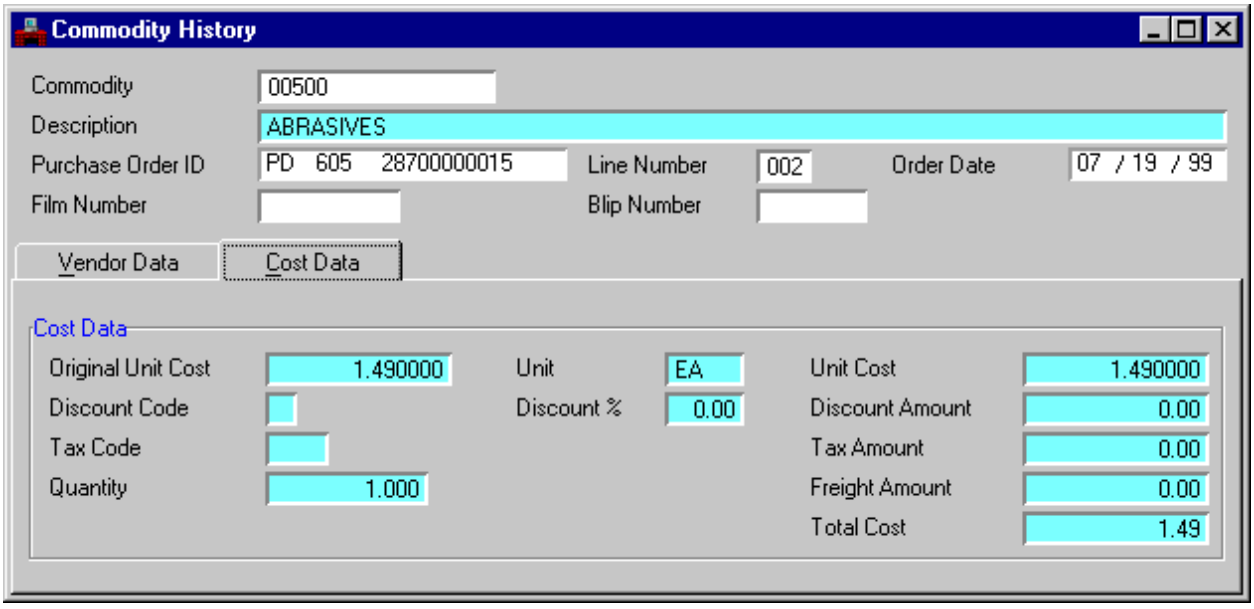
CHIS Coding Instructions



Header and Vendor Data View

Field Name	Length	Definition
Commodity	14	**Requires Input.** Enter the commodity code about which you want to inquire.
Description	60	**Display Only.** Displays the description associated with the commodity code.
Purchase Order ID	16	**Input Optional.** You may enter a purchase order ID that you want to inquire about.
Line Number	3	**Display Only.** Displays the commodity line number on the purchase order which uses the commodity code.
Order Date	6	**Display Only.** Displays the date that the purchase order was accepted into the system.
Film Number	N/A	**Not Applicable.** Not used by the State of Missouri.
Blip Number	N/A	**Not Applicable.** Not used by the State of Missouri.

Vendor	11	**Display Only.** Displays the vendor code entered on the corresponding purchase order.
Type	2	**Display Only.** Displays the vendor type associated with the vendor code.
Vendor Name	30	**Display Only.** Displays the name associated with the vendor code.
Ship to	3	**Display Only.** Displays the Ship To code as entered on the corresponding purchase order.
Agency	3	**Display Only.** Displays the agency code for the agency responsible for the purchase.
PO Type	1	**Display Only.** Displays the code entered in the Order Type field of the purchase order. For example, **S** is displayed if shipping or special instructions were printed on the purchase order. Refer to Transaction Type (TRTT) for other code definitions.
Manufacturer Number	N/A	**Not Applicable.** Not used by the State of Missouri.
Name	N/A	**Not Applicable.** Not used by the State of Missouri.



Cost Data View

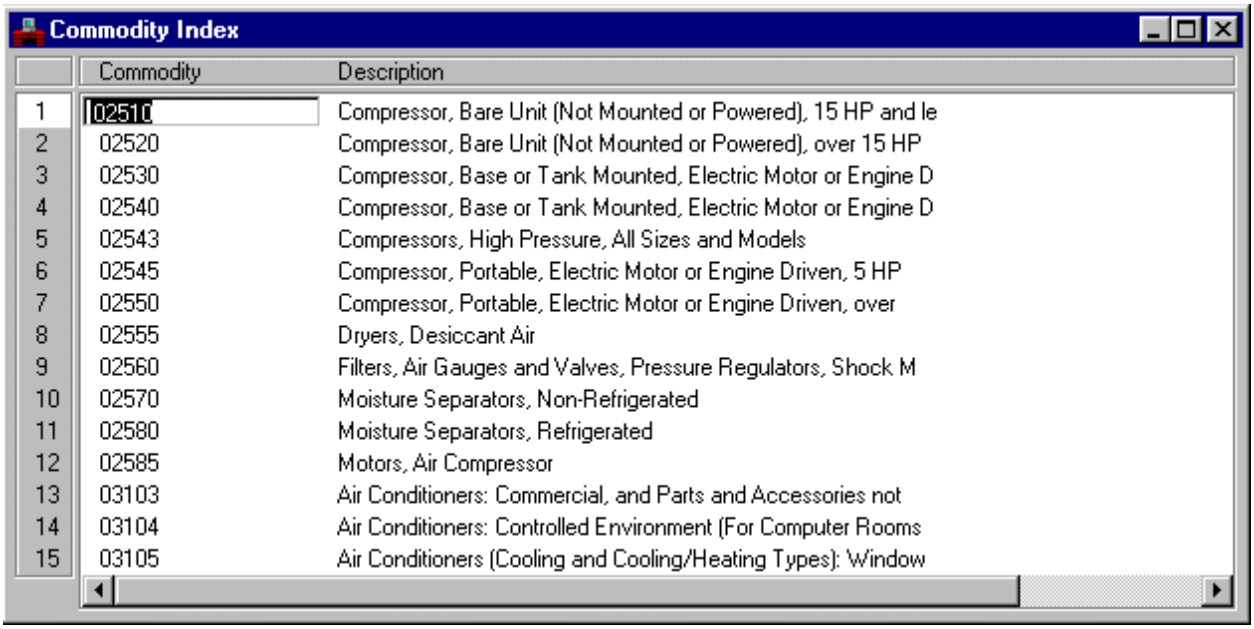
Field Name	Length	Definition
Original Unit Cost	14	**Display Only.** Displays the unit cost corresponding to the commodity line of the indicated purchase order.
Unit	4	**Display Only.** Displays the unit of measure corresponding to the commodity line of the indicated purchase order.
Unit Cost	14	**Display Only.** Displays the unit cost corresponding to the commodity line of the indicated purchase order.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Quantity	11	**Display Only.** Displays the quantity of supplies ordered on the commodity code line of the indicated purchase order.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Total Cost	14	**Display Only.** Displays the total cost of the supplies ordered on the commodity code line of the indicated purchase order.

Commodity Index (COMM)

Purpose

Commodity Index (COMM) displays valid commodities codes in numeric order for supplies and provides a corresponding description of the commodity listed.

COMM Coding Instructions



Field Name	Length	Definition
Commodity	12	**Requires Input or Browse**. Enter the unique commodity code or portion of code for the item or service.
Description	60	**Display Only**. Displays the description associated with the commodity code.

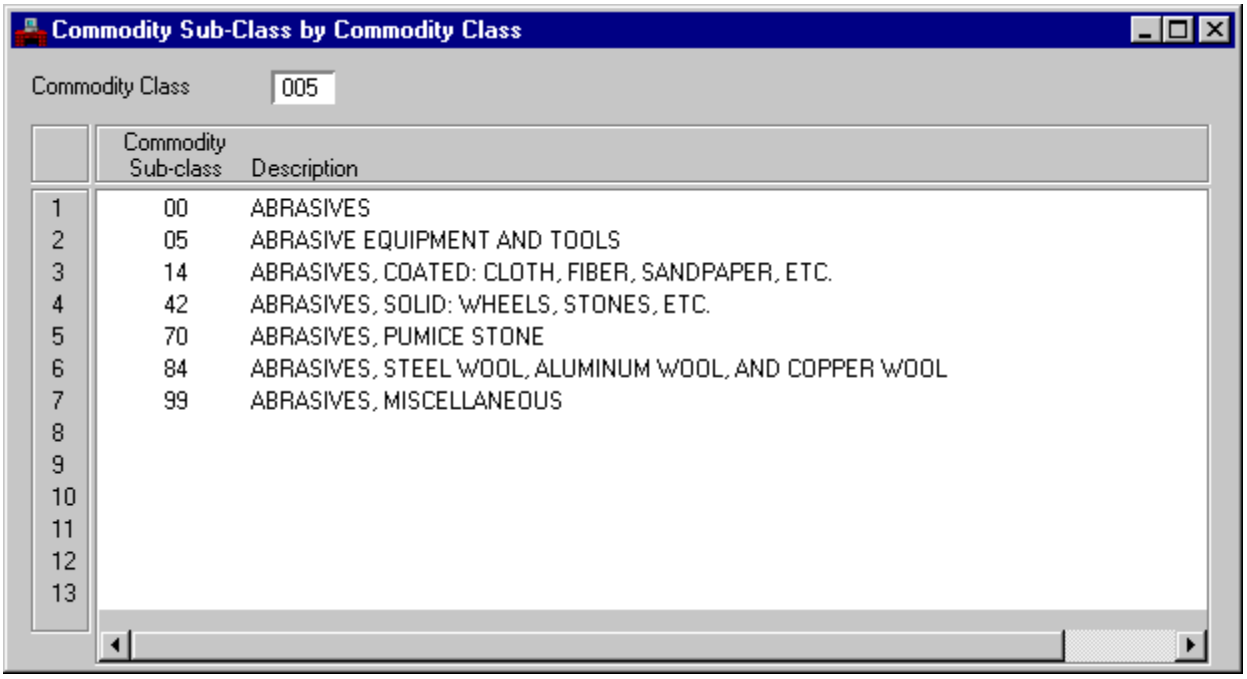
Commodity Sub-Class by Commodity Class (CSCC)

Purpose

The Commodity Sub-Class by Commodity Class (CSCC) table is used by the Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) to define valid commodity class/sub-class relationships. Other agencies have inquiry access only to CSCC.

The coding instructions below explain what needs to be entered to establish a commodity sub-class code. If the user is using this table to obtain information, the Description field is Display Only.

CSCC Coding Instructions



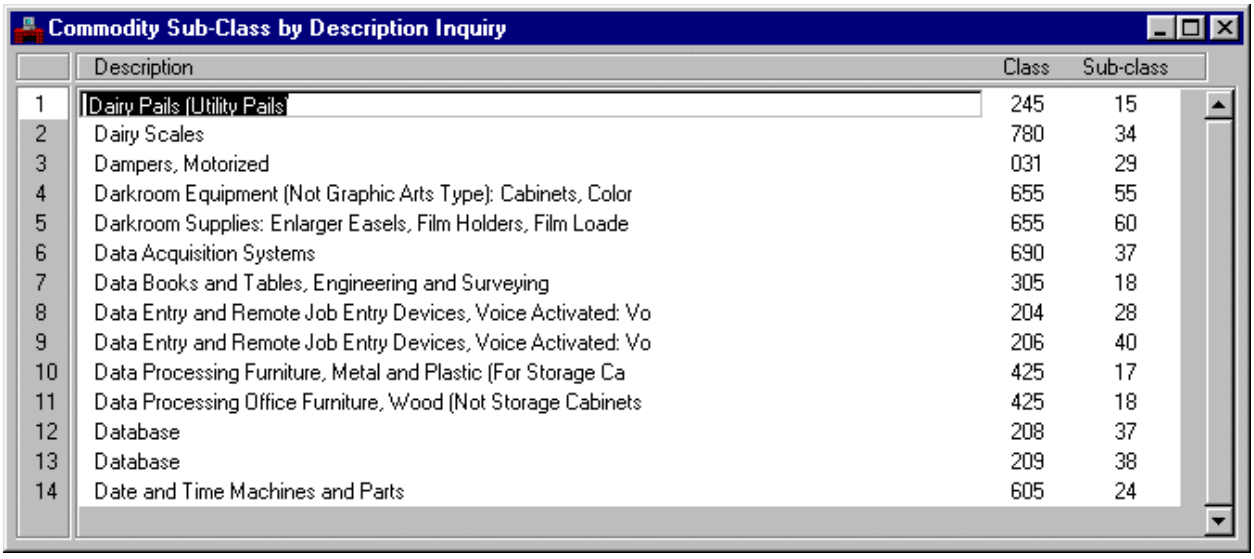
Field Name	Length	Definition
Commodity Class	3	**Requires Input.** Enter a 3-digit commodity class code.
Commodity Sub-Class	2	**Requires Input.** Enter a 2-digit commodity sub-class code.
Description	60	**Requires Input.** Enter a description to associate with the Commodity Class and Sub-Class Codes.

Commodity Sub-Class by Description Inquiry (CSDE)

Purpose

The Commodity Sub-Class by Description Inquiry (CSDE) table is used to assist the user in finding the proper commodity subclass code when only the description is known.

CSDE Coding Instructions



Field Name	Length	Definition
Description	60	**Requires Input.** Enter a description or a partial description of a commodity to find the specific class/sub-class code for which you are searching.
Class	3	**Display Only.** Displays the class code associated with the description.
Sub-Class	2	**Display Only.** Displays the sub-class code associated with the description.

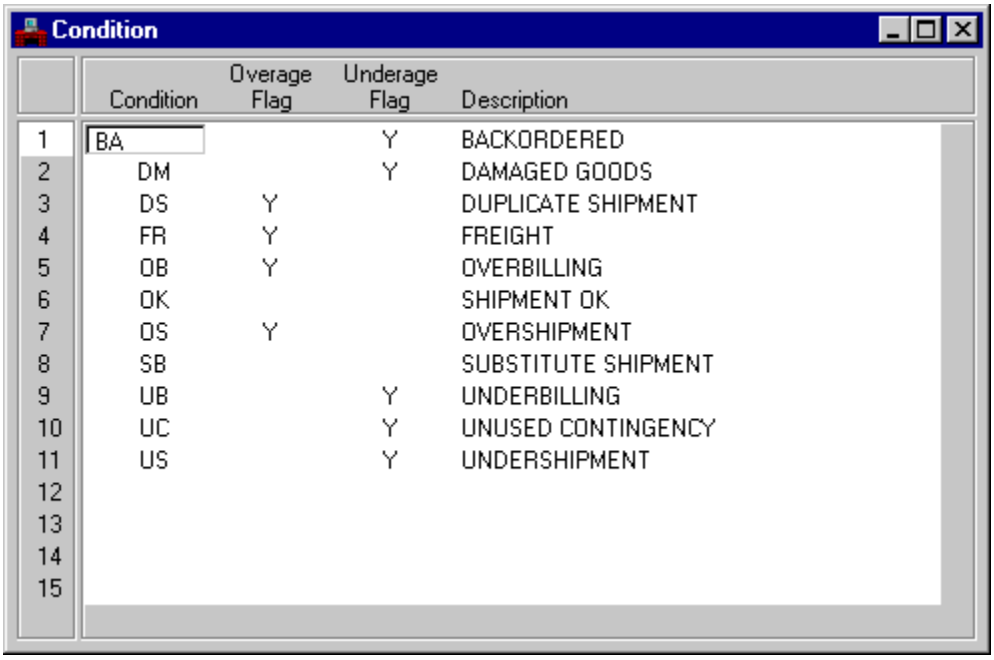
Condition (COND)

Purpose

The Condition (COND) table is used to specify special conditions regarding vendor invoices and the receipt of goods. The COND table is maintained by the Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) in coordination with OA/ACC. Any requests for additions, deletions, or changes to the COND table must be submitted to OA/DPMM.

The coding instructions below explain what needs to be entered in the specific fields to request or execute an update to this table. If the user is using this table to obtain information, all fields except the "Condition" field are Display Only.

COND Coding Instructions



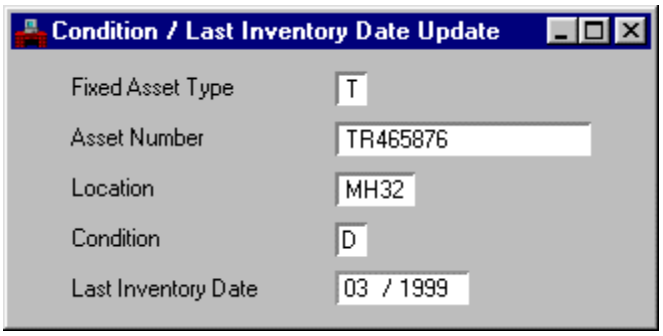
Field Name	Length	Definition
Condition	2	**Requires Input.** Enter the code that you are searching for or adding that identifies the special condition applicable to the vendor invoice or receiver document.
Overage Flag	1	**Input Optional.** If this condition denotes an over shipment or over billing, enter the letter **Y** in this column.
Underage Flag	1	**Input Optional.** If this condition denotes an under shipment or under billing, enter the letter **Y** in this column.
Description	30	**Requires Input.** Enter a description of this condition code.

Condition/Last Inventory Date Update (FADU)

Purpose

The Condition/Last Inventory Date Update (FADU) is used to update the date of the last inventory and/or condition of a particular asset or all assets at a particular location.

FADU Coding Instructions



Field Name	Length	Definition
Fixed Asset Type	1	**Requires Input**. If updating the last inventory and/or condition of a particular asset. Optional if **Location** is entered. Enter a value that identifies the type of asset. See Fixed Asset Type (FATP) for valid values.
Fixed Asset Number	15	**Requires Input**. If updating the last inventory and/or condition of a particular assets. Optional if Location is entered. Enter the unique number that identifies the asset. See Fixed Asset Summary Inquiry (FAS1) for valid values.
Location	4	**Requires Input**. If updating the last inventory and/or condition of all assets at a particular location. Optional if updating a particular asset. Enter the location of the asset(s). See Fixed Asset Location Inquiry (FALC) for valid values.
Condition	1	**Requires Input**. If updating the condition of an asset. Otherwise, it is optional. Enter a condition for this asset.
Last Inventory Date	6	**Requires Input**. If updating the last inventory date (*mm ccyy*).

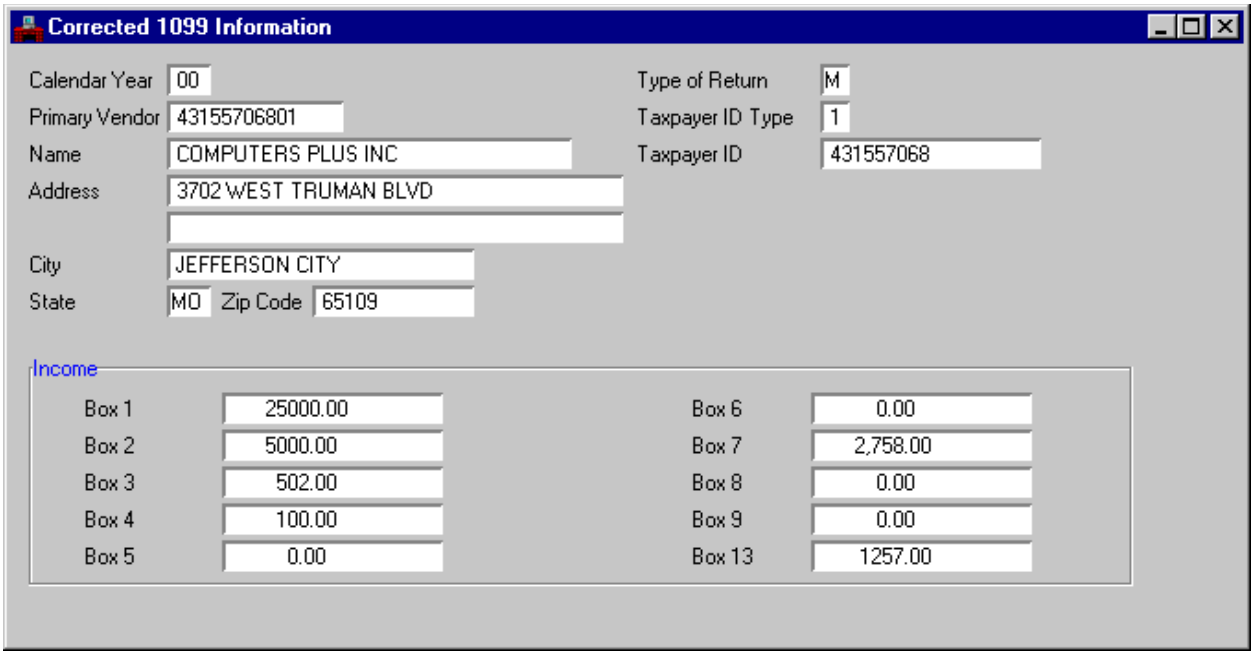
Corrected 1099 Information (CINF)

Purpose

Corrected 1099 Information (CINF) displays the most recent corrected 1099 form information generated by the 1099 reporting process. This table is updated by the Form Generation Program when executed in correction processing mode. This information is used as a starting point for corrections processing after magnetic media process has occurred.

Income amounts are displayed at the consolidated level, meaning all secondary vendors will be consolidated with a related primary 1099 vendor and only one record for this relationship will exist on this table for each type of return. The CINF table displays the exact same fields as the Original 1099 Information (TINF) table, excluding the **Report Indicator**. The TINF table provides an audit trail of the original information sent to the IRS, whereas CINF table shows all corrections made to the original information reported to the IRS.

CINF Coding Instructions



Field Name	Length	Definition
Calendar Year	2	**Requires Input.** Enter the calendar year to which the reported amounts apply. The year entered must be a valid calendar year in *yy* format.
Type of Return	1	**Requires Input.** Enter the type of return associated with the reported amount. Valid values are:

		1099-MISC [M] 1099-INT [I] 1099-G [G]
Primary Vendor	11	**Requires Input.** Enter the vendor code of the primary 1099 vendor. Refer to the 1099 Vendor Relationship (TVRL) table to obtain the primary 1099 vendor code associated with a secondary vendor.
Taxpayer ID Type	1	**Display Only.** The Taxpayer ID Type of the primary 1099 vendor is displayed. Valid values are: Federal Business [1] **Social Security Number [2]**
Name	30	**Display Only.** The name of the primary 1099 vendor on the corrected 1099 form is displayed.
Address	30	**Display Only.** The address lines, city, state and zip code of the primary 1099 vendor on the corrected 1099 form are displayed.
TIN	9	**Display Only.** The TIN of the primary 1099 vendor on the corrected 1099 form is displayed.
Income Box 1	14.2	**Display Only.** The Box (Income Type) 1 amount on the corrected 1099 form is displayed. The following income types correspond to Box 1: 1099-MISC: Rents 1099-INT: Interest Income 1099-G: Unemployment Compensation
Income Box 2	14.2	**Display Only.** The Box 2 amount on the corrected 1099 form is displayed. The following income types correspond to Box 2: 1099-MISC: Royalties **1099-INT: Early Withdrawal Penalties** 1099-G: State or Local Income Tax Refunds, Credits or Offsets

Income Box 3	14.2	**Display Only.** The Box 3 amount on the corrected 1099 form is displayed. The following income types correspond to Box 3: 1099-MISC: Prizes and Awards **1099-INT: Interest on U.S. Savings bonds and Treasury Obligations** 1099-G: Not Applicable
Income Box 4	14.2	**Display Only.** The Box 4 amount on the corrected 1099 form is displayed. The following income type corresponds to Box 4 for all types of returns: Federal Income Tax Withheld
Income Box 5	14.2	**Display Only.** The Box 5 amount on the corrected 1099 form is displayed. The following income types correspond to Box 5: 1099-MISC: Fishing Boat Proceeds 1099-INT: Foreign Tax Paid 1099-G: Not Applicable
Income Box 6	14.2	**Display Only.** The Box 6 amount on the corrected 1099 form is displayed. The following income types correspond to Box 6: 1099-MISC: Medical and Health Care Payments 1099-INT: Not Applicable 1099-G: Taxable Grants
Income Box 7	14.2	**Display Only.** The Box 7 amount on the corrected 1099 form is displayed. The following income types correspond to Box 7: 1099-MISC: Non-employee Compensation 1099-INT: Not Applicable 1099-G: Agricultural payments
Income Box 8	14.2	**Display Only.** The Box 8 amount on the corrected 1099 form is displayed. The following income types correspond to Box 8:

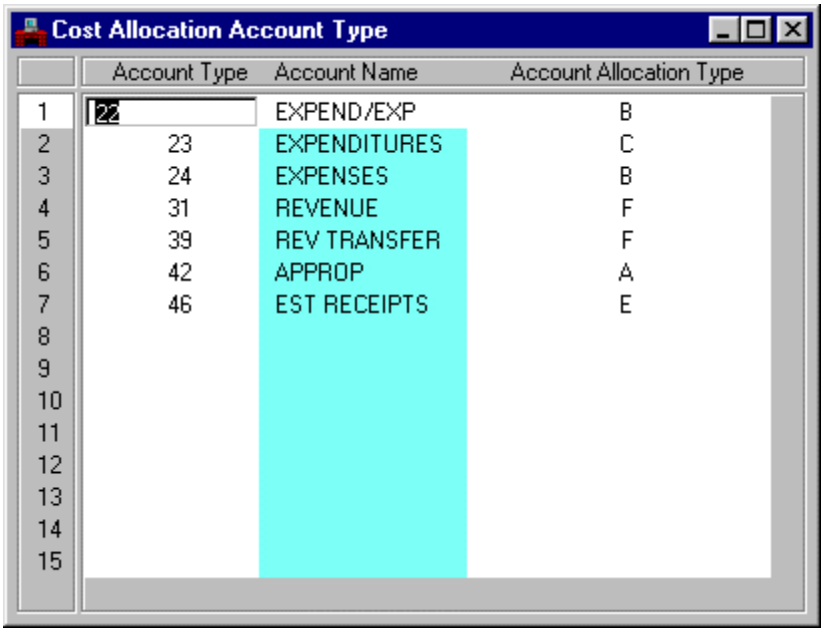
		1099-MISC: Substitute Payments in Lieu of Dividends and Interest 1099-INT: Not Applicable 1099-G: Not Applicable
Income Box 9	14.2	**Display Only.** The Box 9 amount on the corrected 1099 form is displayed. The following income types correspond to Box 9: 1099-MISC: Direct Sales of Consumer Products for Resale 1099-INT: Not Applicable 1099-G: Not Applicable
Income Box 13	14.2	**Display Only.** The Box 13 amount on the corrected 1099 form is displayed. The following income types correspond to Box 13: 1099-MISC: Payments to Attorneys and Golden Parachute Payments 1099-INT: Not Applicable 1099-G: Not Applicable

Cost Allocation Account Type (CAAT)

Purpose

Cost Allocation Account Type (CAAT) is the first window that you should update. It is an alternate window to Account Type (ACCT) which defines the various accounting values that are used during processing. CAAT allows you to define which of the account codes listed on ACCT are used in the cost allocation process, and how they are used. By defining which account types to use individually or combined, the appropriate General Ledger records are selected during the Build Cost Allocation General Ledger (CAGL) and Pool/Base Table Expansion (CAEX) processes.

CAAT Coding Instructions



Field Name	Length	Definition
Account Type	2	**Requires Input**. Enter a valid **Account Type**. See Account Type (ACCT) for valid values.
Account Name	30	**Display Only**. The descriptive name of the **Account Type** is displayed.
Account Allocation Type	1	**Requires Input**. Enter an **Account Allocation Type** to indicate that the cost allocation programs use this account type. When an allocation type parameter is provided to the cost allocation off-line programs, it is matched to this table to determine which Ac**count Types** are used in the allocation. 1. Assign different **Account Allocation Type** to each **Account Type** separately. OR 2. Combine multiple **Account Types** into one **Account Allocation Type** if more than one **Account Type** needs to be allocated at the same time (if the multiple Account Types, for example, expenses and expenditures, are combined into one Account Allocation Type,

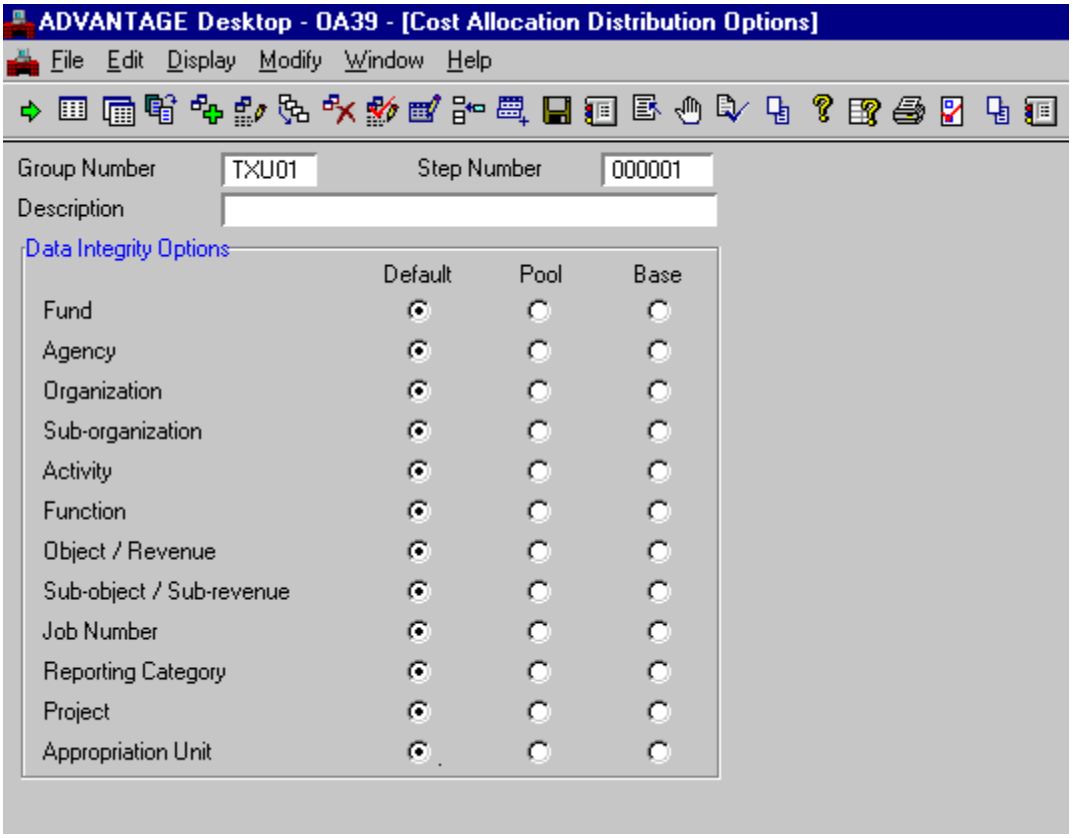
then all agencies **must** allocate these Account Types together).

Cost Allocation Distribution Options (CADO)

Purpose

Cost Allocation Distribution Options (CADO) enables you to define the accounting distribution data integrity options for each group/step. This window is an alternative window to Allocations Totals Inquiry (TOTL). The first time a Pool/Base Definition Reference (PBDF) record is entered with a unique group/step combination, a new record is created for this window. This new record has the integrity options set to the default values entered on Allocation Group Control Reference (ALLC) for the specific group. You can change these flags for each group/step using this window. For more information on setting these options, see ALLC.

CADO Coding Instructions



Field Name	Length	Definition

Group Number	5	**Requires Input.** Enter the number assigned to this group.
Step Number	6	**Requires Input**. Enter the unique number assigned to the step within this group.
Description	30	**Input Optional.** Enter a description of the group and step.
Data Integrity Options: Fund, Agency, Organization, Sub-Organization, Activity, Function, Object/Revenue, Sub-Object/Sub-Revenue, Job Number, Reporting Category, Project, Appropriation Unit	1	The options set on this window for a particular group/step override the options set on Allocation Group Control Reference (ALLC). These fields allow you to specify whether each accounting distribution element used in base record expansion is determined by the pool records or by the base records. The Data Integrity Options determine whether the pool records or the base records retain priority. If the base record retains the priority, the wild card option cannot be used for base record and specific codes must be defined for the base accounting distribution element on the Pool/Base Definition Reference (PBDF). For information on using the wild card option, see the **User's Guide**. Valid values for these fields are: **Default -** This accounting distribution element defaults to the value on Allocation Group Control Reference (ALLC) for this group. **Pool [P] -** This accounting distribution element is determined from pool records. If Pool [P] is selected, you can use the wild card option. **Base [B]** - This accounting distribution element is determined by base records. If **Base [B]** is selected, you can only use the wild card option on pool records. Note: This option only has a bearing on base records when **Base Type** is **Statistical [S]** or **Fixed**

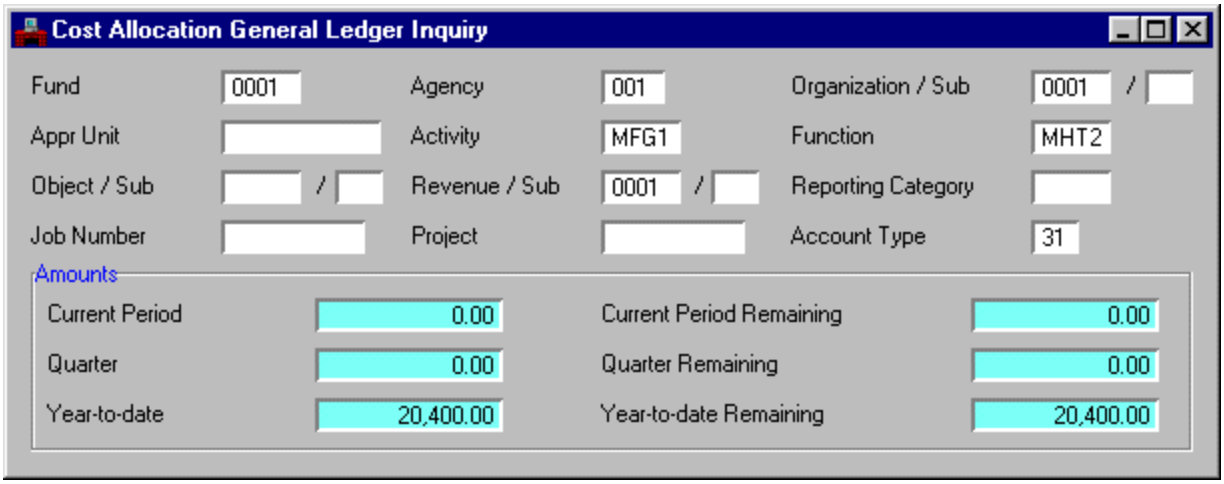
Percentage [P] on Pool/Base Definition Reference (PBDA).

Cost Allocation General Ledger (CAGL)

Purpose

Cost Allocation General Ledger (CAGL) displays all the accounting distribution combinations in the General Ledger that Pool/Base Table Expansion (CAEX) can use to expand a wild card record or a record defined with an object or revenue class on Pool/Base Definition Reference (PBDF).

CAGL Coding Instructions



Field Name	Length	Definition
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.

Sub-Organization (OrgSub/u>)	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input**. Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Requires Input**. Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object/Sub	4	**Requires Input**. Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Object/Sub	2	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Revenue/Sub	4	**Requires Input**. Enter the code for the appropriate Revenue Source. Refer to Revenue Source Index (RSRC) table for valid codes.
Revenue/Sub	2	**Input Optional.** If the control option on Revenue Source (RSR2) table requires the use of a Sub-Revenue Source or an agency chooses to use a Sub-Revenue Source, enter the code for the appropriate Sub-Revenue Source. Refer to Sub-Revenue Source (SREV) table for valid codes.

Reporting Category	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
Job Number	8	**Input Optional.** If the agency requires a Job, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I.
Project	8	**Input Optional.** If the agency requires a Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I.
Account Type	2	**Input Optional.** If entry of a Balance Sheet Account code is required by procedures within an agency, enter an Account code. Refer to Balance Sheet Account Index (BACC) or Balance Sheet Account (BAC2).
Current Period	8.2	**Display Only.** The total dollar amount recorded in the General Ledger for the accounting distribution within a specified accounting period.
Current Period Remaining	8.2	**Display Only.** The total period-to-date dollar amount remaining after the allocation process for this accounting distribution.
Quarter	8.2	**Display Only.** The total dollar amount recorded in the General Ledger for the accounting distribution for a specified quarter.
Quarter Remaining	8.2	**Display Only.** The total quarter-to-date dollar amount remaining after the allocation process for this accounting distribution.
Year-to-Date	8.2	**Display Only.** The total dollar amount recorded in the Year-to-Date General Ledger for the accounting distribution.

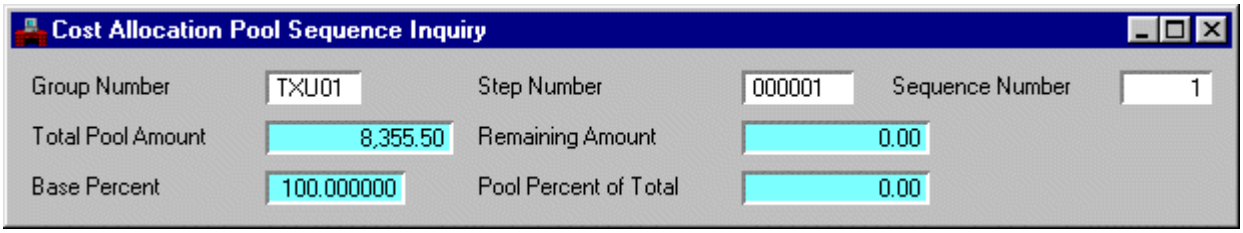
Year-to-Date Remaining	8.2	**Display Only.** The total year-to-date dollar amount remaining after the cost allocation process for this accounting distribution.

Cost Allocation Pool Sequence Inquiry (CAPS)

Purpose

Cost Allocation Pool Sequence Inquiry (CAPS) displays intermediate accumulations and allocations created during the allocation process. It is used for internal processing and enables you to verify the allocation process. This window is updated by running Pool/Base Table Expansion (CAEX), which uses this window to store information while writing to Pool Accumulation Inquiry (PACC).

CAPS Coding Instructions



Field Name	Length	Definition
Group Number	5	**Requires Input.** Enter the number assigned to this group.
Step Number	6	**Requires Input.** Enter the number assigned to a step within this group.
Sequence Number	6	**Input Optional.** For fixed percentage or statistical base records, enter the number of the pool record from which the base record was expanded.
Total Pool Amount	8.2	**Display Only.** The total dollar amount accumulated for this particular group, step and sequence number is displayed.
Remaining Amount	8.2	**Display Only.** The total dollar amount remaining for this particular group, step, and sequence number after the allocation process is displayed.

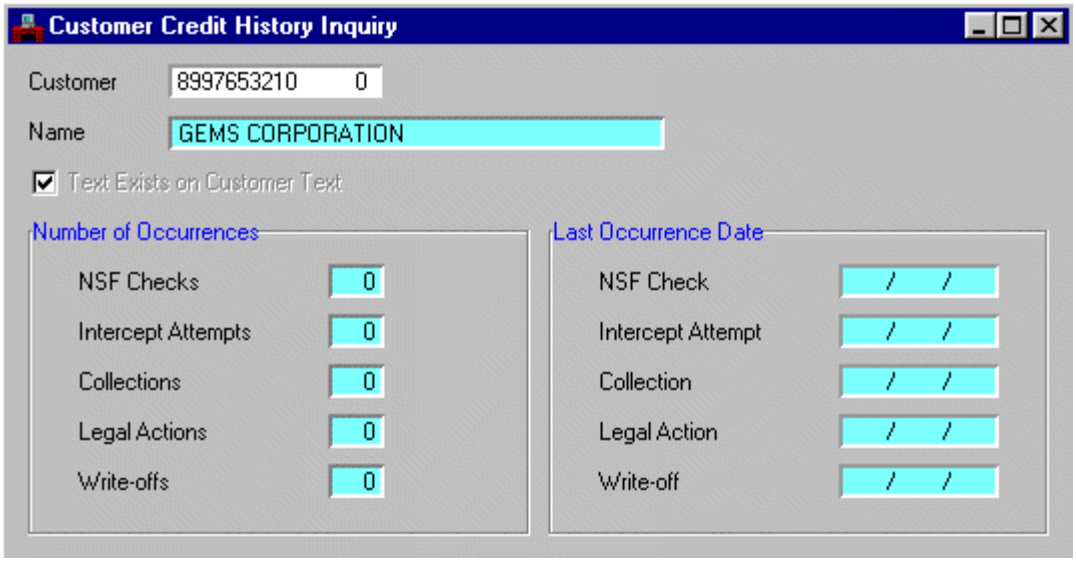
Base Percent	3.6	**Display Only.** The total base percentage accumulated for this group, step, and sequence number is displayed.
Pool Percent of Total	3.6	**Display Only.** The total pool percentage accumulated for this group, step and sequence number is displayed.

Customer Credit History Inquiry (CUSC)

Purpose

Customer Credit History Inquiry (CUSC) is used to display the last occurrence date and counter of events that affects a customer's credit history.

CUSC Coding Instructions



Field Name	Length	Definition
Customer	11	**Required Input.** Enter the customer code number for whom the credit history is maintained. See Customer Information (1 of 2)(CUST) for valid values or use Customer Name Inquiry (CUSN) to search for valid customer codes using the customer's name.

Name	30	**Display Only.** Defaults to the corresponding customer's name inferred from Customer Information (1 of 2)(CUST).
Text Exists on Customer Text	1	**Display Only.** Defaults to this checkbox being blank. If selected this indicates there are special notes entered on Customer Text Table (CTXT) for this Customer.
NSF Checks	3	**Display Only.** Defaults to the number of Non-Sufficient Funds (NF) documents processed against the customer.
Intercept Attempts	3	**Display Only**. Defaults to the number of warrant intercepts that were attempted against payments made using the customer's associated vendor code.
Collections	3	**Display Only.** Defaults to the number of times the customer's receivables were assigned to a collection agency. This counter is updated from receivable changes made on the Open Receivables Options (OREO) table.
Write-Offs	3	**Display Only**. Defaults to the number of the customer's receivables that were written off as bad debts.
NSF Check	6	**Display Only**. Defaults to the last occurrence date of a Non-Sufficient Funds (NF) document against the customer. It is the date the NF document was accepted in the system.
Intercept Attempt	6	**Display Only.** Defaults to the last occurrence date of a warrant intercept attempt against the customer.
Collection	6	**Display Only.** Defaults to the last occurrence date of collection agency assignment for the customer. This date is the same as the most recent **Date Assigned** on the Open Receivables Options (OREO) table for the customer's receivables in collection status.

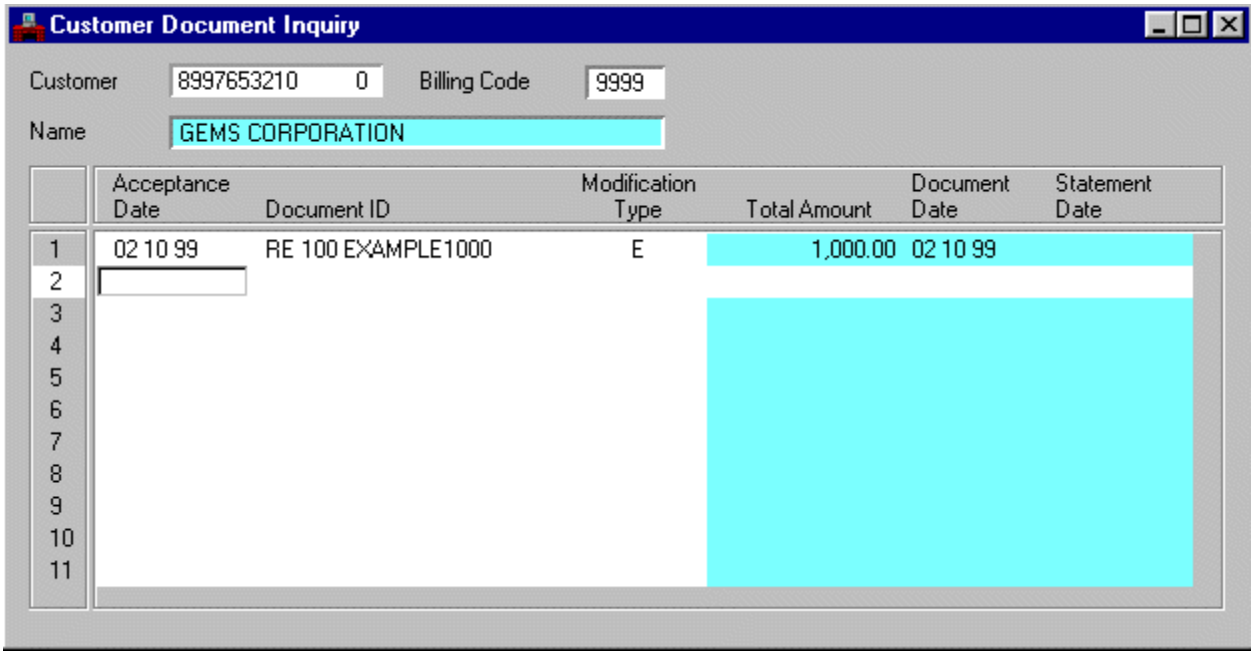
Legal Action	6	**Display Only**. Defaults to the last occurrence date of legal action against the customer.
Write-Off	6	**Display Only**. Defaults to the last occurrence date of a write-off transaction against the customer.

Customer Document Inquiry (CDOC)

Purpose

Customer Document Inquiry (CDOC) lists, in chronological order, all documents processed for a specific Customer and Billing Profile code combination. Use this table to make inquiries about the status of Receivables.

CDOC Coding Instructions



Field Name	Length	Definition
Customer	11	**Requires Input.** Enter the customers Tax Identification Number(TIN - SSN or FEIN), or sequential number followed by the alternate address indicator as stated above. See Customer Information (1 of 2)(CUST) for valid values or use Customer Name Inquiry (CUSN) to

		search for valid customer codes using the customer's name.
Billing Code	4	**Input Optional.** Enter the code that identifies the billing profile for invoice or statement generation for a more specific search of information. If left blank, the information for the first billing code associated with the customer is displayed.
Name	30	**Display Only**. The customer name is displayed inferred from Customer Information (1 of 2)(CUST).
Acceptance Date	6	**Input Optional**. Enter the date (*mm dd yy*) when the document is processed to begin browsing information from a particular time frame for a more specific search of information.
Document ID	16	**Input Optional.** Enter the transaction ID and number of the document processed to begin browsing information for a particular type of document or particular document number sequence for a more specific search of information.
Modification Type	1	**Input Optional**. Enter the type of document to begin browsing for a particular type of transaction for a more specific search of information. Valid values are: **E** (new entry) **M** (modification) **I** (interest charge) **L** (late fee) **N** (non-sufficient funds check charge).
Total Amount	14.2	**Display Only**. Defaults the total dollar amount of the document.
Document Date	6	**Display Only**. Defaults the date the document was recorded/accepted in the system (*mm dd yy*).

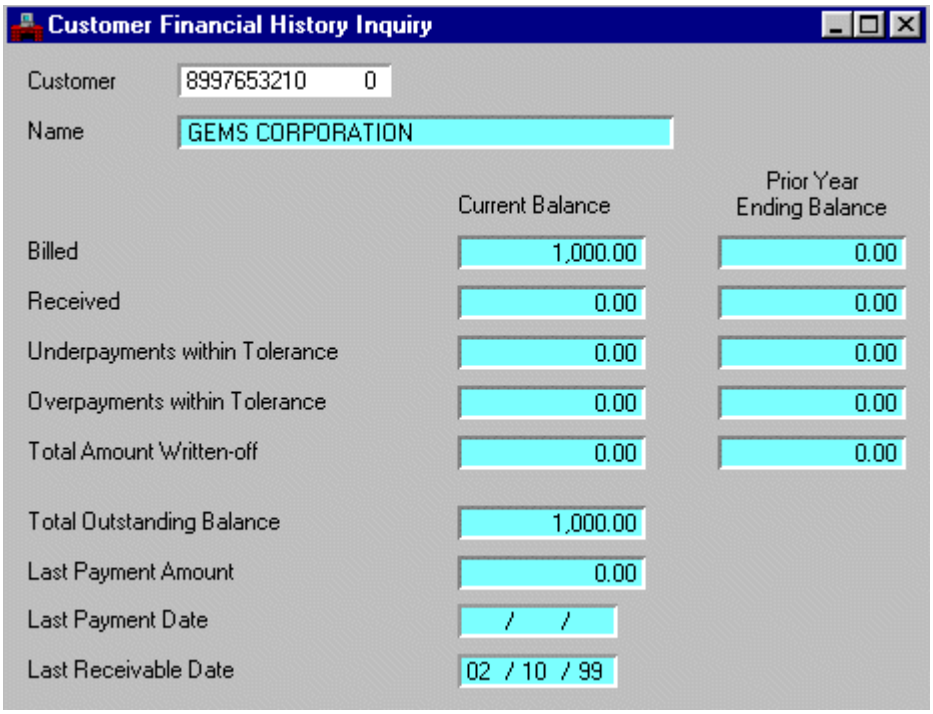
Statement Date	6	**Display Only**. Defaults to the last cut-off date for the statement period. This field is blank if the value entered in **Billing Code** specifies invoices.

Customer Financial History Inquiry (CUSF)

Purpose

Customer Financial History Inquiry (CUSF) contains a summary of a customer's current and prior year revenue-related activity. Use this table to make inquires about a Customers' financial history.

CUSF Coding Instructions



Field Name	Length	Definition
Customer	11	Required Input. Enter the customer code for whom you wish to inquire. See Customer Information (1 of 2)(CUST) for valid values or use Customer Name Inquiry (CUSN) to search for valid customer codes using the customer's name.

Name	30	**Display Only**. Defaults to the corresponding customer's name inferred from Customer Information (1 of 2)(CUST).
Billed (Current Balance)	14.2	Display Only. Defaults to the total amount billed to the customer since they were entered into the system.
Billed (Prior Year Ending Balance)	14.2	**Display Only.** Defaults to the customer's balance at the end of the prior year.
Received (Current Balance)	14.2	**Display Only**. Defaults to the total payments received from the customer since they were entered into the system.
Received (Prior Year Ending Balance)	14.2	**Display Only**. Defaults to the total payments received from the customer at the end of the prior year.
Underpayments within Tolerance (Current Balance)	14.2	**Display Only**. Defaults to the total short payments within the short payment tolerance received from the customer since they were entered into the system. This value should always be zero.
Underpayments within Tolerance (Prior Year Ending Balance)	14.2	**Display Only**. Defaults to the short payment balance at the end of the prior year. This value should always be zero.
Overpayments within Tolerance (Current Balance)	14.2	**Display Only**. Defaults to the total amount of overpayments, which were within the overpayment tolerance and accepted as full payments without creating credits for the customer. This value should always be zero.
Overpayments within Tolerance (Prior Year Ending Balance)	14.2	**Display Only.** Defaults to the overpayment balance at the end of the prior year. This value should always be zero.
Total Amount Written-Off (Current Balance)	14.2	**Display Only**. Defaults to the total dollar amount of receivables written-off since the customer was entered into the system.
Total Amount Written-Off (Prior Year Ending Balance)	14.2	**Display Only**. Defaults to the write-off balance at the end of the prior year.

Total Outstanding Balance (Current Balance)	14.2	**Display Only**. Defaults to the current balance owed by the customer. This amount is calculated as: Billed to Date - Received to Date - Total Amount Written-Off
Last Payment Amount	14.2	**Display Only**. Defaults to the total amount of the last Cash Receipt from the customer.
Last Payment Date	6	**Display Only.** Defaults to the date of the last payment (cash receipt) received from the customer. This date is the date the Cash Receipt was accepted in the system.
Last Receivable Date	6	**Display Only**. Defaults to the date of the last receivable processed for the customer.

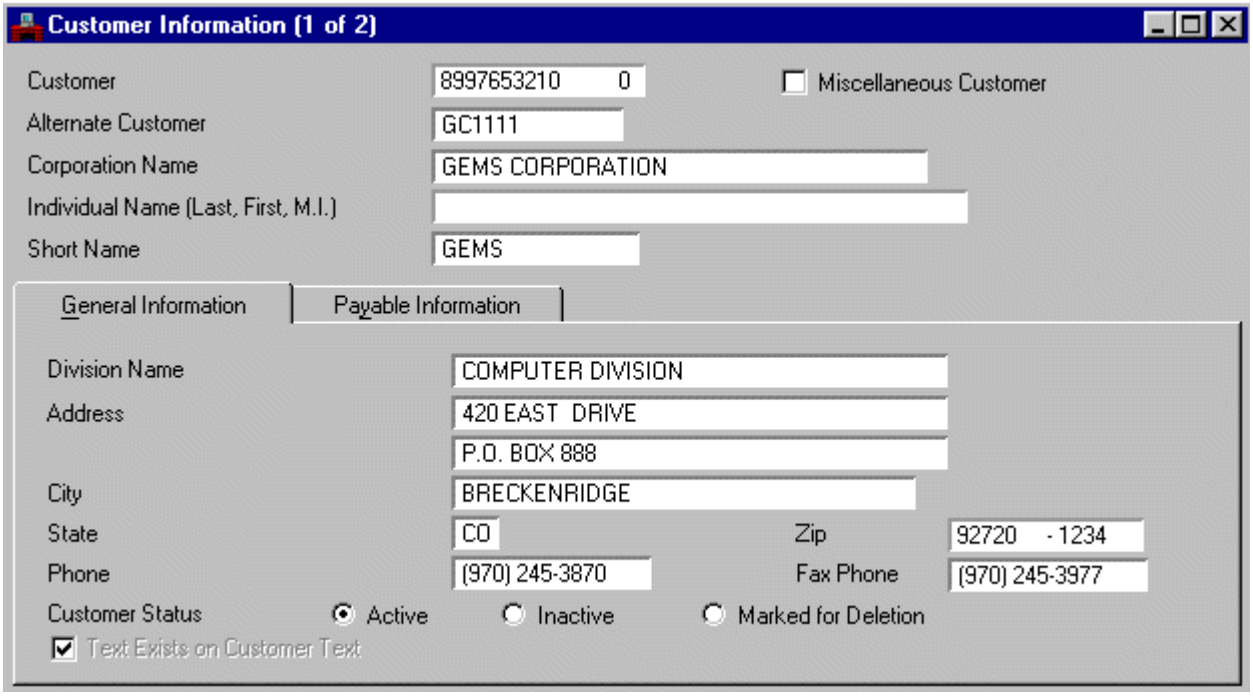
Customer Information (1 of 2) (CUST)

Purpose

The Customer Information (CUST/CUS2) Table is made up of two parts: Customer Information (1 of 2) and the Customer Information (2 of 2).

Customer Information (1 of 2) (CUST) is the primary customer window containing the customer name, address, accounts payable contact and customer specific flags. All customers must be entered on this window before they are used.

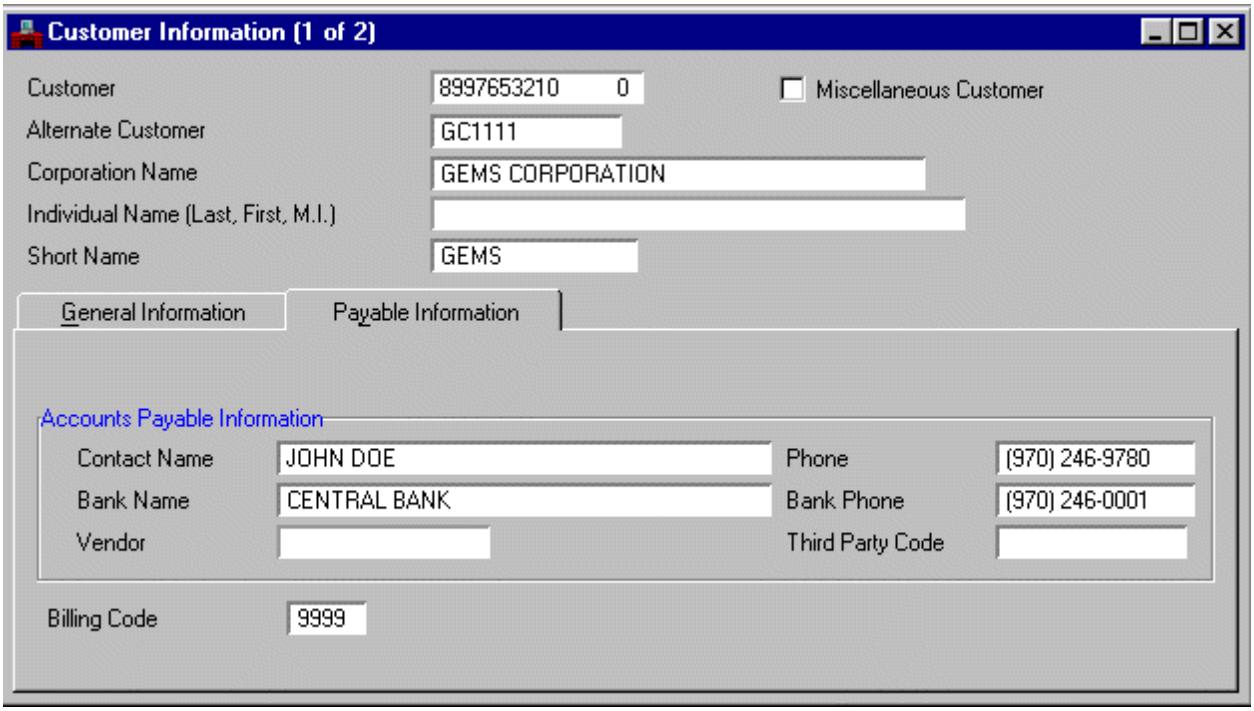
CUST Coding Instructions



Field Name	Length	Definition
Customer	11	**Requires Input.** Enter the customer Tax Identification Number (TIN) which is the Social Security Number (SSN) or the Federal Identification Number (FEIN). If not available OA/ACC assigns a sequential number preceded by a prefix. Refer to the detailed Customer Table Activities Policies and Procedures for more information about the coding schemes for various types of customers (i.e. Internal, Federal, Miscellaneous, etc.). The last character (11th digit) is an alternate address indicator used to identify multiple locations for the customer. Each primary customer code has "0" as the alternate address indicator. O/A Accounting assigns sequential numbers for each alternate address. If there are more than 10 addresses for a customer, alpha characters are assigned in sequence.
Miscellaneous Customer	1	**Input Optional.** If there is an *X* in the check box, then that indicates that this Customer number is a

		Miscellaneous Customer. Default is blank for *not a Miscellaneous Customer*.
Alternate Customer	11	**Input Optional.** If you wish to establish a cross-reference to an outside accounts receivable systems, enter an Alternate Customer Code identifier for the customer. The Alternate Customer Code would be the code number used on the outside (legacy) receivable system.
Corporation Name	30	**Input Optional.** If Individual Name is blank and the customer is a company or governmental entity, this field is required, except for Summary/Miscellaneous Customers.
Individual Name (Last, First, M.I.)	30	**Input Optional.** If Corporation Name is blank and the customer is an individual this field is required, except for Summary/Miscellaneous Customers.
Short Name	12	**Requires Input**. Enter an abbreviated customer name to be used for reporting purposes.
Division Name	30	**Input Optional.** If a division or separate branch within a company or government entity needs to be specified enter name. This line will print on the second line of the address and will appear in the window of the envelope. It should contain information such as Accounts Payable, Computer Division, etc.
Address, City, State, Zip	99	**Requires Input.** Enter the customer's street address, city, state and zip code. The first five characters of the zip code are required and the last four are optional. This field should be completed in the format recommended by the U.S. Post Office (USPS) in Publication 28, *Postal Addressing Standards*. **NOTE**: Leave blank for miscellaneous vendors.
Phone	15	**Input Optional**. If customer's telephone number is known, enter information. This is not a required field;

		however, state agencies should strive to obtain this information to assist in later collection efforts.
Fax Phone	15	**Input Optional.** If fax number for the customer's fax machine is known, enter information.
Customer Status	1	**Input Optional.** Defaults to **Active [A].** If you wish to override the default choose radio button**, Inactive [I]** or **Marked for Deletion [D]**. Please refer to the Changing and Deleting Customer Information procedures for more information about the use of these statuses.
Text Exists on Customer Text	1	**Display Only.** Defaults to this checkbox being blank. If selected this indicates there are special notes entered on the Customer Text Table (CTXT) for this Customer.



Field Name	Length	Definition
Payable Information		
Contact Name	30	**Input Optional.** If the name of the contact in the customer's accounts payable department is known, enter information.

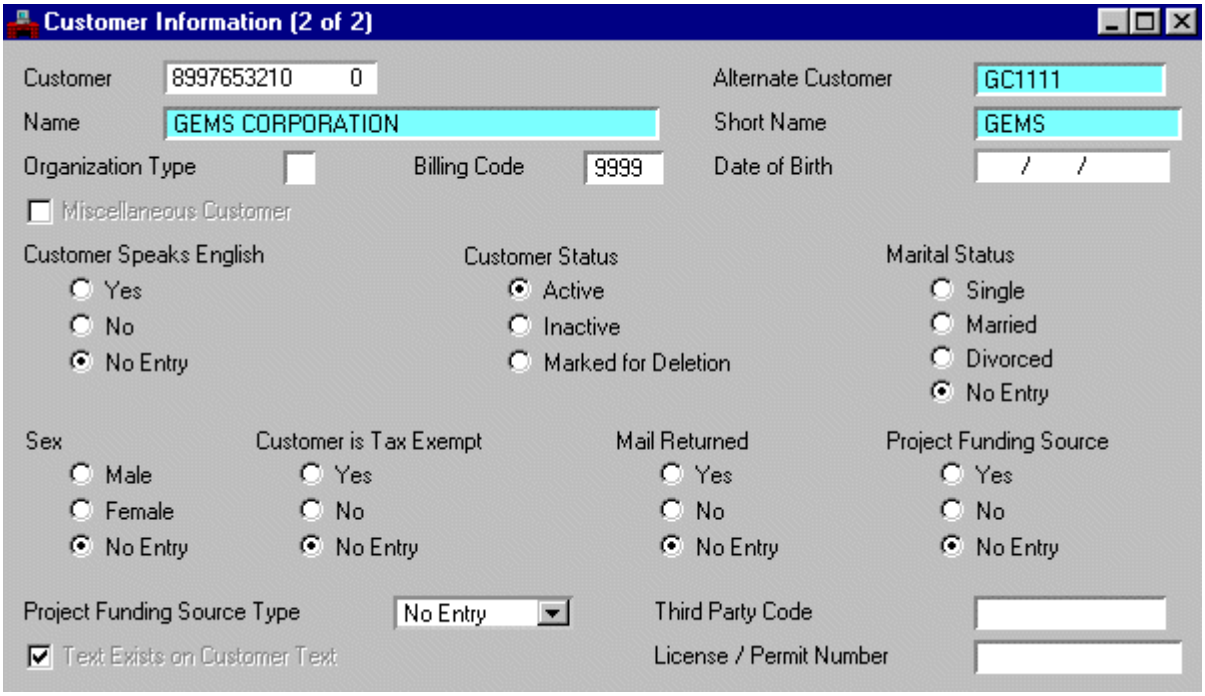
Phone	15	**Input Optional.** If the telephone number for the accounts payable contact is known, enter information.
Bank Name	30	**Input Optional.** If the bank with which the customer does business is known, enter information. This is not a required field; however, state agencies should strive to obtain this information to assist in later collection efforts.
Bank Phone	15	**Input Optional**. If the telephone number at the customer's bank is known, enter information.
Vendor	11	**Input Optional.** If this customer is also a vendor of the state, enter the vendor code. See Vendor (1 of 3) (VEN2) or Vendor Name Inquiry (VNAM) tables for valid codes. This field must be completed when using the Warrant Intercept feature of the system.
Third Party Code	11	**Input Optional.** If a third party is used for billing the customer, enter the code, which represent the responsible billing party. See Third Party Billing (TPAR) for valid values.
Billing Code	4	**Input Optional.** Do not enter data into this field unless the customer is to be used in conjunction with Project Billing or Job Cost receivables. See Billing Profile (BPRO) for valid codes. The associated project and/or job number must be noted in the comments field of the *WORKFLOW* message for online agencies submitting request for new customers or on the Customer Code Maintenance form for interface and paper agencies. All other billing profile codes are entered at the receivable level.

Customer Information (2 of 2) (CUS2)

Purpose

Customer Information (2 of 2) (CUS2) contains personal/organizational information about a customer. It is used to provide additional information about a customer defined on Customer Information (1 of 2)(CUST). You cannot add a new customer using this window, additions are done on Customer Information (1 of 2)(CUST).

CUS2 Coding Instructions



Field Name	Length	Definition
Customer	11	**Required Input.** Enter the customer Tax Identification Number (TIN-SSN or FEIN) or sequential number followed by the alternate address indicator.
Alternate Customer	11	**Display Only**. Defaults to the alternate customer code, if one exists, inferred from Customer Information (1 of 2)(CUST).
Name	30	**Display Only**. Defaults to the Name inferred from Customer Information (1 of 2)(CUST).
Short Name	12	**Display Only**. Defaults to the Short Name inferred from Customer Information (1 of 2)(CUST).

Organization Type	1	**Input Optional.** If an internal (interagency billing) customer, enter a **'I'**. For all other customers, leave blank.
Billing Code	4	**Display Only**. Defaults to the Billing code inferred from Customer Information (1 of 2)(CUST).
Date of Birth	6	**Not Applicable**. Defaults to **No Entry [blank]**. Agencies should not request this information.
Miscellaneous Customer	1	**Input Optional**. If there is an *X* in the check box, then that indicates that the Customer Number is a Miscellaneous Customer. Default is blank for *not a Miscellaneous Customer*.
Customer Speaks English	1	**Not Applicable**. Defaults to **No Entry [blank]**. Agencies should not request this information.
Customer Status	1	**Display Only.** Defaults to Customer Status inferred from Customer Information (1 of 2)(CUST).
Marital Status	1	**Not Applicable**. Defaults to **No Entry [blank]**. Agencies should not request this information.
Sex	1	**Not Applicable**. Defaults to **No Entry [blank]**. Agencies should not request this information.
Customer is Tax Exempt	1	**Input Optional**. Defaults to **No Entry [blank]**. If you wish to override the default choose radio button **Yes [Y] or No [N]**. This field should be selected for non-profit organizations, governmental organizations, etc.
Mail Returned	1	**Input Optional.** Defaults to **No Entry [N]**. Select **Yes [Y]** if the customer's address is no longer valid. To override the default choose radio button **Yes [Y] or No [N]**.
Project Funding Source	1	**Input Optional**. Defaults to **No Entry [blank]**. If this customer is associated with a project billing customer, select **Yes [Y]**. To override the default choose radio button **Yes [Y] or No [N]**.

Project Funding Source Type	N/A	**Input Optional. Project Funding Source** must be **Yes [Y]** to enter a value other than **No Entry [blank]**. Select the value that best describes the type of project fund. Valid values are **Federal [F]**, **State [S]**, **Bond [B]**, and **Other [O]**.
Third Party Code	11	**Input Optional**. If the third party is used for billing the customer, enter the code that represents the responsible billing party. See Third Party Billing (TPAR) for valid values.
Text Exists on Customer Text	1	**Display Only**. Defaults to this checkbox being blank, If selected this indicates there are special notes entered on the Customer Text Table (CTXT) for this Customer
License/Permit Number	12	**Input Optional**. If a license or permit number is associated with the customer, enter information.

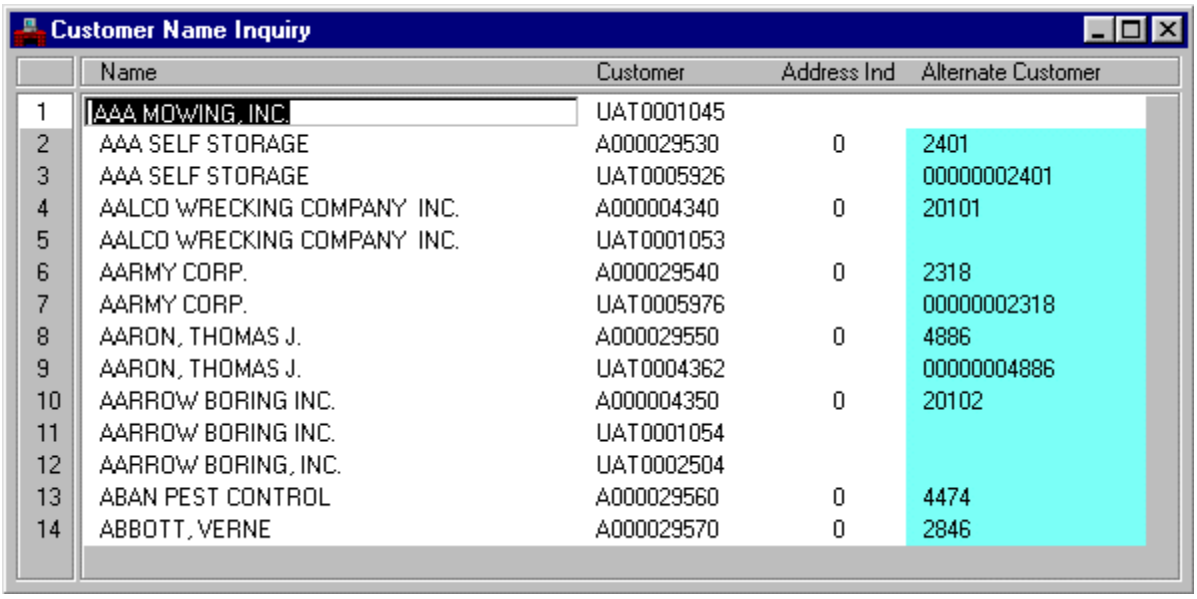
Customer Name Inquiry (CUSN)

Purpose

Customer Name Inquiry (CUSN) is an alternate view of Customer Information(CUST). It contains an alphabetical list of customer names and the associated customer codes.

Use this table to make inquires about Customer codes by entering the Customer's name. This is a **view only screen** that is accessible to all users of the Advanced Receivables System.

CUSN Coding Instructions



Field Name	Length	Definition
Name	30	**Requires Input.** Enter the name of the customer. For individuals, enter the last name first.
Customer	10	**Input Optional.** This is the Customer code associated with the Customer name entered in the Name field. The system allows entry in this field in the event the user wants to further define the search on the name by all or part of a customer code. For example, if the name and primary customer code are known they can be used to find a particular alternate address or a particular alternate customer code.
Address Ind	1	**Input Optional.** This is the alternate address indicator for the Customer if one is used for a further search of information.
Alternate Customer	11	**Display Only**. Defaults to the corresponding alternate customer code inferred from Customer Information (1 of 2)(CUST). This is used as a link to establish a cross-reference to outside accounts receivable systems.

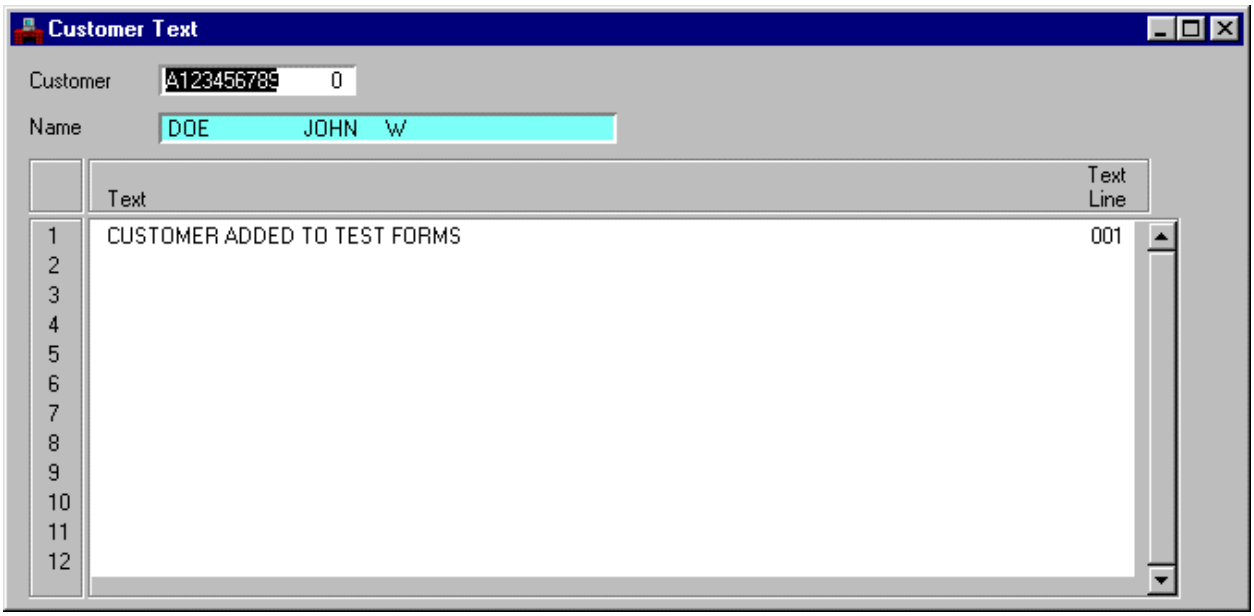
Customer Text (CTXT)

Purpose

Customer Text (CTXT) is used to enter informational text pertaining to a particular customer. This text can be used to describe occurrences that affect the customer's credit or financial history. The text in this table does not print out on any documents such as invoices, statements, etc.

Agencies need to provide O/A Accounting with information they think is relevant and which they think needs to be entered on this table for a Customer. As Customer records can potentially be used by multiple agencies, O/A Accounting maintains and updates this table and determines what is appropriate from a statewide perspective to be entered on this table about Customers.

CTXT Coding Instructions



Field Name	Length	Definition
Customer	11	**Required Input.** Enter the customer Tax Identification Number(TIN - SSN or FEIN) or sequential number followed by the alternate address indicator as stated above. See Customer Information (1 of 2)(CUST) for valid values or use Customer Name Inquiry (CUSN) to search for valid customer codes using the customer's name.

Name	30	**Display Only**. Defaults to the corresponding customer's name inferred from Customer Information (1 of 2)(CUST).
Text	70	**Required Input.** Enter text describing the specified customer. Each line is 70 characters long and there is the capability to enter 999 lines.
Text Line	3	**Input Optional.** Default numbering can be provided by the system. An increment of two is automatically added to the previous line number. It is recommended to use line numbers with room in the sequence (i.e. 001, 005, 010, etc.) so additional text can easily be inserted if necessary.

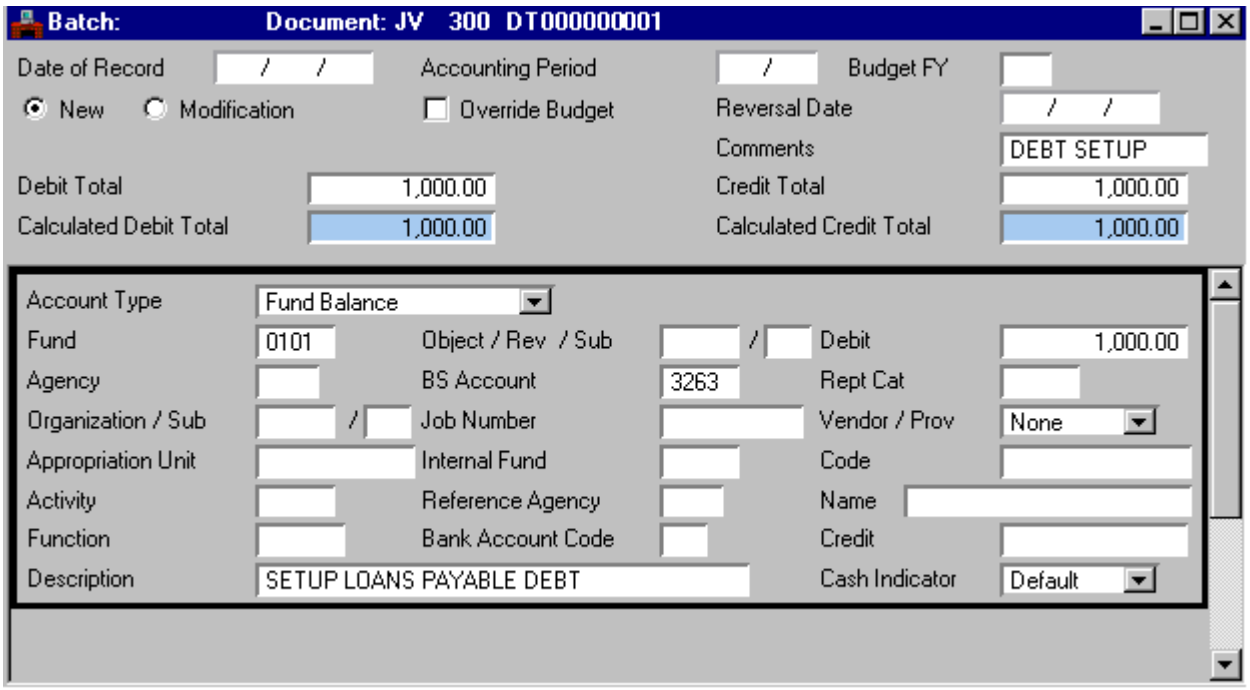
D

Debt Processing (JV) - Initial Setup of Existing Debt

Purpose

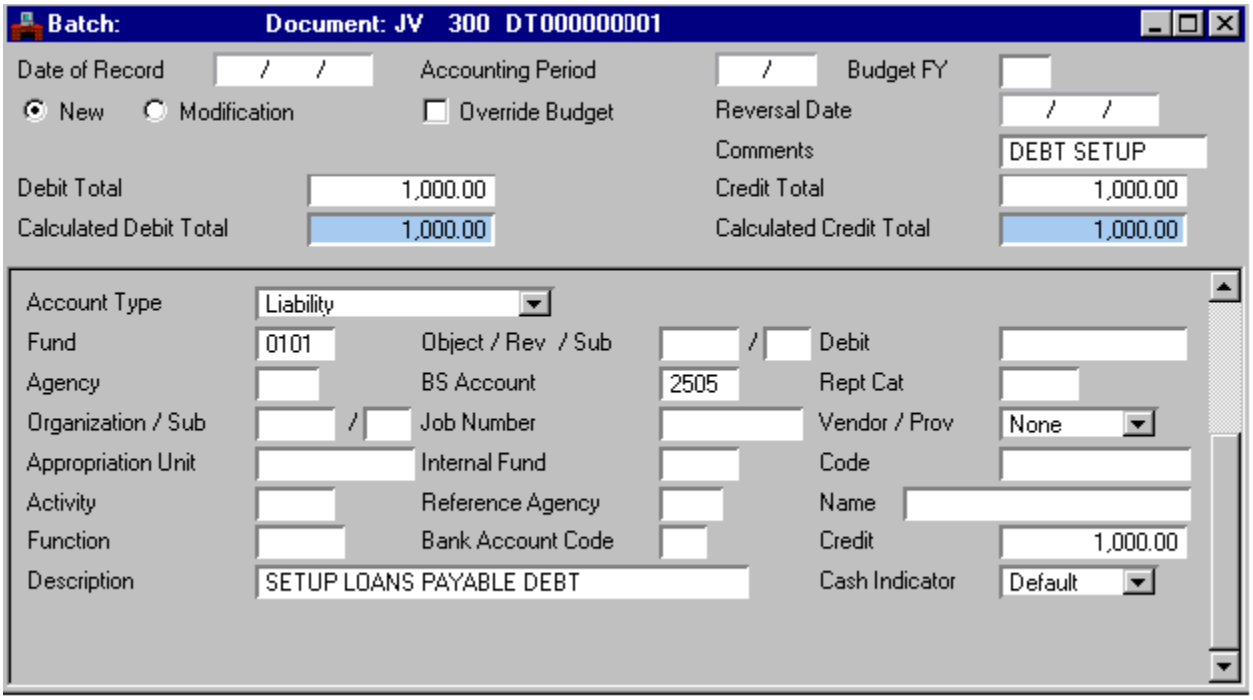
This procedure is used to establish debt that is currently outstanding but not recorded on SAM II. The Journal Voucher (JV) is used to record debt to the general ledger (balance sheet). The document prefix should be “DT”.

Initial Setup of Existing Debt Coding Instructions



Field Name	Length	Definition
New/Modification		**Input Optional.** Enter New or leave blank.
Comments	12.0	**Requires Input.** Enter "Debt setup".
Debit Total	11.2	**Requires Input.** Enter the total amount of the debit lines on this document. This field must equal Credit Total or the document is rejected.
Credit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on this document. This field must equal Debit Total or the document is rejected.
Account Type	11.2	**Requires Input.** Select "Fund Balance" [03].
Fund	4.0	**Requires Input.** Enter the fund associated with this line. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Not Applicable.** Do not enter data in this field.
Organization	4.0	**Not Applicable.** Do not enter data in this field.
Appropriation Unit	9.0	**Not Applicable.** Do not enter data in this field.
Activity	4.0	**Not Applicable.** Do not enter data in this field.

Function	4.0	**Not Applicable.** Do not enter data in this field.
Description	25.0	**Requires Input.** Enter "Setup *'name of debt'* debt".
Object/Revenue	4.0	**Not Applicable.** Do not enter data in this field.
BS Account	4.0	**Requires Input.** Enter "3263" (Retained Earnings-Control).
Bank Account Code	2.0	**Not Applicable.** Do not enter data in this field.
Debit	11.2	**Requires Input.** Enter the amount of the debt.
Credit	11.2	**Not Applicable.** Do not enter data in this field.



Field Name	Length	Definition
New/Modification		**Input Optional.** Enter New or leave blank.
Comments	12.0	**Requires Input.** Enter "Debt setup".
Debit Total	11.2	**Requires Input.** Enter the total amount of the debit lines on this document. This field must equal Credit Total or the document is rejected.

Credit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on this document. This field must equal Debit Total or the document is rejected.
Account Type	11.2	**Requires Input.** Select "Liability" [02].
Fund	4.0	**Requires Input.** Enter the fund associated with this line. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Not Applicable.** Do not enter data in this field.
Organization	4.0	**Not Applicable.** Do not enter data in this field.
Appropriation Unit	9.0	**Not Applicable.** Do not enter data in this field.
Activity	4.0	**Not Applicable.** Do not enter data in this field.
Function	4.0	**Not Applicable.** Do not enter data in this field.
Description	25.0	**Requires Input.** Enter "Setup *'name of debt'* debt".
Object/Revenue	4.0	**Not Applicable.** Do not enter data in this field.
BS Account	4.0	**Requires Input.** Enter appropriate balance sheet account. Refer to Balance Sheet Account Index (BACC) table for valid codes.
Bank Account Code	2.0	**Not Applicable.** Do not enter data in this field.
Debit	11.2	**Not Applicable.** Do not enter data in this field.
Credit	11.2	**Requires Input.** Enter amount of the debt.

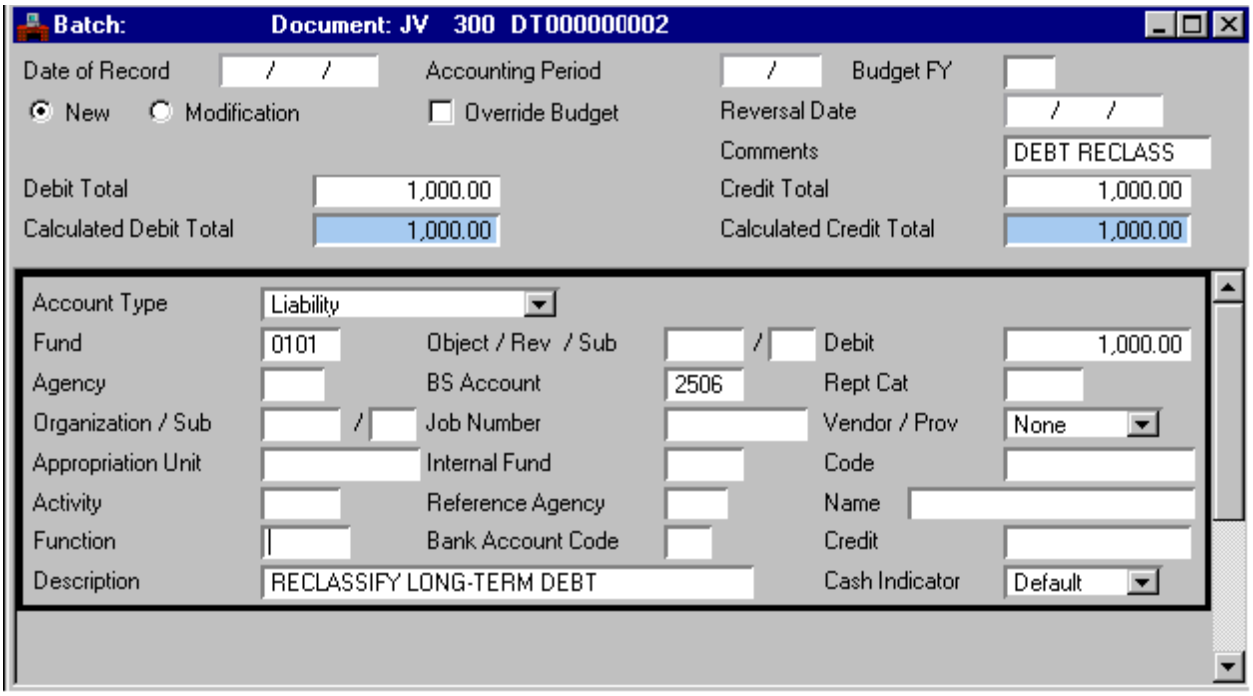
Process the JV according to Policies and Procedures, Section O.

Debt Processing (JV) - Reclassifying Long-term Debt to Current Debt

Purpose

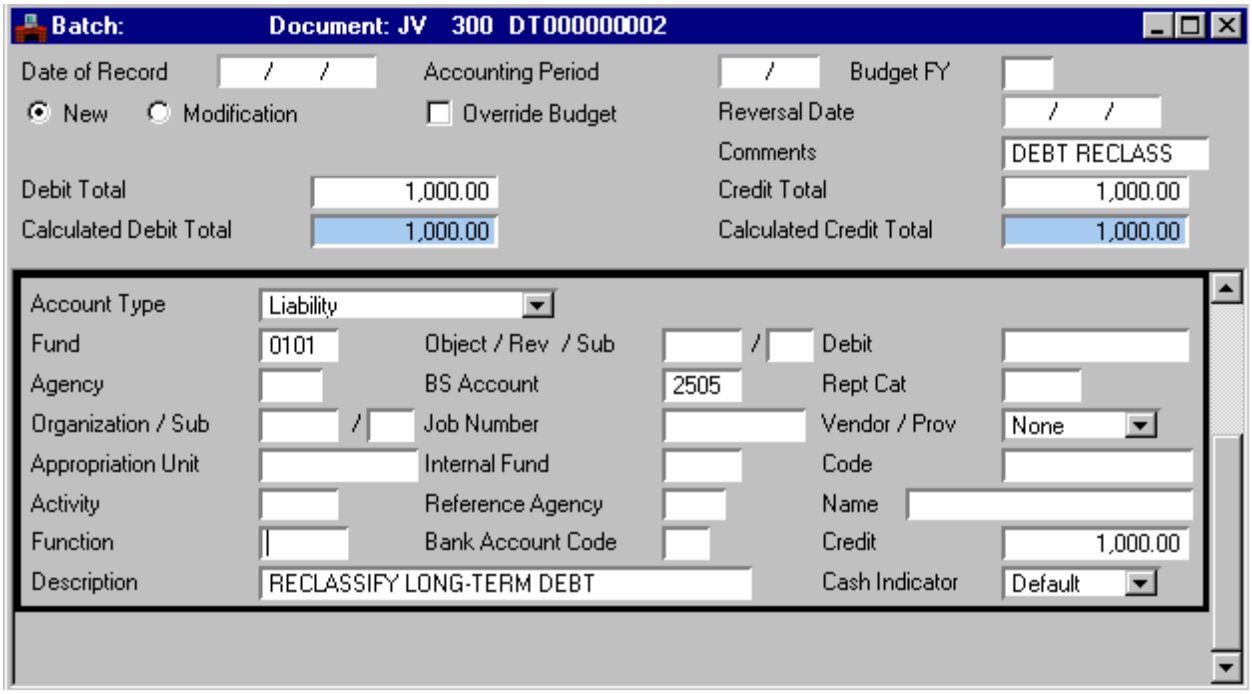
Annually before June 30, agencies should review the amount of long-term debt outstanding and identify the portion that will be payable in the next fiscal year. A JV is used to record this transaction. The document prefix "DT" should be used.

Reclassifying Long-term Debt to Current Debt Coding Instructions



Field Name	Length	Definition
New/Modification		**Input Optional.** Leave blank or select New.
Comments	12.0	**Requires Input.** Enter “Debt Reclass”.
Debit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on this document. This field must equal Credit Total or the document is rejected.
Credit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on the document. This field must equal Debit Total or the document is rejected.
Account Type	11.2	**Requires Input.** Select “Liability” [02].
Fund	4.0	**Requires Input**. Enter the fund number associated with this line. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Not Applicable.** Do not enter data in this field.
Organization	4.0	**Not Applicable.** Do not enter data in this field.

Appropriation Unit	9.0	**Not Applicable.** Do not enter data in this field.
Activity	4.0	**Not Applicable.** Do not enter data in this field.
Function	4.0	**Not Applicable.** Do not enter data in this field.
Description	25.0	**Not Applicable.** Do not enter data in this field.
Object/Revenue	4.0	**Not Applicable.** Do not enter data in this field.
BS Account	4.0	**Requires Input**. Enter appropriate balance sheet account. Refer to Balance Sheet Account Index (BACC) table for valid codes.
Bank Account Code	2.0	**Not Applicable.** Do not enter data in this field.
Debit	11.2	**Not Applicable.** Do not enter data in this field.
Credit	11.2	**Not Applicable.** Do not enter data in this field.



Field Name	Length	Definition
New/Modification		**Input Optional.** Leave blank or select New.

Comments	12.0	**Requires Input.** Enter "Debt Reclass".
Debit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on this document. This field must equal Credit Total or the document is rejected.
Credit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on the document. This field must equal Debit Total or the document is rejected.
Account Type		**Requires Input.** Select "Liability" [02].
Fund	4.0	**Requires Input.** Enter the fund number associated with this line. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Not Applicable.** Do not enter data in this field.
Organization	4.0	**Not Applicable.** Do not enter data in this field.
Appropriation Unit	9.0	**Not Applicable.** Do not enter data in this field.
Activity	4.0	**Not Applicable.** Do not enter data in this field.
Function	4.0	**Not Applicable.** Do not enter data in this field.
Description	25.0	**Requires Input.** Enter "Reclassify *'name of debt'* debt".
Object/Revenue	4.0	**Not Applicable.** Do not enter data in this field.
BS Account	4.0	**Requires Input.** Enter appropriate balance sheet account. Refer to Balance Sheet Account Index (BACC) table for valid codes.
Bank Account Code	2.0	**Not Applicable.** Do not enter data in this field.
Debit	11.2	**Not Applicable.** Do not enter data in this field.
Credit	11.2	**Requires Input.** Enter amount of the debt to be reclassified as current.

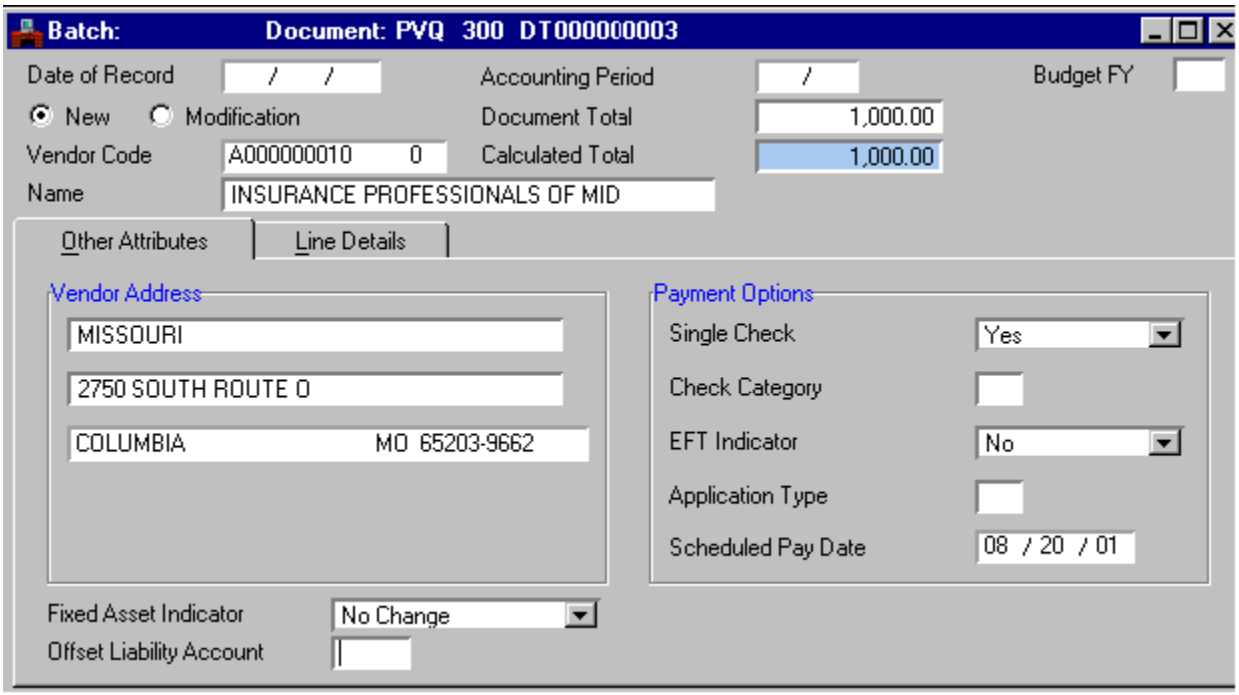
Process the JV according to Policies and Procedures, Section O.

Debt Processing (PVQ) - Payment of Debt Principal and Interest

Purpose

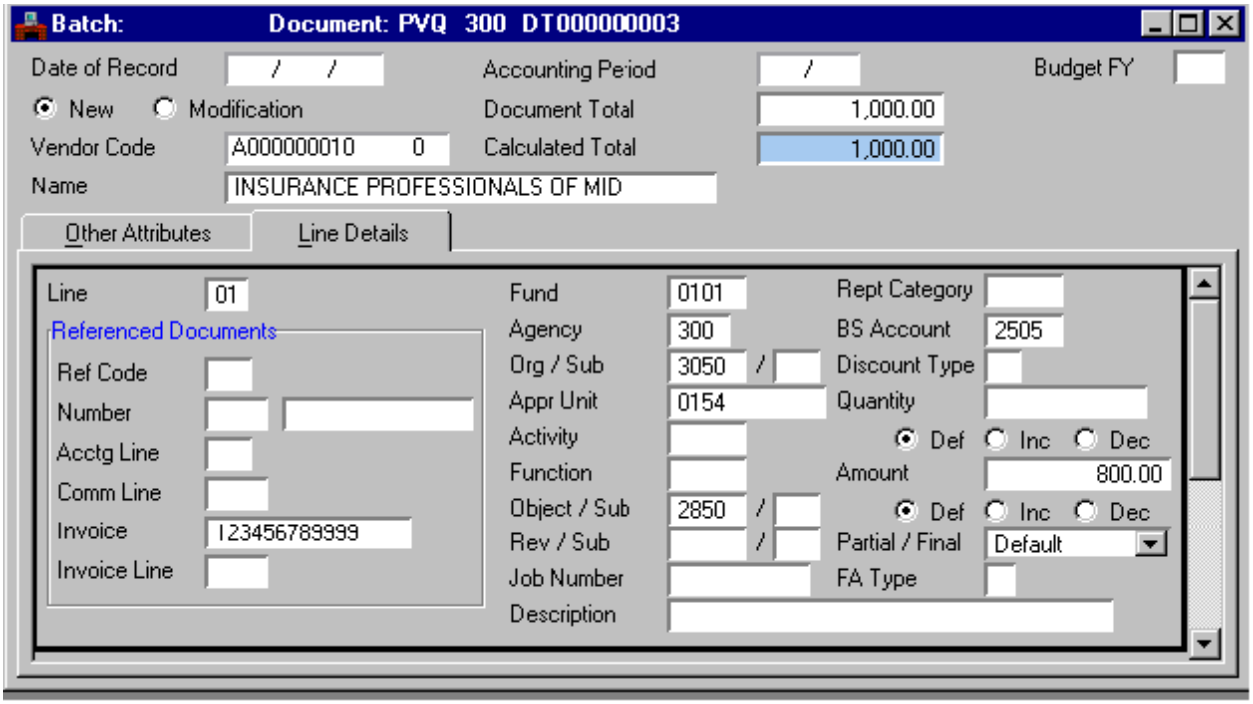
This procedure provides guidance on how to pay principal and interest related to debt established on the balance sheet. The Payment Voucher (PVQ) is used to record these payments. Follow the procedures in the Policies and Procedures Section N and Coding Instructions Section Q.

Payment of Debt Principal and Interest Coding Instructions



Field Name	Length	Definition
Document Total	14.2	**Requires Input.** Enter the net amount of all lines on the document.
Vendor Code	11.0	**Requires Input**. Enter the vendor code for the vendor you want to pay. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor code.
Scheduled Pay Date	6.0	**Input Optional.** Enter date payment is needed. If left blank, system default automatically assigns date.

Paying the Principal Portion of Debt Coding Instructions.

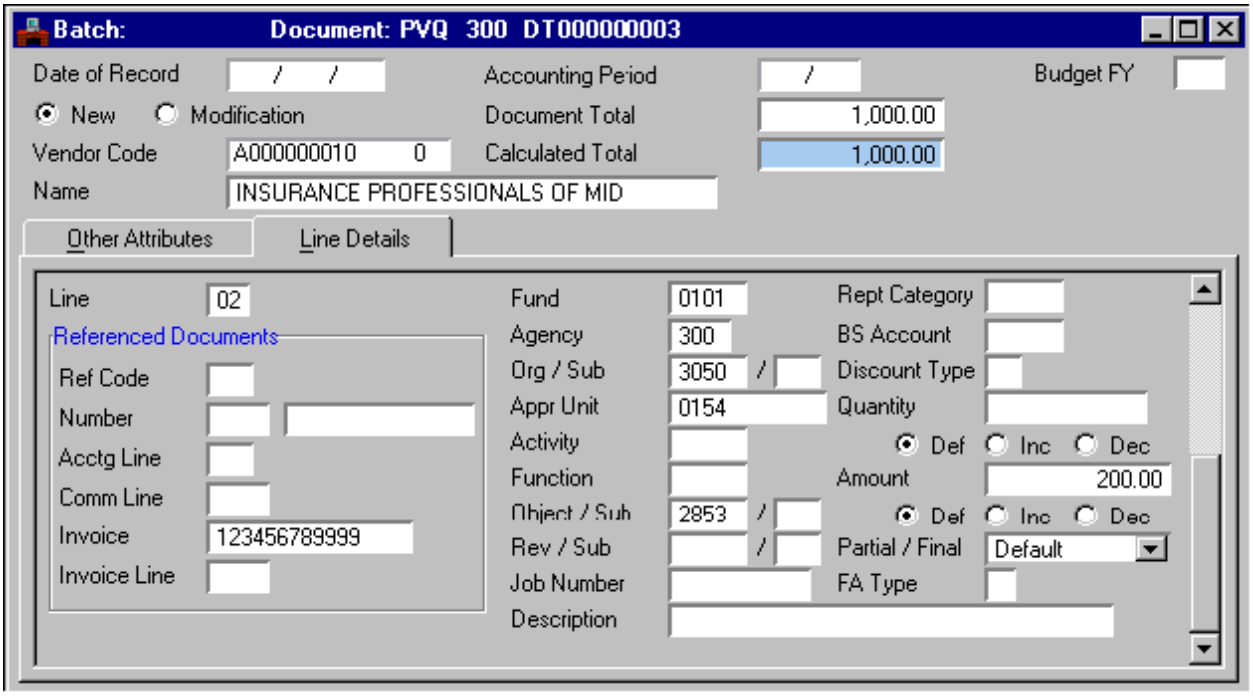


Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different number for each line on the document.
Invoice Number	12.0	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not required, enter the vendor's invoice number.
Invoice Line	3.0	**Input Optional.** Enter the line number of the referenced VIQ if one was entered.
Fund	4.0	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.

Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization	4.0	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Object	4.0	**Requires Input.** Enter appropriate object code (ie: "2850" Bond Principal). Refer to Object Index (OBJT) table for valid codes.
BS Account	4.0	**Requires Input.** Enter appropriate balance sheet code (ie: "2505" Bonds Payable – Current). Refer to Balance Sheet Account Index (BACC) table for valid codes.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line (principal amount only).

Paying the Interest Portion of Debt Coding Instructions.

Code all the fields the same as above except for the following fields:



Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different line number.
Object	4.0	**Requires Input.** Enter the object code "2853" (Interest).
BS Account	4.0	**Not Applicable.** Leave blank.
>Amount	14.2	**Requires Input.** Enter the amount associated with the payment line (interest portion only).

Process according to Policies and Procedures, Section N.

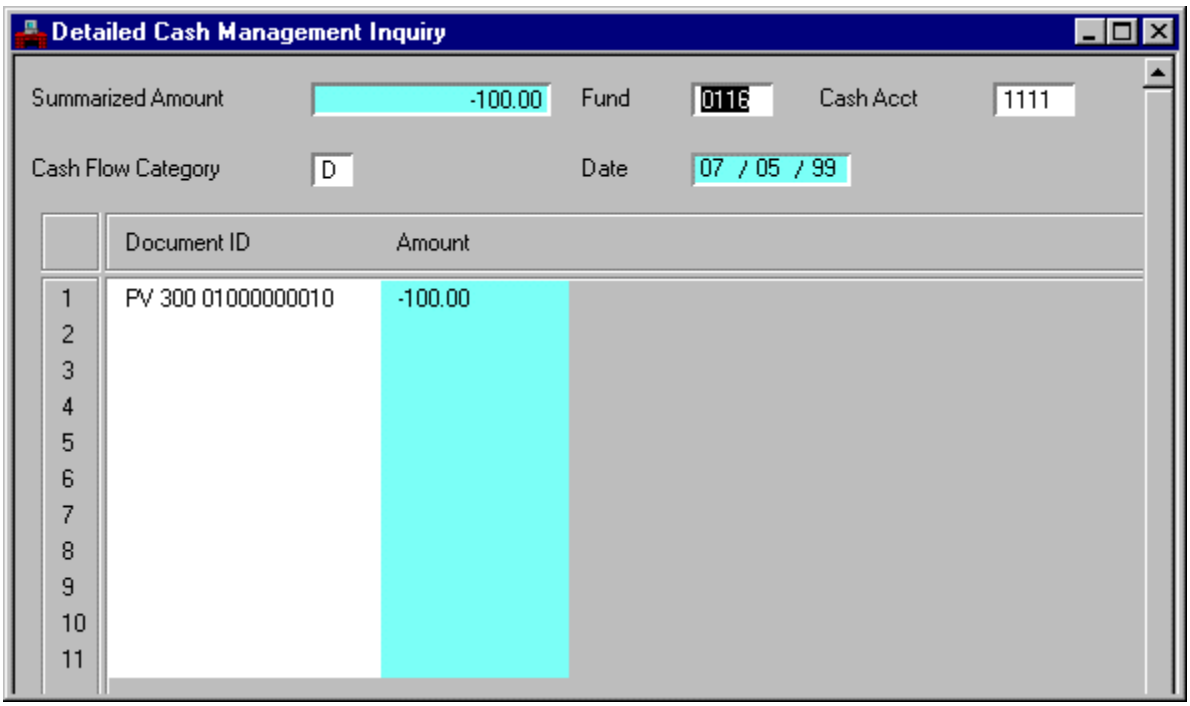
Detailed Cash Management Inquiry (CMG2)

Purpose

To facilitate daily cash management review, SAM II allows for the inquiry of cash activity as affected by the current day's transaction processing. This information allows users to control cash outflow or to utilize cash inflow based upon real-time data.

The Detailed Cash Management Inquiry (CMG2) table includes cash balance and cash transaction information for a specific fund or all funds. The user must refresh the screen to view the effect of any new cash transactions that were processed.

CMG2Coding Instructions



Field Name	Length	Definition
Summarized Amount	14.2	**Display Only**. The projected total of all the documents of a certain cash flow category for this Fund and Cash Acct combination or all funds.
Fund	4.0	**Requires Input.** Enter the valid fund code representing the fund for which the projected cash balance is desired. Refer to Fund Index (FUND) for valid values. Leave blank to display detailed information for all funds.
Cash Account	4.0	**Input Optional.** Enter a valid cash account for which the fund's cash balance is desired. Refer to Balance Sheet Account Balance Index (BBAL) to find the cash accounts used for a particular fund.

Cash Flow Category	1.0	**Input Optional.** The code representing the various categories of cash documents. Valid document categories are: • A - Adjustments • D - Disbursements • I - Transfer In • O - Transfer Out • R - Receipts Please refer to the overview section of General Accounting Inquiry procedure for a list of documents included in each cash flow category.
Date	6.0	**Display Only.** The current system date is displayed.
Document ID	16.0	**Input Optional.** The document ID (i.e. document type and document number) for each transaction within the selected **Cash Flow Category** is displayed. The document type or the full document ID (document type and number) can be entered as an additional inquiry criteria.
Amount	14.2	**Display Only.** The **Document Total** associated with the **Document ID** is displayed.

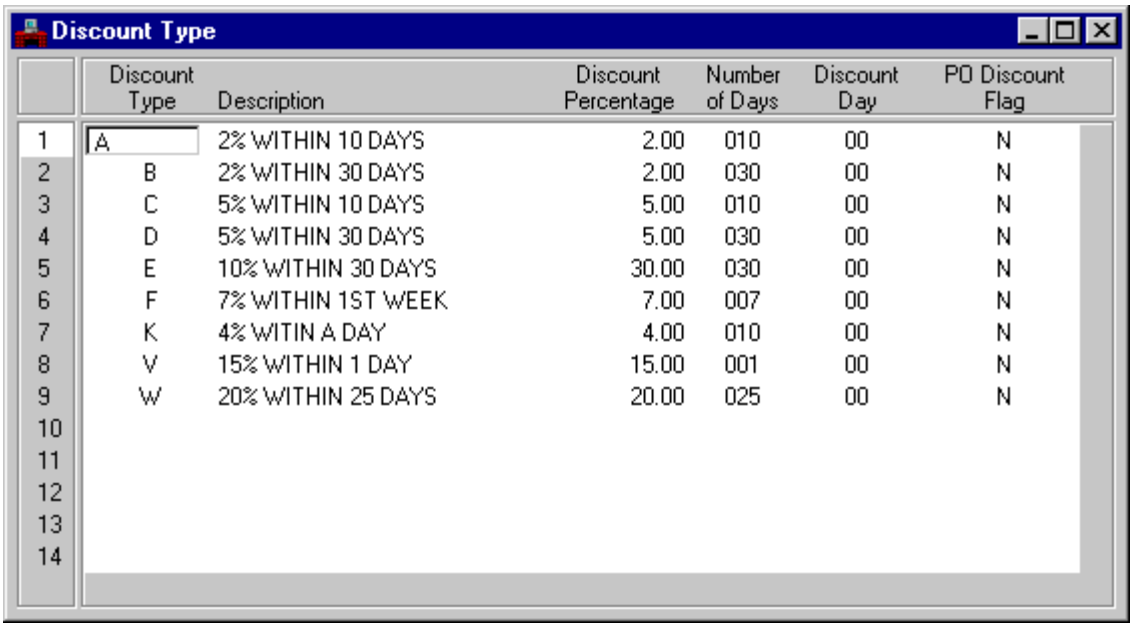
Discount Type (DISC) table

Purpose

Discount Type (DISC) table defines values that are used for prompt payment discounts offered by vendors. These values include the percentage of the discount and the maximum number of days allowed to make payment and still have the discount applied. SAM II's payment disbursement program uses these values in validating a discount. The system validates the discount if the number of days between the payment voucher date and the check date or Electronic Funds Transfer (EFT) date is not greater than the number of days the vendor has allowed for the State to receive the discount. The system then calculates this discount based on the total dollar amount of each accounting line on the payment

voucher. Since the State of Missouri will not include values for purchase discounts, the **PO Discount Flag** field does not apply.

DISC Coding Instructions



	Discount Type	Description	Discount Percentage	Number of Days	Discount Day	PO Discount Flag
1	A	2% WITHIN 10 DAYS	2.00	010	00	N
2	B	2% WITHIN 30 DAYS	2.00	030	00	N
3	C	5% WITHIN 10 DAYS	5.00	010	00	N
4	D	5% WITHIN 30 DAYS	5.00	030	00	N
5	E	10% WITHIN 30 DAYS	30.00	030	00	N
6	F	7% WITHIN 1ST WEEK	7.00	007	00	N
7	K	4% WITIN A DAY	4.00	010	00	N
8	V	15% WITHIN 1 DAY	15.00	001	00	N
9	W	20% WITHIN 25 DAYS	20.00	025	00	N
10						
11						
12						
13						
14						

Field Name	Length	Definition
Discount Type	1.0	**Requires Input.** Enter an alphanumeric value.
Description	20.0	**Requires Input**. Enter the discount percentage. If this discount is based on the maximum number of days that can elapse between the payment voucher date and the check date, the discount percentage should be followed by: • the word, "**within**," and • the maximum number of days that can elapse between the payment voucher date and check date and still have the discount apply, and • the word, "**days**". This field should equal "**x% within xx days**". An example is, "2% within 10 days". If this discount is based on a particular day of the month when payment needs to be made in order to

		take the discount, the discount percentage should be followed by the day of the month, such as, "15th of mth".
Discount Percentage	5.0	**Requires Input.** Enter the discount percentage (5% = 5.00) offered by the vendor for the State to pay the vendor in a timely fashion. SAM II validates the discount if the number of days between the payment voucher date and the check date or Electronic Funds Transfer (EFT) date is not greater than the number of days the vendor has allowed for the State to receive the discount. SAM II then calculates this discount based on the total dollar amount of each accounting line on the payment voucher.
Number of Days	3.0	**Requires Input.** Enter the maximum number of days that can elapse between the payment voucher date and the check date or EFT date and still have the discount validated. If a value is entered in the **Discount Day** field, **the Number of Days** field will default to **000**.
Discount Day	2.0	**Input Optional.** If payment needs to be made on a certain day of the month to take a discount, enter this day as a two digit numeric value. If a value is entered in the **Number of Days** field, the **Discount Day** field will default to **00**.
PO Discount Flag	1.0	**Not Applicable.** Do not enter data into this field.

Document Cross Reference Inquiry (DXRF)

Purpose

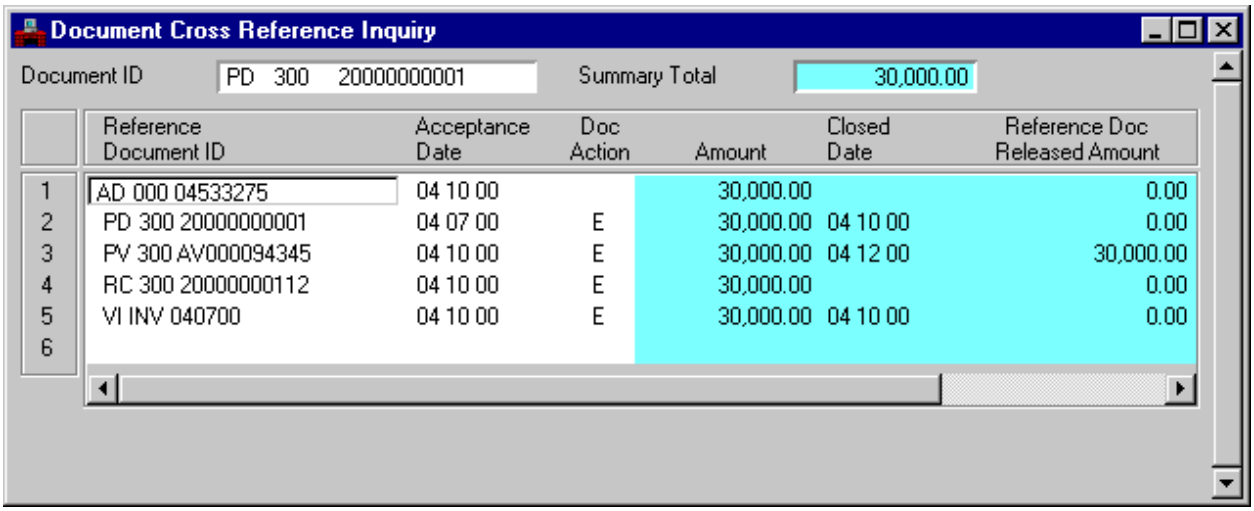
Document Cross Reference Inquiry (DXRF) provides information about all referenced documents associated with the document entered in the **Document ID** field. For the entered document and each of the related documents, the document ID and acceptance date are displayed along with the vendor/customer/provider (if applicable) and the closed date (if applicable). *Note: The State of Missouri uses the terminology Customer, not Provider, for all of the billing and collections functions within SAM II. Lines are added for

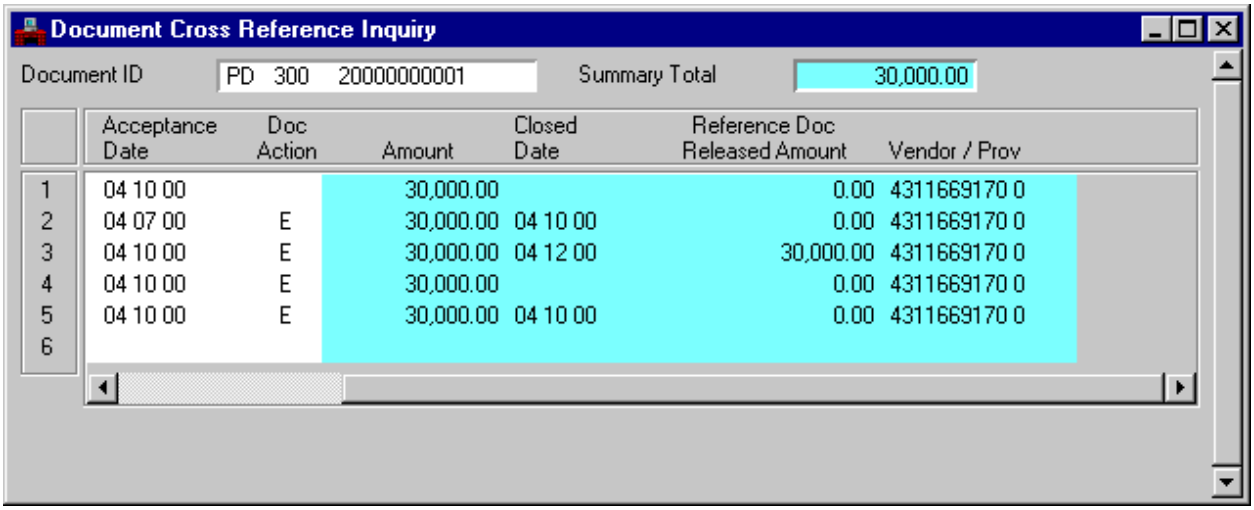
each new document entered. Information in this window is updated during the nightly cycle.

This table is useful for handling inquiries from vendors or customers or for inquiring on any document that references another document when it is entered. With a document number as the inquiry key, you can find the other related documents. For example, if a vendor calls to find out the status of a payment against an invoice he submitted but only knows the purchase order number, you can inquire using the purchase order number to find the associated Receiver (RC), Vendor Invoice (VI), Payment Voucher (PV) and Check/EFT (AD/EF). This table is similar to the Vendor Cross Reference (VXRF) table.

Note: The DXRF table populates during nightly processing.

DXRF Coding Instructions





Field Name	Length	Definition
Document ID	16	**Requires Input.** The transaction code and unique ID for the document.
Summary Total	14	**Display Only.** The total amount processed by the document is displayed.
Reference Document ID	16	**Input Optional.** The ID of the referenced document (transaction code and document number) used on the document number in the previous field. NOTE: If a vendor invoice was automatically generated via a payment document, the applicable PV document ID must be entered in this field to obtain the auto generated VI document.
Acceptance Date	6	**Input Optional.** The date *(mm dd yy)* when the document was accepted by the system. This field displays, in descending order, the acceptance date by document type. Note: If a vendor invoice was automatically generated via a payment document, the applicable PV document ID must be entered in this field to obtain the auto generated VI document.
Doc Action	1	**Display Only.** The action code used when the document was entered and accepted. • **E** - New document • **M** - Modified document • **X** - Cancelled document
Amount	14	**Display Only.** The dollar amount associated with this entry is displayed.
Closed Date	6	**Display Only.** Where applicable, the date *(mm dd yy)* that the referenced document was closed, as defined on the open table for that document type, is displayed.

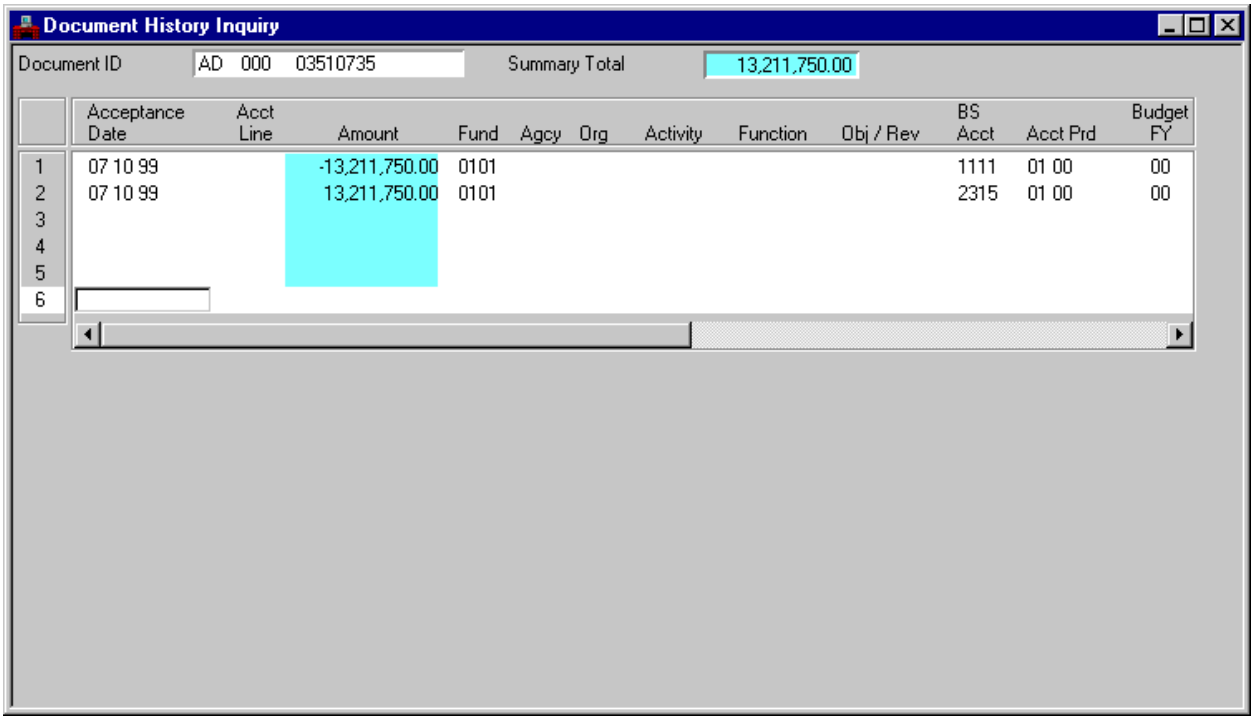
Reference Doc Released Amount	14	**Display Only.** The dollar amount released by the referenced document is displayed. This amount represents the accounting impact on the reference document.
Vendor/Prov (*Customer)	11	**Display Only.** The vendor, customer or provider associated with the referenced document is displayed.

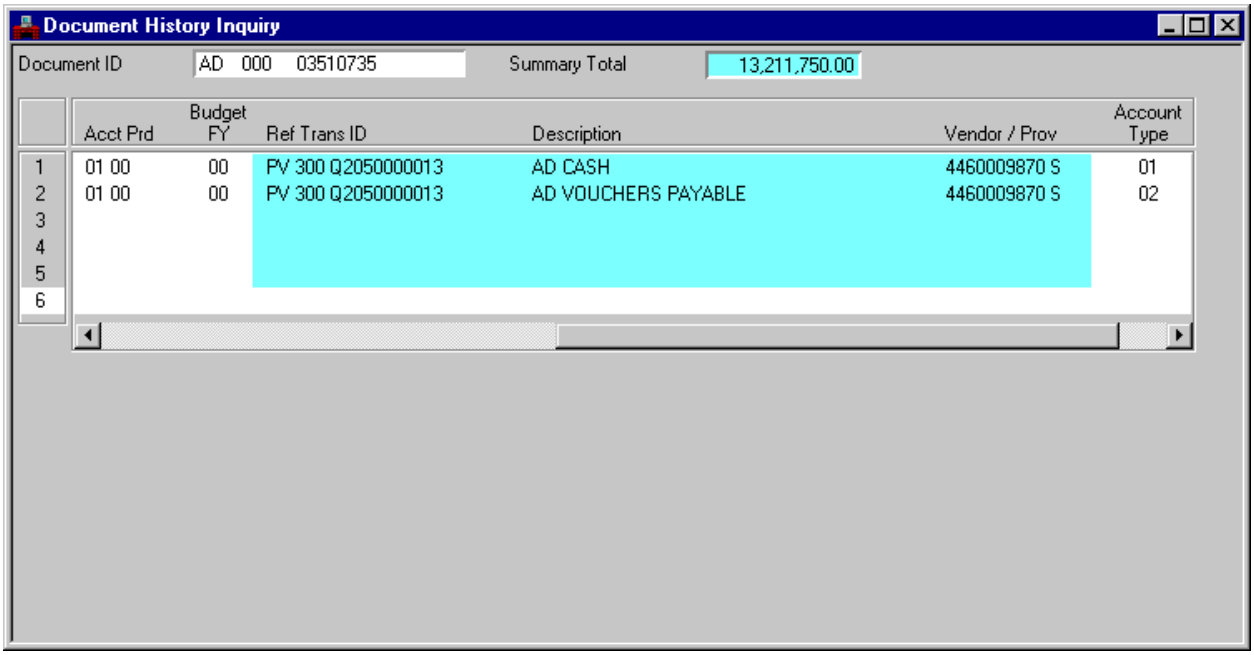
Document History Inquiry (DHIS)

Purpose

Document History Inquiry (DHIS) displays all of the accounting events for the document ID entered on the header with the most current accounting events displayed first. For documents without line numbers (for example, journal vouchers), this window summarizes the amounts for all lines with identical accounting distributions. Information in this window is updated during the nightly cycle.

DHIS Coding Instructions





Field Name	Length	Definition
Document ID	16.0	**Requires Input.** The transaction code and unique ID for the document.

Summary Total	14.2	**Display Only.** The total amount processed by the document is displayed.
Acceptance Date	6.0	**Input Optional.** The date *(mm dd yy)* when the document was accepted by the system. This field displays, in descending order, the acceptance date by document type.
Acct Line	2.0	**Display Only.** The line number entered on the document is displayed. This field is blank for documents that do not have accounting line numbers.
Amount	14.2	**Display Only.** The amount by which the displayed accounting distribution was affected is displayed.
Fund	4.0	**Display Only.** The fund code associated with this accounting event is displayed. Refer to Fund Index (FUND) table for valid codes.
Agcy	3.0	**Display Only.** The agency code associated with this accounting event is displayed. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4.0	**Display Only.** The organization code associated with this accounting event is displayed. Refer to Organization Index (ORGN) table for valid codes.
Activity	4.0	**Display Only.** The activity code associated with this accounting event is displayed. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Display Only.** The function code associated with this accounting event is displayed. Refer to Function (FUNC) table for valid codes.
Obj/Rev	4.0	**Display Only.** The object or revenue source associated with this accounting event is displayed. Refer to Object Index (OBJT) and Revenue Source Index (RSRC) for valid codes.

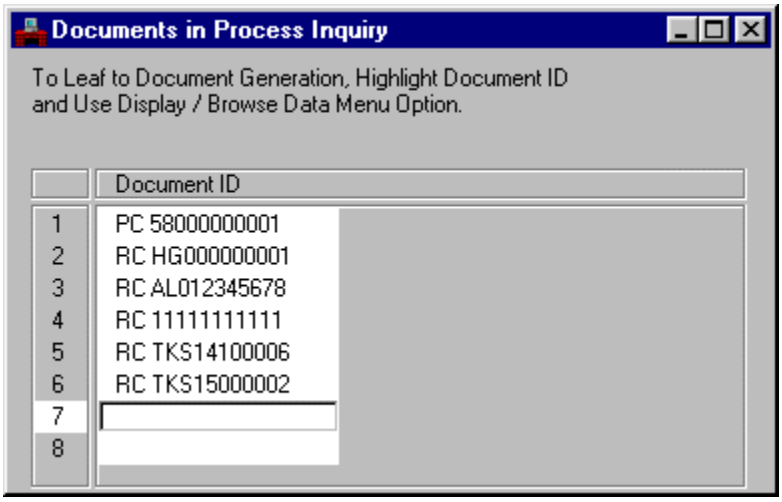
BS Acct	4.0	**Display Only.** The balance sheet account associated with this accounting event is displayed. Refer to Balance Sheet Account (BACC) table for valid codes.
Acct Prd	4.0	**Display Only.** The accounting period (fiscal month *mm* and fiscal year *yy*) in which the accounting event took place is displayed.
Budget FY	2.0	**Display Only.** The budget fiscal year *(yy)* in which the accounting event took place is displayed.
Ref Trans ID	16.0	**Input Optional.** The ID of the referenced document (transaction code and document number) used on the Document ID inquired upon.
Description	30.0	**Display Only.** The description associated with the accounting event is displayed.
Vendor/Prov	11.0	**Display Only.** The vendor or provider code associated with this accounting event is displayed.
Account Type	2.0	**Display Only.** The account type associated with the accounting event. Valid values are: • Asset • Liability • Fund Balance • Revenue • 22 Expenditure

Documents in Process Inquiry (DOCP)

Purpose

The Documents in Process Inquiry (DOCP) table is used to view those documents which are in the process of being established on the document generation screens. The DOCP table allows the user to leaf directly to the document generation table.

DOCP Coding Instructions



Field Name	Length	Definition
Document ID	16	**Requires Input.** Enter the document ID (document type, agency code, and transaction ID) that you are going to process.

Drawdown Group (DDGR)

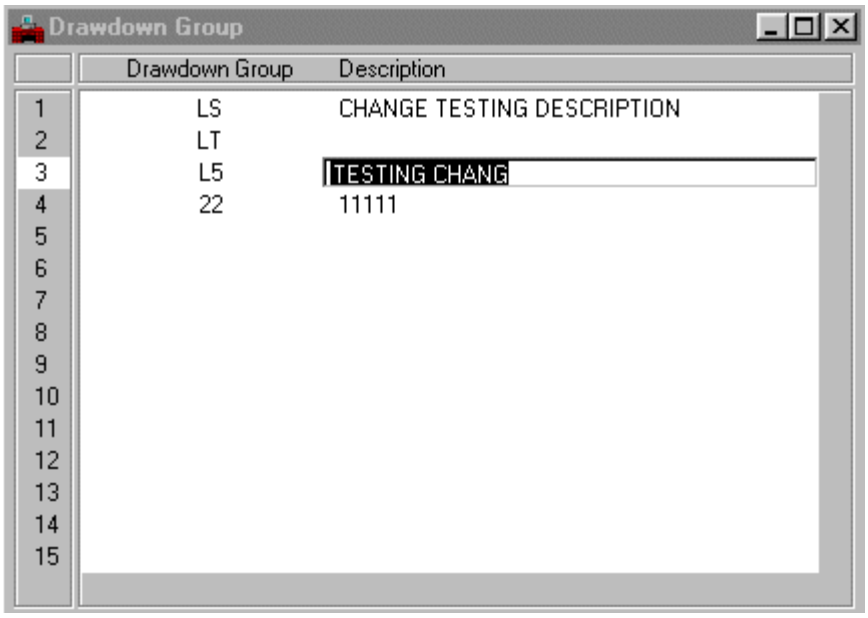
Purpose

Drawdown Group (DDGR) contains a list of the drawdown groups and their descriptions. Drawdown groups can be used to group together grants that are drawn together from the same Federal Agency. Use the Federal Aid Master (FM) to associate a grant with a drawdown group. When drawdown groups are in use, all funds for a given drawdown group will be drawn down together when the drawdown processes run.

A single consolidated drawdown results in a single Drawdown Request (DDRQ) entry for all of the grants in a given group. A single Drawdown Request (DDRQ) entry results in the creation of a single Receivable (RE) document and a single Cash Receipt (CR) document when the Drawdown Request Process (CMDG) runs. Each grant will have separate lines on the Receivable (RE) and Cash Receipt (CR) Documents.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

DDGR Coding Instructions



Field Name	Length	Definition
Drawdown Group	2.0	**Requires Input.** Enter a unique two-character code for each drawdown group. (Note: The first character of the code will be equivalent to the State agency code.)
Drawdown Group	2.0	**Requires Input.** Enter a unique two-character code for each drawdown group. (Note: The first character of the code will be equivalent to the State agency code.)
Description	30.0	**Requires Input.** If setting up a drawdown group, enter a description of the drawdown group. **Optional Input.** If inquiring, input is not required.

Drawdown Request (DDRQ)

Purpose

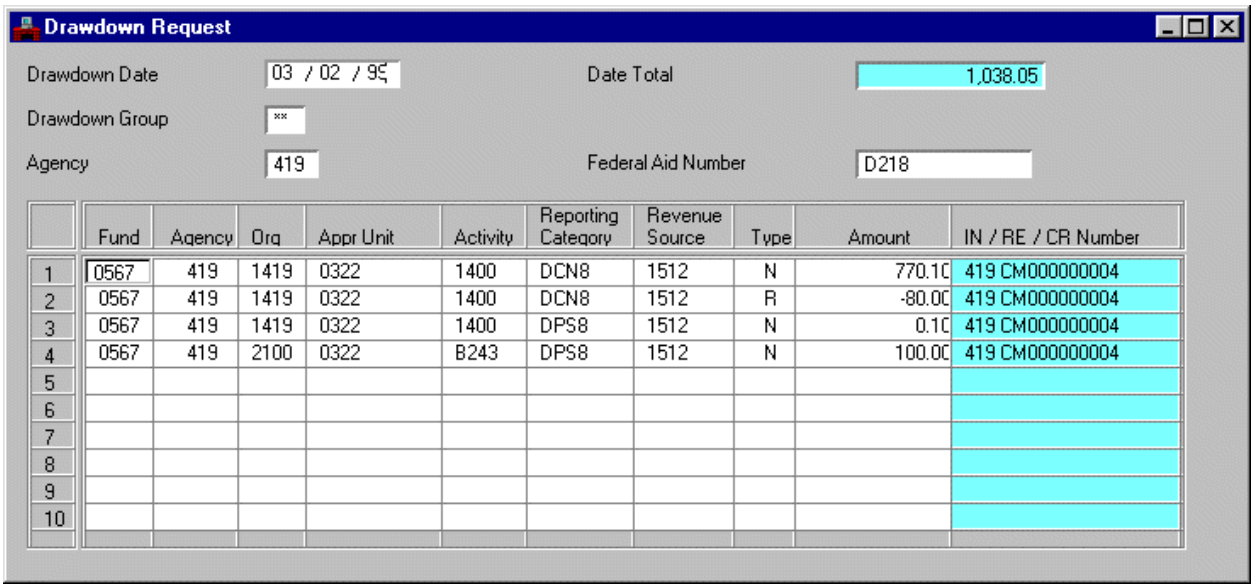
The Drawdown Request (DDRQ) Table displays the drawdown date and the amount to be drawn down for a given Drawdown Group and Agency/Federal Aid Number combination. The entries on this window are created when the Drawdown Generation programs are run. The entries contain the accounting distributions and the amount to be drawn down based

on the expenditures included in the drawdown. In order to manually adjust (positive or negative) amounts in the drawdown, enter the accounting distribution line **with a value of J (adjustment)** in the **Type** field and the amount to be increased or decreased from the drawdown.

The CMIA Drawdown Generation Process (CMDG) uses this window to create Receivable (RE) and Cash Receipt (CR) documents. When the documents are created the document number will be displayed on this table. Once the drawdown documents have been created adjustments must be made on the corresponding Receivable (RE) and Cash Receipt (CR) Documents.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

DDRQ Coding Instructions



Field Name	Length	Definition
Drawdown Date	6.0	**Input Optional.** Enter the date *(mm dd yy)* of the drawdown.
Date Total	12.2	**Display Only.** The total amount of funds to be drawn down for this date is displayed.
Drawdown Group	2.0	**Input Optional.** Enter the drawdown group to which this grant belongs. An entry of ** (two asterisks) in this field designates that no drawdown group is used.

Agency	3.0	**Input Optional.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Federal Aid Number	12.0	**Input Optional.** Enter the federal aid number associated with this grant.
Fund, Agency, Org, Activity, Appr Unit, Reporting Category, Revenue Source	4.0	**Input Optional.** If entering an adjustment, enter the accounting distribution for this line of revenue.
Type	1.0	**Input Optional.** Valid values are listed below. If entering an adjustment, enter type "J". • **E** - Eligible administrative expense • **N** - Non-administrative expense • **R** - Refund • **J** - Adjustment
Amount	12.2	**Input Optional.** If this line is an adjustment (**Type** equal to **J**), enter the dollar amount of the adjustment.
IN/RE/CR Number	14.0	**Display Only.** The document numbers of the Receivable (RE) and Cash Receipt (CR) Documents that are generated by the CMIA Drawdown Generation Process (CMDG) are displayed.

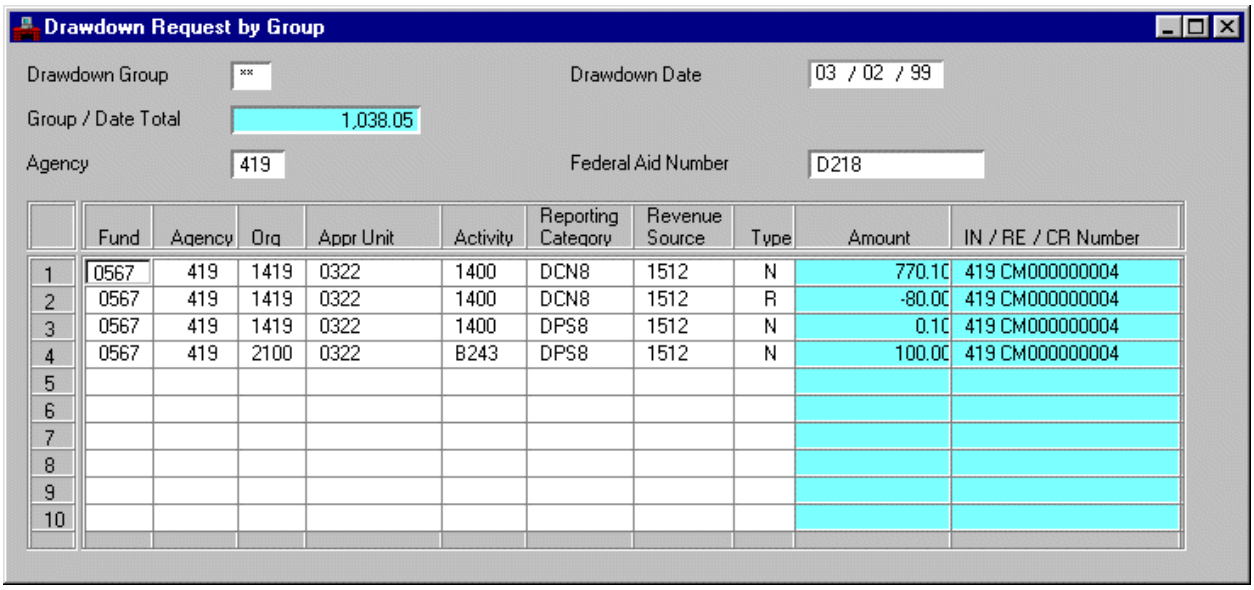
Drawdown Request by Group (DRQG)

Purpose

Drawdown Request by Group (DRQG) is an alternate view of Drawdown Request (DDRQ) Table. It allows the user to view drawdown requests by group. Any changes to drawdowns must be made on the Drawdown Request (DDRQ) Table.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual

DRQG Coding Instructions



Field Name	Length	Definition
Drawdown Group	2.0	**Input Optional.** Enter the drawdown group to which this grant belongs. An entry of ** (two asterisks) in this field designates that no drawdown group is used.
Drawdown Date	6.0	**Input Optional.** Enter the date of the drawdown.
Group/Date Total	12.2	**Display Only.** The total amount of funds to be drawn down for this drawdown group/date combination is displayed.
Agency	3.0	**Input Optional.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Federal Aid Number	12.0	**Input Optional.** Enter the federal aid number associated with this grant.
Fund, Agency, Org, Appr Unit, Activity, Reporting Category, Revenue Source	4.0 max each	**Display Only.** If an adjustment is necessary, enter the information on the DDRQ table.
Type	1.0	**Input Optional.** The valid types of drawdown entries contained in this line are:

		• **E** - Eligible administrative expense • **N** - Non-administrative expense • **R** - Refund • **J** - Adjustment
Amount	12.2	**Input Optional.** (**Type** equal to **J**) the dollar amount of the drawdown is displayed.
IN/RE/CR Number	11.0	**Display Only.** The document numbers of the Receivable (RE) and Cash Receipt (CR) Documents that are generated by the CMIA Drawdown Generation Process (CMDG) are displayed.

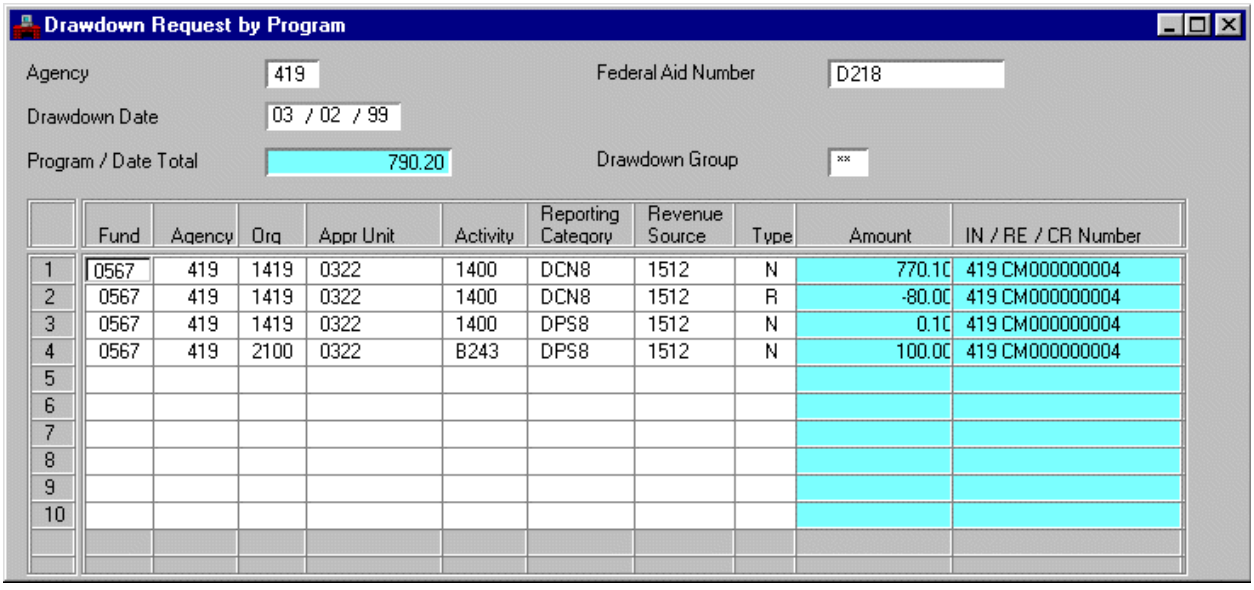
Drawdown Request by Program (DRQP)

Purpose

Drawdown Request by Program (DRQP) is an alternate view of Drawdown Request (DDRQ). It allows the user to see drawdown requests by program (Federal Aid Number). Any changes to drawdowns must be made on the Drawdown Request (DDRQ) Table.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

DRQP Coding Instructions



Field Name	Length	Definition
Agency	3.0	**Input Optional.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) for valid codes.
Federal Aid Number	12.0	**Input Optional.** Enter the federal aid number associated with this grant.
Drawdown Date	6.0	**Input Optional.** Enter the date of the drawdown.
Program/Date Total	12.2	**Display Only.** The total amount of funds for this Program (Federal Aid Number)/Date combination is displayed.
Drawdown Group	2.0	**Input Optional.** Enter the drawdown group to which this grant belongs. An entry of ** (two asterisks) in this field designates that no drawdown group is used.
Fund, Agency, Org, Appr Unit, Activity, Reporting Category, Revenue Source	4.0	**Display Only.** If an adjustment is necessary, enter the information on the DDRQ table.
Type	4.0	**Input Optional.** The valid types of drawdown entries contained in this line are: • **E** - Eligible administrative expense • **N** - Non-administrative expense • **R** - Refund • **J** - Adjustment
Amount	12.2	**Input Optional.** (**Type** is equal to **J**) the dollar amount of the drawdown is displayed.
IN/RE/CR Number	11.0	**Display Only.** The document numbers of the Receivable (RE) and Cash Receipt (CR) Documents that are generated by the CMIA Drawdown Generation Process (CMDG) are displayed.

Drawdown Request Dates (DRQD)

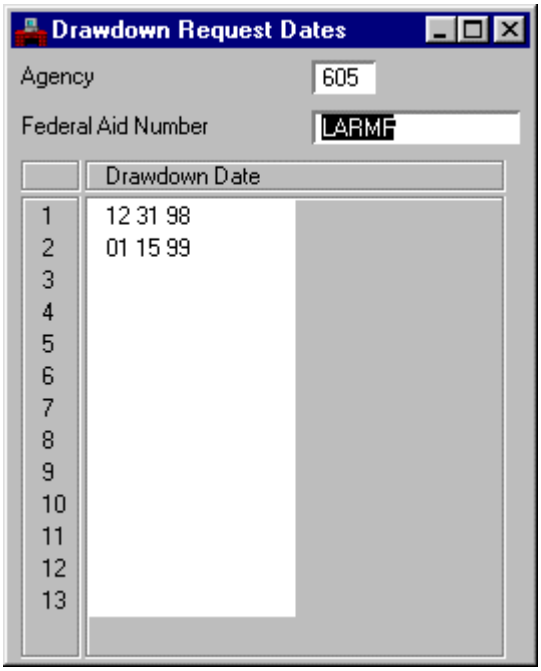
Purpose

Drawdown Request Dates (DRQD) Table allows agencies to maintain a regular drawdown schedule for any grant by entering a series of dates to be used for the drawdown processes. The dates are validated against the calendar date table. If you wanted to set two drawdowns a month for a grant, the first drawdown on the first Monday of every month and the second on the third Monday of every month, you would need to manually enter those dates on this window. If no dates are entered, drawdowns are processed daily.

NOTE: The Drawdown Request Dates (DRQD) Table also establishes whether or not an agency wants to include Federal Aid Charges (FX), Journal Voucher (JV), and negative payment voucher lines in drawdown amounts (Refer to Federal Drawdowns for details). In order to include the items listed above in drawdowns the agency must make an entry of "*PREISSUANCE" in the Federal Aid Number field and insert a date to which the entry should start taking affect.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

DRQD Coding Instructions



Field Name	Length	Definition

Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to the Agency (AGCY) table for valid codes.
Federal Aid Number	12.0	**Requires Input.** Enter the federal aid number associated with the grant.
Drawdown Date	6.0	**Requires Input.** Enter the date *(mm dd yy)* of each drawdown.

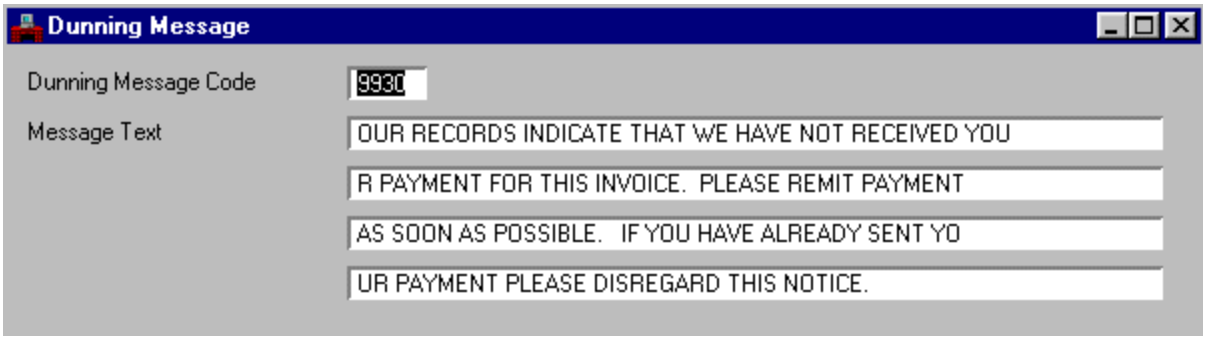
Dunning Message (DUNN)

Purpose

The Dunning Message Table (DUNN) is used to enter the text that will be printed as a Dunning Message on invoices and/or statements to remind Customers of delinquent payments. OA/ACC will establish two statewide default Dunning Message codes. The prefix '**9**' will be reserved for statewide use. Dunning Message code **9930** will be used for receivables past due 30 days. Dunning Message code **9960** will be used for receivables past due 60 days.

If an agency does not wish to use the statewide defaults the agency will be responsible for determining and maintaining their own Dunning Message codes. Codes must begin with the prefix assigned to the agency. The first character of each of these codes will correspond with the agency and will be used to establish security to the table. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the code and will maintain a master list of their codes.

DUNN Coding Instructions



Field Name	Length	Definition

Dunning Message Code	4.0	**Requires Input**. Enter the code that identifies a particular Dunning Message. This code can be used either on the statewide level using the Collection Control Table (CCTL) or the agency level using the Billing Profile Collection Control Table (BPCC).
Dunning Message Code	4.0	**Requires Input**. Enter the code that identifies a particular Dunning Message. This code can be used either on the statewide level using the Collection Control Table (CCTL) or the agency level using the Billing Profile Collection Control Table (BPCC).
		The statewide Dunning Message Codes first character must begin with '9'. The agency Dunning Message Codes first character must begin with the prefix assigned to the agency. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the code and will maintain a master list of their codes.
Message Text	50.0	**Requires Input.** Enter the text of the actual Dunning Message that is printed on invoices and/or statements as a reminder of delinquent payments. (Number of lines available is 1-4).

E

Electronic Funds Transfer (2 of 2) (EFT2)

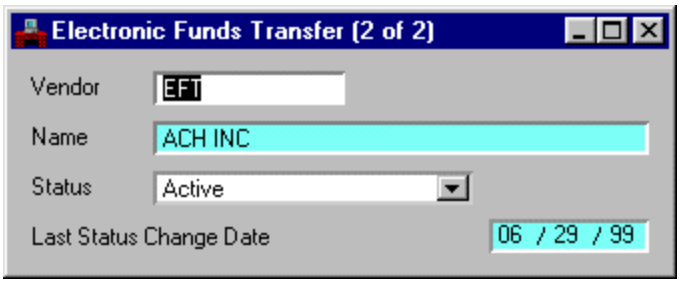
Purpose

The Electronic Funds Transfer (2 of 2) (EFT2) table allows an authorized user within OA/ACC to change the Electronic Funds Transfer (EFT) status of a particular vendor in special cases. This table has strict security since it is used to change the status of vendors listed on the Electronic Funds Transfer windows (EFTT) table.

The EFT2 table contains one entry for every vendor that is eligible for electronic funds transfer. It is important to note that all additions are entered on Electronic Funds Transfer windows (EFTT) and all modifications are entered on the EFT2 table. For example, once a

vendor is added to Electronic Funds Transfer windows (EFTT), you can change the status manually through this table.

EFT2 Coding Instructions



Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code used on the payment voucher document. See Vendor (1 of 3) (VEN2) for valid values or use Vendor Name Inquiry (VNAM) to search for valid vendor codes using the vendor's name.
Name	30.0	**Display Only.** The name of the vendor is inferred from Vendor (1 of 3) (VEN2) and displayed in this field.
Status	1.0	**Input Optional.** Select the vendor's Electronic Funds Transfer (EFT) status. Values are: • **Not Eligible for EFT [N]** - Not eligible for electronic funds transfer. Defaults to **Not Eligible for EFT [N]** when the vendor is added to the first Electronic Funds Transfer window (EFTT). • **Active [A]** – Currently using electronic funds transfer. • **Hold [H]** – Electronic funds transfer is on hold for this vendor. • **Prenote Processing Begun [P]** - Prenote processing begun.

Last Status Change Date	6.0	**Display Only.** Displays the last date the vendor's status was changed, either on this window or through prenote processing.

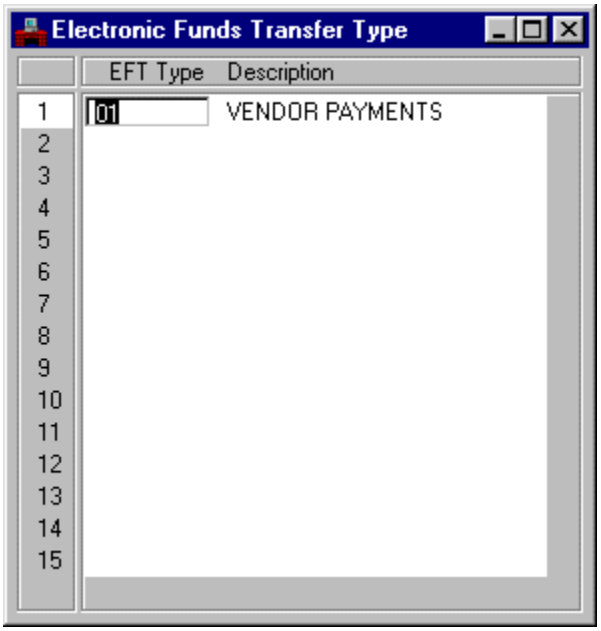
Electronic Funds Transfer Type (EFTA)

Purpose

The Electronic Funds Transfer Type (EFTA) table is a reference window that maintains all valid application types for use with electronic funds transfer documents. The application type refers to the type of transaction utilizing the EFT processes; for example, vendor payments.

SAM II agency users will have inquiry only access to the EFTA table. Authorized users within the Central Accounting section of OA/ACC will have update authority to this table.

EFTA Coding Instructions



Field Name	Length	Definition
EFT Type	2.0	**Requires Input.** Enter the two-character value representing the intended application of funds transferred.

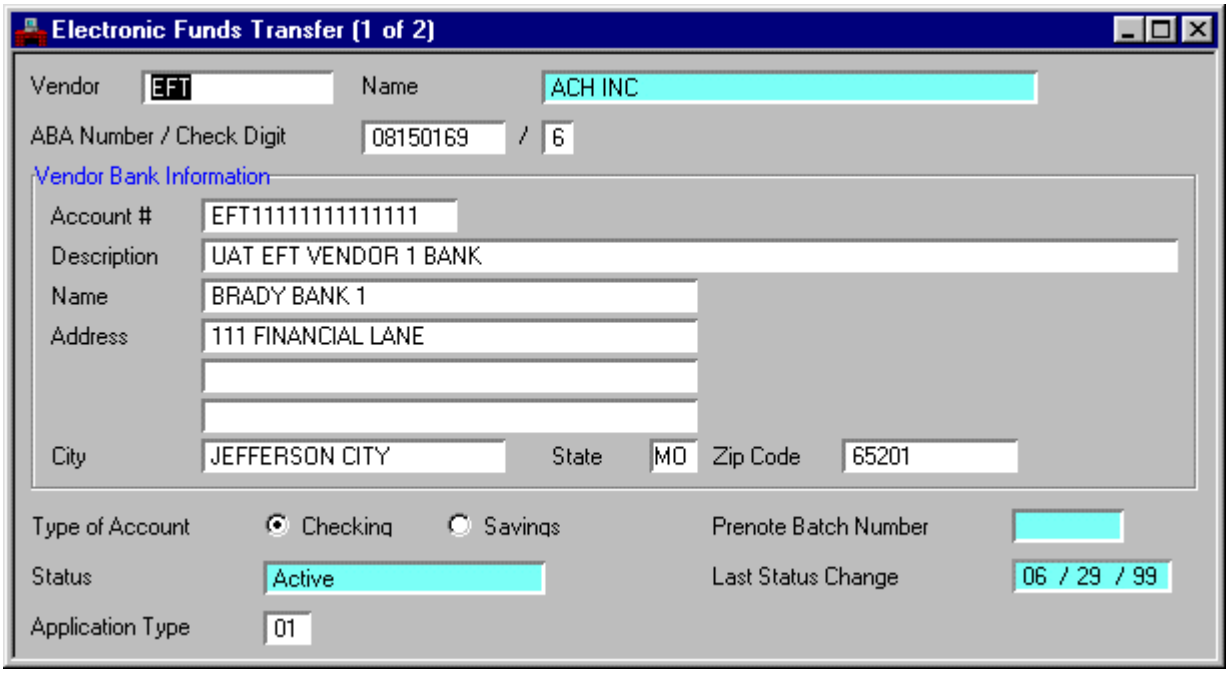
Description	20.0	**Requires Input.** Enter the description of the intended application of funds transferred.

Electronic Funds Transfer windows (EFTT)

Purpose

The Electronic Funds Transfer windows (EFTT) and Electronic Funds Transfer (2 of 2) (EFT2) track vendors eligible for Electronic Funds Transfer (EFT). Electronic Funds Transfer Windows (EFTT) holds the information required to make an electronic funds transfer, while Electronic Funds Transfer (2 of 2) (EFT2) is used to change the status of vendors. Only authorized users within OA/ACC will have access to this table. SAM II agency users who need to inquire on a vendor's EFT status need to contact OA/ACC for this information.

EFTT Coding Instructions



Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code used on the payment voucher document.
Name	30.0	**Display Only.** The name of the vendor is inferred from Vendor (1 of 3) (VEN2) and displayed in this field.

ABA Number/Check Digit	8.0	**Requires Input.** Enter the ABA routing number found on the lower left-hand corner of the vendor's check.
ABA Number/Check Digit	1.0	**Requires Input.** Enter the check digit associated with the ABA routing number found on the lower left-hand corner of the vendor's check.
Account #	15.0	**Requires Input.** Enter the vendor's bank account number from the check provided.
Description	60.0	**Input Optional.** Enter any necessary description about the vendor's EFT setup.
Name	30.0	**Requires Input.** Enter the vendor's bank name.
Address	60.0	**Requires Input.** Enter the street address of the vendor's bank.
City	27.0	**Requires Input.** Enter the city where the vendor's bank is located.
State	2.0	**Requires Input.** Enter the state where the vendor's bank is located.
Zip Code	10.0	**Requires Input.** Enter the zip code of the vendor's bank.
Type of Account	1.0	**Requires Input.** Select **Checking [C]** or **Savings [S].** This field indicates the type of account to which you want the funds transferred.
Prenote Batch Number	6.0	**Display Only.** Displays the batch number of the vendor's pre-note processing tape that was sent to the bank.
Status	1.0	**Display Only.** The vendor's electronic funds transfer status is displayed. Valid entries include: • **Not Eligible for EFT [N]** - Not eligible for electronic funds transfer. Defaults to **Not Eligible for EFT [N]** when the vendor is added

		to the first Electronic Funds Transfer windows (EFTT). • **Active [A]** – Currently using electronic funds transfer. • **Hold [H]** – Electronic funds transfer is on hold for this vendor. • **Pre-note Processing Begun [P]** - Pre-note processing has begun.
Last Status Change	6.0	**Display Only.** Displays the last date the vendor's status was changed, either on this window or through pre-note processing.
Application Type	2.0	Requires Input. Enter a default electronic funds transfer application value. Refer to Electronic Funds Transfer Type (EFTA) for valid values.

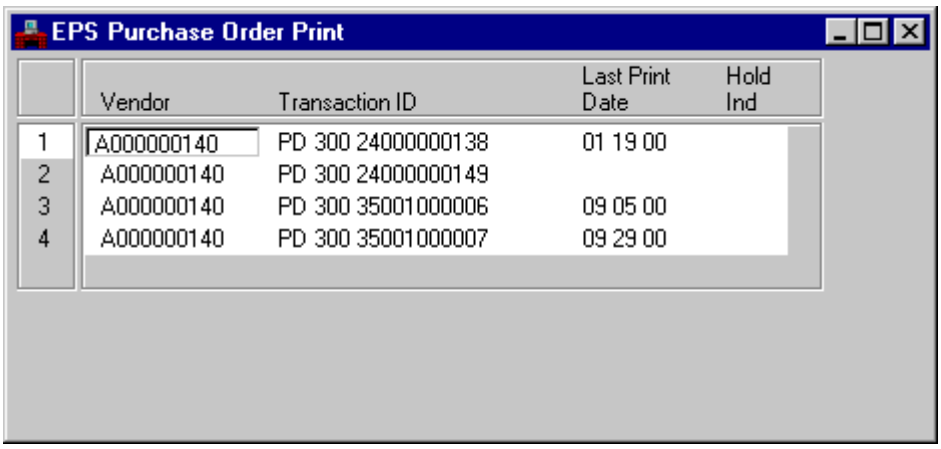
EPS Purchase Order Print (PCHD)

Purpose

The EPS Purchase Order Print (PCHD) table displays the date that a purchase order document was printed. It is also used to prevent the printing of a purchase order or to order the reprinting of a purchase order. An entry is added to this table when a purchase order is accepted into the system and all approvals have been applied. The entry is deleted when the purchase order is cleared from the open windows.

The Last Print Date will be updated when the purchase order is printed during the nightly cycle at the State Data Center or if the user prints the purchase order via the On-Demand EPS Purchase Order Print (ODPO) table.

PCHD Coding Instructions



Field Name	Length	Definition
Vendor	10	**Requires Input.** Enter the vendor number for the Vendor associated with the purchase order document for which you desire information or which you want to place on hold.
Transaction ID	16	**Input Optional.** You may enter the Transaction ID of the desired purchase order document.
Last Print Date	6	**Input Optional.** Displays the date that the purchase order was printed. To reprint the order during the nightly cycle, change this date to blank.
Hold Ind	1	**Input Optional.** You may enter **Y** if you want to put this purchase order on hold and prevent printing.

Expense Account Voucher (PVE)

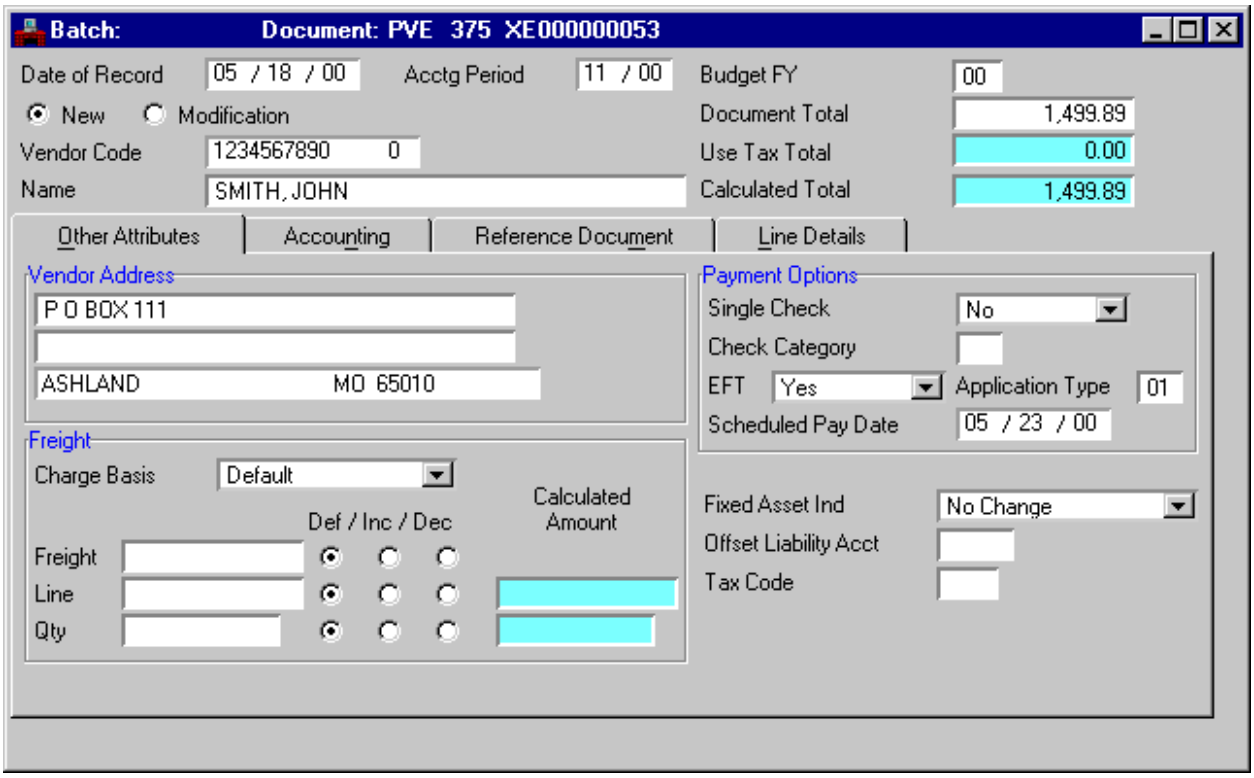
Purpose

An Expense Account Voucher (PVE) must be used when paying for employee travel reimbursement request made on expense accounts. Complete the Other Attributes and Detail Tabs only. **Do not** use the Accounting and Reference Document Tabs.

- All PVE documents must have a prefix of X.
- For example: PVE for agency 300 would be PVE 300 X2050100001 for organization 2050 with the following one indicating the FY 01. An example PVE for agency 300

during FY 02 would be PVE 300 X2050200001 for organization 2050 with the following two indicating the FY 02.

PVE Coding Instructions



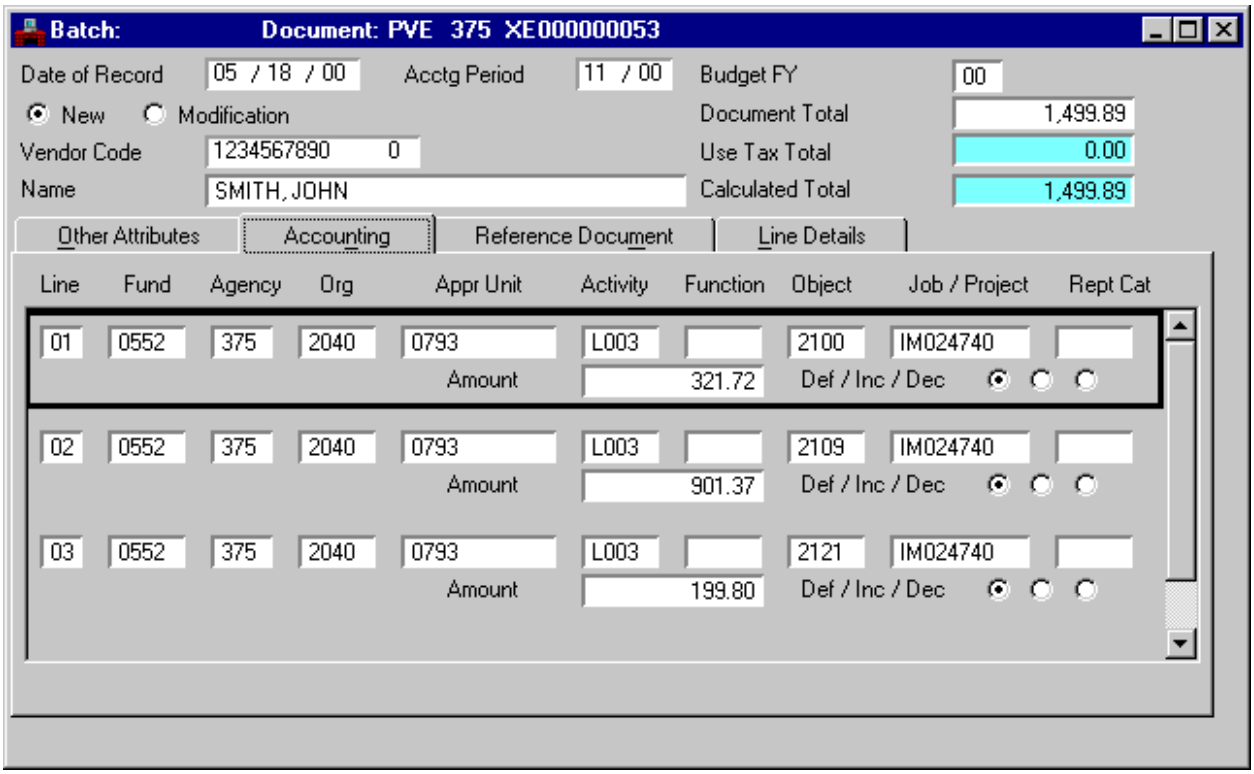
Other Attributes View

Field Name	Length	Definition
Date of Record	6.0	**Input Required.** Enter the date the employee signed the expense account.
Acctg Period	4.0	**Input Optional.** Defaults to the current accounting period for the current fiscal year. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** Defaults to the current fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium.
New/Modification [Action]	1.0	**Input Optional.** Default is **New [E]**. Valid values are:

		• **New [E]** - Indicates that this is a new entry (new document). • **Modification [M]** - This allows you to add lines to a previous document, change the amounts on existing lines (not accounting codes), or cancel a line (decrease a line amount to zero). To change accounting codes in an existing line, you must cancel the existing line and enter a new line with the new codes. A line is cancelled by decreasing the line amount to zero (select the decrease option on the **Def/Inc/Dec** field when a line amount is being decreased to zero). You can record both these lines on the same document by entering **Modification [M]**.
Document Total	14.2	Requires Input. Enter the net amount of all lines on the document.
Vendor Code	11.0	**Requires Input.** Enter the employee vendor number you want to pay. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor codes using the employee's name.
Use Tax Total	14.2	**Not Applicable.** Do not use this field.
Name	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2).
Calculated Total	14.2	**Display Only.** This field contains the system-computed total of the line amounts.
Vendor Address	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2).
Single Check	1.0	**Input Optional.** If a vendor requests a single check for this particular payment, select **Yes**. If "Yes" is selected in this field, **No** must be selected in the **EFT Indicator** field.

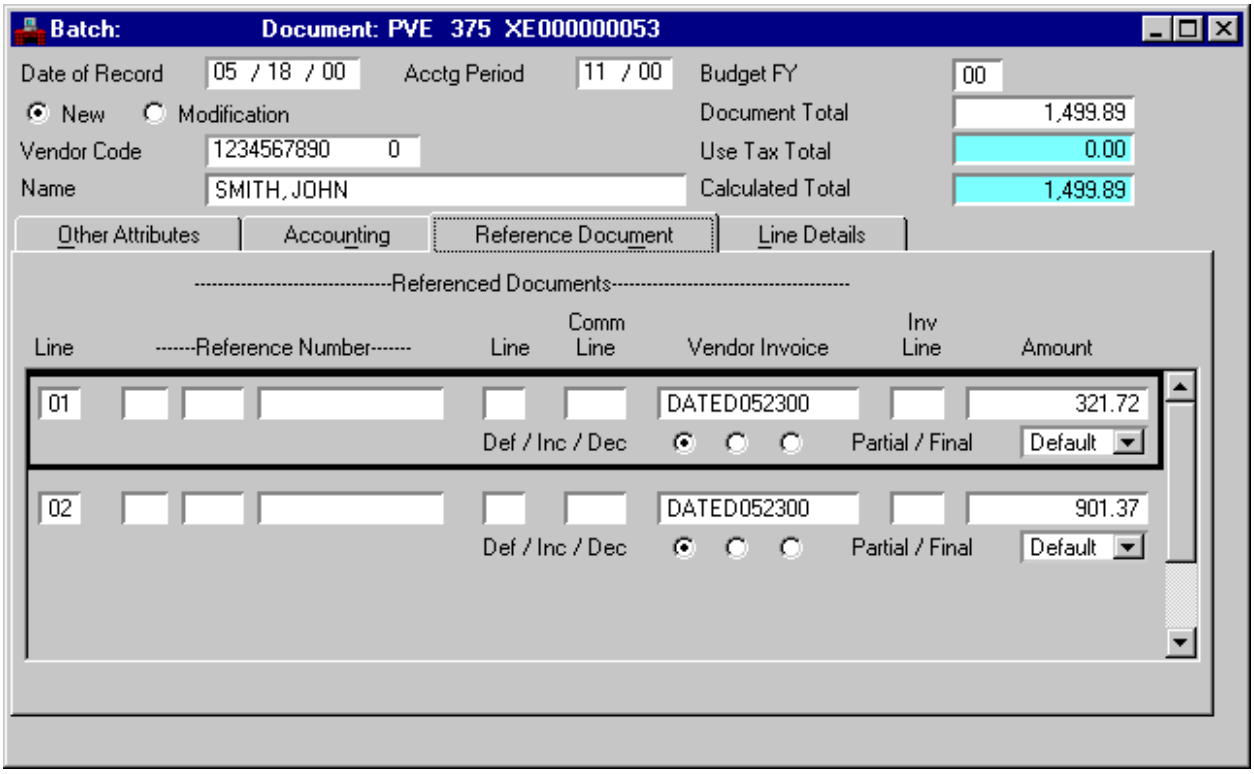
		If left blank, this field defaults to **No**. However, if the **Single Check Requested** checkbox on the Vendor (1 of 3) (VEN2) table is selected, this field defaults to **Yes**.
Check Category	2.0	**Input Optional.** If agency distribution, enter the appropriate Check Category code. Refer to Check Category (CCAT) table for valid codes. If left blank, this field defaults to direct check distribution to the vendor by the State Treasurer's Office (STO). Also, leave blank if an Electronic Funds Transfer (EFT) will be generated instead of a check.
EFT	1.0	**Input Optional.** Defaults to **Default [blank]**. Only enter if an employee elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). An employee is eligible for Electronic Funds Transfer (EFT) when **EFT Status** on Vendor (1 of 3) (VEN2) is **Active [A]**. Valid selections are **Default [blank]**, **No Change [blank]**, **Yes [Y]**, or **No [N]**.
Application Type	2.0	**Input Optional.** If **EFT** field is **No**, this field will be blank. If **EFT** field is **Yes**, the application type will default to 01.
Scheduled Pay Date	6.0	**Input Optional.** If field is blank, default automatically assigns a date according to the following rules: Scheduled Payment Day entered on Vendor (1 of 3) (VEN2) is used. If the scheduled payment day of Vendor (1 of 3) (VEN2) is blank, then the system will default to the date of record on the payment voucher. A schedule payment date can be entered two working days before you want the check for payment to be dated.
Charge Basis	1.0	**Not Applicable.** Do not enter data in this field.
Freight (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Freight(Def/Inc/Dec)	1.0	**Not Applicable.** Do not enter data in this field.

Line (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Line(Def/Inc/Dec)	1.0	**Not Applicable.** Do not enter data in this field.
Line (Calculated Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Qty (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Qty(Def/Inc/Dec)	1.0	**Not Applicable.** Do not enter data in this field.
Qty (Calculated Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Fixed Asset Ind	1.0	**Not Applicable.** Do not enter data in this field.
Offset Liability Acct	4.0	**Not Applicable.** Do not enter data in this field.
Tax Code	3.0	**Not Applicable.** Do not enter data in this field.



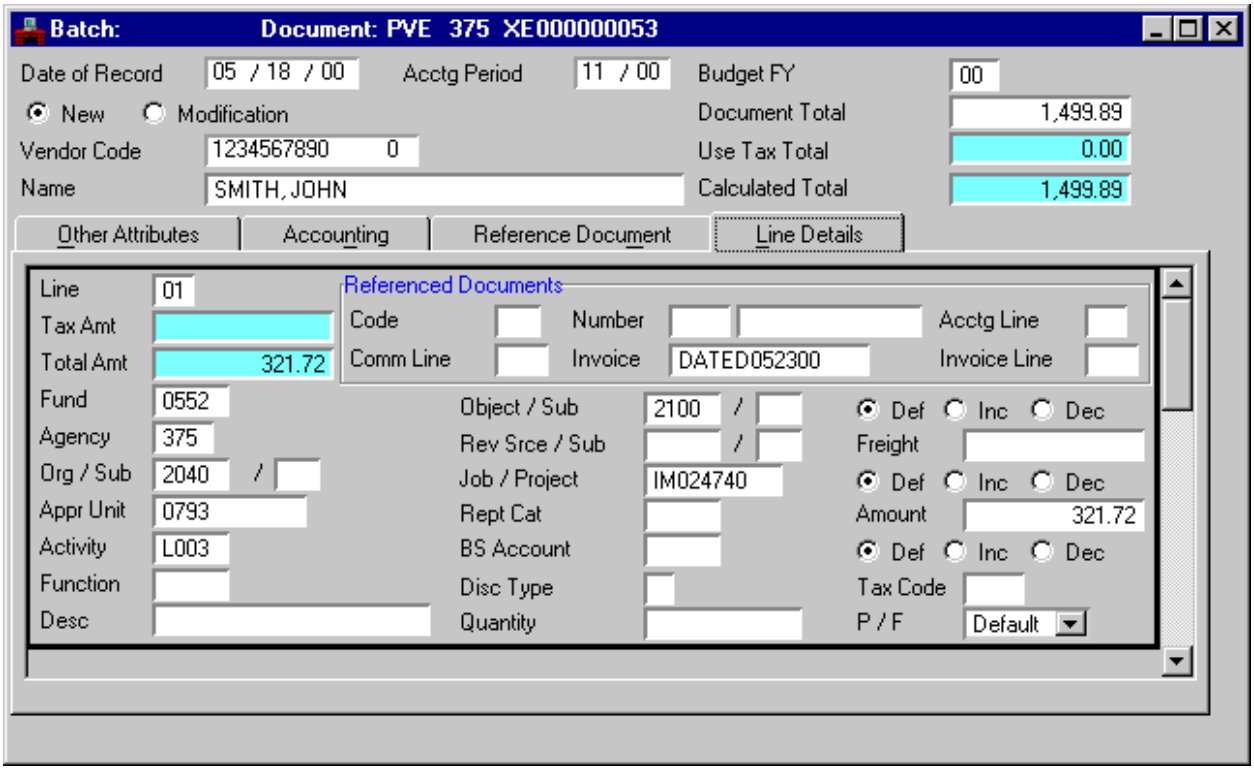
Accounting View

Field Name	Length	Definition
Line	2.0	**Not Applicable.** Do not enter data in this field
Fund	4.0	**Not Applicable.** Do not enter data in this field
Agency	3.0	**Not Applicable.** Do not enter data in this field
Org	4.0	**Not Applicable.** Do not enter data in this field
Appr Unit	9.0	**Not Applicable.** Do not enter data in this field
Activity	4.0	**Not Applicable.** Do not enter data in this field
Function	4.0	**Not Applicable.** Do not enter data in this field
Object	4.0	**Not Applicable.** Do not enter data in this field
Rept Cat	4.0	**Not Applicable.** Do not enter data in this field
Amount	14.2	**Not Applicable.** Do not enter data in this field
Def/Inc/Dec	1.0	**Not Applicable.** Do not enter data in this field



Reference Document View

Field Name	Length	Definition
Line	2.0	**Not Applicable.** Do not enter data in this field.
Reference Number	16.0	**Not Applicable.** Do not enter data in this field.
Line	2.0	**Not Applicable.** Do not enter data in this field.
Comm Line	3.0	**Not Applicable.** Do not enter data in this field.
Vendor Invoice	12.0	**Not Applicable.** Do not enter data in this field.
Inv Line	3.0	**Not Applicable.** Do not enter data in this field.
Amount	14.2	**Not Applicable.** Do not enter data in this field.
Def/Inc/Dec	1.0	**Not Applicable.** Do not enter data in this field.
Partial/Final	1.0	**Not Applicable.** Do not enter data in this field.



Line Details View

Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers 01 to 99 are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Tax Amt	14.2	**Not Applicable.** Do not enter data in this field.
Total Amt	14.2	**Display Only.** The total amount of this line is displayed. The system will calculate the total amount from the amount supplied and the calculated adjustment amount.
Reference Documents Code/Number	16.0	**Input Optional.** Required if this line concerns items previously recorded on a purchase order; otherwise, it

		is blank. Enter the document code, agency and number of the document being referenced.
Acctg Line	2.0	**Input Optional.** Required if this line concerns items previously recorded on a purchase order; otherwise it is blank. Enter the purchase order accounting line number of the item being referenced.
Comm Line	3.0	**Input Optional.** Required if this line concerns items previously recorded on a purchase order; otherwise, it is blank. Enter the purchase order commodity line number of the item being referenced.
Invoice Number	12.0	**Requires Input.** Enter the first three characters of the month and the last two digits of the calendar year the expense account is for. This information is also what must be entered on a Quick Vendor Invoice (VIQ) document, if one was completed.
Invoice Line	3.0	**Input Optional.** Enter the line number of the referenced Quick Vendor Invoice (VIQ) if one was entered.
Fund	4.0	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4.0	**Requires Input**. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2.0	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9.0	**Input Optional.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended)

		(EAPP) table for valid codes. Leave blank if processing non-appropriated payment.
Activity	4.0	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Desc (Description)	17.0	**Input Optional.** Enter general descriptive information to be recorded with this transaction.
Object (Object/Sub)	4.0	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2.0	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Rev Srce (Rev Srce/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev Srce/Sub)	2.0	**Not Applicable.** Do not enter data in this field.
Job / Project	6.0	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier.
Rept Cat	4.0	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
BS Account	4.0	**Not Applicable.** Do not enter data in this field.

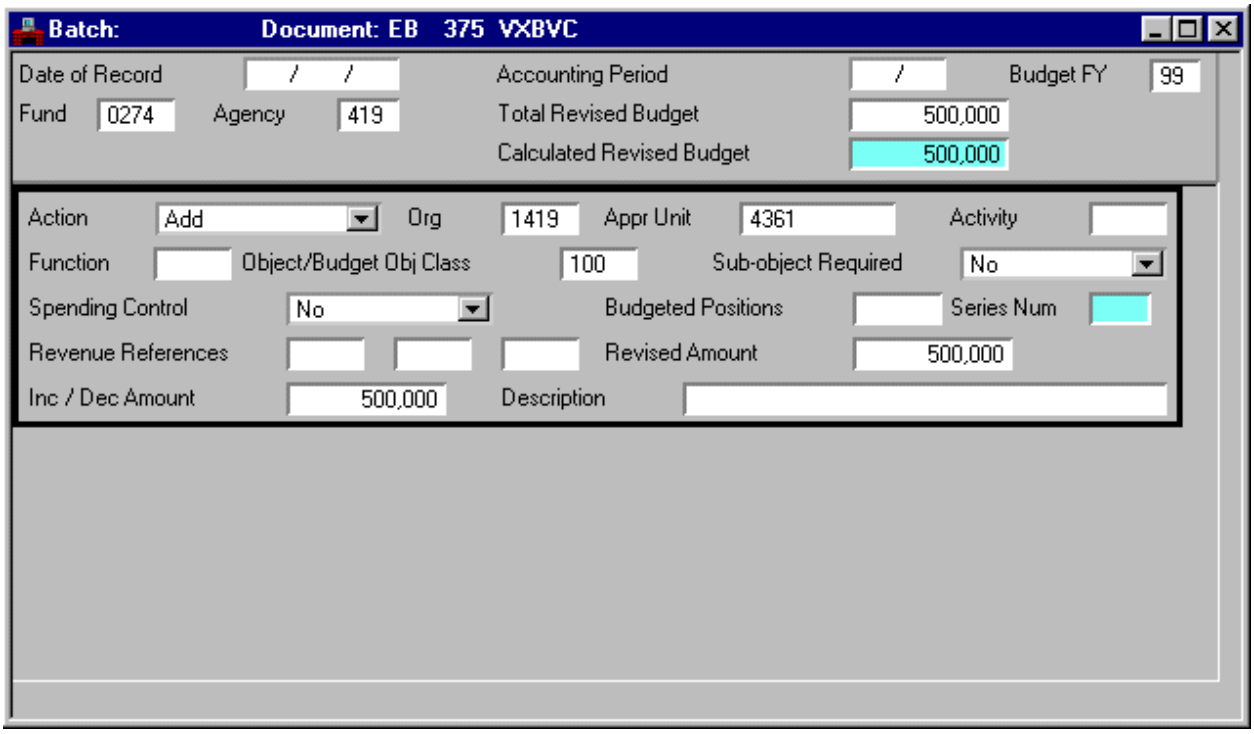
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]**. Valid values on a modification document are **Increase [I]** if Quantity is increasing, or **Decrease [D]** if Quantity is decreasing. If quantity is blank, select **Default [blank]**.
Disc Type	1.0	**Not Applicable.** Do not enter data in this field.
Quantity	12.0	**Not Applicable.** Do not enter data in this field.
Def/Inc/Dec	1.0	**Not Applicable.** Do not enter data in this field.
Freight	14.2	**Not Applicable.** Do not enter data in this field.
Def/Inc/Dec	1.0	**Not Applicable.** Do not enter data in this field.
Tax Code	3.0	**Not Applicable.** Do not enter data in this field.
FA Type	1.0	**Not Applicable.** Do not enter data in this field.
P/F	1.0	**Not Applicable.** Do not enter data in this field.

Expense Budget (EB)

Purpose

The Expense Budget (EB) document establishes and maintains budgeted amounts by budget object class. If modifying or deactivating an expense budget, refer to the coding instructions for the Modified Expense Budget (EB2) document. If transferring budgeted amounts between expense budgets, refer to the coding instructions for the Transfer Budget (TB) document.

EB Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional.** If the EB is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Requires Input.** Enter the last two digits (yy) of the budget fiscal year.
Fund	4.0	**Requires Input.** Enter the code for the appropriate fund. Refer to Fund Index (FUND) for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate agency. Refer to Agency Index (AGCY) or Fund Agency Index (FAGY) for valid codes.

Total Revised Budget	12.0	**Requires Input.** Enter the sum of the Revised Amounts for all lines of this document. Do not enter cents.
Calculated Revised Budget	12.0	**Display Only.** This is a system generated total of all the revised budget amounts. It must equal the Total Revised Budget amount for the transaction to be accepted.
Action	1.0	**Input Optional.** Defaults to Add. Selections include: • **Add** – Used to add a new expense budget or reactivate an inactive expense budget. • **Modify** – Used to modify the amount or description of an existing expense budget. *Agencies should use the Modified Expense Budget (EB2) document to modify expense budgets used for internal budgetary controls*. • **Deactivate** – Used to deactivate an existing expense budget. No further obligations may be charged against the expense budget. *Agencies should use the Modified Expense Budget (EB2) document to deactivate expense budgets used for internal budgetary controls*. • **Full Modify** - Used to modify the amount or description of an existing expense budget. In addition, this action allows the sub-object and spending control options to be changed. *Agencies should use the Modified Expense Budget (EB2) document to modify expense budgets used for internal budgetary controls*. If modifying or deactivating an expense budget, select the appropriate action.
Org	4.0	**Requires Input.** Enter the code for the appropriate organization. This organization must be designated as

		an expense budget organization. Refer to Organization (ORG2) for valid codes.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes.
		Input Optional. May be either required or not allowed based upon the Expense Budget Activity Option on the Fund Agency (FGY2) table.
Activity	4.0	If the control option on the Fund Agency (FGY2) requires the use of an activity on budget and accounting, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes.
		If the control option on the Fund Agency (FGY2) requires the use of activity on accounting or the use of activity is optional on accounting, do not enter data into this field.
		Input Optional. May be either required or not allowed based upon the Expense Budget Function Option on the Fund Agency (FGY2) table.
Function	4.0	If the control option on the Fund Agency (FGY2) requires the use of a function on budget and accounting, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes.
		If the control option on the Fund Agency (FGY2) requires the use of function on accounting or the use of function is optional on accounting, do not enter data into this field.
Obj/ Budget Obj Class	4.0	**Requires Input.** Enter the code for the appropriate budget object class. Refer to Budget Object Class (BOBC) for valid codes.
Sub-Object Required	1.0	**Input Optional.** Default is No. Selections include:

		• **No** – Sub-object codes are not required on accounting transactions for this expense budget. • **Yes** – Sub-object codes are required on accounting transactions for this expense budget. This selection requires sub-objects on all objects within the budget object class for this expense budget. Refer to Sub-Object (SOBJ) for valid codes. • **Reset to No** – Used to change the selection from Yes to No. If adding an expense budget and sub-object codes are required for this expense budget, select Yes. If modifying an expense budget and changing the sub-object required option, select the appropriate action. Remember to select the Full Modify action. Refer to Expense Budget Inquiry (EEX2) to determine if the Sub-object Required option has been selected for the expense budget. If the Sub-object Required option has been selected, the Sub-object Required checkbox will contain an "X" for the expense budget. If the Sub-object Required option has not been selected, the Sub-object Required checkbox will be blank for the expense budget.
Spending Control	1.0	**Input Optional.** Default is No. Selections include: • **No** – Obligations may exceed the amount budgeted for this expense budget. • **Yes** – Obligations may not exceed the amount budgeted for this expense budget. • **Reset to No** – Used to change the selection from Yes to No.

		If adding an expense budget and spending control is required for this expense budget, select Yes. If modifying an expense budget and changing the sub-object required option, select the appropriate action. Remember to select the Full Modify action. Refer to Expense Budget Inquiry (EEX2) to determine if the Spending Control option has been selected for the expense budget. If the spending control option has been selected, the Spending Control box will state "Restricted to Current Modified Budget" for the expense budget. If the spending control option has not been selected, the Spending Control box will state "Controlled by Expense Budget Controls" for the expense budget.
Budgeted Positions	6.2	**Not Applicable.** Do not enter data into this field.
Series Number	3.0	**Not Applicable.** Display only.
Revenue References	4.0	**Not Applicable.** Do not enter data into this field.
Revised Amt	12.0	**Input Optional.** If adding a new expense budget, enter the new amount for the expense budget. Do not enter cents. If modifying an existing expense budget, enter the revised amount for the expense budget. Do not enter cents. If deactivating or reactivating a revenue budget, do not enter an amount for the expense budget. The amount will default to zero.
Inc/Dec Amount	12.0	**Input Optional.** If adding a new expense budget, enter the increased amount for the expense budget. This is the same amount entered in the Revised Amt field. Do not enter cents.

		If modifying an existing expense budget, enter the difference between the revised amount and the existing amount for the expense budget. Refer to Expense Budget Inquiry Extended (EEX2) to determine the existing expense budget amount. If the net effect results in a negative number, do not enter the negative sign in this field. Do not enter cents. If deactivating or reactivating an expense budget, do not enter an amount. The amount will default to zero.
Description	30.0	**Input Optional.** Defaults to the description of the budget object class. Refer to Budget Object Class (BOBC) for valid descriptions. If a different description is desired, enter a new description.

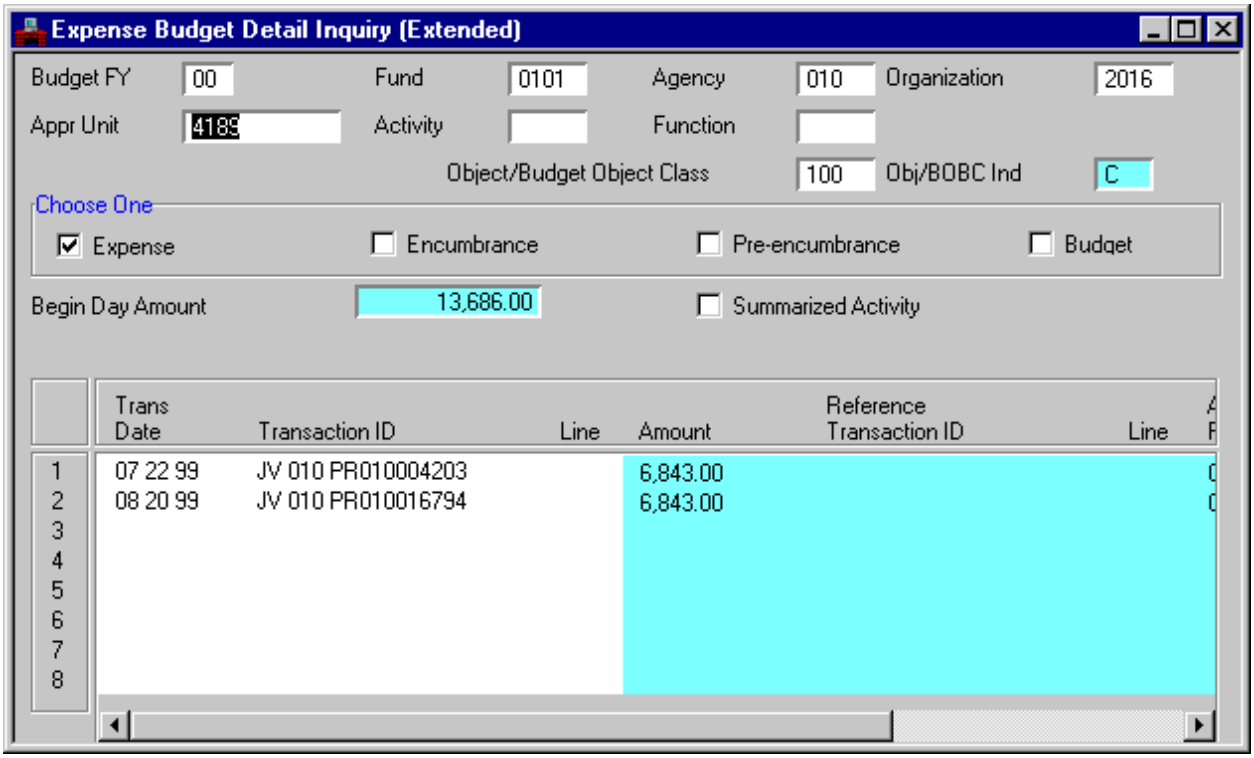
Expense Budget Detail Inquiry (Extended) (EEXD)

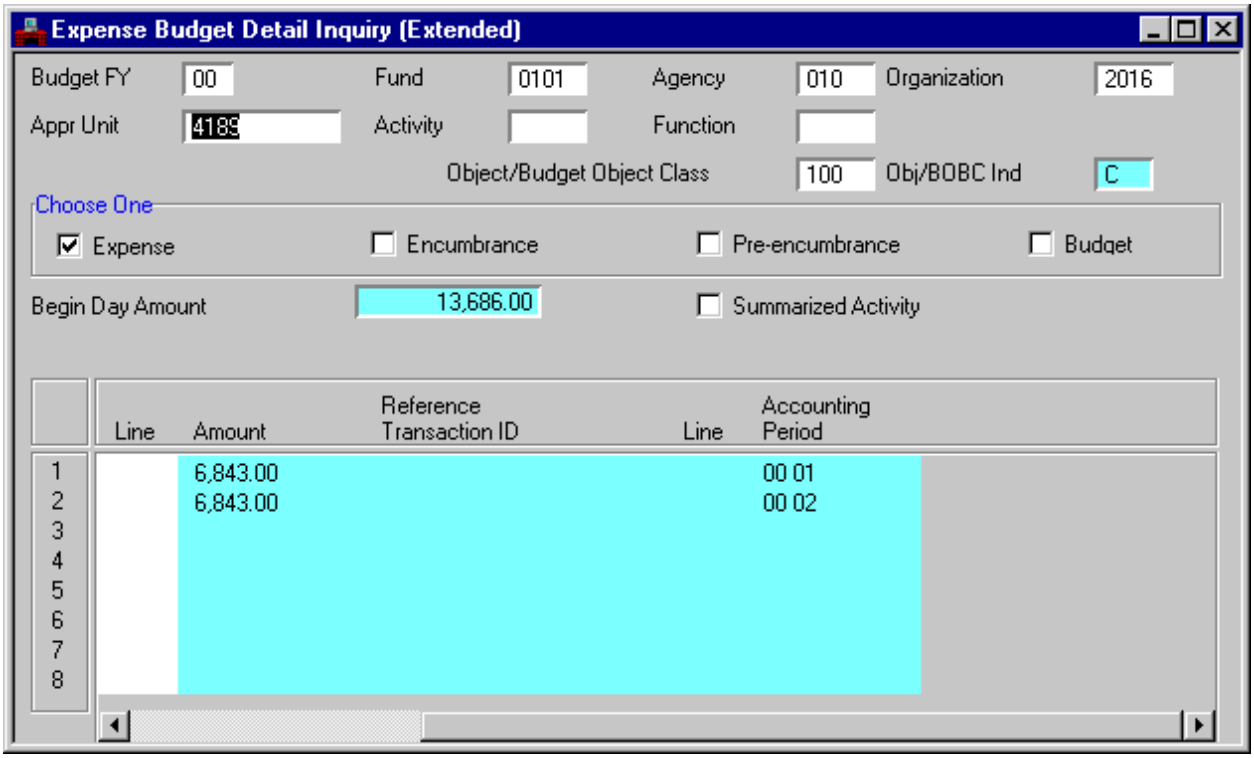
>

Purpose

The Expense Budget Detail Inquiry Extended (EEXD) table is a listing of financial transactions processed against an expense budget. The inquiry displays accounting and budget transaction details for an expense budget. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, Appr Unit, Activity, Function, and Budget Object Class) narrows the search for an inquiry.

EEXD Coding Instructions





Field Name	Length	Definition

Budget FY	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Organization	4.0	Enter the code for the appropriate organization. Refer to Organization (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired organization.
Appr Unit	4.0	Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, and Organization combination, which may not be the desired appr unit.
Activity	4.0	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the expense budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If an activity code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, and Appr Unit combination, which may not be the desired activity.

Function	4.0	If the control option on the Fund Agency (FGY2) requires the use of a function code on the expense budget, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes. If a function code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, Appr Unit and if applicable the Activity combination, which may not be the desired function.
Object/Budget Object Class	4.0	Enter the code for the appropriate budget object class. Refer to Budget Object Class (BOBC) for valid codes. If a budget object class is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, Appr Unit, and if applicable the Activity and/or Function combination, which may not be the desired budget object class.
Obj/BOBC Ind	1.0	Displays if the Obj/Bgt Obj Class field is an object or a budget object class. Displays “O” for object or “C” for budget object class.
Expense	1.0	Select this box to display expenditure transactions for the expense budget.
Encumbrance	1.0	Select this box to display the encumbrance transactions for the expense budget.
Pre-encumbrance	1.0	Select this box to display the pre-encumbrance transactions for the expense budget.
Budget	1.0	Select this box to display the expense budget transactions for the expense budget.
Begin Day Amount	14.2	Displays the beginning day amount for expenditures, encumbrances, pre-encumbrances or budgets depending on the checkbox selected.

Summarized Activity	1.0	Select this box to display summarized activity for expense, encumbrance, pre-encumbrance or budget transactions.
Trans Date	6.0	If **Summarized Activity** is selected, enter the accounting period *(mm yy)* for the transaction to limit the search. If **Summarized Activity** is not selected, enter the date of record *(mm dd yy)* for the transaction to limit the search.
Transaction ID	25.0	If **Summarized Activity** is selected, displays the year and month the document was closed. If **Summarized Activity** is not selected, enter the transaction ID for the document to limit the search.
Line	2.0	If **Summarized Activity** is selected, nothing is displayed. If **Summarized Activity** is not selected, enter the line number of the document to limit the search.
Amount	14.2	If **Summarized Activity** is selected, displays the net activity for the month. If **Summarized Activity** is not selected, displays the amount for the line of the transaction.
Reference Transaction ID	25.0	Displays the referenced transaction ID.
Line	2.0	Displays the reference transaction line number.
Accounting Period	2.0	Displays the accounting period for the transaction.

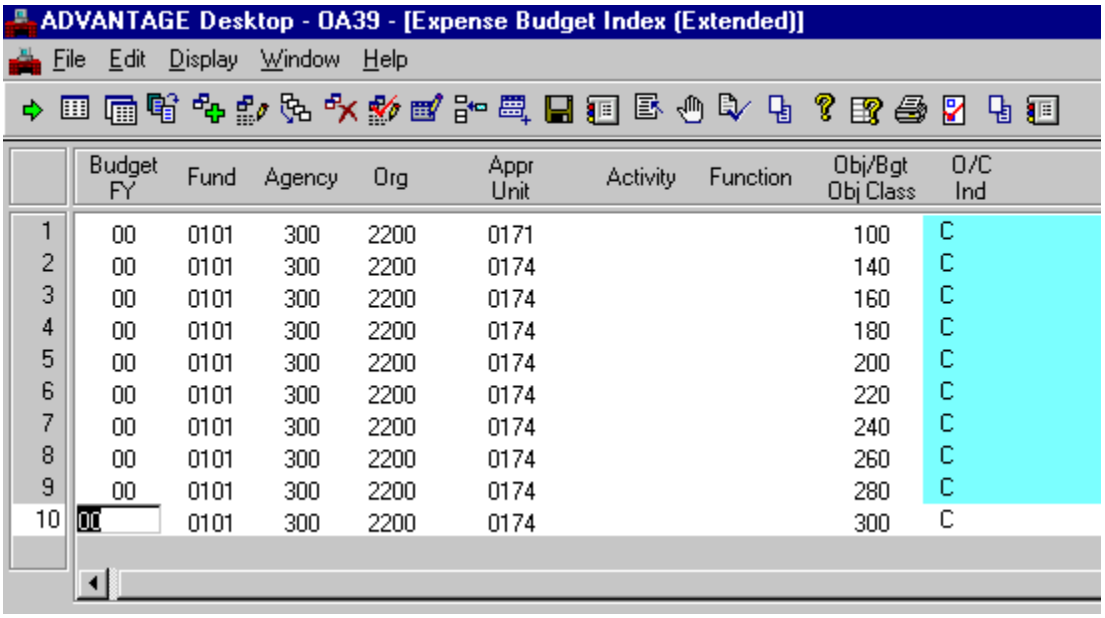
Expense Budget Index Extended (EEXP)

Purpose

The Expense Budget Index Extended (EEXP) table is listing of expense budgets for a budget fiscal year. The index displays the name and status of the expense budget. Entering a key

field or combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, Appr Unit, Activity, Function, and Budget Object Class) narrows the search for an inquiry.

EEXP Coding Instructions





Field Name	Length	Definition
Budget FY	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first

		record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Org	4.0	Enter the code for the appropriate organization. Refer to Organization (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired organization.
Appr Unit	4.0	Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, and Organization combination, which may not be the desired appr unit.
Activity	4.0	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the expense budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If an activity code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, and Appr Unit combination, which may not be the desired activity.
Function	4.0	If the control option on the Fund Agency (FGY2) requires the use of a function code on the expense budget, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes. If a function code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year,

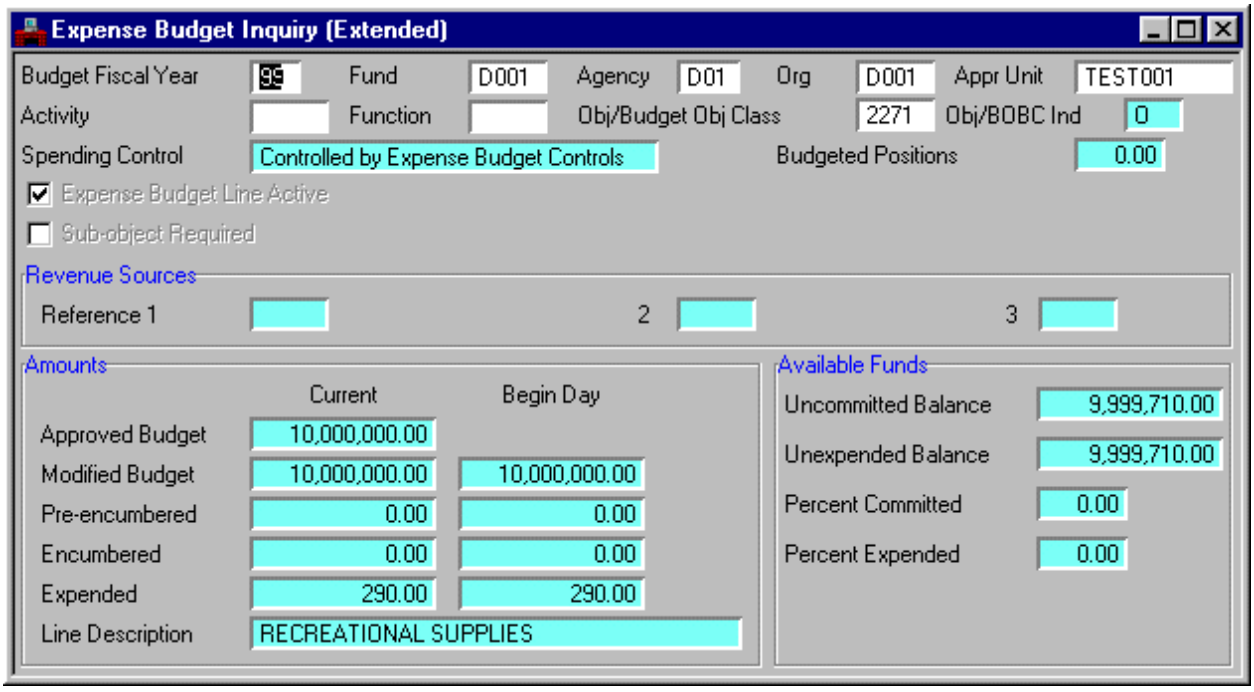
		Fund, Agency, Organization, Appr Unit and if applicable the Activity combination, which may not be the desired function.
Obj/Bgt Obj Class	3.0	Enter the code for the appropriate budget object class. Refer to Budget Object Class (BOBC) for valid codes. If a budget object class is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, Appr Unit, and if applicable the Activity and/or Function combination, which may not be the desired budget object class.
O/C Ind	1.0	Displays if the Obj/Bgt Obj Class field is an object or a budget object class. Displays “O” for object or “C” for budget object class.
Description	30.0	Displays the description of the line as entered on the expense budget transaction. If no description was entered, the object/budget object class name from Object Index (OBJT)/Budget Object Class (BOBC) is displayed.
Status	1.0	Displays "A" or "I" depending on whether the Expense Budget is Active or Inactive.

Expense Budget Inquiry (Extended) (EEX2)

Purpose

The Expense Budget Inquiry Extended (EEX2) table is a financial summary for an expense budget. The inquiry displays the expense budget amount, the obligations against the expense budget, and the unobligated expense budget authority. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, Appr Unit, Activity, Function, and Budget Object Class) narrows the search for an inquiry.

EEX2 Coding Instructions



Field Name	Length	Definition
Budget Fiscal Year	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Org	4.0	Enter the code for the appropriate organization. Refer to Organization (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year,

		Fund and Agency combination, which may not be the desired organization.
Appr Unit	9.0	Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, and Organization combination, which may not be the desired appr unit.
Activity	4.0	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the expense budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If an activity code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, and Appr Unit combination, which may not be the desired activity.
Function	4.0	If the control option on the Fund Agency (FGY2) requires the use of a function code on the expense budget, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes. If a function code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, Appr Unit and if applicable the Activity combination, which may not be the desired function.
Obj/Budget Obj Class	4.0	Enter the code for the appropriate budget object class. Refer to Budget Object Class (BOBC) for valid codes. If a budget object class is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, Appr Unit, and if applicable the Activity and/or Function combination, which may not be the desired budget object class.

Obj/BOBC Ind	1.0	Displays if the Obj/Bgt Obj Class field is an object or a budget object class. Displays “O” for object or “C” for budget object class.
Spending Control	1.0	Displays the spending control for the expense budget. Displays “Controlled by Expense Budget Controls” if the spending against the expense budget is controlled by the statewide control on Fund (FUN2). Displays “Restricted to Current Modified Budget” if the spending against the expense budget is controlled by internal agency control on the expense budget.
Budgeted Positions	6.0	**Not applicable.** The State of Missouri does not display the number of budgeted positions for an expense budget.
Expense Budget Line Active	1.0	Displays if the expense budget is active. The Active box will be marked with an X if the expense budget is active. If the expense budget is not active, the box will be blank.
Sub-Object Required	1.0	Displays if sub-objects are required for the expense budget. The Sub-object Required box will be marked with an X if sub-objects are required on accounting transactions. If sub-objects are not required, the box will be blank.
Reference (1-3)	4.0	**Not applicable.** The State of Missouri does not reference expected revenue sources for an expense budget.
Approved Budget (Current)	14.2	Displays the budgeted amount for the expense budget when the budget was approved.
Modified Budget (Current)	14.2	Displays the budgeted amount for the expense budget. This field is updated with changes from expense budget transactions processed after the budget was approved.
Modified Budget (Begin Day)	14.2	Displays the beginning day budgeted amount for the expense budget.

Pre-Encumbered (Current)	14.2	Displays the total amount pre-encumbered against the expense budget.
Pre-Encumbered (Begin Day)	14.2	Displays the beginning day amount pre-encumbered against the expense budget.
Encumbered (Current)	14.2	Displays the total amount encumbered against the expense budget.
Encumbered (Begin Day)	14.2	Displays the beginning day amount encumbered against the expense budget.
Expended (Current)	14.2	Displays the total amount expended against the expense budget.
Expended (Begin Day)	14.2	Displays the beginning day amount expended against the expense budget.
Line Description	25.0	Displays a description of the expense budget.
Uncommitted Balance	14.2	Displays the uncommitted balance for the expense budget. The uncommitted balance is calculated using the following formula: The Current Modified Budget amount less the Pre-Encumbered amount less the Encumbered amount less the Expended amount.
Unexpended Balance	14.2	Displays the unexpended balance for the expense budget. The unexpended balance is calculated using the following formula: The Current Modified Budget amount less the Expended amount.
Percent Committed	4.2	Displays the percent committed for the expense budget. The committed percentage is calculated using the following formula: The Pre-Encumbered amount plus the Encumbered amount plus the Expended amount divided by the Current Modified Budget.

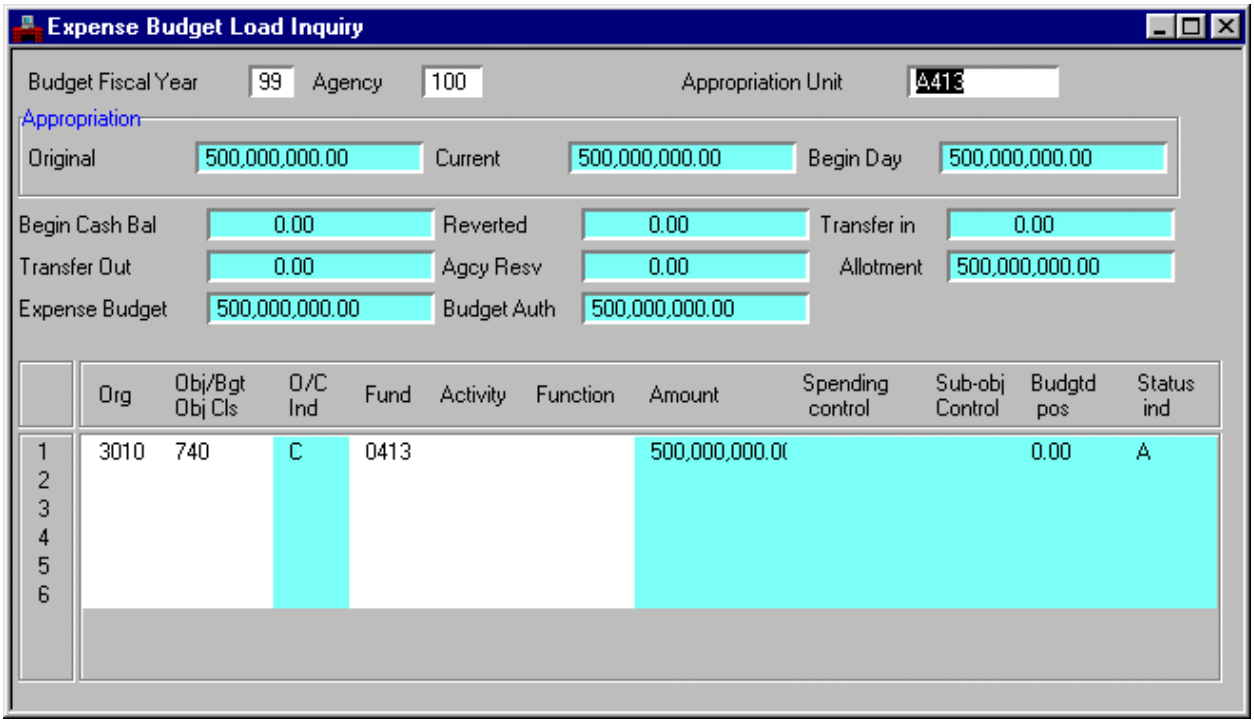
Percent Expended	4.2	Displays the percent expended for the expense budget. The expended percentage is calculated using the following formula: The Expended amount divided by the Current Modified Budget.

Expense Budget Load Inquiry (Extended) (EBLI)

Purpose

The Expense Budget Load Inquiry Extended is a summary of the appropriation unit and the associated expense budgets. The inquiry displays the appropriation authority and lists the expense budgets for the appropriation unit. Entering a key field or combination of key fields (Agency, Appr Unit, Budget Object Class, Fund Activity, and Function) narrows the search for an inquiry.

EBLI Coding Instructions



Field Name	Length	Definition

Fiscal Year	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired agency.
Appropriation Unit	9.0	Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Agency combination, which may not be the desired appr unit.
Original (Appropriation)	14.2	Displays the appropriated amount for the appropriation unit when the budget was officially approved.
Begin Day (Appropriation)	14.2	Displays the beginning day appropriated amount for the appropriation unit.
Begin Cash Bal	14.2	Not applicable. The State of Missouri does not roll over unexpended appropriation amounts from the previous budget fiscal year.
Reverted	14.2	Displays reverted amount for the appropriation unit. A reversion reduces the available spending authority. This field displays the amount of the Governor's Reserve or withholding for an appropriation unit.
Transfer in	14.2	Displays the total of all Transfer Appropriation (TA) transactions made from other appropriation unit(s) to this appropriation unit.
Transfer out	14.2	Displays the total of all Transfer Appropriation (TA) transactions made from this appropriation unit to other appropriation unit(s).

Agcy Resv	14.2	Displays the total amount of agency reserve for the appropriation unit.
Allotment	14.2	Displays the total allotment authority for the appropriation unit.
Expense Budget	14.2	Displays the total of all expense budgets authority for the appropriation unit.
Budget Auth	14.2	Displays the total budget authority for the appropriation unit. The budget authority is calculated using the following formula: The Current amount less the Reverted amount plus the Transfer In amount less the Transfer Out amount less the Agency Reserve amount.
Org	4.0	Enter the code for the appropriate organization. Refer to Organization (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Agency and Appr Unit combination, which may not be the desired organization.
Obj/Bgt Obj Cls	4.0	Enter the code for the appropriate budget object class. Refer to Budget Object Class (BOBC) for valid codes. If a budget object class is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Agency, Appr Unit and Organization combination, which may not be the desired budget object class.
O/C Ind	1.0	Displays if the Obj/Bgt Obj Class field is an object or a budget object class. Displays “O” for object or “C” for budget object class.
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Agency, Appr Unit,

		Organization and Budget Object Class combination, which may not be the desired fund.
Activity	4.0	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the expense budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If an activity code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Agency, Appr Unit, Organization, Budget Object Class and Fund combination, which may not be the desired activity.
Function	4.0	If the control option on the Fund Agency (FGY2) requires the use of a function code on the expense budget, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes. If a function code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Agency, Appr Unit, Organization, Budget Object Class, Fund and if applicable the Activity combination, which may not be the desired function.
Amount	14.2	Displays the budgeted amount for the expense budget. This field is updated with changes from expense budget transactions processed after the budget was approved.
Spending Control	1.0	Displays the spending control for the expense budget. Displays “N” if the spending against the expense budget is controlled by the statewide control on Fund (FUN2). Displays “Y” if the spending against the expense budget is controlled by internal agency control on the expense budget.
Sub-obj Control	1.0	Displays if sub-objects are required on accounting transactions for the expense budget. Displays “N” if sub-objects are not required or displays “Y” if sub-objects are required.

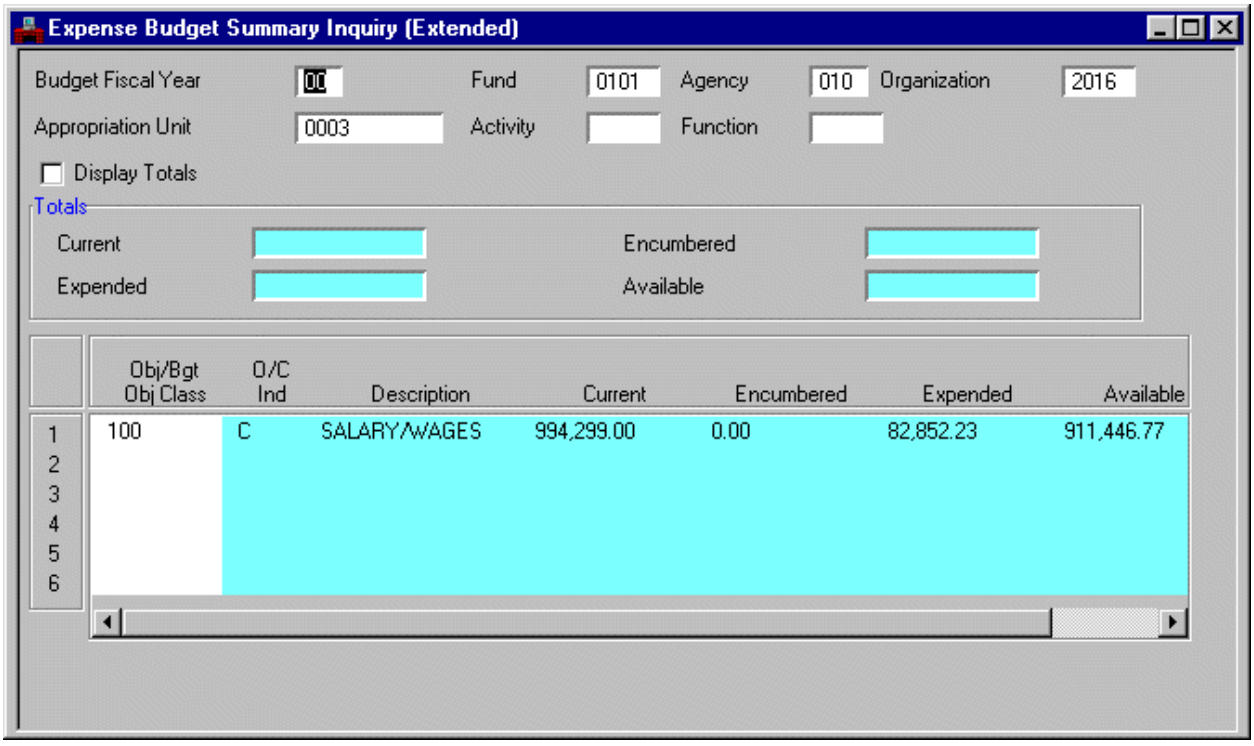
Budgtd pos	1.0	Not applicable. The State of Missouri does not display the number of budgeted positions for an expense budget.
Status ind	1.0	Displays the status of the expense budget. Displays "A" for an active expense budget or "I" for an inactive expense budget.

Expense Budget Summary Inquiry Extended (EESM)

Purpose

The Expense Budget Summary Inquiry Extended (EESM) table is a summarized listing of expense budgets for an appropriation unit. The inquiry displays all expense budgets established for an appropriation unit. The financial summary includes the expense budget amount, the obligations against the expense budget, and the unobligated expense budget authority. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, Appr Unit, Activity, and Function) narrows the search for an inquiry.

EESM Coding Instructions



Field Name	Length	Definition
Budget Fiscal Year	2.0	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4.0	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3.0	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Organization	4.0	Enter the code for the appropriate organization. Refer to Organization (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired organization.
Appropriation Unit	4.0	Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes. If an appr unit code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, and Organization combination, which may not be the desired appr unit.
Activity	4.0	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the expense budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If an activity code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal

		Year, Fund, Agency, Organization, and Appr Unit combination, which may not be the desired activity.
Function	4.0	If the control option on the Fund Agency (FGY2) requires the use of a function code on the expense budget, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes. If a function code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, Appr Unit and if applicable the Activity combination, which may not be the desired function.
Display Totals	1.0	Select the box to display expense budget totals for an appropriation unit or if applicable displays totals for the appropriation unit and the activity and/or function combination. The totals are displayed in the Current, Encumbered, Expended and Available fields.
Current	14.2	If the Displays Totals box is selected, displays the total budgeted amount of the expense budgets. This field is updated with changes from expense budget transactions processed after the budget was approved.
Encumbered	14.2	If the Displays Totals box is selected, displays the total encumbered amount of the expense budgets.
Expended	14.2	If the Displays Totals box is selected, displays the total expended amount of the expense budgets.
Available	14.2	If the Displays Totals box is selected, displays the remaining available amount of the expense budgets.
Obj/Bgt Obj Class	3.0	Enter the code for the appropriate budget object class. Refer to Budget Object Class (BOBC) for valid codes. If a budget object class is not entered, the beginning record of the inquiry is the first record budget object class for the appropriation unit and if

		applicable the activity and/or function combination, which may not be the desired budget object class.
O/C Ind	1.0	Displays if the Obj/Bgt Obj Class field is an object or a budget object class. Displays “O” for object or “C” for budget object class.
Description	25.0	Displays the short name for the budget object class.
Current	14.2	Displays the budgeted amount for the budget object class. This field is updated with changes from expense budget transactions processed after the budget was approved.
Encumbered	14.2	Displays the total amount encumbered against the budget object class.
Expended	14.2	Displays the total amount expended against the budget object class.
Available	14.2	Displays the remaining amount available for the budget object class.

F

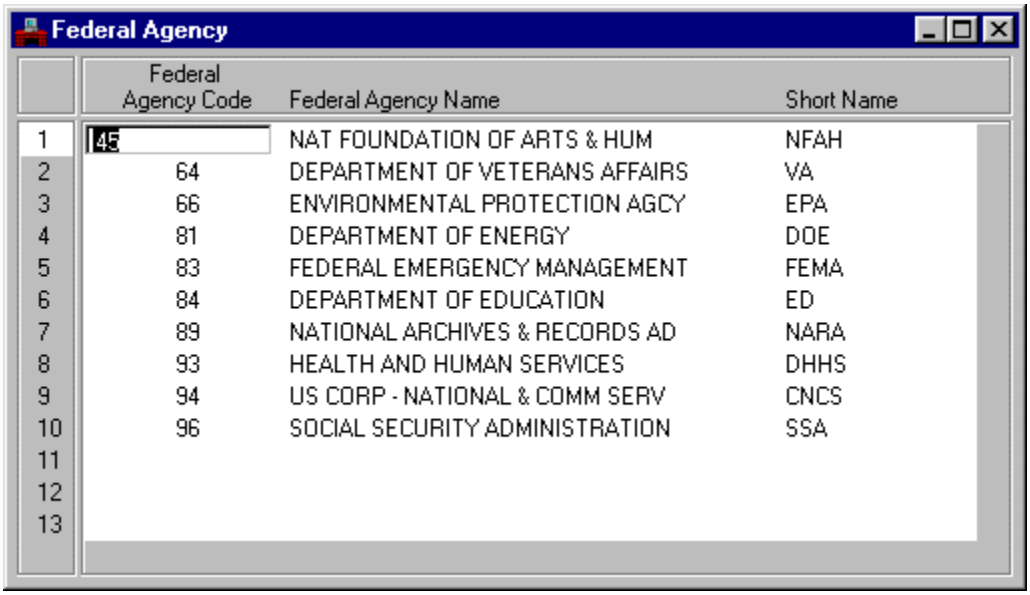
Federal Agency Inquiry (FEAG)

Purpose

Federal Agency Inquiry (FEAG) Table lists each federal grantor from whom the state receives grant funds, along with its two-digit federal agency code. The federal agency code is used for convenience in referencing the grantor on the Federal Aid Master (FM) document. The two-character code is assigned to the federal agencies in the Catalog of Federal Domestic Assistance (CFDA). The first two characters of the CFDA Number are equivalent to the corresponding federal agency. The table has been setup by OA/ACC, if any changes or additions are needed contact OA/ACC with the change.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

FEAG Coding Instructions



Field Name	Length	Definition
Federal Agency Code	2	**Requires Input.** Enter the federally assigned code for this agency. The federally assigned code is equivalent to the first two characters listed in the Catalog of Federal Domestic Assistance (CFDA). **Input Optional**. If inquiring, input is not required.
Federal Agency Name	30	**Requires Input.** If setting up a Federal Agency Code, enter the federal agency name.
Short Name	12	**Requires Input.** If setting up a Federal Agency Code, enter the name that you want to appear on reports when the name is longer than 12 characters.

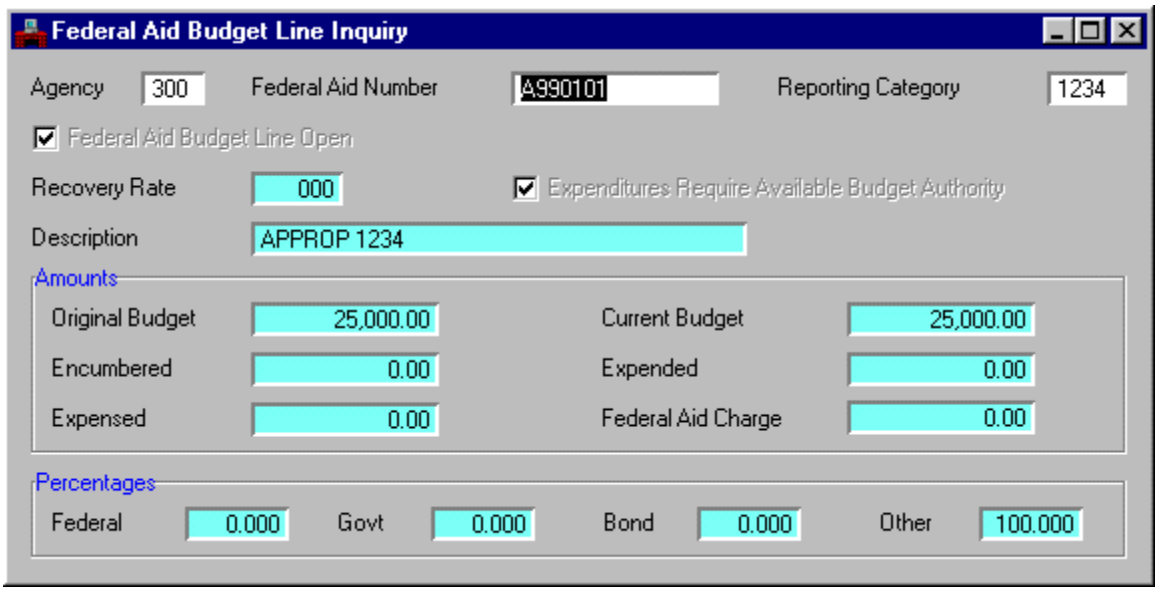
Federal Aid Budget Line Inquiry (FBLT)

Purpose

Federal Aid Budget Line Inquiry (FBLT) allows users to track the activity of the Reporting Category lines within a specific grant. The table can be used for planning and controlling grant spending at the user-defined reporting category level of their grant. This table is updated whenever a Federal Aid Master (FM) document is accepted or when expenditure and/or revenue accounting transactions against that reporting category are processed.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

FBLT Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to the Agency (AGCY) table for valid codes.
Federal Aid Number	12	**Input Optional**. Enter the Federal Aid Number that uniquely identifies the grant/sub-grant.
Reporting Category	4	**Input Optional**. Enter a Reporting Category code that your agency identifies as a grant line within the specified Federal Aid Number or leave blank and scroll through all the reporting categories associated with the Federal Aid Number.
Federal Aid Budget Line Open	1	**Display Only**. If checked, the federal aid budget line is active (Open).
Recovery Rate	3	**Display Only**. This field will not be used in SAM II.

Expenditures Require Available Budget Authority	1	**Display Only**. If checked, the system will check the reporting category for available budget authority before accepting expenditure documents.
Description	30	**Display Only**. The description of this reporting category is displayed.
Original Budget	11.2	**Display Only**. The original budget amount for the reporting category is displayed.
Current Budget	11.2	**Display Only**. The current budget amount for the reporting category including changes made by adjustment actions on the Federal Aid Master (FM) document is displayed.
Encumbered	11.2	**Display Only**. The total of all outstanding purchase orders submitted against this reporting category is displayed.
Expended	11.2	**Display Only**. The total amount spent against this reporting category (i.e., all payment vouchers and expenditure journal vouchers) is displayed.
Expensed	11.2	**Display Only**. The total amount of all expenses charged to this reporting category (for example, issued from inventory) is displayed.
Federal Aid Charge	11.2	**Display Only**. The total of all non-accounting charges against this reporting category is displayed (includes all Federal Aid Charge (FX) documents for Indirect cost, fringe, etc.).
Federal	2.4 or 3.3	**Display Only**. The percentage of the budget received from a Federal funding source is displayed.
Govt	2.4 or 3.3	**Display Only**. The percentage of the budget received from a State funding source is displayed.
Bond	2.4 or 3.3	**Display Only**. The percentage of the budget received from a Bond funding source is displayed.

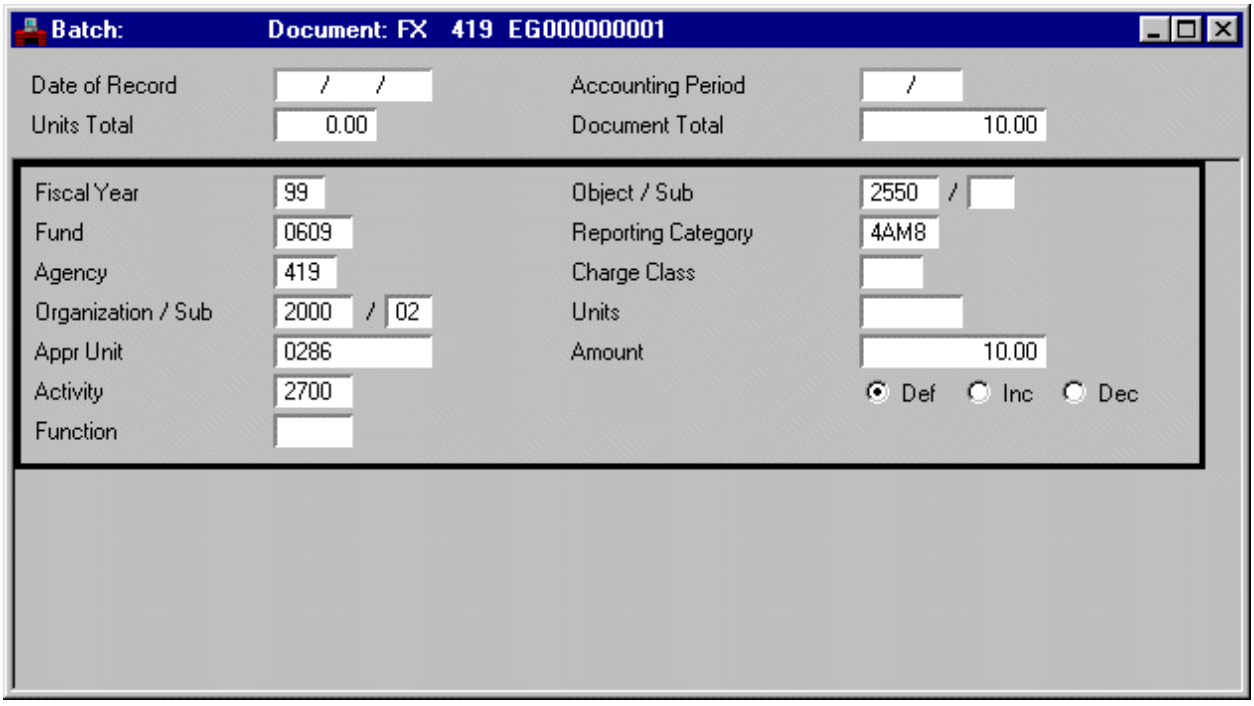
Other	2.4 or 3.3	**Display Only**. The percentage of the budget received from Other funding sources is displayed.

Federal Aid Charge (FX)

Purpose

The Federal Aid Charge (FX) document records indirect, non-accounting charges against a grant. Examples include an allocated charge for computer usage, grant monthly funds (indirect costs or fringe), or a per hour charge for use of a vehicle. A Federal Aid Charge (FX) Document does not affect the State's funds and appropriations, it only hits the grant's budget. When Federal Aid Charge (FX) documents are accepted into the system, the full charge amount will update Agency Federal Aid Inquiry (AGFA, AGF2), Federal Aid Budget Line Inquiry (FBLT), Federal Aid Fiscal Year (FFFY), and if applicable a Government-Wide Federal Aid (GVFA) will also be updated.

FX Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date the system accepts the document. Nothing will appear in this field when processing the document.

Accounting Period	4	**Input Optional**. If this Federal Aid Charge (FX) document is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Units Total	4.2	**Input Optional**. Default is **0.00**. Required if **Units** is entered on the document. Must equal the net sum of all units entered on the document (increases and decreases).
Document Total	11.2	**Input Optional**. Default is **0.00**. Required if any amounts are entered on the document. Must equal the net sum of all dollars entered on the document. This field is not affected by amounts computed from a charge class and units entry.
Fiscal Year	2	**Input Optional**. Default is inferred from **Date of Record**. If you want this entry recorded in a different fiscal year, you must enter an open state fiscal year (*yy*).
Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes. Note: The FX is a non-accounting transaction and does not post to the General Ledger and will not affect the fund.
Agency	3	**Requires Input.** Enter the code of the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Organization / Sub	4	**Requires Input.** Enter the code for the appropriate Organization.Refer to Organization Index (ORGN) table for valid codes.
Organization / Sub	2	**Input Optional**. If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter

		the code for the appropriate Sub-Organization. Refer to Sub-Organziation (SORG) table for valid codes.
Appr Unit	9	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes. Note: The FX is a non-accounting transaction and does not post to the General Ledger and will not affect the appropriation.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Enter a valid function from the Function (FUNC) table.
Object/Sub	4	**Requires Input.** Enter the code for the appropriate Object. Refer toObject Index (OBJT) table for valid codes.
Object/Sub	2	**Input Optional**. If the control option on the Expense Budget line requires the use of a Sub-object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Reporting Category	4	**Requires Input.** Enter the Reporting Category that identifies this portion of the grant. Refer to Reporting Category (RPTG) or Federal Aid Budget Line Inquiry (FBLT) table for valid codes.
Charge Class	3	**Input Optional**. Required if the amount is not entered. If entered, must be valid on Charge Class (CHRG) table.
Units	4.2	**Input Optional**. Required if **Charge Class** is entered; otherwise, optional. You must enter seven digits with two decimals (nnnnn.nn). Maximum number of units is **99999.99**.

Amount	11.2	**Input Optional**. Required if **Charge Class** and **Units** were not entered; otherwise optional.
Def /Inc /Dec	1	**Input Optional**. Default is **Def** (Default). If the total federal aid charges need to be decreased, select Inc (Increase). If the total federal aid charges need to be increased, select Dec (Decrease). (Entering a decrease will increase the available budget. Entering an increase will decrease the available budget.) Note: refer to Grant Expenditures and Other Revenue for details.

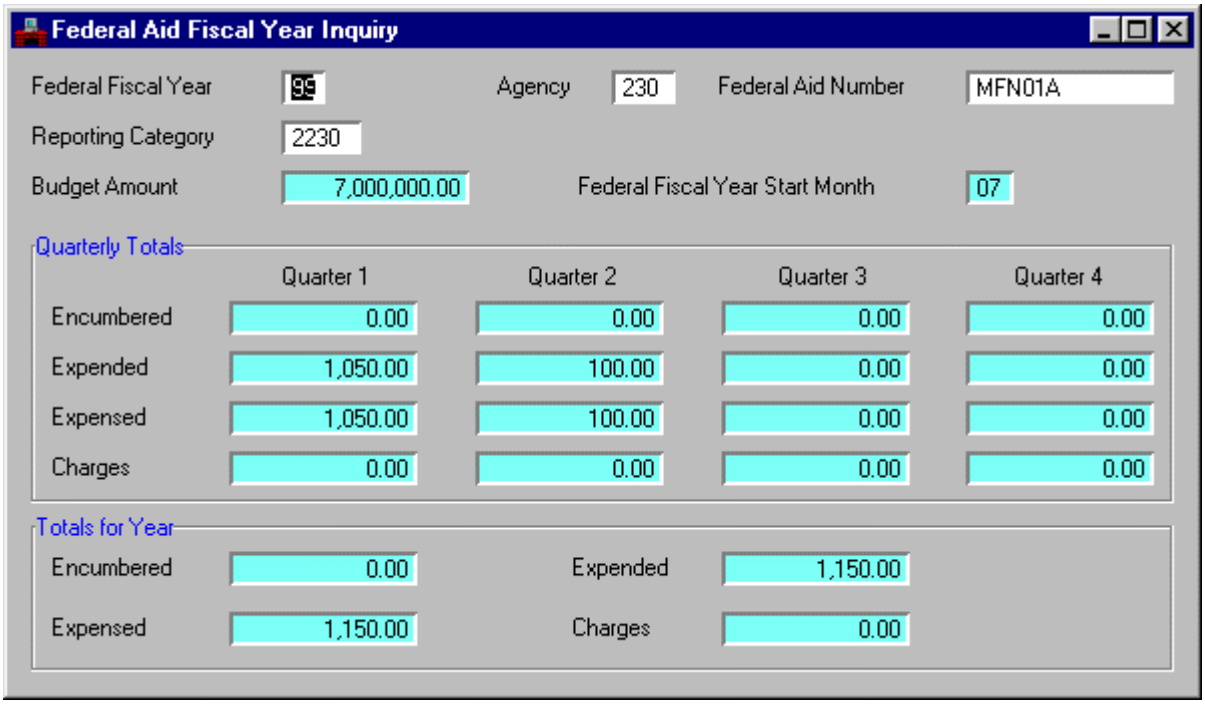
Federal Aid Fiscal Year Inquiry (FFFY)

Purpose

Federal Aid Fiscal Year Inquiry (FFFY) provides summaries of grant data by federal fiscal year and quarter. This is in contrast to the other grant windows, which maintains inception-to-date data. Federal Aid Fiscal Year Inquiry (FFFY) contains financial reporting category information for the specified fiscal year. The information in this window is created and updated by grant expenditure processing.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

FFFY Coding Instructions



Field Name	Length	Definition
Federal Fiscal Year	2	**Requires Input.** Enter the fiscal year you want to inquire about.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Federal Aid Number	12	**Input Optional**. Enter the Federal Aid Number identifier for the grant you are trying to inquire about.
Reporting Category	4	**Input Optional**. Enter the reporting category code, which identifies the portion of the grant, accounted for on this line.
Budget Amount	12.2	**Display Only**. The budget amount for the reporting category of the grant is displayed.
Federal Fiscal Year Start Month	2	**Display Only**. The accounting period that represents the start of the federal fiscal year is displayed.
Encumbered (Quarter 1 - 4)	12.2	**Display Only**. Quarterly total of all purchase orders submitted against the grant is displayed.

Expended (Quarter 1 - 4)	12.2	**Display Only**. Quarterly total of all expenditures submitted against the grant is displayed.
Expensed (Quarter 1 - 4)	12.2	**Display Only**. Quarterly total of all expenses charged against the grant is displayed.
Charges (Quarter 1 - 4)	12.2	**Display Only**. Quarterly total of all charges processed against the grant is displayed.
Encumbered	12.2	**Display Only**. The yearly total of all outstanding purchase orders submitted against the grant is displayed.
Expended	12.2	**Display Only**. The total amount spent against the grant for this year is displayed.
Expensed	12.2	**Display Only**. The total amounts of all expenses charged against the grant for the year is displayed.
Charges	12.2	**Display Only**. All non-accounting charges recorded against the grant for this year is displayed.

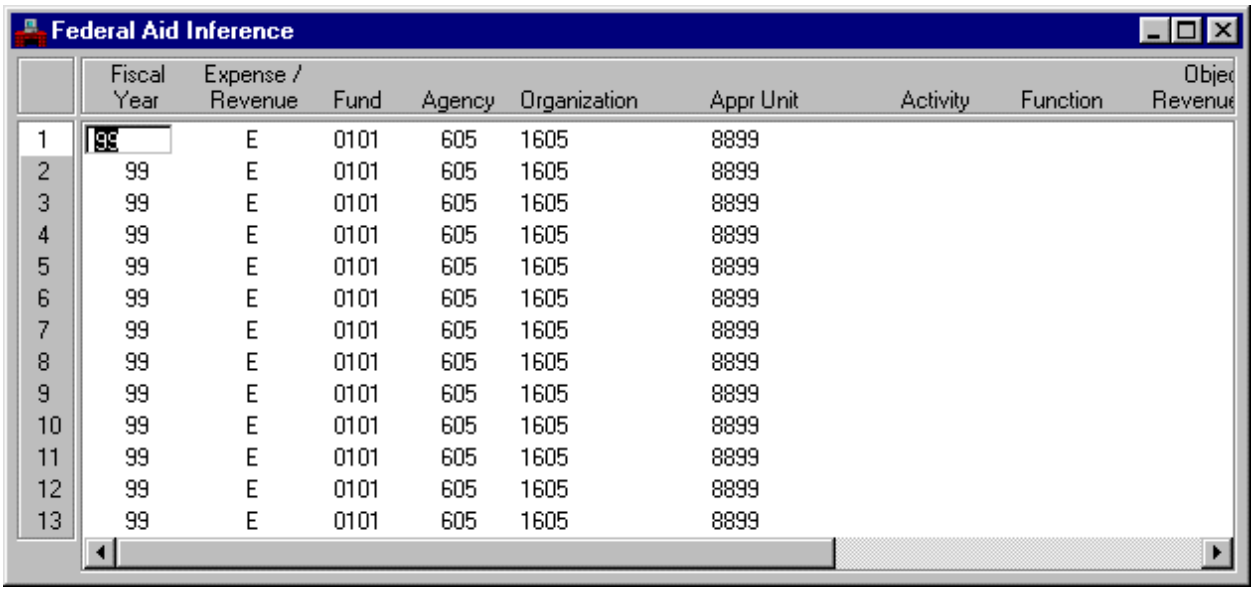
Federal Aid Inference (FAIT)

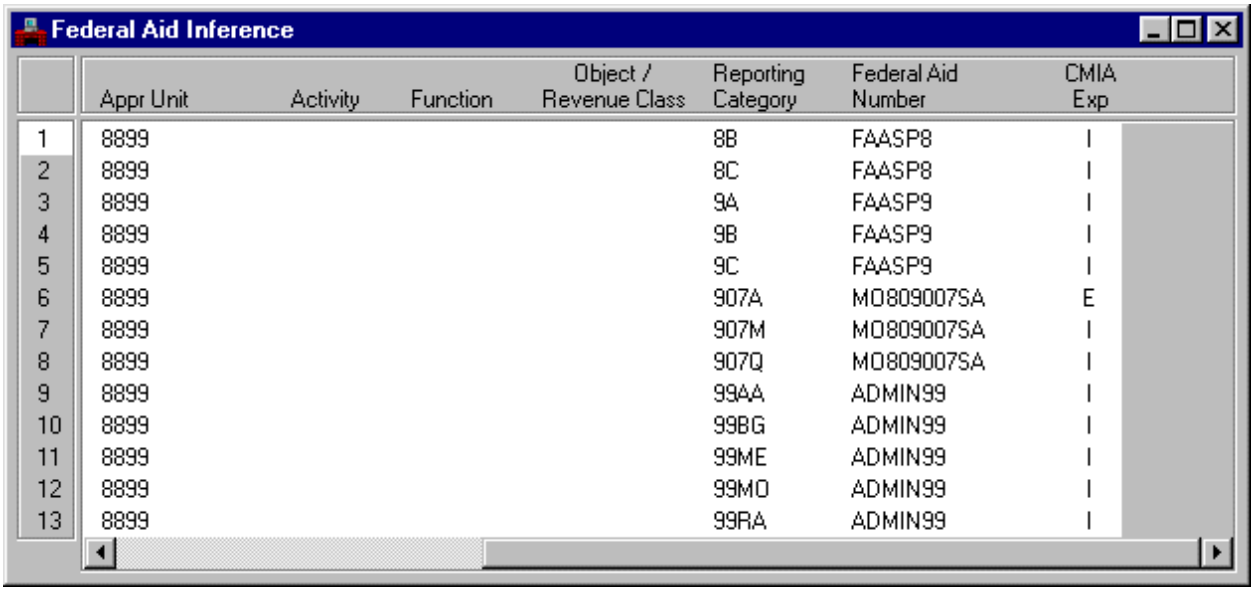
Purpose

The Federal Aid Inference (FAIT) Table establishes the different accounting distributions that can be posted against a grant and infers the established grant (federal aid number) to the transaction. The table must be set up before a grant transaction can be processed, if the Federal Aid Management Subsystem is being used. The Federal Aid Inference (FAIT) Table allows agencies to set restrictions on what accounting distributions can be used to post transactions to grants. The controls on the Federal Aid Inference (FAIT) Table are determined on the Fund/Agency (FGY2) Table at the beginning of each fiscal year. Only documents entered with a Reporting Category (RPTG) are referenced against this table. For more details on setting up the Federal Aid Inference (FAIT) Table look at the detail procedures for Establishing Grants and Establishing the Federal Aid Inference (FAIT) Table.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

FAIT Coding Instructions





Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the state budget fiscal year.
Expense/Revenue	1	**Requires Input.** Enter **E** (expense) if this accounting line is used by expense documents or **R** (revenue) if this line is used by revenue documents.

Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization	4	**Requires Input.** Enter a valid organization from Organization Index (ORGN). The level of organization depends on the **Organization** setting on the Fund Agency (FGY2) table.
Appr Unit	9	**Requires Input.** Enter a valid appropriation unit code from Appropriation Index (EAPP).
Activity	4	**Input Optional**. Required if **Federal Aid Activity Option** is set to **Yes [Y]** on Fund Agency (FGY2). Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Required if **Federal Aid Function Option** is set to **Yes [Y]** on Fund Agency (FGY2). Refer to Function (FUNC) table for valid codes.
Object/Revenue Class	3	**Input Optional**. Required if **Federal Aid Revenue Class Option** or **Federal Aid Object Class Option** is set to **Yes [Y]** on Fund Agency (FGY2). Enter either an object class or revenue class depending on **Expense/Revenue**. Refer to Object Class (OCLS) or Revenue Class (RCLS) for valid values.
Reporting Category	4	**Requires Input.** Enter the reporting category used for this portion of the grant.
Federal Aid Number	12	**Requires Input.** Enter the federal aid number to be inferred from the entered account distribution.
CMIA Exp	1	**Requires Input.** Enter the CMIA expense indicator. Expenses against an accounting line with an **E** or **N** in this field are eligible for drawdowns. CMIA & Drawdown eligible grants should choose "E" or "N" to

be included in the drawdown amount. Valid values are:

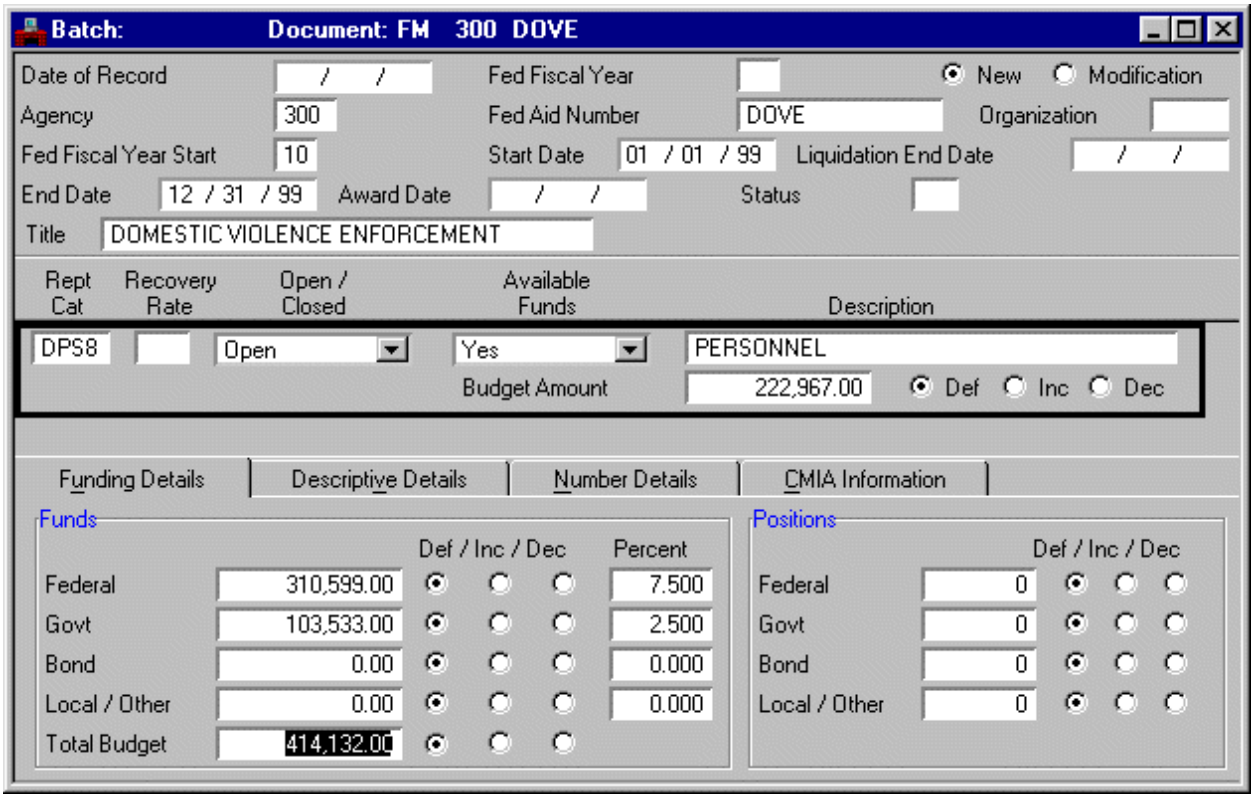
- **E** - This expense line concerns a CMIA-eligible administrative expense.
- **N** - This expense line concerns a CMIA-eligible, non-administrative expense.
- **I** - The expense line concerns ineligible administrative expense (not included on draw amount).

Federal Aid Master (FM)

Purpose

The Federal Aid Master (FM) document establishes grants on SAM II. The FM Document contains the grant's budgetary and descriptive information. The FM document is also used to change or update the basic information pertaining to an existing grant. A Federal Aid Master (FM) document must be entered and accepted by the system before any accounting documents that reference the new grant will be accepted. Upon acceptance, grant information entered on the Federal Aid Master (FM) document updates the Agency Federal Aid Inquiry (1 of 2) (AGFA) and Agency Federal Aid Inquiry (2 of 2) (AGF2), Federal Aid Budget Line Inquiry (FBLT), Federal Aid Fiscal Year Inquiry (FFFY) and if applicable, Government-Wide Federal Aid Inquiry (GVFA) Tables.

FM Coding Instructions



Header and Funding Details

Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Fed Fiscal Year	2	**Display Only**. Default is inferred from **Date of Record**.
New/Modification [Action]	1	**Input Optional**. Defaults to **New**. Valid selections are: • **New** - Establishing a new grant (new entry). • **Modification** - This Federal Aid Master (FM) Document modifies previous entries on FM documents and updates the information on Agency Federal Aid Inquiry (1 of 2) (AGFA), Agency Federal Aid Inquiry (2 of 2) (AGF2), Federal Aid Budget Line Inquiry (FBLT), Federal Aid Fiscal Year Inquiry (FFFY),

		and if applicable, Government-Wide Federal Aid Inquiry (GVFA).
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Fed Aid Number	12	**Requires Input**. Enter an agency-defined number to identify the grant being processed. If this is a new grant, the federal aid number must not already exist on Agency Federal Aid Inquiry (1 of 2) (AGFA) or Agency Federal Aid Inquiry (2 of 2) (AGF2) for your agency. If modifying an existing grant, the federal aid number must match the original federal aid number.
Organization	4	**Input Optional**. If applicable, enter the organization responsible for the administration of this grant. See Organization Index (ORGN) for valid values.
Fed Fiscal Year Start	2	**Requires Input**. Enter the calendar month when the grant starts. For example, if the fiscal year starts in October, enter **10**. The grant fiscal year will then be defined as calendar month 10 of the current year through calendar month 9 of the following year (October through September). This also defines the Quarterly Periods on the Federal Aid Fiscal Year Inquiry (FFFY).
Start Date	6	**Requires Input**. Enter the starting date (*mm dd yy*) for the grant. This date is validated on the Calendar Date (CLDT) table.
Status	2	**Input Optional**. Enter a valid status code. See Federal Aid Status (FAST) table for valid codes.
End Date	6	**Requires Input**. Enter the end date (*mm dd yy*) for the grant. This date is validated on the Calendar Date (CLDT) table.

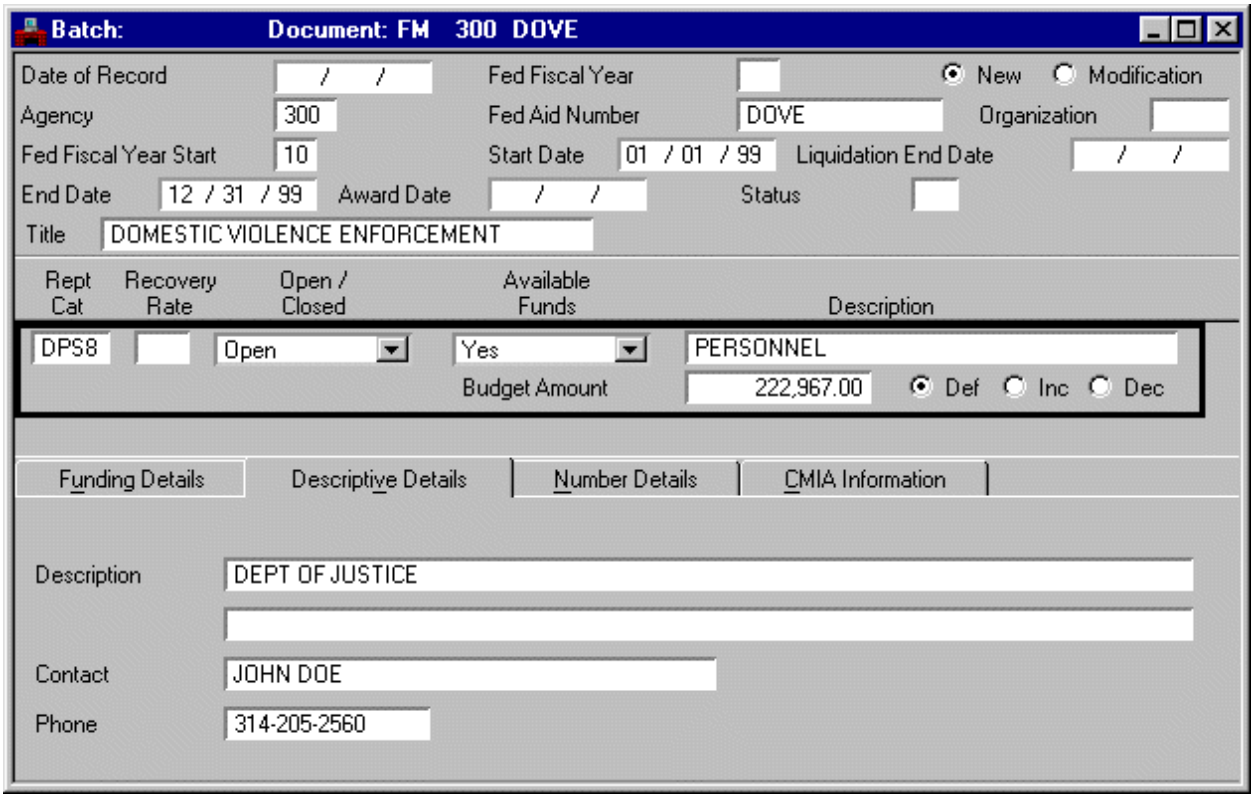
Liquidation Period	6	**Requires Input**. Enter the liquidation end date (*mm dd yy*) for the grant. The liquidation end date must be after the End Date.
Award Date	6	**Input Optional**. If entered, updates **Award Date** on Agency Federal Aid Inquiry (AGFA). This date is validated on the Calendar Date (CLDT) table.
Title	30	**Input Optional**. Enter the descriptive name of the grant.
Rept Cat	4	**Requires Input**. Enter a Reporting Category code that your agency identifies as a grant line within the specified Federal Aid Number. The agency-defined reporting category code must be unique within the agency. (Note: It is recommended to use the last digit of reporting category code to indicate the year the grant was received.)
Recovery Rate	3	**Not Applicable**. This field will not be used in SAM II. The Indirect Cost Calculation Process will be used for calculating indirect costs.
Open/Closed	1	**Requires Input**. Select **Open** to open (activate) the reporting category. Select **Closed** to close (inactivate) the reporting category. Default is **No Change** which is used when modifying a grant.
Available Funds	1	**Requires Input**. Select **Yes** to reject expenditure documents that exceed the available budget authority for this reporting category. Select **No** to allow expenditure documents that exceed the available budget authority for this reporting category. Default is **No Change** and is utilized when modifying a reporting category.
Description	30	**Input Optional**. Enter a description for this reporting category.

Budget Amount	11.2	**Requires Input**. Enter the *Budget Amount* for this reporting category of the grant. The sum of the budget line amounts must equal the *Total Budget* amount.
Def/Inc/Dec	1	**Input Optional**. **Default** is Def. When modifying a reporting category's budget amount select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget. Select **Increase** (Inc)if the amount is an increase. (Note: Only enter the amount of the increase/decrease when modifying budgets, **do not enter the new budget amount.**)
Federal	14.0 or 11.2	**Input Optional**. Required if **Federal Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from federal sources.
Federal (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying expected Federal revenue amount select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select **Increase** (Inc) if the amount is an increase. (Note: only enter the amount of the increase/decrease when modifying budgets, **do not enter the new budget amount.**)
Federal (Percent)	2.4 or 3.3	**Input Optional**. Required if **Federal** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from the federal revenue source. You must enter a number with three decimal places (e.g. 50.000).
Govt	14.0 or 11.2	**Input Optional**. Required if **Government Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from government sources.
Govt (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying expected State revenue amount

		select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select **Increase** (Inc) if the amount is an increase. (Note: only enter the amount of the increase/decrease when modifying budgets**, do not enter the new budget amount.**)
Govt (Percent)	2.4 or 3.3	**Input Optional**. Required if **Government** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from the government revenue source. You must enter a number with three decimal places (e.g. 50.000).
Bond	14.0 or 11.2	**Input Optional**. Required if **Bond Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from bond sources.
Bond (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying expected Bond revenue amount select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select **Increase** (Inc) if the amount is an increase. (Note: only enter the amount of the increase/decrease when modifying budgets, **do not enter the new budget amount.**)
Bond (Percent)	2.4 or 3.3	**Input Optional**. Required if **Bond** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from the bond revenue source. You must enter a number with three decimal places (e.g. 50.000).
Local/Other	14.0 or 11.2	**Input Optional**. Required if **Local/Other Percent** is blank; otherwise, this field is automatically calculated by the system. Enter the revenue amount expected from local or other sources.
Local/Other (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying expected Local/Other revenue amount

		select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select **Increase** (Inc)if the amount is an increase. (Note: only enter the amount of the increase/decrease when modifying budgets, **do not enter the new budget amount.**)
Local/Other (Percent)	2.4 or 3.3	**Input Optional**. Required if **Local/Other** is blank; otherwise, this field is automatically calculated by the system. Enter the percentage of the grant received from local or other revenue sources. You must enter a number with three decimal places (e.g. 50.000).
Total Budget	14.0 or 11.2	**Input Optional**. Required if **Federal Percent**, **Government Percent**, **Bond Percent**, or **Local/Other Percent** is entered; otherwise, optional. Enter the sum of all budgeted amounts (Note: The Reporting category budgets must equal the Total Budget.).
Total Budget (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying total expected revenue for the grant select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget amount; otherwise optional. Select **Increase** (Inc) if the amount is an increase. (Note: only enter the amount of the increase/decrease when modifying budgets, **do not enter the new budget amount.**)
Federal	8	**Input Optional**. Enter funded positions by Federal funding.
Govt	8	**Input Optional**. Enter funded positions by State funding.
Bond	8	**Input Optional**. Enter funded positions by Bond funding.
Local/Other	8	**Input Optional**. Enter funded positions by Local/Other funding.

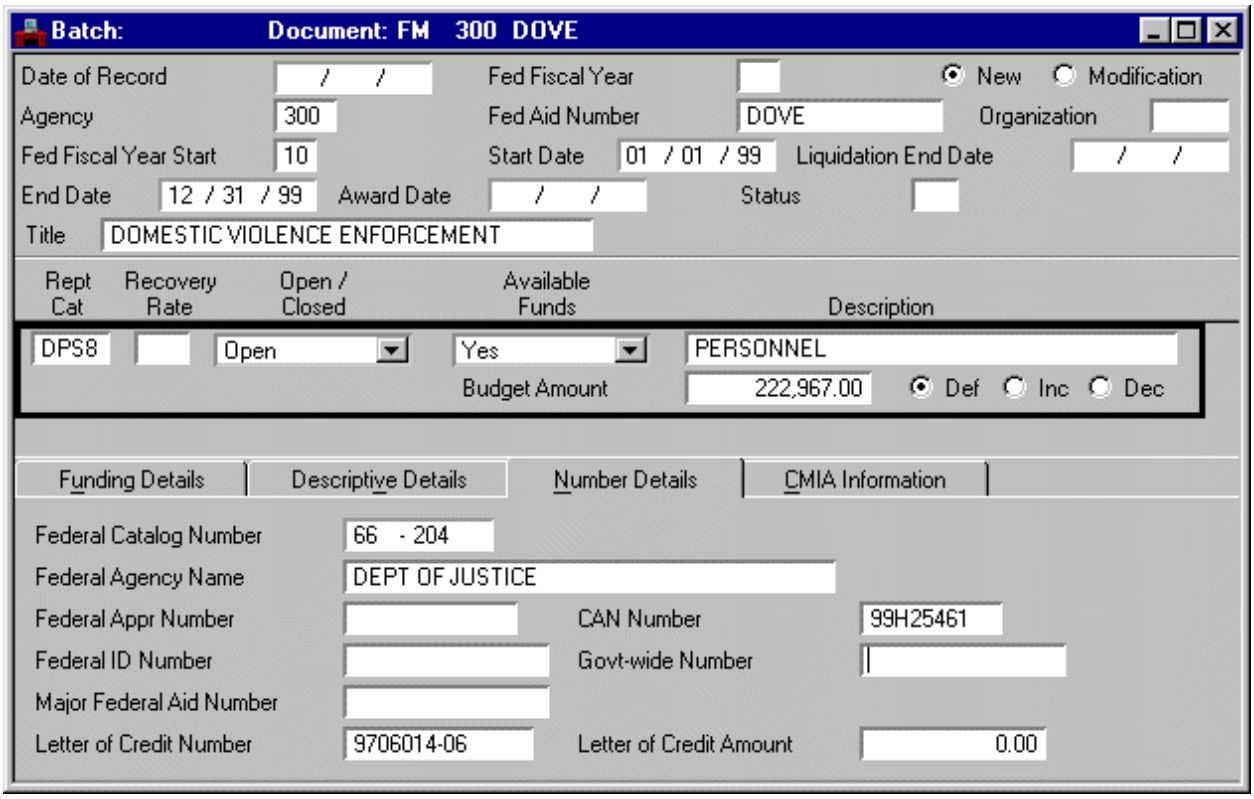
Federal (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying funded positions select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget position, select **Increase** (Inc)if the amount is an increase. Only enter the number to increase/decrease.
Govt (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying funded positions select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget position, select **Increase** (Inc) if the amount is an increase. Only enter the number to increase/decrease.
Bond (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying funded positions select **Decrease** (Dec) if the amount represents a decrease to an existing grant budget position, select **Increase** (Inc) if the amount is an increase. Only enter the number to increase/decrease.
Local/Other (Def/Inc/Dec)	1	**Input Optional**. **Default** is Def. When modifying funded positions select **Decrease** (Dec)if the amount represents a decrease to an existing grant budget position, select **Increase** (Inc) if the amount is an increase. Only enter the number to increase/decrease.



Descriptive Details

Field Name	Length	Definition
Description	60	**Input Optional**. Enter a description for this entire grant.
Description	60	**Input Optional**. Enter a description for this entire grant.
Contact	30	**Input Optional**. Enter the name of the person to be contacted in reference to this grant.
Phone	12	**Input Optional**. Enter the phone number of the person to be contacted in reference to this grant.

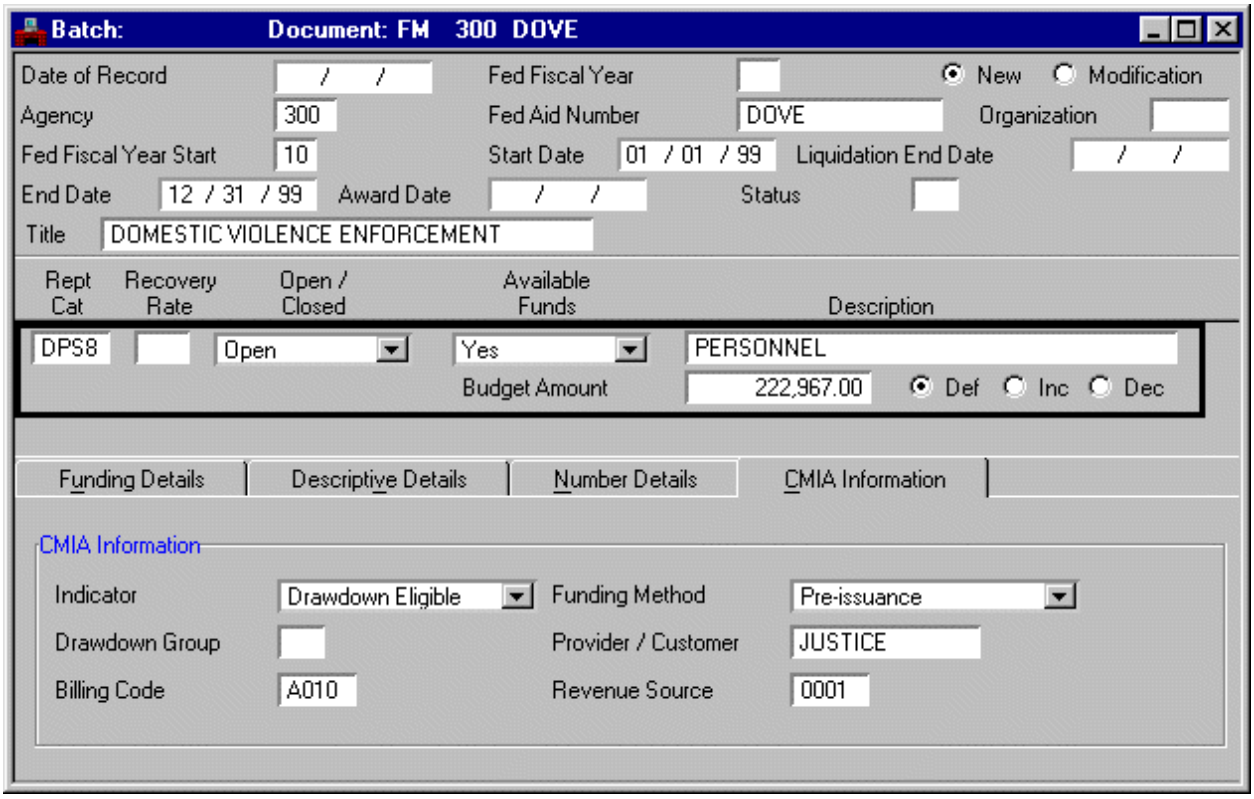
>br/>



Number Details

Field Name	Length	Definition
Federal Catalog Number	6	**Input Optional**. Required if **Indicator** is **CMIA Eligible**. Enter a federal number only if one applies. If entered, the first two characters must reference a federal agency on Federal Agency (FEAG).
Federal Agency Name	30	**Input Optional**. Enter the federal agency related to this grant.
Federal Appr Number	10	**Input Optional**. Enter the federal code that connects the grant to a federal appropriation.
CAN Number	8	**Input Optional**. Enter a common accounting number (CAN) only if one applies.
Federal ID Number	12	**Input Optional**. Enter the federal number identifying the grant.

Govt-Wide Number	12	**Input Optional**. Enter the defined *Government-Wide Number* that joins a group of Federal Aid Numbers together. Use only when applicable. Government-Wide Number can be utilized to roll together a grant that is distributed among several agencies, or used intra-agency when more than one roll-up level above Federal Aid Number is needed. (Note: The first three characters of the Government-Wide Number must be equal to the three characters of the Agency code. In a block grant situation the Governement-Wide Number used will begin with the administering Agency's code.)
Major Federal Aid Number	12	**Input Optional**. Enter an agency-defined *Major Federal Aid Number* only if you wish to connect this Federal Aid Number with other Federal Aid Numbers for reporting purposes.
Letter of Credit Number	11	**Input Optional**. Enter only if a letter of credit should be identified.
Letter of Credit Amount	11.2	**Input Optional**. Enter a value in dollars and cents (no decimal or commas) only if there is a letter of credit amount associated with this grant.



CMIA Information - Refer to the Establishing CMIA Eligible Grants Procedures for details on coding.

Field Name	Length	Definition
Indicator	1	**Requires Input.** Default is **Not Eligible**. This field indicates if the grant is included in the Cash Management Improvement Act (CMIA) drawdown process. Valid values are: **Drawdown Eligible** - The grant is not covered by CMIA but will be included in the drawdown process. **CMIA Eligible -** The grant is covered by CMIA and will be included in the drawdown process. **Not Eligible** - The grant is not covered by CMIA and will not be included in the drawdown process. **No Change -** Selected when modifying a grant.
Funding Method	1	**Input Optional**. Default is **None**. Required if **Indicator** is **CMIA Eligible** or **Drawdown Eligible**;

		otherwise, select **None**. Enter a valid Cash Management Improvement Act (CMIA) funding method. For more information about funding methods, refer to the **CMIA Agreement**. Valid values are: **Zero Balance** - State receives Federal Funds on the same day that checks are presented. **Pre-Issuance -** Staterequests Federal funds no earlier than 3 business days prior to issuing checks. **Average** - State requests funds for a specific date in a single lump sum, according to historical clearance patterns. **Estimated -** State requests funds one day prior to the presentment of checks. **Reimbursable -** State funds have been disbursed and the State is seeking reimbursement from the Federal agency. **None -** CMIA Indicator is Not Eligible.
Drawdown Group	2	**Input Optional**. Enter a drawdown group only if you want this Federal Aid Number to be included in the drawdown calculation. If **Indicator** is **Not Eligible**, you must leave this field blank. Refer to Drawdown Group (DDGR) for valid values. (Note: drawdown group can be utilized to calculate a drawdown total for multiple grants from the same Federal Agency, and create one RE/CR.)
Provider/Customer	11	**Input Optional**. Required if the **Indicator** is **CMIA Eligible** or **Drawdown Eligible**. Enter a valid customer code from Customer Information (1 of 2) (CUST). (Note: Enter the customer code of the receivable for details on Customer Codes, refer to Establishing Customer Codes.)
Billing Code	4	**Input Optional**. Default is inferred from Customer Information (1 of 2) (CUST), if a billing code is entered. Required if the **Indicator** is **CMIA Eligible** or **Drawdown Eligible**; otherwise, leave

		blank. Refer to Billing Profile (BPRO) for valid values. (Note: Enter the location where you want the receivable sent.)
Revenue Source	4	**Input Optional**. Required if **Indicator** is **CMIA Eligible** or **Drawdown Eligible**; otherwise, leave blank. Enter a valid revenue source from Revenue Source Index (RSRC) with a revenue type of 01 (federal).

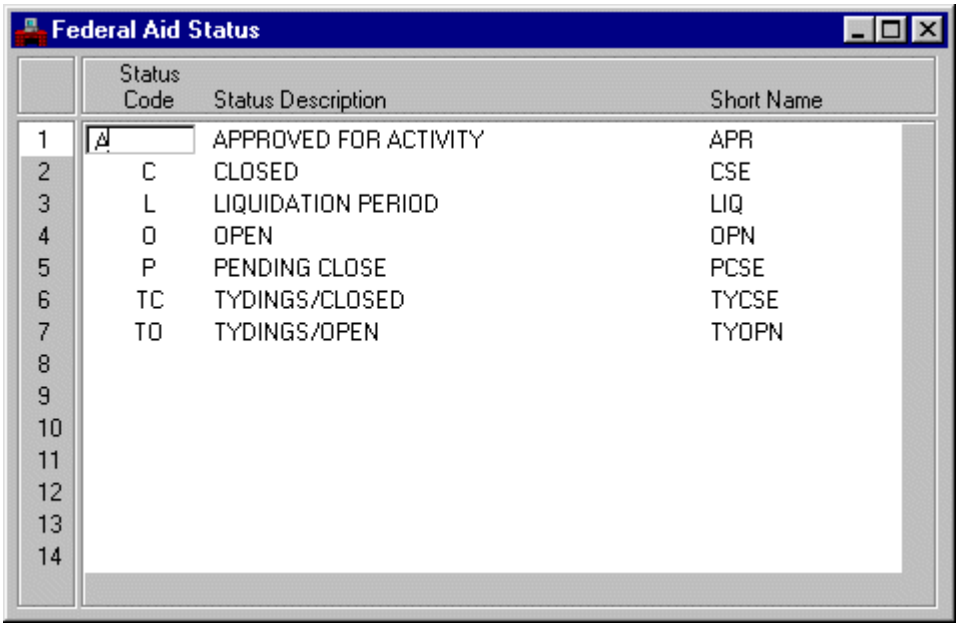
Federal Aid Status (FAST)

Purpose

Federal Aid Status (FAST) Table lists each federal aid status code, along with the status description and status short name. This table contains predefined valid codes, which are used to indicate the status of grants. When establishing a new grant, a valid status code can be coded on the Federal Aid Master (FM) document. If an agency would like to add or change a federal aid status code, contact OA with your request.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

FAST Coding Instructions



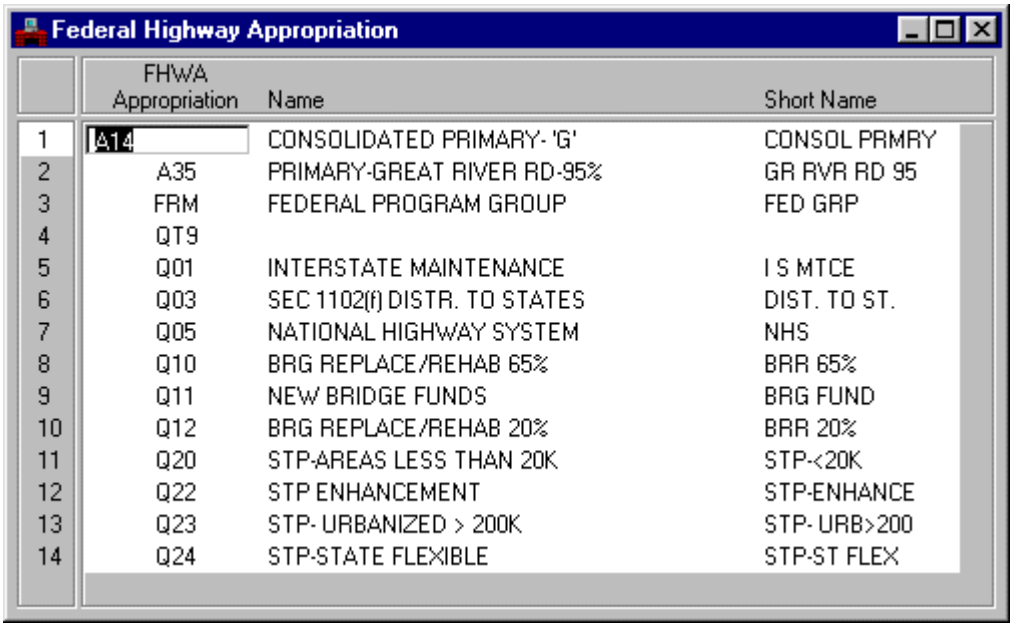
Field Name	Length	Definition
Status Code	2	**Requires Input.** Enter the two-character status indicator code. **Optional Input.** If inquiring, input is not required.
Status Description	30	**Requires Input.** If setting up a grant status, enter a description of the status.
Short Name	12	**Input Optional**. Enter the name that you want to appear on reports when there is not enough room for the full name.

Federal Highway Appropriation (FAPP)

Purpose

The Federal Highway Appropriation (FAPP) table defines all valid federal appropriation units, including FHWA appropriation units. It is used to validate federal appropriation unit codes entered in Project Management Master and Project Participation documents.

FAPP Coding Instructions



Field Name	Length	Definition
FHWA Appropriation	3	**Requires Input.** Enter a federal appropriation unit.

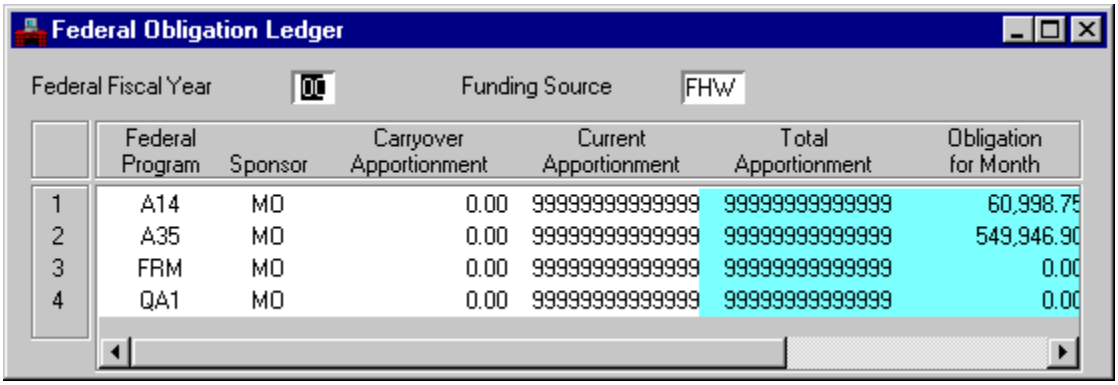
Name	30	**Input Optional**. Enter the corresponding name for the federal appropriation unit.
Short Name	12	**Input Optional**. Enter an abbreviated name for the federal appropriation unit.

Federal Obligation Ledger (FOBL)

Purpose

Federal Obligation Ledger (FOBL) records the carryover and current apportionment amounts for each sponsor within a federal program. The window also provides the actual obligations against the program/sponsor and the resulting unobligated amounts. The current and carryover apportionment amounts are directly input by the user, while the rest of the information is updated by the system. The actual obligation fields are updated by the Project Participation (PZ) document.

FOBL Coding Instructions



Field Name	Length	Definition
Federal Fiscal Year	2	**Input Required**. Enter the last two digits of the fiscal year for which the current apportionments are entered.
Funding Source	3	**Input Required**. Enter the funding source to which the federal program belongs (e.g. 'FHW' - Federal Highway Administration).

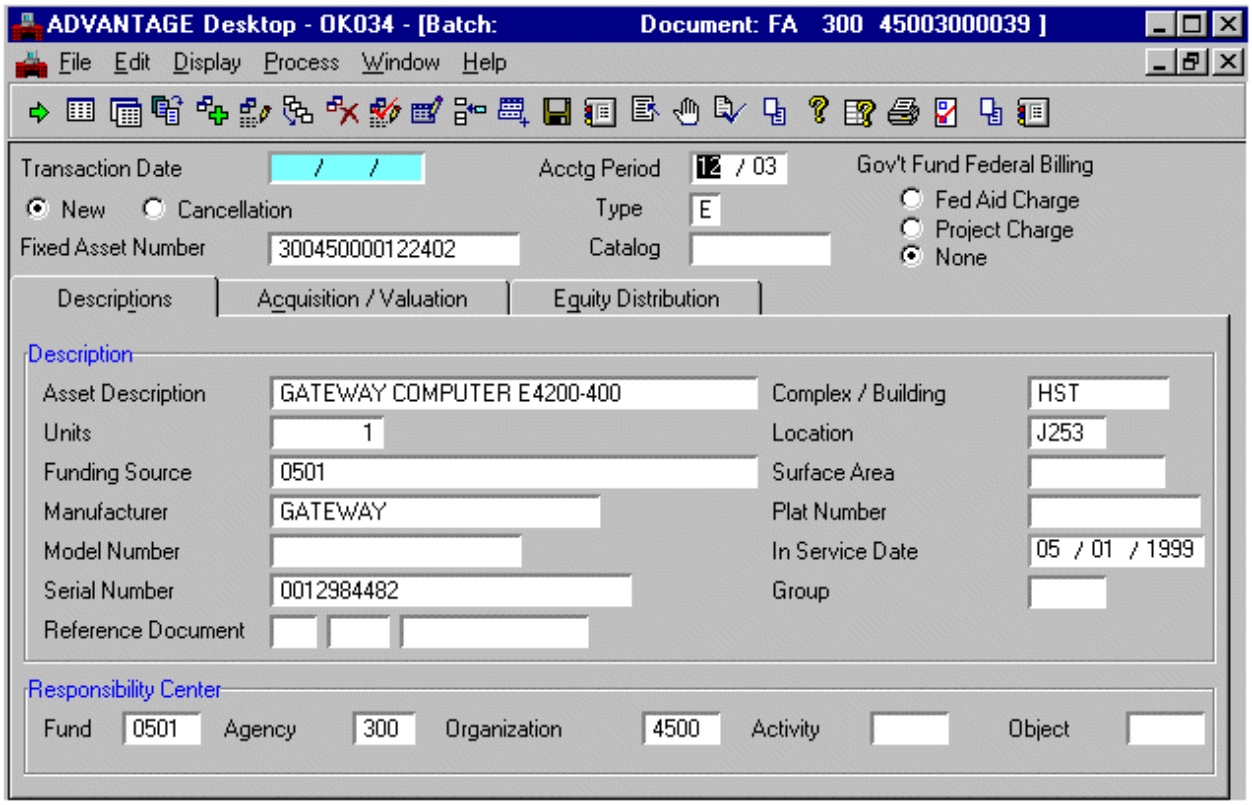
Federal Program	3	**Input Required**. Enter the federal program. See Federal Highway Appropriation (FAPP) for valid values.
Sponsor	2	**Input Required**. Enter the sponsor code. See Sponsor (SPSR) for valid values.
Carryover Apportionment	14	**Input Required**. Enter the apportionment amount that is carried over from the previous fiscal year.
Current Apportionment	14	**Input Required**. Enter the apportionment for the current fiscal year.
Total Apportionment	14	**Display Only**. The total apportionment is displayed. The total apportionment is the sum of the carryover and current apportionment.
Obligation for Month	14	**Display Only**. The total amount that has been obligated in the current month from the specified federal program/sponsor is displayed.
Obligation for Fiscal Year	14	**Display Only**. The total amount that has been obligated in the current fiscal year from the specified federal program/sponsor is displayed.
	14	**Display Only**. The portion of the total apportionment that has not been obligated is displayed.

Fixed Asset Acquisition (FA)

Purpose

The Fixed Asset Acquisition (FA) document records newly acquired assets with both financial and descriptive information. When reversing a fixed asset acquisition, you can only enter data in T**ransaction Date, Accounting Period, Fixed Asset Number, Type, New/Cancellation** [Action], and **Purchasing Authority**. Upon processing, this reversing transaction backs out the table and fixed asset ledger updates that occurred upon entry of the original fixed asset.

FA Coding Instructions

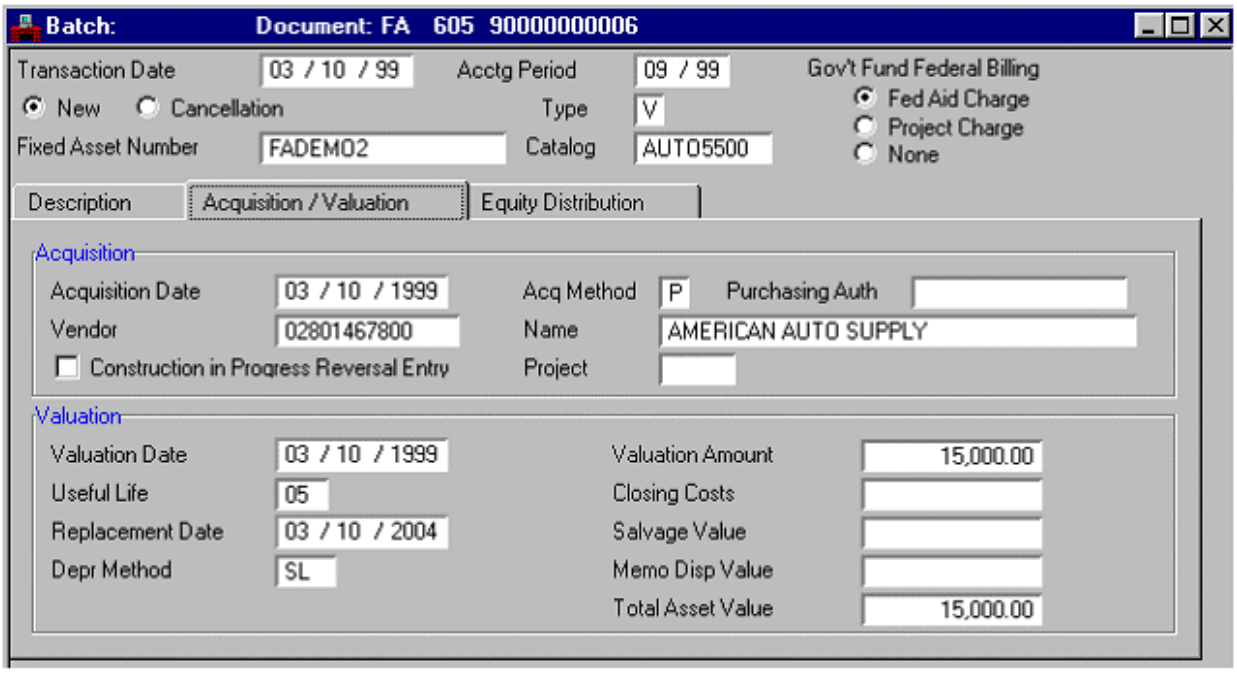


Field Name	Length	Definition
Transaction Date	6	**Display Only**. Defaults to the current date. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional**. If this FA is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
New/Cancellation [Action] .		**Input Optional**. Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Cancellation** - This FA cancels a previous FA.
Fixed Asset Number	15	**Requires Input**. In combination with **Type**, this forms the unique identifier of the fixed asset. Enter the

		agency number plus up to twelve more characters as determined by agency.
Catalog	8	**Input Optional**. If usedenter the catalog code of commonly used assets. See Fixed Asset Catalog (FCLG) for valid values.
Gov't Fund Federal Billing		**Input Optional**. Defaults to **None**. If federal reimbursement of depreciation for an asset is allowed for a project, select the Project Charge radio button, or if it is allowed for federal grant select Fed Aid Charge radio button
Type	1	**Requires Input**. Default is inferred from Fixed Asset Catalog (FCLG) if **Catalog** is entered. Otherwise, enter a valid Type for this fixed asset. Refer to Fixed Asset Type (FATP) for valid values.
Asset Description	30	**Requires Input.** Default is inferred from Fixed Asset Catalog (FCLG) if **Catalog** is entered, or from the payment voucher if this Fixed Asset Acquisition (FA) is created automatically by a payment voucher document. Otherwise, enter a description of the fixed asset. Not required for FA cancellation.
Complex/Building	8	**Requires Input**. Enter the complex or building associated with this fixed asset.
Units	2	**Input Optional**. Default is **1**. This field allows you to capitalize several identical fixed assets acquired at the same time in one entry. Enter the number of fixed assets recorded in this transaction.
Location	4	**Requires Input**. Enter the location of the fixed asset. See Fixed Asset Location Inquiry (FALC) for valid values.
Funding Source	30	**Input Optional**. Enter the location of the fixed asset. See Fixed Asset Location Inquiry (FALC) for valid values.

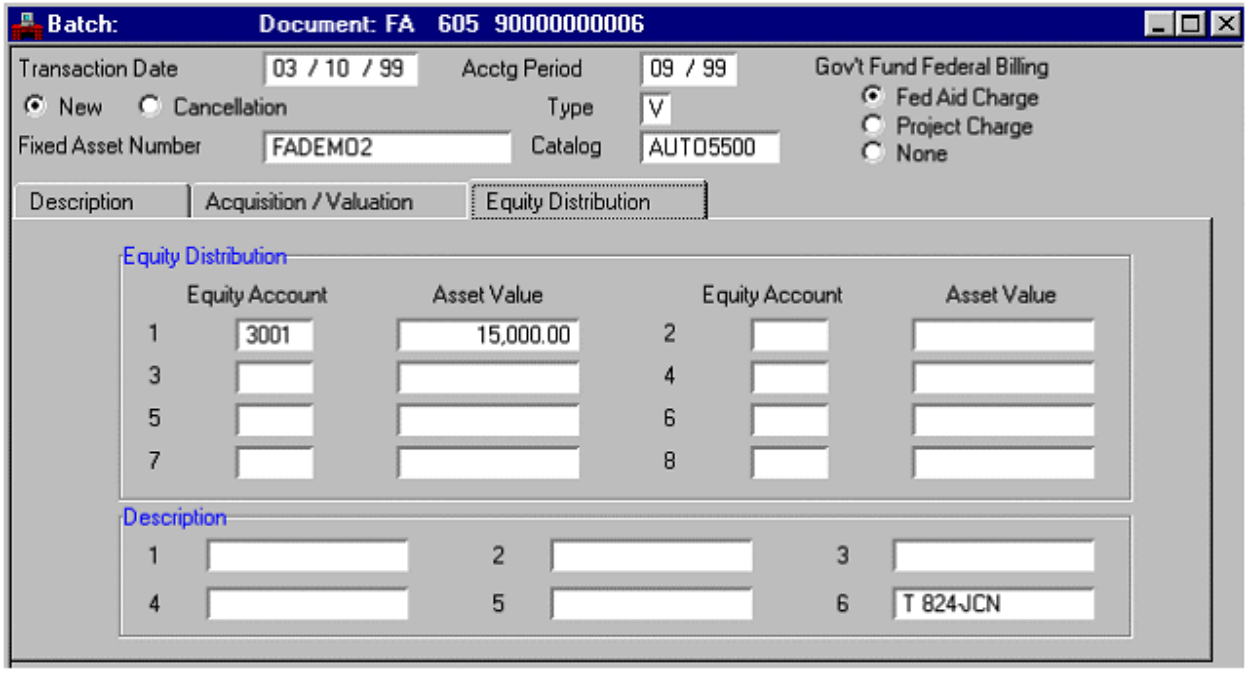
Surface Area	10	**Input Optional**. If **Type** is **L** (land), **B** (buildings), **I** (improvements) or **C** (construction). Enter the area (for example: 200 sq. ft.). Leave this field blank for all other types of fixed assets.
Manufacturer	20	**Input Optional**. Enter the manufacturer.
Plat Number	10	**Input Optional**. If **Type** is **L** (land), **B** (buildings), **I** (improvements) or **C** (construction in progress). Enter the plat number. Leave this field blank for all other types of fixed assets.
Model Number	15	**Input Optional**. Enter the model number.
In Service Date	8	**Input Optional**. Enter the date (*mm dd ccyy*) that the fixed asset was entered into service.
Serial Number	15	**Input Optional**. Enter the serial number.
Group	4	**Input Optional**. Default is inferred from Fixed Asset Catalog (FCLG) if **Catalog** is entered. Otherwise, complete or leave blank. See Fixed Asset Group (FGRP) table for valid values.
Reference Document	16	**Input Optional**. Default is inferred from the payment document if FA shell is system generated. Required input of payment voucher document number associated with the purchase of the fixed asset if the FA is manually created. For donated assets or assets related to construction-in-progress for which a payment voucher has not been processed, the Funding Source field requires input of the source of the donation or construction-in-progress project number.
Fund	4	**Requires Input**. Default is inferred from Payment Voucher if FA shell was created. Otherwise enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.

Agency	3	**Requires Input**. Default is inferred from Payment Voucher if FA shell was created. Otherwise enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization	4	**Requires Input.** Default is inferred from Payment Voucher if FA shell was created. Otherwise enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Object	4	**Requires Input**. Default is inferred from Payment Voucher if FA shell was created. Otherwise enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.



Field Name	Length	Definition
Acquisition Date	8	**Requires Input**. Enter the date (*mm dd ccyy*) when the fixed asset was acquired. For depreciable assets, this is the date the depreciation process recognizes as the first day of the asset's useful life.
Acq Method	1	**Requires Input**. Enter the method of acquisition. See Acqusition/Disposition (FADM) for valid values.
Purchasing Auth	13	**Input Optional**. Enter the purchase order number used to purchase the fixed asset or agency personnel authorizing the fixed asset purchase.
Vendor	11	**Input Optional**. Enter the vendor from whom the fixed asset was purchased. See Vendor Index (VEND) for valid values.
Name	30	**Input Optional**. Default is inferred from Vendor Inquiry (1 of 3) (VEN2). Optional when miscellaneous vendor code is used.
Construction in Progress Reversal Entry	.	**Input Optional**. Default is cleared [**N**]. Select [**Y**] if the system needs to make a Construction In Progress (CIP) reversal entry to the project's Construction In Progress (CIP) balance sheet account. Missouri is **not** currently using this feature.
Project	4	**Display Only**. Leave Blank. Missouri is not using the Extended Project Subsystem.
Valuation Date	8	**Input Optional**. Enter the date (*mm dd ccyy*) that the fixed asset was valued.
Valuation Amount	14	**Input Optional**. If **Valuation Date** was entered, this field must be completed. Enter the insurance or estimated value of the fixed asset. Otherwise, leave this field blank.
Useful Life	2	**Requires Input**. Default is inferred from Fixed Asset Catalog (FCLG) if Catalog is entered. Required if Depreciation Method is entered

		and **Type** is *NOT* **L** (land), **A** (Arts and Historical Treasures), **C** (construction in progress), **G** (construction in-progress-infrastructure), or **R** (right of way in progress); otherwise, leave this field blank. Enter the useful life of the fixed asset. This number is used by the depreciation process.
Closing Costs	14	**Input Optional**. Enter the portion of the acquisition cost that is associated with legal fees, commissions, etc. if applicable.
Replacement Date	8	**Input Optional**. If a depreciation method is specified (SL, SY, DD, MC), enter the expected replacement date (mm dd ccyy) of the fixed asset. Missouri only uses SL depreciation.
Salvage Value	14	**Input Optional**. If **Type** is **L** (land), **A** (Arts and Historical Treasures), **C** (construction in progress), **G** (const. in-progress-infrastructure), or **R** (right of way in progress); leave this field blank. Enter the salvage value of the asset. This number is used by the depreciation process.
Depr Method	3	**Requires Input**. Default is inferred from Fixed Asset Catalog (FCLG) if Catalog is entered. If **Type** is **L** (land), **A** (Arts and Historical Treasures), **C** (construction in progress), **G** (const. in-progress-infrastructure), or **R** (right of way in progress); leave this field blank. The State of Missouri is using the Straight-Line (SL) method for depreciation of all depreciable assets. If this field is blank, this field defaults to NA, meaning no depreciation will be calculated.
Memo Disp Value	14	**Input Optional**. Enter the estimated value of the asset when it is disposed.
Total Asset Value	14	**Requires Input**. Enter the total asset value. The total asset value must equal the sum of all asset values associated with all equity accounts distribution.



Field Name	Length	Definition
Equity Account (1-8)	4	**Requires Input**. On line 1, enter a balance sheet account representing the ownership of the asset (Fund number with 4 as the first digit). Ensure that this account is valid on Balance Sheet Account Index (BACC) and has an account type of 03 (fund balance). Only one fund per asset record is allowed.
Asset Value (1-8)	14	**Requires Input**. On line 1, enter the total asset value associated with the equity account. Must equal Total Asset Value on the Acquisition/Valuation tab.
Description Line 1	12	**Input Optional**. Enter employee name/Badge number/ID number.
Description Line 2	12	**Input Optional**. Enter Grant number if applicable or leave blank.
Description Line 3	12	**Input Optional**. Enter warranty/service contract data.
Description Line 4	12	**Input Optional**. Enter room number.

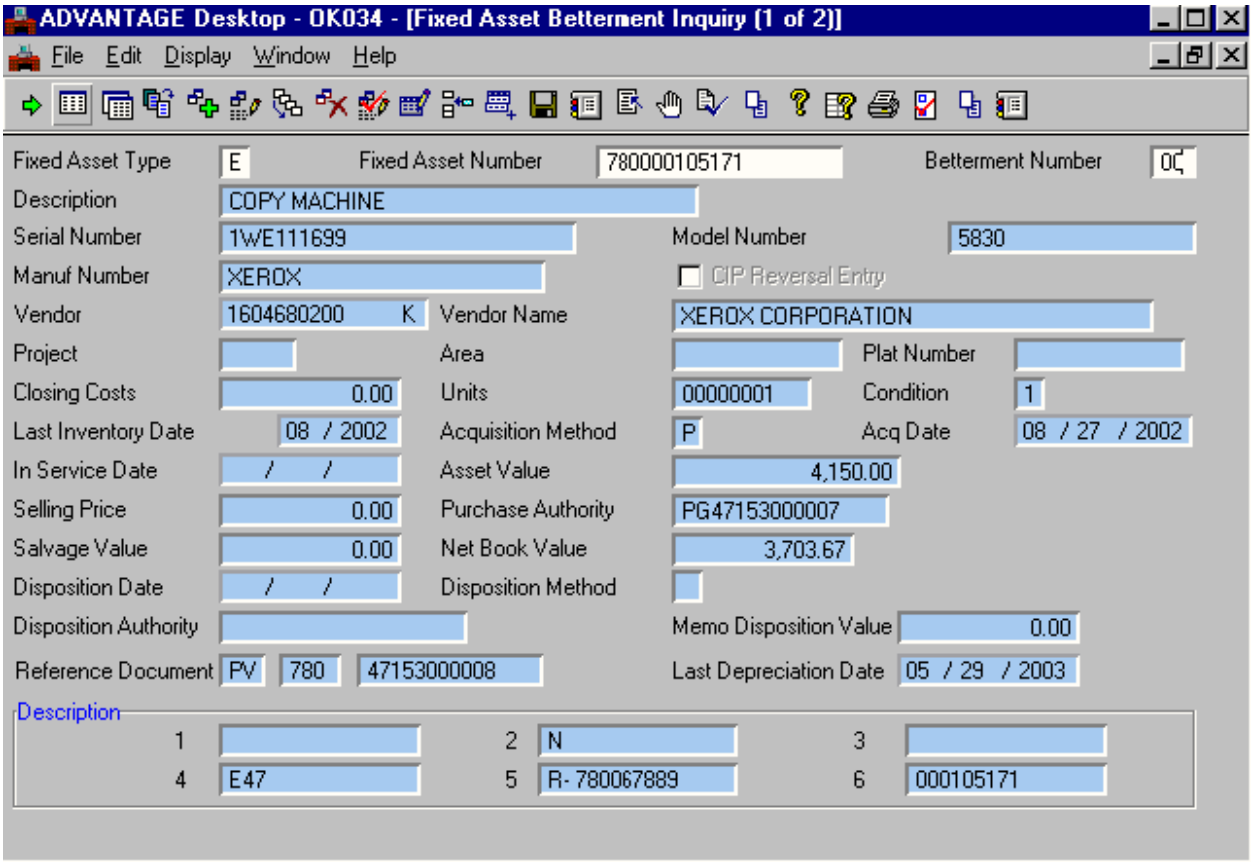
Description Line 5	12	**Input Optional**. Enter desired data or leave blank.
Description Line 6	12	**Input Optional**. Enter a tag number.

Fixed Asset Betterment Inquiry (1 of 2) (FBT1)

Purpose

Fixed Asset Betterment Inquiry (1 of 2) (FBT1) displays one entry for each fixed asset and one entry for each betterment to the asset. You can view this inquiry from two windows. The first window (FBT1) stores all data except the equity distribution. The second window (FBT2) stores the equity distribution for the original asset or the betterment. Information on this window is added and modified by the Fixed Assets Document Processors. The depreciated amounts are updated by the Depreciation process. A disposed asset and its betterments are deleted by the Disposition Purge process.

FBT1 Coding Instructions



Field Name	Length	Definition

Fixed Asset Type	1	**Requires Input**. Enter the fixed asset type of the fixed asset.
Fixed Asset Number	15	**Requires Input**. Enter the fixed asset number of the fixed asset.
Betterment Number	2	**Requires Input**. If it is a betterment, enter a valid number between 01 and 99. If it is an original asset, leave the field blank.
Description	30	**Display Only**. The description of the original asset or betterment is displayed.
Serial Number	22	**Display Only**. The serial number of the original asset or betterment is displayed.
Model Number	15	**Display Only**. The model number of the original asset or betterment is displayed.
Manuf Number	20	**Display Only**. The manufacturer from which the original asset or betterment was acquired is displayed.
CIP Reversal Entry	1	**Display Only**. If marked, indicates the system made a Construction in Progress (CIP) reversal entry to the project's Construction in Progress (CIP) balance sheet account. Missouri is not using this option.
Vendor	10	**Display Only**. The vendor is displayed. If Y is displayed, the alternate address on Vendor (1 of 3) (VEN2) is to be used.
Vendor Name	30	**Display Only**. The name of vendor is displayed. This field is inferred from Vendor (1 of 3) (VEN2).
Project	4	**Display Only**. Leave Blank. Missouri is not using the Extended Projects.
Area	10	**Display Only**. The area of the original asset or betterment for land, buildings, and improvements is displayed.

Plat Number	10	**Display Only**. Parcel, plat, or block and track number that identifies the location of the original asset or betterment is displayed.
Closing Costs	14	**Display Only**. Total of brokerage fees, legal fees, and other closing costs associated with the acquisition of this asset or betterment is displayed.
Units	10	**Display Only**. The number of units is displayed.
Condition	1	**Display Only**. The condition of the asset is displayed.
Last Inventory Date	4	**Display Only**. The date (*mm ccyy*) when this asset was last inventoried is displayed.
Acquisition Method	1	**Display Only**. The acquisition method is displayed. This field is inferred from Acquisition/Disposition (FADM)
Acquisition Date	8	**Display Only**. The date (*mm dd ccyy*) the Fixed Asset Acquisition (FA) document established this asset or betterment.
In Service Date	8	**Display Only**. The date (*mm dd ccyy*) the original asset or betterment was put into service.
Asset Value	14	**Display Only**. The total value of this asset or betterment is displayed. If no betterment exists, the value of the original asset appears.
Selling Price	14	**Display Only**. The amount entered as the selling price at time of disposal is displayed. Otherwise, this field is blank.
Purchase Authority	13	**Display Only**. The number of the purchase order or voucher that authorized purchase of this asset or betterment is displayed. For fabricated assets, this is the job number.
Salvage Value	14	**Display Only**. The total salvage value for this asset/betterment, is displayed.

Net Book Value	14	**Display Only**. The Net Book Value (NBV) equal to asset/betterment value minus accumulated depreciation is displayed.
Disposition Date	6	**Display Only**. The date (*mm dd ccyy*) of the disposition for this asset is displayed.
Disposition Method	1	**Display Only**. The disposition method for this asset is displayed. This field is filled in by the Fixed Asset Disposition (FD) document.
Disposition Authority	15	**Display Only**. The source of the authorization for this disposition is displayed.
Memo Disposition Value	14	**Display Only**. Anticipated sale amount or actual amount expected on sale is displayed. This field may differ from the salvage or valuation amount.
Reference Document	16	**Display Only**. The payment voucher document number is displayed. For donated assets, JV document number is displayed.
Last Depreciation Date	8	**Display Only**. The date of the last depreciation run is displayed *(mm dd ccyy)*.
Description Lines 1-5	12	**Display Only**. Additional descriptions for the asset or betterment are displayed.
Description Line 6	12	< b>Display Only. The tag number for this fixed asset is displayed.

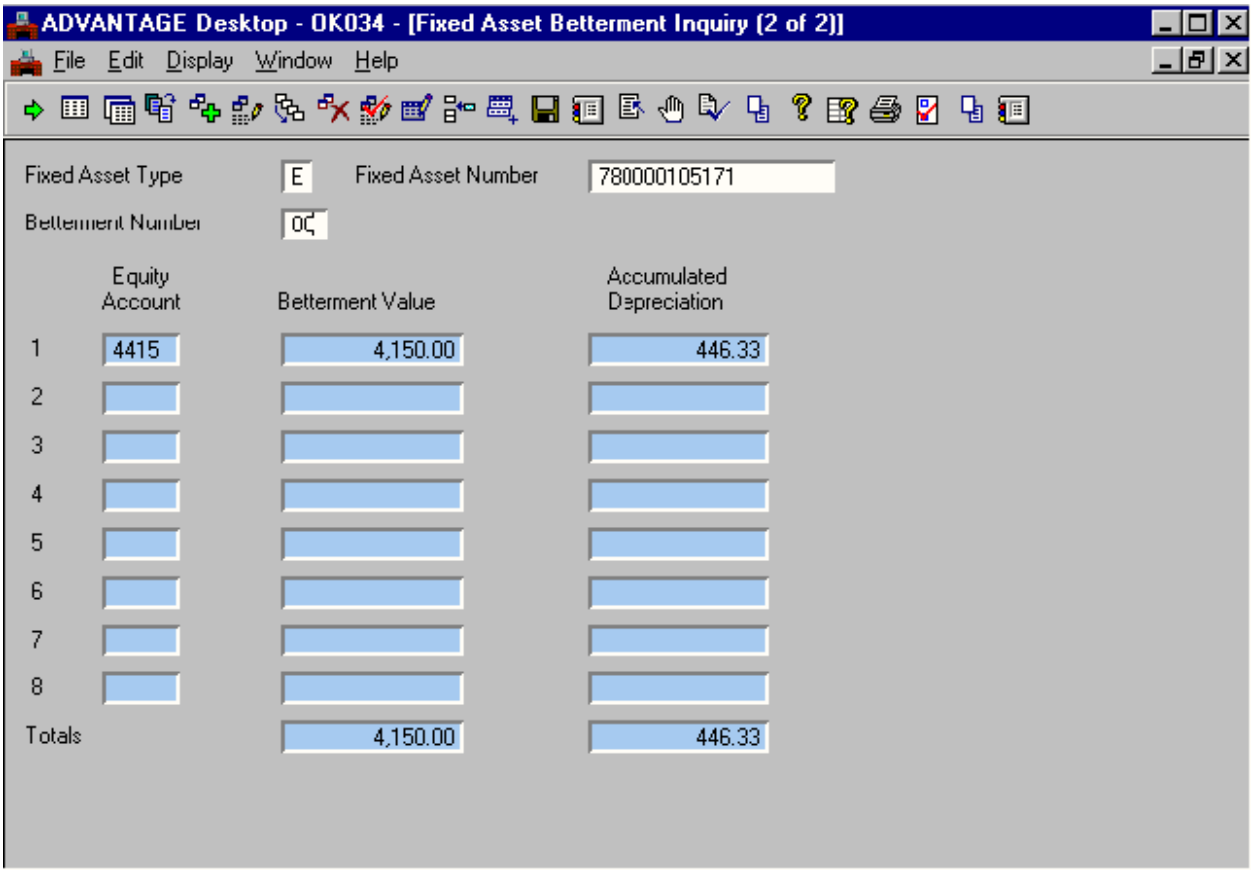
Fixed Asset Betterment Inquiry (2 of 2) (FBT2)

Purpose

The Fixed Asset Betterment Inquiry (2 of 2) (FBT2) displays one entry for each fixed asset and one entry for each betterment to the asset. This window stores the equity distribution for the original asset or the betterment. Information on this window is added and modified by the Fixed Assets Document Processors. The depreciated amounts are updated by the

Depreciation process. A disposed asset or its betterments are deleted by the Disposition Purge process.

FBT2 Coding Instructions



Field Name	Length	Definition
Fixed Asset Type	1	**Requires Input**. Enter the fixed asset type of the fixed asset.
Fixed Asset Number	15	**Requires Input**. Enter the fixed asset number of the fixed asset.
Betterment Number	2	**Requires Input**. If it is a betterment, enter a valid number between 01 and 99. If it is an original asset, leave this field blank.
Equity Account	4	**Display Only**. The balance sheet account credited with the investment in fixed assets for this asset or betterment is displayed.

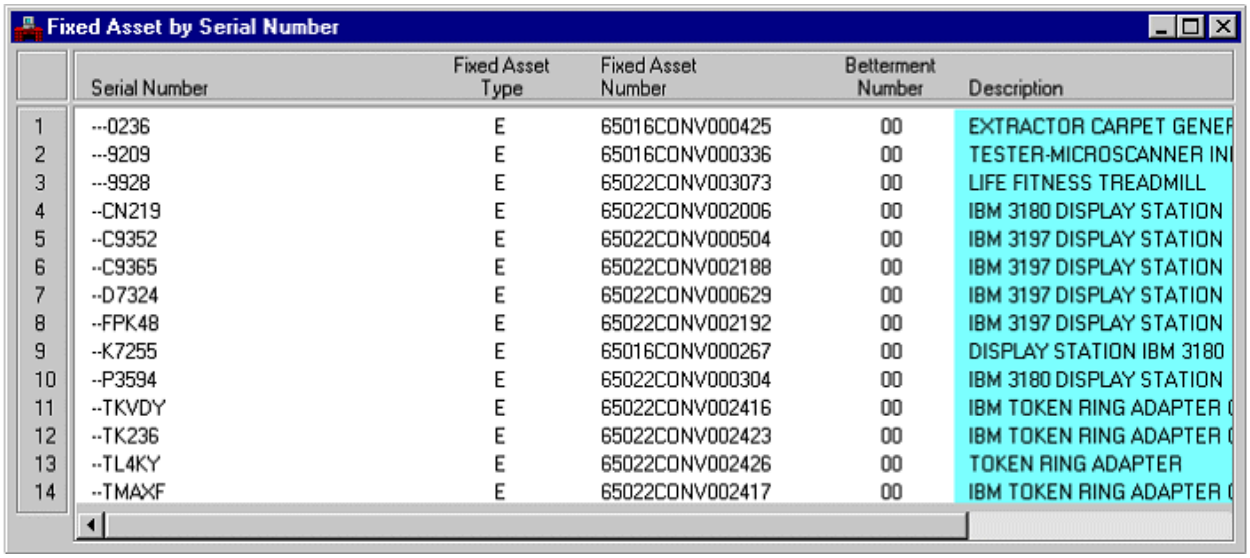
Betterment Value	14	**Display Only**. The dollar value of the investment for this equity account in the original asset or betterment is displayed.
Accumulated Depreciation	14	**Display Only**. The accumulated depreciation for the equity account of the original asset or betterment is displayed.
Totals	14	**Display Only**. Total of both betterment value and accumulated depreciation for the equity account of the original asset or betterment is displayed.

Fixed Asset by Serial Number (FBTS)

Purpose

Fixed Asset by Serial Number (FBTS) is an index screen to Fixed Asset Betterment Inquiry (1 of 2) (FBT1). The FBT1 records are displayed on FBTS keyed by Serial Number.

FBTS Coding Instructions



	Serial Number	Fixed Asset Type	Fixed Asset Number	Betterment Number	Description
1	---0236	E	65016CONV000425	00	EXTRACTOR CARPET GENER
2	---9209	E	65016CONV000336	00	TESTER-MICROSCANNER IN
3	---9928	E	65022CONV003073	00	LIFE FITNESS TREADMILL
4	--CN219	E	65022CONV002006	00	IBM 3180 DISPLAY STATION
5	--C9352	E	65022CONV000504	00	IBM 3197 DISPLAY STATION
6	--C9365	E	65022CONV002188	00	IBM 3197 DISPLAY STATION
7	--D7324	E	65022CONV000629	00	IBM 3197 DISPLAY STATION
8	--FPK48	E	65022CONV002192	00	IBM 3197 DISPLAY STATION
9	--K7255	E	65016CONV000267	00	DISPLAY STATION IBM 3180
10	--P3594	E	65022CONV000304	00	IBM 3180 DISPLAY STATION
11	--TKVDY	E	65022CONV002416	00	IBM TOKEN RING ADAPTER
12	--TK236	E	65022CONV002423	00	IBM TOKEN RING ADAPTER
13	--TL4KY	E	65022CONV002426	00	TOKEN RING ADAPTER
14	--TMAXF	E	65022CONV002417	00	IBM TOKEN RING ADAPTER

Field Name	Length	Definition
Serial Number	22	**Input Optional**. The serial number of the original asset or betterment is displayed.

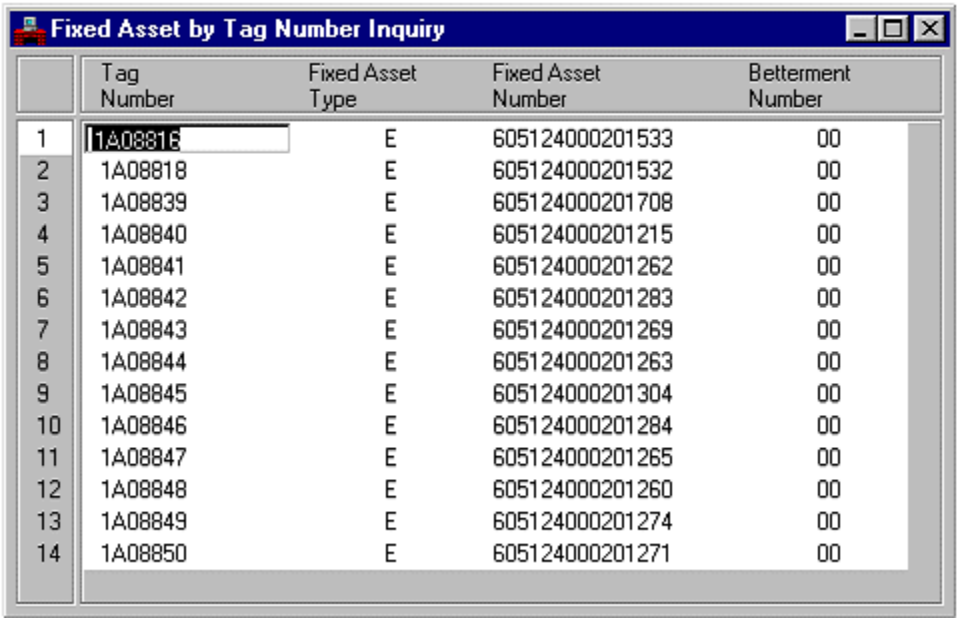
Fixed Asset Type	1	**Input Optional**. The fixed asset type of the fixed asset is displayed.
Fixed Asset Number	15	**Input Optional**. The fixed asset number of the fixed asset is displayed.
Betterment Number	2	**Input Optional**. For a betterment, a valid number between 01 and 99 is displayed. For original asset or betterments coded on FA documents , the number is 00.
Description	30	**Display Only**. The description of the original asset or betterment is displayed.

Fixed Asset by Tag Number Inquiry (FBTT)

Purpose

Fixed Asset by Tag Number Inquiry (FBTT) is an alternate view of Fixed Asset Betterment Inquiry (FBT1).

FBTT Coding Instructions



Field Name	Length	Definition

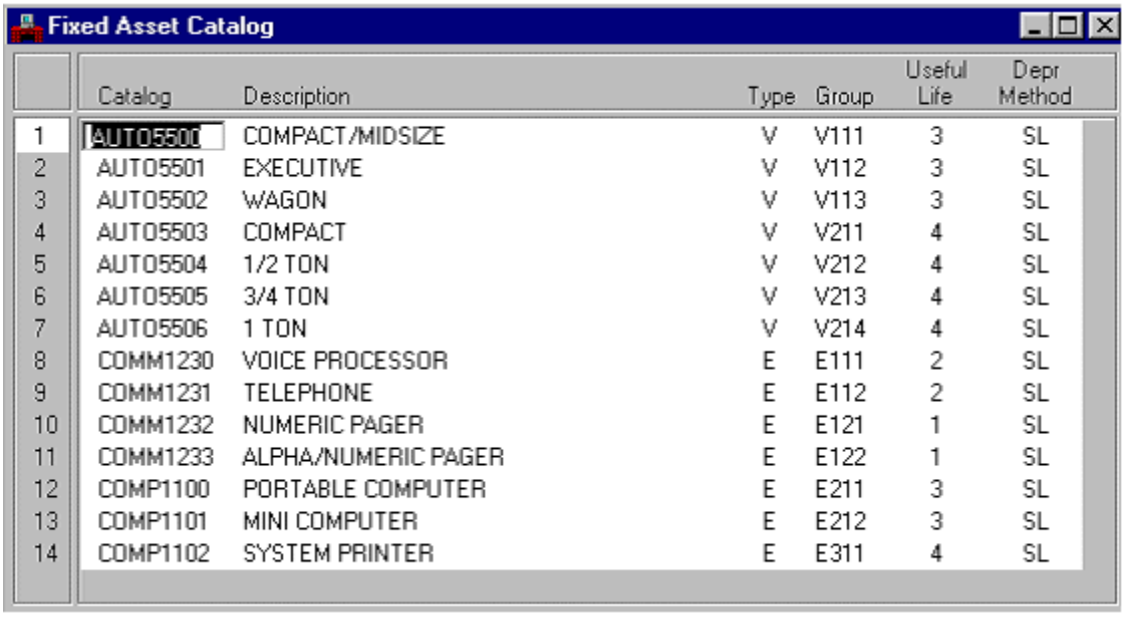
Tag Number	12	**Requires Input**. The tag number assigned to this fixed asset.
Fixed Asset Type	1	**Input Optional**. The fixed asset type of the asset is displayed.
Fixed Asset Number	15	**Input Optional**. The fixed asset number of the asset is displayed.
Betterment Number	2	**Input Optional**. If this field displays a number between 01 and 99, it is a betterment. If this field is 00, it is an original asset or a betterment recorded on a FA document.

Fixed Asset Catalog (FCLG)

Purpose

Fixed Asset Catalog (FCLG) stores descriptive information associated with each group, or catalog, of commonly used assets to reduce source data entry.

FCLG Coding Instructions



	Catalog	Description	Type	Group	Useful Life	Depr Method
1	AUTO5500	COMPACT/MIDSIZE	V	V111	3	SL
2	AUTO5501	EXECUTIVE	V	V112	3	SL
3	AUTO5502	WAGON	V	V113	3	SL
4	AUTO5503	COMPACT	V	V211	4	SL
5	AUTO5504	1/2 TON	V	V212	4	SL
6	AUTO5505	3/4 TON	V	V213	4	SL
7	AUTO5506	1 TON	V	V214	4	SL
8	COMM1230	VOICE PROCESSOR	E	E111	2	SL
9	COMM1231	TELEPHONE	E	E112	2	SL
10	COMM1232	NUMERIC PAGER	E	E121	1	SL
11	COMM1233	ALPHA/NUMERIC PAGER	E	E122	1	SL
12	COMP1100	PORTABLE COMPUTER	E	E211	3	SL
13	COMP1101	MINI COMPUTER	E	E212	3	SL
14	COMP1102	SYSTEM PRINTER	E	E311	4	SL

Field Name	Length	Definition

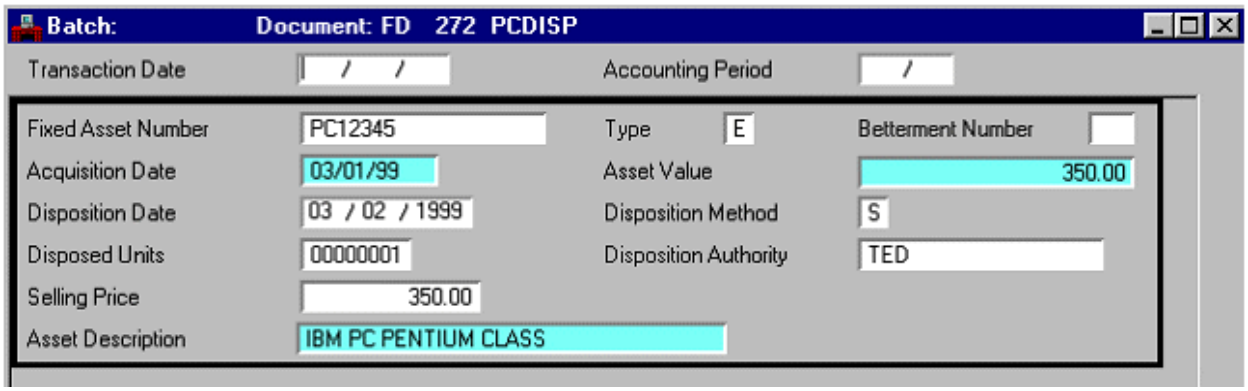
Catalog	8	**Requires Input**. Enter a value that defines the grouping (catalog) of fixed assets. First four digits are object code; last four are group.
Description	30	**Requires Input**. Enter a short description of this catalog.
Type	1	**Requires Input**. Enter the fixed asset type associated with this catalog. See Fixed Assets Type (FATP) for valid values.
Group	4	**Requires Input**. Enter the fixed asset group associated with this catalog. See Fixed Assets Group (FGRP) for valid values.
Useful Life	3	**Requires Input**. Enter the years of useful life for this asset grouping.
Depr Method	3	**Requires Input**. Enter Straight Line (SL) because the Depreciation Indicator is Y on all Fixed Assets Type (FATP) except land, arts and historical treasures, construction-in-progress, construction-in-progress infrastructure, and right of way in progress accounts for the State of Missouri.

Fixed Asset Disposition (FD)

Purpose

The Fixed Asset Disposition (FD) document records the disposition of assets. This results from a sale, destruction, obsolescence, etc. of an asset.

FD Coding Instructions



Field Name	Length	Definition
Transaction Date	6	**Display Only**. If blank, the default is the current date.
Accounting Period	4	**Input Optional**. Leave blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Fixed Asset Number	15	**Requires Input**. Enter the fixed asset number of the fixed asset that is to be disposed.
Type	1	**Requires Input**. Enter the fixed asset type of the asset that is to be disposed. Refer to the Fixed Asset Type (FATP) table for valid codes.
Betterment Number	1	**Input Optional**. Enter the number of an individual betterment. To dispose of the original asset leave blank. To dispose of individual betterment, enter the betterment number. This number, along with the Fixed Asset Type (FATP) and number, uniquely identify each asset/betterment.
Acquisition Date	8	**Display Only**. This field shows the date when the asset was acquired.
Asset Value	14	**Display Only**. This field displays the value of the fixed asset that is disposed.
Disposition Date	8	**Requires Input**. Enter the date (*mm dd ccyy*) that the fixed asset is disposed.

Disposition Method	1	**Requires Input**. Enter the method of disposition. Refer to Acquisition/Disposition (FADM) table for valid codes.
Disposed Units	8	**Input Optional**. Enter the number of units disposed.
Disposition Authority	13	**Requires Input**. Enter the name of an officer authorizing the disposition of the asset.
Selling Price	14	**Requires Input**. Enter zero price (0.00) unless cash is actually received and the amount is known.
Asset Description	30	**Display Only**. Text describing the asset is displayed.

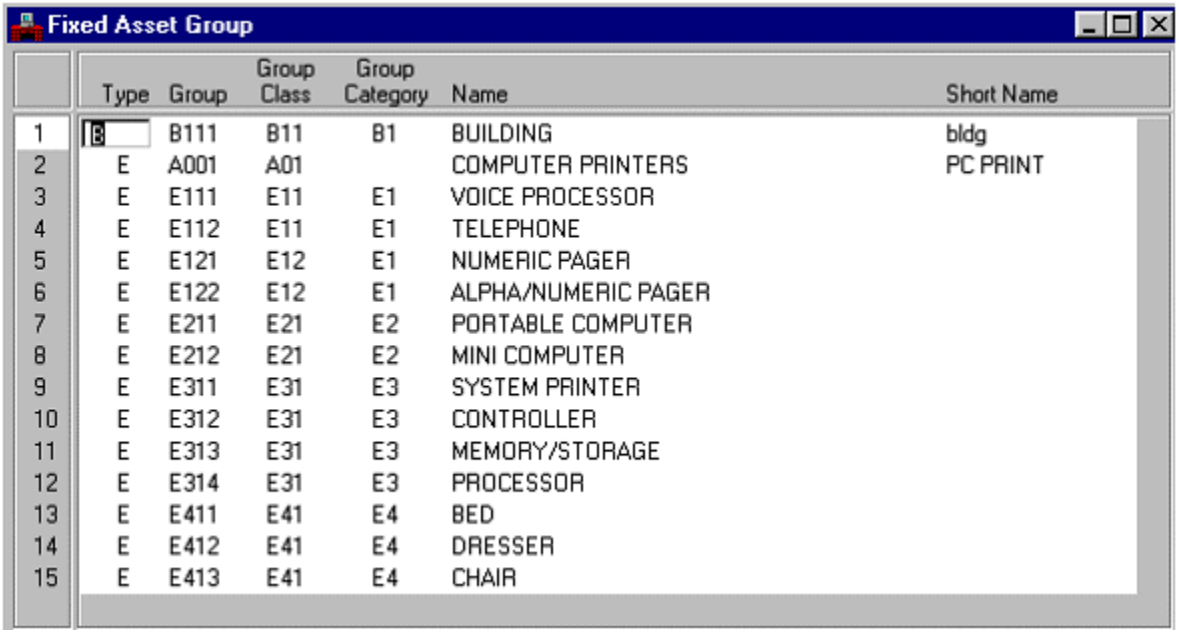
Fixed Asset Group (FGRP)

Purpose

Fixed Asset Group (FGRP) is used to identify and describe the kind of fixed asset on a more detailed level than the fixed asset type. You must assign every fixed asset to a fixed asset group. The fixed asset group is the most detailed level of the fixed asset type hierarchy. The progression is as follows: 1. group; 2. group class; 3. group category, and 4. type. For example, within type E (equipment), a group category could be office equipment, a class within that could be typewriters, and one group within that would be IBM Electric Typewriters.

Any requests for changes to the table should be routed to the Office of Administration, Division of Accounting, Financial Reporting Unit, which maintains the table, via e-mail at OASAMIICentralAcct@mail.oa.state.mo.us.

FGRP Coding Instructions



Field Name	Length	Definition
Type	1	**Requires Input**. Enter an asset type. Refer to the Fixed Asset Type (FATP) for valid values.
Group	4	**Requires Input**. Enter a fixed asset group.
Group Class	3	**Requires Input**. Enter the class to which this group belongs. See Fixed Asset Group Class (FGCS) for valid values.
Group Category	2	**Requires Input**. Enter the category to which this group belongs. See Fixed Asset Group Category (FGCT) for valid values.
Name	30	**Requires Input**. Enter the group name as you want it to appear on reports, up to 30 characters.
Short Name	12	**Requires Input**. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to 12 characters.

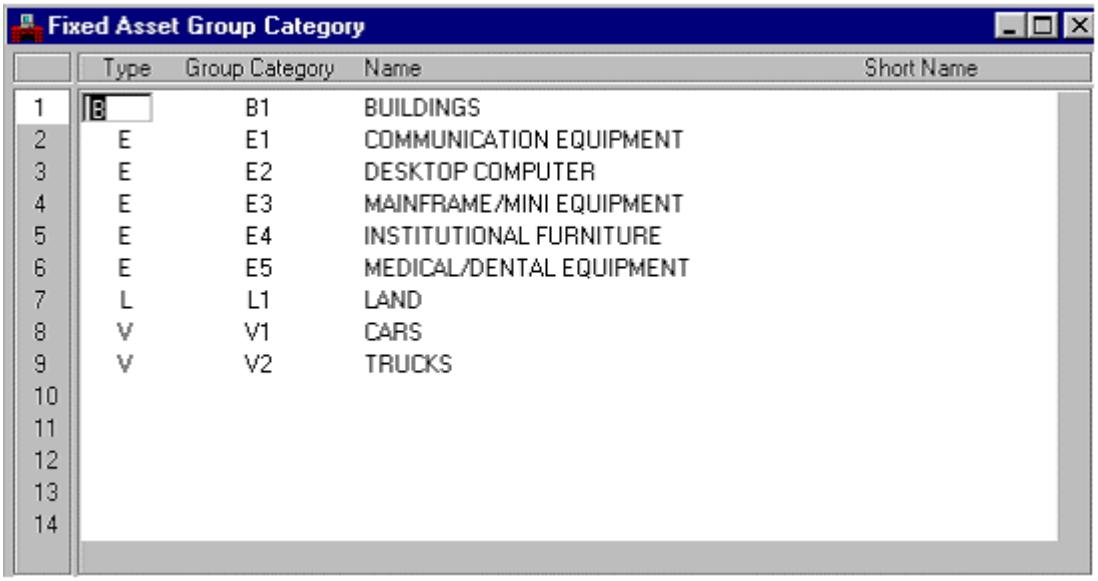
Fixed Asset Group Category (FGCT)

Purpose

Fixed Asset Group Category (FGCT) is optional and used for reporting purposes only. Group categories are collections of related group classes. The assignment of group classes to group categories occurs in Fixed Asset Group (FGRP).

Any requests for changes to the table should be routed to the Office of Administration, Division of Accounting, Financial Reporting Unit, which maintains the table, via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us.

FGCT Coding Instructions



Field Name	Length	Definition
Type	1	**Requires Input**. Enter the fixed asset type to which this group category belongs. Refer to Fixed Asset Type (FATP) for valid values.
Group Category	2	**Requires Input**. If adding a new category, enter a unique value within the specified type. If changing or deleting an existing line, enter the appropriate value.
Name	30	**Requires Input**. Enter the name as you want it to appear on reports, up to thirty characters.
Short Name	12	**Requires Input**. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to twelve characters.

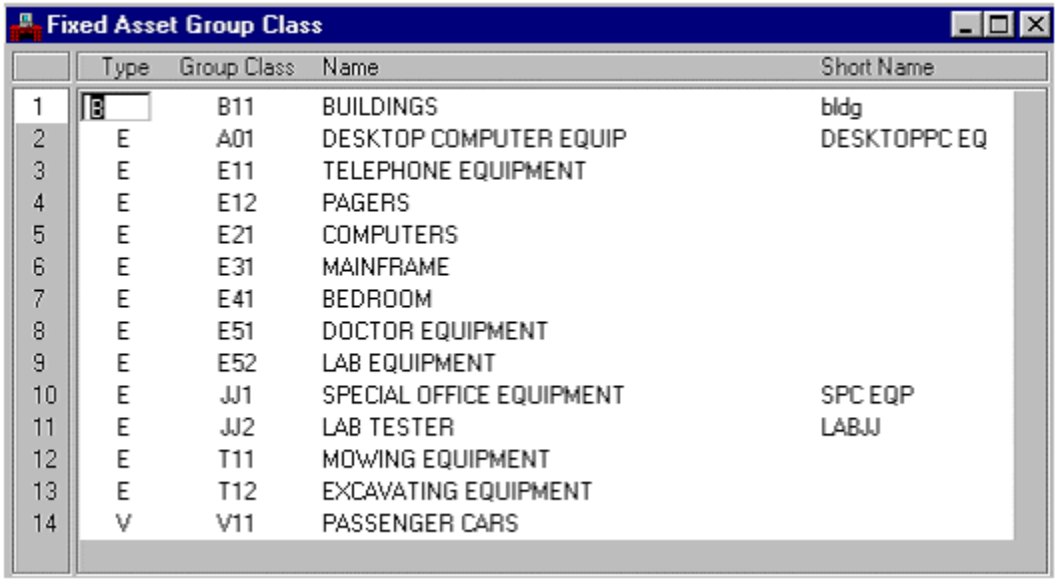
Fixed Asset Group Class (FGCS)

Purpose

Fixed Asset Group Class (FGCS) is optional and used for reporting purposes only. Group classes are collections of related fixed asset groups. The assignment of groups to group classes occurs in Fixed Asset Group (FGRP).

Any requests for changes to the table should be routed to the Office of Administration, Division of Accounting, Financial Reporting Unit, which maintains the table, via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us.

FGCS Coding Instructions



	Type	Group Class	Name	Short Name
1	B	B11	BUILDINGS	bldg
2	E	A01	DESKTOP COMPUTER EQUIP	DESKTOPPC EQ
3	E	E11	TELEPHONE EQUIPMENT	
4	E	E12	PAGERS	
5	E	E21	COMPUTERS	
6	E	E31	MAINFRAME	
7	E	E41	BEDROOM	
8	E	E51	DOCTOR EQUIPMENT	
9	E	E52	LAB EQUIPMENT	
10	E	JJ1	SPECIAL OFFICE EQUIPMENT	SPC EQP
11	E	JJ2	LAB TESTER	LABJJ
12	E	T11	MOWING EQUIPMENT	
13	E	T12	EXCAVATING EQUIPMENT	
14	V	V11	PASSENGER CARS	

Field Name	Length	Definition
Type	1	**Requires Input**. Enter the fixed asset type to which this group class belongs. See Fixed Asset Type Table (FATP) for valid values.
Group Class	3	**Requires Input**. If adding a new class, enter a unique value within the specified type. If changing or deleting an existing line, enter the appropriate value from Fixed Asset Group Class (FGCS)
Name	30	**Requires Input**. Enter the name as you want it to appear on reports, up to 30 characters.

Short Name	12	**Requires Input**. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to 12 characters.

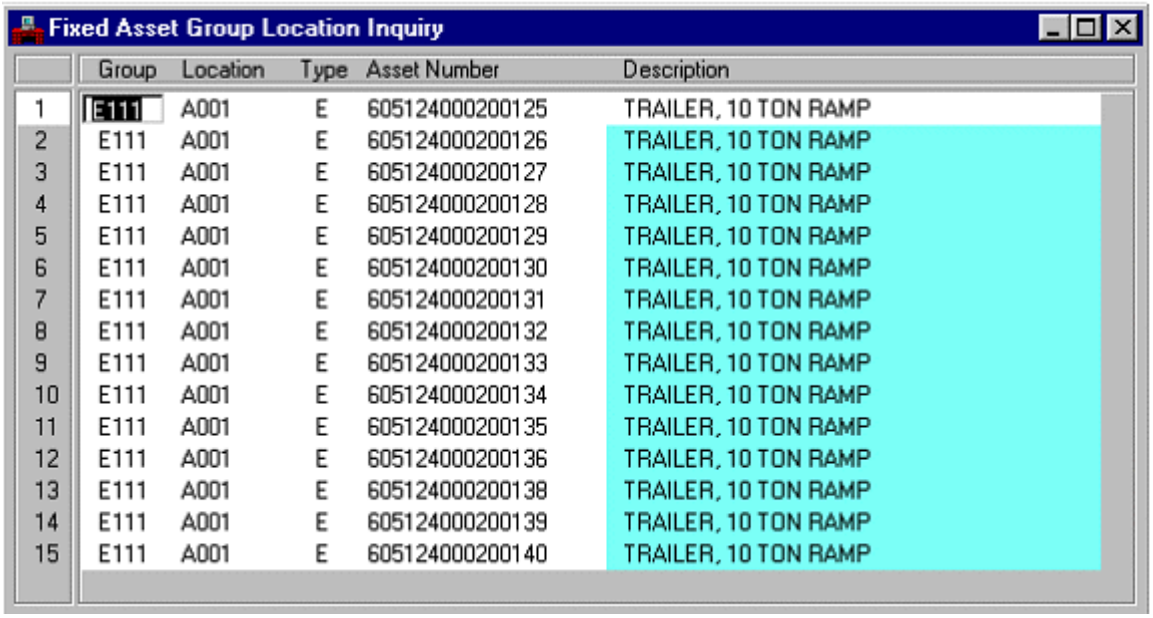
Fixed Asset Group Location Inquiry (FAGL)

Purpose

Fixed Asset Group Location Inquiry (FAGL) is an alternate view of Fixed Asset Summary Inquiry (FAS1). This alternate view has different key fields than Fixed Asset Summary Inquiry (FAS1) and the window entries are displayed in a different order. The entries are sorted by the fixed asset group, location, fixed asset type, and fixed asset number.

The information on this window is stored in Fixed Asset Summary Inquiry (FAS1). Consequently, whenever the Fixed Asset Summary Inquiry (FAS1) is updated, this window is updated.

FAGL Coding Instructions



Field Name	Length	Definition
Group	4	**Requires Input**. Enter a unique value that identifies this asset group. See Fixed Asset Group (FGRP) for valid values.

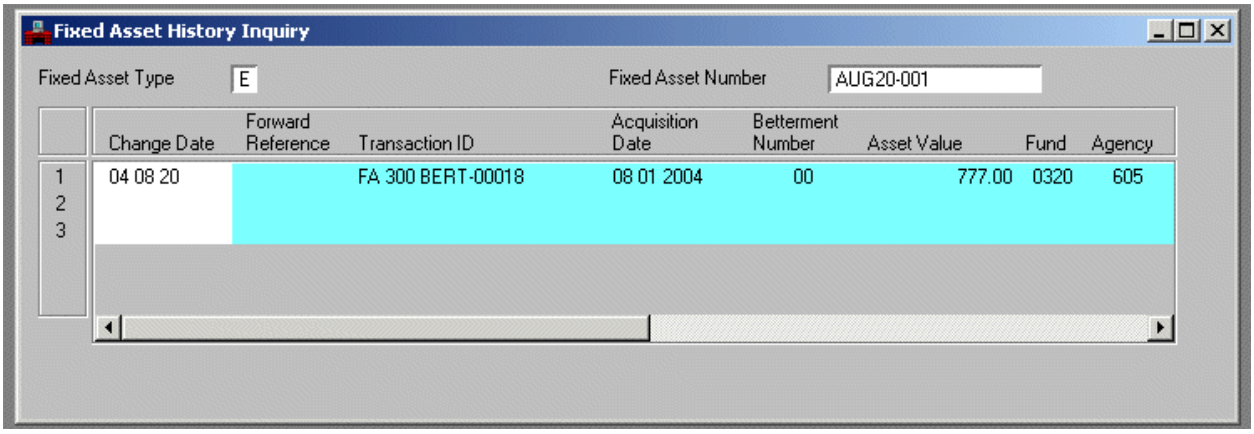
Location	4	**Input Optional**. Enter a unique value that identifies the location of the asset. See Fixed Asset Location (FLOC) for valid values.
Type	1	**Input Optional**. Enter the type of asset (land, building, etc.). See Fixed Asset Type (FATP) for valid values.
Asset Number	15	**Input Optional**. Enter a fifteen-character unique identifier (within type) of the asset.
Description	30	**Display Only**. Description of the asset is displayed.

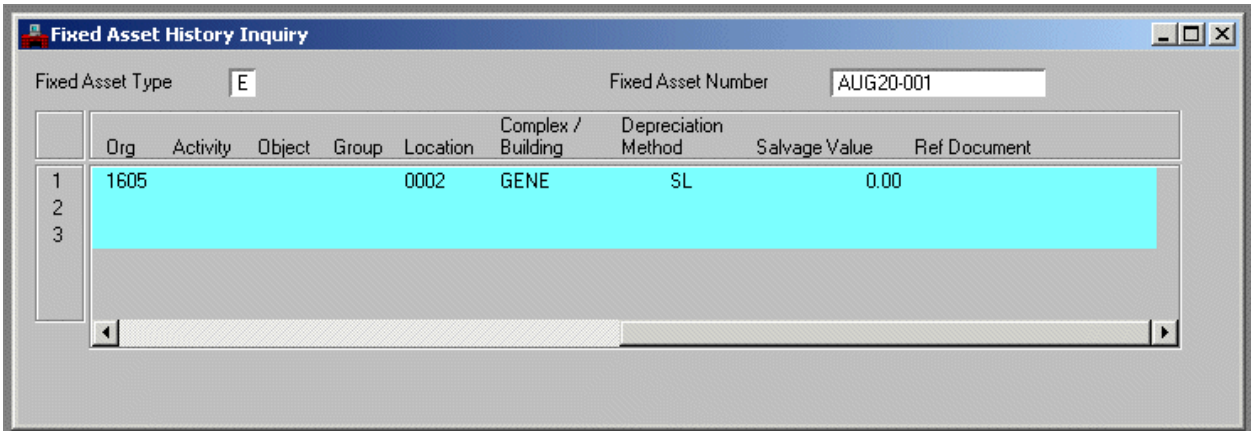
Fixed Asset History Inquiry (FHIS)

Purpose

Fixed Asset History Inquiry (FHIS) allows you to track updates made to each fixed asset. Information is added to this window by the Fixed Asset Acquisition (FA) document processors if **Fixed Asset History** on<

FHIS Coding Instructions





Field Name	Length	Definition
Fixed Asset Type	1	**Requires Input**. Enter a valid value that identifies the type of asset (land, building, etc.).
Fixed Asset Number	15	**Requires Input**. Enter the fixed asset number.
Change Date	6	**Input Optional**. Enter the processing date (*yy mm dd*) of the document or leave blank to view all changes to the fixed asset or betterment.
Forward Reference	1	**Display Only**. If a type C (construction in progress) fixed asset has been transferred to a type B (buildings) or I (improvements) following the completion of construction, this field displays the new fixed asset type (B or I). This field is filled in when a Fixed Asset Transfer (FT) is processed for the fixed asset. Missouri is not using this.

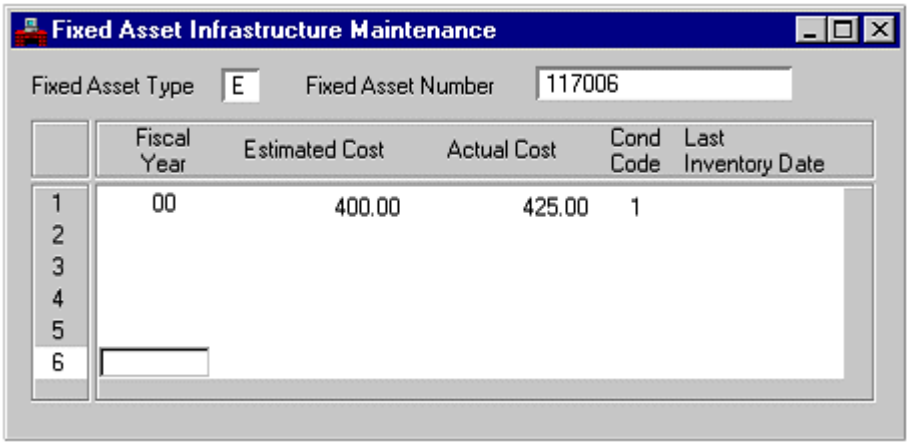
Transaction ID	11	**Display Only**. The transaction ID of the fixed asset document that changed the fixed asset is displayed.
Acquisition Date	8	**Display Only**. The date (*mm dd ccyy*) the asset was acquired is displayed.
Betterment Number	2	**Display Only**. The number of the betterment is displayed. If the change was performed to the fixed asset itself, it is 00.
Asset Value	14	**Display Only**. The change (positive meaning an increase; negative meaning a decrease; zero meaning no change) to the fixed asset value or betterment value is displayed.
Fund	4	**Display Only**. The fund that paid for the asset is displayed.
Agency	3	**Display Only**. The agency responsible for this asset is displayed.
Org	4	**Display Only**. The organization responsible for this asset is displayed.
Activity	4	**Display Only**. The activity associated with this asset is displayed.
Object	4	**Display Only**. The object to which the acquisition of this asset was charged is displayed.
Group	4	**Display Only**. The fixed asset group that further defines the kind of asset is displayed.
Location	4	**Display Only**. The value that identifies the location of the asset is displayed.
Complex/Building	8	**Display Only**. The complex or building where the fixed asset is located is displayed.
Depreciation Method	3	**Display Only**. The depreciation method for this asset is displayed. For Missouri, the SL (straight line) will be

		used. Other system values are , MC (manually computed), or NA (not applicable).
Salvage Value	14	**Display Only**. The change (positive meaning an increase; negative meaning a decrease; zero meaning no change) to the fixed asset salvage value or betterment salvage value is displayed.

Fixed Asset Infrastructure Maintenance (FAIM)

Purpose

Fixed Asset Infrastructure Maintenance (FAIM) is a user-maintained table. It contains fixed asset infrastructure information. This table is informational and will not be updated by the system. **FAIM Coding**



Instructions

Field Name	Length	Definition
Fixed Asset Type	1	**Requires Input**. Default is [blank]. Identifies the Fixed Asset Type this asset belongs to. These values are user-defined values on the Fixed Asset Type (FATP).
Fixed Asset Number	15	**Requires Input**. Default is [blank]. Identifies the Asset Number for the entry. This number must be valid on Fixed Asset Summary Inquiry (1 of 2) (FAS1).
Fiscal Year	4	**Requires Input**. Default is [blank]. Displays the Fiscal Year for the table entry.

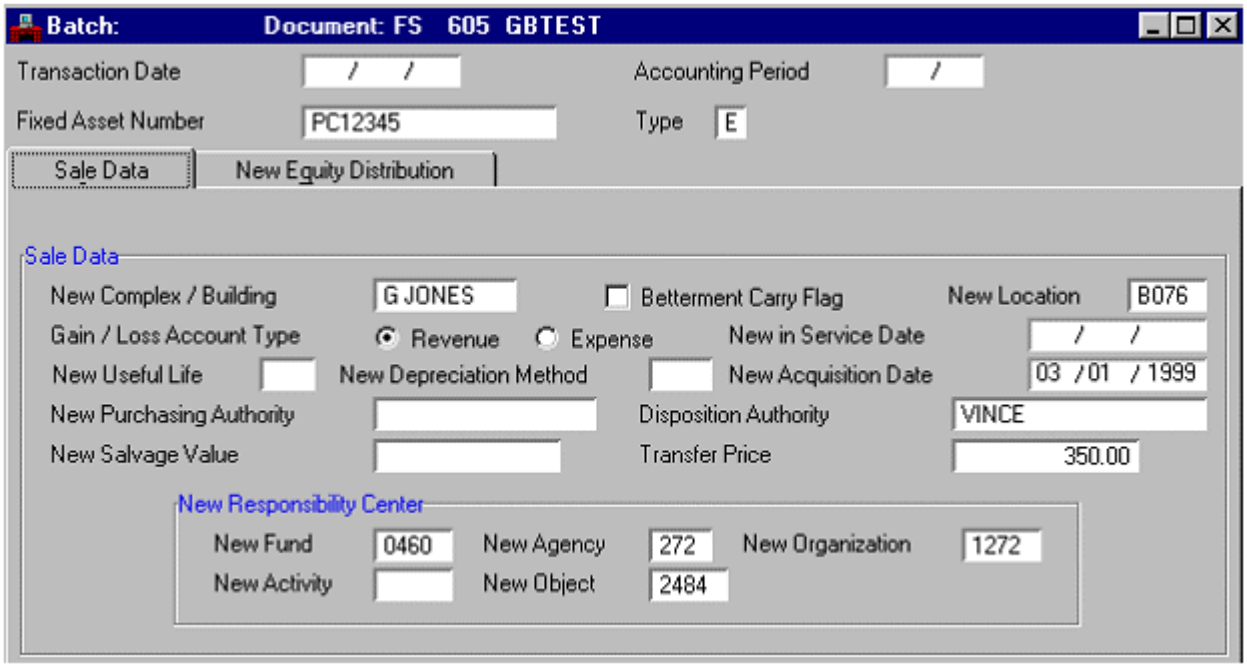
Estimated Cost	14	**Input Optional**. Displays the estimated annual cost to maintain the asset at the same condition level as it exists at the beginning of the Fiscal Year.
Actual Cost	14	**Input Optional**. Displays the actual cost spent on maintaining the Asset during this fiscal year.
Cond Code	1	**Input Optional**. Default is [blank]. Displays the User-define condition code for the Infrastructure Asset.
Last Inventory Date	8	**Input Optional**. Default is [blank]. Displays the last Inventory Date.

Fixed Asset Internal Sale (FS)

Purpose

The Fixed Asset Internal Sale (FS) document records the sale or transfer of an asset within the primary government but the fund needs to change.

FS Coding Instructions

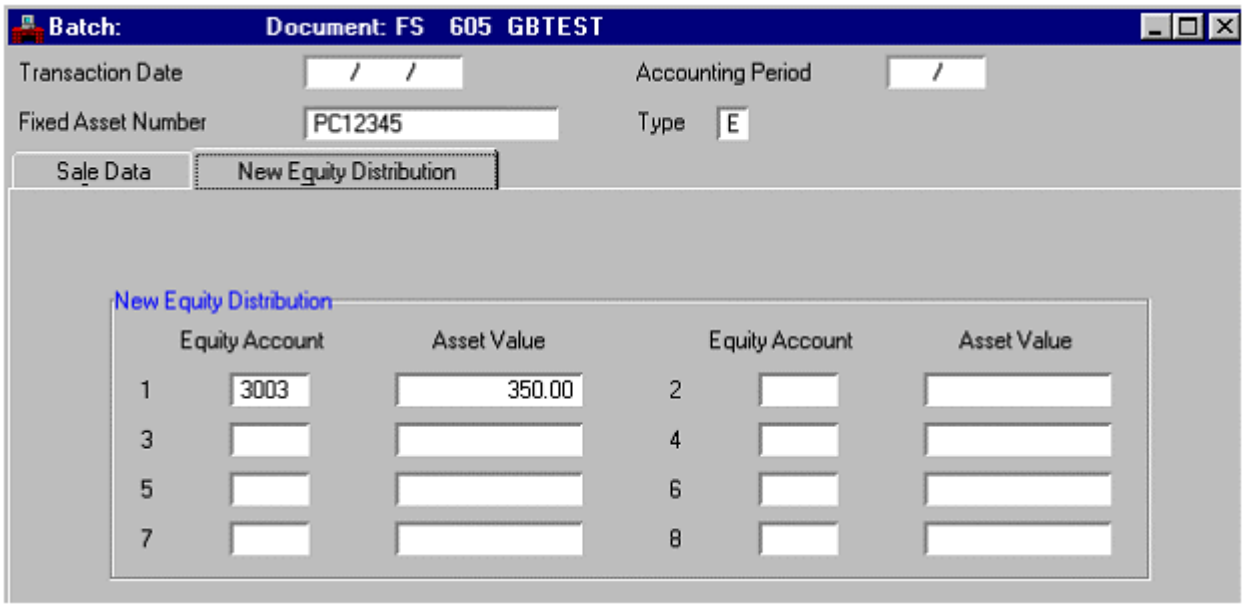


Field Name	Length	Definition

Transaction Date	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Display Only**. Default is the accounting period in which the transaction date falls.
Fixed Asset Number	15	**Requires Input**. Enter the fixed asset number of the fixed asset that is sold.
Type	1	**Requires Input**. Enter the fixed asset type of the fixed asset that is sold. Refer to Fixed Asset Type (FATP) table for valid codes.
New Complex/Building	8	**Input Optional**. Defaults to the original entry. Enter the new complex or building that is associated with this fixed asset.
Betterment Carry Flag	1	**Input Optional**. Default is cleared [N]. Select [Y] if the betterment records associated with this asset are not deleted. All amount fields on these records will be zero. Otherwise leave blank so that the betterment records associated with this asset are deleted.
New Location	4	**Requires Input**. Enter the new location of the fixed asset. Refer to Fixed Asset Location (FLOC) table for valid values.
Gain/Loss Account Type	1	**Input Optional**. Defaults to Revenue. Select Expense [E] if the gain/loss is posted to an expense account in Gain/Loss Account/Object on System Special Accounts (SPEC).
New in Service Date	8	**Input Optional**. Enter the new in service date (*mm dd ccyy*).
New Useful Life	2	**Input Optional**. Required if a depreciation method was entered; otherwise, leave it blank. For a fixed asset with a type of L (land), A (Arts and Historical Treasures), C (construction in progress), G (construction in progress-infrastructure) or R (right of way in progress), leave this field blank. Enter the

		useful life of the fixed asset. This number is used by the depreciation process.
New Depreciation Method	3	**Input Optional**. For a fixed asset with a type of L (land), A (Arts and Historical Treasures, C (construction in progress), G (construction in progress-infrastructure) or R (right of way in progress), leave this field blank. For remaining asset types enter Straight line (SL) which the State of Missouri uses for depreciation of assets purchased from governmental and proprietary funds.
New Acquisition Date	8	**Requires Input**. Enter the new date (*mm dd ccyy*) of acquisition for this fixed asset. Date should stay the same for transfers within the primary government.
New Purchasing Authority	13	**Input Optional**. Enter the purchase order number used to purchase the fixed asset or the name of personnel authorizing purchase.
Disposition Authority	15	**Requires Input**. Enter the name of an agency officer authorizing the sale or transfer of the asset.
New Salvage Value	14	**Input Optional**. For a fixed asset with a type of L (land), A (Arts and Historical Treasures, C (construction in progress), G (construction in progress-infrastructure) or R (right of way in progress), leave this field blank. Enter the salvage value of the asset. This number is used by the depreciation process.
Transfer Price	14	**Requires Input**. Enter the selling or transfer price of the fixed asset. Ensure that it is equal to the sum of the asset values.
New Fund	4	**Requires Input**. Enter the new fund that is primarily responsible for the fixed asset. Refer to Fund Index (FUND) table for valid codes.
New Agency	3	**Requires Input**. Enter the new agency that is primarily responsible for the fixed asset. Refer to Agency Index

		(AGCY) table or Fund Agency Index (FAGY) table for valid codes.
New Organization	4	**Requires Input**. Enter the new organization that is primarily responsible for the fixed asset. Refer to Organization Index (ORGN) table for valid codes.
New Activity	4	**Input Optional**. Enter the new activity that is primarily associated with the fixed asset. Refer to Activity Index (ACTV) table for valid codes.
New Object	4	**Input Optional**. Enter the new object that is primarily associated with the fixed asset. Refer to Object Index (OBJT) table for valid values.



Field Name	Length	Definition
Equity Account (1-8)	4	**Requires Input**. Defaults to the account in Contribution to FA on System Special Accounts (SPEC). Enter a balance sheet account representing the ownership of the asset. Ensure that the account is valid on Balance Sheet Account Index (BACC) and has an account type of 03.

Asset Value (1-8)	14	**Requires Input**. Required if the equity account was entered. Enter the total asset value equal to the transfer price on the Sale Data tab.

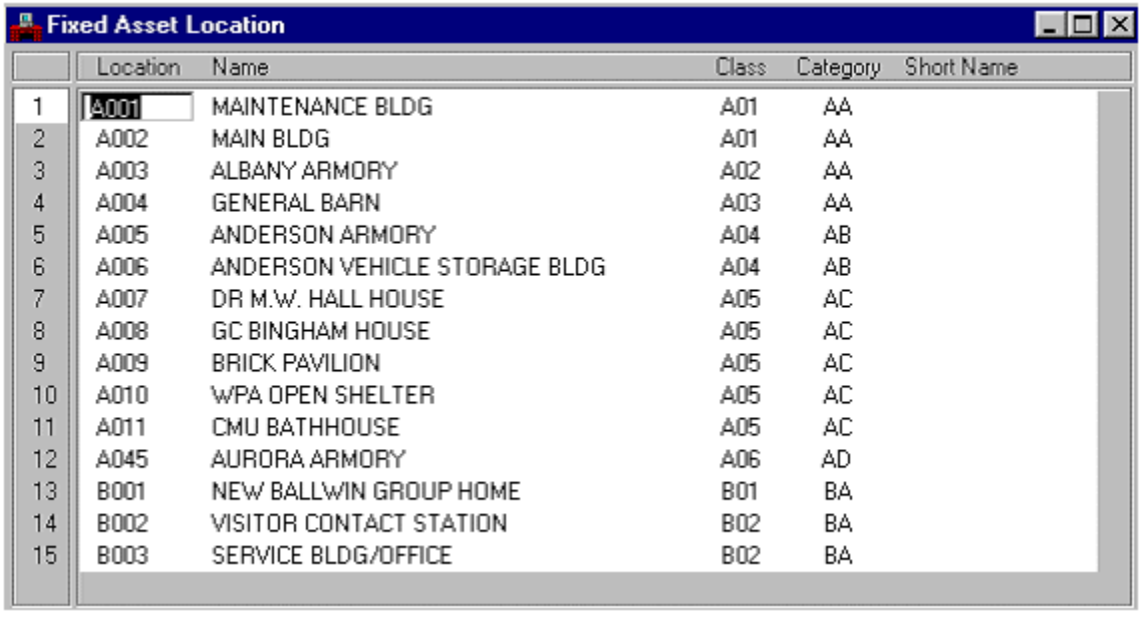
Fixed Asset Location (FLOC)

Purpose

Fixed Asset Location (FLOC) is used for reporting purposes only. Location codes are used to identify the location of a fixed asset; for example, the room number for a desk, the street address for a parcel of land, the garage for a vehicle. Location is the lowest level of a three-level classification hierarchy. The progression is as follows: 1. Location category; 2. location class; and 3. location. You must associate every fixed asset with a location code. Location class and category are optional codes used to group fixed assets on reports. For example, the category might be Jefferson City, the class, 500 Main Street, and the location, Room # 567.

Any requests for changes to the table should be routed to the Office of Administration, Division of Accounting, Financial Reporting Unit, which maintains the table, via e-mail to OASAMIICentralAcct@mail.state.mo.us.

FLOC Coding Instructions



	Location	Name	Class	Category	Short Name
1	A001	MAINTENANCE BLDG	A01	AA	
2	A002	MAIN BLDG	A01	AA	
3	A003	ALBANY ARMORY	A02	AA	
4	A004	GENERAL BARN	A03	AA	
5	A005	ANDERSON ARMORY	A04	AB	
6	A006	ANDERSON VEHICLE STORAGE BLDG	A04	AB	
7	A007	DR M.W. HALL HOUSE	A05	AC	
8	A008	GC BINGHAM HOUSE	A05	AC	
9	A009	BRICK PAVILION	A05	AC	
10	A010	WPA OPEN SHELTER	A05	AC	
11	A011	CMU BATHHOUSE	A05	AC	
12	A045	AURORA ARMORY	A06	AD	
13	B001	NEW BALLWIN GROUP HOME	B01	BA	
14	B002	VISITOR CONTACT STATION	B02	BA	
15	B003	SERVICE BLDG/OFFICE	B02	BA	

Field Name	Length	Definition

Location	4	**Requires Input**. If adding a new location, enter a unique code. If changing or deleting an existing line, enter the appropriate code.
Name	30	**Requires Input**. Enter the name as you want it to appear on reports, up to thirty characters.
Class	3	**Requires Input**. Enter the location class. See Fixed Asset Location Class (FLCS) for valid values.
Category	2	**Requires Input**. Enter the location category. See Fixed Asset Location Category (FLCT) for valid values.
Short Name	12	**Requires Input**. **Requires Input**. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to twelve characters.

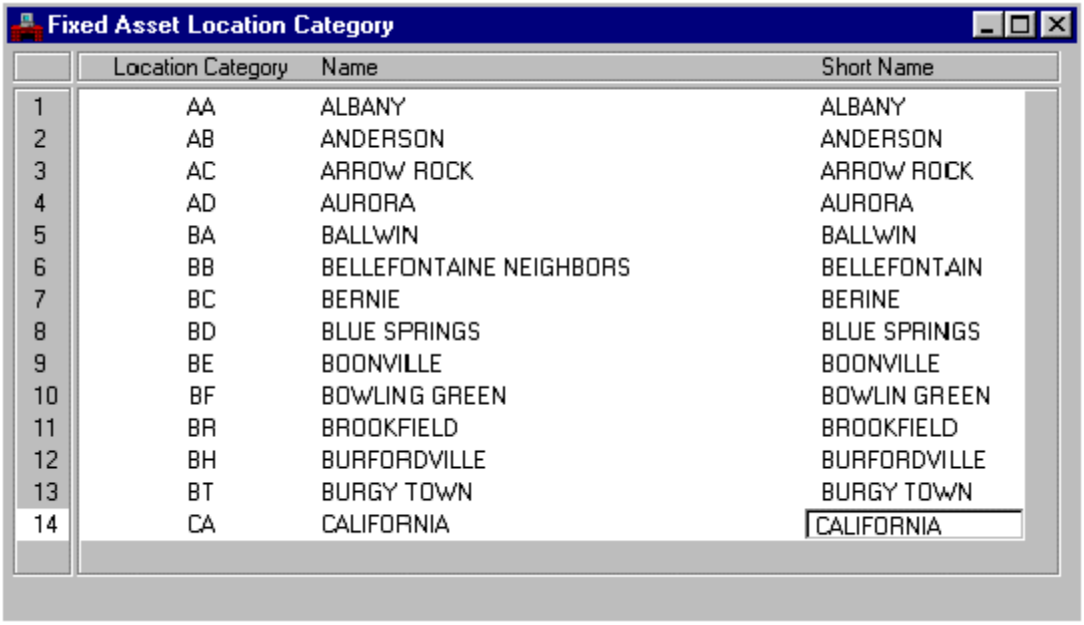
Fixed Asset Location Category (FLCT)

Purpose

Fixed Asset Location Category (FLCT) is used for reporting purposes only. Location categories group related location class codes. The assignment of location classes to location categories occurs in Fixed Asset Location (FLOC).

Any requests for changes to the table should be routed to the Office of Administration, Division of Accounting, Financial Reporting Unit, which maintains the table, via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us.

FLCT Coding Instruction



Field Name	Length	Definition
Location Category	2	**Requires Input. If adding a new category, enter a unique code. If changing or deleting an existing line, enter the appropriate code.**
Name	30	**Requires Input. Enter the name, as you want it to appear on reports, up to 30 characters.**
Short Name	12	**Requires Input**. Enter the name that you want to appear on reports when there is insufficient space for the full name, up to 12 characters.

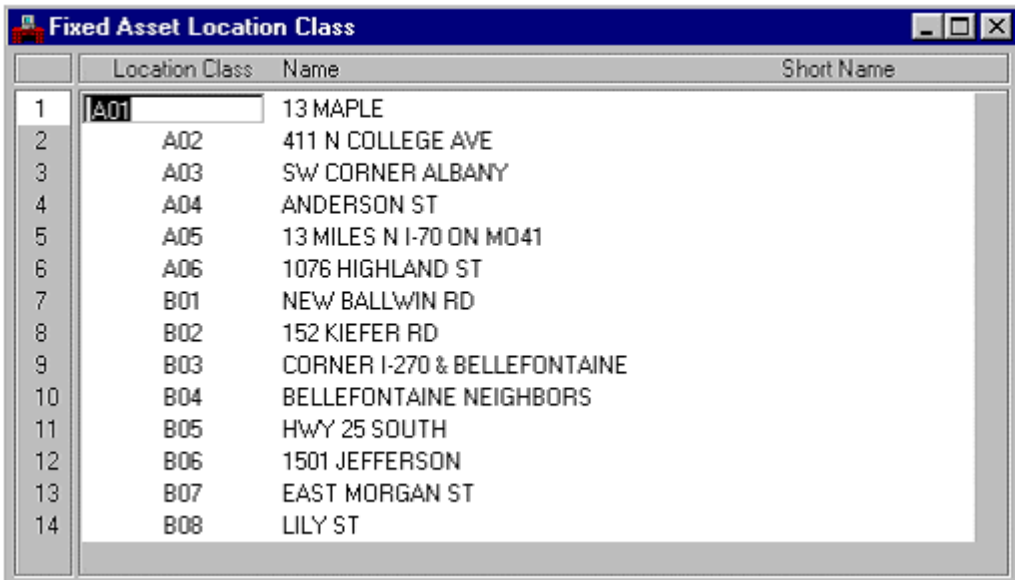
Fixed Asset Location Class (FLCS)

Purpose

Fixed Asset Location Class (FLCS) is used for reporting purposes only. Location classes group related location codes. For example, the location code could define the site and the location class code could define the street address of the site. The assignment of locations to location classes occurs in Fixed Asset Location (FLOC).

Any requests for changes to the table should be routed to the Office of Administration, Division of Accounting, Financial Reporting Unit, which maintains the table, via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us.

FLCS Coding Instructions



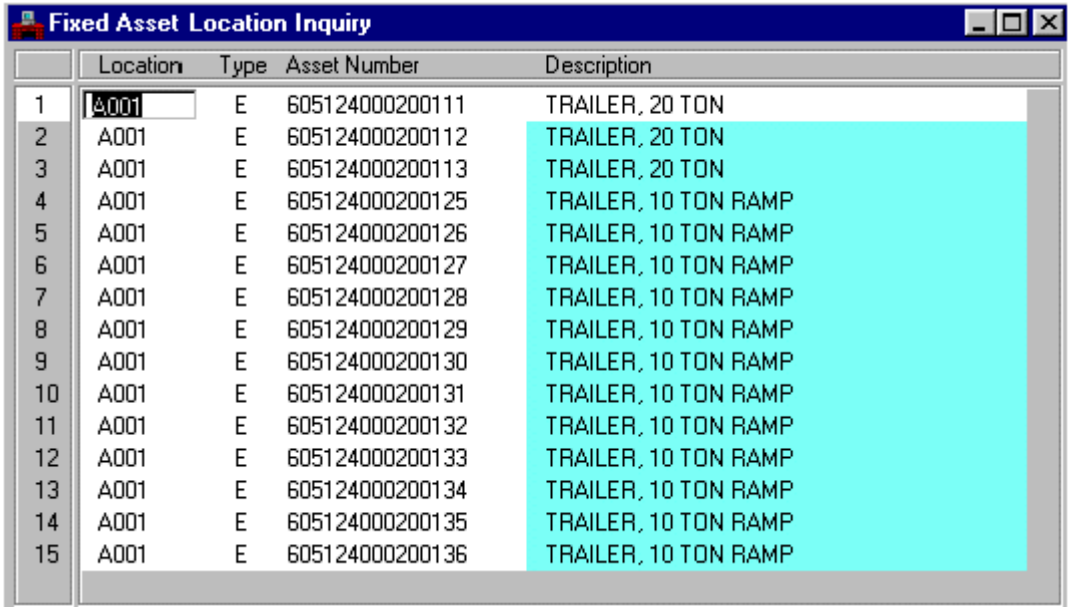
Field Name	Length	Definition
Location Class	3	**Requires Input**. If adding a new class, enter a unique code. If changing or deleting an existing line, enter the appropriate code.
Name	30	**Requires Input**. Enter the name as you want it to appear on reports, up to 30 characters.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is insufficient space for the full name, up to 12 characters.

Fixed Asset Location Inquiry (FALC)

Purpose

Fixed Asset Location Inquiry (FALC) provides an alternate view of Fixed Asset Summary Inquiry (1 of 2) (FAS1) and Fixed Asset Summary Inquiry (2 of 2) (FAS2). The information on this window is sorted by location, fixed asset type, and fixed asset number.

FALC Coding Instructions



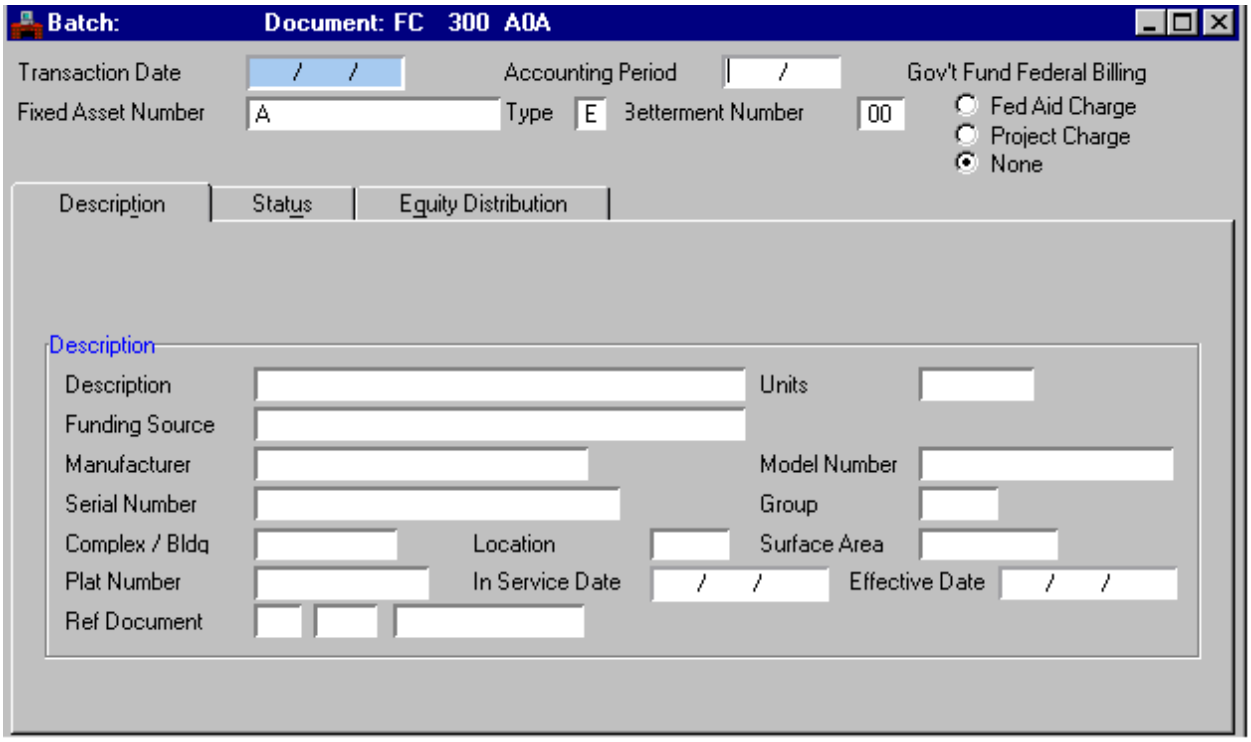
Field Name	Length	Definition
Location	4	**Requires Input**. Enter the location of the asset.
Type	1	**Requires Input**. Enter the type of asset (land, building, etc.)
Asset Number	15	**Requires Input**. Enter a 15 character number that uniquely identifies (within type) the asset.
Description	30	**Display Only**. The description of the asset is inferred from Fixed Asset Summary Inquiry (1 of 2) (FAS1).

Fixed Asset Modification (FC)

Purpose

The Fixed Asset Modification (FC) records changes or adjustments to existing assets at the individual betterment level. Since the depreciation process uses the information on this document, changing certain fields affects the next depreciation run. Information entered on this document overwrites existing information, so only enter information in fields that are changing. Exception is the Change in Selling Price field, in which case you only enter the amount of the change, not the new asset value.

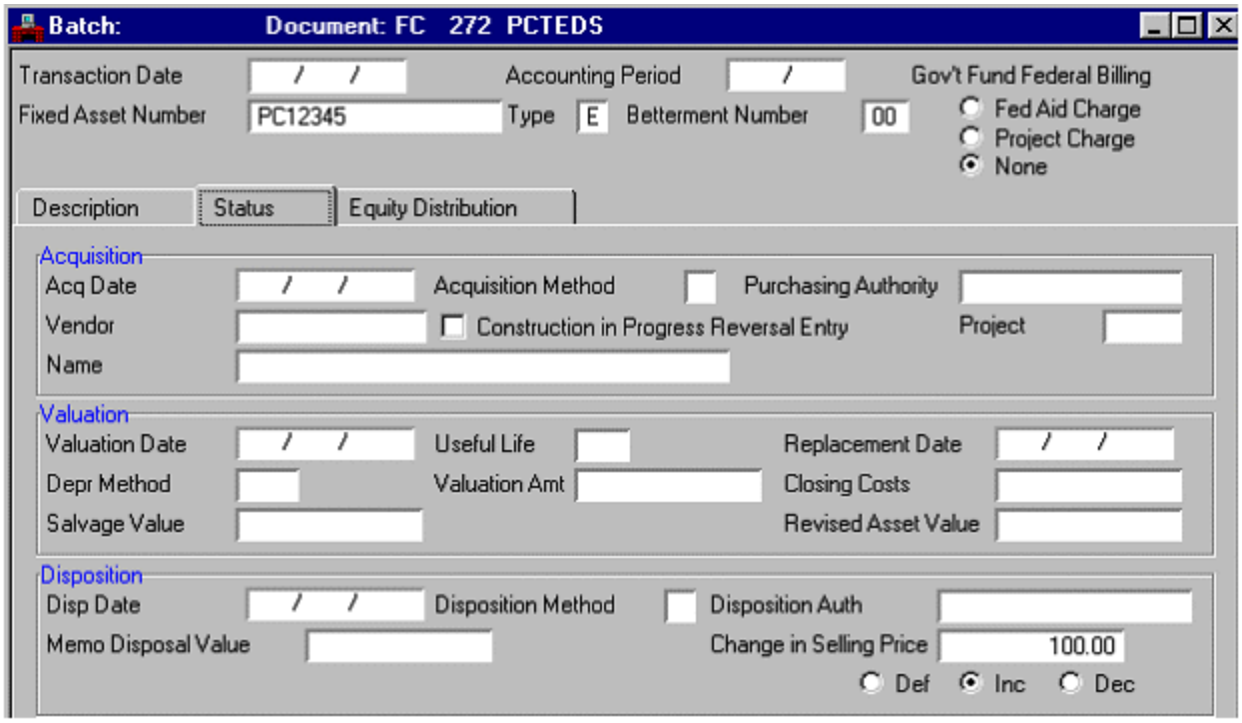
FC Coding Instructions



Field Name	Length	Definition
Transaction Date	6	**Display Only**. Defaults to the current date.
Accounting Period	4	**Input Optional**. If the FC is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Fixed Asset Number	15	**Requires Input**. Enter the fixed asset number of the betterment that is being modified.
Type	1	**Requires Input.** Enter the appropriate type for this fixed asset. Refer to the Fixed Asset Type (FATP) table for valid values.
Betterment Number	2	**Requires Input**. Enter the number of the betterment that is being modified. Note: If the original asset is modified, then enter the betterment number as 00, otherwise, enter a

		sequential betterment number such as 01, 02 etc. of the asset betterment to be modified.
Gov't Fund Federal Billing		**Input Optional**. Defaults to None. If it is determined that Federal billing is no longer required on Project Charges or Federal Aid Charges for fixed asset depreciation, select None radio button. If the depreciation for Federal Billing should start, select either the Fed Aid Charge or the Project Charge radio button.
Description	30	**Input Optional**. This field overwrites the description field on the FA document.
Units	2	**Input Optional**. Enter the new number of items recorded in this betterment record. Default is 1.
Funding Source	30	**Input Optional**. Describe the funding source if the initial entry was not properly described.
Manufacturer	20	**Input Optional**. Enter the new manufacturer.
Model Number	15	**Input Optional**. Enter the new model number.
Serial Number	15	**Input Optional**. Enter the new serial number.
Group	4	**Input Optional**. Enter the new fixed asset group. Refer to the Fixed Asset Group (FGRP) table for valid values.
Complex/Bldg	8	**Input Optional**. Enter the complex or building that is associated with this fixed asset or it will default to the original entry record.
Location	4	**Input Optional**. Enter the new location of the fixed asset. Refer to the Fixed Asset Location (FLOC) table for valid values. Default is the original location record.
Surface Area	10	**Input Optional**. If Type is L (land), B (buildings), I (improvements), or C (construction). Enter the area (for example: 200 sq. ft.). Leave this field blank for all other types of betterments.

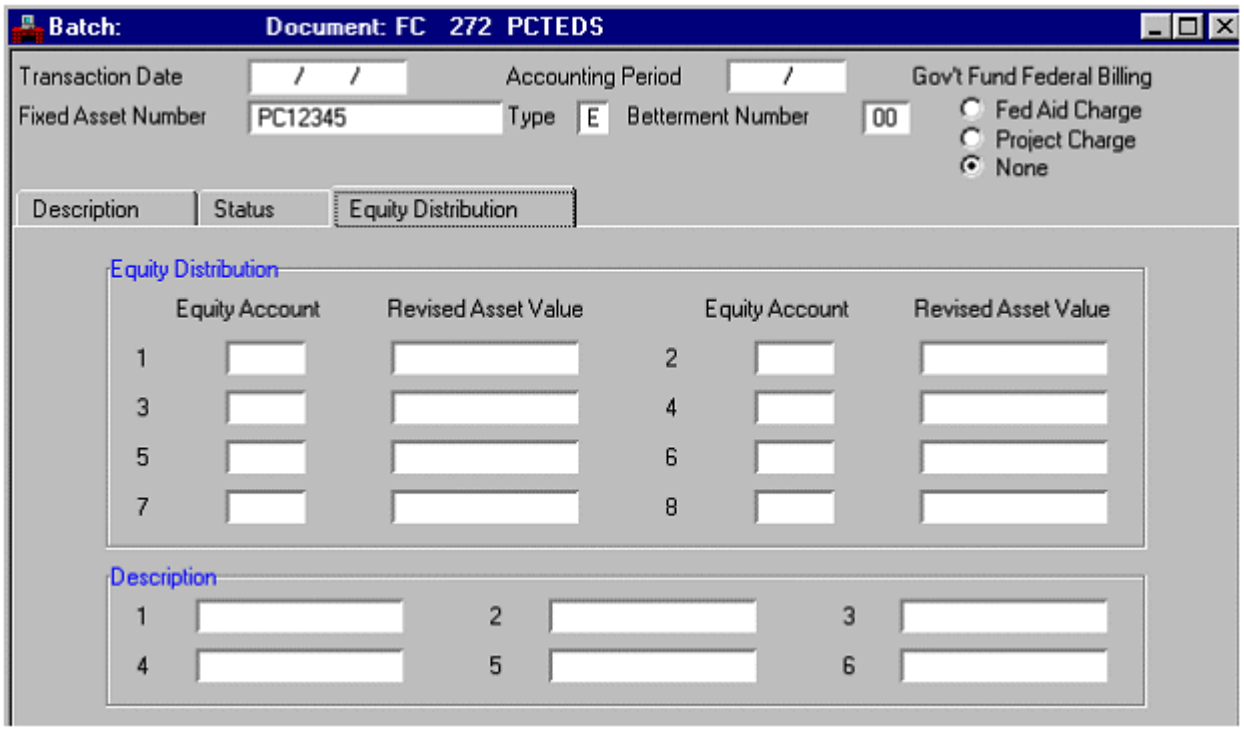
Plat Number	10	**Input Optional**. If Type is L (land), B (buildings), I (improvements), or C (construction). Enter the plat number. Leave this field blank for all other types of betterments.
In Service Date	8	**Input Optional**. Enter the new in-service date (*mm dd ccyy*).
Effective Date	8	**Requires Input**. Enter the date that the change in the asset betterment occurred.
Ref Document	16	**Input Optional**. Enter the new reference transaction code, agency and number. Enter asterisks (**) in each field to remove existing number.



Field Name	Length	Definition
Acq Date	8	**Input Optional**. Enter the new acquisition date (*mm dd ccyy*) of the betterment.
Acquisition Method	1	**Input Optional**. Enter the new acquisition method. See Acquisition/Disposition (FADM) for valid values.
Purchasing Authority	16	**Input Optional**. Enter the purchase order number.

Vendor	11	**Input Optional**. Enter the new vendor code. See Vendor Index (VEND) for valid values.
Construction in Progress Reversal Entry	.	**Input Optional**. Default is cleared [blank]. Select [Y] if the system should make a Construction In Progress (CIP) reversal entry to the project's Construction In Progress (CIP) balance sheet account. Missouri is not using this feature.
Project	4	**Display Only**. Leave blank. Missouri is not using the Extended Project Subsystem.
Name	30	**Input Optional**. Default is inferred from Vendor Inquiry (1 of 3) (VEN2). Optional when miscellaneous vendor code is used.
Valuation Date	8	**Input Optional**. Enter the new valuation date (*mm dd ccyy*).
Useful Life	2	**Input Optional**. Enter the new useful life.
Replacement Date	8	**Input Optional**. Enter the expected replacement date (*mm dd ccyy*) of the fixed asset.
Depr Method	3	**Input Optional**. Enter the Straight Line (SL) depreciation method.
Valuation Amt	14	**Input Optional**. Enter amount if a new valuation date was entered; otherwise, leave this field blank. Enter the insurance or estimated value of the fixed asset.
Closing Costs	14	**Input Optional**. Enter the portion of the acquisition cost that is associated with legal fees, commissions, etc., if applicable.
Salvage Value	14	**Input Optional**. If Type is C (construction) or L (land), leave this field blank. Enter the salvage value of the asset.
Revised Asset Value	14	**Input Optional**. If the equity account or asset value changes, you must enter the total equity distribution amount in this field; otherwise, leave this field blank.

Disp Date	8	**Input Optional**. Enter the new disposition date. You can only enter this field if the asset was disposed.
Disposition Method	1	**Input Optional**. Enter the new disposition method. See Acqusition/Disposition (FADM) for valid values. You can only enter this field if the fixed asset was disposed.
Disposition Auth	13	**Input Optional**. Enter the new disposition authorization. You can only enter this field if the asset was disposed.
Memo Disposal Value	14	**Input Optional**. Enter the new estimated value of the asset at the time of disposal. You can only enter this field if the asset was disposed.
Change in Selling Price	14	**Input Optional**. Enter the change in selling price. You can only enter this field if the asset was disposed.
Def, Inc, Dec	.	**Input Optional**. Default is blank. Required if a change in selling price was entered. Valid values are Increase [I] or Decrease [D].



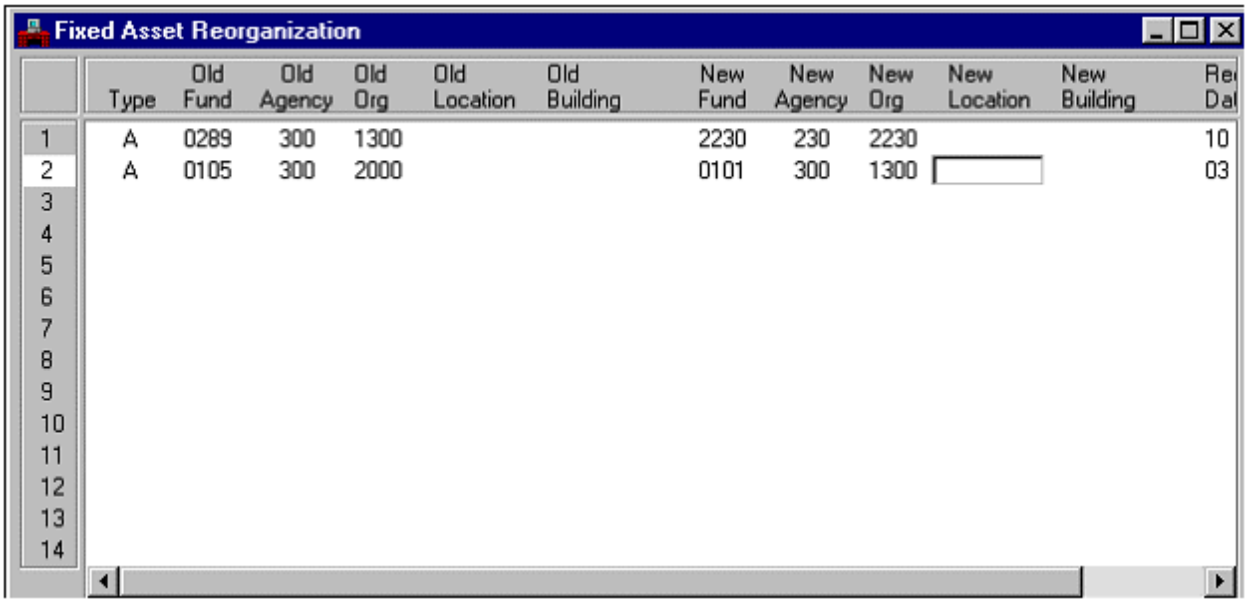
Field Name	Length	Definition
Equity Account (1-8)	4	**Input Optional**. Enter the equity account from the changed betterment record.
Revised Asset Value (1-8)	14	**Requires Input**. If an equity account was entered, enter the new asset value. If zeros are entered and there is no depreciation for the equity line, then this equity line is deleted.
Description Line 1	8	**Input Optional**. Enter new employee name/badge number/ID number.
Description Line 2	8	**Input Optional**. Enter new Grant number if applicable or leave blank.
Description Line 3	8	**Input Optional**. Enter new warranty/service contract data if applicable or leave blank.
Description Line 4	8	**Input Optional**. Enter new room number.
Description Line 5	8	**Input Optional**. Enter desired data or leave blank.
Description Line 6	8	**Input Optional**. Enter new tag number.

Fixed Asset Reorganization (FARO)

Purpose

Fixed Asset Reorganization (FARO) lists reorganizations to agency, organization, location, and complex building as well as the date the reorganization took place. Fund cannot be changed on the FARO.
After the Fixed Asset Reorganization program is run, you must remove the reorganization date so that the system can process fixed assets transactions using the old asset or location information.

FARO Coding Instructions



Field Name	Length	Definition
Type	1	**Requires Input**. Valid values are: A (agency) - Reorganization is agency or organization L (location) - Reorganization is location or complex. You cannot change all the fields on the same line. All old asset information cannot equal new asset information, and all old location information cannot equal new location information. You must enter similar fields in new and old.
Old Fund	4	**Requires Input**. See Fund Index (FUND) for valid values. If the old agency is also entered, ensure that both are valid on Fund Agency Index (FAGY).
Old Agency	3	**Requires Input**. See Agency Index (AGCY) for valid values. If the old organization is entered, ensure that both are valid on Organization Index (ORGN).
Old Org	4	**Requires Input**. See Organization Index (ORGN) for valid values.
Old Location	4	**Input Optional**. If entered, you must ensure that it is valid on Fixed Asset Location (FLOC) and you must also enter the old building.

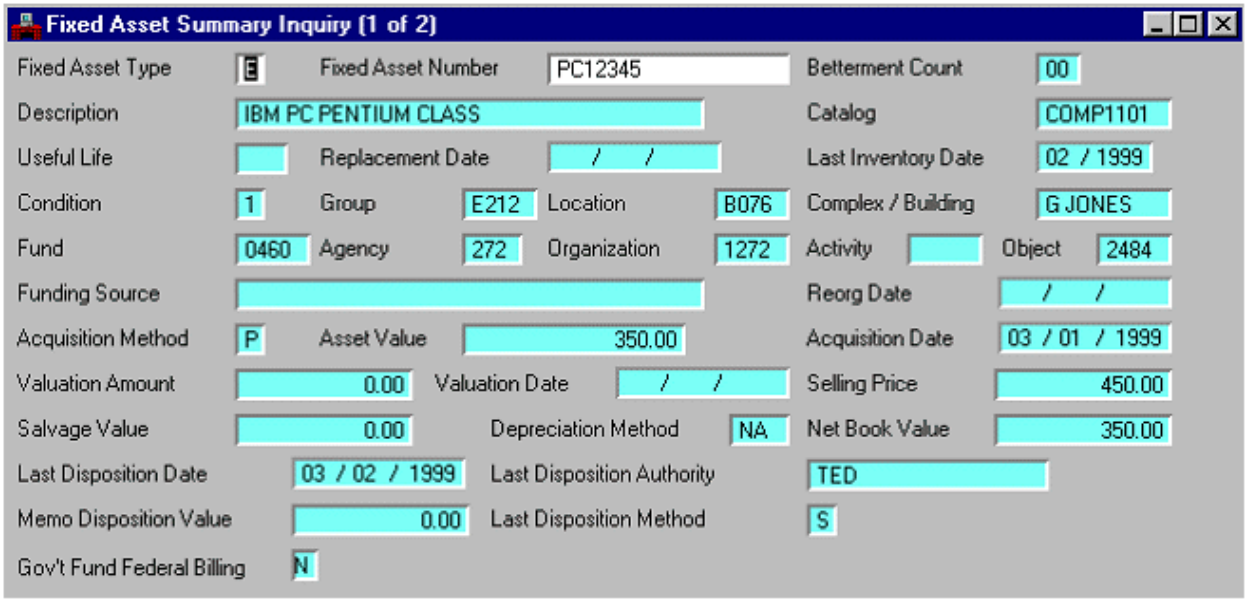
Old Building	8	**Requires Input**. If entered, you must also enter the old location.
New Agency	3	**Requires Input**. If agency changed enter new agency number. See Agency Index (AGCY) for valid values. If the new organization is entered, ensure that both are valid on Organization Index (ORGN).
New Org	4	**Requires Input**. If organization changed enter new agency. See Organization Index (ORGN) for valid values.
New Location	4	**Requires Input**. If location changed enter new location. See Fixed Asset Location (FLOC) for valid values.
New Building	8	**Requires Input**. If entered, you must enter the new location.
Reorganization Date	6	**Display Only**. The reorganization date (*mm dd yy*) is filled in by the Fixed Asset Reorganization program.

Fixed Asset Summary Inquiry (1 of 2) (FAS1)

Purpose

Fixed Asset Summary Inquiry (1 of 2) (FAS1) displays summary information for all existing fixed assets. All data that pertains to the entire asset (original asset and all of its betterments) are stored in this window. Information on this window is added and modified by the Fixed Asset Document Processors. **Depreciation Method** , **Valuation Amount** , and **Validation Date** are updated by the Mass Revaluation process. Disposed assets are deleted from this window by the Disposition Purge process.

FAS1 Coding Instructions



Field Name	Length	Definition
Fixed Asset Type	1	**Requires Input**. Enter the type of fixed asset (land, building, etc.)
Fixed Asset Number	15	**Requires Input**. Enter the number of the fixed asset.
Betterment Count	2	**Display Only**. If the asset has a betterment(s), a value between 01 and 99 is displayed; otherwise, this field is blank.
Description	30	**Display Only**. The description of the asset is displayed.
Catalog	8	**Display Only**. The catalog value used for the fixed asset is displayed.
Useful Life	3	**Display Only**. The expected useful life of the asset (in years) is displayed.
Replacement Date	8	**Display Only**. The date (*mm dd ccyy*) when the asset is expected to need replacing is displayed.
Last Inventory Date	6	**Display Only**. The date (*mm ccyy*) this asset was last inventoried is displayed.

Condition	1	**Display Only**. The condition for this asset is displayed.
Group	4	**Display Only**. The fixed asset group is displayed.
Location	4	**Display Only**. The location of the asset is displayed.
Complex/Building	8	**Display Only**. The complex or building where the fixed asset is located is displayed.
Fund	4	**Display Only**. The fund that paid for the asset is displayed.
Agency	3	**Display Only**. The agency responsible for this asset is displayed.
Organization	4	**Display Only**. The organization responsible for this asset is displayed.
Activity	4	**Display Only**. The activity associated with this asset is displayed.
Object	4	**Display Only**. The object to which the acquisition of this asset was charged is displayed.
Funding Source	30	**Display Only**. This field can be used to reference the fund, grant or bond issue that financed the asset. For donated assets, the journal voucher number is displayed.
Reorganization Date	8	**Display Only**. The date that Fund/Agency/Organization or Location/Complex/Building were last changed is displayed. See the Fixed Asset Reorganization report of that date for more information.
Acquisition Method	1	**Display Only**. The value describing how the asset was acquired is displayed.
Asset Value	14	**Display Only**. The total value of the asset is displayed.
Acquisition Date	8	**Display Only**. The date (*mm dd ccyy*) the asset was acquired is displayed.

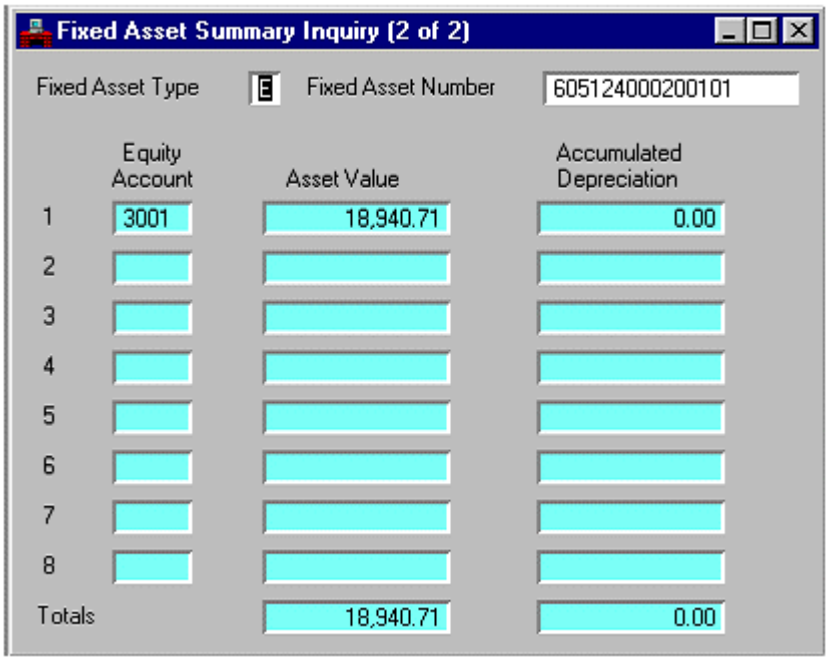
Valuation Amount	14	**Display Only**. The insurance or replacement value of the asset is displayed.
Valuation Date	8	**Display Only**. The date (*mm dd ccyy*) of the insurance or replacement valuation is displayed.
Selling Price	14	**Display Only**. If disposed, the amount received for the asset at the time of sale is displayed.
Salvage Value	14	**Display Only**. The total salvage value for this asset, including all betterments is displayed.
Depreciation Method	3	**Display Only**. The depreciation method for this asset is displayed. Valid value is SL (straight line) for the State of Missouri or NA for non-depreciable assets (land, arts and historical treasures, construction in progress, construction in progress—infrastructure, and right of way in progress).
Net Book Value	14	**Display Only**. This value is calculated by subtracting the summary accumulated depreciation from the summary asset value.
Last Disposition Date	8	**Display Only**.The date (*mm dd ccyy*) of the last disposition of this asset or one of its betterments is displayed.
Last Disposition Authority	15	**Display Only**. The document number or name of individual who authorized the disposal of the asset is displayed.
Memo Disposition Value	14	**Display Only**. The anticipated sale amount or actual amount expected on sale is displayed. This value may differ from salvage or valuation amount.
Last Disposition Method	1	**Display Only**. The method used in disposing of this asset is displayed. This field is filled in by the entry of a Fixed Asset Disposition (FD) document.
Gov't Fund Federal Billing	1	**Display Only**. Display indicates if a Project Charge or Federal Aid Charge was associated the fixed asset for calculating depreciation.

Fixed Asset Summary Inquiry (2 of 2) (FAS2)

Purpose

Fixed Asset Summary Inquiry (2 of 2) (FAS2) displays summary equity distribution and accumulated depreciation information for all existing fixed assets. This window displays the equity distribution of the entire asset (the original asset and all of its betterments). Information on this window is added and modified by the Fixed Asset Document Processors. Disposed assets are deleted from this window by the Disposition Purge process.

FAS2 Coding Instructions



Field Name	Length	Definition
Fixed Asset Type	1	**Requires Input**. Enter the type of asset (land, building etc)
Fixed Asset Number	15	**Requires Input**. In combination with Type enter the fixed asset number.
Equity Account 1-8	4	**Display Only**. The balance Sheet account credited with the investment in fixed asset is displayed.

Asset Value 1-8	14	**Display Only**. The dollar amount of investment for this balance sheet equity account, including all betterments is displayed
Accumulated Depreciation 1-8	14	**Display Only**. The accumulated depreciation for this equity account, including all betterment is displayed.
Totals	14	**Display Only**. The totals for the asset value and the accumulated depreciation for equity accounts, including betterments, is displayed.

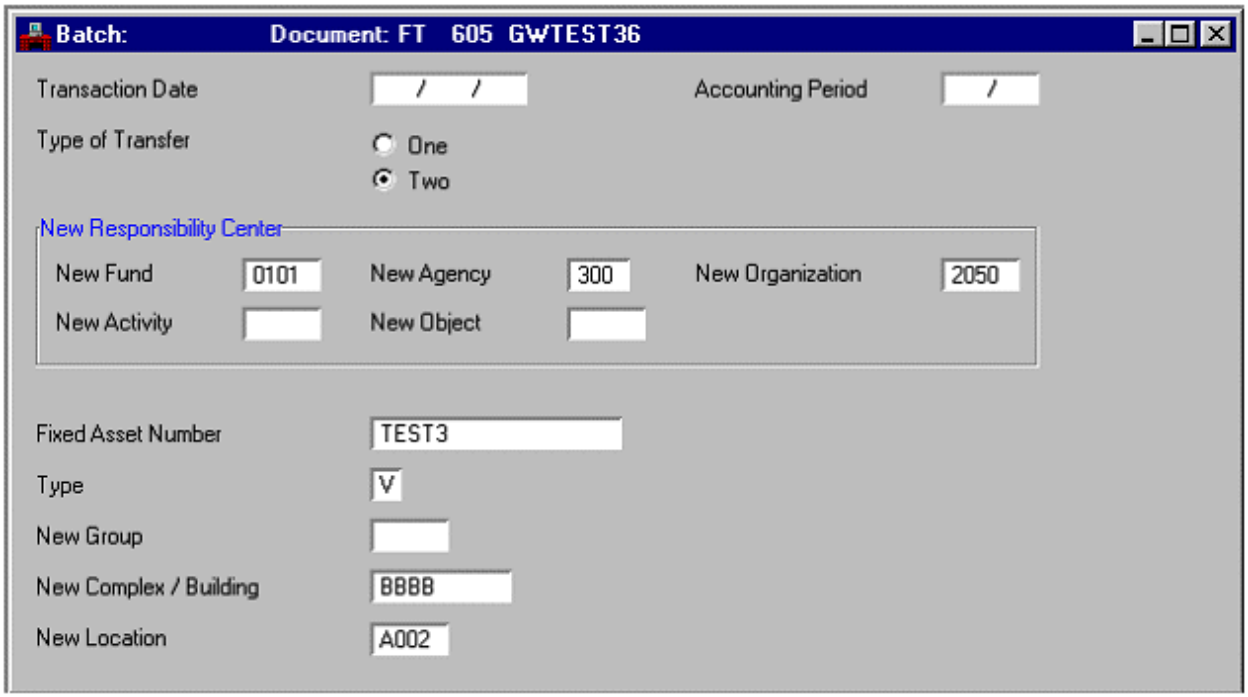
Fixed Asset Transfer (FT)

Purpose

The Fixed Asset Transfer (FT) document transfers ownership (represented by accounting codes) of assets within the primary government and within the same fund. It also transfers construction-in-process to the completed asset account.

Note: If one of the accounting attributes is changed, you must enter the entire accounting distribution. For example, if you enter a new object, then you also need to enter a new fund, new agency, new organization, and new activity.

FT Coding Instructions



Field Name	Length	Definition
Transaction Date	6	**Display Only**. Defaults to the current date. Enter the effective date (*mm dd yy*) of the document.
Accounting Period	4	**Input Optional**. If this FT is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Type of Transfer	.	**Requires Input**. Valid values are: One [1] - A fixed asset in construction to either a building or an improvement. Only Fixed Asset Number, Type, and New Group are entered on this document. (Not being used.) Two [2] - A fixed asset from one account code to another within the same fund. Leave New Group blank, New Location is optional, and all other fields are required.
New Fund	4	**Input Optional**. Leave blank if Type of Transfer is One [1]; required for a type Two [2]. You cannot transfer between funds. Use the Fixed Asset Internal Sale (FS) document to transfer between funds. See Fund Index (FUND) for valid values.
New Agency	3	**Input Optional**. Leave blank if Type of Transfer is One [1]; required for a type Two [2]. Enter the new agency that is primarily responsible for the fixed asset. See Agency Index (AGCY) for valid values.
New Organization	4	**Input Optional**. Leave blank if Type of Transfer is One [1]; required for a type Two [2] if the Expense Budget Organization option on Fund Agency (FAGY) is Y or A. See Organization Index (ORGN) for valid values.
New Activity	4	**Input Optional**. Leave blank if Type of Transfer is One [1]; optional for a type Two [2] if the Expense Budget

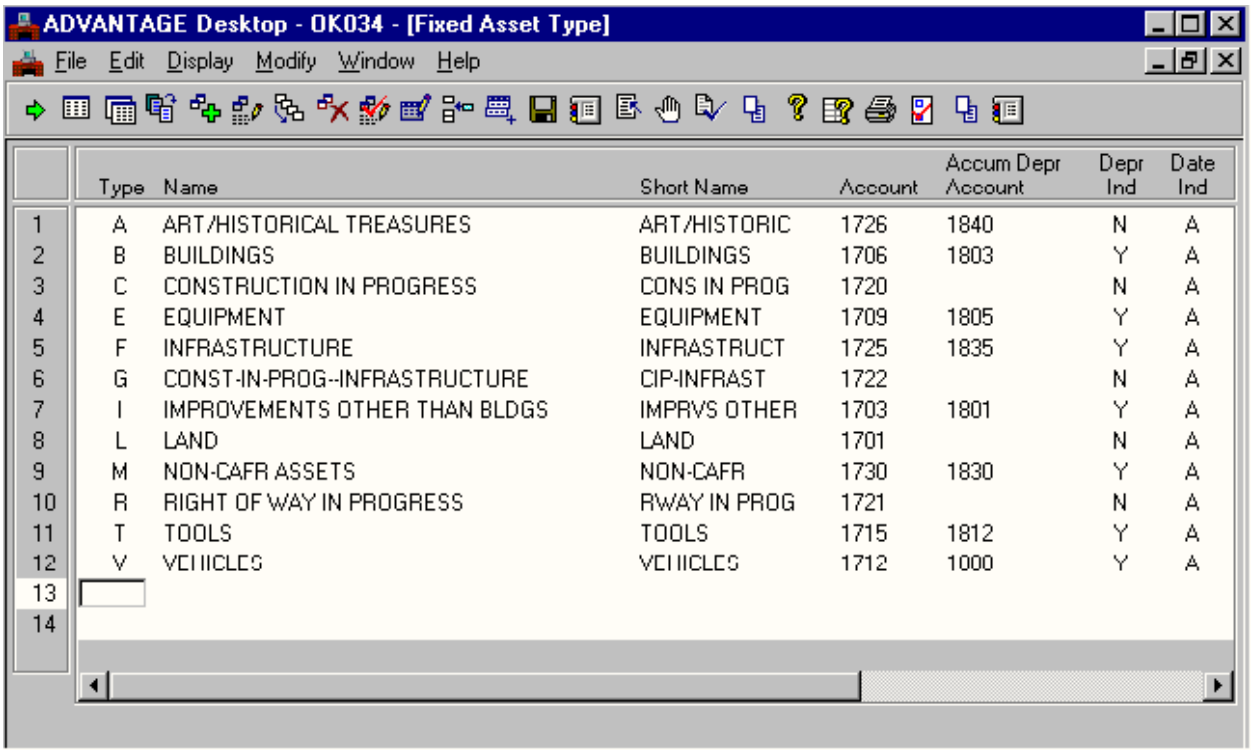
		Activity option on Fund Agency (FAGY) is Y or A. See Activity Index (ACTV) for valid values.
New Object	4	**Input Optional**. Leave blank if Type of Transfer is One [1]; required for a type Two [2]. Enter the new object that is primarily associated with the fixed asset. See Object Index (OBJT) for valid values.
Fixed Asset Number	15	**Requires Input**. Enter the fixed asset number of the fixed asset that is transferred.
Type	1	**Requires Input**. If Type of Transfer is One [1], enter either B (building) or I (improvement). If Type of Transfer is Two [2], enter the original fixed asset type that is getting a new accounting distribution.
New Group	4	**Conditional Input.** If Type of Transfer is One [1];enter the new fixed asset group. For a type Two [2], leave blank. Refer to Fixed Asset Group Location Inquiry (FAGL) table for valid values.
New Complex/Building	8	**Input Optional**. Leave blank if Type of Transfer is One [1]; optional for a type Two [2]. Enter the new complex/building that is primarily associated with the fixed asset.
New Location	4	**Input Optional**. Leave blank if Type of Transfer is One [1]; optional for a type Two [2]. Enter the new location of the fixed asset. See Fixed Asset Location Inquiry (FALC) for valid values.

Fixed Asset Type (FATP)

Purpose

Fixed Asset Type (FATP) defines the major types of fixed assets allowed in the Fixed Asset Subsystem. For each type, a name and short name are defined for use on reports. You must also define two balance sheet accounts: the asset account (land, buildings, etc.) and the accumulated depreciation account. Set **Depreciation Indicator** to N for art/historical treasures construction in progress, construction in progress—infrastructure, land, and right of way in progress and set to Y for all other types of assets.

FATP Coding Instructions



	Type	Name	Short Name	Account	Accum Depr Account	Depr Ind	Date Ind
1	A	ART/HISTORICAL TREASURES	ART/HISTORIC	1726	1840	N	A
2	B	BUILDINGS	BUILDINGS	1706	1803	Y	A
3	C	CONSTRUCTION IN PROGRESS	CONS IN PROG	1720		N	A
4	E	EQUIPMENT	EQUIPMENT	1709	1805	Y	A
5	F	INFRASTRUCTURE	INFRASTRUCT	1725	1835	Y	A
6	G	CONST-IN-PROG--INFRASTRUCTURE	CIP-INFRAST	1722		N	A
7	I	IMPROVEMENTS OTHER THAN BLDGS	IMPRVS OTHER	1703	1801	Y	A
8	L	LAND	LAND	1701		N	A
9	M	NON-CAFR ASSETS	NON-CAFR	1730	1830	Y	A
10	R	RIGHT OF WAY IN PROGRESS	RWAY IN PROG	1721		N	A
11	T	TOOLS	TOOLS	1715	1812	Y	A
12	V	VEHICLES	VEHICLES	1712	1000	Y	A
13							
14							

Field Name	Length	Definition
Type	1	**Requires Input**. The above types are available in the fixed asset subsystem. Other types can be added as need arises.
Name	30	**Requires Input**. Enter the name as you want to appear on reports, up to 30 characters.
Short Name	12	**Requires Input**. Enter the name that you want to appear on reports when there is insufficient space for the full name.
Account	4	**Requires Input**. Enter the balance sheet asset account in which you want this fixed asset recorded. Refer to Balance Sheet Account Index (BACC) for valid values.
Accum Depr Account	4	**Requires Input**. Required for buildings, improvements, equipment and vehicles; ignored for art/historical treasurers, land and construction in

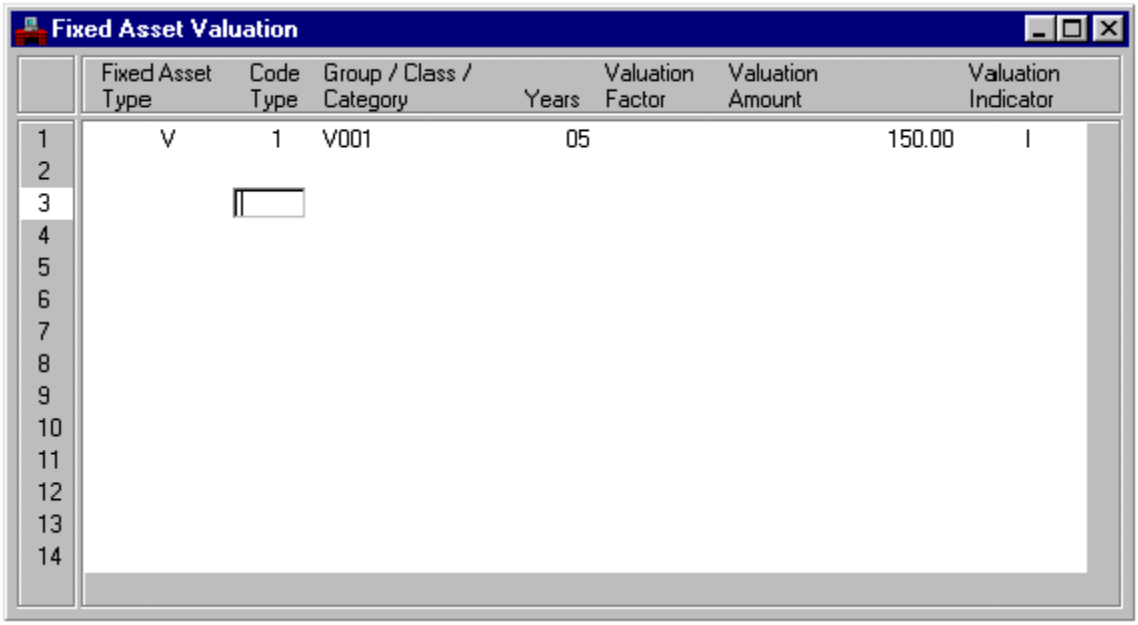
		progress accounts. Enter a balance sheet account with an account type of 11 (asset offset to expenses) on Balance Sheet Account Index (BACC).
Depr Ind	1	**Requires Input**. Indicates whether that type of asset is depreciated. Enter N for art/historical treasures, land and construction accounts; Y for all other asset types.
Date Ind	1	**Requires Input**. Default is A (acquisition date). Acquisition Date is adopted for the State of Missouri. Enter the value that determines the start date for depreciation calculations for this fixed asset type. Valid value is A (acquisition date) or leave blank.

Fixed Asset Valuation (FVAL)

Purpose

Fixed Asset Valuation (FVAL) defines the parameters used by the Mass Revaluation process. Agencies should request this table to be updated and job run whenever the revaluation function is used. Requests should be sent to the Office of Administration, Division of Accounting, Financial Reporting Unit, via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us.

FVAL Coding Instructions



Field Name	Length	Definition
Fixed Asset Type	1	**Requires Input**. Enter the fixed asset type. See Fixed Asset Type (FATP) table for valid values.
Code Type	1	**Requires Input**. Enter the type of code entered in Group/Class/Category. Valid values are: 1 - Group 2 - Group class 3 - Group category
Group/Class/Category	4	**Requires Input**. Enter the group, group class, or group category you want revalued.
Years	2	**Requires Input**. Enter the number of years that have passed since the asset was last revalued. This field allows the system to apply different valuation factors based on how many years have passed. For example, if five years is specified, all of this kind of asset acquired or last revalued between five and six years ago are revalued based on the parameters specified. If this field is blank, all assets of this kind are revalued the same regardless of when they were last valued.

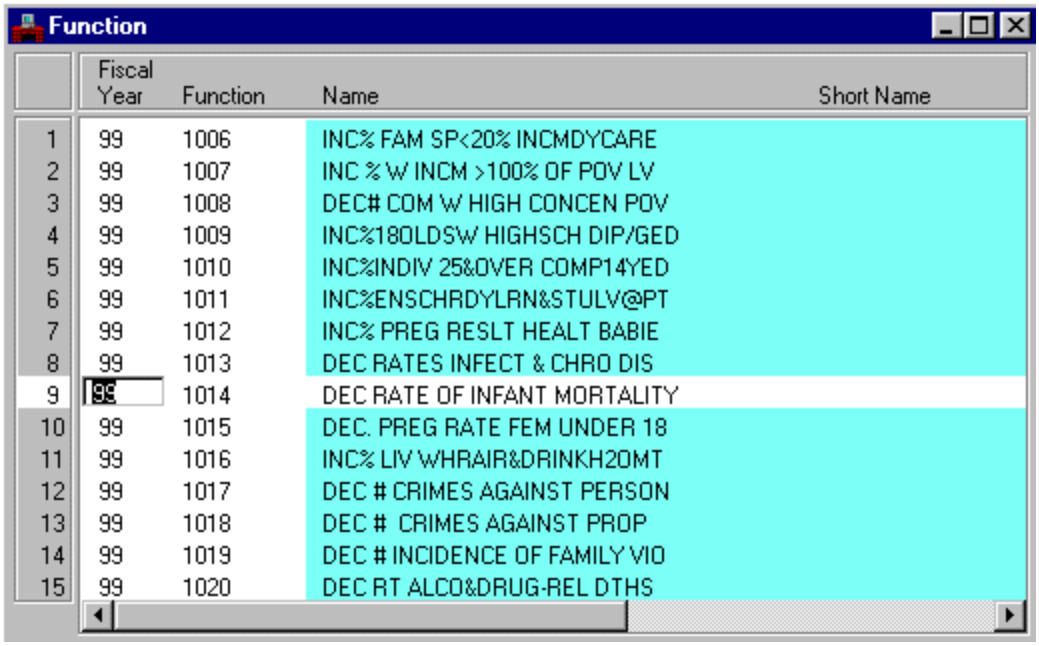
Valuation Factor	5	**Input Optional**. Enter the multiplying factor (for example, a 10 percent increase is entered as 11000). Otherwise, leave this field blank. If a valuation factor is specified, you cannot enter a valuation amount and a valuation indicator.
Valuation Amount	14	**Input Optional**. To increase or decrease valuations by a specified amount, or to replace valuations with a specific amount, enter the amount here (dollars and cents). If specified, you cannot enter a valuation factor.
Valuation Indicator	1	**Input Optional**. Default is I (increase). Required if a valuation amount is entered. Valid values are I (increase), D (decrease), or R (replace).

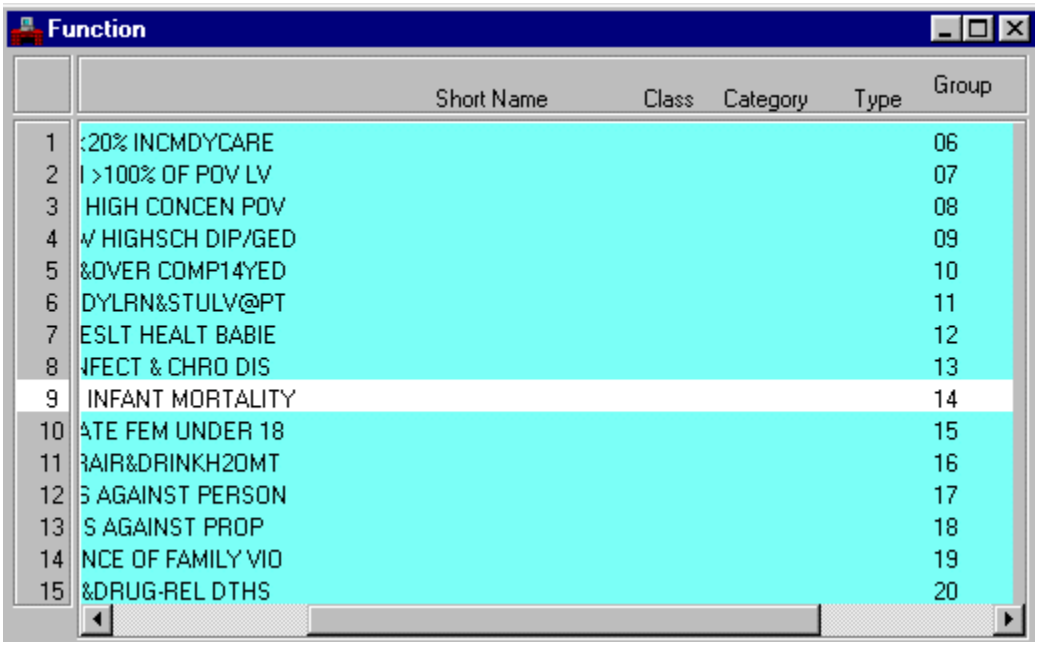
Function (FUNC)

Purpose

Function (FUNC) table defines valid codes for function, and may also group similar functions into higher level classification. The function code is optional on **all** accounting documents and defines broad operational objectives, such as instruction, support services and facilities acquisition. The function code is the starting point for a relational hierarchy that puts similar function codes together into larger groups. These group names are as follows: 1). Function (FUNC); 2). Function class (FCCL); 3). Function category (FCCA); 4). Function type (FCTP); and 5). Function Group (FCGR). The classification schemes for class, category and type are optional within SAM II and will be defined by each department. Function codes are **required** in SAM II to be rolled into one of the following groups predefined by OA. The groups are the Other Strategic Plans or Other Non-Strategic Plans.

FUNC Coding Instructions





Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Function	4	**Requires Input.** Enter a valid **Function** code.

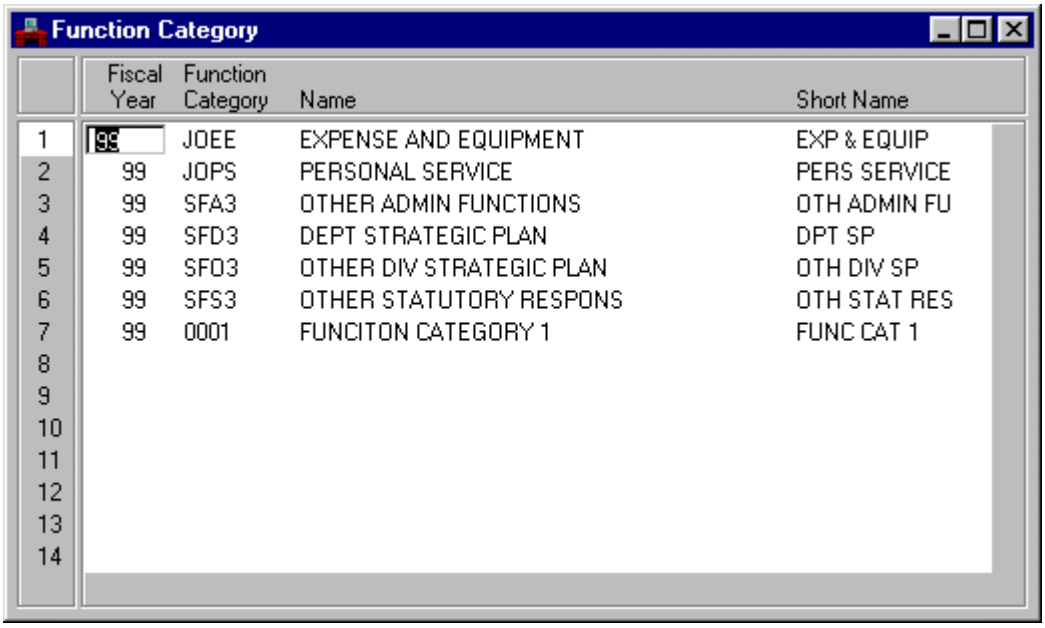
Name	30	**Requires Input.** Enter the **Name** as you wish it to appear on the report (up to 30 characters).
Short Name	12	**Requires Input.** Enter the name as it will appear if the full name is too long to fit on the reports.
Class	4	**Input Optional**. Enter the code from Function Class (FCCL) table that best describes the function being defined in this line.
Category	4	**Input Optional**. Enter the code from Function Category (FCCA) table that best describes the function being defined in this line.
Type	4	**Input Optional**. Enter a valid function **Type** that corresponds with the fiscal year and function code entered and is valid on Function Type (FCTP) table.
Group/td>	2	**Input Optional**. Enter the code from Function Group (FCGR) table that best describes the function being defined in this line.

Function Category (FCCA)

Purpose

Function Category (FCCA) table defines valid function category codes. It is optional and therefore may not be used in your system. You assign function categories on Function (FUNC) table.

FCCA Coding Instructions



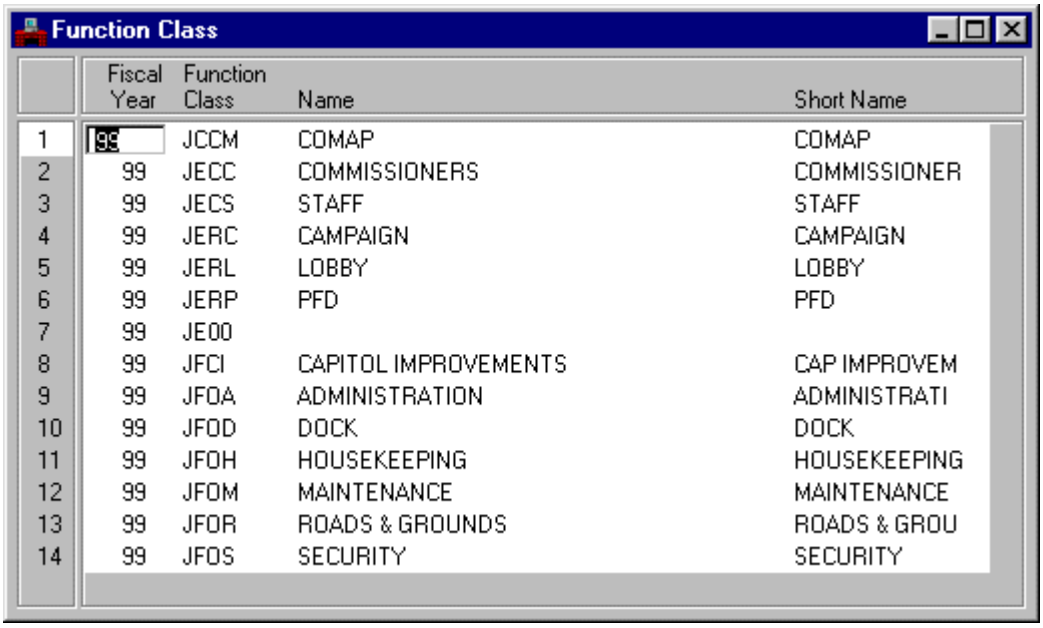
Field Name	Length	Definition
Fiscal Year	2	**Input Required.** Enter the last two digits of the applicable **Fiscal Year**.
Function Category	4	**Input Required.** Enter a **Function Category** code.
Name	30	**Input Required.** Enter the **Name** as you wish it to appear on the report (up to 30 characters).
Short Name	12	**Input Required.** Enter the name as it will appear if the full name is too long to fit on the reports.

Function Class (FCCL)

Purpose

Function Class (FCCL) table defines valid function class codes. You assign function classes on Function (FUNC) table.

FCCL Coding Instructions



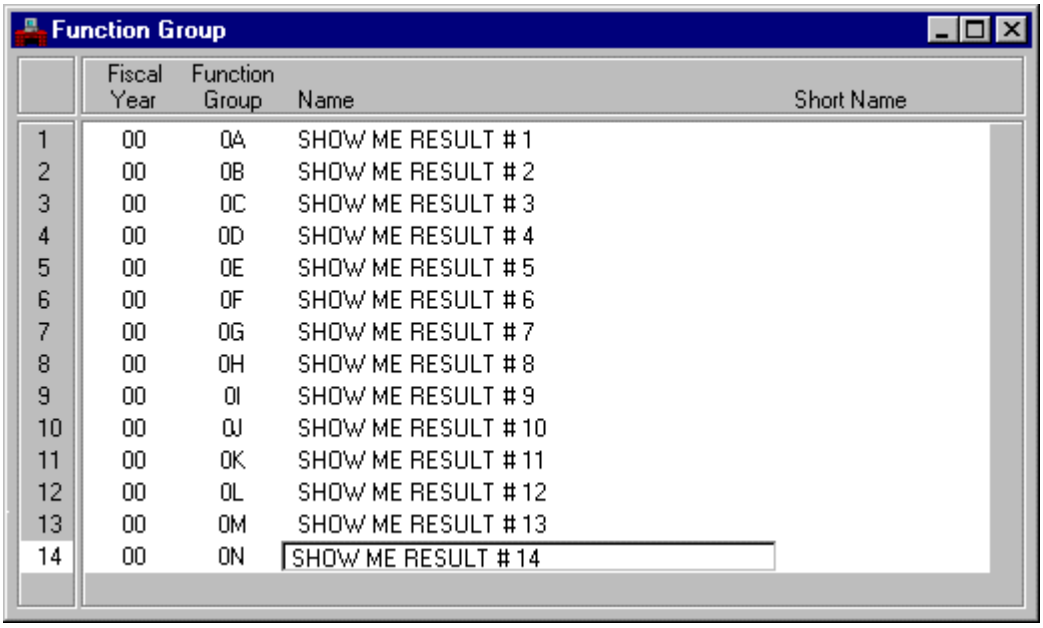
Field Name	Length	Definition
Fiscal Year	2	**Input Required.** Enter the last two digits of the applicable **Fiscal Year**.
Function Class	4	**Input Required.** Enter a **Function Class** code.
Name	30	**Input Required.** Enter the **Name** as you wish it to appear on the report (up to 30 characters).
Short Name	12	**Input Required.** Enter the name as it will appear if the full name is too long to fit on the reports.

Function Group (FCGR)

Purpose

Function Group (FCGR) table defines valid function group codes. The specific codes to be used for function group are identified in the Function Detail Business Component section of this policy and procedure. Function groups are assigned on Function (FUNC) table, but are optional.

FCGR Coding Instructions



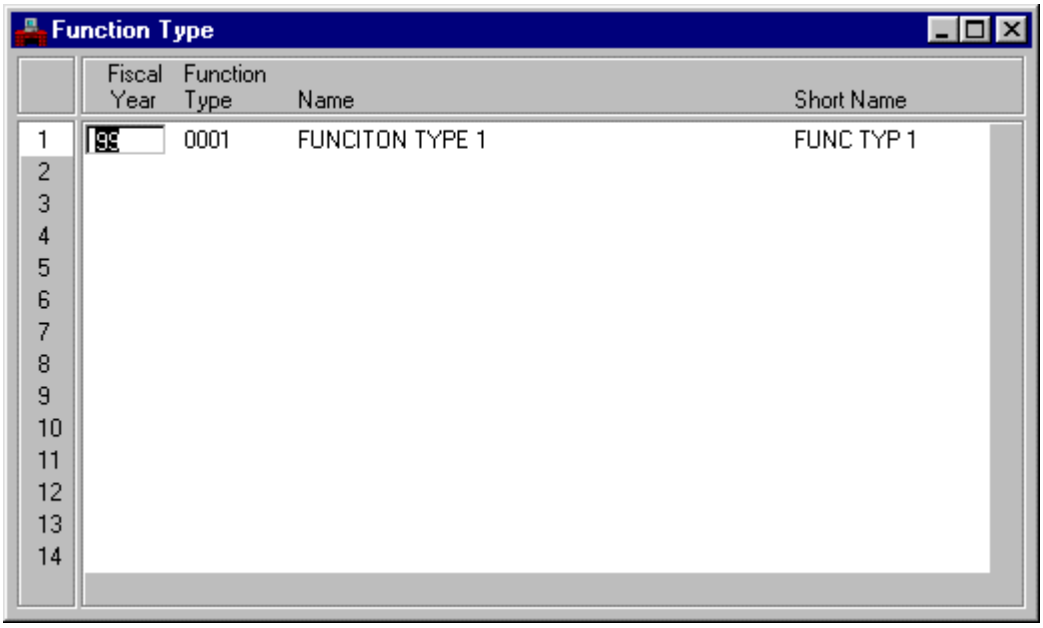
Field Name	Length	Definition
Fiscal Year	2	**Input Required.** Enter the last two digits of the applicable Fiscal Year.
Function Group	2	**Input Required.** Enter a **Function Group** code.
Name	30	**Input Required.** Enter the Name as you wish it to appear on reports (up to 30 characters).
Short Name	12	**Input Required.** Enter the name as it will appear if the full name is too long to fit on reports.

Function Type (FCTP)

Purpose

Function Type (FCTP) table defines valid function type codes. You assign function types on Function (FUNC) table.

FCTP Coding Instructions



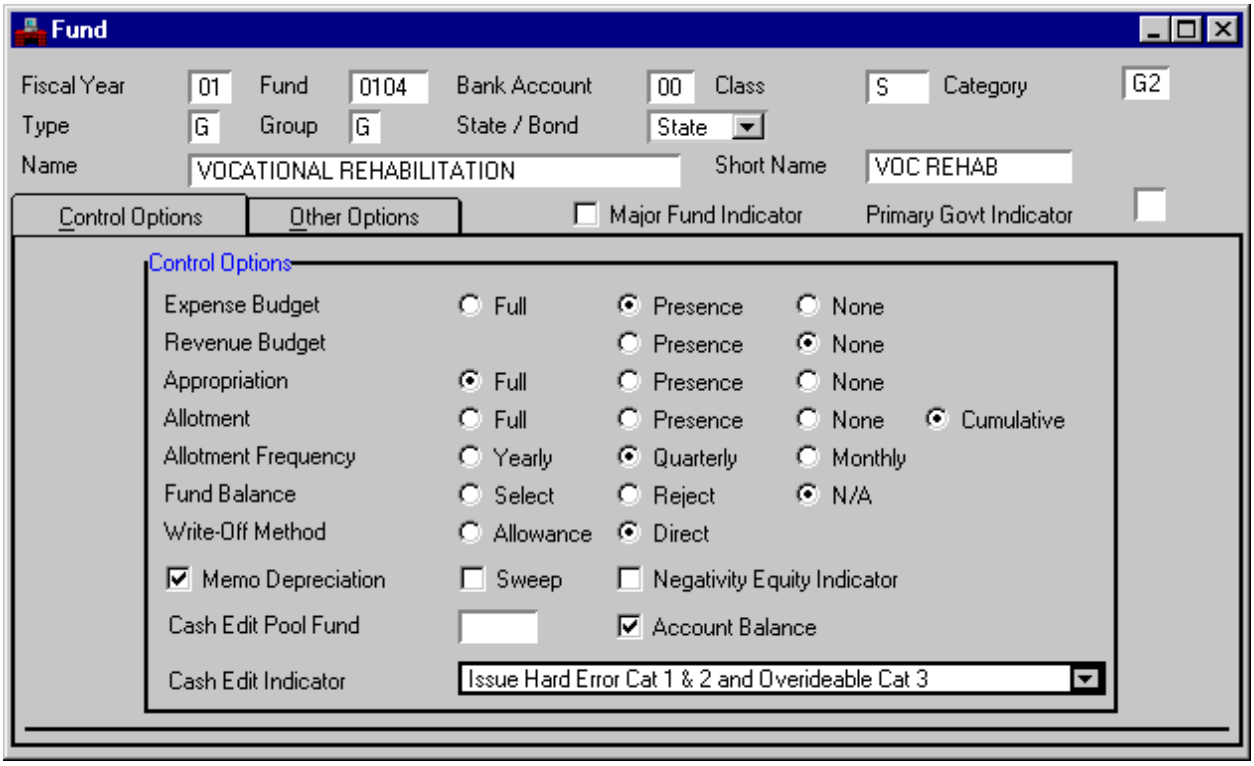
Field Name	Length	Definition
Fiscal Year	2	**Input Required.** Enter the last two digits of the applicable **Fiscal Year**.
Function Type	4	**Input Required.** Enter a **Function Type** code.
Name	30	**Input Required.** Enter the **Name** as you wish it to appear on reports (up to 30 characters).
Short Name	12	**Input Required.** Enter the name as it will appear if the full name is too long to fit on reports.

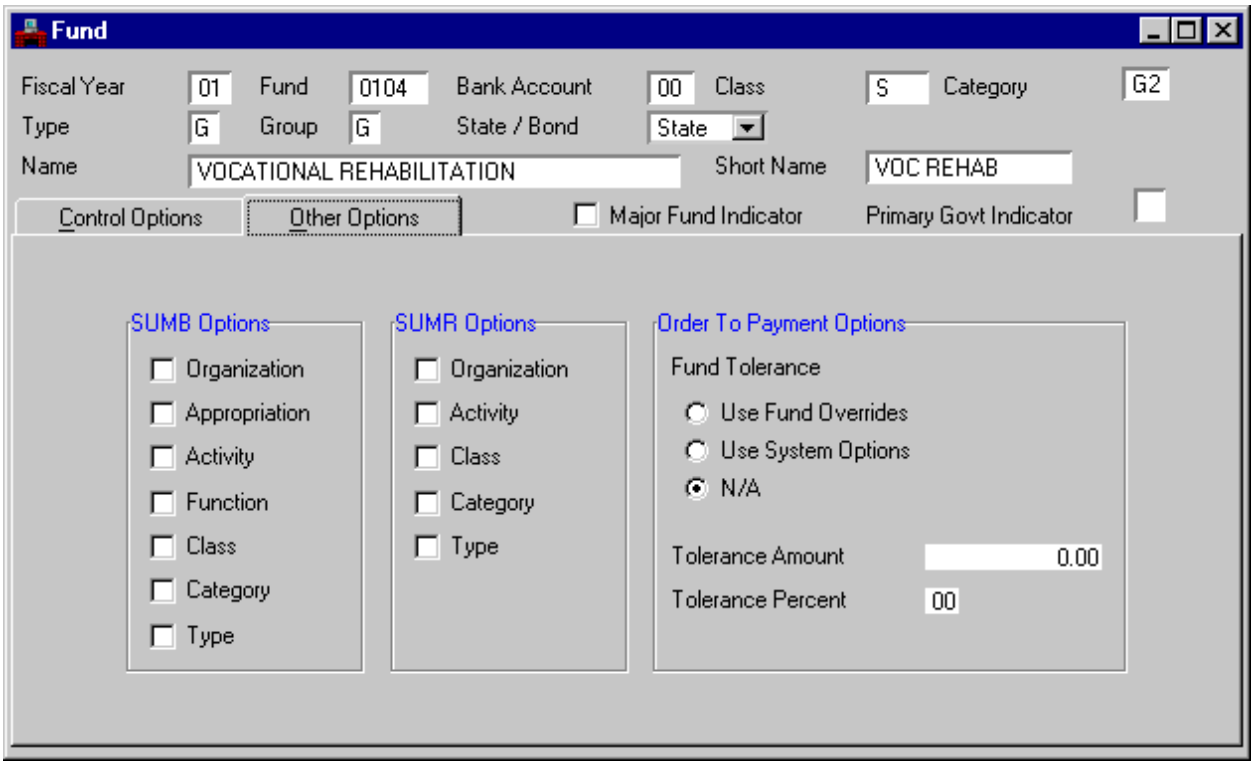
Fund (FUN2)

Purpose

Fund (FUN2) defines values for all funds in SAM II. It also specifies, for each fund, how the financial system is to handle various control options. The control options determine the level of budget control, the optional use of appropriations and allotments, specific subsystem options, and baseline purchasing tolerances within the system. Do not change control options for existing funds during the fiscal year. When adding a new fund to this window, you should also add a new entry to Fund Agency (FGY2) for each agency that is valid within this fund.

FUN2 Coding Instructions



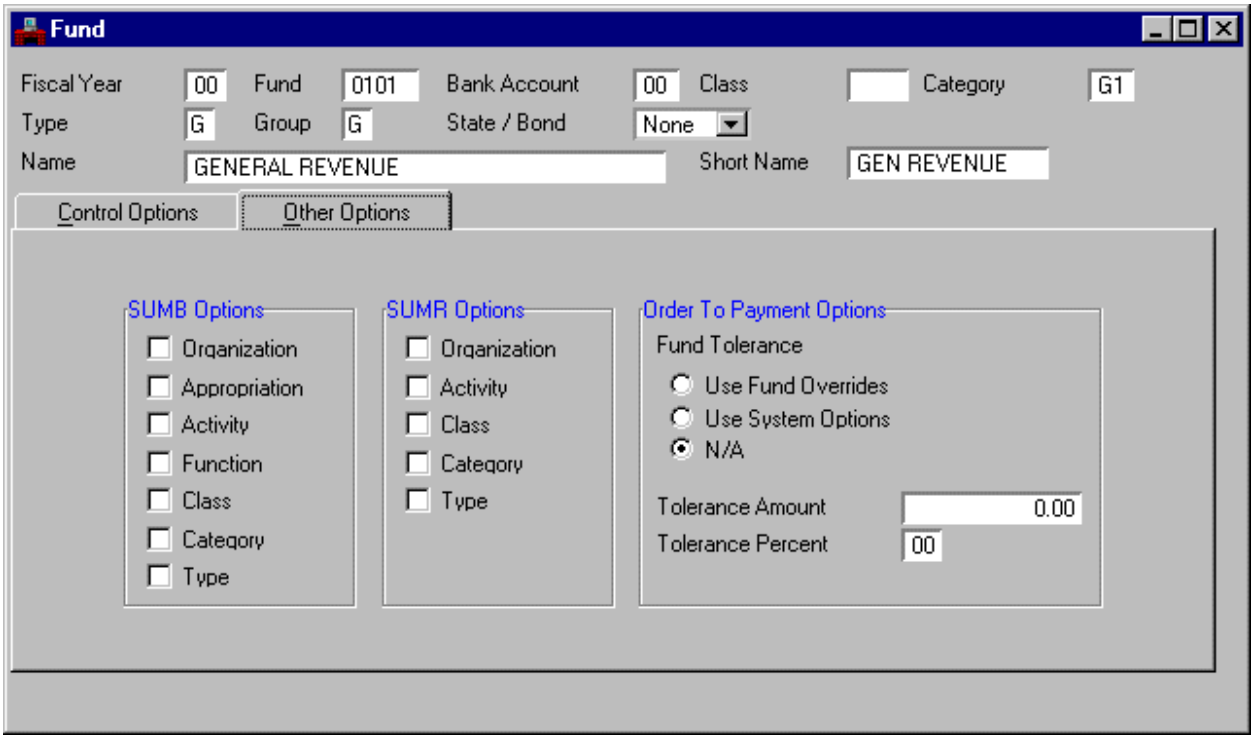


Field Name	Length	Definition

Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Fund	4	**Requires Input.** Enter a **Fund** code. If adding a new line, enter a new code; if changing or deleting an existing code enter the affected value.
Bank Account	2	**Requires Input.** Enter the **Bank Account** value to be used by the automated disbursement process (i.e., the primary checking account for the fund). Refer to Bank Account (BANK) for valid values.
Class	3	**Requires Input.** Enter the fund **Class** code within which this fund will be reported. Refer to Fund Class (FCLS) for valid values.
Category	2	**Requires Input.** Enter the fund **Category** code within which this fund will be reported. Refer to Fund Category (FCAT) for valid values.
Type	1	**Requires Input.** Enter the fund **Type** code within which this fund will be reported. Refer to Fund Type (FTYP) for valid values.
Group	1	**Requires Input.** Enter the fund **Group** code within which this fund will be reported. Refer to Fund Group (FDGP) for valid values.
State/Bond	1	**Requires Input.** Enter **[S] State.** For Extended Budgeting only. Valid entries include: State [S] Bond [B] None [N] N/A [blank]
Name	30	**Requires Input.** Enter the fund **Name**.

Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.
Major Fund Indicator	1	**Requires Input.** This field indicates whether the Fund is a Major Governmental Fund. Valid values are: **Yes [Y]** - This is a major fund. **No [N]** - This is not a major fund. **Spaces [blank]** - Not applicable.
Primary Government Indicator	1	**Requires Input.** This field identifies whether the Fund is for a Primary Government or a Componenet Unit. Valid values are: **P [Primary Government]** **C [Component Unit]** **Spaces [blank]** - This is the default. **Note:** If the Major Fund Indicator is **[Y]** then the Primary Government Indicator cannot be **[C].**
Expense Budget	1	**Requires Input.** Enter **[P] Presence Control -** if this fund is subject to budgetary control. Enter **[N] None** if this fund is <u>not</u> subject to budgetary control.
Revenue Budget	1	**Requires Input.** Enter **[P] Presence Control -** if this fund is subject to budgetary control. Enter **[N] None** if this fund is <u>not</u> subject to budgetary control.
Appropriation	1	**Requires Input.** Enter **[F] Full Control -** if this fund is subject to **Appropriation** control. Enter **[N] None** if this fund is <u>not</u> subject to **Appropriation** control.
Allotment	1	**Requires Input.** Enter **[C] Cumulative/Full Control -** if this fund is subject to appropriation **Allotment** control. Enter **[N] No Control** if this fund is <u>not</u> subject to appropriation **Allotment** control.

Allotment Frequency	1	**Requires Input.** Enter **[Q] Quarterly Allotments. (**Allotments are expressed on a quarterly basis using four periods) if this fund is subject to appropriation allotment control. Enter **[Y]** Yearly if this fund is <u>not</u> subject to appropriation allotment control.
Fund Balance	1	**Input Optional**. Leave **[blank]**. Fund Balance option may be used on selected funds.
Write-Off Method	1	**Requires Input.** Enter **[A]** for the Allowance Method.
Memo Depreciation	1	**Input Optional**. Select **[Y]** if depreciation for this fund with the Fixed Asset System is for memo only; otherwise enter **[N]**.
Sweep	1	**Display Only**. Leave **[blank]**. The Investment Management Subsystem is not being used.
Negativity Equity Indicator	1	**Display Only**. Leave **[blank]**. The Investment Management Subsystem is not being used.
Cash Edit	1	**Requires Input.** Enter **[Y]**. All funds are subject to the cash availability edit on expenditure (check issue) transactions.
Cash Edit Pool Fund	4	**Display Only**. Leave **[blank]**. The Investment Management Subsystem is not being used.
Account Balance	1	**Requires Input** Set box to **[X]**. All funds will update the Balance Sheet Balance (BBAL).



Field Name	Length	Definition
SUMB OPTIONS Organization	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMB OPTIONS Appropriation	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMB OPTIONS Activity	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMB OPTIONS Function	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMB OPTIONS Class	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.

SUMB OPTIONS Category	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMB OPTIONS Type	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMR OPTIONS Organization	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMR OPTIONS Activity	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMR OPTIONS Class	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMR OPTIONS Category	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
SUMR OPTIONS Type	1	**Display Only**. Leave **[blank]**. Will default to **[N]** for Cleared or Not Applicable. Indicator not used by the BRASS budget system.
Fund Tolerance	1	**Input Optional**. Enter **[N] Use System Options**, if this fund is to use the system wide tolerance between purchase order and final payment set on System Control Options (SOP2). Enter [Y] Use Fund Overrides, if this fund is to use different tolerances than the system wide tolerance between purchase order and final payment set on System Control Options (SOP2).
Tolerance Amount	14	**Input Optional**. Enter **0.00** if this fund is to use the system wide tolerance between purchase order and final payment set on System Control Options (SOP2). Enter the [Specific Dollar Amount], that is to be used for the tolerance, if this fund is to use different

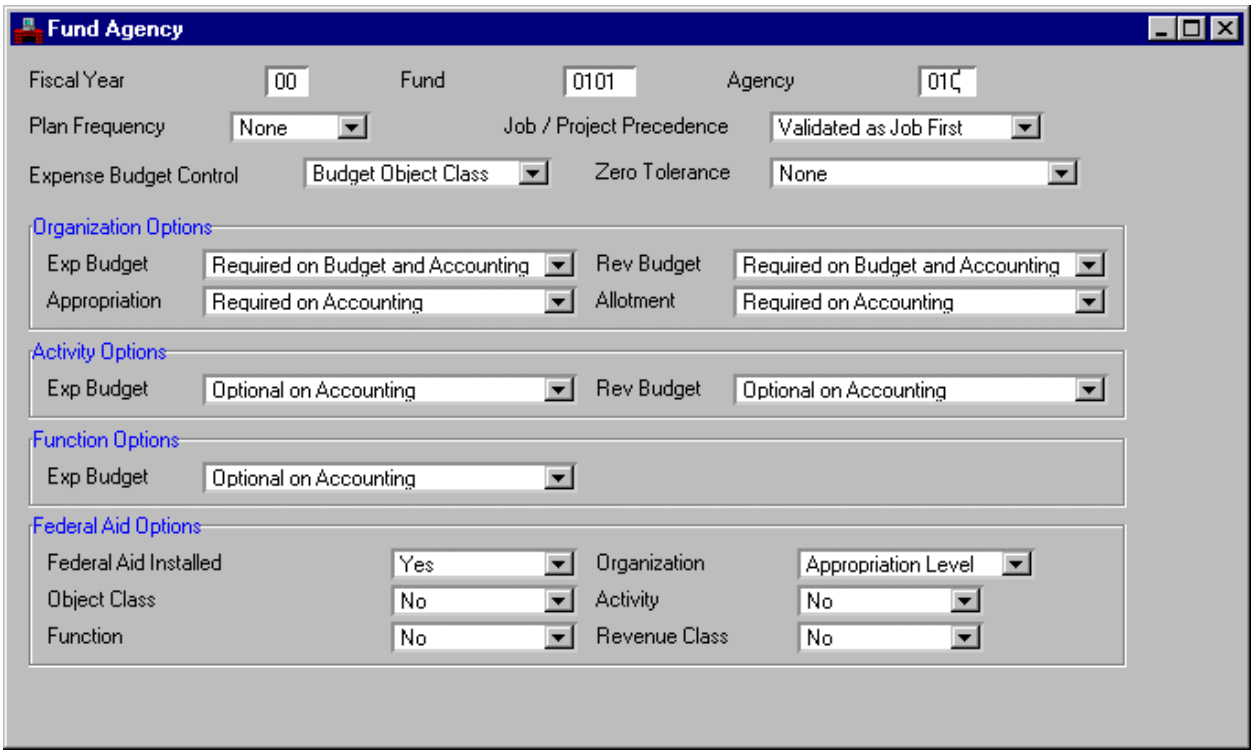
		tolerances than the system wide tolerances between purchase order and final payment set on System Control Options (SOP2). SAM II will use either the tolerance percentage amount or the dollar amount, whichever is the most restrictive amount in determining the tolerance.
Tolerance Percent	2	**Input Optional**. Enter **00** if this fund is to use the system wide tolerance between purchase order and final payment set on System Control Options (SOP2). Enter the [Specific percentage], if this fund is to use different tolerances than the system wide tolerances between purchase order and final payment set on System Control Options (SOP2). SAM II will use either the tolerance percentage amount or the dollar amount, whichever is the most restrictive in determining the tolerance.

Fund Agency (FGY2)

Purpose

Fund Agency (FGY2) defines all the fund/agency combinations that are valid in SAM II. System control options concerning budget and federal aid options for each fund/agency combination are established on this table. The control options define requirements for budget and accounting documents within the system. It is recommended that control options for existing funds and agencies are not changed during a fiscal year.

FGY2 Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Fund	4	**Requires Input.** Enter a valid **Fund** code from Fund Index (FUND). Normally, all fund codes listed in Fund Index (FUND) have entries in this window.
Agency	3	**Requires Input.** Enter a valid **Agency** code from Agency Index (AGCY).
Plan Frequency	1	**Display Only**. Leave **[blank] None**. The Planning Sub-System is not currently used. Valid entries include: Default is **None [blank]**. **Yearly [Y]** - Plans are expressed on a yearly basis. **Quarterly [Q]** - Plans are expressed on a quarterly basis.

		Monthly [M] - Plans are expressed on a fiscal month basis. **Requires Input.** Enter **[J]** - **Validated as Job First.** Job Number/Project field is to be validated first as a job, then as a project. Valid Values: **[J]** - **Validated as Job First** **[P]** - **Validated as Project First** Required because the state is using both Job Cost and Project Accounting (**Job Cost** is **Yes [Y]** and **Project Accounting** is **Yes [Y]** on System Control Options (SOP2) table). Default is **None [blank]**.
Job/Project Precedence	1	
Organization Options Exp Budget	1	**Requires Input.** Enter **[Y] Required on Budget and Accounting** - Specifies that expense budgets are established by organization and requires organization to be entered on all budgeting and accounting transactions. Alternative values are: Default is **Optional on Accounting [N]**. **Required on Budget and Accounting [Y]** -Require organization to be entered on all budgeting and accounting transactions. **Required on Accounting [A]** - Require organization on accounting transactions, but prevent entry of the organization on budgeting transactions. **Optional on Accounting [N]** -Organization is optional on accounting transactions, but prevents the entry of the organization on budget transactions.
Organization Options Rev Budget	1	**Requires Input.** Enter **[Y] Required on Budget and Accounting.** Specifies that revenue budgets are

		established by organization and requires organization to be entered on all budgeting and accounting transactions. Alternative values are: Default is **Optional on Accounting [N]**. You must specify whether revenue budgets are established by organization. **Required on Budget and Accounting [Y]** Require organization on budgeting and accounting transactions. **Required on Accounting [A]** - Require organization on accounting transactions, but prevent entry of the organization on budgeting transactions. **Optional on Accounting [N]** - Organization if optional on accounting transactions, but prevents the entry of the organization on budget transactions.
Organization Options Appropriation	1	**Requires Input.** Enter **[A] Required on Accounting-** Requires organization on accounting transactions, but prevents entry of the organization on appropriation transactions. Alternative values are: Default is **Optional on Accounting [N]**. For Extended Budgeting users only. You must specify whether appropriations are established by organization. **Required on Budget and Accounting [Y] -** Require organization on budgeting and accounting transactions. **Required on Accounting [A] -** Require organization on accounting transactions, but prevent entry of the organization on budgeting transactions.

Organization Options Allotment	1	**Optional on Accounting [N] -** Organization is optionalon accounting transactions, but prevents the entry of the organization on budget transactions. **Requires Input.** Enter **[A] Required on Accounting-** Require organization on accounting transactions, but prevent entry of the organization on appropriation transactions. Alternative values are: Default is **Optional on Accounting [N]**. For Extended Budgeting users only. You must specify whether allotments are established by organization. **Required on Budget and Accounting [Y]** Require organization on budgeting and accounting transactions. **Required on Accounting [A] -** Require organization on accounting transactions, but prevent entry of the organization on budgeting transactions. **Optional on Accounting [N] -** Organization is optionalon accounting transactions, but prevents the entry of the organization on budget transactions.
Activity Options Exp Budget	1	**Input Optional**. Value to be entered is determined by each agency. Enter one of the valid values listed below, depending on the agency specific use of activity. Alternative values are: Default is **Optional on Accounting [N]** - Specifies whether expense budgets are established by activity. **Required on Budget and Accounting [Y] -** Require activity on budgeting and accounting transactions. **Required on Accounting [A]** - Require activity on accounting transactions, but prevent entry of the activity on expense budgeting transactions.

Activity Options Rev Budget	1	**Optional on Accounting [N]** - Activity is optional on accounting transactions, but prevents entry of the activity on budget transactions. **Input Optional**. Value to be entered is determined by each agency. Enter one of the valid values listed below, depending on the agency specific use of activity. Alternative values are: Default is **Optional on Accounting [N]** - Specifies whether revenue budgets are established by activity. **Required on Budget and Accounting [Y] -** Require activity on budgeting and accounting transactions. **Required on Accounting [A]** - Require activity on accounting transactions, but prevent entry of the activity on expense budgeting transactions.
Function Options Exp Budget	1	**Optional on Accounting [N]** - Activity is optional on accounting transactions, but prevents entry of the activity on budget transactions. **Requires Input.** Enter **[A] Required on Accounting -** If agency is not budgeting by function, requires function to be entered on all accounting transactions, but not valid on expense budget transactions. Enter **[Y] Required on Budget and Accounting -** If agency is budgeting by function, function is required to be entered on all budgeting and accounting transactions. Alternative values are: Default is **Optional on Accounting [N]**. Specify whether the expense budget is established by function. **Required on Budget and Accounting [Y] -** Require function on budgeting and accounting transactions.

		Required on Accounting [A] - Require function on accounting transactions, but not valid on expense budget transactions. **Optional on Accounting [N]** - Function is optional on accounting transactions, but prevents the entry of the function on budget transactions.
Federal Aid Options Federal Aid Installed	1	**Input Optional**. Enter **[Y] Yes** - if this fund/agency is using Federal Aid Management (grants). Enter **[N] No** if this fund/agency is using Federal Aid Management (grants). Valid values are: Default is **Not Applicable [blank]** **[Yes]** - The fund/agency is used by Federal Aid. **[No]** - The fund/agency is not used by Federal Aid.
Federal Aid Options Organization	1	**Input Optional**. Value to be entered is determined by each agency. Enter one of the valid values listed below, depending on the agency specific use of federal aid. Valid values are: Default is **None [blank]** Specify the organizational level used to access Federal Aid Inference (FAIT)>/a>: **Appropriation Level [A]** - The appropriation level associated with the organization entered on the transaction will be used. **Expense or Revenue [B]** - The budget level organization associated with the organization entered on the transaction will be used.

		Organization [N] - The organization entered on the transaction will be used. **Input Optional**. Value to be entered is determined by each agency. Enter one of the valid values listed below, depending on the agency specific use of federal aid. Valid values are:
Federal Aid Options Object Class	1	Default is **Not Applicable [blank]**. Specify whether the object or object class will be used to access Federal Aid Inference (FAIT): **Yes** - Use the object class, inferred from the object entered on the transaction. **No -** Do not use the object class.
Federal Aid Options Activity	1	**Input Optional**. Value to be entered is determined by each agency. Enter one of the valid values listed below, depending on the agency specific use of federal aid. Valid values are: Default is **Not Applicable [blank]**. Specify whether the activity will be used to access Federal Aid Inference (FAIT): **Yes -** Use the activity, entered on the transaction. **No -** Do not use the activity.
Federal Aid Options Function	1	**Input Optional**. Value to be entered is determined by each agency. Enter one of the valid values listed below, depending on the agency specific use of federal aid. Valid values are: Default is **Not Applicable [blank]**.

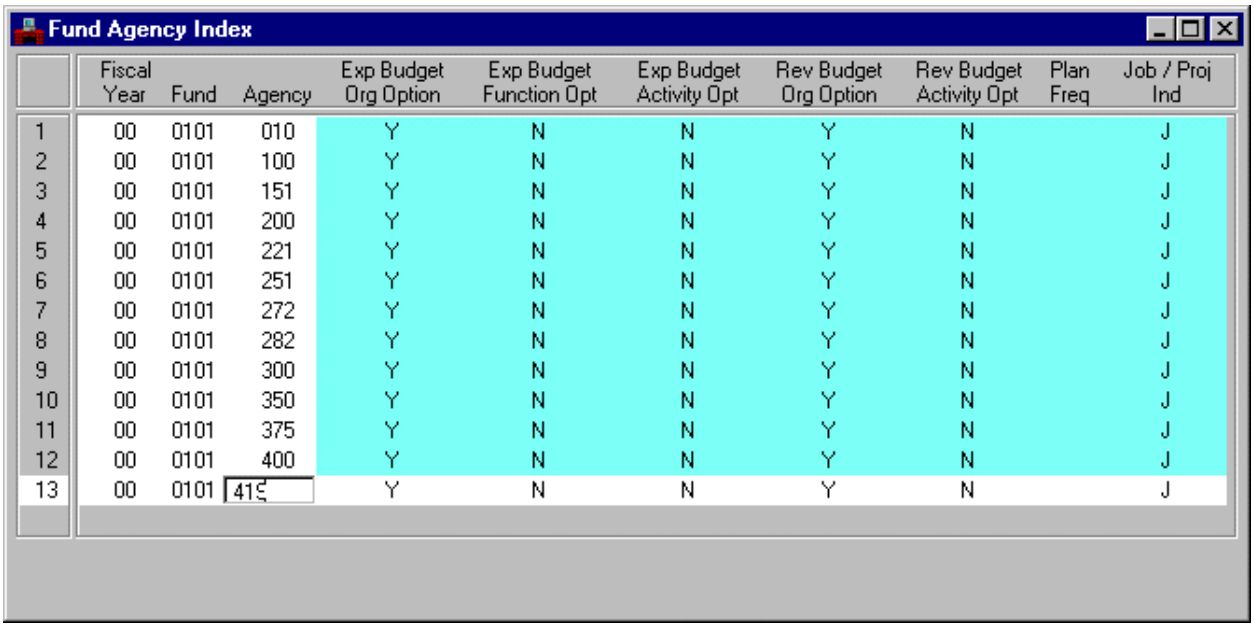
Federal Aid Options Revenue Class	1	Specify whether the function will be used to access Federal Aid Inference (FAIT): **Yes -** Use the function entered on the transaction. **No** - Do not use the function. **Input Optional**. Value to be entered is determined by each agency. Enter one of the valid values listed below, depending on the agency specific use of federal aid. Valid values are: Default is **Not Applicable [blank]**. Specify whether the revenue source or revenue class will be used to access Federal Aid Inference (FAIT): **Yes** - Use the revenue class inferred from the revenue source entered on the transaction. **No** - Do not use the revenue class.

Fund Agency Index (FAGY)

Purpose

Fund Agency Index (FAGY) table displays all the fund/agency combinations that are valid in SAM II. This table also displays the various budget and federal aid options that have been established for each fund/agency combination. The Fund Agency Index (FAGY) is a system maintained table.

FAGY Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Fund	4	**Requires Input.** Enter a valid **Fund** code from Fund Index (FUND).
Agency	3	**Requires Input.** Enter a valid **Agency** code from Agency Index (AGCY).
Exp Budget Org Option	1	**Display Only**. Displays a value indicating whether expense budgets are established by organization. Valid values are: **Y -** Required on budget and accounting documents. **A -** Required on accounting documents. **N -** Optional on accounting documents.
Exp Budget Function Opt	1	**Display Only**. Displays a value indicating whether expense budgets are established by function. Valid values are: **Y -** Required on budget and accounting documents. **A** - Required on accounting documents. **N** - Optional on accounting documents.

Exp Budget Activity Opt	1	**Display Only**. Displays a value indicating whether expense budgets are established by activity. Valid values are: **Y** - Required on budget and accounting documents. **A** - Required on accounting documents. **N** - Optional on accounting documents.
Rev Budget Org Option	1	**Display Only**. Displays a value indicating whether revenue budgets are established by organization. Valid values are: **Y** - Required on budget and accounting documents. **A** - Required on accounting documents. **N** - Optional on accounting documents.
Rev Budget Activity Opt	1	**Display Only**. Displays a value indicating whether revenue budgets are established by activity. Valid values are: **Y** - Required on budget and accounting documents. **A** - Required on accounting documents. N - Optional on accounting documents.
Plan Freq	1	**Display Only**. Indicates the frequency of plans for this fund/agency Combination. Valid values are **Y** (yearly), **Q** (quarterly), **M** (monthly), and **blank** spaces (not applicable).
Job/Proj Ind	1	**Display Only**. Both the Job Costing Subsystem and the Extended Project Modules are installed, indicates whether **J** (jobs) or **P** (projects) are validated first.

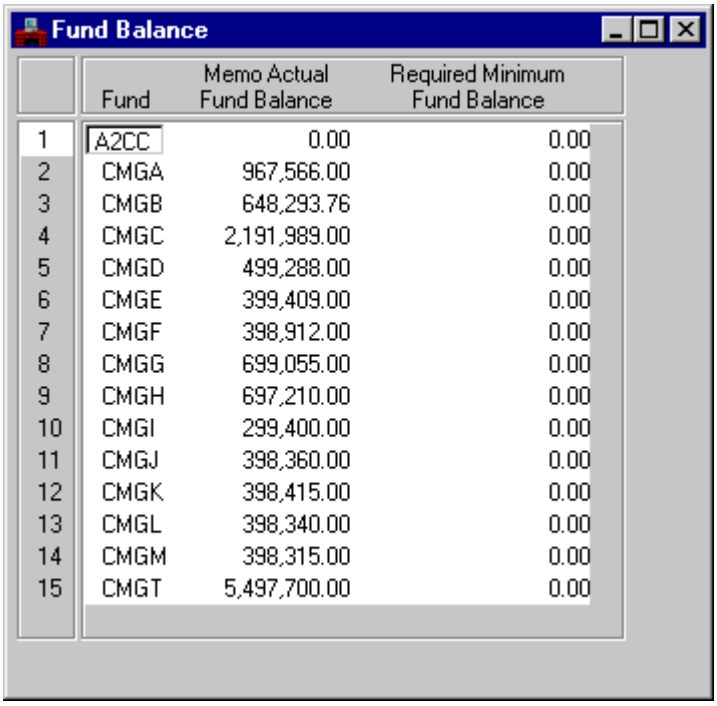
Fund Balance (FBAL)

Purpose

In addition to displaying a fund's current, real-time balance, the Fund Balance (FBAL) table allows users to specify a minimum dollar amount to maintain in a fund. Depending on the level of budget control defined on Fund (FUN2), the financial system may reject documents that lower a fund to less than its minimum balance.

All funds where **Fund Balance** is set to **Select [C]** on Fund (FUN2) are displayed on this window. When the financial system processes expenditures or revenues against a fund on this table, it immediately (i.e. real-time) updates the **Memo Actual Fund Balance** field to reflect the current fund balance. The user must refresh the screen to view the effect of any new transactions that were processed.

FBAL Coding Instructions



Field Name	Length	Definition
Fund	4	**Requires Input.** Enter the valid fund code representing the fund for which the fund balance is desired or for which a minimum level is to be set. Refer to Fund Index (FUND) for valid values.
Memo Actual Fund Balance	14.2	**Display Only**. This amount is automatically updated by the system each time a transaction affecting fund balance is accepted. The user must refresh the screen to view the effect of any new cash transactions that were processed.
Required Minimum Fund Balance	14.2	**Input Optional**. Default is **0.00**. Enter the minimum amount that must remain in this fund in dollars and

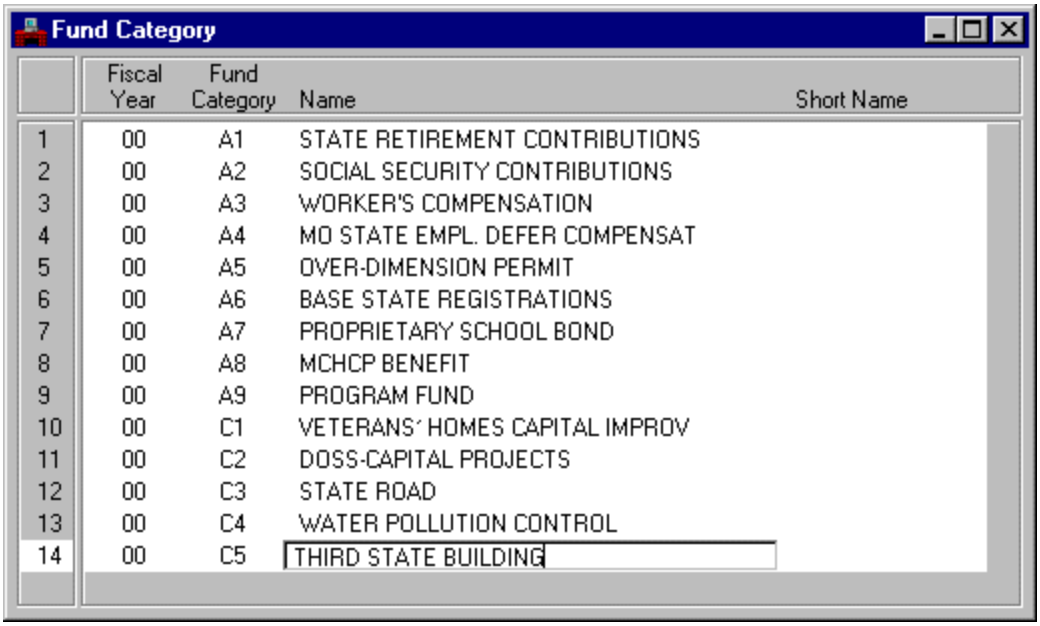
cents, without commas or a dollar sign. Leading zeroes are not necessary.

Fund Category (FCAT)

Purpose

Fund Category (FCAT) defines valid fund category codes. It is used to combine detail funds for CAFR reporting. The numbering scheme is defined by OA/ACC. The actual assignment of funds into categories occurs in Fund (FUN2).

FCAT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Fund Category	2	**Requires Input.** Enter the **Fund Category** value. If adding a new code, enter a new value; if changing or deleting an existing category, enter the affected value.
Name	30	**Requires Input.** Enter the fund category **Name**.

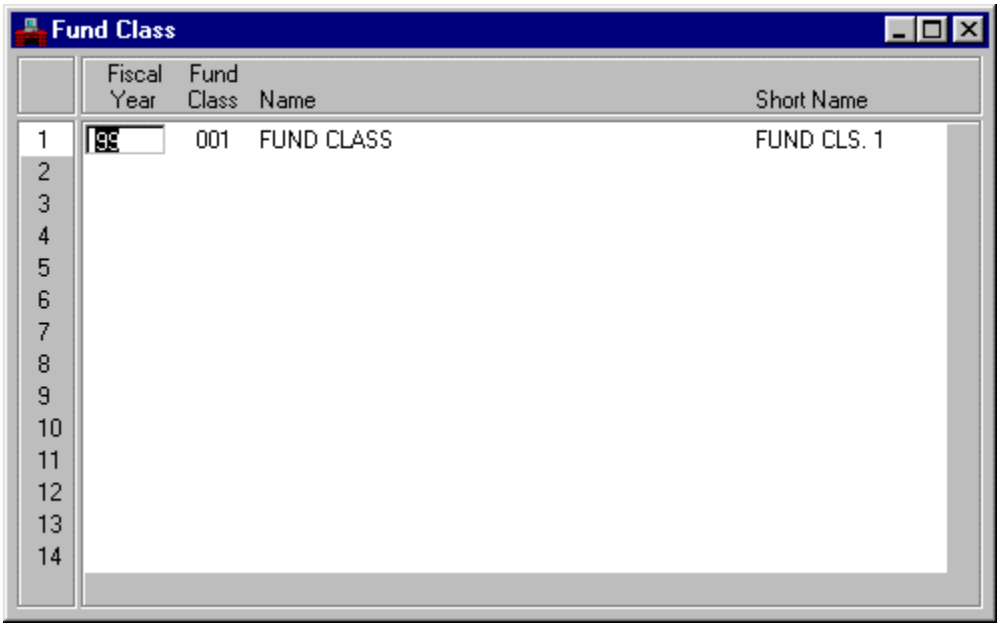
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

Fund Class (FCLS)

Purpose

Fund Class (FCLS) defines valid fund class codes. It is used by the State Treasurer and the Office of Administration to identify specific reporting requirements. The numbering scheme is defined by Office of Administration with review by State Treasurer's Office. The actual assignment of funds into classes occurs in Fund (FUN2).

FCLS Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Fund Class	3	**Requires Input.** Enter the **Fund Class** value. If adding a new code, enter a new value; if changing or deleting an existing class, enter the affected value.
Name	30	**Requires Input.** Enter the fund class **Name**.

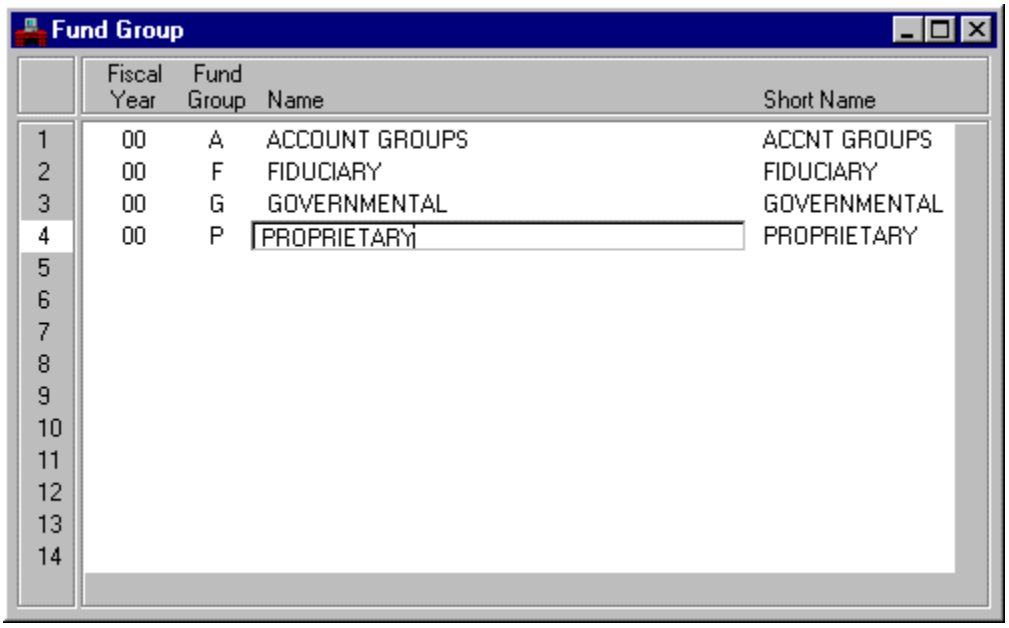
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

Fund Group (FDGP)

Purpose

Fund Group (FDGP) defines valid fund group codes. It is used to define and report by the five CAFR groups - 1) Governmental Funds, 2) Proprietary Funds, 3) Fiduciary or Trust and Agency Funds 4) General Fixed Asset Account Group, and 5) Long Term Debt Group of Accounts. Refer to Fund Structure. The numbering scheme is defined by OA/ACC. The actual assignment of funds into groups occurs in Fund (FUN2).

FDGP Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Fund Group	1	**Requires Input.** Enter the **Fund Group** value. Predefined fund group values include: A (Account Groups) F (Fiduciary)

		G (Governmental) P (Proprietary) Z (Agency Funds)
Name	30	**Requires Input.** Enter the fund group **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

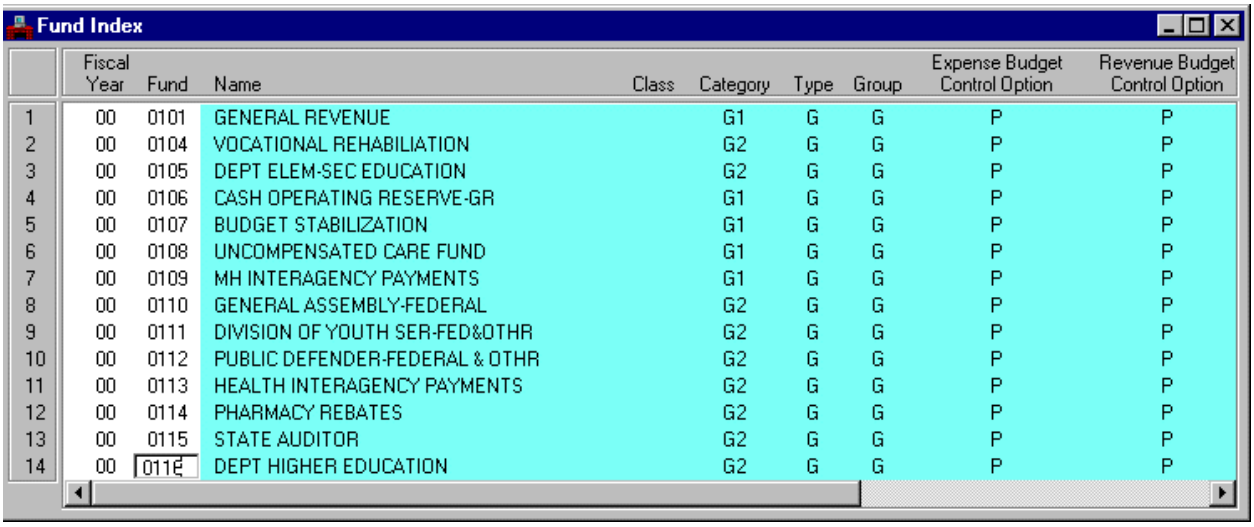
Fund Index (FUND)

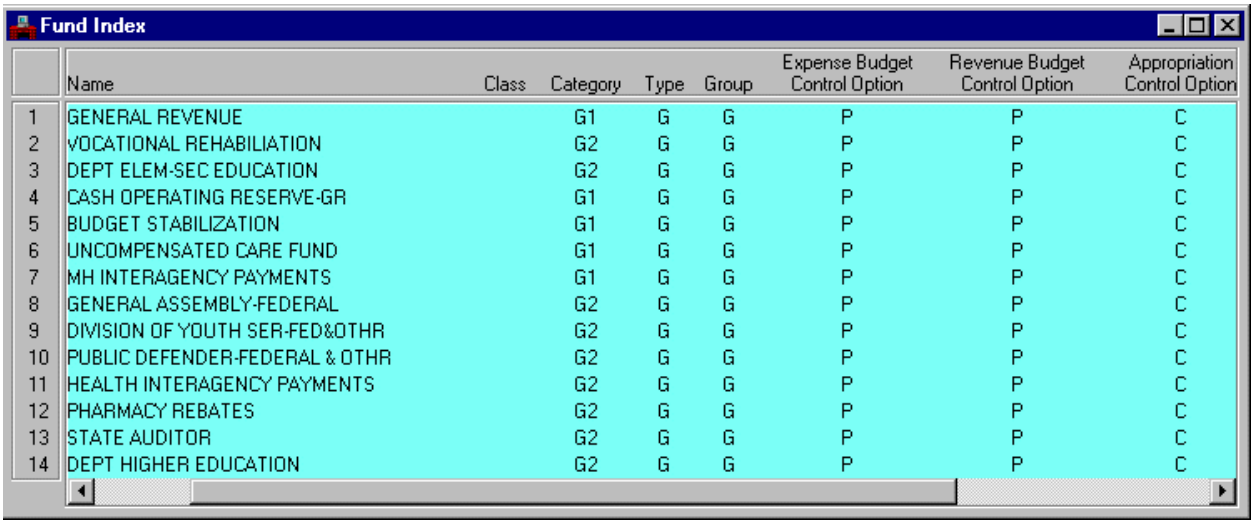
Purpose

Fund Index (FUND) table displays values for all funds defined in the system. The Fund Index (FUND) is a system maintained table that also displays higher level classifications assigned to each fund code.

The Fund code is the starting point for a classification hierarchy that puts similar funds together in progressively larger groups. The progression is as follows: 1) Fund (FUN2); 2) Fund Class (FCLS); 3) Fund Category (FCAT); 4) Fund Type (FTYP); and 5) Fund Group (FDGP).Fund code is always required. The rest of the hierarchy is used for reporting purposes only and is optional within the financial system. You may not use the hierarchy at all, or it may only use a part of it.

FUND Coding Instructions





Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable **Fiscal Year**.
Fund	4	**Requires Input**. Enter a valid **Fund** code.
Name	30	**Display Only**. The **Name** of the fund from the Fund (FUN2) table is displayed.
Class	3	**Display Only**. The **Class** associated with the fund code on the Fund (FUN2) table is displayed.
Category	2	**Display Only**. The **Category** associated with the fund code on the Fund (FUN2) table is displayed.

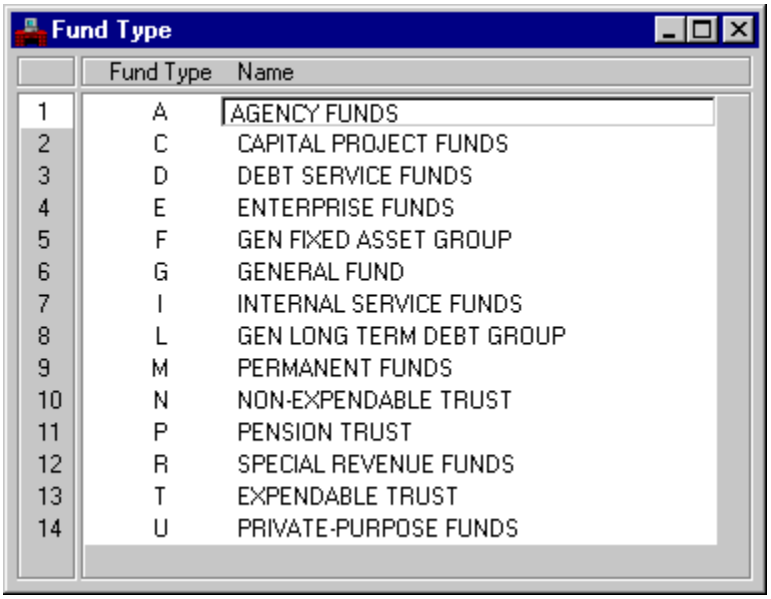
Type	1	**Display Only**. The **Type** associated with the fund code on the Fund (FUN2) table is displayed.
Group	1	**Display Only**. The **Group** associated with the object code on the Fund (FUN2) table is displayed.
Expense Budget Control Option	1	**Display Only**. Displays level of expense budget control defined for the fund. Valid values are: **P** (presence), **C** (full), and **N** (none).
Revenue Budget Control Option	1	**Display Only**. Displays the level of revenue budget control defined for the fund. Valid values are: **P** (presence) and **N** (none).
Appropriation Control Option	1	**Display Only**. Displays the level of appropriation control for the fund. Valid values are: **P** (presence), **C** (full), and **N** (none).

Fund Type (FTYP)

Purpose

Fund Type (FTYP) defines valid fund type codes. It is used to define and report by the CAFR fund types for classification purposes on the financial statements. The numbering scheme is defined by OA/ACC. The actual assignment of funds into types occurs in Fund (FUN2).

FTYP Coding Instructions



Field Name	Length	Definition
Fund Type	1	**Requires Input.** Enter the **Fund Type** value. Valid values are: A (Agency) C (Capital Projects) D (Debt Service) E (Enterprise) F (General Fixed Assets) G (General) I (Internal Service) L (General Long Term Debt) M (Permanent) N (Non Expendable Trust) P (Pension Trust) R (Special Revenue) T (Expendable Trust) U (Private Purpose) V (Investment Pool) X (Componenet Unit) - The State of Missouri will not use after 6/30/01.
Name	30	**Requires Input.** Enter the fund type **Name**.

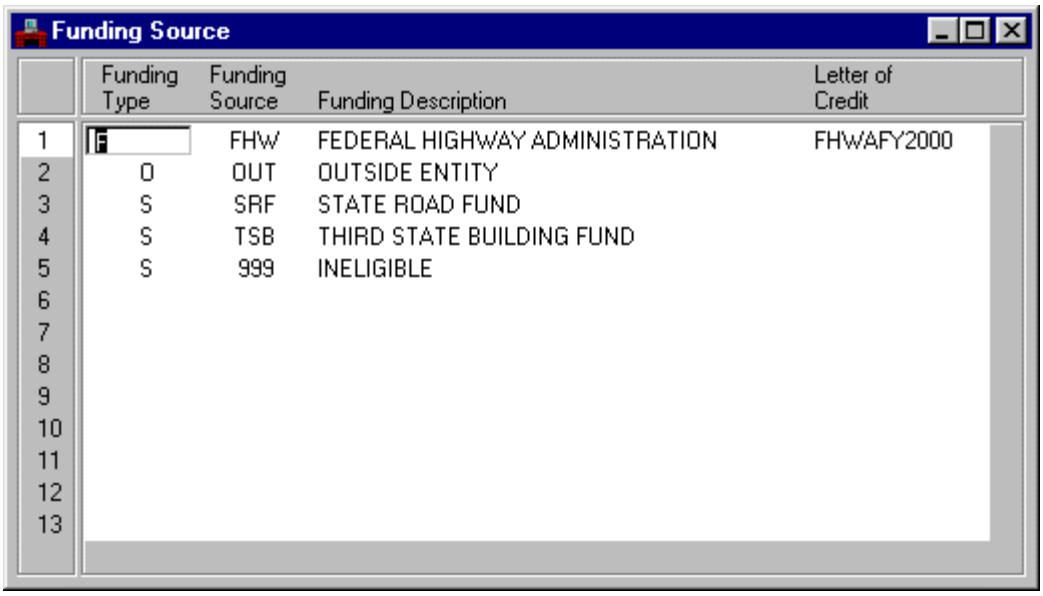
Funding Source (PBFS)

Purpose

Funding Source (PBFS) defines all the valid funding type/source combinations for the Project Billing Subsystem. It lists descriptions and associates the letter of credit numbers with the funding sources. Funding Source (PBFS) is used to validate funding type/funding

source codes entered in other reference windows and documents and can be updated, as warranted, throughout the year.

PBFS Coding Instructions



Field Name	Length	Definition
Funding Type	1	**Requires Input**. Enter the funding type. Valid values are: ***F*** - Federal ***S*** - State ***B*** - Bond ***O*** - Other
Funding Source	3	**Requires Input**. Enter the three-digit code that represents the funding source for a project (e.g. FHW represents the Federal Highway Administration).
Funding Description	30	**Input Optional**. Enter a description or definition of the funding source code.
Letter of Credit	11	**Input Optional**. Enter the letter of credit number associated with the funding source. Additional billing information is stored on Letter of Credit Status

(LOCS). Required if Funding Type is F (Federal); otherwise, leave blank.

G

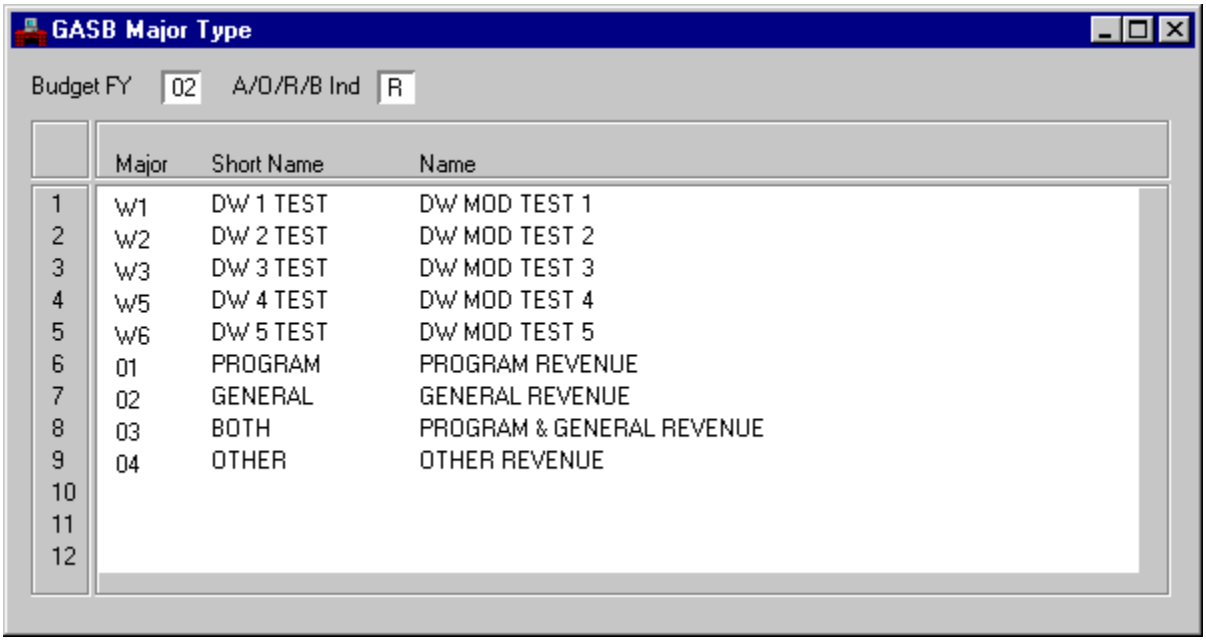
GASB Major Type Table (GBMJ)

Purpose

An additional reporting requirement for GASB 34 is that activities, blanace sheets, revenue and expense need to be reported within major and minor functional components or activities. The classifications and reporting combinations are user-defined as needed. The GASB Major Type Table (GBMJ) defines the valid major GASB activities and functions. Major GASB types must be entered on the GASB Major Type Table (GBMJ) and will be used for validating entries made in the Gasb Type Table (GASB).

The GASB Major Type Table (GBMJ) is used to establish and validate the Major GASB types for reporting purposes. These values can be used on the Activity (ACT2), Balance Sheet Account (BAC2), Object (OBJ2), Revenue Source (RSR2) and are displayed on Activity Index (ACTV), Balance Sheet Account Index (BACC), Object Index (OBJT), and Revenue Source Index (RSRC) tables.

GBMJ Coding Instructions



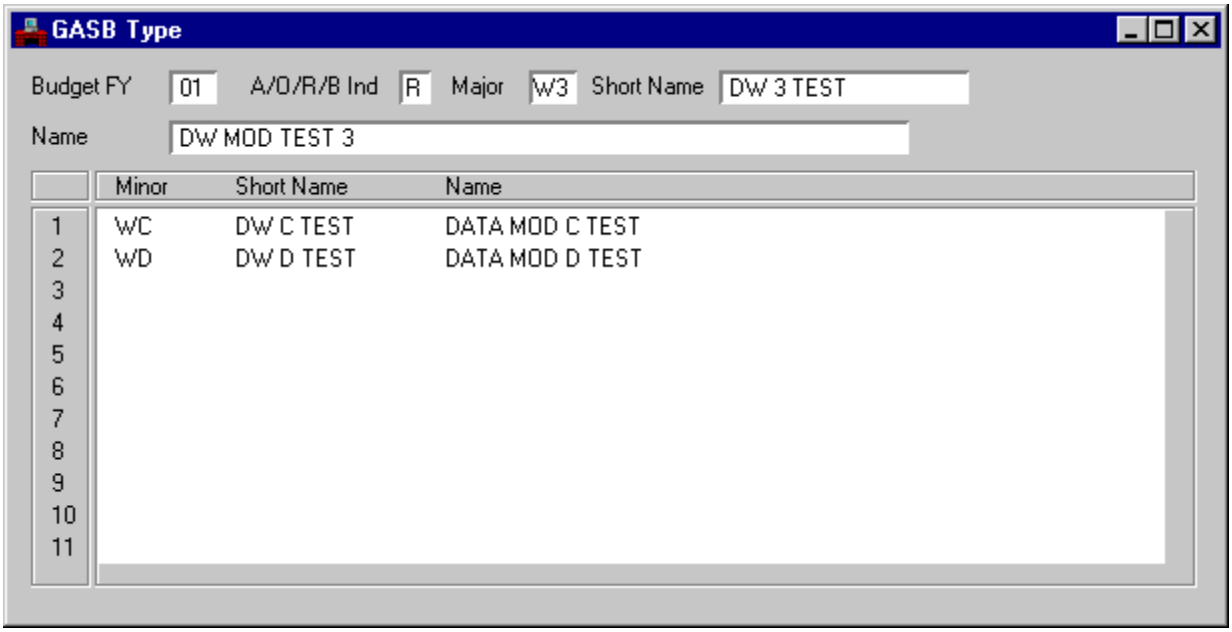
Field Name	Length	Definition
Budget FY	2.0	**Requires Input.** Enter the last two digits of the applicable fiscal year.
A/O/R/B Ind	1.0	**Requires Input.** Enter the indicator value: Valid values are: • **A** (Acitivity) • **O** (Object) • **R** (Revenue Source) • **B** (Balance Sheet account)
Major	2.0	**Requires Input.** Default is spaces [blank]. User defined set of values that uniquely define the Major GASB Types for the Activity, Object, Revenue Source or Balance Sheet Account.
Short Name	12.0	**Input Optional.** Enter the short name of the Major GASB Type.
Name	45.0	**Input Optional.** Enter the long name of the Major GASB Type.

GASB Type Table (GASB)

Purpose

The GASB Type Table (GASB) is used to establish and validate the Minor GASB types that are tied to a Major GASB type for reporting purposes. An additional reporting requirement for GASB 34 is that revenue and expense need to be reported within major and minor funcitonal components or activities. The classifications and reporting combinations are user-defined as needed. The GASB Type Table (GASB) defines the valid major/minor combinations. The new major and minor GASB types are hooks in the system that will capture and label the required data for the new accounting and financial reporting requirements. The GASB major and minor components can be tied to specific chart of account elements as applicable. The tables that will contain the GASB major and minor elements are Balance Sheet (BACC), Object (OBJT), Revenue Source (RSRC) and Activity (ACTV). Major GASB types entered on the GASB Type Table (GASB) are validated against the GASB Major Type Table (GBMJ).

GASB Coding Instructions



Field Name	Length	Definition
Budget Fiscal Year	2.0	**Requires Input.** Enter the last two digits of the applicable fiscal year.
A/O/R/B Ind	1.0	**Requires Input.** Enter the indicator value. Valid values are: • **A** (Activity) • **O** (Object) • **R** (Revenue Source) • **B** (Balance Sheet Account)
Major	2.0	Requires Input. Default is spaces [blank]. User defined set of values that uniquely define the Major GASB Type for the Activity, Object, Revenue Source or Balance Sheet Account. Must be valid on the GASB Major Type Table (GBMJ).
Short Name	12.0	**Input Optional.** Displays the short name of the Major GASB Type.
Name	45.0	**Input Optional.** Displays the short name of the Major GASB Type.

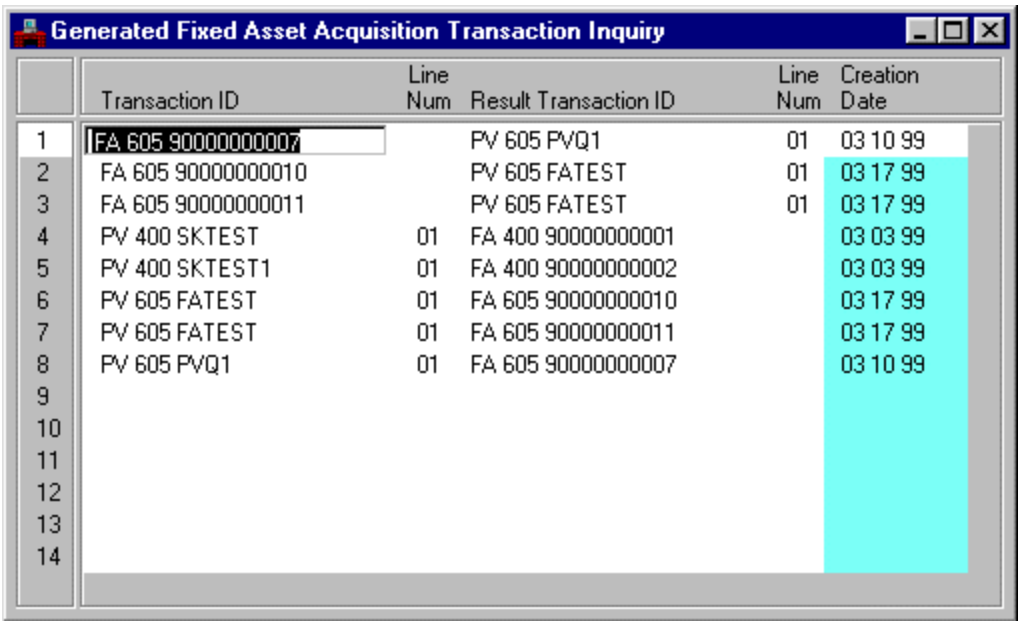
Minor	2.0	**Requires Input.** Default is spaces [blank]. User defined set of values that uniquely define the Minor GASB Type for the Activity, Object, Revenue Source or Balance Sheet Account.
Short Name	12.0	**Input Optional.** Displays the short name of the Minor GASB Type.
Name	45.0	**Input Optional.** Displays the long name of the Minor GASB Type.

Generated Fixed Asset Transaction Inquiry (FAPV)

Purpose

When a payment voucher (P1, PV, PVA, PVQ, PVV) purchases a fixed asset, it is possible to have a skeleton Fixed Asset Acquisition (FA) document automatically loaded to the Document Listing. The Generated Fixed Asset Transaction Inquiry (FAPV) displays the link between an Fixed Asset (FA) document ID and the accompanying payment voucher transaction ID. Entries are automatically posted to this window whenever a Fixed Asset (FA) document is automatically created by a payment voucher. This window displays the transaction ID of the payment voucher which created a given Fixed Asset (FA) document and the transaction ID of the Fixed Asset (FA) document(s) created by a given payment voucher. If **Fixed Asset Indicator** is Create Multiple Shells [Q] on the payment voucher, the system will create the quantity of Fixed Asset document(s) specified in **Quantity** on the payment voucher. This window also displays the transaction creation date for the Fixed Asset Acquisition (FA) document.

FAPV Coding Instructions



Field Name	Length	Definition
Transaction ID	2.0	**Requires Input.** Enter the payment voucher or fixed asset shell ID number and browse.
Line Num	2.0	**Display Only.** The line number for this transaction is displayed.
Result Transaction ID	3.0	**Display Only.** The fixed asset shell ID number assigned as a result of this payment or the payment voucher ID assigned to this fixed asset is displayed.
Line Num	2.0	**Display Only.** The line number for this transaction is displayed.
Creation Date	2.0	**Display Only.** The date the two transactions were linked together is displayed.

Government-Wide Federal Aid Inquiry (GVFA)

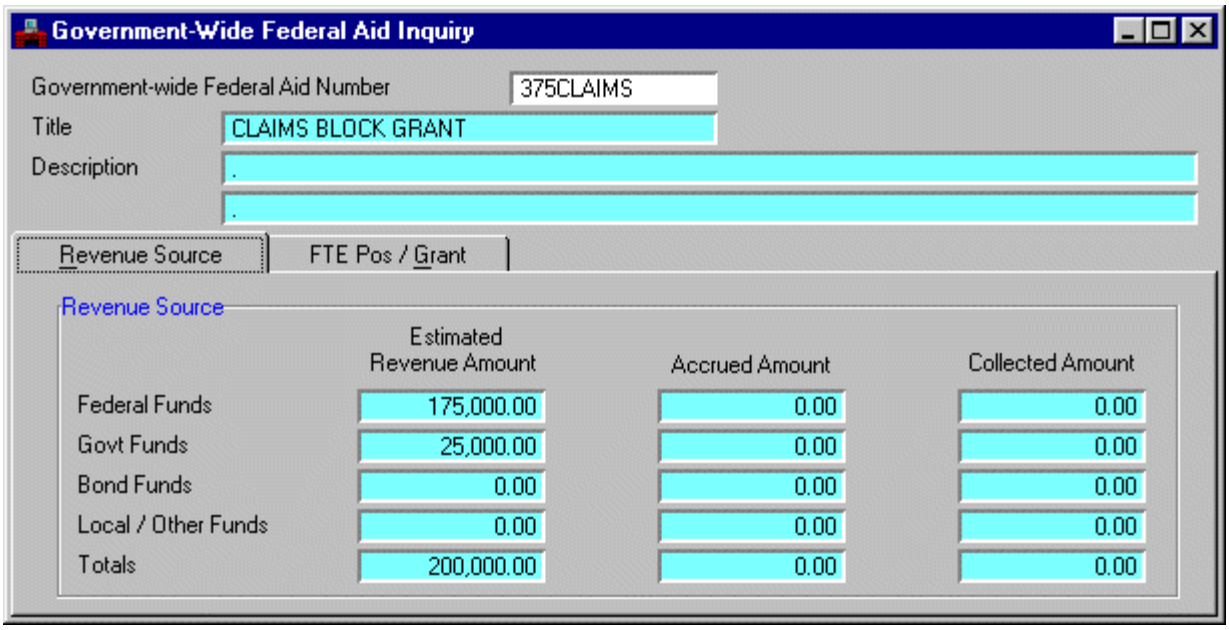
Purpose

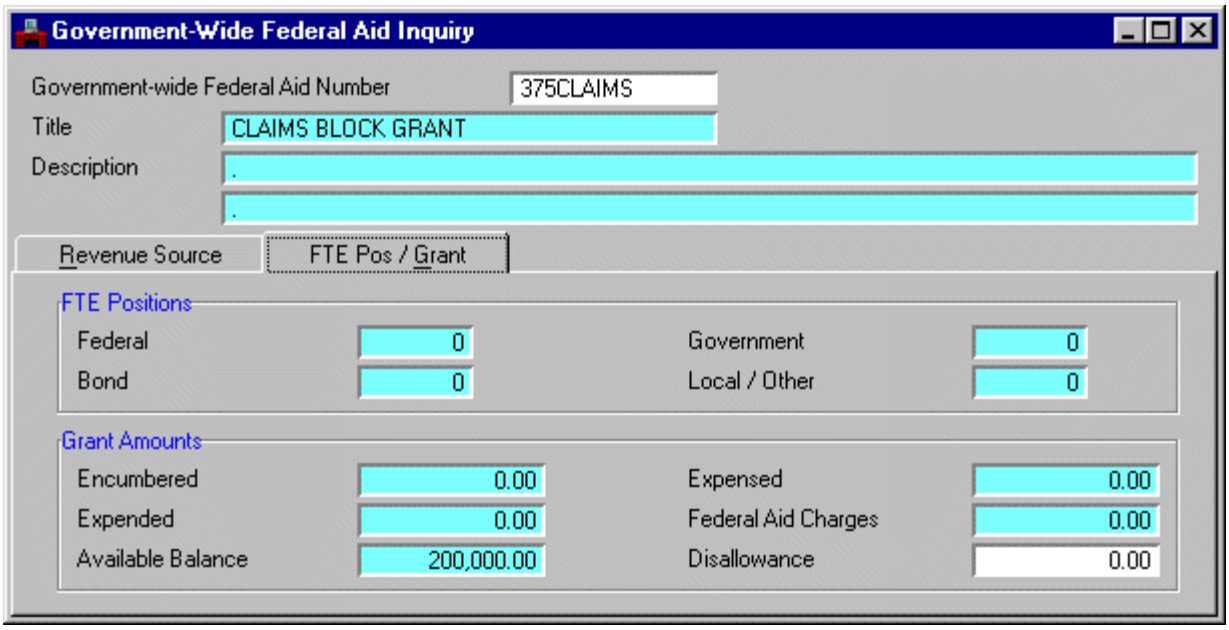
Government-Wide Federal Aid Inquiry (GVFA) provides an accumulative inquiry of several Federal Aid Numbers, which have been linked by a unique Government-Wide Federal Aid Number. The table is populated whenever a Federal Aid Master (FM) document identifies a

grant as belonging to a particular government-wide number. The table updates when expenditure and revenue transactions against those grants are processed.

For instructions on accessing and using inquiry tables, refer to the System Navigation of this manual.

GVFA Coding Instructions





Field Name	Length	Definition

Government-Wide Federal Aid Number	12.0	**Requires Input.** Enter the identifying number that links a group of Federal Aid Numbers together.
Title	30.0	**Display Only**. The title of the Government-Wide Federal Aid Number is displayed. Note: The title of the first Federal Aid Master (FM) document (Grant) included in the Government-Wide Federal Aid Number is used as the title.
Description	60.0	**Display Only.** The description of the entity-wide grant is displayed.
Description	60.0	**Display Only.** The description of the entity-wide grant is displayed.
Federal Funds (Estimated Revenue Amount)	12.2	**Display Only.** The dollar amount of estimated Federal revenue funding the grant is displayed.
Govt Funds (Estimated Revenue Amount)	12.2	**Display Only.** The dollar amount of estimated State revenue funding the grant is displayed.
Bond Funds (Estimated Revenue Amount)	12.2	**Display Only.** The dollar amount of estimated Bond revenue funding the grant is displayed.
Local/Other Funds (Estimated Revenue Amount)	12.2	**Display Only.** The dollar amount of estimated Local/Other revenue funding the grant is displayed.
Totals (Estimated Revenue Amount)	12.2	**Display Only.** The total dollar amount of estimated revenue funding the grant is displayed.
Federal Funds (Accrued Amount)	12.2	**Display Only.** The accrued revenue of the Federal revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "01". This field only reflects the outstanding receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Govt Funds (Accrued Amount)	12.2	**Display Only.** The accrued revenue of the State revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is

		processed with a revenue source code from type "02". This field only reflects the outstanding Receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Bond Funds (Accrued Amount)	12.2	**Display Only.** The accrued revenue of the Bond revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "03". This field only reflects the outstanding Receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Local/Other Funds (Accrued Amount)	12.2	**Display Only.** The accrued revenue of the Local/Other revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "04". This field only reflects the outstanding receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Totals (Accrued Amount)	12.2	**Display Only.** The accrued revenue of the Local/Other revenue funding the grant is displayed. This field is updated when a Receivable (RE) document is processed with a revenue source code from type "04". This field only reflects the outstanding receivables (RE) and is reduced when a Cash Receipt (CR) is processed.
Federal Funds (Collected Amount)	12.2	**Display Only.** The revenue collected from the Federal grantor for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "01".
Govt Funds (Collected Amount)	12.2	**Display Only.** The revenue collected from the State for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "02".

Bond Funds (Collected Amount)	12.2	**Display Only.** The revenue collected from the Bond for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "03".
Local/Other Funds (Collected Amount)	12.2	**Display Only.** The revenue collected from the Local/Other for this grant is displayed. This field is updated when a Cash Receipt (CR) document is processed with a revenue source code from type "04'.
Totals (Collected Amount)	12.2	**Display Only.** The total collected revenue amount for this grant is displayed.
Federal	8.0	**Display Only.** The number of positions funded by Federal for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.
Government	8.0	**Display Only.** The number of positions funded by State for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.
Bond	8.0	**Display Only.** The number of positions funded by Bond for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.
Local/Other	8.0	**Display Only.** The number of positions funded by Local/Other for this grant are displayed, including positions funded in agencies other than the agency responsible for the grant.
Encumbered	11.2	**Display Only.** The amount of money encumbered against this grant (i.e. all outstanding purchase orders) is displayed.
Expensed	11.2	**Display Only.** The total amount of all expenses charged to this grant, (for example, issued from inventory) is displayed.

Expended	11.2	**Display Only.** The amount of money spent against this grant (i.e., all payment vouchers and expenditure journal vouchers recorded against this grant) is displayed.
Federal Aid Charges	11.2	**Display Only.** All non-accounting charges recorded against this grant are displayed. (Charges posted on Federal Aid Charge (FX) documents.)
Available Balance	11.2	**Display Only.** The remaining available balance of this grant is displayed. (Available Balance = Budget - Encumbered - Expended - Federal Aid Charges)
Disallowance	11.2	**Input Optional.** Enter the amount of expenditures previously recorded against the grant, which have been disallowed by the grantor. The amount entered must be the cumulative amount. The system does not automatically accumulate this field.

I

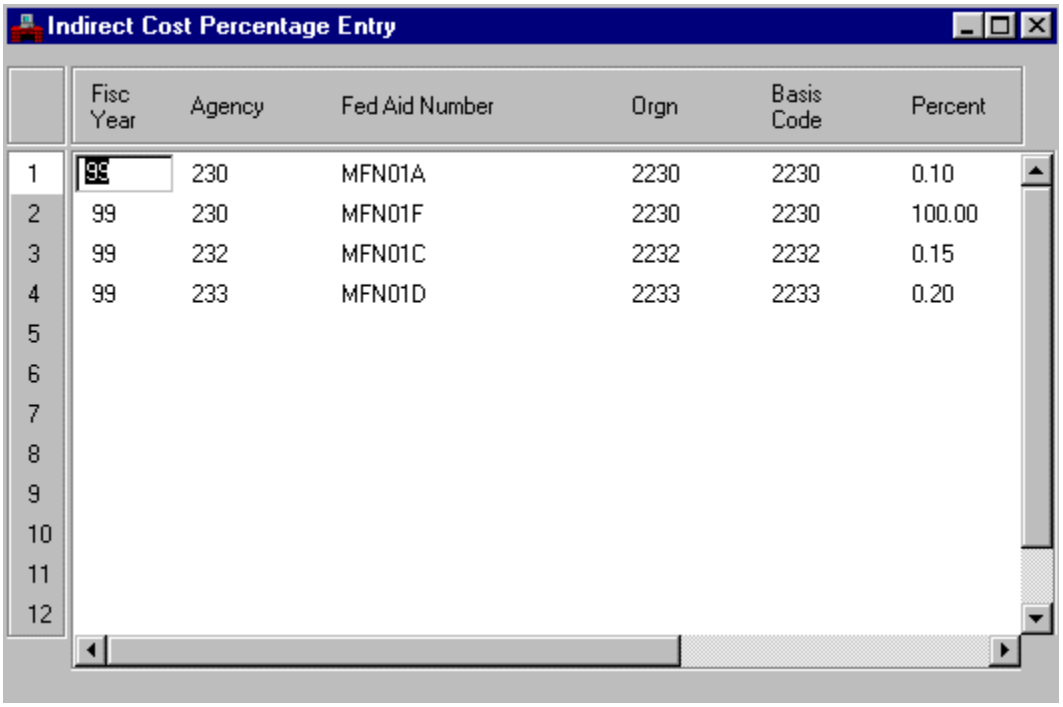
Indirect Cost Percentage Entry (ICPE)

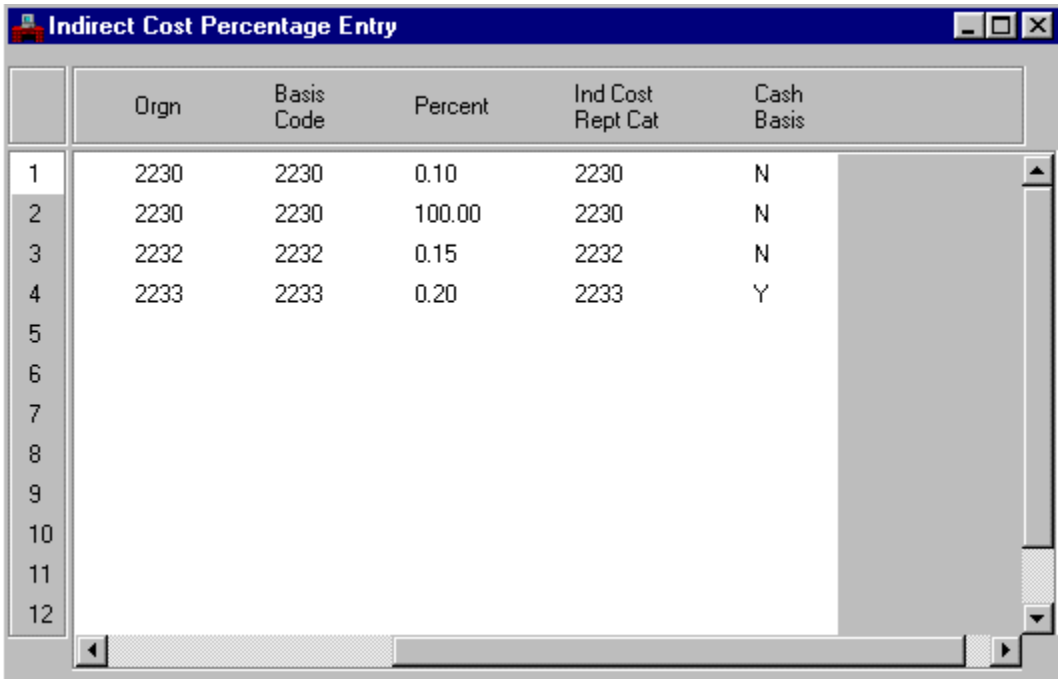
Purpose

The Indirect Cost Percentage Entry (ICPE) Table will establish a link between grants and organizations to indirect percentages and basis codes. This table will allow agencies with multiple indirect percentages and basis types to link them to only the grants and organizations to which indirect costs apply. The Calculating Indirect Costs program uses this table in conjunction with the Basis Code Definition (BAS2) Table to calculate the indirect amounts and generate the Federal Aid Charge (FX) Documents associated with the indirect costs.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

ICPE Coding Instructions





Field Name	Length	Definition
Fisc Year	2.0	**Requires Input.** Enter the state Fiscal Year.
Agency	3.0	**Requires Input.** Enter your Agency Number.

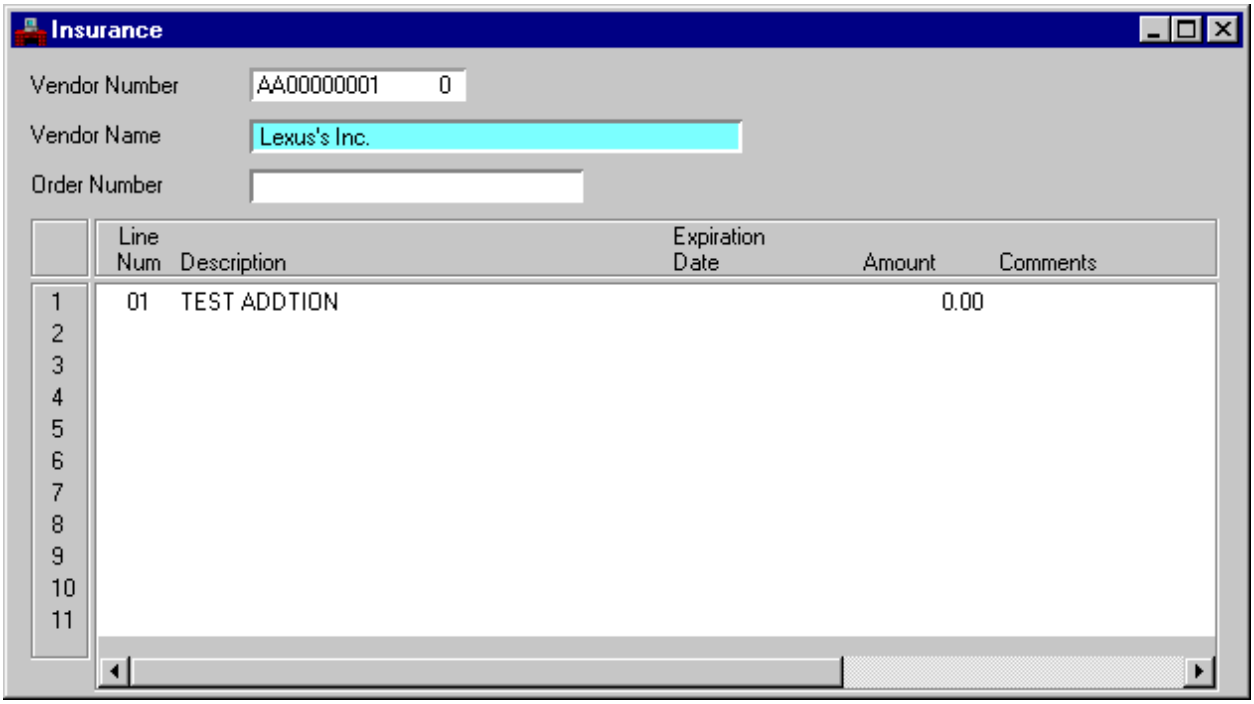
Fed Aid Number	12.0	**Requires Input.** Enter the *Federal Aid Number* to which the indirect costs are to be applied.
Orgn	4.0	**Requires Input.** Enter the Organization within the Federal Aid Number to which the percentage is defined. If the rate applies to the whole grant, this field may be set to the wild card value "***". Users may enter organizations at a higher level of the hierarchy than the transaction's organization, if they have set up the Organization (ORG2) table to indicate the Ind Cost Org Level.
Basis Code	4.0	**Requires Input.** Enter the unique code that defines the basis type to be used for the indirect calculation. The Basis Code must be previously setup on the Basis Code (BAS2) table.
Percent	3.2	**Requires Input.** Enter the percentage that will be used to calculate the indirect amount.
Ind Cost Rept Cat	4.0	**Input Optional.** If entered, this Reporting Category will be recorded on the FX document created to record the indirect costs. If left blank, the Reporting Category of the expenditure will be used on the FX.
Cash Basis	1.0	**Input Optional.** Select "Y" (Yes) or "N" (No). If "Y" is selected, then the transaction acceptance date will be used to infer the state fiscal year from the Calendar Date (CLDT) table. If "N" is selected, then the state fiscal year from the ledger record will be used. Default is "N".

Insurance (INSU)

Purpose

The Insurance (INSU) table provides users with a facility to record vendors' insurance policies. The order number ties this record to a requisition or purchase order.

INSU Coding Instructions



Field Name	Length	Definition
Vendor Number	11	**Requires Input.** Enter the vendor number and address indicator (if applicable).
Vendor Name	30	**Display Only.** Displays the name associated with the vendor code as inferred from Vendor (1 of 3) (VEN2).
Order Number	16	**Input Optional.** You may enter the requisition or purchase order number that corresponds to the following insurance information for this vendor.
Line Num	2	**Input Optional.** You may enter a line number to identify the insurance coverage described.
Description	30	**Input Optional.** You may enter a description of the vendor's insurance coverage.
Expiration Date	6	**Input Optional.** You may enter the date when the coverage expires.
Amount	14	**Input Optional.** You may enter the dollar amount of the insurance coverage.

Comments	20	**Input Optional.** You may enter any comments or further descriptions associated with the insurance coverage.

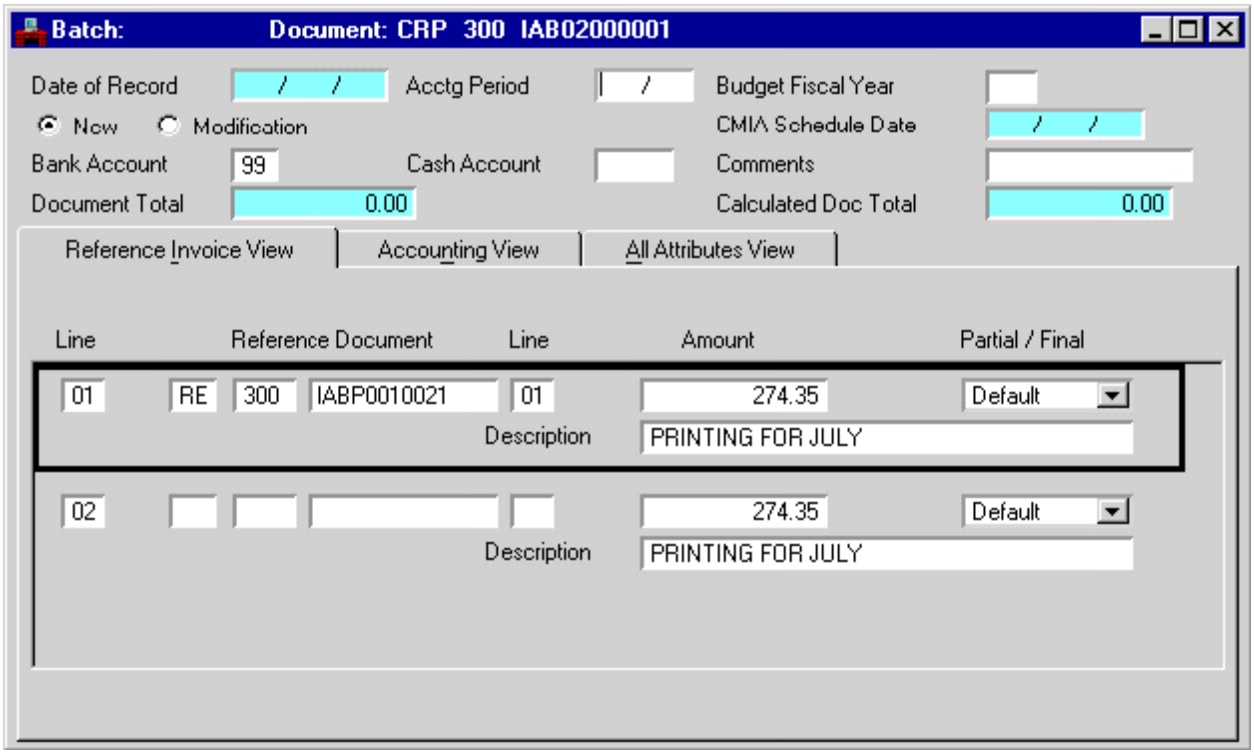
IAB Cash Receipt (CRP)

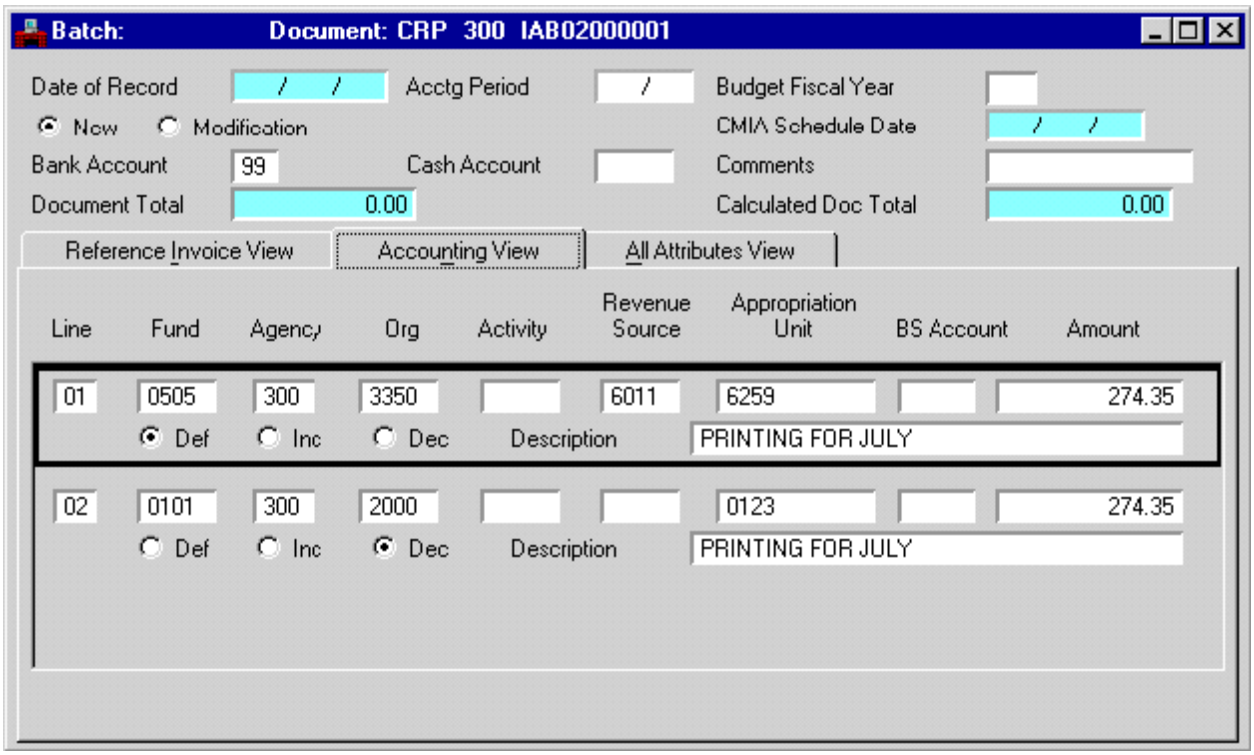
Purpose

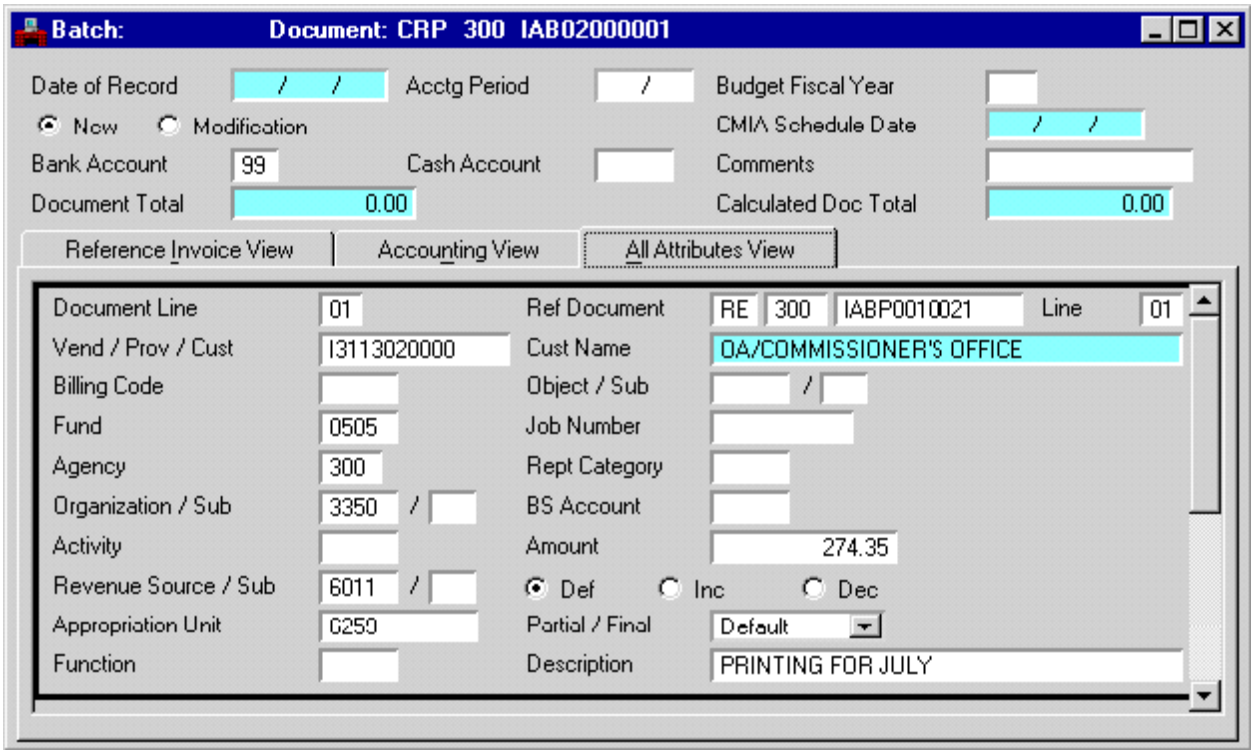
The IAB Cash Receipt (CRP) document is created by a statewide program to record receipts for interagency billings.

The CRP document is used to record revenue information. It references the interagency bill/invoice document (internal RE document) from the billing agency.

CRP Coding Instructions


Batch:
Document: CRP 300 IAB02000001
Date of Record
Acctg Period
Budget Fiscal Year
New
Modification
CMIA Schedule Date
Bank Account
99
Cash Account
Comments
Document Total
0.00
Calculated Doc Total
0.00
Reference Invoice View
Accounting View
All Attributes View
Line
Reference Document
Line
Amount
Partial / Final
01
RE
300
IABP0010021
01
274.35
Default
Description
PRINTING FOR JULY
02
274.35
Default
Description
PRINTING FOR JULY


Batch:
Document: CRP 300 IAB02000001
Date of Record
Acctg Period
Budget Fiscal Year
New
Modification
CMIA Schedule Date
Bank Account
99
Cash Account
Comments
Document Total
0.00
Calculated Doc Total
0.00
Reference Invoice View
Accounting View
All Attributes View
Line
Fund
Agency
Org
Activity
Revenue Source
Appropriation Unit
BS Account
Amount
01
0505
300
3350
6011
6259
274.35
Def
Inc
Dec
Description
PRINTING FOR JULY
02
0101
300
2000
0123
274.35
Def
Inc
Dec
Description
PRINTING FOR JULY



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4.0	**Input Optional.** Leave blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification [Action]	1.0	**Not Applicable.** Defaults to **New [E]**. The only valid selection is **New [E]**. The State of Missouri prohibits the modification of a previously entered IAB Cash Receipt (CRP) document. All modifications of accounting distribution lines must

		be recorded via a Journal Voucher (JV) document or a Non-Sufficient Funds (NF) document. • **New [E]** – Indicates this is a new document. • **Modification [M]** – This selection is not valid.
CMIA Schedule Date	6.0	**Display Only.** Displays the date that represents when the transaction should be processed according to the CMIA drawdown schedule. This field is used by documents that are created by the CMIA Drawdown Program (AFINDMDG).
Bank Account	2.0	**Requires Input.** Enter '99'
Cash Account	4.0	**Not Applicable.** Do not enter data in this field.
Comments	12.0	**Input Optional.** Additional notes about this transaction can be entered here if applicable.
Document Total	14.2	**Display Only.** This field is protected from input. The system defaults this field to the correct dollar amount to ensure the revenue is not changed.
Calculated Doc Total	14.2	**Display Only.** Displays the SAM II calculated total of all lines of this document. The calculated document total must equal the Document total.
Document Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers **01** to **99** are valid.
Reference Document	2.0	**Requires Input.** Required on the line(s) that reference the internal receivable or invoice (i.e the interagency billing). Enter the full document ID of referenced document to which cash will be applied. The referenced document number is the Invoice Number from the paper invoice sent by the billing agency. The full document ID consists of: • 2-character transaction code – enter **'RE'**

		• 3-character agency code • 11-character document number
Line	2.0	**Input Optional.** Used to specify an individual line item on the referenced document where the payment should be posted. If this field is blank and the referenced document contains multiple lines, cash is applied to the referenced document lines in sequential order.
Vend/Prov/Cust	11.0	**Input Optional.** Required on the revenue accounting line.
Billing Code	4.0	**Input Optional.** Enter the appropriate Billing Code.
Fund	4.0	**Not Applicable.** Leave blank. The fund code will infer from the referenced RE document.
Agency	3.0	**Not Applicable.** Leave blank. The agency code will infer from the referenced Receivable (RE) document.
Organization (Organization/Sub)	4.0	**Not Applicable.** Leave blank. The organization code will infer from the referenced Receivable (RE) document.
Sub (Organization/Sub)	2.0	**Not Applicable.** Leave blank. The sub-organization code will infer from the referenced Receivable (RE) document.
Activity	4.0	**Not Applicable.** Leave blank. The activity code will infer from the referenced Receivable (RE) document.
Revenue Source (Revenue Source/Sub)	4.0	**Not Applicable.** Leave blank. The revenue source code will infer from the Receivable (RE) document.
Sub (Revenue Source/Sub)	2.0	**Not Applicable.** Leave blank. The sub-revenue source code will infer from the Receivable (RE) document.
Function	4.0	**Not Applicable.** Leave blank. The function code will infer from the Receivable (RE) document.

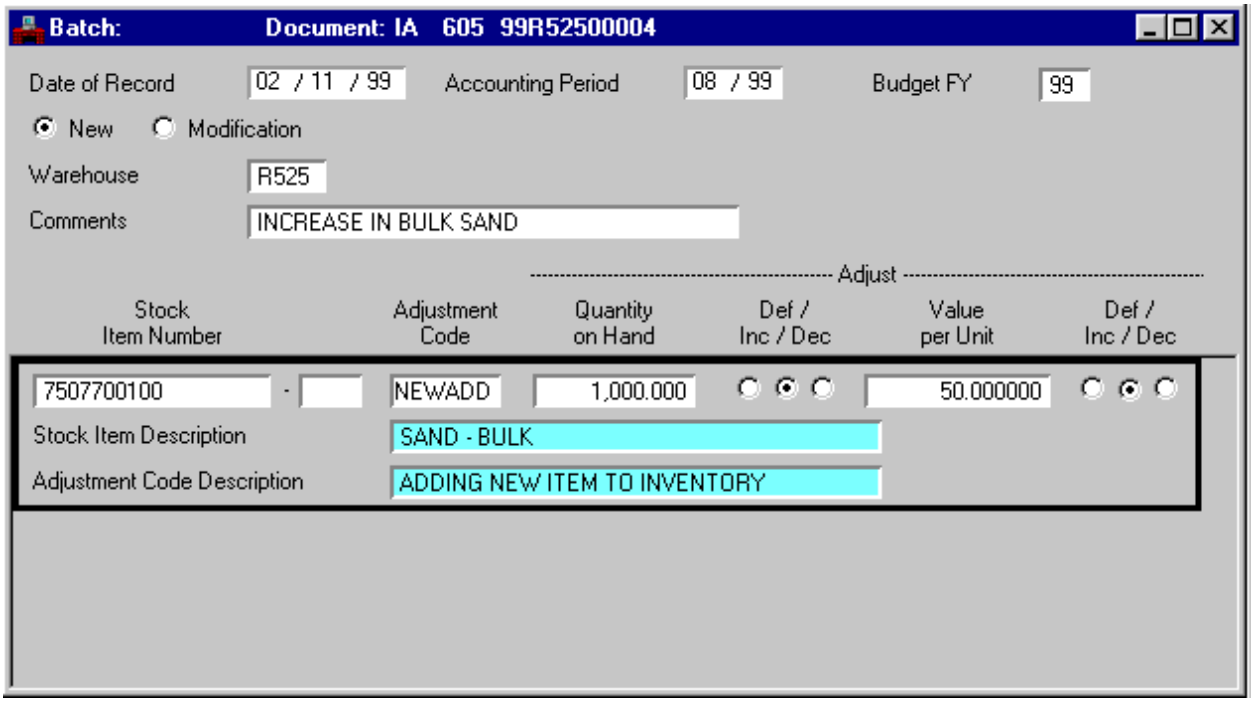
Cust Name	30.0	**Display Only.** Displays the name of the Customer based upon the Customer code entered in the **Vend/Prov/Cust** field.
Object (Object/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Sub (Object/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Job Number	8.0	**Not Applicable.** Leave blank. The job number will infer from the Receivable (RE) document.
Rept Category	4.0	**Not Applicable.** Leave blank. The reporting category will infer from Receivable (RE) document.
BS Account	4.0	**Not Applicable.** Do not enter data in this field.
Amount	14.0	**Requires Input.** For revenue accounting lines enter the dollar amount to be paid against the referenced invoice or statement.
Def/Inc/Dec	1.0	**Requires Input.** Leave Def for lines that reference the invoice or statement.
Partial/Final	1.0	**Not Applicable.** Do not enter data in this field.
Description	30.0	**Required Input.** Enter the associated Agency Payment Voucher (PV) document number.

Inventory Adjustment (IA)

Purpose

The Inventory Adjustment process is executed with an Inventory Adjustment (IA) document. The IA document adjusts either the on-hand quantity or the per unit value of an item in inventory.

IA Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
Accounting Period	4	**Input Optional.** If left blank, this field defaults to the current accounting period. Nothing will appear in this field before processing the document.
Budget FY	4	**Input Optional.** If this IA is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification [Action]	...	**Input Optional.** Defaults to New. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This IA modifies a previous IA by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can

		only be changed by canceling the existing line's codes and entering a new line with new codes (a line is canceled by decreasing the line amount to zero). All other codes cannot be changed.
Warehouse	4	**Requires Input.** Enter the requesting the inventory adjustment. Refer to Warehouse Management Index (WHSE) for valid codes.
Comments	30	**Input Optional.** Enter up to thirty characters of text to describe the reason for this adjustment.
Stock Item Number	14.3	**Requires Input.** Enter the number of the stock item being adjusted. Refer to Inventory by Stock Item Inquiry (INVI) for valid values.
Adjustment Code	6	**Requires Input.** Enter the reason for this adjustment. Refer to Adjustment Code (ADJC) for valid values.
Quantity on Hand	12	**Input Optional.** If you are adjusting the quantity of stock items in warehouse inventory, enter the number of units to be added or subtracted from the current, on-hand quantity of the stock item.
Def/Inc/Dec	...	**Input Optional.** If you are adjusting the quantity of stock items in warehouse inventory, select **Increase** to add the quantity to the on-hand quantity, or **Decrease** to subtract from the on-hand quantity.
Value per Unit	11.3	**Input Optional.** If you are adjusting the value of a stock item in inventory, enter the amount of adjustment to the item.
Def/Inc/Dec	...	**Input Optional.** If you are adjusting the value of a stock item in inventory, select **Increase** to add the amount to the item's unit cost, or **Decrease** to subtract the amount from the item's unit cost.

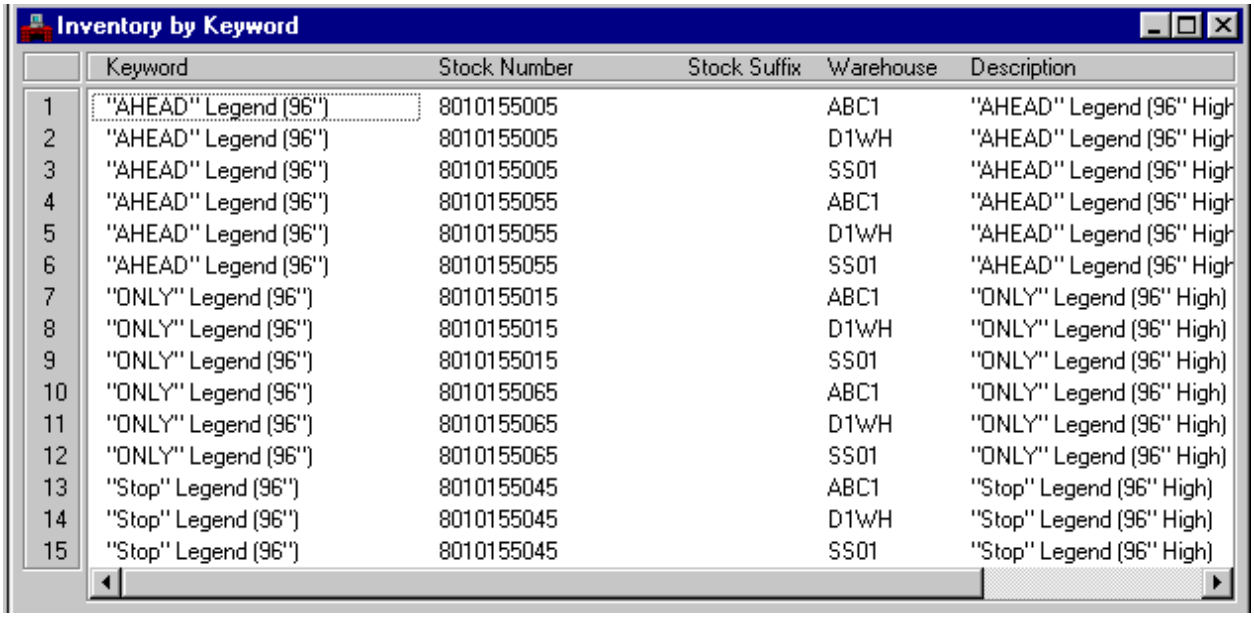
Stock Item Description	30	**Display Only.** A description of the stock item is displayed after processing the document.
Adjustment Code Description	30	**Display Only.** A description of the adjustment code is displayed after processing the document.

Inventory by Keyword (INKY)

Purpose

The Inventory by Keyword (INKY) table allows you to view inventory data by keyword, stock item, and warehouse.

INKY Coding Instructions



Field Name	Length	Definition
Keyword	20	**Requires Input.** Enter a short item name that describes the characteristics of the item, such as a keyword.
Stock Number	14	**Input Optional.** Enter the number of the stock item as defined on the Inventory Inquiry (3 of 3) (INV3) table.
Stock Suffix	3	**Input Optional.** Enter the suffix following the stock number, if applicable.

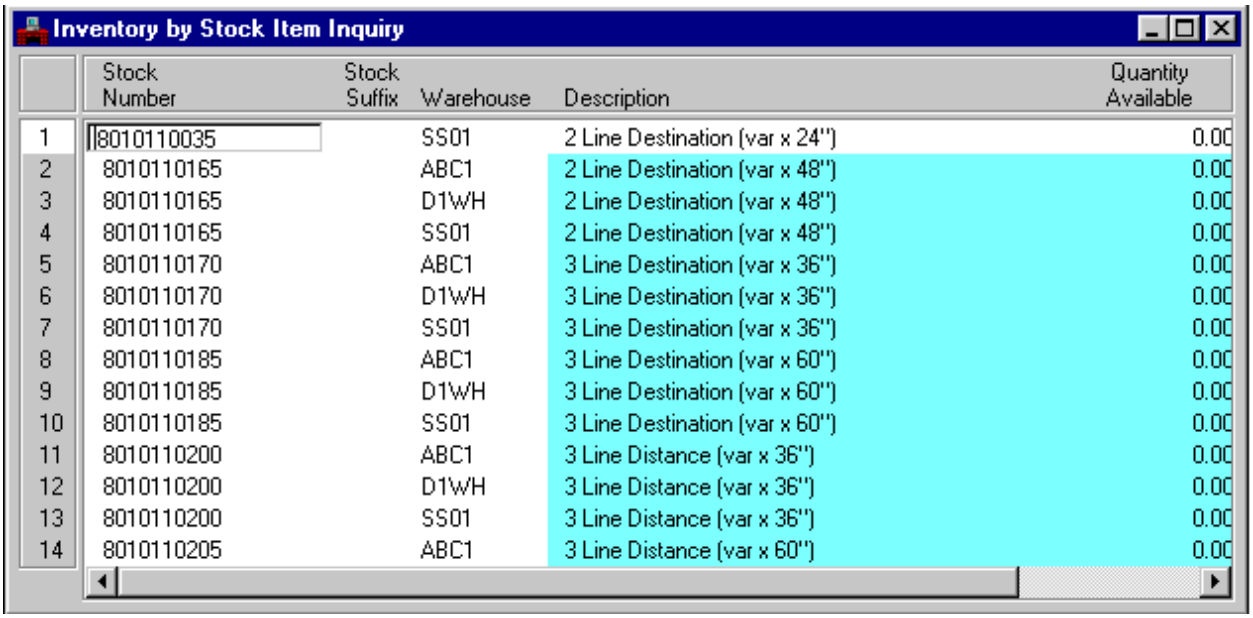
Warehouse	4	**Input Optional.** Enter the warehouse where this stock item is stored. Refer to the Warehouse Management (WHS2) table for valid codes.
Description	30	**Input Optional.** Enter a description of the stock item, up to 30 characters long.

Inventory by Stock Item Inquiry (INVI)

Purpose

The Inventory by Stock Item Inquiry (INVI) table is an alternate view of the Inventory Inquiry (INVN) table. It allows you to view the description and quantity of each stock item available from INVN.

INVI Coding Instructions



Field Name	Length	Definition
Stock Number	14	**Requires Input.** Enter the number of the stock item to be displayed. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes.
Stock Suffix	3	**Input Optional.** Enter the suffix for the stock item, if applicable.

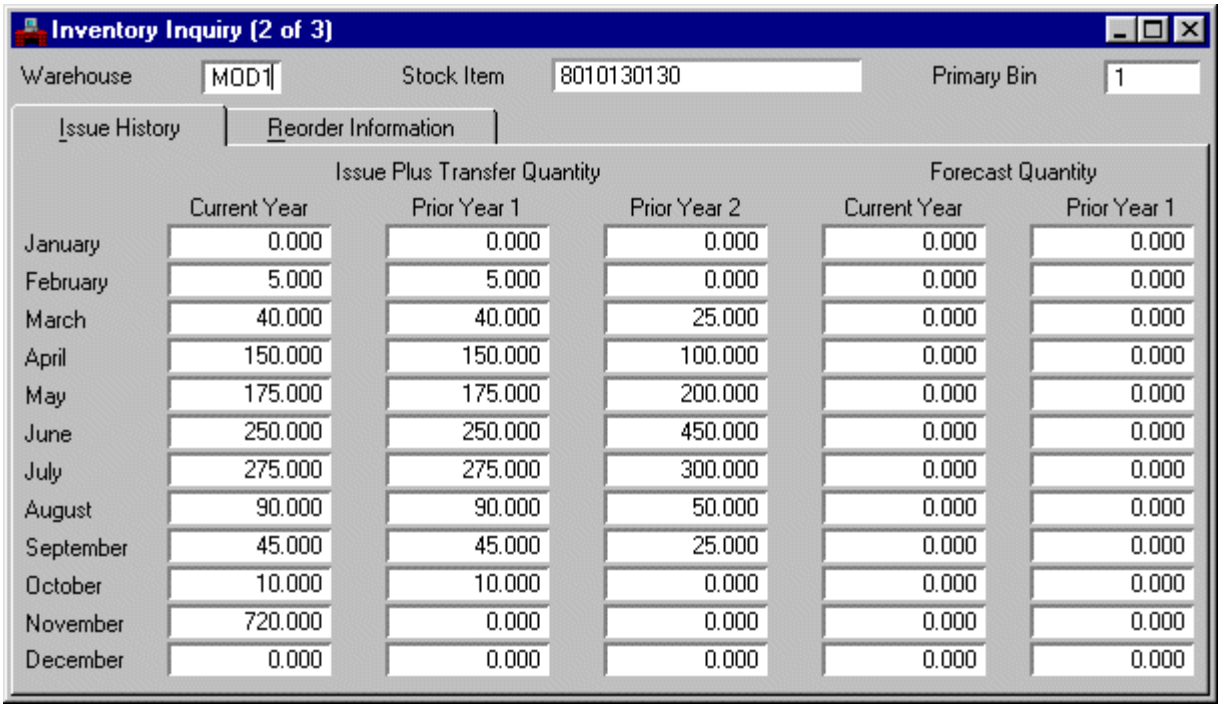
Warehouse	4	**Requires Input.** Enter the warehouse where this stock item is stored. Refer to the Warehouse Management (WHS2) table for valid codes.
Description	30	**Display Only.** A detailed description of the stock item is inferred from INV3.
Quantity Available	7.3	**Display Only.** The quantity of the stock item currently available in the warehouse is displayed.

Inventory Inquiry (2 of 3) (INV2)

Purpose

The Inventory Inquiry (2 of 3) (INV2) table is an inquiry screen that displays all system-maintained stock item information. If **Transfer Reorder** is selected (for the issuing warehouse) on Warehouse Management (WHS2), the system updates the **Issue Plus Transfer Quantity** fields (for the issuing warehouse) to include both the quantities issued and the quantities transferred-out using Stock Transfer Receipt (TR) documents.

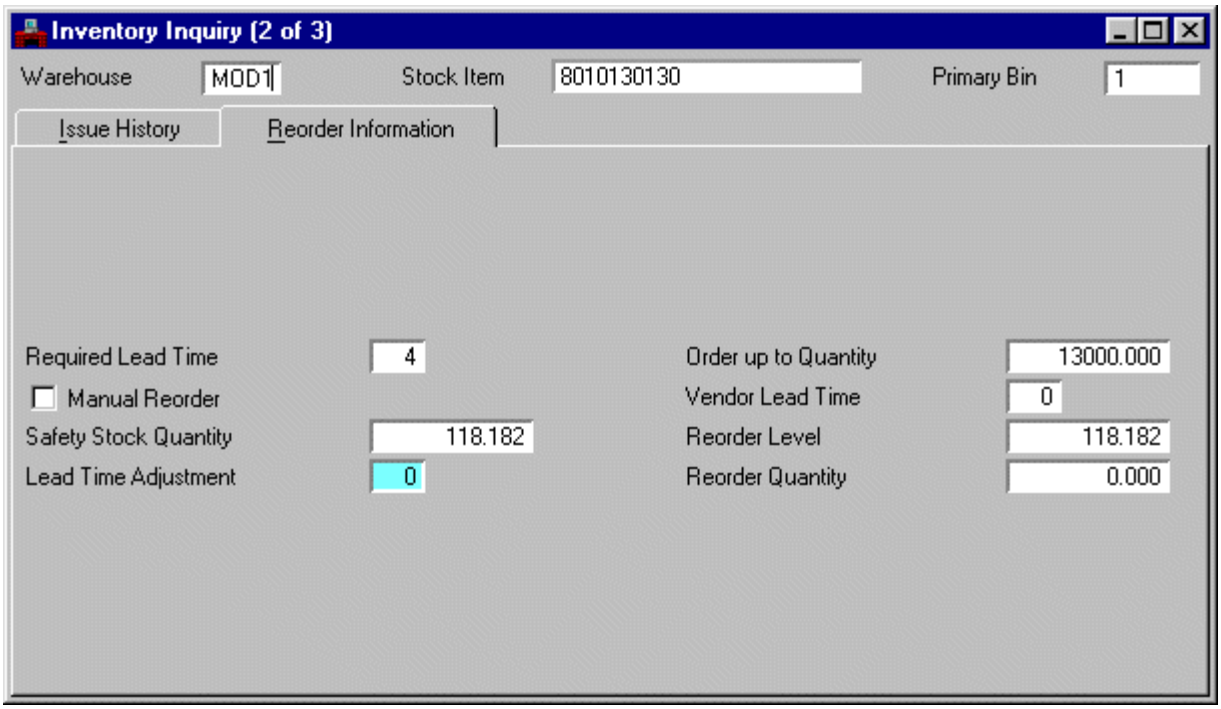
INV2 Coding Instructions



\

Field Name	Length	Definition
Warehouse	4	**Requires Input.** Enter the warehouse where this stock item is stored. Refer to the Warehouse Management (WHS2) table for valid codes.
Stock Item	14.3	**Requires Input.** Enter the stock item number as defined on the Inventory Inquiry (3 of 3) (INV3) table.
Primary Bin	5	**Input Optional.** Enter the location of the stock item in the warehouse.
Issue Plus Transfer Quantity		
Current Year (Jan - Dec)	7.3	**Display Only.** The quantity of the stock item issued during the current calendar year by the month is displayed. If Transfer Reorder was selected for this warehouse on Warehouse Management (WHS2), the quantity shown includes quantities transferred out using Stock Transfer Receipt (TR) documents.
Prior Year 1 (Jan - Dec)	7.3	**Display Only.** The quantity of the stock item that was issued in the first prior year during the indicated month is displayed. If Transfer Reorder was selected for this warehouse on Warehouse Management (WHS2), the quantity shown includes quantities transferred out using Stock Transfer Receipt (TR) documents.
Prior Year 2 (Jan - Dec)	7.3	**Display Only.** The quantity of the stock item that was issued in the second prior year during the indicated month is displayed. If Transfer Reorder was selected for this warehouse on Warehouse Management (WHS2), the quantity shown includes quantities transferred out using Stock Transfer Receipt (TR) documents.
Forecast Quantity		

Current Year (Jan - Dec)	7.3	**Display Only.** The forecasted monthly demand for the stock item this year during the indicated month is displayed.
Previous Year 1 (Jan - Dec)	7.3	**Display Only.** The forecasted monthly demand for the stock item the previous year during the indicated month is displayed.



Field Name	Length	Definition
Required Lead Time	3	**Display Only.** The average number of days between entering a requisition and the processing of a purchase order for the last of the purchases is displayed.
Order up to Quantity	7.3	**Display Only.** The maximum quantity that can be reordered at one time is displayed.
Manual Reorder	...	**Display Only.** When selected, no forecast or reorder point calculations are necessary. Instead, the system uses the existing parameters.

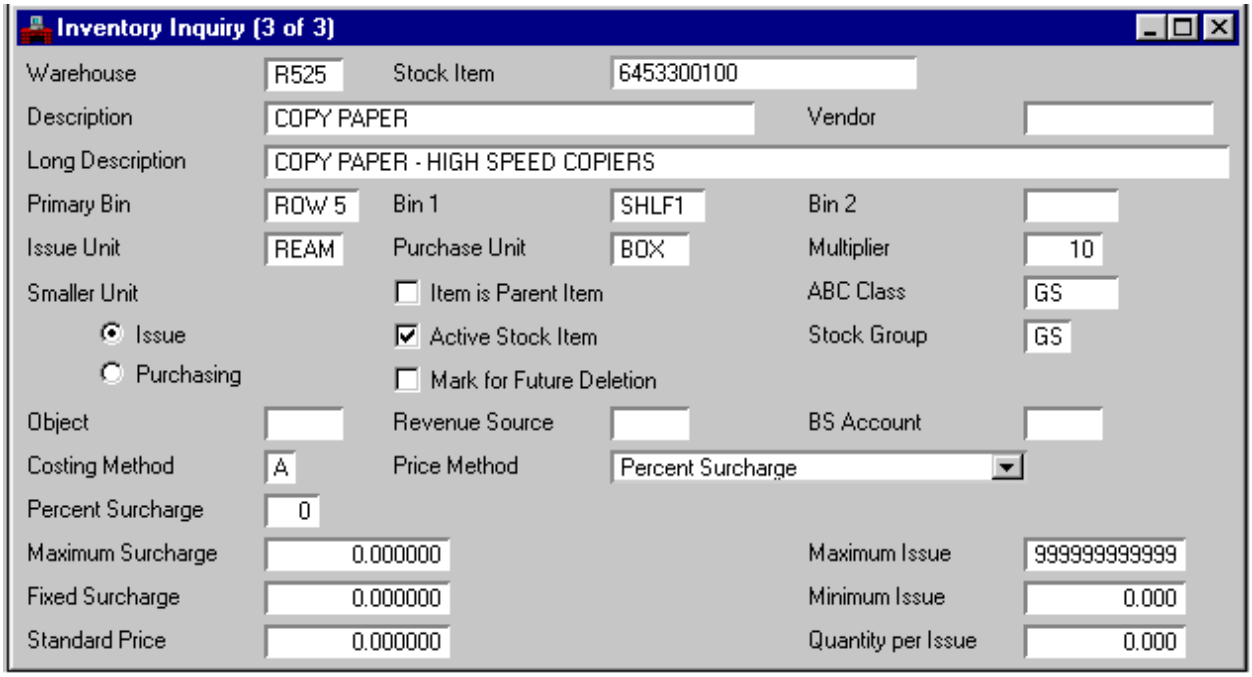
Vendor Lead Time	3	**Display Only.** The average number of days between processing a purchase order and receiving goods from the vendor for the last of the purchases is displayed.
Safety Stock Quantity	7.3	**Display Only.** The quantity of this stock item held in reserve to safeguard against unexpected demands and variations (increases) in expected lead time.
Reorder Level	12	**Display Only.** When the level of on-hand quantity is below this number, an order should be placed.
Lead Time Adjustment	3	**Display Only.** The number of days added to purchasing lead time in computing reorder levels and quantities is displayed.
Reorder Quantity	7.3	**Display Only.** The quantity of the stock item that should be reordered is displayed.

Inventory Inquiry (3 of 3) (INV3)

Purpose

Stock items are established for warehouse inventory on the Inventory Inquiry (3 of 3) (INV3) table. Information such as the warehouse and stock item codes, the pricing methods, the purchasing and issuing units, and the physical storage location within the warehouse is entered on this table.

INV3 Coding Instructions



Field Name	Length	Definition
Warehouse	4	**Requires Input.** Enter the warehouse where this stock item is stored. Refer to Warehouse Management Index (WHSE) for valid codes.
Stock Item	14	**Requires Input.** Enter the stock item code to be added.
Description	30	**Input Optional.** Enter a description of the stock item, up to 30 characters long. This description must be identical to the commodity description on the Commodity (COMT) table.
Vendor	11	**Input Optional.** Enter the suggested vendor for warehouse purchases of this stock item, if applicable. Refer to Vendor Index (VEND) for valid codes.
Long Description	60	**Input Optional.** Enter a detailed description of the stock item, if additional information is necessary. This description must be identical to the commodity description on the COMT table.

Primary Bin	5	**Requires Input.** Enter the location of the stock item in the warehouse.
Bin 1	5	**Input Optional.** Enter an alternative location for the stock item or additional comments referring to the primary bin, if applicable.
Bin 2	5	**Input Optional.** Enter an alternative location for the stock item or additional comments referring to the primary bin, if applicable.
Issue Unit	4	**Requires Input.** Enter the unit of measure for the stock item at the time of purchase. Refer to Unit of Measure (UNIT) for valid values.
Purchase Unit	4	**Requires Input.** Enter the unit of measure for the stock item at the time of purchase. Refer to Unit of Measure (UNIT) for valid values.
Multiplier	5	**Requires Input.** Enter the number of items in the Purchase Unit. For example, you purchase a box of paper. The box contains 10 reams of paper. The purchase unit equals box, the issue unit equals ream, and the multiplier is 10.
Smaller Unit	...	**Requires Input.** Select the smaller unit of measure, **Issue** or **Purchasing**. If the units are the same, select **Issue** and enter 1 as the multiplier.
Item is Parent Item	...	**Input Optional.** Select to indicate that the stock item is a parent item, if applicable.
ABC Class	5	**Requires Input.** Enter the inventory management classification of the stock item. Refer to ABC Classification Parameter (ABCP) for valid codes.
Active Stock Item	...	**Input Optional.** Select to indicate that the stock item is active and available for consumption. Deselect to indicate that the stock item is not active.
Stock Group	2	**Input Optional.** Enter the stock group to which this stock item is defined. It is used in the physical

		inventory freeze process to specify groups of stock items to freeze.
Mark for Future Deletion	...	**Input Optional.** Select if future deletion is desired. (If selected and no open items exist, i.e., SRs, PCQs, etc., for this item, it will be deleted when the "Inventory Ledger Purge" program is run.)
Object	4	**Display Only.** The object code for stock items purchased for warehouse inventory is inferred from Commodity (COMT).
Revenue Source	4	**Display Only.** The revenue source for issued stock items is inferred from Warehouse Management (WHS2).
BS Account	4	**Display Only.** The balance sheet account indicating the value of stock items on hand is inferred from Warehouse Management (WHS2).
Costing Method	1	**Requires Input.** Enter A for average costing. This is the only option available.
Price Method	...	**Input Optional.** Default is **Standard Price with No Surcharge**. Select one of the following codes: • **Standard Price with No Surcharge** • **Percent Surcharge** • Percent Price with No Surcharge • Fixed Surcharge • Same Price as in Parent Warehouse
Percent Surcharge	3	**Input Optional.** Required if **Price Method** is **Percentage Surcharge** or **Percentage Price with No Surcharge**. Enter the percentage that is to be multiplied by unit cost to determine issue price. Entries are numerical (enter 1 for 1%, 2 for 2%, etc.).
Maximum Surcharge	10.3	**Input Optional.** Optional if **Price Method** is **Percentage Surcharge** or **Percentage**

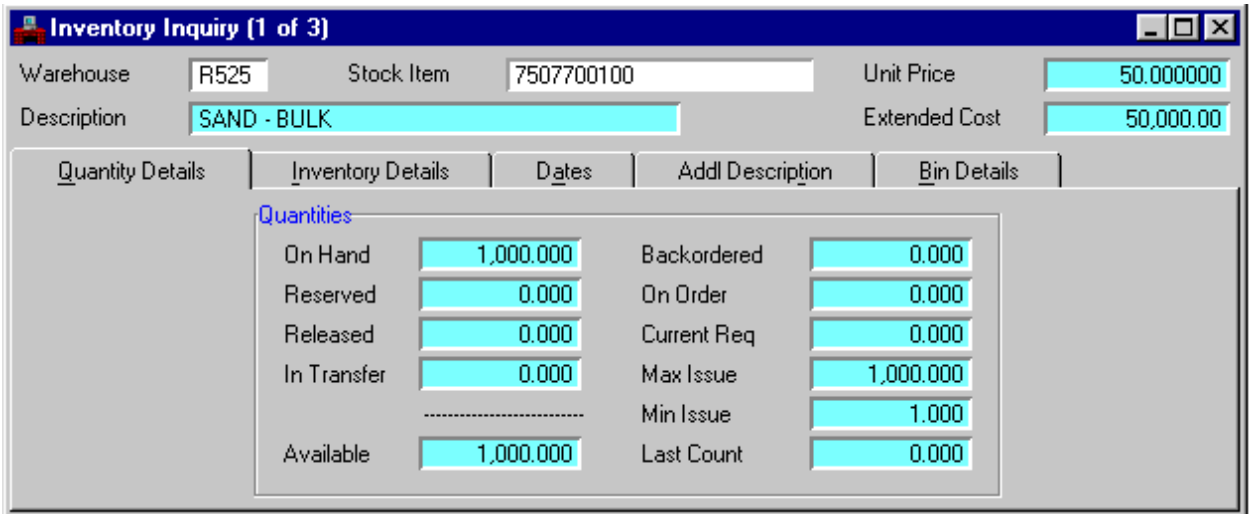
		Price with No Surcharge; otherwise, leave this field blank. This field defines the dollar limit of percentage surcharge, applied per unit, up to 3 decimal places.
Maximum Issue	10	**Input Optional.** Enter the largest quantity of this stock item that can be issued on a single order.
Fixed Surcharge	10.3	**Input Optional.** Required when the **Price Method** is **Fixed Surcharge**. Enter the fixed amount to be added to unit cost for each unit issued, up to three decimal places.
Minimum Issue	6.3	**Input Optional.** Enter the smallest quantity of this stock item that can be issued for a single order.
Standard Price	10.3	**Input Optional.** Required when the **Price Method** is **Standard Price No Surcharge**. Enter the item price at which each unit of this stock item will be issued, up to three decimal places.
Quantity Per Issue	8.3	**Input Optional.** Enter the number of units per issue, up to three decimal places. For example, if Quantity per Issue was 5, Maximum Issue was 1,000 and Minimum Issue was 10; the item could only be issued as 10, 15, 20, 25, . . . 995, 1000.

Inventory Inquiry (1 of 3) (INVN)

Purpose

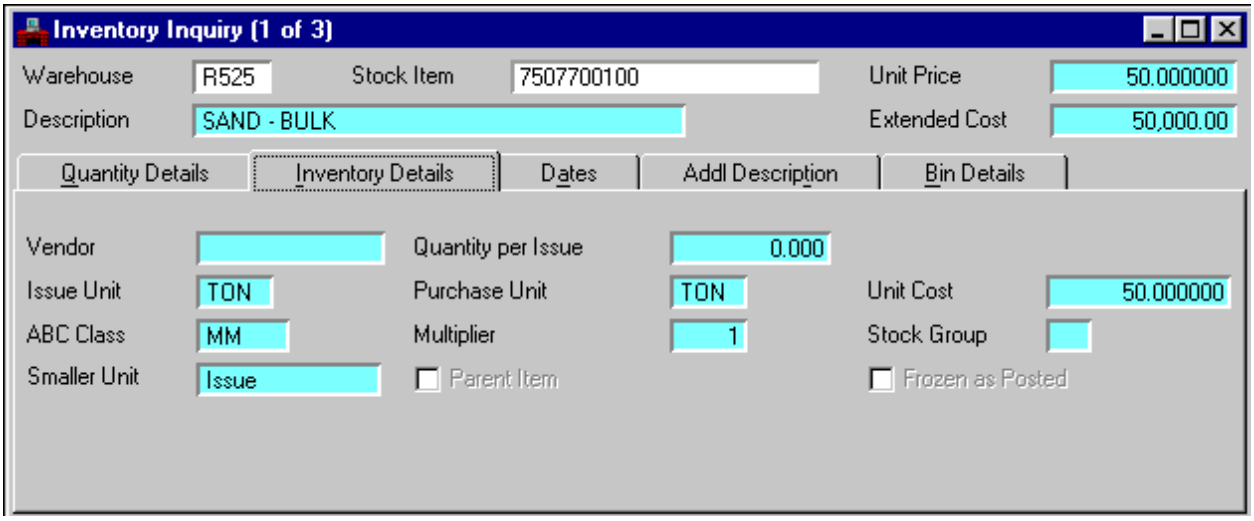
The Inventory Inquiry (1 of 3) (INVN) table is the most essential screen used and maintained by the Inventory Control Subsystem. This table stores information about each stock item available in each warehouse. The INVN table maintains descriptive, purchasing, historical use, reorder and cost information about each item in inventory. It also maintains backordered, reserved, released, and in-transfer stock balances. A record is added to this table each time a new stock item is accepted by the SAM II system. INVN is updated each time a document is processed and other offline programs are run.

INVN Coding Instructions



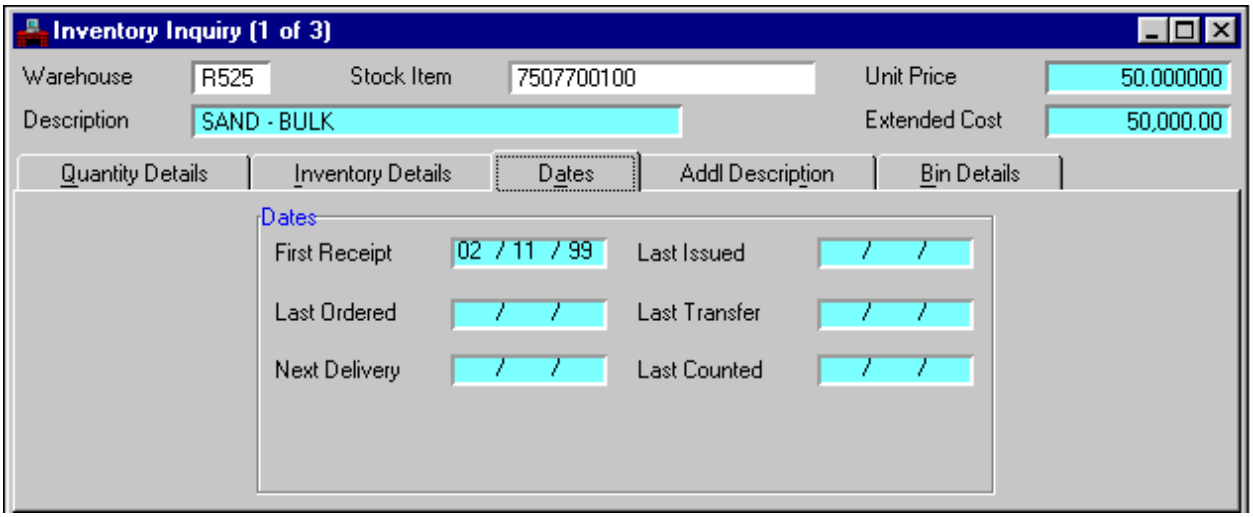
Field Name	Length	Definition
Warehouse	4	**Requires Input.** Enter the warehouse where this stock item is stored. Refer to Warehouse Management (WHS2) for valid codes.
Stock Item	14	**Requires Input.** Enter the number of the stock item in question. Refer to the Inventory Inquiry (3 of 3) (INV3) table for valid codes.
Unit Price	3.6	**Display Only.** The issue price of the stock item is displayed.
Description	30	**Display Only.** A detailed description of the stock item is displayed.
Extended Cost	6.2	**Display Only.** The total dollar value of the on-hand quantity is displayed (**Unit Price** multiplied by **On Hand Quantity**).
Quantity Details View		
On Hand	7.3	**Display Only.** The available quantity of the stock item is displayed.
Backordered	7.3	**Display Only.** The backordered quantity of the stock item is displayed.

Reserved	7.3	**Display Only.** The quantity of the stock item on reserve by a Stock Requisition (SR) document is displayed.
On Order	7.3	**Display Only.** The quantity of the stock item currently on order to replenish stock on hand is displayed.
Released	7.3	**Display Only.** The quantity of the stock item that has appeared on a Pick and Issues (PI) document but was not issued yet is displayed.
Current Req	7.3	**Display Only.** The quantity of the stock item that is currently requisitioned is displayed.
In Transfer	7.3	**Display Only.** The quantity of this stock item in transfer from this warehouse to a requesting warehouse is displayed.
Max Issue	7.3	**Display Only.** The largest quantity of the stock item that can be issued for a single stock requisition is displayed.
Min Issue	7.3	**Display Only.** The smallest quantity of the stock item that can be issued for a single stock requisition is displayed.
Available	7.3	**Display Only.** The quantity is displayed of the stock item calculated as: On Hand Quantity - Reserved Quantity - Released Quantity - In-Transfer Quantity
Last Count	7.3	**Display Only.** The last physical inventory count of the stock item is displayed.



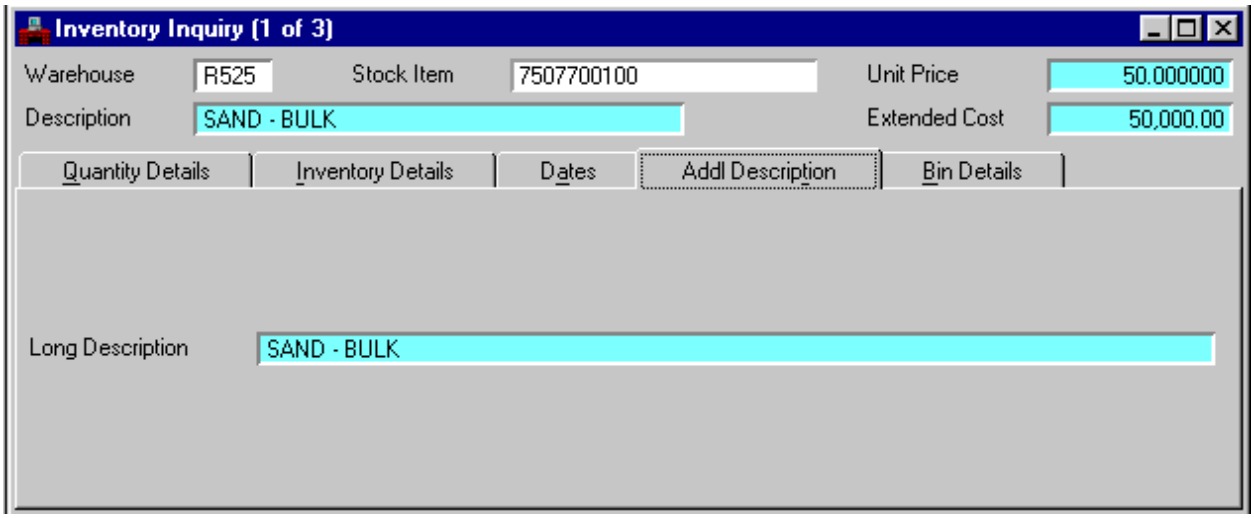
Field Name	Length	Definition
Vendor	11	**Display Only.** The vendor for warehouse purchases of this stock item is displayed.
Quantity Per Issue	7.3	**Display Only.** The quantity associated with each issue unit is displayed.
Issue Unit	4	**Display Only.** The unit of measure used for inventory and issue purposes is displayed. This can be different from the Purchase Unit.
Purchase Unit	4	**Display Only.** The unit of measure used for purchasing the stock item is displayed. This can be different from the Issue Unit.
Unit Cost	3.6	**Display Only.** The cost of the stock item is equal to the **Extended Cost** divided by the **On-Hand Quantity**. When an item is in a child warehouse, the sum of the on-hand quantities and the sum of the extended costs of the parent warehouse and all of the children of the parent are used. This procedure keeps the unit cost fields equal among children and their parent warehouses.
ABC Class	5	**Display Only.** The classification of the stock item for inventory management is inferred from the ABC Classification Parameter (ABCP) table.

Multiplier	5	**Display Only.** The multiplying factor by which one unit of measure (Issue Unit or Purchase Unit) is greater than the other is displayed.
Stock Group	2	**Display Only**. The item group to which this stock item is defined is inferred from Inventory Inquiry (3 of 3)(INV3). It is used in the physical inventory freeze process to specify groups of stock items to freeze.
Smaller Unit	...	**Display Only.** The smaller unit of measure, **Issue** or **Purchase** is displayed.
Parent Item	...	**Display Only.** If selected, this stock item is a parent item. This is inferred from the INV3 table.
Frozen as Posted	...	**Display Only.** If selected, the stock item is frozen for reconciliation posting.

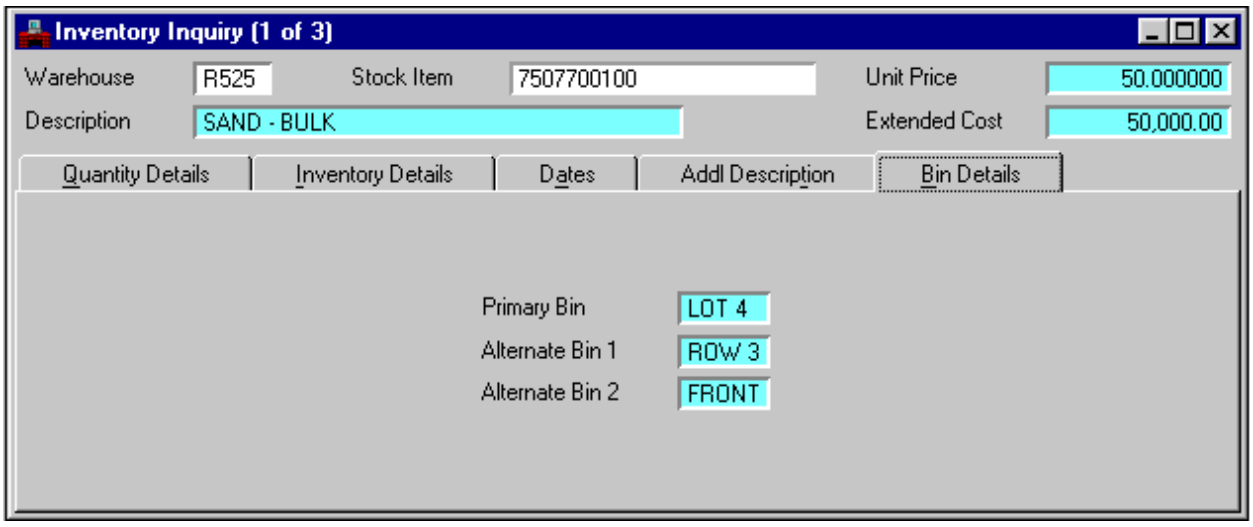


Field Name	Length	Definition
First Receipt	6	**Display Only.** The first date the stock item was received in this warehouse is displayed.
Last Issued	6	**Display Only.** The date of the last issue confirmation or over the counter issue processed for this stock item at this warehouse is displayed.

Last Ordered	6	**Display Only.** The date of the last purchase order placed for this stock item in this warehouse is displayed.
Last Transfer	6	**Display Only.** The date that the last Stock Transfer Issue (TI) document updated this window is displayed. This field is inferred from the Date of Record on the TI document.
Next Delivery	6	**Display Only.** The date the replenishment order for this stock item is expected to arrive at the warehouse is displayed.
Last Counted	6	**Display Only.** The date of the last physical inventory reconciliation for this stock item at this warehouse is displayed.



Field Name	Length	Definition
Long Description	60	Display Only. The text describing the stock item is displayed. This is inferred from the Inventory Inquiry (3 of 3) (INV3) table.



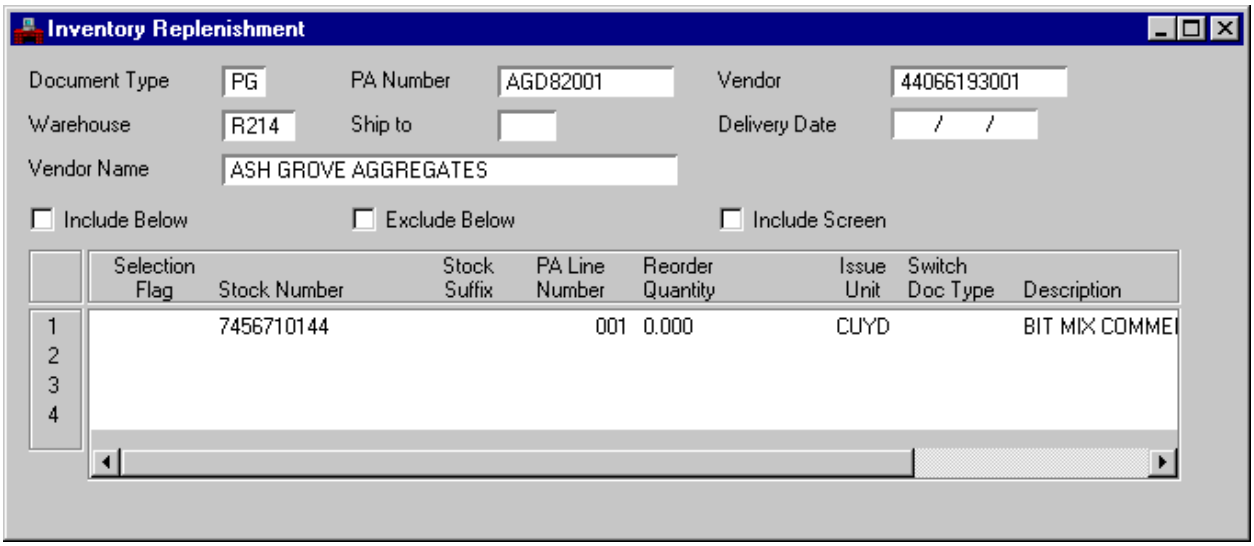
Field Name	Length	Definition
Primary Bin	5	**Display Only.** The location of the stock item in the warehouse is displayed.
Alternate Bin 1	5	**Display Only.** An alternate location of the stock item in the warehouse is displayed, if applicable.
Alternate Bin 2	5	**Display Only.** Another alternate location for the stock item in the warehouse is displayed, if applicable.

Inventory Replenishment (IREP)

Purpose

Inventory Replenishment (IREP) is used to select records for the Inventory Replenishment program. This program adds Requisition and Price Agreement (PG) documents to the Document Suspense File (SUSF). Records are added to this table by the Replenishment Review Report (IN90). Records are changed and deleted by the user.

IREP Coding Instructions



Field Name	Length	Definition
Document Type	2	**Input Optional.** Enter **RX** for a requisition or **PG** for a price agreement.
PA Number	11	**Input Optional.** For a Price Agreement (PG) document, the first commondity found on the Price Agreement by Commodity Inquiry (PABC) table will be picked. For a requisition document, enter spaces.
Vendor	11	**Input Optional.** Enter the first vendor associated with the price agreement for a Price Agreement (PG) document. For a Requisition document, leave blank.
Warehouse	4	**Input Optional.** Enter the warehouse from the Replenishment Review Report (IN90).
Ship To	3	**Input Optional.** Enter a valid shipping code. Refer to Shipping Address (SHIP) for valid values.
Delivery Date	6	**Input Optional.** Enter a valid date from Calendar Date (CLDT) that is greater than the current date.
Vendor Name	30	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2). Enter the vendor's name.

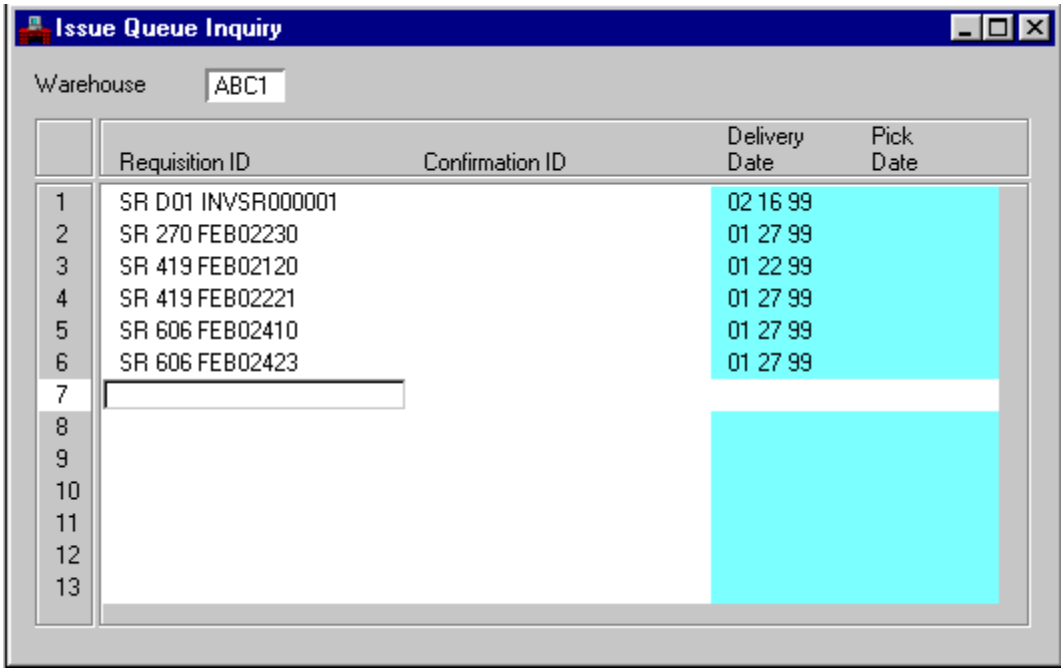
Include Below, Exclude Below, Include Screen	...	**Input Optional.** Default is blank. Select one of these checkboxes to indicate the type of selection desired. You can only select one of these checkboxes.
Selection Flag	1	**Input Optional.** If **Include Below** is selected, marking this field selects a record and all records following. If **Exclude Below** is selected, includes the selected record and all subsequent records are excluded. If **Include Screen** is selected, all records currently visible are selected.
Stock Number	14	**Input Optional.** Default infers the stock number from the Replenishment Review Report (IN90). Enter the stock number.
Stock Suffix	3	**Input Optional.** Default infers the stock suffix from the Replenishment Review Report (IN90). Enter the stock suffix.
PA Line Number	3	**Input Optional.** This field allows commodity codes to be used multiple times on a given price agreement.
Reorder Quantity	12	**Input Optional.** Enter the amount that is requested if the record is selected.
Issue Unit	4	**Input Optional.** Enter the unit of measure used for inventory and issue. Refer to Unit of Measure (UNIT) for valid values.
Switch Doc Type	1	**Input Optional.** When any character is entered into this field, the original record is deleted and the opposite transaction type is created. For example, if the user is currently working with a requisition and enters a character into this field, a Price Agreement (PG) document is created.
Description	30	**Input Optional.** Enter the descriptive information for the particular order or requisition created.

Issue Queue Inquiry (ISSQ)

Purpose

The Issue Queue Inquiry (ISSQ) table provides in-process information about all stock requisitions associated with the warehouse entered on the header line. For each of the related documents, the issue confirmation ID, the delivery date, and the pick date are displayed. Liens are added to this screen when Stock Requisition documents are accepted. The Confirmation ID field and the Pick Date field are updated when Pick and Issue documents are accepted. Lines are deleted when the Stock Issue Confirmation document is accepted.

ISSQ Coding Instructions



Field Name	Length	Definition
Warehouse	4	**Requires Input.** Enter the warehouse number referenced in the original requisition document.
Requisition ID	2.3.11	**Input Optional.** Enter the number of the Stock Requisition (SR) document.
Confirmation ID	2.3.11	**Input Optional.** Enter the number of the Stock Issue Confirmation (CI) created when the Pick and Issues (PI) document was printed for this requisition.

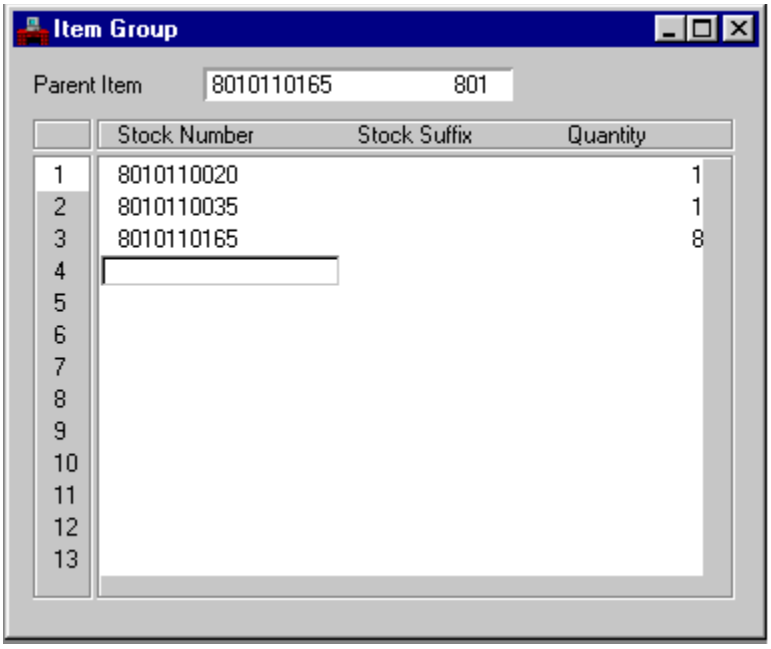
Delivery Date	6	**Display Only.** The requested delivery date from the requisition is displayed.
Pick Date	6	**Display Only.** The date when this requisition was printed on PI document is displayed.

Item Group (ITMG)

Purpose

Stock Item Groups are established on the Item Group (ITMG) table. This table specifies relationships between inventory items. Stock item groups allow users to request one item, the "parent", that consists of two or more stock items, the "children".

ITMG Coding Instructions



Field Name	Length	Definition
Parent Item	14	**Requires Input.** Enter the stock item code that is the designated "parent" item. Refer to the Inventory Inquiry (3 of 3) (INV3) table for valid codes.
Stock Number	14	**Requires Input.** Enter the stock item code of the child for this parent item. Refer to Inventory Inquiry (3 of 3)

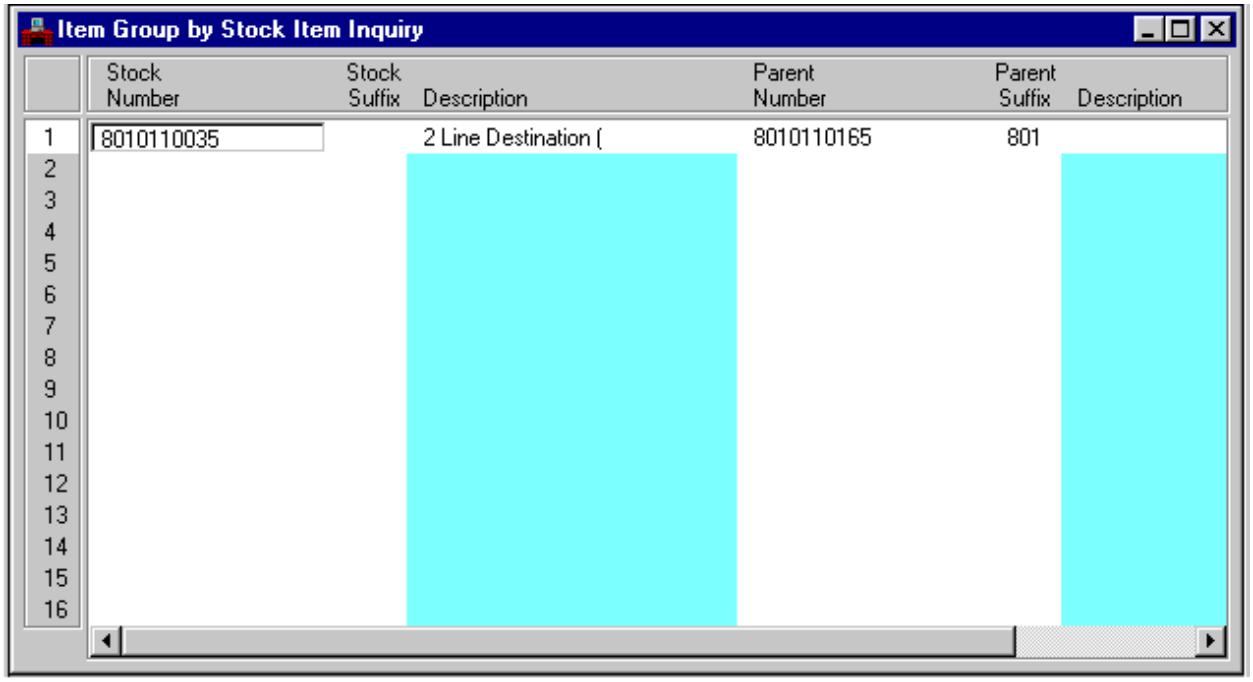
		(INV3) for valid values. There should be at least 2 children for each parent item.
Stock Suffix	3	**Input Optional.** Enter the stock suffix of the child for this group, if applicable. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes.
Quantity	12	**Requires Input.** Enter the number of "child" stock items issued for each parent item.

Item Group by Stock Item Inquiry (ITMS)

Purpose

The Item Group by Stock Item (ITMS) table is an alternate view of the Item Group (ITMG) table. This table allows users to view parent stock items and child stock items, along with their respective descriptions.

ITMS Coding Instructions



Field Name	Length	Definition

Stock Number	14	**Requires Input.** Enter the stock item number of the "child" item as defined on the Inventory Inquiry (3 of 3) (INV3) table.
Stock Suffix	3	**Input Optional.** Enter the stock suffix of the "child" item, if applicable.
Description	20	**Display Only.** A description of the "child" stock item is inferred from Inventory Inquiry (3 of 3) (INV3).
Parent Number	14	**Requires Input.** Enter the stock item number of the "parent" stock item as defined on Inventory Inquiry (3 of 3) (INV3).
Parent Suffix	3	**Input Optional.** Enter the stock suffix of the "parent" item, if applicable.
Description	20	**Display Only.** A description of the "parent" stock item is inferred from Inventory Inquiry (3 of 3) (INV3).

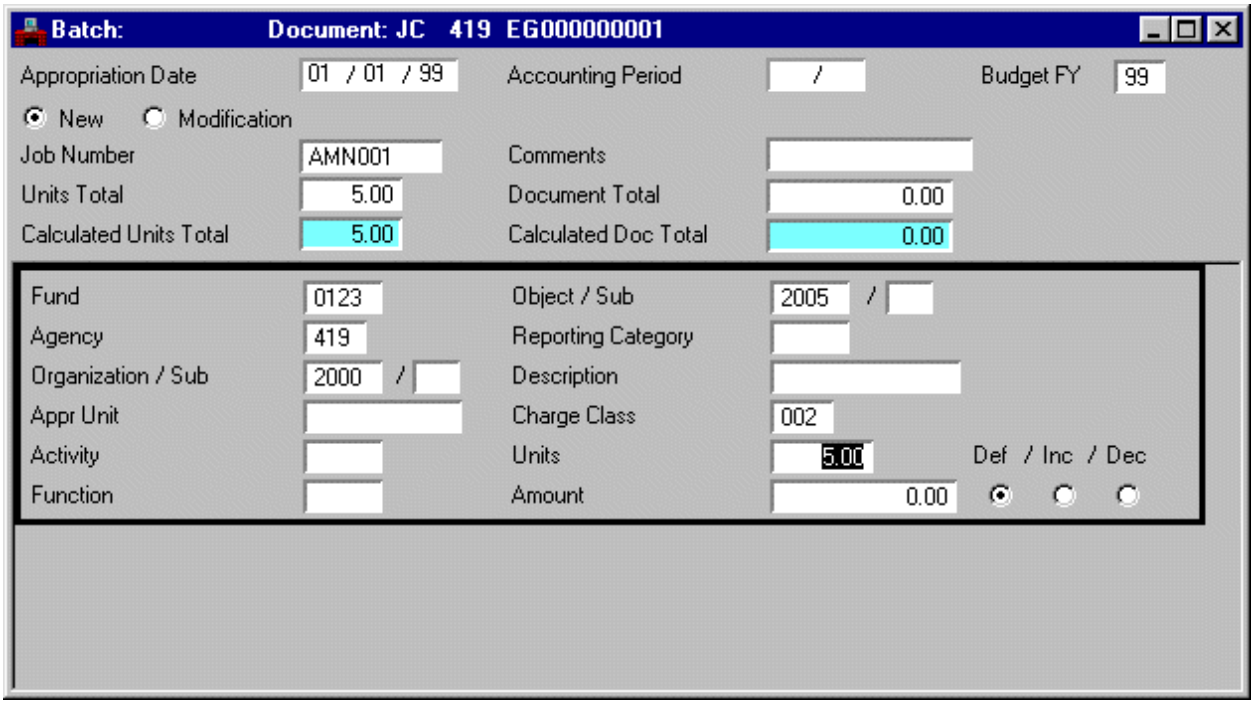
J

Job Charges (JC)

Purpose

The Job Charges (JC) document records non-accounting charges or billing adjustments to a job.

JC Coding Instructions



Field Name	Length	Definition
Appropriation Date	6	**Input Optional.** If you want to use a date other than the transaction date, enter the set-up date for this job. If left blank, this field defaults to the transaction date. Nothing will appear in this field when processing the document. You cannot enter a date *(mm dd yy)* that is before the set up date or after the expiration date of the job.
Accounting Period	4	**Input Optional.** If this JC document is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the approval date of the current accounting period. Nothing will appear in this field when processing the document. Enter only if you wish to change these transactions to a different period. You cannot enter future periods.
Budget FY	2	**Input Optional.** If this JC document is being processed during the lapse period, enter the desired open accounting period *(mm yy)*. You cannot enter

		future periods. If left blank, this field defaults to the current fiscal year.
New/Modification	NA	**Input Optional.** Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This JC document modifies the original JC by allowing you to change quantity of units or the dollar amount of existing charges. The accounting distribution codes can only be changed by decreasing the previously charged amount to zero. A new JC document is entered with the correct accounting distribution codes.
Job Number	8	**Requires Input.** Enter the number for this job. Refer to Job Inquiry (JOB2) table for valid codes. This job number will begin with the statewide agency identifier character for your agency. Refer to the Chart of Accounts Guide, Section I, Job Costing.
Comments	12	**Input Optional.** Enter any additional information about the document.
Units Total	4.2	**Input Optional.** If any units are entered on the document, enter the total units in this field. Enter the net sum of all units entered (that is, taking into account increases and decreases). Default equals **0**.
Document Total	11.2	**Input Optional.** If any amounts are entered on the document, enter the total document dollar amount in this field. Enter the net sum of all dollar amounts entered on the document. This field is not affected by the amounts computed from a charge class times units entry. Default equals **0**.
Calculated Units Total	4.2	**Display Only.** The system calculated total of all line units is displayed. Nothing will appear in this field when processing the document.

Calculated Doc Total	11.2	**Display Only.** The system calculated total of all line amounts is displayed. Nothing will appear in this field when processing the document.
Fund	4	**Input Optional.** If the **Account Distribution** billing option on Job Inquiry (JOB2) is **Multiple [M]**, enter the code for the appropriate **Fund**. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Input Optional.** If the Account Distribution billing option on Job Inquiry (JOB2) is **Multiple [M]**, enter the code for the appropriate **Agency**. Refer to Agency Index (AGCY) table for valid codes.
Organization (Org/Sub)	4	**Input Optional.** Enter the code for the appropriate **Organization**. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a **Sub-Organization** or an agency chooses to use a **Sub-Organization**, enter the code for the appropriate **Sub-Organization**. Refer to Sub-Organization (SORG) table for valid codes.
Appropriation Unit	9	**Input Optional.** Enter the code for the applicable **Appropriation**. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an **Activity** or an agency chooses to use an **Activity**, enter the code for the appropriate **Activity**. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate **Function**. Refer to Function (FUNC) table for valid codes.

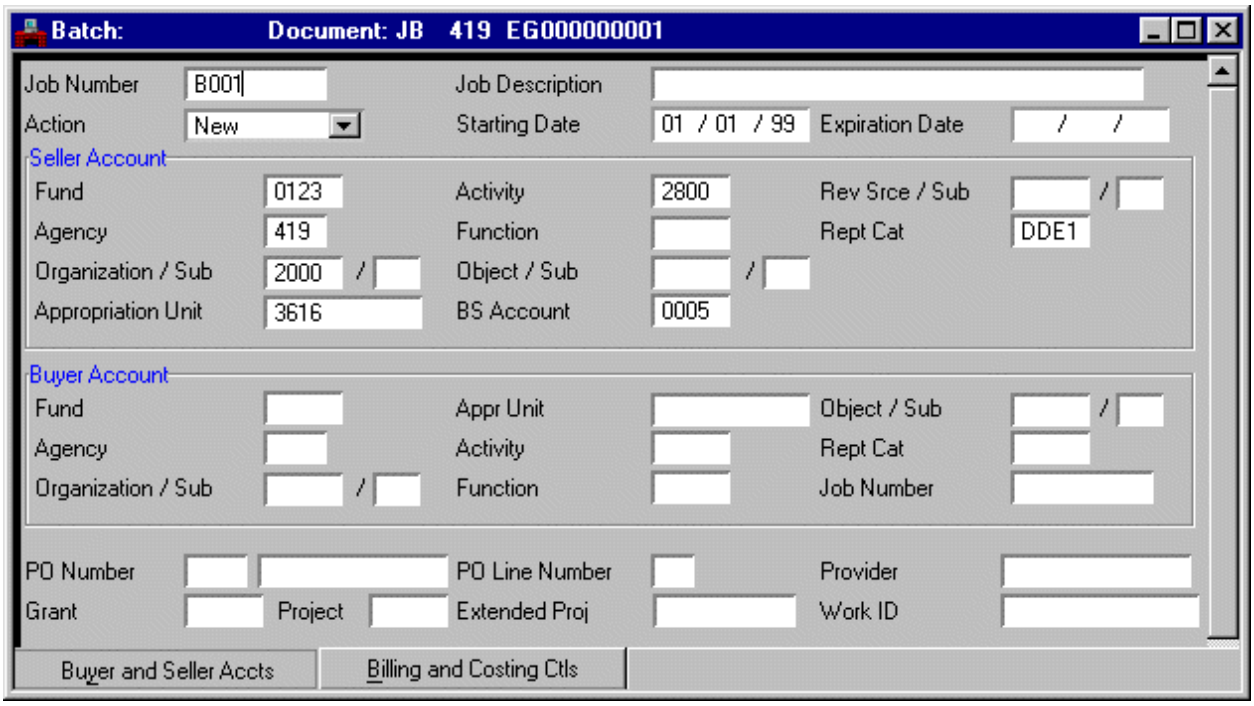
Object (Obj/Sub)	4	**Input Optional.** If charge class is NOT entered, enter the code for the appropriate **Object**. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2	**Input Optional.** If **Object** is entered, it is optional to enter the code for the appropriate **Sub-Object**. Refer to Sub-Object (SOBJ) table for valid codes.
Reporting Category	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate **Report Category** code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table for valid codes.
Description	11	**Input Optional.** Enter informational text about this line.
Charge Class	3	**Input Optional.** If object is NOT entered, enter the code for the appropriate **Charge Class**. Refer to Charge Class (CHRG) table for valid codes.
Units	4.2	**Input Optional.** If **Charge Class** is entered and **Amount** is blank, enter the code for the appropriate **Units**. Enter the number of units *(nnnnn.nn)* that this transaction affects.
Amount	11.2	**Input Optional.** If a **Charge Class** and **Units** are both blank, enter the code for the appropriate **Amount**. If entered, this amount will override the amount computed based on the charge class times units. On a modification, the amount is the amount of increase or decrease, not the total amount to be charged.
Def/Inc/Dec	NA	**Input Optional.** If it is a modification transaction, select either **Increase (Inc)** or **Decrease (Dec)** must be selected. Defaults to **Default (Def)**.

Job Control (JB)

Purpose

The Job Control (JB) document adds a new job to the system, changes the basic information about the job, or closes an existing job.

JB Coding Instructions



Field Name	Length	Definition
		Requires Input. Enter a unique code for a new entry, or an existing job number for an adjustment or closing entry.
Job Number	8	Identify the statewide agency identifier character for your agency. Refer to the Chart of Accounts Guide, Section I, Job Costing. Assign the remaining seven digits based on the numbering scheme developed for your agency. The same job number cannot be used more than once within the same agency.
Job Description	30	**Input Optional.** Enter up to thirty characters of informational text.
Action	NA	**Requires Input.** Valid values are: • **New [N]** - Sets up a new job on Job Inquiry (JOB2).

		• **Modification [M]** - Modifies information on Job Inquiry (JOB2). • **Close [C]** - Sets the expiration date to the transaction (current) date and closes the job. • **Bill [B]** - Indicates that a job with a billing cycle equal to **End of Job [E]** has ended and is ready to receive a bill.
Starting Date	2	**Requires Input.** Enter the starting date *(mm dd yy)* of the job.
Expiration Date	2	**Input Optional.** Enter the date in the **Expiration Date** field if it is known. Leave the date blank if the expiration date is unknown. This is the date the job will be closed. Once an **Expiration Date** is entered, charges to the job will not be allowed past the **Expiration Date**. Closed jobs are purged from the job system one-month after they were closed. You can add or change this field on a modification transaction; and leave this field blank on a closing transaction. The lapse period should be considered when setting the **Expiration Date** for jobs that cross fiscal periods. The **Expiration Date** should be set at the end of the lapse period to include all charges that may be incurred during the lapse period. When **Action** is **Close [C]**, the system takes the transaction date as the expiration date. If the expiration date field is blank when a JB document with an Action type of Close is entered, the system takes the transaction date of the Close transaction as the expiration date. If a job is closed before its expiration date, the expiration date is changed to the closing date.
Fund	4	**Input Optional.** Seller Accounting Distribution. If **Job Cost** is **Internal [I]** or **External [E], enter the**

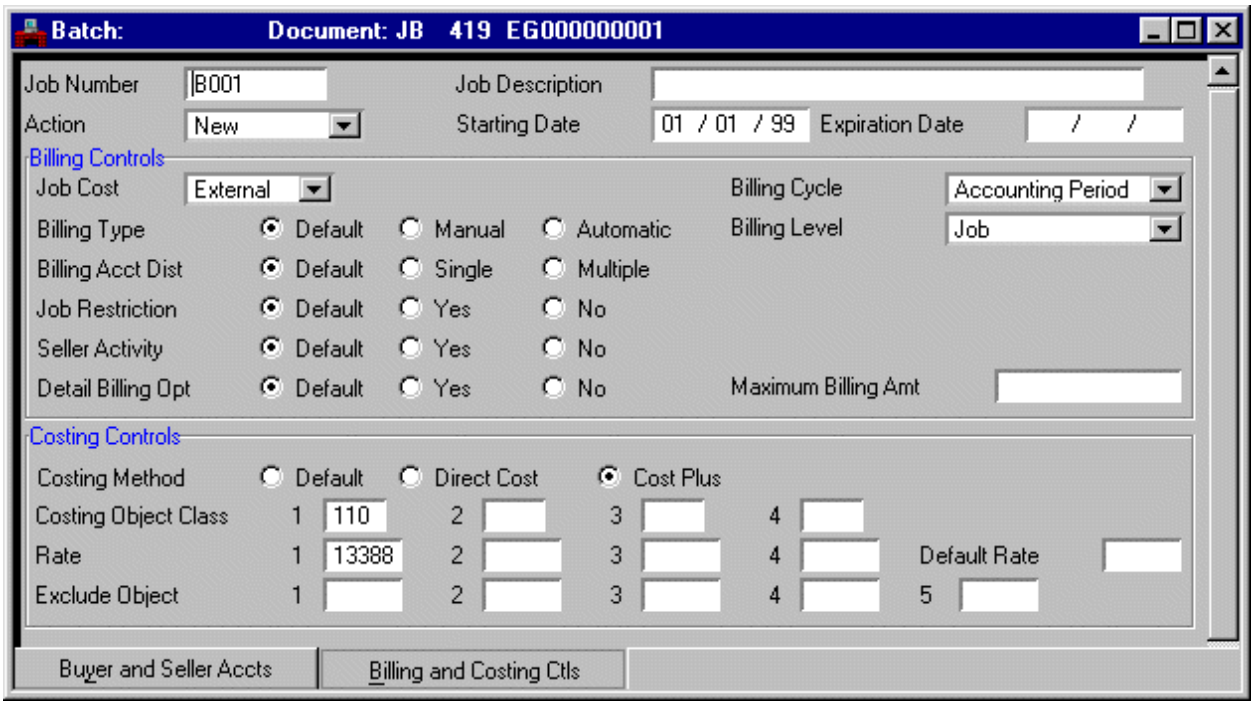
		appropriate Fund code. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Input Optional.** Seller Accounting Distribution. If **Job Cost** is **Internal [I]** or **External [E]**, enter the appropriate **Agency code**. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4	**Input Optional.** Seller Accounting Distribution. Enter the appropriate **Organization** code for Internal and External jobs. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** Seller Accounting Distribution. If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appropriation Unit	9	**Input Optional.** Seller Accounting Distribution. Enter the code for the applicable **Appropriation**. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional.** Seller Accounting Distribution. If the control option on Fund Agency (FGY2) table requires the use of an **Activity** or an agency chooses to use an **Activity**, enter the appropriate **Activity** code. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Seller Accounting Distribution. Enter the code for the appropriate **Function**. Refer to Function (FUNC) table for valid codes.
Object (Obj/Sub)	4	**Input Optional.** Seller Accounting Distribution. If **Revenue Source** is blank, enter the appropriate **Object** code. The object must belong to

		an object group defined as **RE** (reimbursable). Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2	**Input Optional.** Seller Accounting Distribution. If the control option on the **Expense Budget** line requires the use of a **Sub-Object** or an agency chooses to use a **Sub-Object**, enter the appropriate **Sub-Object** code. Refer to Sub-Object (SOBJ) table for valid codes.
BS Account	4	**Input Optional.** Seller Accounting Distribution. If the balance sheet account is entered, ensure that has an account type of **01** (asset). Refer to Balance Sheet Account Balance (BBAL) table for valid codes.
Revenue Source (Rev Srce/Sub)	4	**Input Optional.** Seller Accounting Distribution. If **Object** is blank, enter the appropriate **Revenue Source** code. Refer to Revenue Source Index (RSRC) table for valid codes. Note: If **Automatic Billing** is selected, **Revenue Source** must be entered.
Sub-Revenue Source (Rev Srce/Sub)	2	**Input Optional.** Seller Accounting Distribution. **Sub-Revenue Source** is required if **Sub-Revenue Source Required** is **Yes [Y]** on Revenue Source (RSR2). Optional otherwise. See Sub-Revenue Source (SREV) for valid values.
Report Category	4	**Input Optional.** Seller Accounting Distribution. If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table for valid codes.
Fund	4	Leave the **Fund** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Agency	3	Leave the **Agency** field blank. The State of Missouri will not use the Buyer Accounting Distribution

		because all **Internal** billings are through manual billing.
Organization (Org/Sub)	4	Leave the **Organization** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Sub-Organization (Org/Sub)	2	Leave the **Sub-Organization** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Appropriation Unit	9	Leave the **Appropriation** Unit field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Activity	4	Leave the **Activity** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Function	4	Leave the **Function** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Object (Obj/Sub)	4	Leave the **Object** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Sub-Object (Obj/Sub)	2	Leave the **Sub-Object** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
Report Category	4	Leave the **Report Category** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.

Job Number	8	Leave the **Job Number** field blank. The State of Missouri will not use the Buyer Accounting Distribution because all **Internal** billings are through manual billing.
PO Number	14	**Input Optional.** If a purchase order is referenced by this job, enter the appropriate **PO Number** code. For modification transactions, an asterisk (*) in this field removes this reference from the job. Fill out the **PO Number Field & PO Line Number** field by referencing to PO number on Quick Decentralized Purchase Order (PDQ), Quick Price Agreement (PGQ), Simplified Service Contract (SCS), Total Cost Purchase Order (PCT), or Quick Centralized Purchase Order (PCQ) document if a purchase order is referenced by this job. (Three (3) position agency prefix number and eleven (11) position PO Number)
PO Line Number	2	**Input Optional.** Refer to Open Purchase Order Header Inquiry (OPOH) and Open Purchase Order Account Line Inquiry (OPPL) tables for valid codes.
Provider	11	**Input Optional.** Enter customer number in the **Provider** field if the **Job Cost** is **External [E]** and **Automatic** billing is used. Refer to Provider (PROV) table for valid codes. The **Provider/Customer** number will be verified against the PROV/CUS2 tables. If the **Provider/Customer** number is not known at the time of establishing a job, it may be entered on a modification transaction later.
Grant	4	Leave the **Grant** field blank. The State of Missouri will not use Grant code because the Federal Aid Management Subsystem is implemented.
Project	4	Leave the **Project** field blank. The State of Missouri does not use baseline Project because the Extended

		Project Accounting and Project Billing Subsystems are implemented.
Extended Project	8	**Input Optional.** If **Job Cost** is **Other [O]** or **External [E]**, enter the appropriate **Project** code. Enter the project for which costs are accumulated if job roll-up is determined.



Field Name	Length	Definition
		Input Optional. Defaults to **Default [blank]**. Once entered, the job type cannot be changed. Valid values are: • **Default [blank]** - These jobs were set to the default. All jobs must be coded as External to use the Automatic Billing feature in the State of Missouri. Refer to the policy section of the Job Costing Functional Area. • **Internal [I]** - These are jobs where one unit within the entity provides services billable to
Job Cost	NA	

		another unit within the entity. The seller is identified by revenue accounting distribution and the buyer by an expenditure accounting distribution. All jobs must be coded as External to use the Automatic Billing feature in the State of Missouri. Refer to the policy section of the Job Costing Functional Area. • **External [E]** - These are jobs where a unit of the entity incurs costs billable to an outsider. The seller is identified by revenue accounting distribution, and the buyer or customer by a provider code. All jobs must be coded as External to use the Automatic Billing feature in the State of Missouri. Refer to the policy section of the Job Costing Functional Area. • **Other [O]** - These jobs are used for collecting costs and are not identified with a specific internal or external buyer. You may, however, associate them with a grant or project number.
Billing Cycle	NA	**Input Optional.** Defaults to **Default [blank]**. Indicates how the system should select charge transactions for job billing. Valid values are: • **Default [blank]** • **Date Range [D]** - The acceptance date of the transaction falls on or within the user specified date range. • Accounting Period [P] - The accounting period of the transaction equals the user specified accounting period. • End of Job [E] - The bill is sent when a transaction with a Bill [B] action is entered.
Billing Type	NA	**Input Optional.** Defaults to **Default [blank]**. Valid values are:

		• **Manual [M]** - If **Job Cost** is **Other [O]**, you *MUST* select this value. The State of Missouri requires that all **Internal** jobs use **Manual** billing type. If Automatic billing is desired for an **Internal** customer, the job must be set up as an **External** Job Cost type with a **Provider (Customer)** number indicated in the **Provider** information and the **RE** will be automatically generated. Refer to *Accounts Receivable Internal Receivables Detail Procedures*. • **Automatic [A]** - the State of Missouri requires that only **External** jobs use **Automatic** billing type. If **Job Cost** is **External [E]**, Receivable documents are generated and posted at month end. All jobs must be coded as External to use the **Automatic Billing** feature in the State of Missouri.
Billing Level	NA	**Input Optional.** Defaults to **Default [blank]**. Determines when a new receivable document is generated. Valid values are: • **Default [blank]** • Provider [C] - All jobs with the same provider are accumulated on one transaction. • **Grant [G]** - All jobs with the same provider/grant combination are accumulated on one transaction. The State of Missouri will not use the Grant option. • **Project [P]** - All jobs with the same provider/project combination are accumulated on one transaction. • **Job [J]** - Each job is on separate transactions. Default equals **Job [J]**.

Billing Acct Dist	NA	**Input Optional.** Defaults to **Default [blank]**. Determines how to derive the billing account distribution. Valid values are: • **Single [S]** - The Billing Account Distribution is derived from the Job Inquiry (JOB2) seller distribution. Default equals **Single [S]**. The revenue distribution fields will be taken from the seller distribution in JOB3 for all charge and payment transactions. • **Multiple [M]** - The Billing Account Distribution is derived from the charge transactions. The document type will determine how the accounting information is inferred. o For expense transactions, the seller revenue distribution is taken from Job Inquiry (1 of 2) (JOB2). o For revenue transactions, the revenue and sub-revenue sources are taken from the referenced transaction.
Job Restriction	NA	**Input Optional.** Defaults to **Default [blank].** If a restriction on job charge is required, select **Yes** for the field. If set to **Yes [Y]**, agency/organization combinations must be valid on Job Organization (JORG).
Seller Activity	NA	**Input Optional.** Defaults to **Default [blank]**. If set to **Yes [Y]**, the activity on accounting transactions with a job number is inferred from the seller accounting distribution on the Job Inquiry (JOB2) screen rather than from Organization (ORG2). When the seller accounting distribution has a blank activity, the activity is then inferred from Organization (ORG2).

Detail Billing Opt	NA	**Input Optional.** Defaults to **Default [blank]**. Determines how the billing account lines are summarized. The valid values are: • **Yes [Y]** - Billing account lines are summarized to the charge class/object level. • **No [N]** - Billing account lines are summarized to the revenue source level.
Maximum Billing Amt	11.2	**Input Optional.** If the automatic billing is used, enter the appropriate amount. Fully loaded costs are billed up to this limit and then stopped. For manual billing, billings in excess of this amount are accepted but are flagged with a warning message. This amount is used as a reference job cost estimate. If this field is left blank, no billing occurs.
Costing Method	NA	**Input Optional.** Defaults to **Default [blank]**. Valid values are: • **Direct Cost [D]** - For this costing method, full cost equals direct costs for the entire job. [Default equals **Direct Cost [D]**]. • **Cost Plus [P]** - This costing method allows you to specify which overhead rates are automatically applied to some or all expenditures associated with the job. Full cost on reports reflect direct cost plus these overhead costs.
Costing Object Class (1)	3	**Input Optional.** If costing method is **Direct Cost [D]**, leave this field blank; otherwise, this field is optional. You can specify up to four object classes with associated overhead rates. If an object class is specified, then you must also specify a corresponding rate *(n.nnnn)*.
Costing Object Class (2)	3	**Input Optional.** Costing Object Class

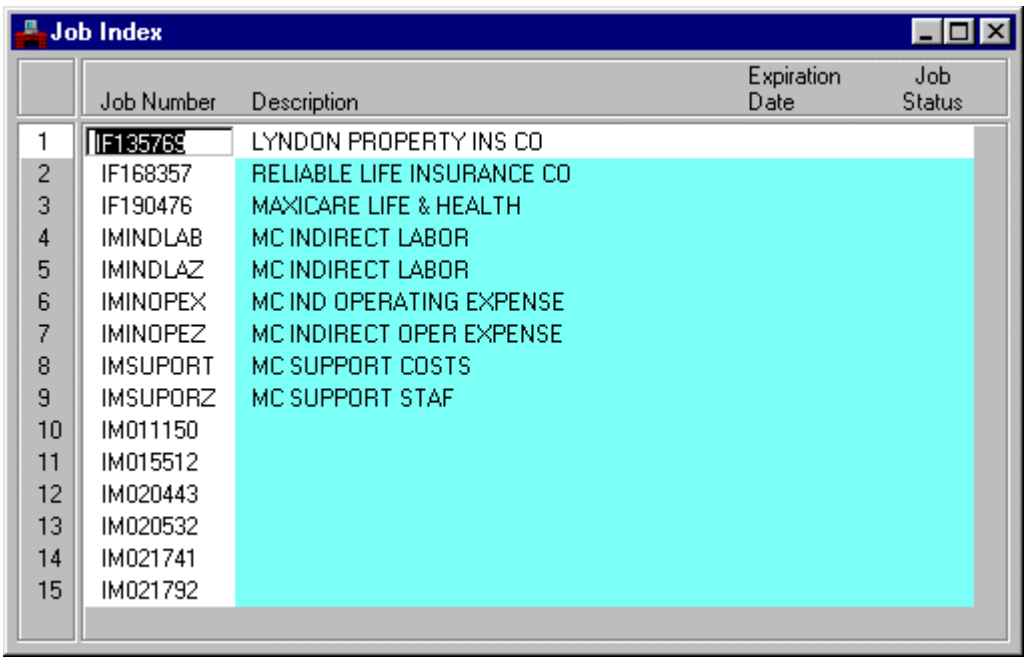
Costing Object Class (3)	3	**Input Optional.** Costing Object Class
Costing Object Class (4)	3	**Input Optional.** Costing Object Class
Rate (1)	1.4	**Input Optional.** If costing method is **Direct Cost [D]**, leave this field blank; otherwise, this field is optional. You can specify up to four object classes with associated overhead rates. If an object class is specified, then you must also specify a corresponding rate *(n.nnnn)*.
Rate (2)	1.4	**Input Optional.** Costing Rate
Rate (3)	1.4	**Input Optional.** Costing Rate
Rate (4)	1.4	**Input Optional.** Costing Rate
Default Rate	1.4	**Input Optional.** Default is **1.000**. If costing method is **Direct Cost [D]**, leave blank; otherwise, this field is optional. Enter the default rate for all accounting transactions that do not fall into one of the object classes entered above. Example- "11500" would equal 115% which would generate a 15% overhead rate.
Exclude Objects (1)	4	**Input Optional.** If there are objects that need to be excluded from billing, specify up to five object codes that should not be not included in billings. Charges for these object codes are included in the full cost computations. On the Job Billing Report (J001), these object codes are included in the direct charge amount and the full cost amount but are not included in the billable amount. For automatic billings, the billable amount is used on the automatically generated receivable document.
Exclude Objects (2)	4	**Input Optional.** Exclude Object
Exclude Objects (3)	4	**Input Optional.** Exclude Object
Exclude Objects (4)	4	**Input Optional.** Exclude Object
Exclude Objects (5)	4	**Input Optional.** Exclude Object

Job Index (JOBT)

Purpose

Job Index (JOBT) stores summary level information about a job. This window is maintained as a result of Job Control (JB) documents processed by the system. Job Inquiry (JOB2, JOB3) store current period according to the job setup and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) and the various accounting transactions that apply charges or receipts to jobs.

JOBT Coding Instructions



Field Name	Length	Definition
Job Number	8	**Requires Input.** Enter the unique number that identifies the job upon which you are inquiring.
Description	30	**Display Only.** A description of the job is displayed.
Expiration Date	6	**Display Only.** For active jobs, the date when the job is closed for charging purposes is displayed. For closed jobs, the date when the job was closed is displayed. If a job is closed before its expiration date, the expiration date is changed to the closing date.

Job Status	NA	**Display Only.** If **C** (closed) is displayed, this job expired in the previous period. Otherwise this field is blank.

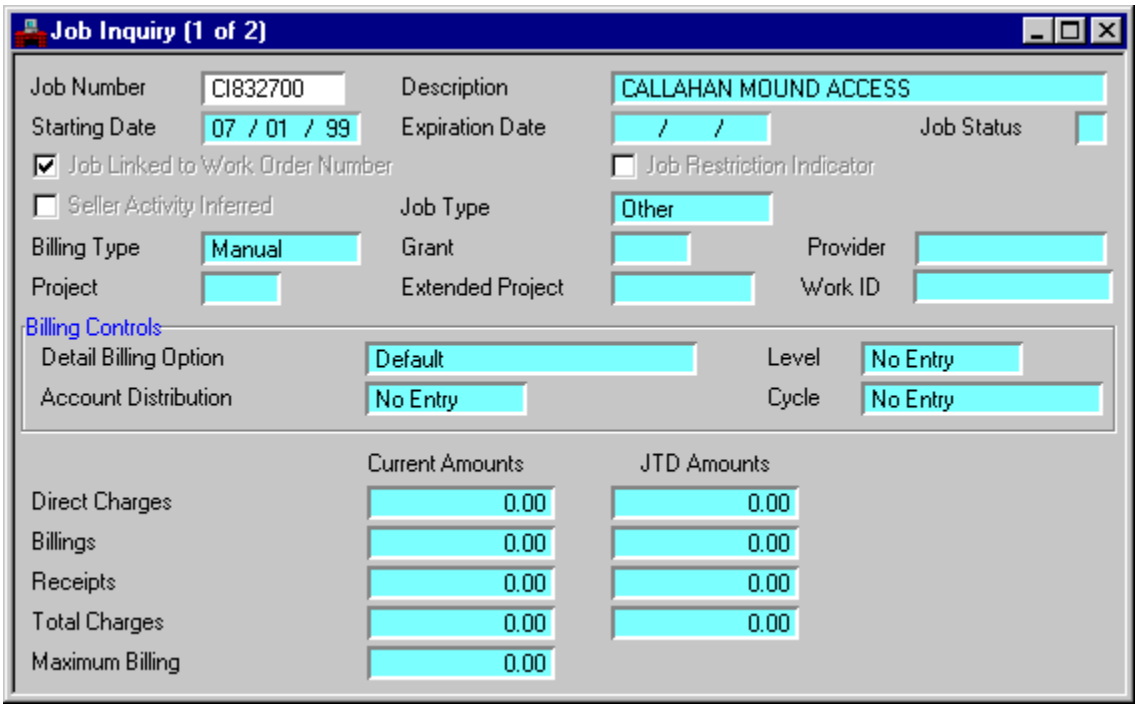
Job Inquiry (JOB2)

Purpose

Job Inquiry (JOB2 and JOB3) windows contain all descriptive and summary level information about a job. The information in these windows is maintained by the system as a result of the Job Control (JB) documents processed by the system. Lines are added to these windows (JOB2 and JOB3) when new jobs recorded on Job Control (JB) documents are accepted. Lines are updated by modifications submitted on a Job Control (JB) document.

Job Inquiry (JOB2 and JOB3) also store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) documents and the various accounting documents that apply charges or receipts to jobs. These windows display one line entry for each open job. Closed jobs remain available for viewing until one month after they are closed. At that time, they are purged from the database by the Job Summarization and Purging program run by the SDC.

JOB2 Coding Instructions



Field Name	Length	Definition
Job Number	8	**Requires Input.** Enter the unique number that identifies the job upon which you are inquiring.
Description	30	**Display Only.** Descriptive text about the job is displayed.
Starting Date	2.0	**Display Only.** The date *(mm dd yy)* when the job was started is displayed.
Expiration Date	6.0	**Display Only.** For active jobs, the date when the job is closed for charging purposes is displayed. For closed jobs, the date when the job was closed is displayed. If a job is closed before its expiration date, the expiration date is changed to the closing date.
Job Status	NA	**Display Only.** If **C** (closed) is displayed, this job expired in the previous period. Otherwise this field is blank.
Job Linked to Work Order Number	NA	**Display Only.** If selected, this entry was created directly through the work table itself; if cleared, this table entry was created by a Job Control (JB) document.
Job Restriction Indicator	NA	**Display Only.** If selected, the job is restricted to certain agencies and organization recorded on Job Organization (JORG).
Seller Activity Inferred	NA	**Display Only.** If selected, the activity is inferred from the seller's activity; if cleared, it is inferred from Organization (ORG2).
Job Type	NA	**Display Only.** One of the following values is displayed: • **Internal [I]** - These are jobs where one unit within the entity provides services billable to another unit within the entity. The seller is identified by revenue accounting distribution and the buyer by an expenditure accounting

		distribution. All jobs must be coded as External to use the Automatic Billing feature in the State of Missouri. Refer to the policy section of the Job Costing Functional Area. • **External [E]** - These are jobs where a unit of the entity incurs costs billable to an outsider. The seller is identified by revenue accounting distribution, and the buyer or customer by a provider code. All jobs must be coded as External to use the Automatic Billing feature in the State of Missouri. Refer to the policy section of the Job Costing Functional Area. • **Other [O]** - These jobs are used for collecting costs and are not identified with a specific internal or external buyer. You may, however, associate them with a grant or project number.
Billing Type	NA	**Display Only.** One of the following values is displayed: • **Manual [M]** - Manual preparation and entry of the payment voucher and/or invoice documents is required. • **Automatic [A]** - The system will automatically generate Receivable documents and enter them into the accounting system.
Grant	4	**Display Only.** The grant for which costs are accumulated or external type job is displayed. Not applicable in the State of Missouri.
Provider	11	**Display Only.** The **Provider** code assigned to a customer for an **External** type job is displayed.
Project	4	**Display Only.** The project for which costs are accumulated or external type job is displayed. Baseline Projects are not being used and is not applicable in the State of Missouri.

Extended Project	8	**Display Only.** The project for which costs are accumulated or external type job is displayed.
Detail Billing Option	NA	**Display Only.** This field determines how the billing account distributions are summarized. One of the following values is displayed: • **Charge Class/Object Level [Y]** - Billing account lines are summarized to the charge class/object level. • **Revenue Source Level [N]** - Billing account lines are summarized to the revenue source level. • **Default [blank]**
Level	NA	**Display Only.** Determines when a receivable document is generated. One of the following values is displayed: • **Provider [C]** - All jobs with the same provider are accumulated on one document. • **Grant [G]** - All jobs with the same provider/grant combination are accumulated on one document. • **Project [P]** - All jobs with the same provider/project combination are accumulated on one document. • **Job [J]** - All jobs are on separate documents.
Account Distribution	NA	**Display Only.** Determines how to derive the billing account Distribution. One of the following values is displayed: • **Single [S]** - The billing account distribution is derived from the Job Inquiry (JOB2) seller distribution.

		• **Multiple [M]** - The billing account distribution is derived from the charge documents. • **No Entry [blank]** - Revenue source is inferred from Charge Class (CHRG) for Job Charges (JC) documents and from the Job Inquiry (JOB2) seller distribution for expense and receipt documents.
Cycle	NA	**Display Only.** Indicates how charge documents are selected for job billing. One of the following values is displayed: • **Date Range [D]** - The acceptance date of the document falls on or within a user-specified date range. • **Accounting Period [P]** - The accounting period of the document equals a user-specified accounting period. • **End of Job [E]** - The document should be selected at the end of the Billing Cycle job.
Direct Charges (Current Amounts)	14.2	**Display Only.** The current billing period total for all natural costs accumulated by the job is displayed.
Direct Charges (JTD Amounts)	14.2	**Display Only.** The job-to-date total for all natural costs accumulated by the job is displayed.
Billings (Current Amounts)	14.2	**Display Only.** The current billing period billable amount (full costs) accumulated by the job is displayed.
Billings (JTD Amounts)	14.2	**Display Only.** The job-to-date billable amount (full costs) accumulated by the job is displayed.
Receipts (Current Amounts)	14.2	**Display Only.** The amount of the current billing period cash receipts collected for the job is displayed.
Receipts (JTD Amounts)	14.2	**Display Only.** The amount of the job-to-date cash receipts collected for the job is displayed.

Total Charges (Current Amounts)	14.2	**Display Only.** The total of all direct and indirect costs accumulated by the job for the current billing period is displayed.
Total Charges (JTD Amounts)	14.2	**Display Only.** The total of all direct and indirect costs accumulated by the job since the inception of the job is displayed.
Maximum Billing (Current Amounts)	14.2	**Display Only.** The maximum amount that may be billed against the job as specified on the Job Control (JB) document is displayed.

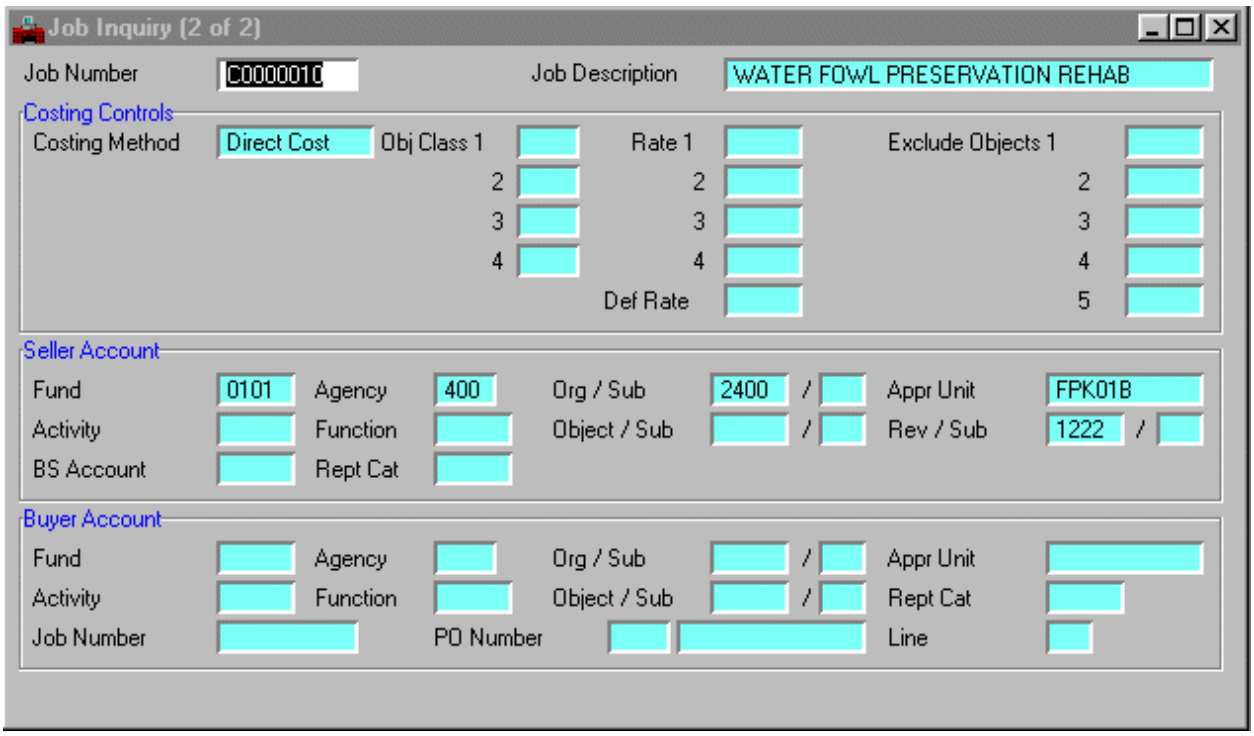
Job Inquiry (JOB3)

Purpose

Job Inquiry (JOB2 and JOB3) windows contain all descriptive and summary level information about a job. The information in these windows is maintained by the system as a result of the Job Control (JB) documents processed by the system. Lines are added to these windows (JOB2 and JOB3) when new jobs recorded on Job Control (JB) documents are accepted. Lines are updated by modifications submitted on a Job Control (JB) document.

Job Inquiry (JOB2 and JOB3) also store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) documents and the various accounting documents that apply charges or receipts to jobs. These windows display one line entry for each open job. Closed jobs remain available for viewing until one month after they are closed. At that time, they are purged from the database by the Job Summarization and Purging program run by SDC.

JOB3 Coding Instructions



Field Name	Length	Definition
Job Number	8	**Requires Input.** Enter the unique number that identifies the job upon which you are inquiring.
Job Description	30	**Display Only.** Descriptive text about the job is displayed.
Costing Method	NA	**Display Only.** For more information on the costing methods, see the *User's Guide*. One of the following values is displayed: • **Direct Cost [D]** • **Cost Plus [P]**
Obj Class (1), Rate (1)	3	**Display Only.** For the cost plus costing method, up to four overhead rates are displayed for four different object class codes. The rates are expressed in four decimal places; that is, 14000 means 1.4000 times cost, or 40% over cost.
Obj Class (2), Rate (2)	3	**Display Only.** Object Class Code

Obj Class (3), Rate (3)	3	**Display Only.** Object Class Code
Obj Class (4), Rate (4)	3	**Display Only.** Object Class Code
Obj Class (1), Rate (1)	1.4	**Display Only.** For the cost plus costing method, up to four overhead rates are displayed for four different object class codes. The rates are expressed in four decimal places; that is, 14000 means 1.4000 times cost, or 40% over cost.
Obj Class (2), Rate (2)	1.4	**Display Only.** Overhead Rate
Obj Class (3), Rate (3)	1.4	**Display Only.** Overhead Rate
Obj Class (4), Rate (4)	1.4	**Display Only.** Overhead Rate
Def Rate	1.4	**Display Only.** For the cost plus costing method, the default rate for object classes not covered by the special rates described above is displayed.
Exclude Objects (1)	4	**Display Only.** The object codes that are excluded from billing as specified on the Job Control (JB) document are displayed.
Exclude Objects (2)	1.4	**Display Only.** Excluded Object Code
Exclude Objects (3)	4	**Display Only.** Excluded Object Code
Exclude Objects (4)	4	**Display Only.** Excluded Object Code
Exclude Objects (5)	4	**Display Only.** Excluded Object Code
Fund	4	**Display Only.** The accounting distribution against which the seller wishes to record revenue from the job is displayed. It also identifies organizational responsibility for the job.
Agency	3	**Display Only.** Seller Accounting Distribution
Organization (Org/Sub)	4	**Display Only.** Seller Accounting Distribution
Sub-Organization (Org/Sub)	2	**Display Only.** Seller Accounting Distribution

Appropriation Unit	9	**Display Only.** Seller Accounting Distribution
Appropriation Unit	9	**Display Only.** Seller Accounting Distribution
Activity	4	**Display Only.** Seller Accounting Distribution
Function	4	**Display Only.** Seller Accounting Distribution
Object (Obj/Sub)	4	**Display Only.** Seller Accounting Distribution
Sub-Object (Obj/Sub)	2	**Display Only.** Seller Accounting Distribution
Revenue (Rev/Sub)	4	**Display Only.** Seller Accounting Distribution
Sub-Revenue (Rev/Sub)	2	**Display Only.** Seller Accounting Distribution
BS Account	4	**Display Only.** Seller Accounting Distribution
Report Category	4	**Display Only.** Seller Accounting Distribution
Fund	4	**Display Only.** The accounting distribution used to record the purchaser's expense for the job is displayed. It is only allowed on internal type jobs, and it may include the purchase order that originally encumbered the cost of services.
Agency	3	**Display Only.** Buyer Accounting Distribution
Organization (Org/Sub)	4	**Display Only.** Buyer Accounting Distribution
Sub-Organization (Org/Sub)	2	**Display Only.** Buyer Accounting Distribution
Appropriation Unit	9	**Display Only.** Buyer Accounting Distribution
Activity	4	**Display Only.** Buyer Accounting Distribution
Function	4	**Display Only.** Buyer Accounting Distribution
Object (Obj/Sub)	4	**Display Only.** Buyer Accounting Distribution
Sub-Object (Obj/Sub)	2	**Display Only.** Buyer Accounting Distribution
Report Category	4	**Display Only.** Buyer Accounting Distribution
Job Number	8	**Display Only.** Buyer Accounting Distribution

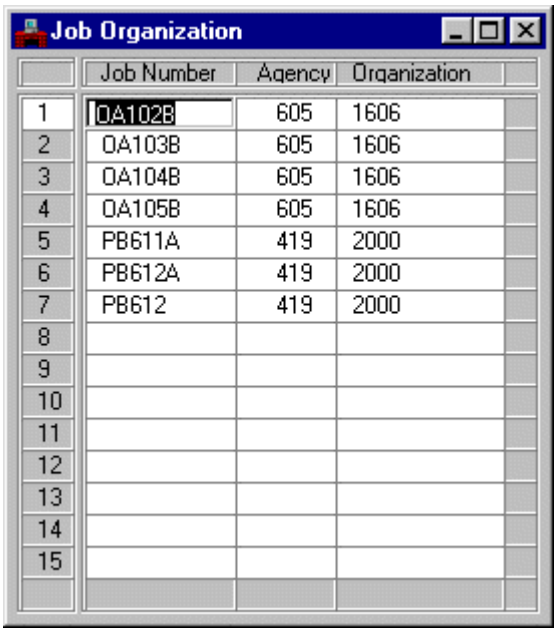
PO Number	3	**Display Only.** Buyer Accounting Distribution
PO Number	11	**Display Only.** Buyer Accounting Distribution
Line	2	**Display Only.** Buyer Accounting Distribution

Job Organization (JORG)

Purpose

Job Organization (JORG) defines valid combinations of agency and organization codes by job number. If a job number is listed on this window, only the agency and organization whose codes are associated with the job number can change it. The **Job Restriction** indicator on the Job Control (JB) document controls enforcement of this restriction. If **Job Restriction** is Yes [Y], when documents with a job number are entered, the information in this window is checked for a valid job number, agency, and organization combination. If a job number is listed on this window and its Job Restriction is No [N], it can be charged by any accounting distribution.

JORG Coding Instructions



Field Name	Length	Definition

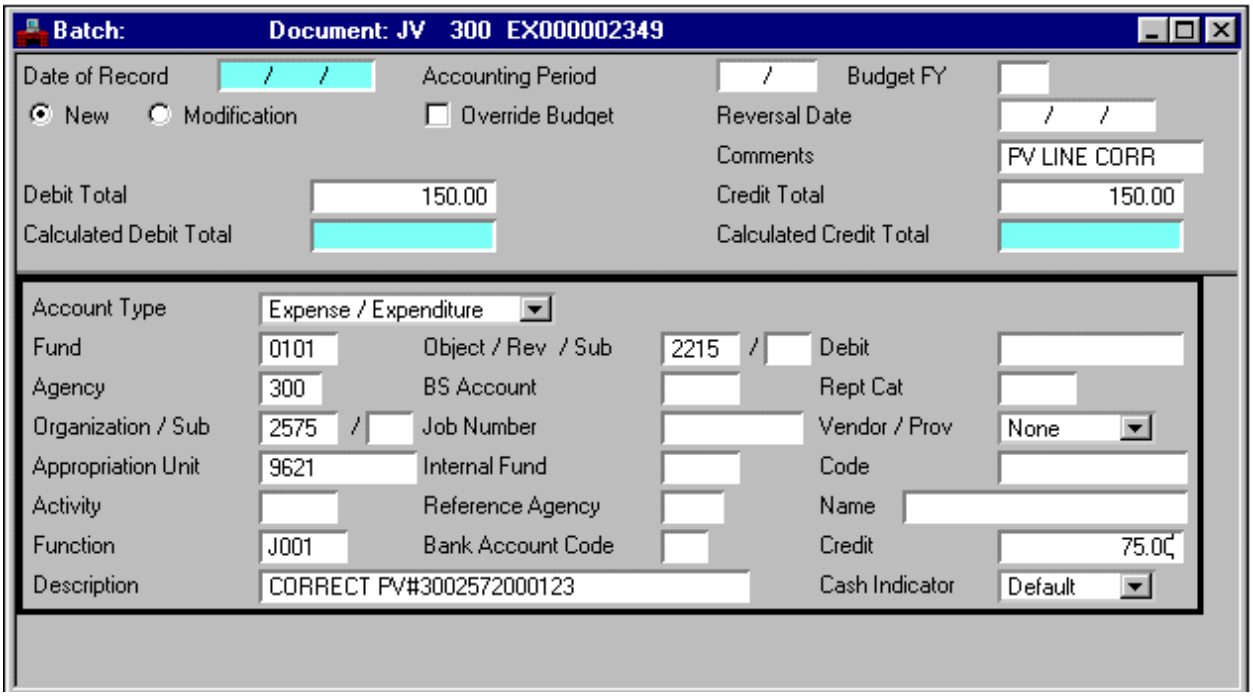
Job Number	8	**Requires Input.** Enter the job number for which you wish to enforce agency and organization control. Refer to Job Index (JOBT) table for valid codes.
Agency	3	**Requires Input.** Enter the agency to which this job number is restricted. Refer to Agency Index (AGCY) table for valid codes.
Organization	4	**Requires Input.** Enter the organization to which this job number is restricted. Refer to Organization Index (ORGN) table for valid codes.

Journal Voucher (JV)

Purpose

The Journal Voucher (JV) Document records new accounting transactions and adjustments or reclassifications to previously recorded accounting transactions. Journal Vouchers are specific transactions used to record certain types of entries in SAM II. For most documents, SAM II determines and creates the offsetting debit or credit entries. For Journal Vouchers, users must provide all accounting distribution information for both the debit and credit side of each transaction. Journal Vouchers are subject to the same edits for revenues and expenditures as other documents, including budget availability, and post to the appropriate ledgers and tables.

JV Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only.** Default is the date the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Input Optional.** If this JV is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. If left blank, nothing will appear in this field when processing the document.
Budget FY	2	**Input Optional.** If this JV is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. Enter an open year that is not a future fiscal year. If left blank, this field defaults to the current fiscal year and nothing will appear when processing the document.
Budget FY	2	**Input Optional.** If this JV is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. Enter an open year that is not a future fiscal year. If left blank, this field defaults to the

		current fiscal year and nothing will appear when processing the document.
New/Modification		**Input Optional. Enter New.** Valid selections are: • **New** – This is a new document (new entry). • **Modification** – This JV modifies the original JV by allowing you to add lines or change the dollar amount of existing lines. • **If left blank** defaults to **New**.
Override Budget		**Display Only.** Default is blank. Use of this field is prohibited in the State of Missouri.
Reversal Date	6	**Input Optional. Leave Blank.** Enter only if you want this journal voucher automatically reversed. Enter the date *(mm dd yy)* when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be **E**.
Comments	12	**Input Optional.** Enter a descriptive note about this document.
Debit Total	11.2	**Requires Input.** Enter the total amount of the debit lines on this document. This field must equal **Credit Total** or the document is rejected.
Credit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on this document. This field must equal **Debit Total** or the document is rejected.
Calculated Debit Total	11.2	**Display Only.** The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	11.2	**Display Only.** The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.

Account Type		**Requires Input.** Select the account type associated with this line on the Journal Voucher. Valid values are: • Asset [01] • Liability [02] • Fund Balance [03] • Asset Offset to Expenses (Depreciation) [11] • **Encumbrance [21]** (Not currently used on a JV) • Expense/Expenditure [22] • Expenditure [23] • **Expense [24]** (Not currently used in the State of Missouri) • Revenue [31] • **Revenue Transfer [39]** (Not currently used in the State of Missouri)
Fund	4	**Requires Input.** Enter the fund associated with this line. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Leave blank if recording to a balance sheet account. Enter the agency associated with this line. Refer to Agency Index (AGCY) table for valid codes.
Organization (Org/Sub)	4	**Input Optional.** Leave blank if recording to a balance sheet account. Required if recording to an object or revenue source. Refer Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** Enter the sub-organization (if desired) to be used on this line. Refer to Sub-Organization (SORG) table for valid codes.
Appropriation Unit	9	**Input Optional.** Leave blank if recording to a balance sheet account. Required if recording to an object. Required for Extended Budgeting when

		the **Appropriation Control Option** on Fund Index (FUND) is **C** (full control) or **P** (presence control), and when the transaction is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the transaction. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional.** Leave blank if recording to a balance sheet account. Enter the activity code (if used by your agency) to be used on this line. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Leave blank if recording to a balance sheet account. Enter the function code (if used by your agency) to be used on this line. Refer to Function (FUNC) table for valid codes.
Description	25	**Input Optional.** Enter a description for this journal voucher line.
Object/Revenue (Obj/Rev/Sub)	4	**Input Optional.** Leave blank if recording to a balance sheet account. Enter the object associated with this line or the revenue source. Refer to Object Index (OBJT) or Revenue Source Index (RSRC) table for valid codes.
Sub-Object/Sub-Revenue (Obj/Rev/Sub)	2	**Input Optional.**Sub-Object (SOBJ) or Sub-Revenue Source (SREV) tables for valid codes.
BS Account	4	**Input Optional.** Enter the balance sheet account associated with this line. Refer to Balance Sheet Account Index (BACC) table for valid codes. Note: Required if the Journal Voucher (JV) document records the recognition of revenue which had earlier been deferred.
Job Number	8	**Input Optional.** Enter the job number associated with this journal voucher. Refer to Job Index (JOBT) table for valid codes. The first digit of this number must be the

		agency identifier. Refer to Chart of Accounts, Section I.
Internal Fund	4	**Not Applicable.** This field will not be used in Missouri.
Reference Agency	3	**Not Applicable.** This field will not be used in Missouri.
Bank Account Code	2	**Input Optional.** Leave blank unless the balance sheet account on this line is a cash account. Required if correcting a bank code on a Cash Receipt (CR) or Quick Cash Receipt (CRQ) or Manual Warrant (MW). Also required on a non-appropriated transfer from or to a non-state fund. Refer to Bank Account (BANK) table for valid codes.
Debit	11.2	**Input Optional.** If this line is to be debited, enter the debit amount.
Report Category	4	**Input Optional.** Enter the reporting category associated with this line. Refer to Reporting Category (RPTG) table for valid codes.
Vendor/Provider	1	**Input Optional. [V] Required** if an object is coded on the line, otherwise leave blank. The State has selected **Vendor Name** is **Required [Y]** on System Control Options (SOP2), which requires a vendor code to be input with an object. Valid values are: • Vendor [V] • **Provider/(Customer) [P]** (Note: The State of Missouri uses the Advanced Receivables subsystem and the associated Customer Information (1 of 2) (CUST) and Customer Information (2 of 2) (CUS2) tables rather than the Provider (PROV) table.) • **Quantity [Q]** (Not currently used) • None [N] • Default is **None [blank]**

Code	11	**Input Optional. Required** if [V], [P] or [Q] entered in Vendor/Provider field. Enter the vendor or provider (customer) code associated with this line. If vendor [V] or provider [P], value entered in **Code** is validated against the Vendor (1 of 3) (VEN2) or Provider (PROV). Refer to Vendor Index (VEND) or Provider (PROV) table for valid codes.
Name	17	**Defaulted.** Default is inferred from Vendor (1 of 3) (VEN2) or Customer Information (1 of 2) (CUST) depending on the value in **Code**. If code is left blank, user can input the name of the vendor or provider (customer) for reference purposes.
Credit	11.2	**Input Optional.** If this line is to be credited, enter the credit amount.
Cash Indicator	1	**Input Optional.** Required for accounting lines which contain a reporting category code. Valid values are: • **Yes [Y]** - This document updates the Collected fields on Agency Federal Aid Inquiry (AGFA) and Agency Project Inquiry (AGPR). • **No [N]** - This document updates the Accrued fields on Agency Federal Aid Inquiry (AGFA) and Agency Project Inquiry (AGPR).

JV Prefixes

Below is a listing of all JV prefixes used in SAM II.

JV Prefix	Prefix Users	Usage
AC	Division of Accounting use only	Current fiscal Annual Close adjustments
CR	Agencies in Jefferson City	Cash Receipt corrections

CRQ	Agencies outside Jefferson City	Quick Cash Receipt corrections
DORCX	Division of Accounting use only	Department of Revenue Check Cancellations
DRA	All agencies	To record deferred revenue recognition
DSSCX	Division of Accounting use only	Department of Social Services Check Cancellations
DT	All agencies	To record debt transfer
EX	All agencies	Accounts Payable and Expense/Expenditure corrections
FA	All agencies	Fixed Asset document related adjustments
IAB	All agencies	Current fiscal year Interagency Billing adjustments
LIAB	Conservation	Performance Security Deposit adjustments
PRD	System Generated	Reverses funds on a P1 vendor payment
PRF	System Generated	Payroll Fringe Benefit Distribution JV's from HR interface
PRL	System Generated	Payroll Labor Distribution JV's from HR interface
PRN	Division of Accounting use only	Negative P1 adjustments to a contingency appropriation
PRO	System Generated	MODOT overtime premium allocations adjustment documents
PRR	System Generated	Payroll PRL reversals due to PACC change
PYAC	Division of Accounting use only	Prior fiscal year Annual Close adjustments
PYE	All agencies	Prior fiscal year expenditure/accounts payable adjustments

PYEF	All agencies	Immediately preceding fiscal year adjustments for Fixed Asset adjustments with a related expenditure in immediately preceding fiscal year
PYFA	All agencies	Fixed Asset adjustments for prior fiscal years with no related expenditure correction
PYI	All agencies	Prior fiscal year adjustments for Interagency Billings
PYR	All agencies	Prior year revenue correctionss
RT	Division of Accounting use only	Payroll corrections not effecting the HR system
STOCX	State Treasurer's Office only	Check Cancellation adjustments
STOMIT	State Treasurer's Office only	Missouri Investment Trust adjustments
STOPSF	State Treasurer's Office only	Public School Fund adjustments
TAX	Department of Revenue	F Series adjustments for refunds from the DOR legacy system
WIC	Department of Health & Senior Services	Women, Infants and Children program reimbursement adjustments

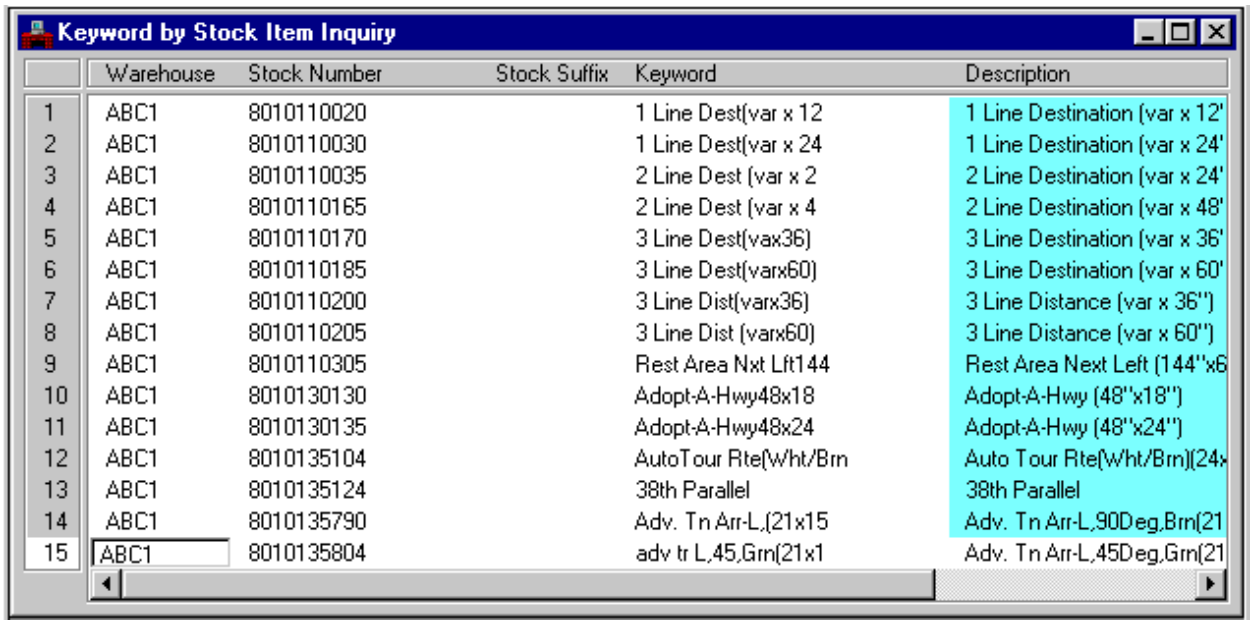
K

Keyword by Stock Item Inquiry (KYWD)

Purpose

The Keyword by Stock Item Inquiry (KYWD) table is an alternate view of Inventory by Keyword (INKY). It allows the user to view inventory data by warehouse, stock item, and keyword.

KYWD Coding Instructions



Field Name	Length	Definition
Warehouse	4	**Requires Input**. Enter the warehouse where this stock item is stored. Refer to the Warehouse Management (WHS2) table for valid codes.
Stock Number	14	**Requires Input.** Enter the stock item code as defined on the Inventory Inquiry (3 of 3) (INV3) table.
Stock Suffix	3	**Input Optional**. Enter the suffix for the stock item identified above, if applicable.
Keyword	20	**Requires Input**. Enter a short item name that describes the characteristics of the item, such as a keyword.
Description	20	**Display Only**. A description of the stock item is displayed.

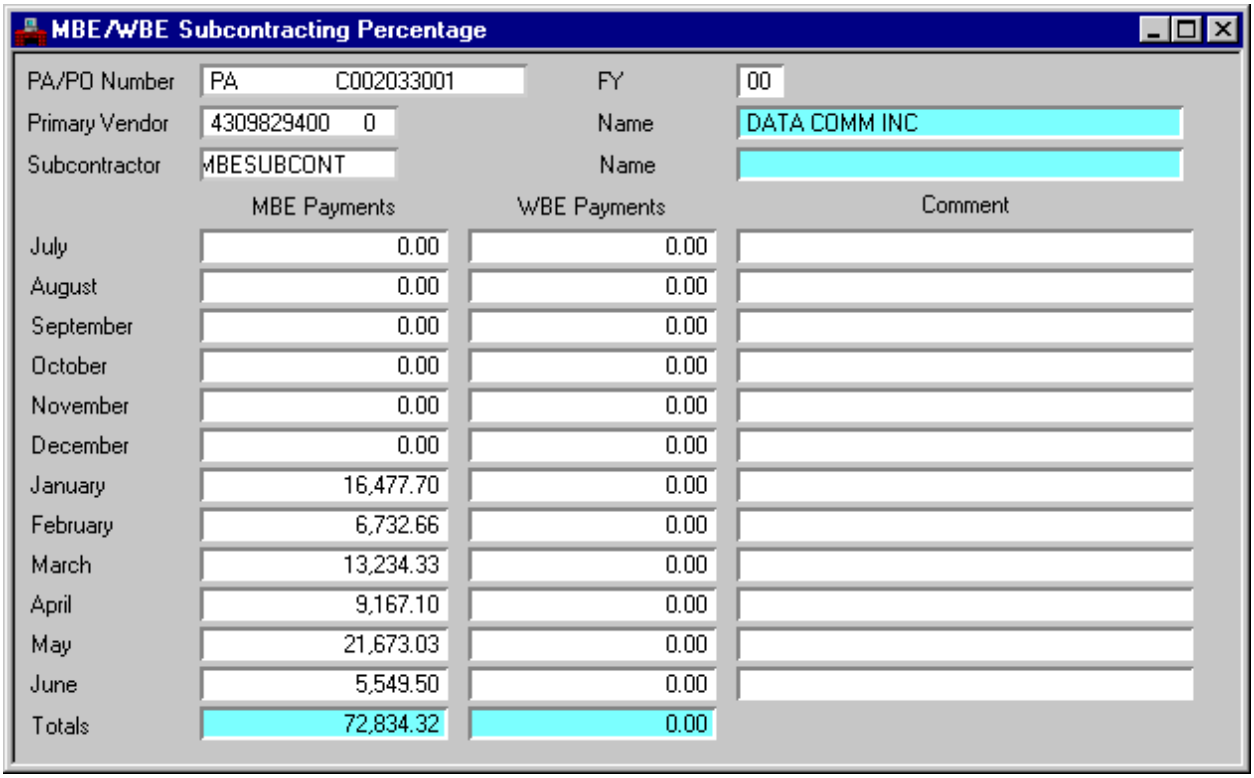
M

MBE/WBE Subcontracting Percentage (MWBE)

Purpose

The purpose of this table is to record Minority Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE) subcontractors payments as reported to the Office of Administration, Division of Purchasing and Materials Management by the primary contractor. The information captured by this table will be used to produce MBE/WBE expenditure reports.

MWBE Coding Instructions



Field Name	Length	Definition
PA/PO Number	16	**Requires Input.** Enter the price agreement number or the purchase order number. If entering a price agreement number, enter “PA” in the first position, leave the second position blank, and enter the price agreement number in the third position. If entering a purchase order number, enter the transaction code (PC, PD, SC) in the first position, the

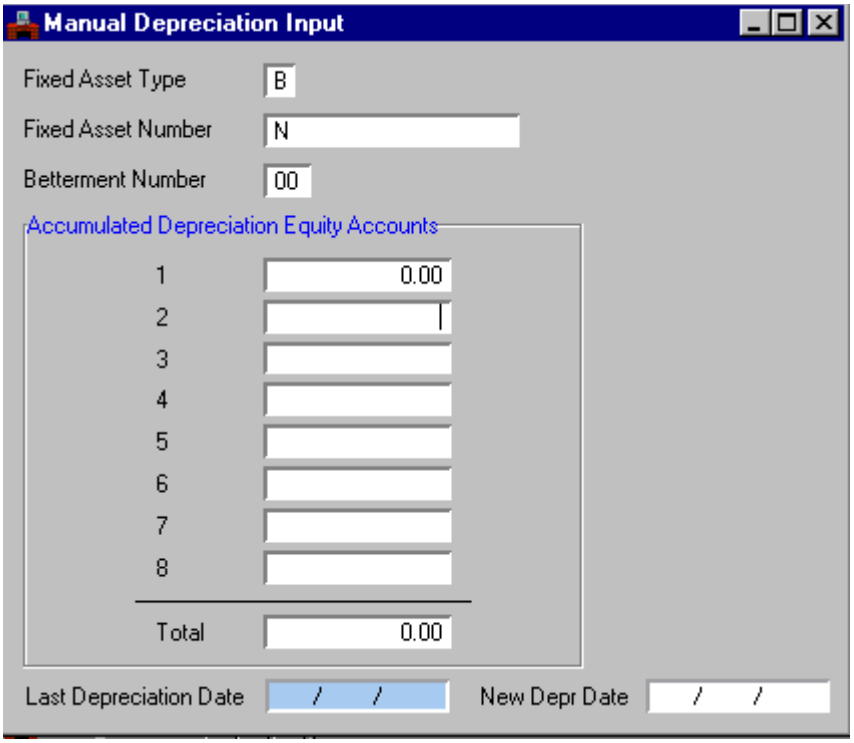
		agency code in the second position, and remainder of the purchase order number in the third position.
FY	2	**Requires Input.** Enter the fiscal year for which you will be entering data.
Primary Vendor	11	**Requires Input.** Enter the vendor code for the vendor to whom the price agreement or purchase order has been awarded.
Name	30	**Display Only.** Displays the name of the primary vendor.
Subcontractor	11	**Requires Input.** Enter the vendor code for the subcontractor. This vendor must be a certified Minority Business Enterprise (MBE) or a certified Woman-Owned Business Enterprise (WBE).
Name	30	**Display Only.** Displays the name of the subcontractor vendor.
MBE Payments (each month)	14	**Input Optional.** If the primary vendor has reported payments to the MBE subcontractor, enter the amount of the payment in the month for which the payment is reported.
WBE Payments(each month)	14	**Input Optional.** If the primary vendor has reported payments to the WBE subcontractor, enter the amount of the payment in the month for which the payment is reported.
Comment (each month)	30	**Input Optional.** A brief comment concerning the subcontractor payment may be entered if desired.
MBE Payments (Totals)	19	**Display Only.** Displays a fiscal year-to-date total for payments entered in each month of the fiscal year.
WBE Payments (Totals)	19	**Display Only.** Displays a fiscal year-to-date total for payments entered in each month of the fiscal year.

Manual Depreciation Input (MDEP)

Purpose

Manual Depreciation Input (MDEP) is used to enter depreciation data for a fixed asset. You can manually enter data into this window; however, it is accepted only if Depreciation Method is MC (manually computed) on Fixed Asset Summary Inquiry (FAS1) for the specified asset. (Will need to process a FC document to change the method to MC). If information is entered on this window and Depreciation Method is any other value, an error message appears. Input the fixed asset type, number, and betterment number. Hit Browse. This will bring up the accumulated depreciation and the last depreciation date. The new amount entered MUST equal zero, or it will not be accepted by the system.

MDEP Coding Instructions



Field Name	Length	Definition
Fixed Asset Type	1.0	**Requires Input.** Enter the type of asset (such as, land or building).
Fixed Asset Number	15.0	**Requires Input.** Enter the fixed asset number of the asset that is being depreciated.

Betterment Number	2.0	**Requires Input.** Enter the number of the altered betterment. If the change was performed on the fixed asset itself, enter 00.
Accumulated Depreciation Equity Accounts 1-8	14.0	**Requires Input.** These fields display the accumulated depreciation. The new amount entered must equal zero.
Total	14.0	**Requires Input.** Total of the accumulated depreciation for all equity accounts.
Last Depreciation Date	8.0	**Display Only.** Defaults to the date of the last depreciation update.
New Depr Date	8.0	**Requires Input.** Enter the current date or effective date (mm dd ccyy). Must be later than the Last Depreciation Date, but cannot use current date if needing to process new FC document the same day. In that case, use one day prior to current date.

Manual Warrant (MW)

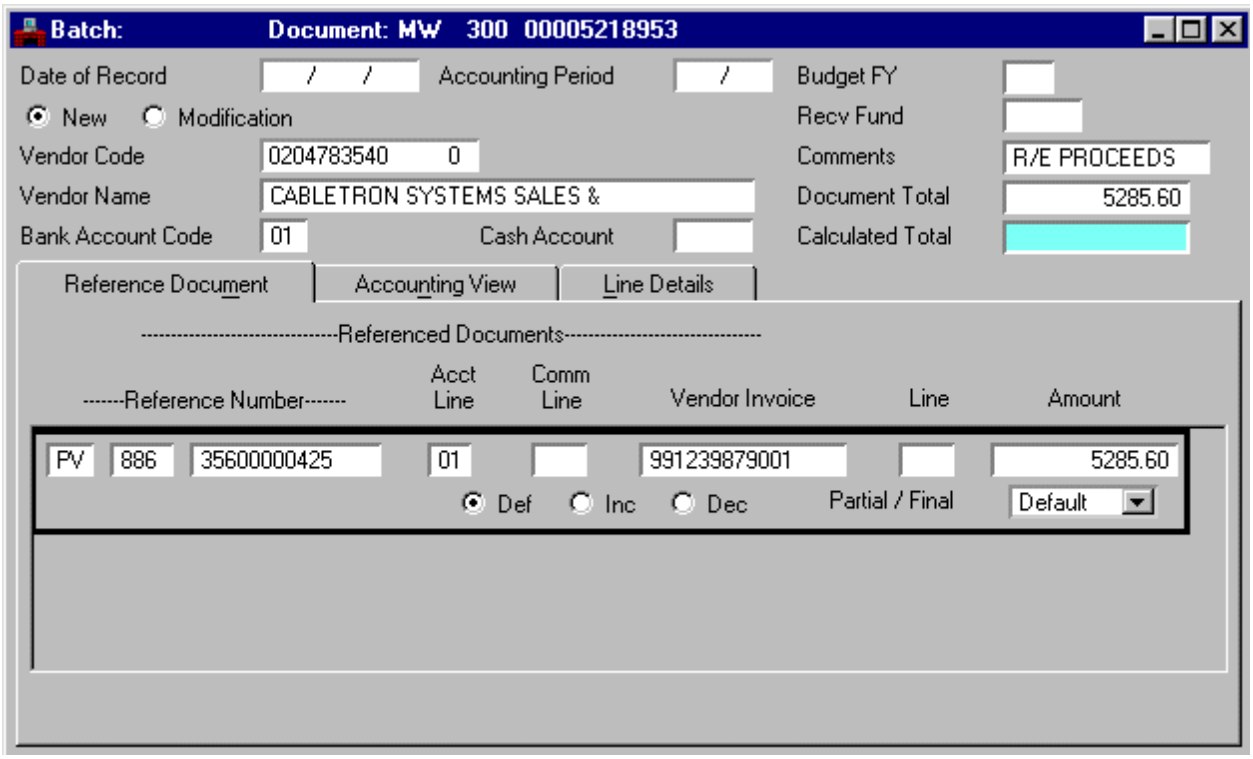
Purpose

A Manual Warrant (MW) document records manually written checks. It allows you to reference prior documents (requisition, purchase order, or payment voucher documents).

The Manual Warrant (MW) document will be used on an emergency basis to issue an on-demand check. The agency requesting the manual warrant must first obtain the approval of the Office of Administration Central Accounting Supervisor. The agency will then submit a MW paper form and supporting documentation. The document number should be left blank on the MW, as it will be the check number that is assigned by OA.

A manual warrant can be the first (and therefore only) document in the obligation chain. Usually, however, the manual warrant is preceded by purchase orders or payment vouchers. The manual warrant closes the referenced payment voucher, halting the check writing procedures for that payment voucher. (Note: If the manual warrant is written for a partial amount, then the auto disbursement process will proceed using the remaining outstanding balance.)

MW Coding Instructions

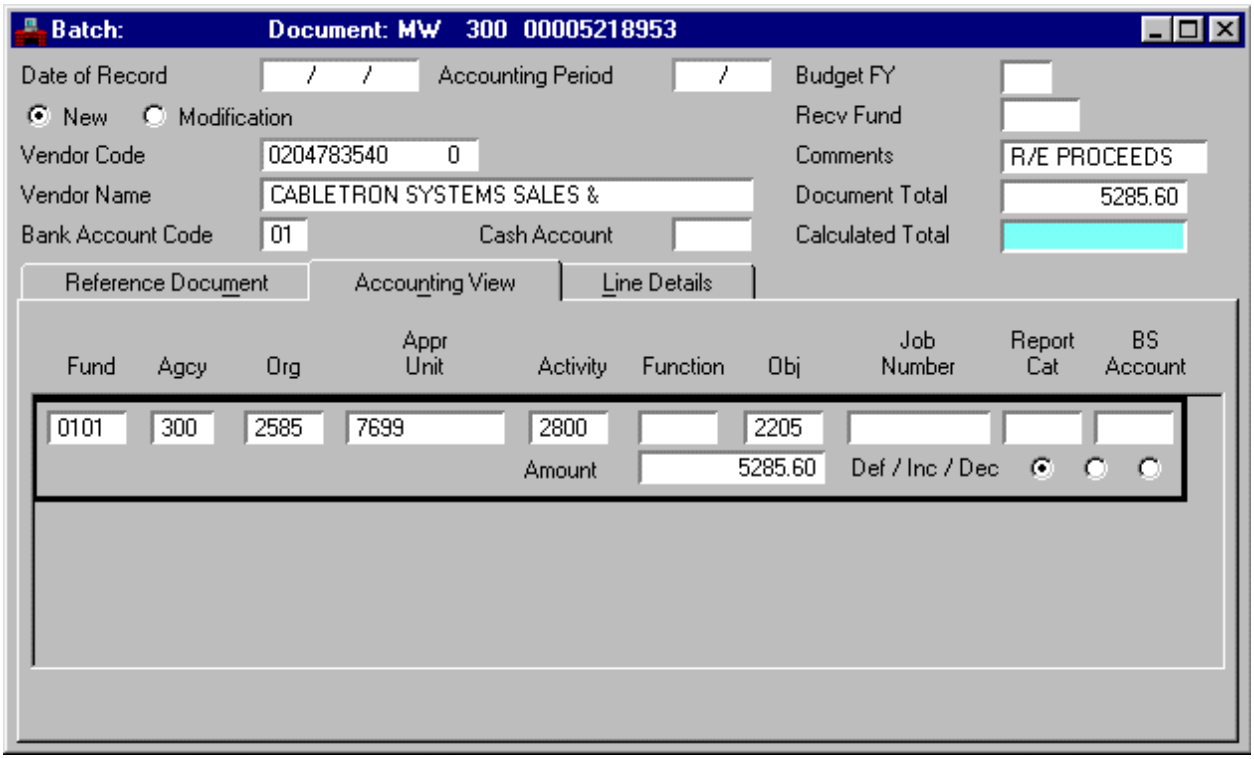


Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional.** If this MW is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** If this MW is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification	1.0	**Input Optional.** Defaults to **New**. Valid selections are:

		• **New** - This is a new document (new entry). • **Modification** - MW modifies a previous MW by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line's codes and entering a new line with new codes. A line is cancelled by decreasing the line amount to zero (select the decrease option on the **Def/Inc/Dec** field when a line amount is being decreased to zero). All other codes cannot be changed.
Recv Fund	4.0	**Not Applicable.** Do not enter data in this field.
Vendor Code	11.0	**Requires Input.** Enter the vendor you want paid as a result of this document. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor codes using the vendor's name.
Comments	10.0	**Input Optional.** Enter any general text you want recorded.
Vendor Name	30.0	**Input Optional.** Required if a miscellaneous vendor code is used. Enter the name you want printed on checks. Otherwise, the name for checks is obtained from vendor code on the Vendor (1 of 3) (VEN2). The system will generate an error message if the **Name** field is left blank.
Document Total	14.2	**Requires Input.** Enter the sum of all lines for this document.
Bank Account Code	2.0	**Requires Input.** Enter **'00'**. This is the bank account code associated with the central bank account.
Cash Account	4.0	**Not Applicable.** Do not enter data in this field.
Calculated Total	14.2	**Display Only.** The system-computed total of the line amounts is displayed.

Reference Number	16.0	**Input Optional.** Required if this line concerns items previously recorded on a requisition, purchase order, or payment voucher; otherwise, it is blank. Enter the document code, agency and number of the document being referenced. If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Acct Line	2.0	**Input Optional.** Required if this line concerns items previously recorded on a purchase order or payment voucher; leave blank for requisitions. Enter the accounting line number of the item being referenced.
Comm Line	3.0	**Input Optional.** Required for manual warrants referencing EPS purchase orders with a warehouse code. Required if **Fixed Asset Indicator** is **Create One Shell [F]** or **Create Multiple Shells [Q]** on the payment voucher. Otherwise, this field is optional. Enter the commodity line number of the purchase order referenced.
Vendor Invoice	12.0	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not required, enter the vendor's invoice number. Please refer to the Vendor Invoices procedure for more information about when a VIQ is required. If an invoice number is not available, enter a unique value to associate with the invoice or supporting payment documentation.
Line	3.0	**Input Optional.** Enter the line number of the referenced VIQ if one was entered.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the

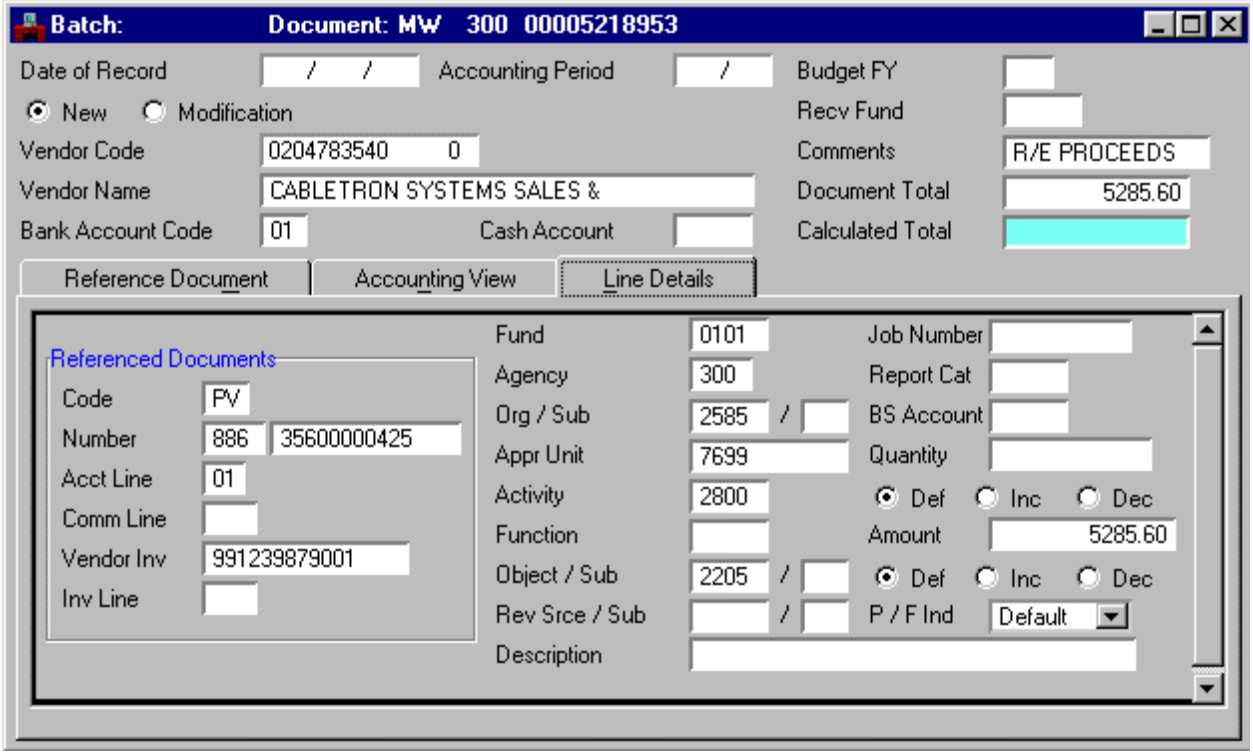
		increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Partial/Final	1.0	**Input Optional.** Defaults to **Default [blank]**. This field is used only when a purchase order is referenced. Valid values are: • **Default [blank]** - This will leave this field blank. • **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). • **Final [F]** - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. **Select Final [F]** - if the total amount expensed is less than the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is more than the purchase order amount (the item cost more than expected). A maximum limit of $50.00 exists for how much the total amount expensed can exceed the purchase order amount.



Field Name	Length	Definition
Fund	4.0	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4.0	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4.0	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for

		the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Obj	4.0	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Job Number	6.0	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the project number to OA, Design and Construction (D&C).
Report Cat	4.0	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
BS Account	4.0	**Input Optional.** Default is inferred from Warehouse (WHS2) if this payment voucher references an EPS purchase order with a warehouse code or if the payment voucher is for the acquisition of a fixed asset. This field will also be used by OA/ACC to record amounts withheld for IRS levies and garnishments for Cole County Sheriff's office.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line.
Amount	14.2	If modifying a previous document, enter the amount of change over (under) the previous amount. Do not

Def/Inc/Dec	1.0	enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount. >**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.



Field Name	Length	Definition
Code	2.0	**Input Optional.** Required if this line concerns items previously recorded on a requisition, purchase order or payment voucher; otherwise, it is blank. Valid values are **PC, PD, SC,** or **PG** for a purchase order, or **PV** for a payment voucher. If you reference a prior

		year purchase order, ensure that all codes in the accounting distribution are valid for the prior year.
Number	14.0	If a prior year purchase order is referenced, ensure that all values in the accounting distribution are valid for the prior year as well as for the current year.
Acct Line	2.0	**Input Optional.** Required if this line concerns items previously recorded on a purchase order or payment voucher; leave blank for requisitions. Enter the accounting line number of the item being referenced.
Comm Line	3.0	**Input Optional.** Required for manual warrants referencing EPS purchase orders with a warehouse code. Required if **Fixed Asset Indicator** is **Create One Shell [F]** or **Create Multiple Shells [Q]** on the payment voucher. Otherwise, this field is optional. Enter the commodity line number of the purchase order referenced.
Vendor Inv	12.0	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not required, enter the vendor's invoice number. Please refer to the Vendor Invoices procedure for more information about when a VIQ is required. If an invoice number is not available, enter a unique value to associate with the invoice or supporting payment documentation.
Inv Line	3.0	**Input Optional.** Enter the line number of the referenced VIQ if one was entered.
Fund	4.0	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.

Organization (Org/Sub)	4.0	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2.0	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4.0	**Input Optional.** If the control option on Fund Agency Table (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Obj/Sub)	4.0	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2.0	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Rev Srce (Rev Srce/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev Srce/Sub)	2.0	**Not Applicable.** Do not enter data in this field.
Job Number	6.0	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer

		to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the project number to OA, Design and Construction (D&C).
Rept Cat	4.0	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
BS Account	4.0	**Input Optional.** Default is inferred from Warehouse (WHS2) if this payment voucher references an EPS purchase order with a warehouse code or if the payment voucher is for the acquisition of a fixed asset. This field will also be used by OA/ACC to record amounts withheld for IRS levies and garnishments for Cole County Sheriff's office.
Quantity	12.0	**Input Optional.** Required if you are referencing EPS purchase orders that contain a warehouse or **Fixed Asset Indicator** is **Create Multiple Shells [Q]**. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Indicates whether the amount in **Quantity** is an **Increase [I]** or **Decrease [D]**. **Decrease [D]** is valid on a new document as long as **Discount Type** is blank and a requisition is not being referenced. **Decrease [D]** is used on new documents to record credit memos.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.

Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
P/F	1.0	**Input Optional.** Defaults to **Default [blank]**. This field is used only when a purchase order is referenced. Valid values are: • **Default [blank]** - This will leave this field blank. • **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). • **Final [F]** - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F]** - if the total amount expensed is less than the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is more than the purchase order amount (the item cost more than expected). A maximum limit of $50.00 exists for how much the total amount expensed can exceed the purchase order amount.
Description	17.0	**Input Optional.** Enter general descriptive information to be recorded with this transaction.

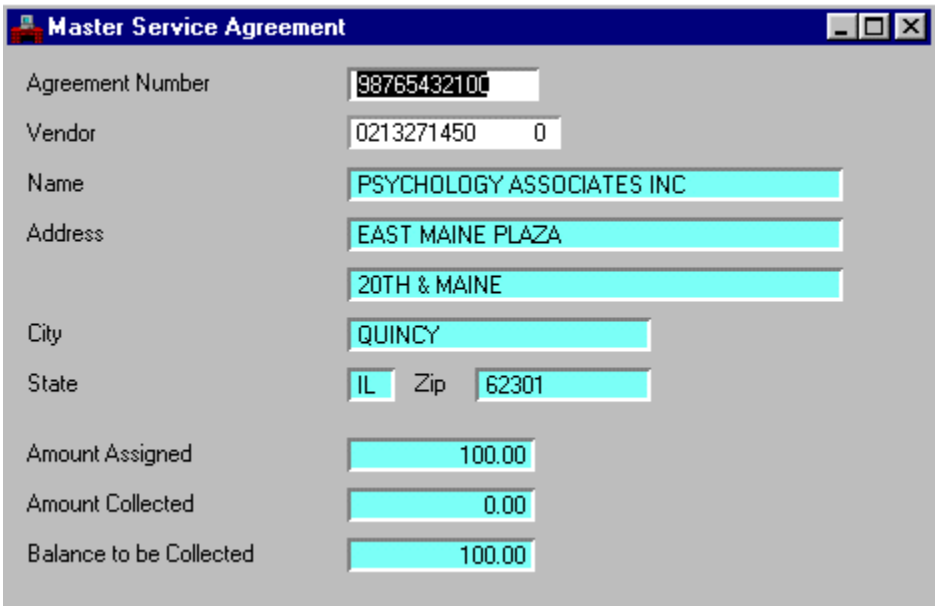
Master Service Agreement (MSAT)

Purpose

The Master Service Agreement Table (MSAT) is used to set up an agreement for collection services with a collection agency. The table also tracks the amount sent to and collected by the collection agency.

Agencies will be responsible for determining and maintaining their Master Service Agreement codes. Codes must begin with the prefix assigned to the agency. The first character of each of these codes will correspond with the agency and will be used to establish security to the table. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency will assign the remaining characters of the code and will maintain a master list of their codes. The prefix '9' will be reserved for future statewide use.

MSAT Coding Instructions



Field Name	Length	Definition
Agreement Number	11.0	**Requires Input.** Enter the Agreement Number that corresponds to a specific collection agency and assigned receivables.
Vendor	11.0	**Requires Input.** Enter the state vendor number assigned to the collection agency. See the Vendor Index Table (VEND) for valid values.

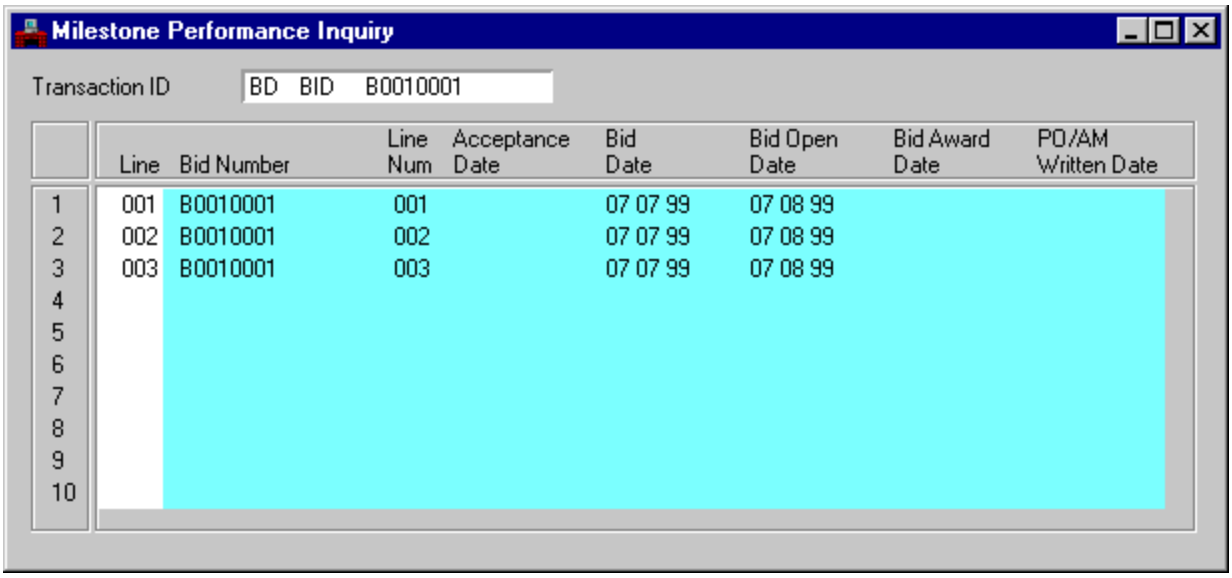
Name	30.0	**Display Only.** Defaults to the name of the vendor providing the collection services from the Vendor (1 of 3) (VEN2) table.
Address, City, State, Zip	30.0	**Display Only.** Defaults to the street address, city, state, and zip code of the vendor from the Vendor (1 of 3) (VEN2) table.
Amount Assigned	14.2	**Display Only.** Defaults to the total dollar amount of all receivables assigned to the agreement. This is updated when the collection agreement is selected on the Open Receivable Options Table (OREO).
Amount Collected	14.2	**Display Only.** Defaults to the total dollar amount collected for the specific agreement. This is automatically updated by the Cash Receipt (CR) document, which referenced the assigned receivables.
Balance to be Collected	14.2	**Display Only.** Defaults to the difference between the amount assigned to the agreement and the amount already collected.

Milestone Performance Inquiry (MILE)

Purpose

The Milestone Performance Inquiry (MILE) table displays the date of purchasing events by requisition or bid number. Management personnel within the Office of Administration/Division of Purchasing and Materials Management and Non-Chapter 34 agencies can use this table to assist in scheduling buyers' workload. Management personnel can determine which purchasing events have taken place and which events are not completed. Records are added to this table when a requisition document is entered or a bid that does not reference a requisition document is established. **Acceptance Date** field is populated when the requisition is accepted . The bid creation process fills in **Bid Number, Bid Date, Bid Open Date,** and **Bid Award Date**. The purchase order process updates **PO/AM Written Date**.

MILE Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the requisition document ID or bid that you are inquiring about. Bid number format is BD BID Actual bid number. If a bid line does NOT reference a requisition, you may search by the bid number. If a bid line references a requisition line, the requisition number must be used to search this table.
Line	3	**Input Optional.** You may enter the commodity line number from the corresponding requisition document or bid.
Bid Number	10	**Display Only.** Indicates the bid number associated with the requisition.
Line Num	3	**Display Only.** Indicates the line number associated with the bid.
Acceptance Date	6	**Display Only.** Indicates the date the requisition document was accepted into the system. If searching by bid number, this field will be blank.

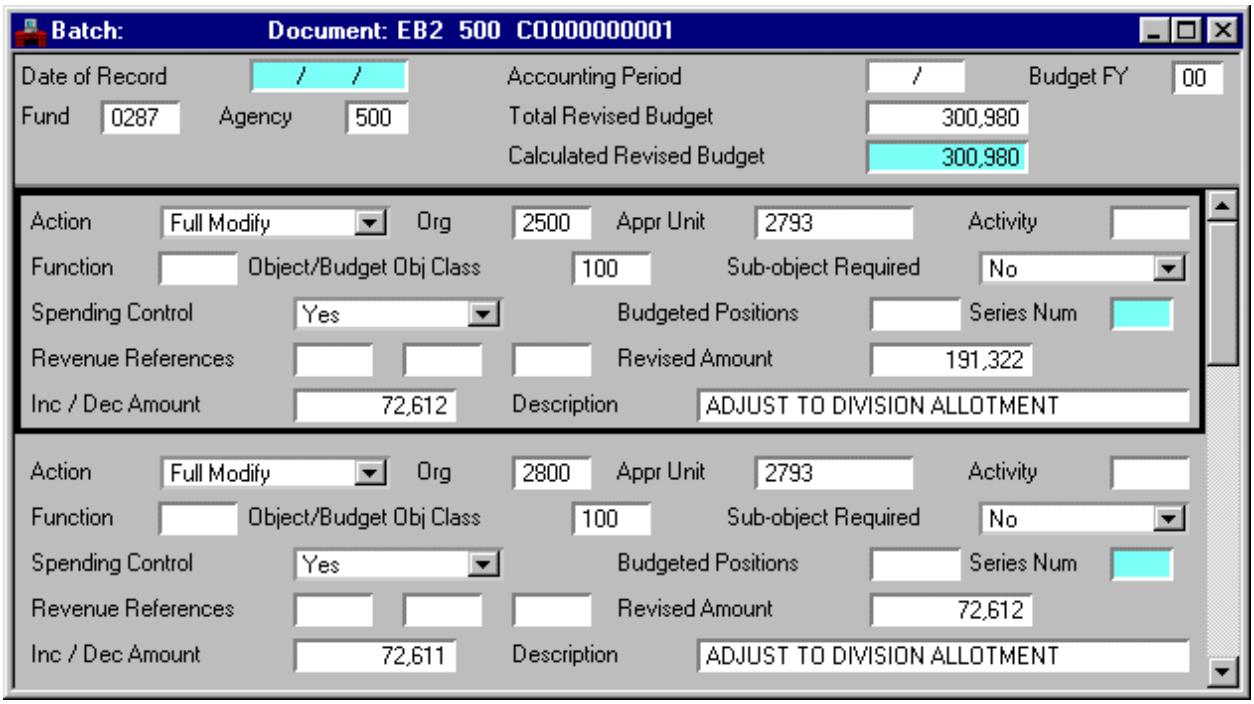
Bid Date	6	**Display Only.** Indicates the date that a bid was created for this line.
Bid Open Date	6	**Display Only.** Indicates the date the bid is to be opened.
Bid Award Date	6	**Display Only.** Indicates the date the bid was awarded to a vendor.
PO/AM Written Date	6	**Display Only.** Indicates the date the purchase order/Price Agreement Master (AM) document was established.

Modified Expense Budget (EB2)

Purpose

The Modified Expense Budget (EB2) document establishes and maintains budgeted amounts by budget object class for internal budgetary controls. If transferring budgeted amounts between expense budgets, refer to the coding instructions for the Transfer Budget (TB) document.

EB2 Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional.** If the EB is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Requires Input.** Enter the last two digits (yy) of the budget fiscal year.
Fund	4.0	**Requires Input.** Enter the code for the appropriate fund. Refer to Fund Index (FUND) for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate agency. Refer to Agency Index (AGCY) or Fund Agency Index (FAGY) for valid codes.
Total Revised Budget	12.0	**Requires Input.** Enter the sum of the Revised Amounts for all lines of this document. Do not enter cents.
Calculated Revised Budget	12.0	**Display Only.** This is a system generated total of all the revised budget amounts. It must equal the Total Revised Budget amount for the transaction to be accepted.
Action	1.0	**Input Optional.** Defaults to **Modify**. Selections include: • **Modify** – Used to modify the amount or description of an existing expense budget. • **Deactivate** – Used to deactivate an existing expense budget. No further obligations may be charged against the expense budget.

		• **Full Modify** - Used to modify the amount or description of an existing expense budget. In addition, this action allows the sub-object and spending control options to be changed. If modifying or deactivating an expense budget, select the appropriate action.
Org	4.0	**Requires Input.** Enter the code for the appropriate organization. This organization must be designated as an expense budget organization. Refer to Organization (ORG2) for valid codes.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes.
Activity	4.0	**Input Optional.** May be either required or not allowed based upon the Expense Budget Activity Option on the Fund Agency (FGY2) table. If the control option on the Fund Agency (FGY2) requires the use of an activity on budget and accounting, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If the control option on the Fund Agency (FGY2) requires the use of activity on accounting or the use of activity is optional on accounting, do not enter data into this field.
Function	4.0	**Input Optional.** May be either required or not allowed based upon the Expense Budget Function Option on the Fund Agency (FGY2) table. If the control option on the Fund Agency (FGY2) requires the use of a function on budget and accounting, enter the code for the appropriate function. Refer to Function (FUNC) for valid codes. If the control option on the Fund Agency (FGY2) requires the use of function on accounting or

		the use of function is optional on accounting, do not enter data into this field.
Obj/ Budget Obj Class	4.0	**Requires Input.** Enter the code for the appropriate budget object class. Refer to Budget Object Class (BOBC) for valid codes.
Sub-Object Required	1.0	**Input Optional.** Default is **No**. Selections include: • **No** – Sub-object codes are not required on accounting transactions for this expense budget. • **Yes** – Sub-object codes are required on accounting transactions for this expense budget. This selection requires sub-objects on all objects within the budget object class for this expense budget. Refer to Sub-Object (SOBJ) for valid codes. • **Reset to No** – Used to change the selection from Yes to No. If adding an expense budget and sub-object codes are required for this expense budget, select Yes. If modifying an expense budget and changing the sub-object required option, select the appropriate action. Remember to select the Full Modify action. Refer to Expense Budget Inquiry (EEX2) to determine if the Sub-object Required option has been selected for the expense budget. If the Sub-object Required option has been selected, the Sub-object Required checkbox will contain an “X” for the expense budget. If the Sub-object Required option has not been selected, the Sub-object Required checkbox will be blank for the expense budget.
Spending Control	1.0	**Input Optional.** Default is **No**. Selections include:

		• **No** – Obligations may exceed the amount budgeted for this expense budget. • **Yes** – Obligations may not exceed the amount budgeted for this expense budget. • **Reset to No** – Used to change the selection from Yes to No. If adding an expense budget and spending control is required for this expense budget, select Yes. If modifying an expense budget and changing the spending control option, select the appropriate action. Remember to select the Full Modify action. Refer to Expense Budget Inquiry (EEX2) to determine if the Spending Control option has been selected for the expense budget. If the spending control option has been selected, the Spending Control box will state "Restricted to Current Modified Budget" for the expense budget. If the spending control option has not been selected, the Spending Control box will state "Controlled by Expense Budget Controls" for the expense budget.
Budgeted Positions	6.2	**Not Applicable.** Do not enter data into this field.
Series Number	3.0	**Not Applicable.** Display only.
Revenue References	4.0	**Not Applicable.** Do not enter data into this field.
Revised Amt	12.0	**Input Optional.** If adding a new expense budget, enter the new amount for the expense budget. Do not enter cents. If modifying an existing expense budget, enter the revised amount for the expense budget. Do not enter cents.

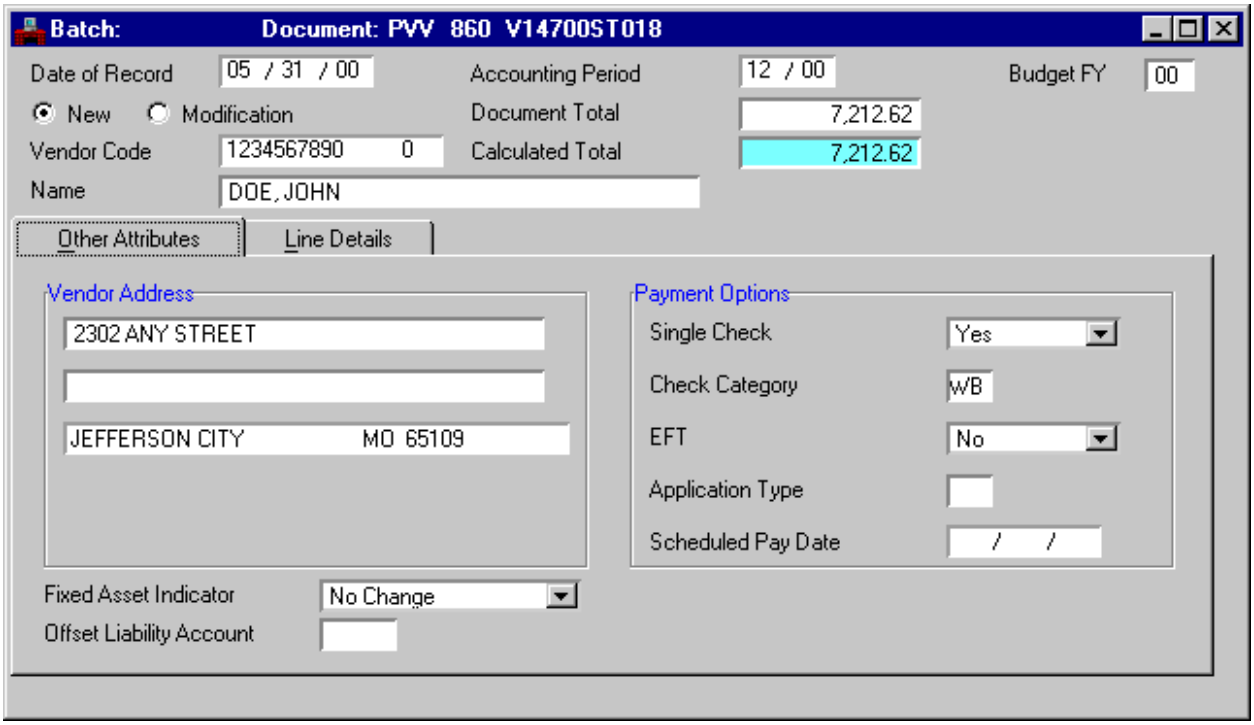
		If deactivating or reactivating a revenue budget, do not enter an amount for the expense budget. The amount will default to zero. **Input Optional.** If adding a new expense budget, enter the increased amount for the expense budget. This is the same amount entered in the Revised Amt field. Do not enter cents.
Inc/Dec Amount	12.0	If modifying an existing expense budget, enter the difference between the revised amount and the existing amount for the expense budget. Refer to Expense Budget Inquiry Extended (EEX2) to determine the existing expense budget amount. If the net effect results in a negative number, do not enter the negative sign in this field. Do not enter cents. If deactivating or reactivating an expense budget, do not enter an amount. The amount will default to zero.
Description	30.0	**Input Optional.** Defaults to the description of the budget object class. Refer to Budget Object Class (BOBC) for valid descriptions. If a different description is desired, enter a new description.

Multi-Payee Payment Voucher Detail (PVV)

Purpose

If multiple vendors, or multiple payments to the same vendor, will be paid from the same accounting distribution, the Multiple Vendor Payment Voucher (MP) document can be used instead of the Quick Payment Voucher (PVQ) to initiate payment. Upon approval, the MP will generate a Multi-Payee Payment Voucher Detail (PVV) document for each payment. The PVV will complete the payment of the obligation.

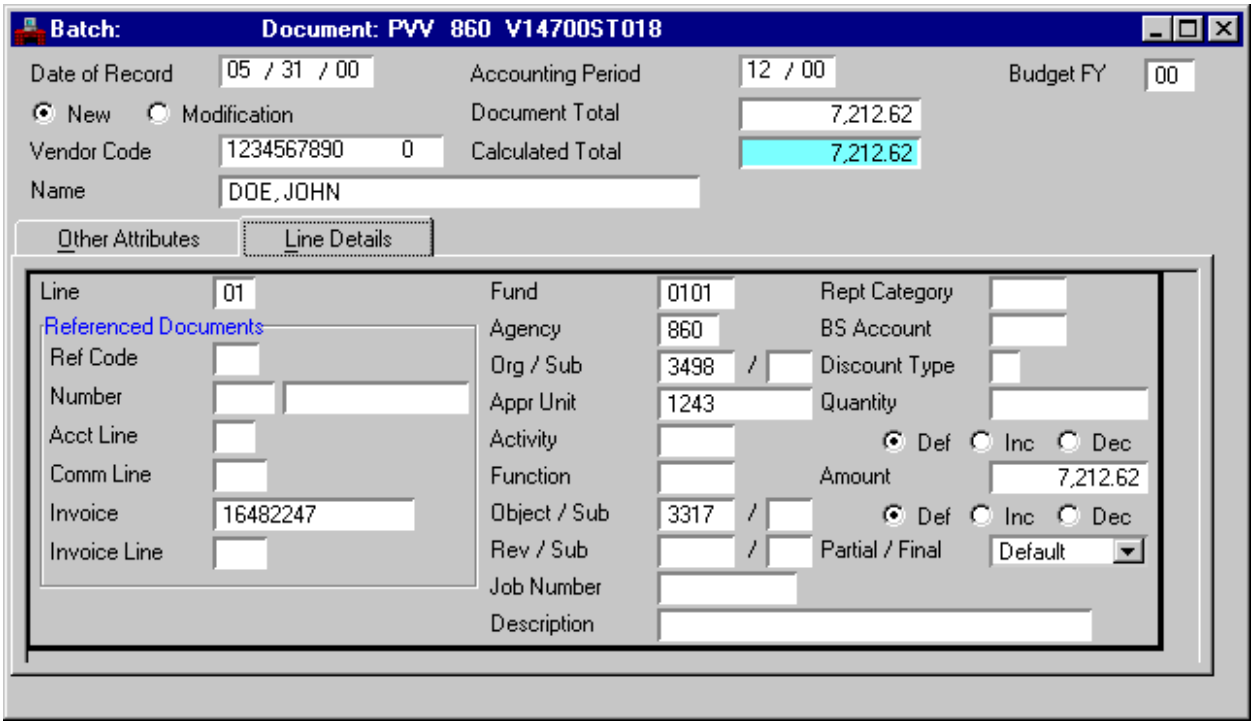
PVV Coding Instructions



Field Name	Length	Definition
Other Attributes View		
Date of Record	6.0	Defaults to the date entered on MP or if MP blank, acceptance date of MP.
Date of Record	4.0	Defaults to the current accounting period for the current fiscal year. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** Defaults to the current fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium.
New/Modification	1.0	**Input Optional.** Defaults to **New**. Valid selections are: • **New** – This is a new document (new entry). • **Modification** – This PVV modifies a previous PVV by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can

		only be changed by canceling the existing line's codes and entering a new line with new codes. A line is cancelled by decreasing the line amount to zero (select the decrease option on the **Def/Inc/Dec** field when a line amount is being decreased to zero).
Document Total	14.2	Defaults the amount from the MP document.
Vendor Code	11.0	Default inferred from MP entry.
Calculated Total	14.2	The system-computed total of the line amounts.
Name	30.0	Default is inferred from Vendor (1 of 3) (VEN2).
Vendor Address	100.0	Default is inferred from Vendor (1 of 3) (VEN2).
Single Check	2.0	**Input Optional.** Defaults from entry made on MP. If incorrect single check number was entered on MP, correct number may be entered.
Check Category	2.0	**Input Optional.** Defaults from entry made on MP. If incorrect check category was entered on MP, correct check category may be entered.
EFT	1.0	**Input Optional.** Defaults to **[blank]**. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). A vendor is eligible for Electronic Funds Transfer (EFT) when EFT Status on Vendor (1 of 3) (VEN2) is **Active [A]**. Valid selections are **Default [blank], No Change [blank], Yes [Y],** or **No [N]**.
Application Type	2.0	**Input Optional.** When the **EFT** field is **No**, this field will be blank. If **EFT** field is **Yes**, the application type will default to 01.
Scheduled Pay Date	6.0	**Input Optional.** Defaults from entry made on MP. If incorrect scheduled pay date was entered on MP, correct scheduled pay date may be entered.

Fixed Asset Indicator	1.0	**Input Optional.** Default is **No Change [blank]**. Valid values are: • **Create One Shell [F]** - The system will create one Fixed Asset Acquisition (FA) document for each line once the corresponding Payment Voucher document is accepted by the system. • **Create Multiple Shells [Q]** - The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity/SC$ Ordered** field for each line once the corresponding Payment Voucher document is accepted by the system. • **No Change** - They system will not create any Fixed Asset Acquisition (FA). See Fixed Asset Policy and Procedures for established guidelines.
Offset Liability Account	4.0	**Not Applicable.** Do not use this field.



Field Name	Length	Definition
Line Details		
Line	2.0	**Input Optional.** Defaults to Line 01 when created by Multiple Vendor Payment Voucher (MP). Additional line numbers can be added, if necessary.
Ref Code	2.0	**Not Applicable.** Do not enter data in this field.
Number	14.0	**Not Applicable.** Do not enter data in this field.
Acct Line	2.0	**Not Applicable.** Do not enter data in this field.
Comm Line	3.0	**Not Applicable.** Do not enter data in this field.
Invoice	12.0	**Input Optional.** Default from entry made on MP document. If incorrect invoice number was entered on MP, correct number may be entered.
Invoice Line	3.0	**Input Optional.** Default from entry made on MP document. If incorrect invoice line was entered on MP, correct number may be entered.

Fund	4.0	**Input Optional.** Default from entry made on MP document. If incorrect fund was entered on MP, correct fund may be entered.
Agency	3.0	**Input Optional.** Default from entry made on MP document. If incorrect agency was entered on MP, correct agency may be entered.
Organization (Org/Sub)	4.0	**Input Optional.** Default from entry made on MP document. If incorrect organization was entered on MP, correct organization may be entered.
Sub-Organization (Org/Sub)	2.0	**Input Optional.** Default from entry made on MP document. If incorrect sub-organization was entered on MP, correct sub-organization may be entered.
Appr Unit	9.0	**Input Optional.** Default from entry made on MP document. If incorrect appropriation unit was entered on MP, correct appropriation unit may be entered.
Activity	4.0	**Input Optional.** Default from entry made on MP document. If incorrect activity was entered on MP, correct activity may be entered.
Function	4.0	**Input Optional.** Default from entry made on MP document. If incorrect function was entered on MP, correct function may be entered.
Object (Object/Sub)	4.0	**Input Optional.** Default from entry made on MP document. If incorrect object was entered on MP, correct object may be entered.
Sub-Object (Object/Sub)	2.0	**Input Optional.** Default from entry made on MP document. If incorrect sub-object was entered on MP, correct sub-object may be entered.
Revenue (Rev/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev/Sub)	2.0	**Not Applicable.** Do not enter data in this field.

Job Number	6.0	**Input Optional.** Default from entry made on MP document. If incorrect job number was entered on MP, correct job number may be entered.
Description	17.0	**Input Optional.** Default from entry made on MP document. If incorrect description was entered on MP, correct description may be entered.
Rept Category	4.0	**Input Optional.** Default from entry made on MP document. If incorrect reporting category was entered on MP, correct reporting category may be entered.
BS Account	4.0	**Input Optional.** This field can be used by OA/ACC to record amounts withheld for IRS levies and garnishments for Cole County Sheriff's Office.
Discount Type	1.0	**Input Optional.** Default from entry made on MP document. If incorrect discount type was entered on MP, correct discount type may be entered.
Quantity	12.0	**Input Optional.** Required if **Fixed Asset Indicator** is **Create Multiple Shells [Q]**. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	1.0	**Input Optional.** Default is **[blank]**. Valid values on a new document are **Default [blank]**. Valid values on a modification are: **Increase [I]** if Quantity is increasing, or **Decrease [D]** if quantity is decreasing. If quantity is blank, select, **Default [blank]**.
Amount	14.2	**Input Optional.** Default from entry made on MP document. If incorrect amount was entered on MP, correct amount may be entered.
Def/Inc/Dec	1.0	**Input Optional.** Default is **[blank]**. Valid values on a new document are **Default [blank]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If Amount is blank, select **Default [blank]**.

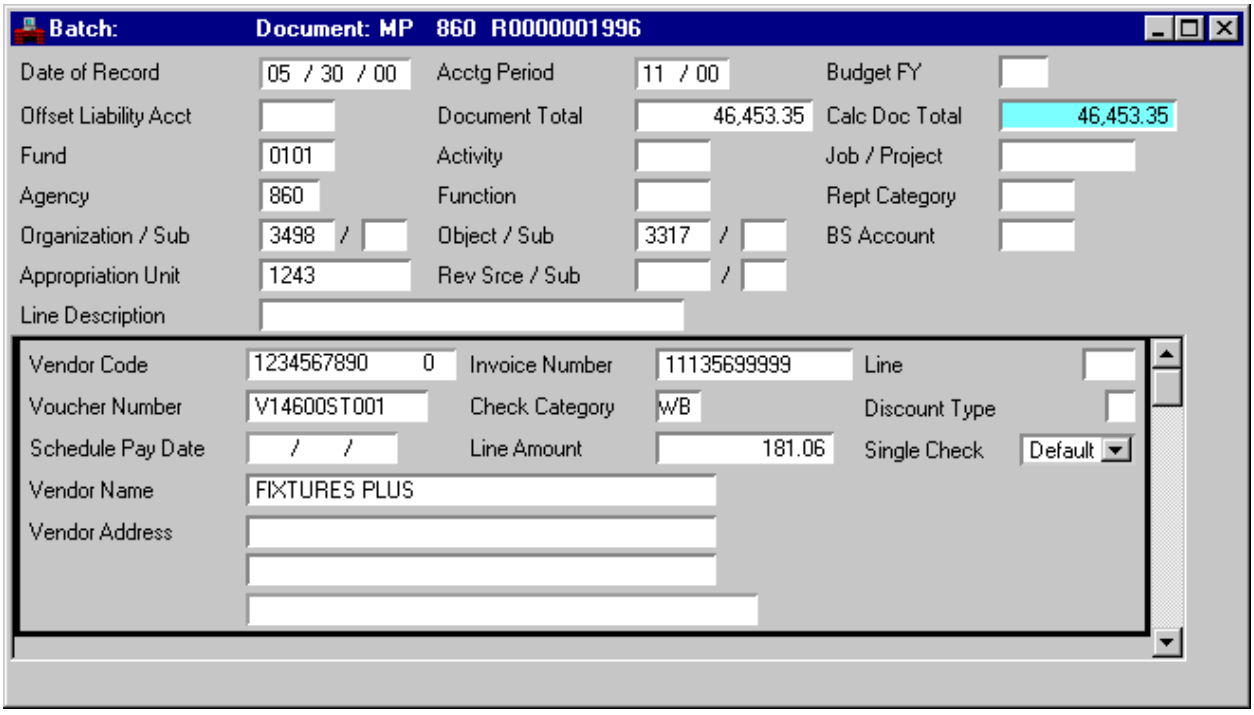
Partial/Final	1.0	**Input Optional.** Do not enter data in this field. Defaults to **Default [blank]**.
FA Type	1.0	**Conditional.** This field is required for a Fixed Asset object. Enter the Fixed Asset Type. These values are user-defined values on Fixed Asset Type (FATP).

Multiple Vendor Payment Voucher (MP)

Purpose

If multiple vendors will be paid from the same accounting distribution, the Multiple Vendor Payment Voucher (MP) document can be used instead of the Quick Payment Voucher (PVQ) to initiate payment. Upon approval, the MP will generate a Multi-Payee Payment Voucher Detail (PVV) document for each vendor. The PVV will complete the payment of the obligation.

MP Coding Instructions



Field Name	Length	Definition

Date of Record	6.0	**Input Optional.** Vendor invoice date may be entered. if blank, defaults to acceptance date.
Acctg Period	4.0	**Input Optional.** Defaults to the current accounting period for the current fiscal year. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** Defaults to the current fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium.
Offset Liability Acct	4.0	**Not Applicable.** Do not enter data in this field.
Document Total	14.2	**Requires Input.** Enter the sum of all the voucher amounts (the total of the **Line Amount** fields). This document will have multiple lines which represent the multiple payment vouchers to be generated.
Calc Doc Total	14.2	**Display Only.** This field contains the system-computed total of the line amounts is displayed.
Fund	4.0	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4.0	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2.0	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appropriation Unit	9.0	**Input Optional.** Enter the code for the applicable appropriation. Refer to Appropriation Index (Extended)

		(EAPP) table for valid codes. Leave blank if processing non-appropriated payment.
Activity	4.0	**Input Optional.** If the control option on Fund Agency Table (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Object/Sub)	4.0	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2.0	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Rev Srce (Rev Srce/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev Srce/Sub)	2.0	**Not Applicable.** Do not enter data in this field.
Job / Project	6.0	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project includes use of Capital Improvement Appropriations and the procurement is pursuant to RSMo Chapter 8, the Project Number must be assigned by OA Design and Construction (D&C).
Rept Category	4.0	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category

		(RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
BS Account	4.0	**Not Applicable.** Do not enter data in this field.
FA Type	1.0	**Conditional.** This field is required for a Fixed Asset object. Enter the Fixed Asset Type. These values are user-defined values on Fixed Asset Type (FATP).
Line Description	17.0	**Input Optional.** Enter general descriptive information to be recorded with the generated PVV transaction.
Vendor Code	11.0	**Requires Input.** Enter the vendor you want paid as a result of this document. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid values.
Invoice Number	12.0	**Requires Input.** Enter the vendor's invoice number. In rare cases where a vendor's invoice number does not exist, the agency would assign an invoice number. The invoice number could be the date or some other unique code.
Line	3.0	**Not Applicable.** Do not enter data in this field.
Voucher Number	11.0	**Requires Input.** Enter the prefix **'V'** and a 10 digit unique number used to identify this voucher. It is recommended to have the 2nd character to denote the fiscal year to possibly prevent duplicate document numbers. This voucher number will be the document number on the generated PVV document.
Check Category	2.0	**Input Optional.** If agency distribution, enter the appropriate Check Category Code. Refer to Check Category (CCAT) table for valid codes. If left blank, this field defaults to direct check distribution to the vendor by the State Treasurer's Office (STO). Also, leave blank if an Electronic Funds Transfer (EFT) will be generated instead of a check.
Discount Type	1.0	**Input Optional.** If a vendor discount policy applies to this voucher line, enter the appropriate discount type

		from Discount Type (DISC). The cash disbursement process determines whether the discount can actually be taken at the time the check is printed.
Scheduled Pay Date	6.0	**Input Optional.** If field is blank, default automatically assigns a date according to the following rules: • **Scheduled Payment Day** entered on Vendor (1 of 3) (VEN2) is used. • If the **Scheduled Payment Day** on Vendor (1 of 3) (VEN2) is blank, the system will default to the date of record of the payment voucher. • A **Scheduled Payment Date** can be entered two working days before you want the check for payment to be dated.
Line Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. This document will have multiple lines which represent the multiple payment vouchers to be generated.
Single Check	1.0	**Input Optional.** If a vendor request a single check for this particular payment select **Yes [Y]**. If "Yes" is selected in this field, **No** must be selected in the Electronic Funds Transfer (EFT) field.
Single Check	1.0	If left blank, this default to **No**. However, if the **Single Check Requested** check box on the Vendor (1 of 3) (VEN2) table is selected, this field defaults to **Yes [Y]**.
Vendor Name	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2). Required on vouchers when a Miscellaneous Vendor Code is used. For payments made with a Miscellaneous Vendor Code, enter the name you want printed on checks.
Vendor Address<	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2). Required on vouchers when a Miscellaneous Vendor Code is used. For payments made with a Miscellaneous Vendor Code, enter the

address you want printed on checks. Enter the mailing address for the vendor using the format recommended by the U.S. Post Office (USPS) in Publication 28, *Postal Addressing Standards*. Address lines appear on the checks exactly as they are entered.

N

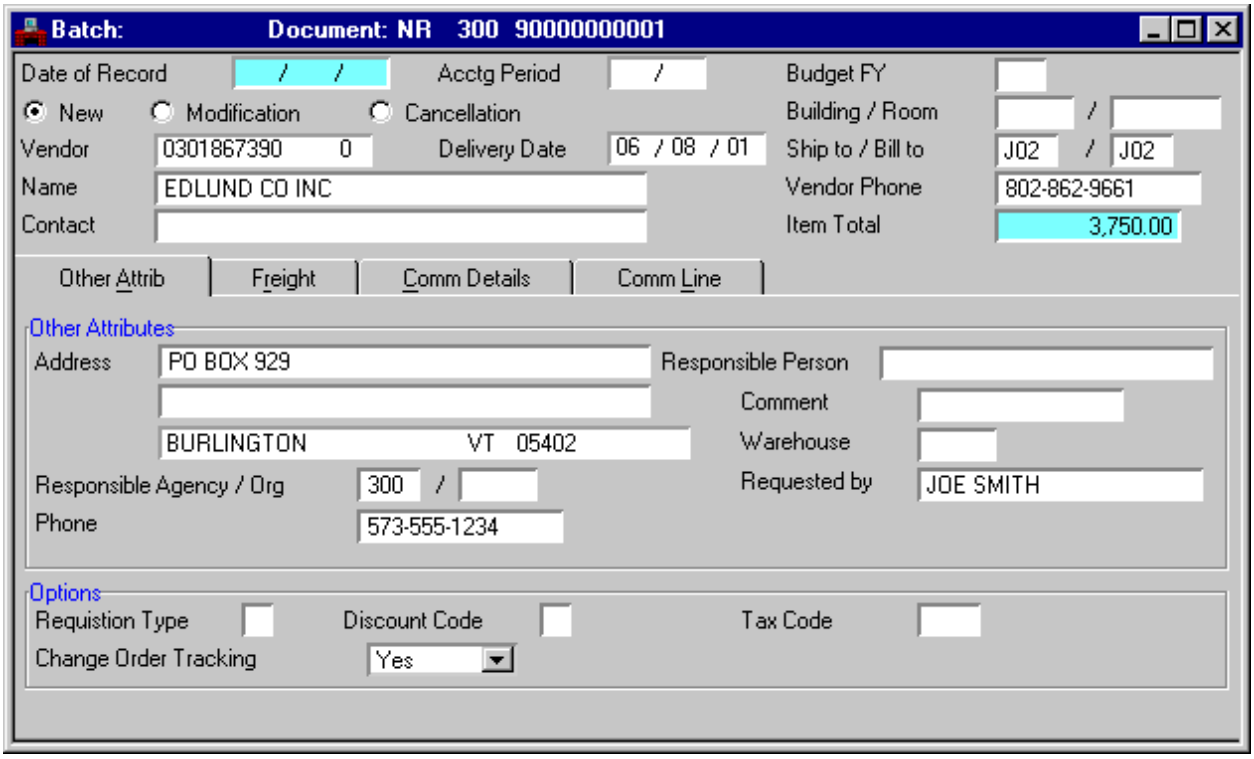
Non-Pre-Encumbering Requisition (NR) Document

Purpose

The Non-Pre-encumbering Requisition (NR) is an online document in SAM II. As each NR is accepted into the system, entries are made into the open requisition tables (with the exception of Open Requisition Account Line Inquiry (ORQL). Entries are deleted if an NR document is cancelled. NR documents, as compared to Quick Requisition (RXQ) Documents, do not contain any accounting distribution information. An NR can be referenced by a Quick Centralized Purchase Order (PCQ) document, a Price Agreement Master (AM) document, or a Total Cost Purchase Order (PCT) document.

Refer to procedures for Establishing a Non Pre-encumbering Requisition (NR) Document, Modifying a Non Pre-encumbering Requisition (NR) Document, and Canceling a Non Pre-encumbering Requisition (NR) Document.

NR Coding Instructions



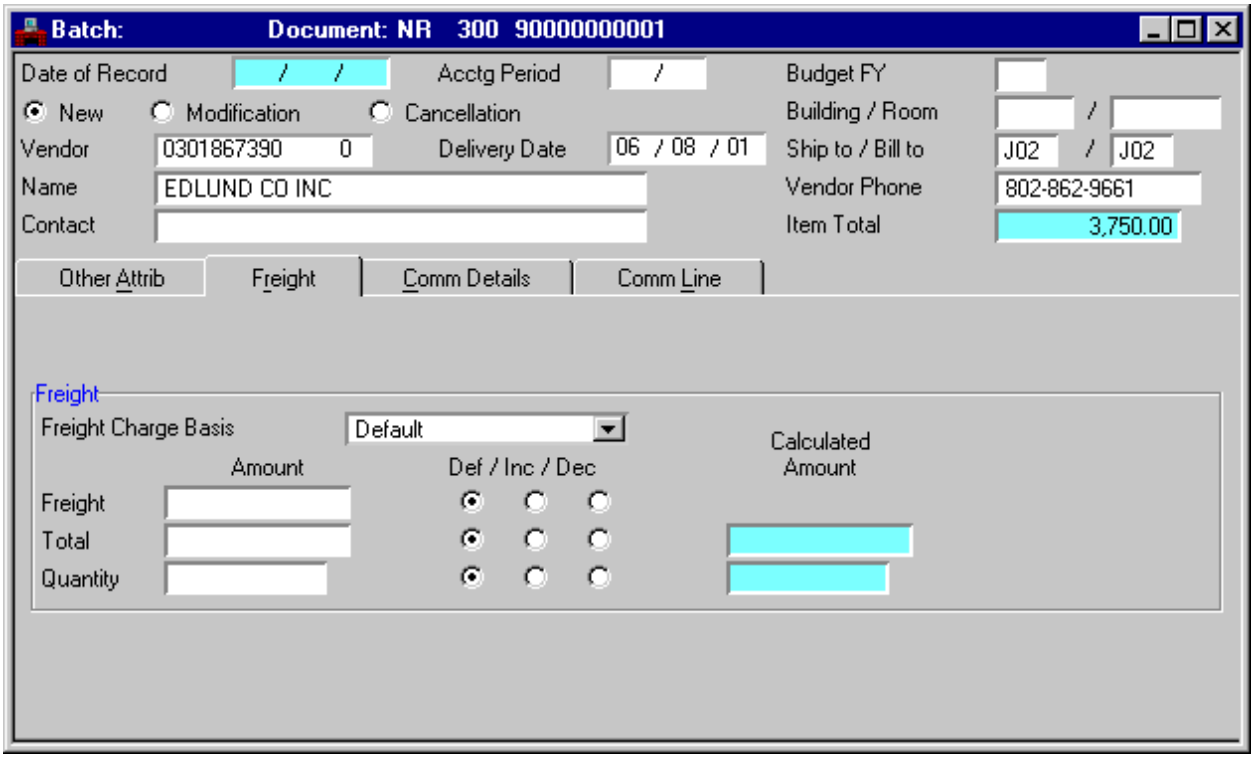
Header and Other Attributes View

Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional.** If this NR is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2	**Input Optional**. If this NR is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the

		biennium. If left blank, this field defaults to the current fiscal year.
New/Modification/ Cancellation	N/A	**Input Optional**. Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** – This action modifies the original NR by allowing you to add lines or change the quantity and/or unit costs of existing lines. Modifications to a NR can only occur if the document is "Unfrozen" by the assigned Buyer. Commodity codes can only then be changed by canceling the existing line and entering a new line with new codes. To cancel a line, decrease the quantity so the net is zero. No other codes can be changed. Refer to Modifying A Non Pre-encumbering Requisition (NR) Document Procedures. • **Cancellation** - This action cancels the original NR. You cannot cancel a NR if it has been referenced by a subsequent document. Refer to Canceling A Non Pre-encumbering Requisition (NR) Document Procedures.
Building/Room	4	**Input Optional**. If you wish to indicate a delivery location, enter a building identifier.
Building/Room	6	**Input Optional**. If you wish to indicate the room where delivery should take place, enter a room number.
Vendor	11	**Input Optional**. You may enter a vendor code for a recommended vendor. Refer to Vendor (1 of 3) (VEN2) for valid codes. Additional recommended vendors may be listed on the Note Pad (NOTE) table.
Delivery Date	6	**Requires Input**. Enter the date (*mm dd yy*) when you must receive the order.

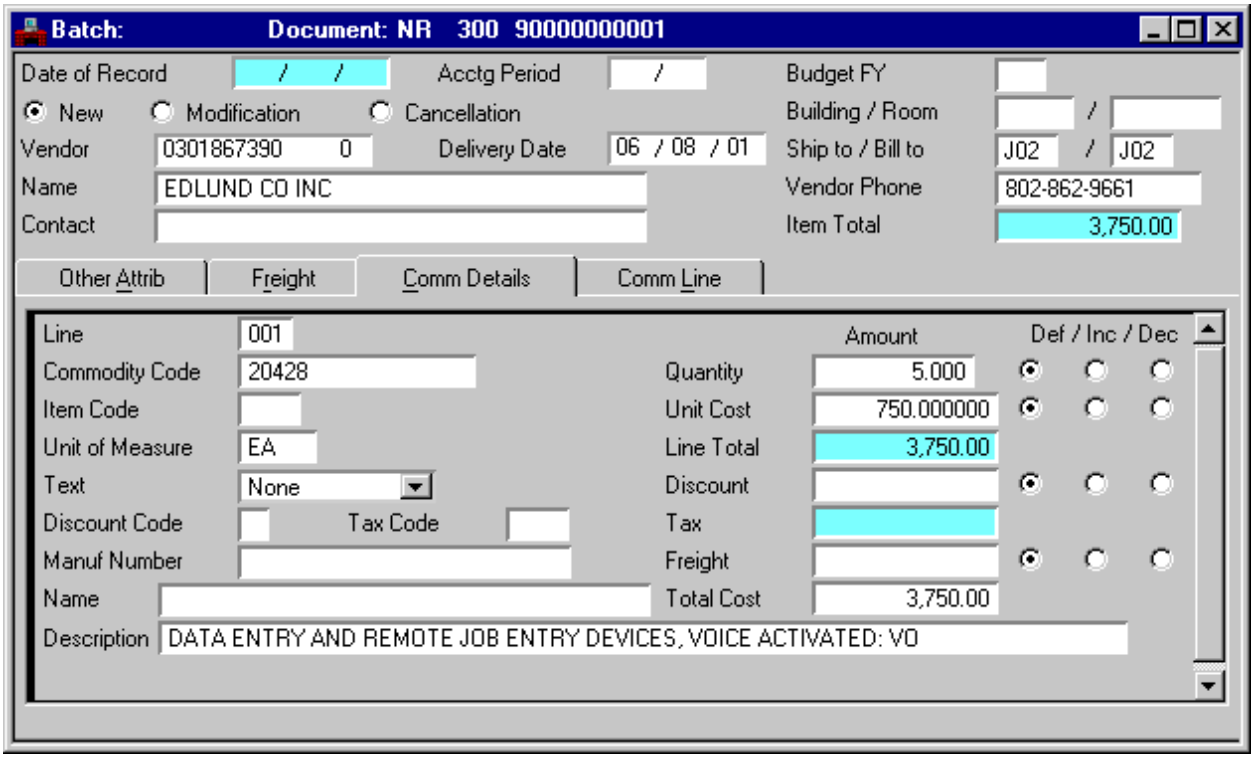
Ship to/Bill to	3	**Requires Input**. Enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.
Ship to/Bill to	3	**Requires Input.** To indicate the billing location, enter the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.
Name	30	**Input Optional.** Defaults to the name of the vendor inferred from Vendor (VEN2) based on the vendor code entered.
Vendor Phone	12	**Input Optional.** You may enter the area code and phone number (*nnn-nnn-nnnn*) of the recommended vendor.
Contact	30	**Input Optional**. If you wish to override the default vendor contact, enter the name of another individual representing the vendor. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only**. Defaults to the net total cost of all the commodity lines entered on this document.
Address	30 x 3	**Input Optional**. Defaults to the address of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Responsible Agency/Org	3	**Input Optional**. If you wish to override the default agency code, enter the appropriate Responsible Agency code. Refer to Agency Index (AGCY) for valid codes. If left blank, this field defaults to the agency entering the document.
Responsible Agency/Org	4	**Requires Input**. Enter the code for the appropriate Responsible Organization within the responsible agency. Refer to Organization Index (ORGN) for valid codes.

Phone	12	**Requires Input.** Enter the phone number of the agency person to whom questions concerning the requisition should be directed.
Responsible Person	12	**Requires Input**. Enter the name of the agency person to whom questions concerning the requisition should be directed.
Comment	12	**Input Optional**. If you wish to enter a notation you want associated with this requisition, enter such comment.
Warehouse	4	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter the code for the appropriate Warehouse to which goods on this requisition are to be shipped. Refer to Warehouse Management Index (WHSE) for valid codes.
Requested by	17	**Requires Input.** Enter the name of the agency person requesting the desired supplies.
Requisition Type	1	**Input Optional.** If this is an emergency requisition enter **1**. If this is request to change a previously issued order or price agreement, enter **C**. Refer to the Transaction Type (TRTT) table for other pre-defined codes.
Discount Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Change Order Tracking	N/A	**Input Optional**. If this NR involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No.** Open Requisition Header Inquiry (ORQH) indicates the date of the last modification and the number of modifications made to the requisition.



Freight View

Field Name	Length	Definition
All Fields on the Freight View	N/A	**Not Applicable.** Not used by the State of Missouri.



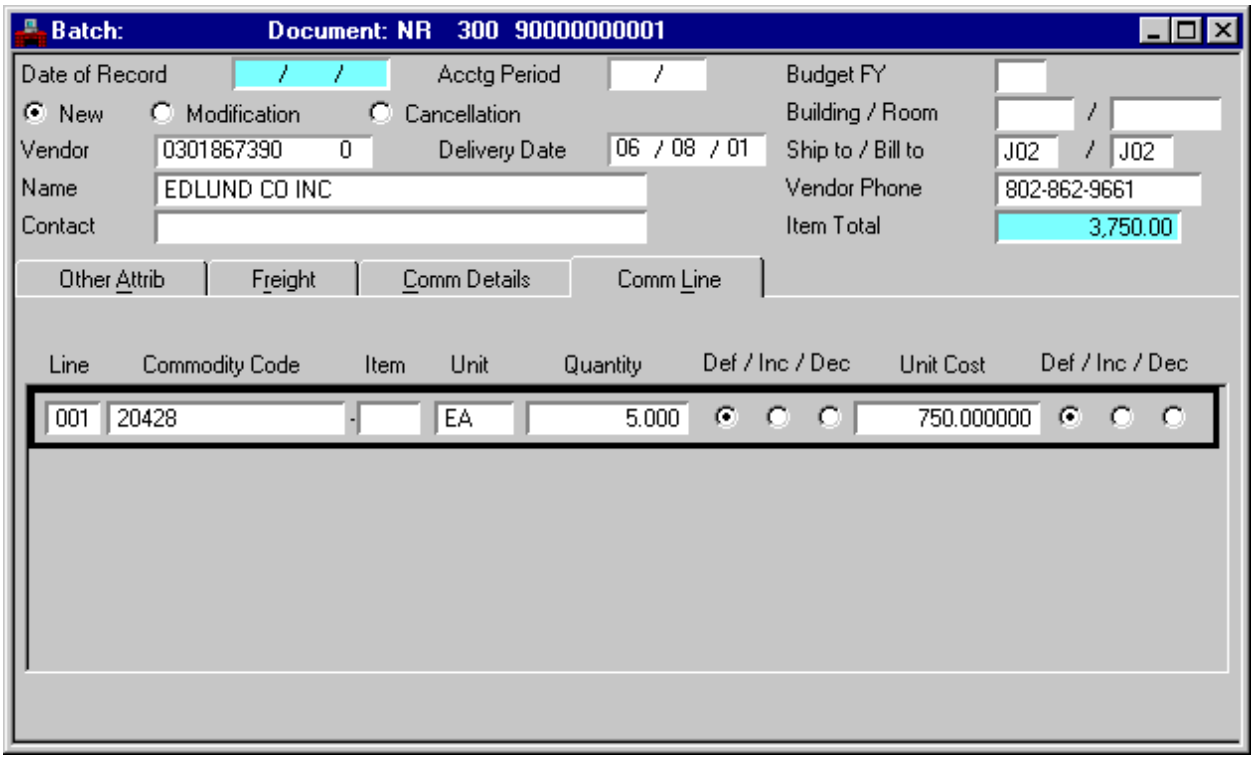
Commodity Details View

Field Name	Length	Definition
Line	3	**Requires Input**. Enter a three-digit number for each line on the document. Numbers from **001** – **999** are valid values.
Commodity Code	14	**Requires Input**. Enter the appropriate Commodity Code that identifies the goods or services ordered. Refer to Commodity Index (COMM), Commodity (COMT), or Commodity by Description Inquiry (CODX) for valid codes.
Item Code	3	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter a pre-defined Item code to identify the item ordered. Refer

		to Inventory (3 of 3) (INV3) for valid codes (last 3 characters of the Stock Item code).
Unit of Measure	4	**Requires Input**. Enter the code for the appropriate Unit of Measure for the ordered goods; for example, box, each, doz. Refer to Unit of Measure (UNIT) for valid codes.
Text	N/A	**Input Optional**. Defaults to **None.** If you want to associate additional text with this transaction, select the appropriate text: **Standard -** The text entered on Standard Specifications (STDS) table for this commodity is used. To add additional text to the Standard Specifications, **Edit: Additional Description** must be selected and the text must be typed on the Requisition Text (RXTX) table. **Custom –** The text entered on the Requisition Text (RXTX) table is used. To enter customized text, **Edit: Additional Description** must be selected and the text must be typed on the RXTX table. **No Change** – Select this option if you are modifying the NR document and no changes are being made to the original text. If you wish to populate the standard text on the RXTX table so that you can edit it, complete and do a Process: Edit to the NR document. The standard text will then appear on the RXTX table. Edit the text as desired, do a Modify: Change. Close the table and then Process: Edit the document again. Use the Note Pad (NOTE) table rather than RXTX to enter information (e.g., additional recommended vendors) related to the NR that is not associated with a specific commodity line.
Discount Code	N/A	**Not Applicable**. Not used by the State of Missouri.

Tax Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Manuf Number	N/A	**Not Applicable**. Not used by the State of Missouri.
Name	N/A	**Not Applicable**. Not used by the State of Missouri.
Description	N/A	**Display Only**. Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed.
Quantity (Amount)	11	**Requires Input**. Enter the quantity of goods or services ordered. A whole number will default to three decimal places. (For example, if 999999 is entered, the system will display it as 999,999.000 and if 99999.90 is entered, the system will display it as 99,999.900.) Maximum quantity allowed is 9999999.999. Enter a "1" when requesting the establishment of a revenue-generating price agreement.
Quantity(Def/Inc/Dec)	N/A	**Input Optional**. If establishing a NR, the **Def**ault radio button should be selected. If modifying **Quantity (Amount)**, select **Inc**rease or **Dec**rease.
Unit Cost (Amount)	14	**Requires Input**. Enter the estimated cost per unit of the goods or services ordered. Enter decimal point and cents. An estimated cost of $0.00 is not acceptable. If the NR is requesting establishment of a revenue-generating price agreement enter $0.01.
Unit Cost (Def/Inc/Dec)	N/A	**Input Optional**. If establishing a NR, the **Def**ault radio button should be selected. If modifying **Unit Cost (Amount)**, select **Inc**rease or **Dec**rease.
Line Total	14	**Display Only**. Defaults to the total cost calculated by the system by multiplying the quantity of units by the price per unit.
Discount (Amount)	N/A	**Not Applicable**. Not used by the State of Missouri.
Discount (Def/Inc/Dec)	N/A	**Not Applicable**. Not used by the State of Missouri.

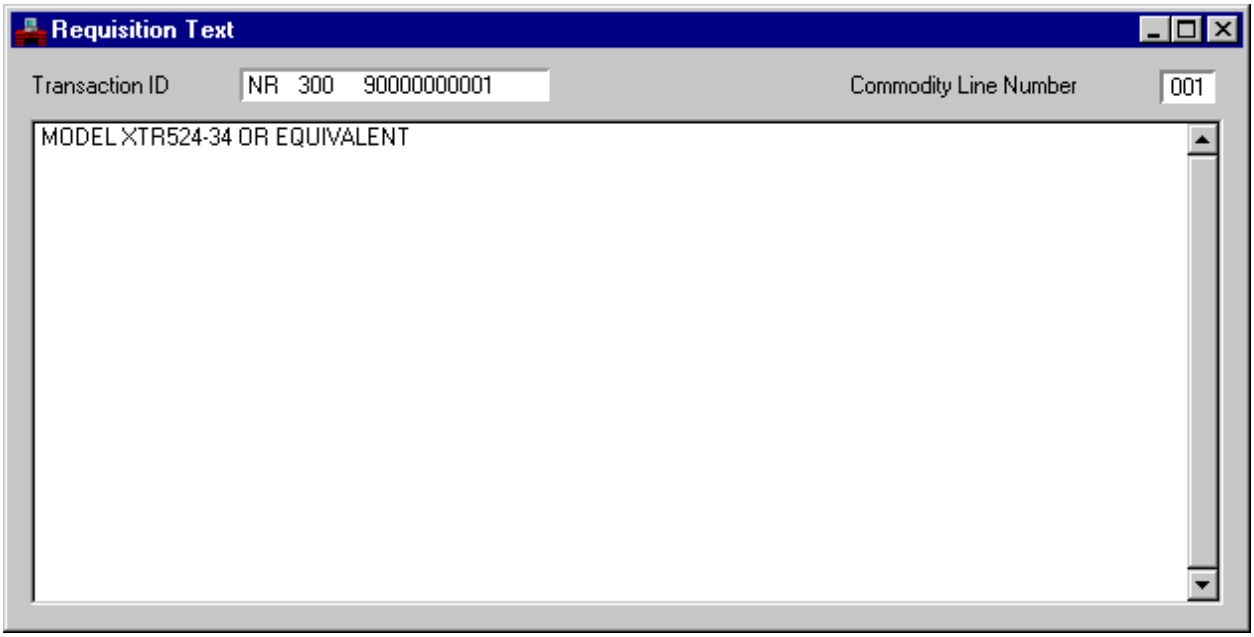
Tax	N/A	**Not Applicable**. Not used by the State of Missouri.
Freight (Amount)	N/A	**Not Applicable**. Not used by the State of Missouri.
Freight (Def/Inc/Dec)	N/A	**Not Applicable**. Not used by the State of Missouri.
Total Cost (Amount)	14	**Display Only**. Defaults to the total cost calculated by the system by multiplying the quantity of units by the price per unit.



Commodity Line View

Field Name	Length	Definition
Line	3	**Display Only**. Defaults to the Line number entered on the Commodity Details View.
Commodity Code	14	**Display Only**. Defaults to the Commodity Code entered on the Commodity Details View.

Item	3	**Display Only**. Defaults to the Item Code entered on the Commodity Details View.
Unit	4	**Display Only**. Defaults to the Unit of Measure entered on the Commodity Details View.
Quantity (Amount)	11	**Display Only**. Defaults to the Quantity entered on the Commodity Details View.
Quantity (Def/Inc/Dec)	N/A	**Display Only**. Defaults to the Quantity (Def/Inc/Dec) selected on the Commodity Details View.
Unit Cost (Amount)	14	**Display Only**. Defaults to the Unit Cost entered on the Commodity Details View.
Unit Cost (Def/Inc/Dec)	N/A	**Display Only**. Defaults to the Unit Cost (Def/Inc/Dec) selected on the Commodity Details View.



Additional Description View - Requisition Text (RXTX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD

Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY CHANGE

Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE

CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Transaction ID<	16	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the requisition number. If the table was accessed by using the Navigator Go To, you need to enter the requisition number.
Commodity Line Number	3	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the requisition commodity line number. If the table was accessed by using the Navigator Go To, you need to enter the line number.
Text		**Requires Input.** Enter the text you want to associate with the requisition commodity line. This text should provide further explanation of the item requested on the commodity line. This text may be inferred to a subsequent bid document or purchase order.

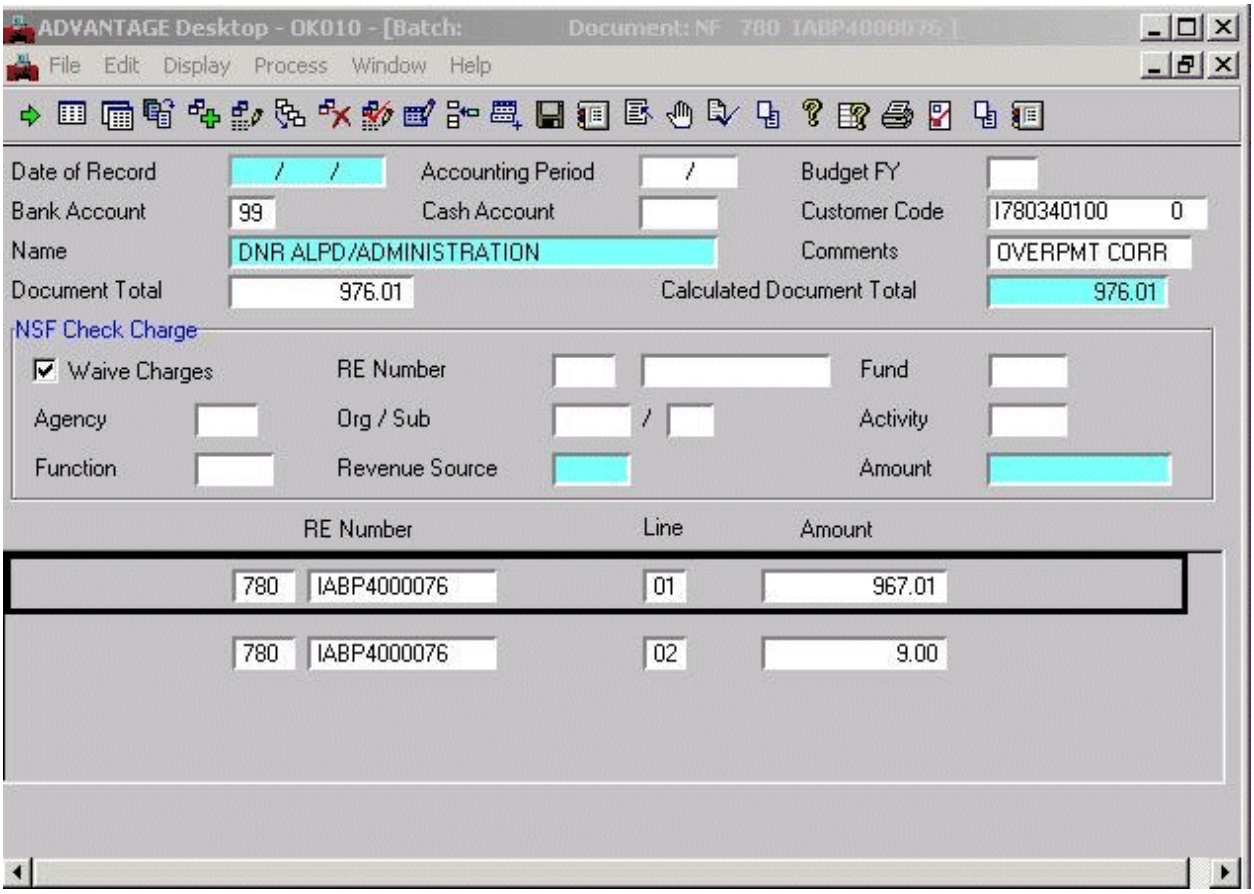
Non-Sufficient Funds (NF)

Purpose

The Non-Sufficient Funds (NF) document is used to record the return of funds which was originally recorded in SAM II as a payment of receivable(s). An NF document must be prepared for each bad check. If the bad check was for payment of more than one receivable, then a separate line on the NF document must be completed for each receivable.

If the funds were not originally recorded in SAM II as a payment of a receivable, the bad check must be recorded on a Cash Receipt (CR) document. See Cash Receipts Policies and Procedures for additional information.

NF Coding Instructions



Field Name	Length	Definition

Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Not Applicable.** Do not enter data into this field.
Budget FY	2	**Not Applicable.** Do not enter data into this field.
Bank Account	2	**Requires Input**. Enter the code for the appropriate bank account. Note: This code represents the bank where the agency deposit was made. This code must correspond to the code entered on the original Cash Receipt (CR) document. See Bank Account (BANK) for valid values.
Cash Account	4	**Not Applicable.** Do not enter data into this field.
Customer Code	11	**Requires Input**. Enter the Customer code corresponding to the Customer who paid with the bad check. Note: This should be the Customer code associated with the Receivable (RE) document referenced on the original Cash Receipt (CR) document.
Customer Code	11	**Requires Input**. Enter the Customer code corresponding to the Customer who paid with the bad check. Note: This should be the Customer code associated with the Receivable (RE) document referenced on the original Cash Receipt (CR) document.
Name	30	**Display Only**. Displays the name of the Customer corresponding to the **Customer Code** entered above.
Comments	12	**Requires Input**. Enter “bad check(s)”.
Document Total	14.2	**Requires Input**. Enter the sum of all lines for this document.
Calculated Document Total	14.2	**Display Only**. Displays the SAM II system computed total of the line amounts.

Waive Charges	1	**Requires Input**. This box must be checked so that NSF check charges are not applied to the bad check. Note: If by statutory authority, an agency can impose a NSF bad check charge, a modifying Receivable (RE) document must be completed.
RE Number	14	**Not Applicable.** Do not enter data into this field.
Fund	4	**Not Applicable.** Do not enter data into this field.
Agency	3	**Not Applicable.** Do not enter data into this field.
Org/Sub	4	**Not Applicable.** Do not enter data into this field.
Org/Sub	2	**Not Applicable.** Do not enter data into this field.
Activity	4	**Not Applicable.** Do not enter data into this field.
Function	4	**Not Applicable.** Do not enter data into this field.
Rev Srce	4	**Display Only**. Nothing will appear in this field since NSF check charges are not applied to the bad check.
Amount	14.2	**Display Only**. Nothing will appear in this field since NSF check charges are not applied to the bad check.
RE Number	14	**Requires Input**. Enter the original document number of the Receivable (RE) to which cash from the NSF check is to be applied. Ensure that all of the RE's referenced on the **Non-Sufficient Funds** (**NF**) document lines are for the same customer and billing code.
Line	2	**Input Optional**. Required if cash from the NSF check is to be applied to a specific Receivable (RE) document line. If so, enter the corresponding RE document line number. If **RE Number** is entered and **Line** is left blank, then the lines in the original Cash Receipt (CR) are reversed out in the order that the Lines have been entered.

Amount	4	**Requires Input.** Enter the amount of the non-sufficient funds check(s).

Note Pad Text (NOTE)

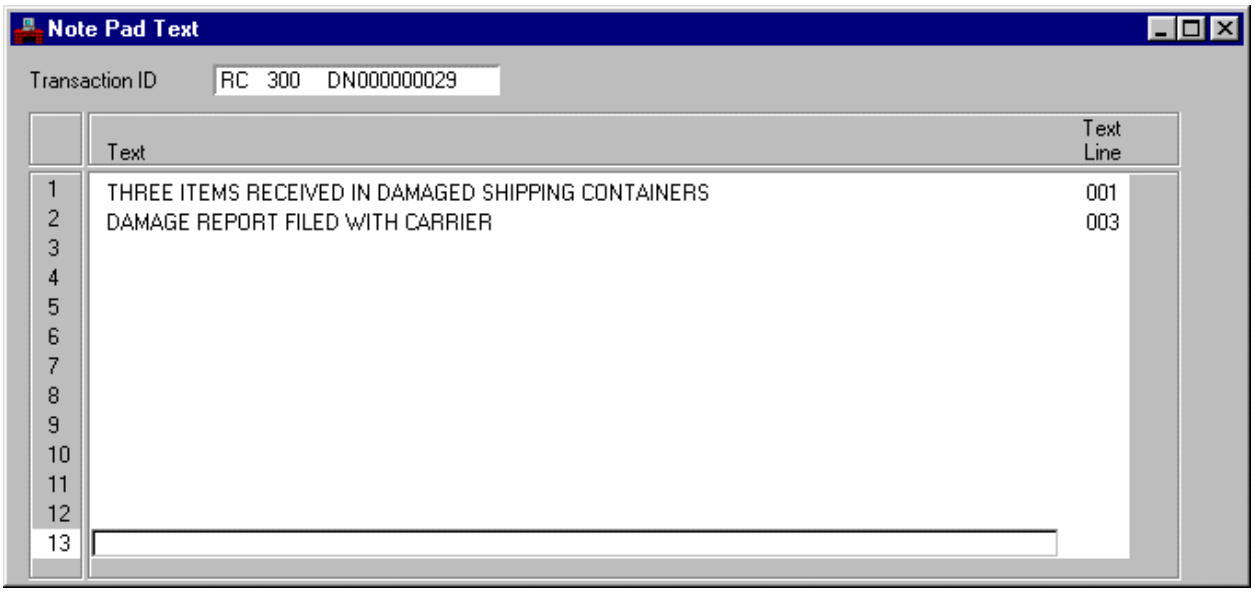
Purpose

The Note Pad Text (NOTE) table can be used to enter text that corresponds to any document used in the SAM II system. You can enter notes regarding a document before it is accepted by the system, while processing the document, or while modifying the document.

IMPORTANT: To assure that the applicable open items header table field is automatically updated by the system to indicate that Note Pad Text exists for a particular document, NOTE will need to be opened and browsed after the document is at an accepted status.

However, if NOTE is completed before the document is in an "accepted" status, the open items header table Note Pad Text field can be updated to reflect that Note Pad Text exists by going to the NOTE table, entering the Transaction ID, Browsing, and then processing a Modify: change action.

NOTE Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the transaction ID (2-character document ID; 3-character agency code; and 11-digit

		transaction number) of the document that you are entering text or the document that you are inquiring about.
Text	70	**Input Optional.** You can enter informational text pertaining to the document. Up to 1000 lines of text may be entered. Note: The NOTE table does not contain word wrap-around capability.
Text Line	3	**Input Optional.** Defaults to **001**. You can enter the line number associated with the text. If a Text Line number is not entered, an increment of 2 is added to the previous Text Line number to facilitate future text modifications.

O

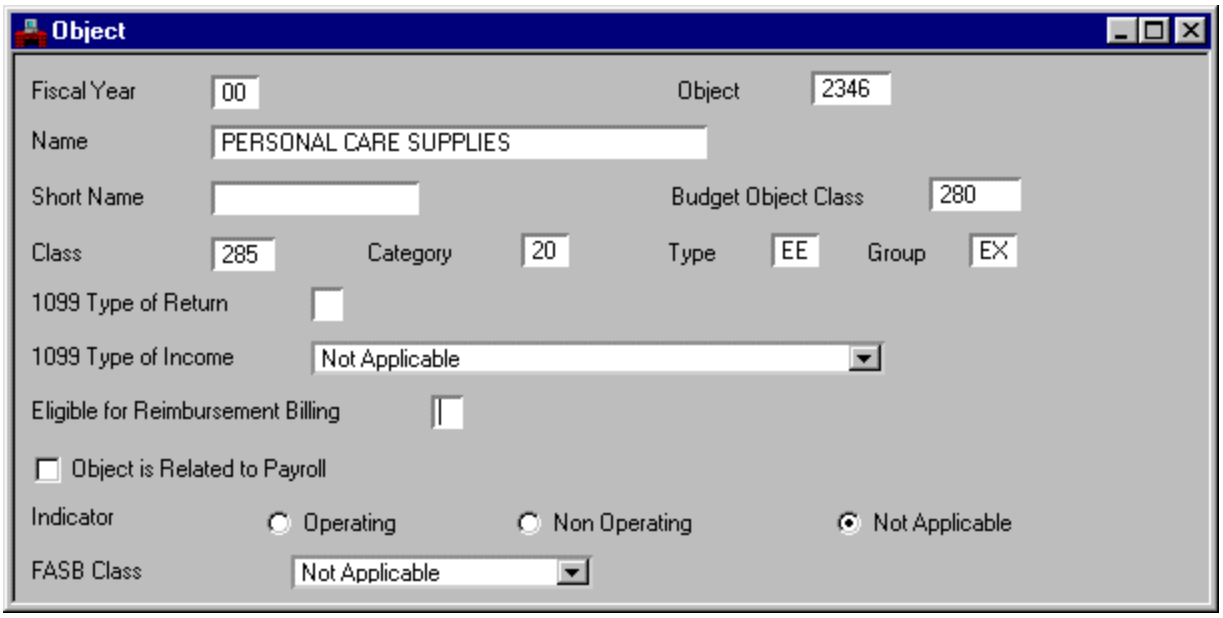
Object (OBJ2)

Purpose

Object (OBJ2) identifies the valid objects that may be used for recording expenditures and expenses. It is also used to assign individual object codes to higher level classifications.

The object code is the starting point for a classification hierarchy that puts similar objects of expenditure together in progressively larger groups. The progression is as follows: 1) Sub-object, 2) Object; 3) Budget Object Class, 4) Object class; 5) Object category; 6) Object type; and 7) Object group. Budget Object Class is the level used for the expense budget. Similar objects are grouped into an object class, and similar object classes are grouped into an object category. Sub-object codes are subdivisions of object codes. An object code is always required for expenditures. Except for the budget object class, the hierarchy is used for reporting purposes.

OBJ2 Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Object	4	**Requires Input.** Enter an **Object** code. If adding a new line, enter a new code; if changing or deleting an existing code enter the affected value.
Name	30	**Requires Input.** Enter the object **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.
Budget Object Class	3	**Requires Input.** Enter the **Budget Object Class** that will be used for the expense budget.
Class	3	**Requires Input.** Enter the object **Class** code within which this object code will be reported. Refer to Object Class (OCLS) for valid values.
Category	2	**Requires Input.** Enter the object **Category** code within which this object code will be reported. Refer to Object Category (OCAT) for valid values.

Type	2	**Requires Input.** Enter the object **Type** code within which this object code will be reported. Refer to Object Type (OTYP) for valid values.
Group	2	**Requires Input.** Enter the object **Group** code within which this object code will be reported. Refer to Object Group (OGRP) for valid values.
1099 Type of Return	1	**Input Optional.** Enter the type of return associated with the object if related expenses are reportable under IRS standards for 1099 reporting. Valid values are: 1099-MISC 1099-INT [I] [M]1099-G [G]
1099 Type of Income	1	**Input Optional.** Required if a value was selected for the **Type of Return** field. Enter the type of income associated with the object code if related expenses are reported under IRS standards for 1099 reporting. Valid values are: For 1099-MISC Returns: Rents [1] Royalties [2] Prizes and Awards [3] Fishing Boat Proceeds [5] Medical & Health Care Payments [6] Non-employee Compensation [7] Substitute Payments in Lieu of Dividends & Interest [8] Direct Sales of Consumer Product for Resale [9] Payments to Attorneys and Golden Parachute Payments [13]

		***Special Note**: The drop-down list does not currently include the text for the 1099-INT and 1099-G income types. When setting the **Type of Income** field for 1099-INT and 1099-G return types, select the 1099-MISC text which corresponds to the numeric field value listed in brackets [ ]. For example, if the payments made with this object code are to be reported on a 1099-INT and the type of income should be reported as Interest Income (numeric field value = 1 (see list below)), choose Rents [1]. For 1099-INT Returns: Interest Income [1] Early Withdrawal Penalty [2] Interest on U.S. Savings Bonds and Treasury Obligations [3] Foreign Tax Paid [5] For 1099-G Returns: Unemployment Compensation [1] State or Local Income Tax Refunds, Credits or Offsets [2] Taxable Grants [6] Agricultural Payments [7]
GASB Major	1	**Not Applicable.** Do not enter data into this field.
GASB Minor	2	**Not Applicable.** Do not enter data into this field.
Eligible for Reimbursement Billing	1	**Requires Input.** Enter **E [Eligible]** if project charges under this object are **Eligible for Reimbursement Billing**. Enter **I [ineligible]** if the project charges are not eligible. Used by the Project Billing Subsystem.

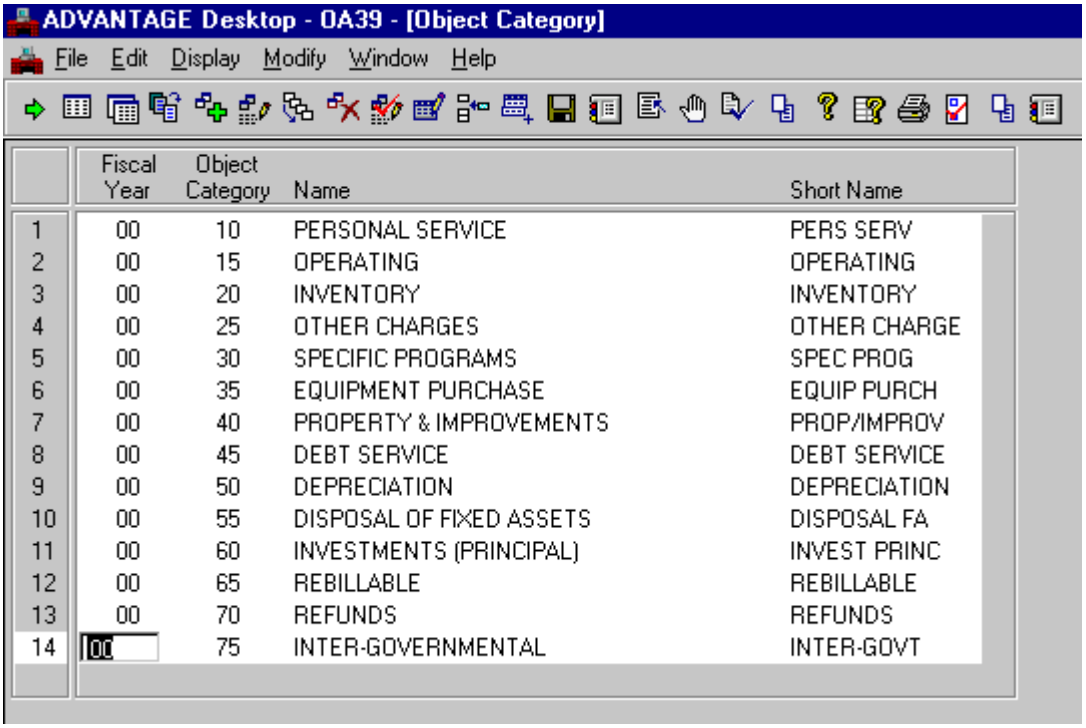
Object is Related to Payroll	1	**Input Optional.** Default is cleared **[blank]**. Select if the object is payroll-related **[Y]**. The system will not permit requisitions and purchase orders with object codes identified as payroll.
FA Indictor	1	**Input Optional.** Default is ***No [blank]***. Select if the object is Fixed Asset related ***[Y]***. Only FIxed Assets should be purchased with this object.
Indicator	1	**Input Optional.** Default is **Not Applicable [blank]**. Select **Operating [O]** or **Non Operating [N]**, if applicable.
FASB Class	1	**Input Optional.** Default is **Not Applicable [blank]**. If **FASB/GASB Institution** on System Options (SOP2) is **FASB [F]**, valid values are: Unrestricted [U] Temporarily Restricted [T] Permanently Restricted [P] When **FASB/GASB Institution** is **GASB [G]**, select **Not Applicable [blank]**.

Object Category (OCAT)

Purpose

Object Category (OCAT) defines valid object category codes and is a roll-up level in the **Object** hierarchy. It is used to group objects into the major expenditure groupings for CAFR reporting. The numbering scheme is defined by OA/ACC. The actual assignment of object classes into categories occurs in Object (OBJ2).

OCAT Coding Instructions



	Fiscal Year	Object Category	Name	Short Name
1	00	10	PERSONAL SERVICE	PERS SERV
2	00	15	OPERATING	OPERATING
3	00	20	INVENTORY	INVENTORY
4	00	25	OTHER CHARGES	OTHER CHARGE
5	00	30	SPECIFIC PROGRAMS	SPEC PROG
6	00	35	EQUIPMENT PURCHASE	EQUIP PURCH
7	00	40	PROPERTY & IMPROVEMENTS	PROP/IMPROV
8	00	45	DEBT SERVICE	DEBT SERVICE
9	00	50	DEPRECIATION	DEPRECIATION
10	00	55	DISPOSAL OF FIXED ASSETS	DISPOSAL FA
11	00	60	INVESTMENTS (PRINCIPAL)	INVEST PRINC
12	00	65	REBILLABLE	REBILLABLE
13	00	70	REFUNDS	REFUNDS
14	00	75	INTER-GOVERNMENTAL	INTER-GOVT

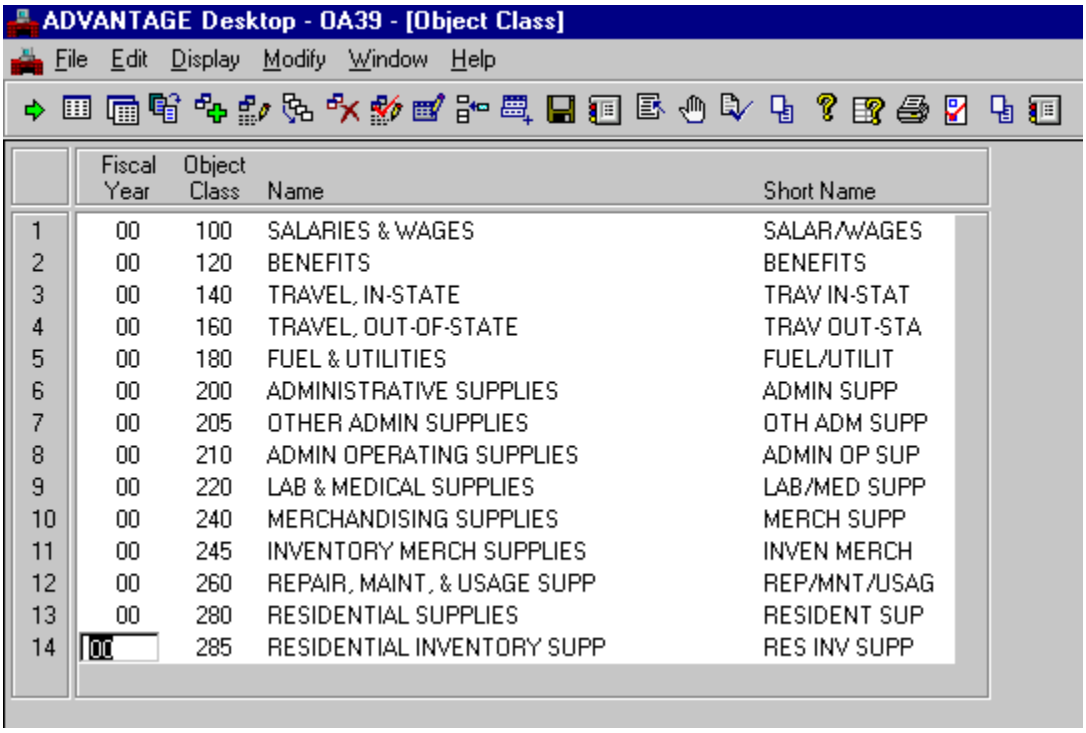
Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable **Fiscal Year**.
Object Category	2	**Requires Input**. Enter the **Object Category** value. If adding a new code, enter a new value; if changing or deleting an existing category, enter the affected value. The following categories are defined for system use: **MT** - Mandatory transfers **NT** - Non-mandatory transfers **DE** - Deductions
Name	30	**Requires Input**. Enter the object category **Name.**
Short Name	12	**Requires Input**. Enter the name that you want to appear on reports when there is not enough room for the full name.

Object Class (OCLS)

Purpose

Object Class (OCLS) defines valid object class codes and is a roll-up level in the **Object** hierarchy. It is used to group similar types of expenditures for federal aid reporting. The numbering scheme is defined by OA/ACC. The actual assignment of objects into classes occurs in Object (OBJ2).

OCLS Coding Instructions



	Fiscal Year	Object Class	Name	Short Name
1	00	100	SALARIES & WAGES	SALAR/WAGES
2	00	120	BENEFITS	BENEFITS
3	00	140	TRAVEL, IN-STATE	TRAV IN-STAT
4	00	160	TRAVEL, OUT-OF-STATE	TRAV OUT-STA
5	00	180	FUEL & UTILITIES	FUEL/UTILIT
6	00	200	ADMINISTRATIVE SUPPLIES	ADMIN SUPP
7	00	205	OTHER ADMIN SUPPLIES	OTH ADM SUPP
8	00	210	ADMIN OPERATING SUPPLIES	ADMIN OP SUP
9	00	220	LAB & MEDICAL SUPPLIES	LAB/MED SUPP
10	00	240	MERCHANDISING SUPPLIES	MERCH SUPP
11	00	245	INVENTORY MERCH SUPPLIES	INVEN MERCH
12	00	260	REPAIR, MAINT, & USAGE SUPP	REP/MNT/USAG
13	00	280	RESIDENTIAL SUPPLIES	RESIDENT SUP
14	00	285	RESIDENTIAL INVENTORY SUPP	RES INV SUPP

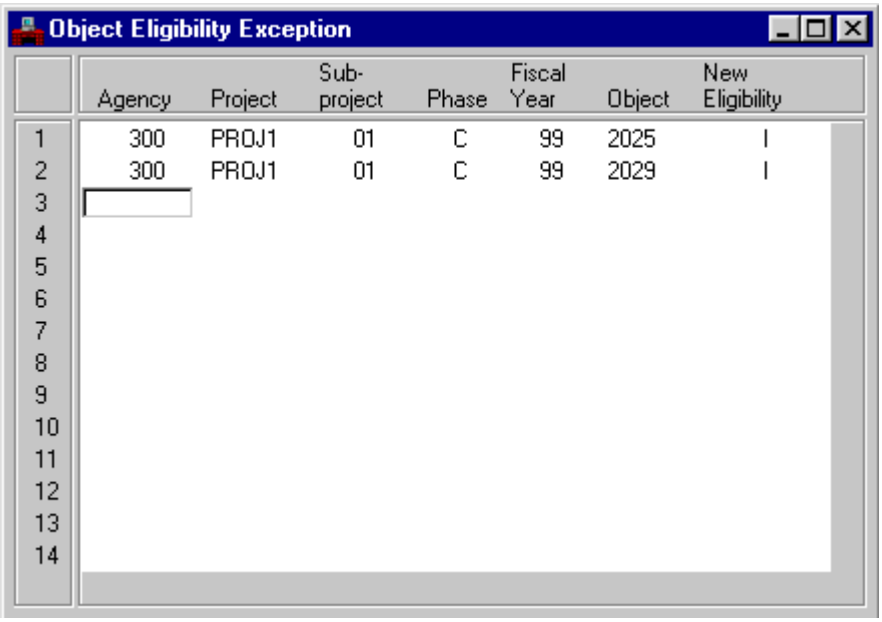
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Object Class	3	**Requires Input.** Enter the **Object Class** value. If adding a new code, enter a new value; if changing or deleting an existing class, enter the affected value.
Name	30	**Requires Input.** Enter the object class **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

Object Eligibility Exception (OBEX)

Purpose

Object Eligibility Exception (OBEX) is used to list all combinations of agency, project, sub-project, phase and object within a fiscal year that have different eligibility indicators from those entered on Object (OBJ2). The new eligibility indicator is entered against each combination. This table can be updated, as warranted, throughout the year.

OBEX Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input**. Enter the agency. See Project Budget Line Inquiry (1 of 2) (PRBL) for valid values.
Project	5	**Requires Input**. Enter the project code. See Project Budget Line Inquiry (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Sub-Project	2	**Requires Input**. Enter the sub-project code. See Project Budget Line Inquiry (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.

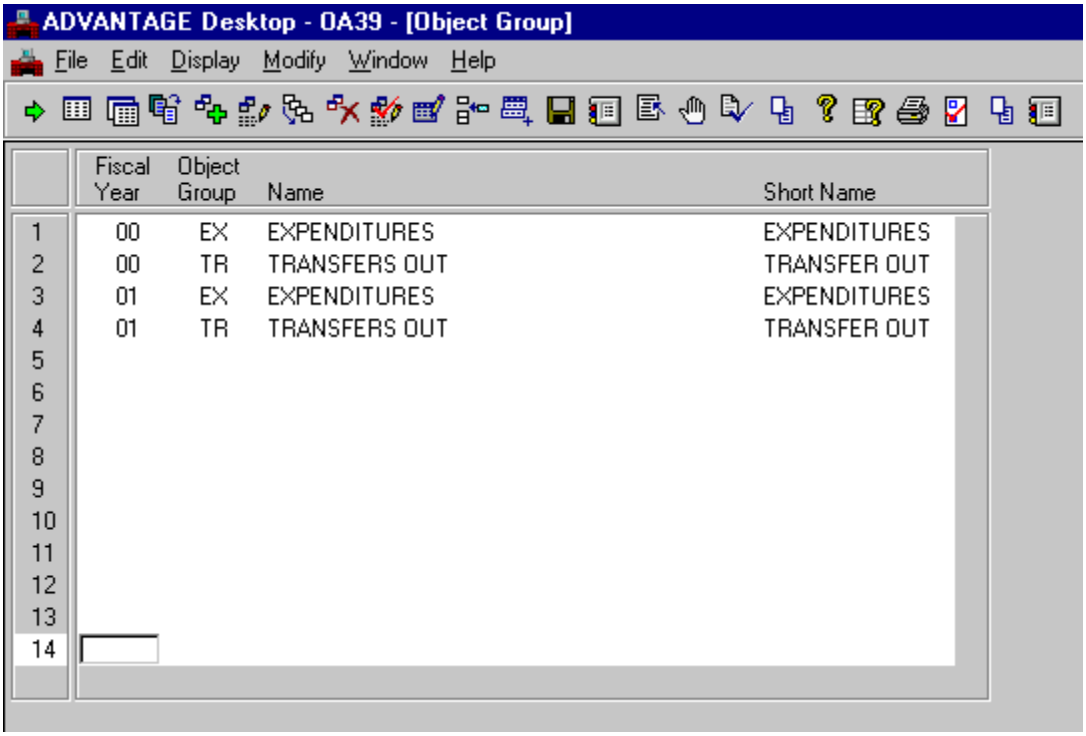
Phase	1	**Requires Input**. Enter the phase code. See Project Budget Line Inquiry (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Object	4	**Requires Input**. Enter the object. See Object Index (OBJT) for valid values.
New Eligibility	1	**Requires Input**. Enter the code indicating eligibility. Valid values are: ***I*** - Eligible for reimbursement from state and bond funding types ***E*** - Eligible for reimbursement from all funding types (federal, state, bond and other)

Object Group (OGRP)

Purpose

Object Group (OGRP) defines valid object group codes and is a roll-up level in the **Object** hierarchy. It is used to group objects into the major areas of expenditure including reimbursable expenditures and transfer objects. The numbering scheme is defined by OA/ACC. The actual assignment of object types into groups occurs in Object (OBJ2).

OGRP Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Object Group	2	**Requires Input.** Enter the **Object Group** value. If adding a new code, enter a new value; if changing or deleting an existing group, enter the affected value. The following groups are defined for system use: **TR** - Transfers **RE** - Reimbursements
Name	30	**Requires Input.** Enter the object group **Name**
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

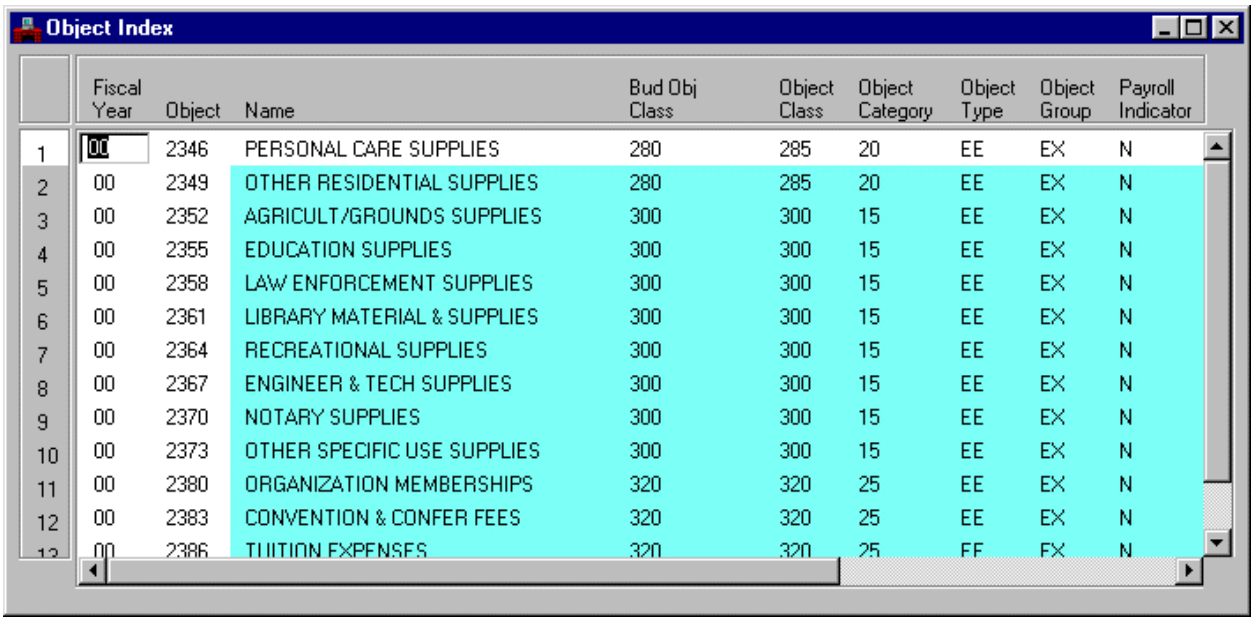
Object Index (OBJT)

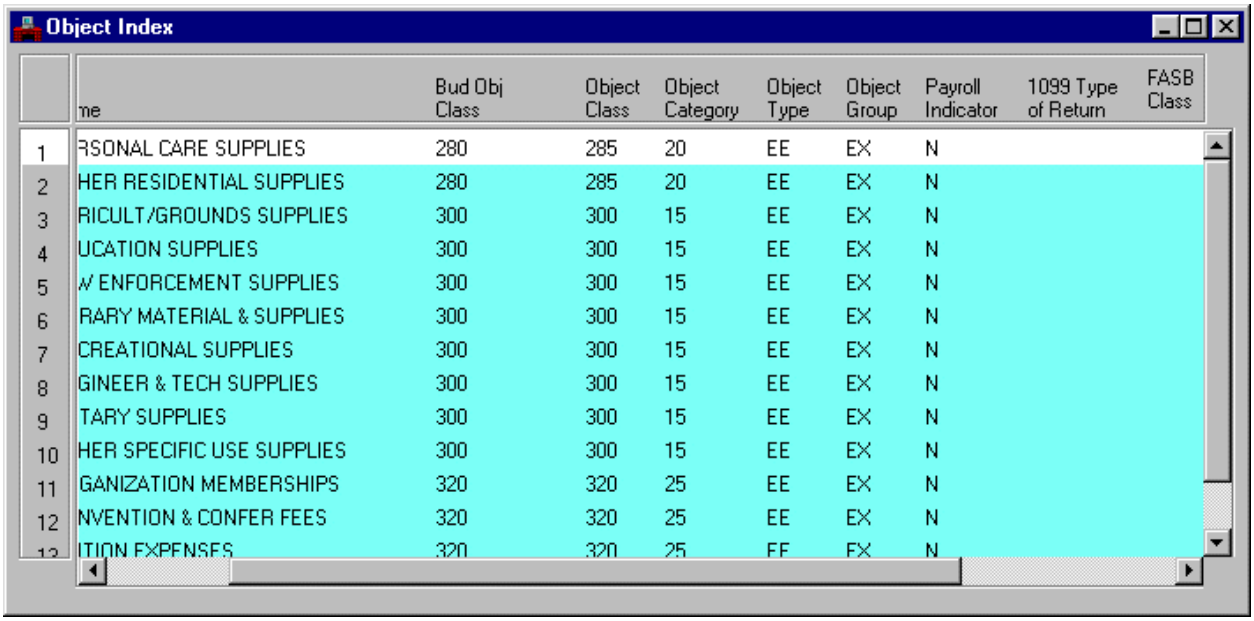
Purpose

Object Index (OBJT) table displays objects that may be used for recording expenditures and expenses. The Object Index OBJT) is a system maintained table that also displays higher level classifications assigned to each object code.

The Object code is the starting point for a classification hierarchy that puts similar objects of expenditure together in progressively larger groups. The progression is as follows: 1) Sub-Object; 2) Object; 3) Budget Object Class; 4) Object Class; 5) Object Category; 6) Object Type; and 7) Object Group. Budget Object Class is the level used for the expense budget. Similar Objects are grouped into an Object Class, and similar Object Classes are grouped into an Object Category. Sub-Object codes are subdivisions of Object Codes. An Object Code is always required for expenditures. Except for the Budget Object Class, the hierarchy is used for reporting purposes.

OBJT Coding Instructions





Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Object	4	**Requires Input.** Enter a valid **Object** code.
Name	30	**Display Only.** The **Name** of the object code from the Object (OBJ2) table is displayed.

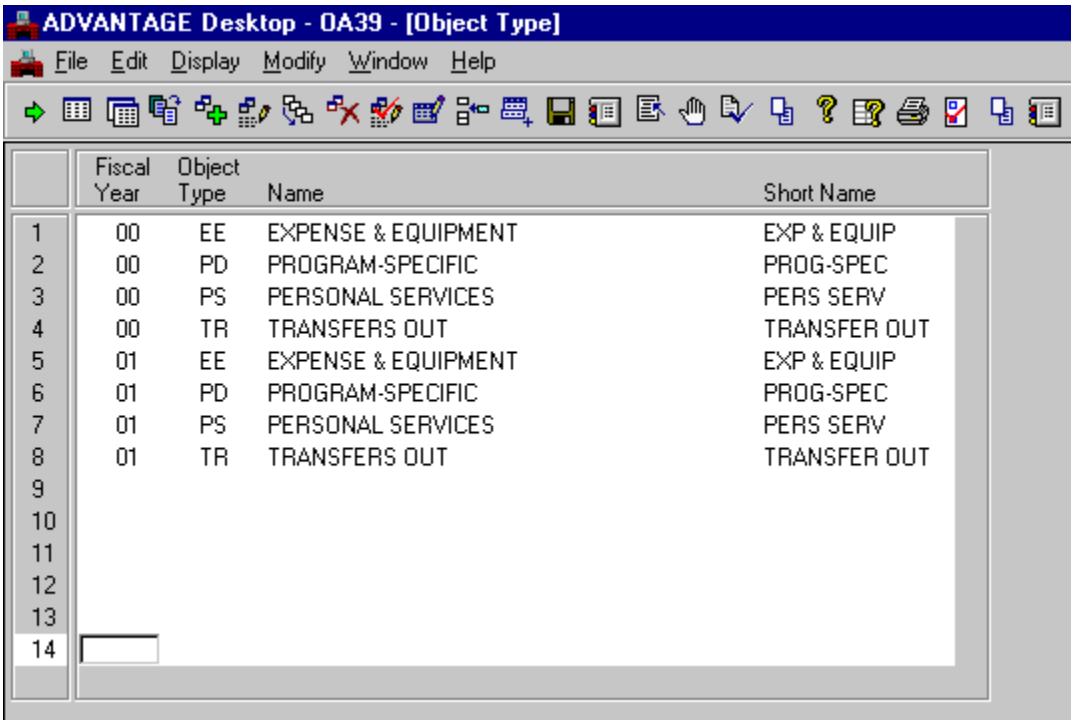
Object Class	3	**Display Only.** The **Object Class** associated with the object code on the Object (OBJ2) table is displayed.
Object Category	2	**Display Only.** The **Object Category** associated with the object code on the Object (OBJ2) table is displayed.
Object Type	2	**Display Only.** The **Object Type** associated with the object code on the Object (OBJ2) table is displayed.
Object Group	2	**Display Only.** The **Object Group** associated with the object code on the Object (OBJ2) table is displayed.
Payroll Indicator	1	**Display Only.** Displays **Y** if this is a payroll related object; otherwise displays **N**. Payroll related objects may not be used on requisitions and purchase orders.
1099 Type of Return	1	**Display Only.** If this object is 1099 reportable will display **A** for 1099-miscellaneous. If it is not 1099 reportable will display **[blank]**.
FASB Class	1	**Display Only.** Displays **U** if this account is unrestricted, **T** if it is temporarily restricted, or **P** if it is permanently restricted. This field is blank if a FASB classification is not associated with this account.
GASB Major	2	**Not Applicable.** Do not enter data in this field.
GASB Minor	2	**Not Applicable.** Do not enter data in this field.
FA Indicator	1	**Not Applicable.** Do not enter data in this field.

Object Type (OTYP)

Purpose

Object Type (OTYP) defines valid object type codes and is a roll-up level in the **Object** hierarchy. It is used to group objects into the five major areas of expenditures. The numbering scheme is defined by OA/ACC. The actual assignment of object categories into types occurs in Object (OBJ2).

OTYP Coding Instructions



Field Name

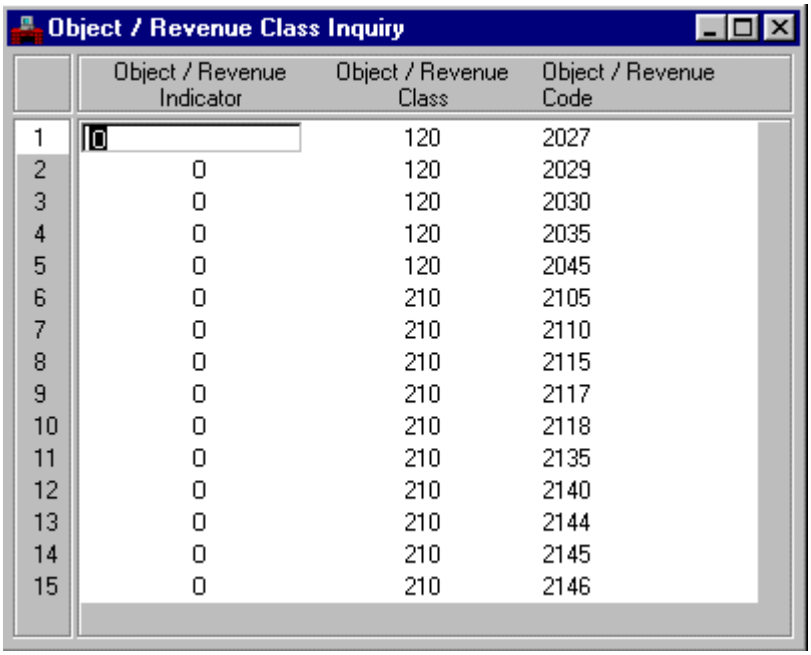
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Object Type	2	**Requires Input.** Enter the **Object Type** value. If adding a new code, enter a new value; if changing or deleting an existing type, enter the affected value.
Name	30	**Requires Input.** Enter the object type **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

Object/Revenue Class Inquiry (OBRV)

Purpose

Object/Revenue Class Inquiry (OBRV) groups valid objects and revenue sources by class. It provides the detail objects and revenue sources needed to expand pool or base records that were defined by an object or revenue class. The information in this window is indirectly maintained by modifying Object (OBJ2) and Revenue Source (RSR2) and by rerunning the off-line program that creates this window.

OBRV Coding Instructions



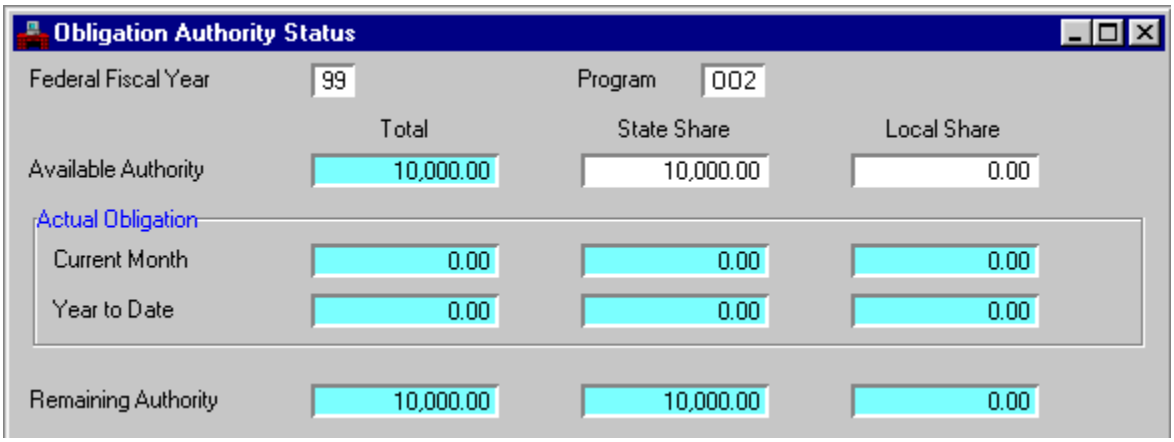
Field Name	Length	Definition
Object/Revenue Indicator	1	**Requires Input.** Enter **O** if the following fields describe an object or **R** if the following fields describe a revenue source.
Object/Revenue Class	3	**Requires Input.** Enter the object or revenue source class (depending on **Object/Revenue Indicator**).
Object/Revenue Code	4	**Input Optional.** Enter the object or revenue source (depending on **Object/Revenue Indicator**).

Obligation Authority Status (OBAS)

Purpose

Obligation Authority Status (OBAS) records the obligation authority ceiling amounts by the program/program group for which these ceilings are established. It also provides the actual obligations against the ceiling and the remaining authority. The program/program group is identified by the obligation program code. The obligation authority ceiling is input directly by the user, while the rest of the information is updated by the system. Lines are added to this table by the user, but the actual obligation fields are updated by the Project Participation (PZ) document.

OBAS Coding Instructions



Field Name	Length	Definition
Federal Fiscal Year	2	**Requires Input.** Enter the last two digits of the fiscal year for which the obligation authority is received.
Program	3	**Requires Input.** Enter the program or program group for which the obligation authority is specified (e.g. 'FRM' - Formula, 'DIS' - Discretionary, 'SPC' - Special).
Available Authority		
Total	14	**Display Only.** The total obligation authority ceiling amount corresponding to the obligation program is displayed.
State Share	14	**Requires Input.** Enter that part of the obligation authority ceiling amount which has been designated for state sponsored projects.

Local Share	14	**Requires Input.** Enter that part of the obligation authority ceiling amount which has been designated for locally sponsored projects.
Actual Obligation		
Current Month	14	**Display Only.** The amount that has been obligated in the current month from the available obligation authority is displayed.
Year to Date	14	**Display Only.** The amount that has been obligated in the current fiscal year from the available obligation authority is displayed.
Remaining Authority	14	**Display Only.** The remaining obligation authority for the obligation program is displayed.

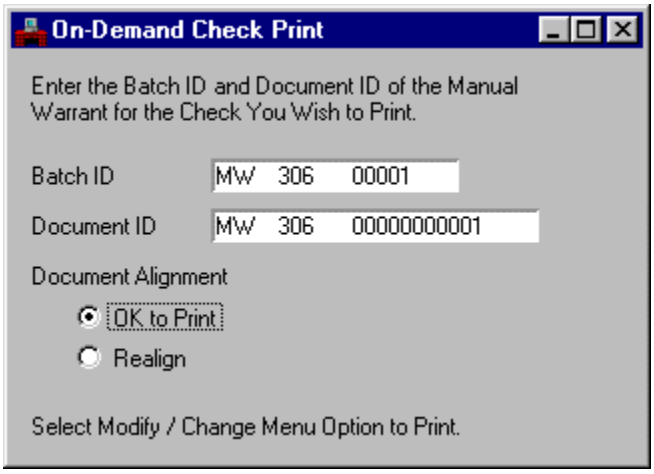
On-Demand Check Print (ODCK)

Purpose

The On-Demand Check Print (ODCK) table is used to request a check for manual warrant documents to print during the day. Only authorized users within OA/ACC have access to this table.

After table is completed select **Display:Get Specific Data.** After the document is found, select **Modify:Change**.

ODCK Coding Instructions



Field Name	Length	Definition
Batch ID	5.0	**Requires Input.** Enter MW and Agency Number.
Document ID	16.0	**Requires Input.** Enter MW, Agency Number, and the document number of the manual warrant you want to print.
Document Alignment	1.0	**Requires Input.** Select **OK to** Print [OK] if the check stock is properly aligned in the printer; otherwise select **Realign**.

On-Demand EPS Purchase Order Print (ODPO)

Purpose

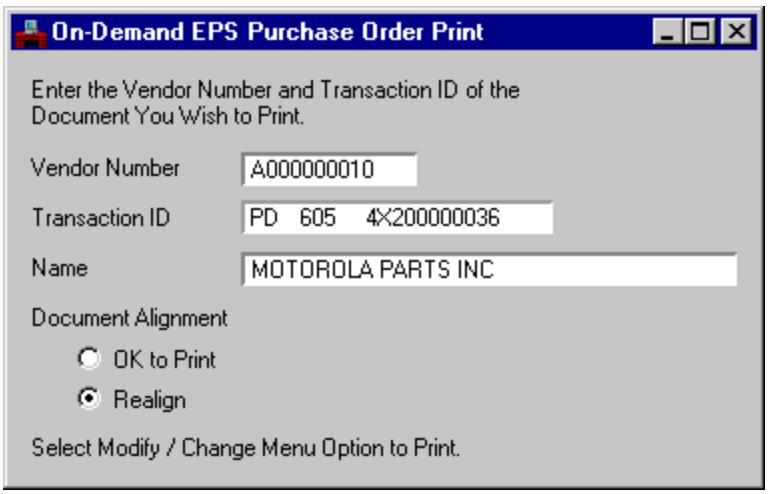
The On-Demand EPS Purchase Order Print (ODPO) table is used to immediately print purchase order documents upon a user's request.

Enter the Vendor Number and Transaction ID, and then browse.

Select the radio button for "OK to Print".

Select Modify: Change menu option to print.

ODPO Coding Instructions



Field Name	Length	Definition

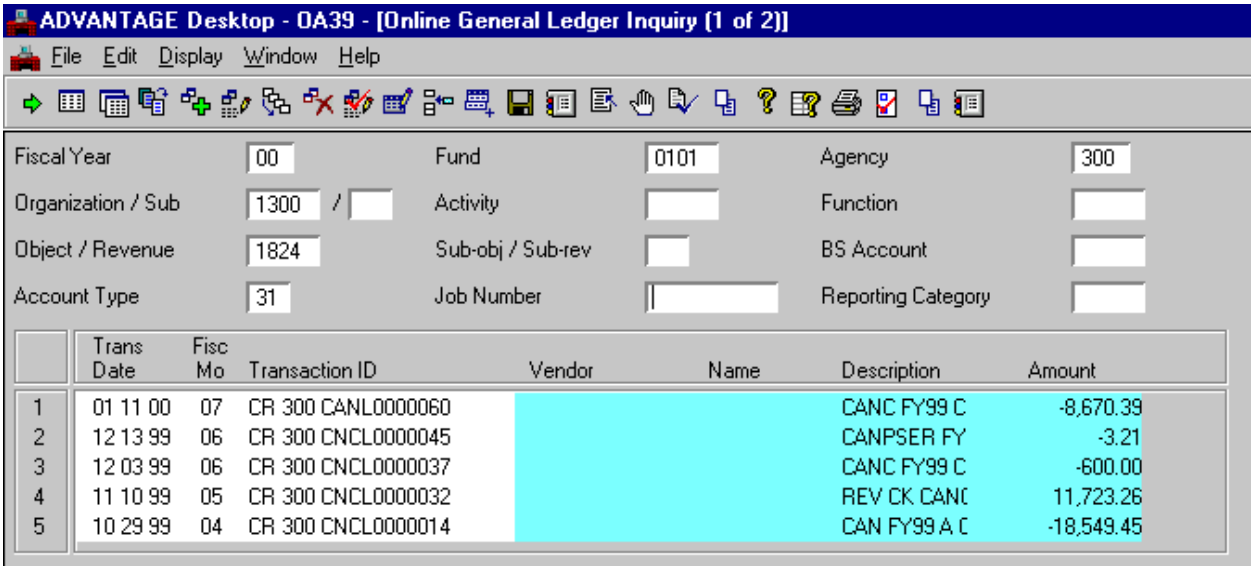
Vendor Number	10	**Requires Input.** Enter the vendor number (first 10 characters of the vendor code) referenced on the purchase order document.
Transaction ID	16	**Requires Input.** Enter the document ID (2-character document type; 3-character agency code; and up to 11-character transaction number) corresponding to the purchase order to be printed.
Name	30	**Display Only.** Displays the name associated with the vendor number as inferred from Vendor (1 of 3) (VEN2).
Document Alignment	1	**Requires Input**. Select **OK** to Print.

Online General Ledger Inquiry (OLGL)

Purpose

The Online General Ledger Inquiry (OLGL, OLG2) windows allow users to view General Ledger entries. Initial entries are loaded from the General Ledger (GENLED) and the Year-to-Date Ledger (YTDLED) and the information in this window is then updated each night with the day's general ledger transactions by executing AFINOLGL.

OLGL Coding Instructions



Field Name	Length	Definition

Fiscal Year	2	**Requires Input.** Enter the last two digits of the fiscal year for which this ledger record applies.
Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** Enter the code for the appropriate Sub-Organization if it is known. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional.** Enter the code for the appropriate Activity if it is known. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate Function if it is known. Refer to Function (FUNC) table for valid codes.
Object/Revenue	4	**Requires Input.** Enter the code for the appropriate Object or Revenue. Refer to Object Index (OBJT) table or Revenue Source Index (RSRC) table for valid codes.
Sub-Object/Sub-Revenue	2	**Input Optional.** Enter the code for the appropriate Sub-Object or Sub-Revenue source if it is known. Refer to Sub-Object (SOBJ) table or Sub-Revenue (SREV) table for valid codes.
BS Account	4	**Input Optional.** Enter the code for the appropriate balance sheet account if it is known. Refer to Balance Sheet Account Index (BACC) table for valid codes.
Account Type	2	**Input Optional.** Enter the account type of the ledger record.

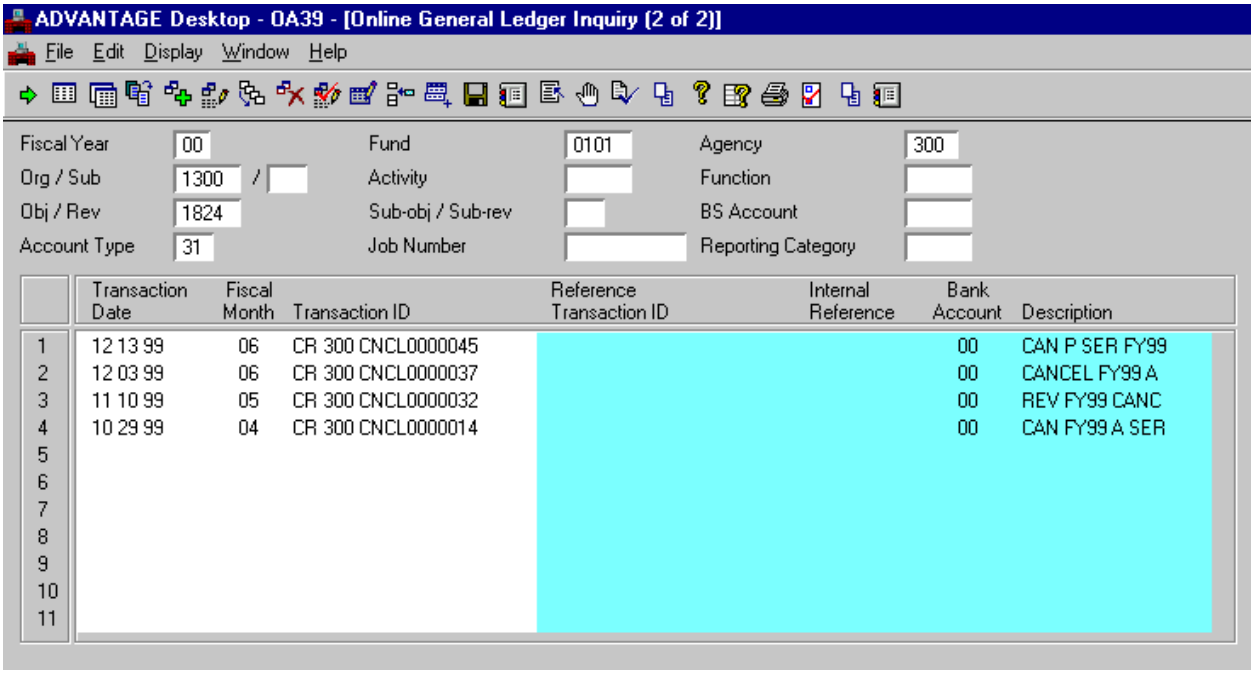
Job Number	8	**Input Optional.** Enter the code for the appropriate job number if it is known. Refer to Job Index (JOBT) table for valid codes.
Reporting Category	4	**Input Optional.** Enter the code for the appropriate Reporting Category if it is known. Refer to Reporting Category (RPTG) table for valid codes.
Transaction Date	6	**Input Optional.** Enter the transaction date of the ledger record.
Fiscal Month	2	**Input Optional.** Enter the fiscal month to which the ledger record was posted.
Transaction ID	16	**Input Optional.** Enter the document ID of the ledger record.
Vendor	11	**Display Only.** The vendor code, if on the ledger record, is displayed.
Name	8	**Display Only.** The vendor name, if on the ledger record, is displayed.
Description	12	**Display Only.** The document description for the ledger record or, where appropriate, the vendor invoice, is displayed.
Amount	11.2	**Display Only.** The amount of the transaction line for the selected accounting distribution is displayed.

Online General Ledger Inquiry (OLG2)

Purpose

The Online General Ledger Inquiry (OLG2) windows allow users to view General Ledger entries. Initial online entries are loaded from the General Ledger (GENLED) and the Year-to-Date Ledger (YTDLED) and the information in this window is then updated each night with the day's general ledger transactions by executing AFINOLGL.

OLG2 Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the fiscal year for which this ledger record applies.
Fund	4	**Requires Input.** Enter the code for the appropriate Fund for which this ledger record applies. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency for which this ledger record applies. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization for which this ledger record applies. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** Enter the code for the appropriate Sub-Organization if entered on transaction. Refer to Sub-Organization (SORG) table for valid codes.

Activity	4	**Input Optional.** Enter the code for the appropriate Activity if entered on the transaction. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate Function if entered on the transaction. Refer to Function (FUNC) table for valid codes.
Object/Revenue	4	**Requires Input.** Enter the code for the appropriate Object or Revenue entered on the transaction. Refer to Object Index (OBJT) table or Revenue Source Index (RSRC) table for valid codes.
Sub-Object/Sub-Revenue	2	**Input Optional.** Enter the code for the appropriate Sub-Object or Sub-Revenue source if entered on the transaction. Refer to Sub-Object (SOBJ) table or Sub-Revenue (SREV) table for valid codes.
BS Account	4	**Input Optional.** Enter the code for the appropriate balance sheet account if it is known. Refer to Balance Sheet Account Index (BACC) table for valid codes.
Account Type	2	**Input Optional.** Enter the account type for this transaction. Refer to Account Type (ACCT).
Job Number	8	**Input Optional.** Enter the code for the appropriate job number if it is known. Refer to Job Index (JOBT) table for valid codes.
Reporting Category	4	**Input Optional.** Enter the code for the appropriate Reporting Category if it is known. Refer to Reporting Category (RPTG) table for valid codes.
Transaction Date	6	**Input Optional.** Enter the transaction date of the ledger record.
Fiscal Month	2	**Input Optional.** Enter the fiscal month to which the ledger record was posted.
Transaction ID	16	**Input Optional.** Enter the document ID of the ledger record.

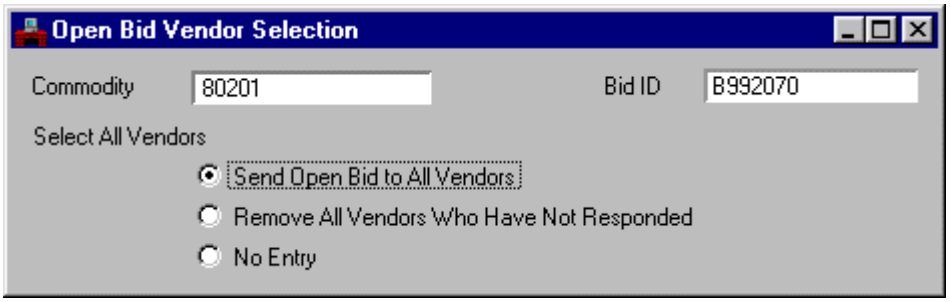
Reference Transaction ID	11	**Display Only.** The referenced transaction number and ID, if entered on the ledger record, are displayed.
Internal Reference	7	**Display Only.** The internal referenced fund and agency, if appropriate, are displayed.
Bank Account	2	**Display Only.** The bank account number, where appropriate, is displayed.
Description	14	**Display Only.** The line description field for the ledger record is displayed.

Open Bid Vendor Selection (BDVS)

Purpose

The Open Bid Vendor Selection (BDVS) table is used to send an open bid to all active vendors that are identified as suppliers of the particular commodity. You can select vendors individually by using the Bid Selection by Vendor (BIDV) or the Bid Selection by Vendor Name (BDVN) tables.

BDVS Coding Instructions



Field Name	Length	Definition
Commodity	12	**Requires Input.** Enter a valid commodity code which is included in the bid.
Bid ID	11	**Requires Input.** Enter the bid number.
Select All Vendors	1	**Requires Input.** Default is **No Entry.** Valid options are:

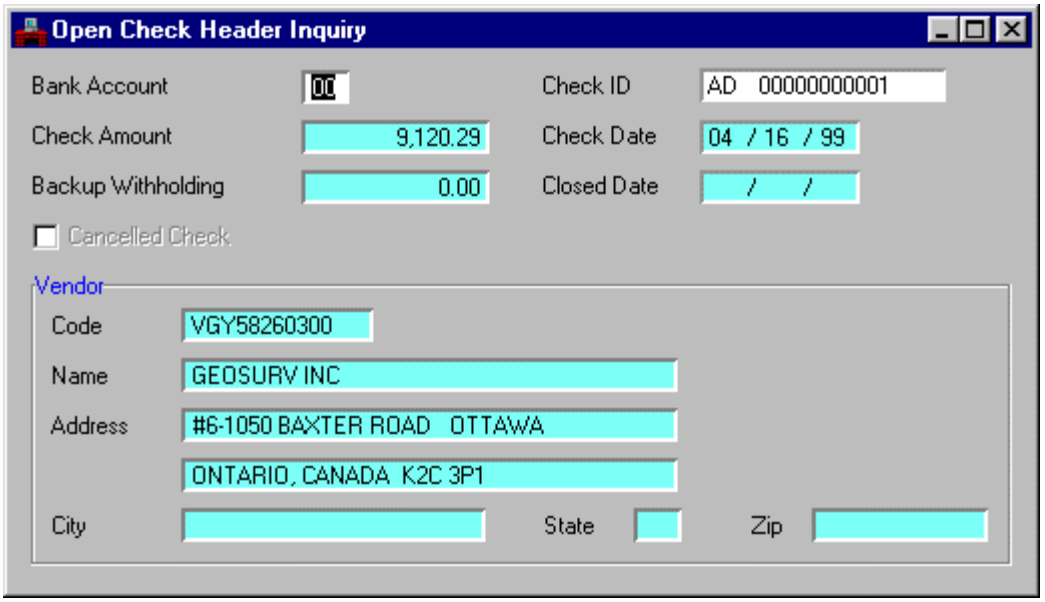
- **Send Open Bid to All Vendors:** Indicates that all vendors that can supply the particular commodity are to receive the bid.
- **Remove All Vendors Who Have Not Responded:** Removes all vendors that have not, as of the current date, submitted a bid or a "No Bid" response.

Open Check Header Inquiry (OPCH)

Purpose

The Open Check Header Inquiry (OPCH) table contains information about the disbursements created in the Automated Disbursements process. Although this table contains all check and EFT transactions, it is used primarily for tracking disbursements with backup withholding. The information in this window is system-maintained. Records are added to this window by the Post Offline Ledger Records (ADPR) program as part of the Automated Disbursements process. Records are deleted by running the Open Check Table Purge (CKPG) program. The **Canceled Check** checkbox and the **Closed Date** fields are updated by the check cancellation document. Barring check cancellation, the **Closed Date** field is updated when the Backup Withholding (A941) report is run.

OPCH Coding Instructions



Field Name	Length	Definition
Bank Account	2.0	**Requires Input.** Enter the Bank Account code that represents where the check (this includes manual check) or EFT was originally drawn against. The Chart of Accounts Guide and the Bank Account (BANK) table contain a list of the valid bank code values.
Check ID	16.0	**Input Optional.** Enter the number assigned to the check as created in the Automated Disbursement process.
Check Amount	14.2	**Display Only.** The amount of the disbursement is displayed.
Check Date	6.0	**Display Only.** The date the check is written is displayed.
Backup Withholding	14.2	**Display Only.** Displays check amount withheld from payment to the vendor, if the vendor is subject to backup withholding.
Closed Date	6.0	**Display Only.** The date on which the withheld amount was paid to the IRS is displayed. Note that this is the run date of the Backup Withholding (A941) report. If the check was canceled, this is the date of cancellation.
Canceled Check	1.0	**Display Only.** Default is not selected **[blank]**. A selected **Canceled Check** checkbox **[Y]** indicates that the check was canceled. This field is updated when the Check Cancellation (CX) document is accepted or when the Warrant Reconciliation (WREC) table is manually updated. Please refer to the Check Cancellation procedures for additional information.
Code	11.0	**Display Only.** The vendor receiving payment is displayed.
Name, Address, City, State, Zip	128.0	**Display Only.** The name and address of the vendor as specified in Vendor (1 of 3) (VEN2) is displayed.

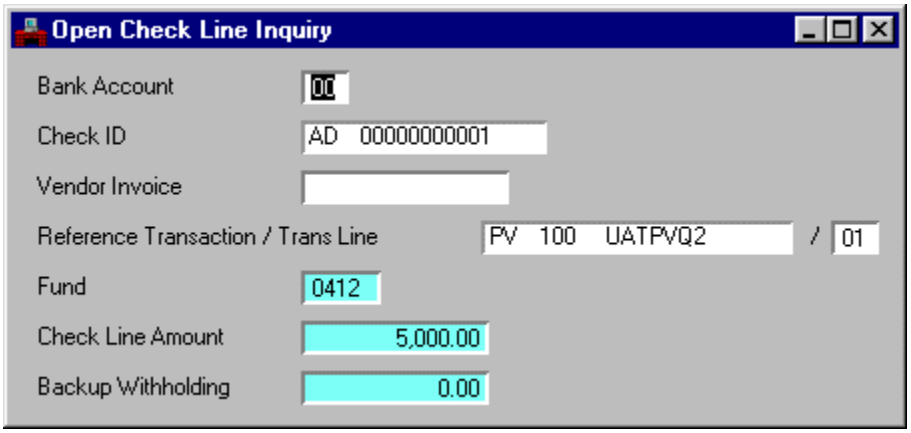
Open Check Line Inquiry (OPCL)

Purpose

The Open Check Line Inquiry (OPCL) table contains information pertaining to specific lines of a disbursement created in the Automated Disbursements process.

Records are added to this window by the Post Offline Ledger Records (ADPR) program as part of the Automated Disbursements process. Records are deleted by running the Open Check Table Purge (CKPG) program.

OPCL Coding Instructions



Field Name	Length	Definition
Bank Account	2.0	**Requires Input.** Enter the Bank Account code that represents where the check (this includes manual check) or EFT was originally drawn against. The Chart of Accounts Guide and the Bank Account (BANK) table contain a list of the valid bank code values.
Check ID	16.0	**Input Optional.** Enter the number assigned to the check as created in the Automated Disbursement process.
Vendor Invoice	12.0	**Input Optional.** Enter the vendor invoice associated with this disbursement.
Reference Transaction/Trans Line	18.0	**Input Optional.** Enter the Payment Voucher (PV) and line number paid by the disbursement.

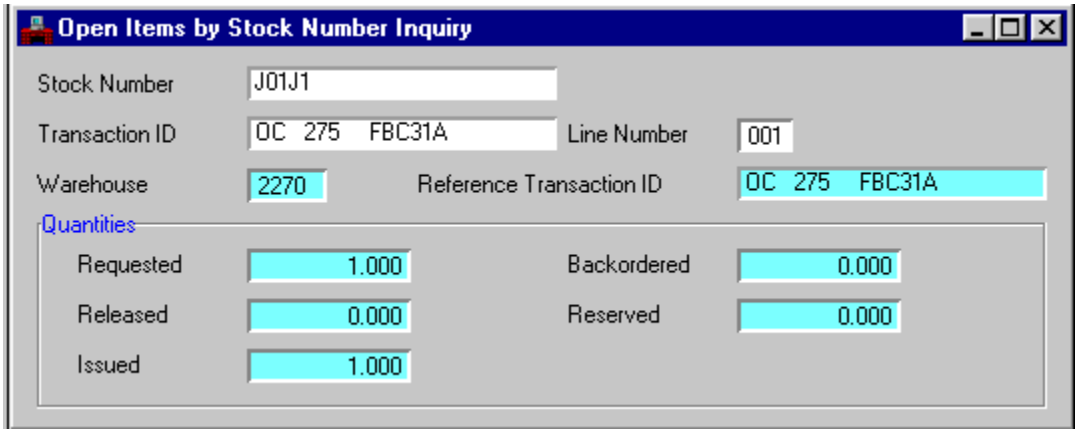
Fund	4.0	**Display Only.** The fund against which the check is written is displayed.
Check Line Amount	14.2	**Display Only.** The amount of the disbursement line is displayed.
Backup Withholding	14.2	**Display Only.** The amount of the check line that was withheld from the disbursement is displayed.

Open Items by Stock Number Inquiry (OISN)

Purpose

The Open Items by Stock Number Inquiry (OISN) table provides a means of tracking which transfers and stock requisitions make up the sum total of the amount fields on the Inventory Inquiry (1 of 3) (INVN) table. Records are added to this screen for each line of an accepted Stock Requisition, Over the Counter, or Stock Transfer Issue document. The Quantities fields are inferred from the Open Stock Requisition Line Inquiry (OSRC) table for the stock requisition and over the counter documents. For the stock transfer issue document, these fields are inferred from the Open Stock Transfer Receipt Line Inquiry (OTRL) table. Records are deleted from the table when the Inventory Ledger Purge offline program is run. Refer to Inventory Ledger Purge for additional information.

OISN Coding Instructions



Field Name	Length	Definition
Stock Number	14	**Requires Input.** Enter the number of the stock item in question. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes.

Transaction ID	2.3.11	**Requires Input.** Enter the transaction ID of the stock requisition, over the counter document, or stock transfer issue document.
Line Number	3	**Requires Input.** Enter the reference number of the line from above-referenced the document.
Warehouse	4	**Display Only.** The warehouse referenced in the original document is displayed.
Reference Transaction ID	2.3.11	**Display Only.** This field displays the original referenced transaction.
Reference Transaction ID	2.3.11	**Display Only.** This field displays the original referenced transaction.
Quantities Details		
Requested	7.3	**Display Only.** The quantity of the stock item originally requested is displayed.
Backordered	7.3	**Display Only.** The quantity of the stock item that is placed on backordered status is displayed.
Released	7.3	**Display Only.** The quantity of the stock item that was removed from stock but has not yet been issued is displayed.
Reserved	7.3	**Display Only.** The quantity of the stock item that has not yet been removed from stock is displayed.
Issued	7.3	**Display Only.** The quantity of the stock item issued to date is displayed.

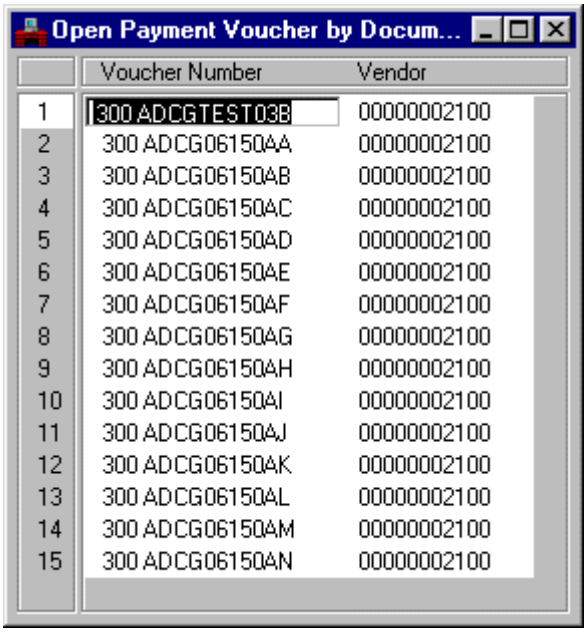
Open Payment Voucher by Document Number Inquiry (OPVD)

Purpose

The Open Payment Voucher by Document Number Inquiry (OPVD) table contains only the key information from the Open Payment Voucher Header Inquiry (OPVH) table. It is arranged with the voucher number followed by the vendor code. This allows users to find payment vouchers when the voucher number is known and the vendor code is not. The

user can scroll through this by voucher number until the correct record is found. Records are added/deleted whenever the corresponding record is added to/deleted from the Open Payment Voucher Header (OPVH) table.

OPVD Coding Instructions



Field Name	Length	Definition
Voucher Number	14.0	**Requires Input.** Enter the voucher number assigned to this payment voucher on the payment voucher document.
Vendor	11.0	**Display Only.** Enter the vendor code used on the payment voucher document.

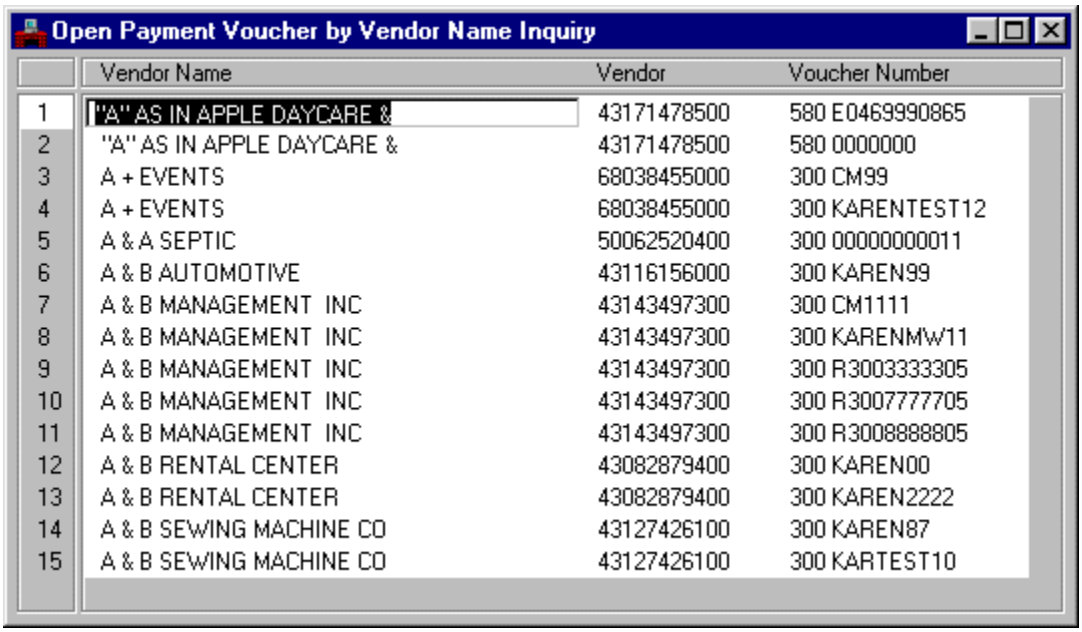
Open Payment Voucher by Vendor Name Inquiry (OPVV)

Purpose

The Open Payment Voucher by Vendor Name Inquiry (OPVV) table contains only the key information from the Open Payment Voucher Header Inquriy (OPVH) table. It is arranged with the vendor name followed by the vendor code and voucher number. This allows users to find payment vouchers when only the vendor name is known. The user can scroll through this by vendor name until the correct record is found. Records are added/deleted whenever

the corresponding record is added to/deleted from the Open Payment Voucher Header (OPVH) table.

OPVV Coding Instructions



Field Name	Length	Definition
Vendor Name	30.0	**Requires Input.** Enter the vendor name inferred from Vendor (1 of 3) (VEN2) or as entered on the payment voucher if a miscellaneous vendor code was used.
Vendor	11.0	**Display Only.** Displays the vendor code used on the voucher.
Voucher Number	14.0	**Display Only.** Displays the voucher document number.

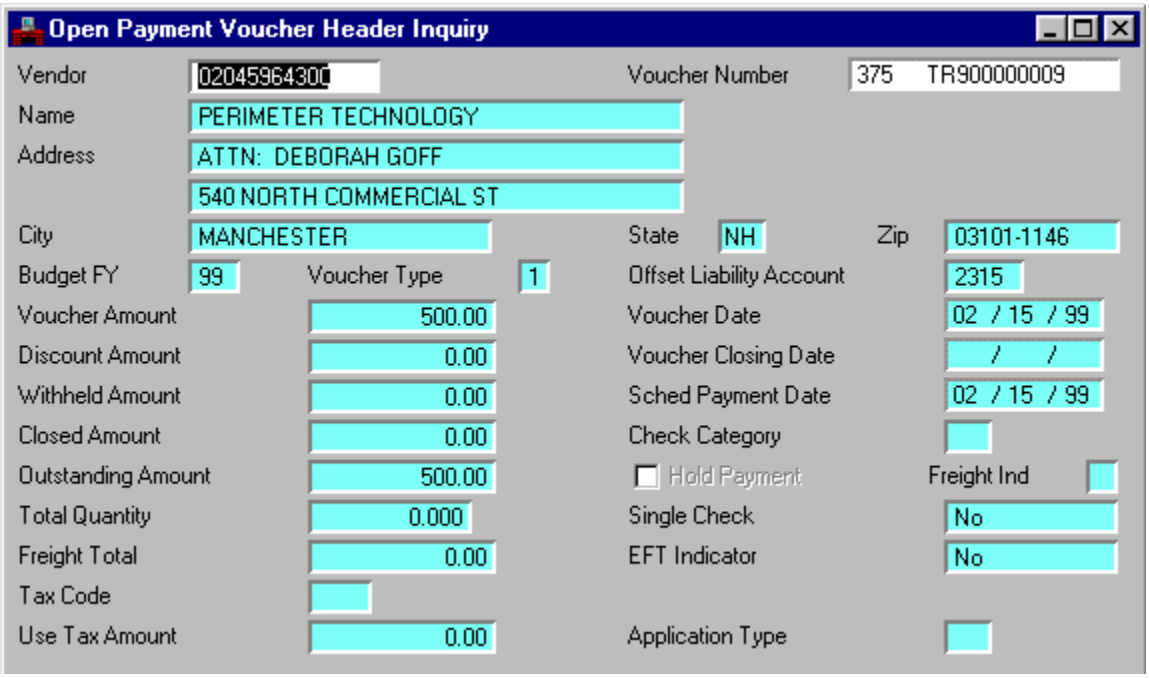
Open Payment Voucher Header Inquiry (OPVH)

Purpose

The Open Payment Voucher Header Inquiry (OPVH) table contains summary information about payment voucher documents. Most of the information comes from the header part of the payment voucher document. In addition, the total amount closed and the total outstanding amount are included. The data is organized by vendor code and voucher number. Entries are added when new payment voucher documents are accepted by the

financial system; updates are made when modifications are accepted. The **Closed Amount** and other fields are updated when cash disbursements or manual warrants are processed against the payment voucher document. Vouchers are closed when all lines belonging to the payment voucher are closed in the Open Payment Voucher Line Inquiry (OPVL) table. Entries are deleted when they have been closed for 14 months.

OPVH Coding Instructions



Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code used on the payment voucher document.
Voucher Number	14.0	**Input Optional.** Enter the payment voucher document number.
Name, Address, City, State, Zip	128.0	**Display Only.** Inferred from Vendor (1 of 3) (VEN2), or the name and address entered on the payment voucher if a miscellaneous vendor code was used.
Budget FY	2.0	**Display Only.** The budget fiscal year for the payment voucher is displayed. This is the year in which the funds were obligated.

Voucher Type	1.0	**Display Only.** Displays a '1' indicating the voucher type is an external vendor payment. Other voucher types are not used for the State of Missouri.
Offset Liability Account	4.0	**Not Applicable.** This field is not used.
Voucher Amount	14.2	**Display Only.** The total amount of this payment voucher document is displayed. It reflects all adjustments made to the original amount.
Voucher Date	6.0	**Display Only.** The date of record from the document is displayed.
Discount Amount	14.2	**Display Only.** The total discount amount for this voucher as calculated by the Automated Disbursement Process is displayed.
Voucher Closing Date	6.0	**Display Only.** The date that final action was taken on this payment voucher (i.e. the date the last check was written which closed the remaining voucher lines).
Withheld Amount	14.2	**Display Only.** The portion of this payment that is deducted for backup withholding is displayed.
Scheduled Payment Date	6.0	**Display Only.** If a scheduled payment date is entered on the payment voucher document, that date is displayed. If a scheduled payment date is not entered on the payment document, the system defaults this field to the current system date.
Closed Amount	14.2	**Display Only.** The total amount of disbursements for this payment voucher is displayed. For example, the total of all closed line amounts from the Open Payment Voucher Line Inquiry (OPVL) table.
Check Category	2.0	**Display Only.** The check category associated with this voucher is displayed. This field specifies what agency or division the printed check will be distributed to. Vouchers paid on the same day to the same vendor with the same check category are combined on one check. See Check Category (CCAT) for valid values.

Outstanding Amount	14.2	**Display Only.** The amount of the payment voucher document that is currently not cleared by cash disbursements or manual warrants. This is the payment voucher amount minus the payment voucher closed amount.
Hold Payment	1.0	**Display Only.** Default is not selected **[blank]**. Authorized users within OA/ACC can select this field to indicate that this voucher is not to be chosen for payment through the cash disbursement process, regardless of its scheduled payment date. Vouchers can also be placed on hold and taken off hold through Payment Voucher Scheduling (SCHD).
Freight Indicator	1.0	**Display Only.** The current value of the freight indicator will be displayed. Refer to the coding instructions for the Vendor Payment Voucher (P1) document for field descriptions and valid values.
Total Quantity	12.0	**Display Only.** The total quantity of units for this payment voucher document will be displayed; this quantity is equal to the sum of all commodity line quantities.
Single Check	1.0	**Display Only.** Default is **System Default [blank]**. If **Yes [Y]** is selected, a single check is written for this voucher. This option can be modified on the Payment Voucher Scheduling (SCHD) table by authorized users within OA/ACC.
EFT Indicator	1.0	**Display Only.** Default is **System Default [blank]**. Valid values are: • **Yes [Y]** - The current payment voucher document is scheduled to be paid (or was paid) by electronic funds transfer. The **Application Type** will also be displayed if the **EFT Indicator** on the current payment voucher is selected **Yes [Y]**.

		• **No [N]** - The current payment voucher document will not be paid by electronic fund transfer (EFT). The **EFT indicator** can be changed to **No [N]** on the Payment Voucher Scheduling (SCHD) table by authorized users within OA/ACC. If it is changed to **No [N]** through the Payment Voucher Scheduling (SCHD) table, the **Application Type** will be blank. **System Default [blank]**. If the EFT Indicator is **System Default [blank]**, then the **Application Type** will also be blank.
Freight Total	14.2	**Display Only.** The current value for freight charge will be displayed. This amount equals the sum of all corresponding commodity line freight amounts.
Tax Code	3.0	**Not Applicable.** This field is not used.
Use Tax Amount	14.2	**Not Applicable.** This field is not used.
Application Type	2.0	**Display Only.** The **Application Type** will be displayed if the **EFT Indicator** is set to Yes [Y]. The two-character code representing the intended application, or use, of the funds being electronically transferred is displayed.

Open Payment Voucher Line Inquiry (OPV2)

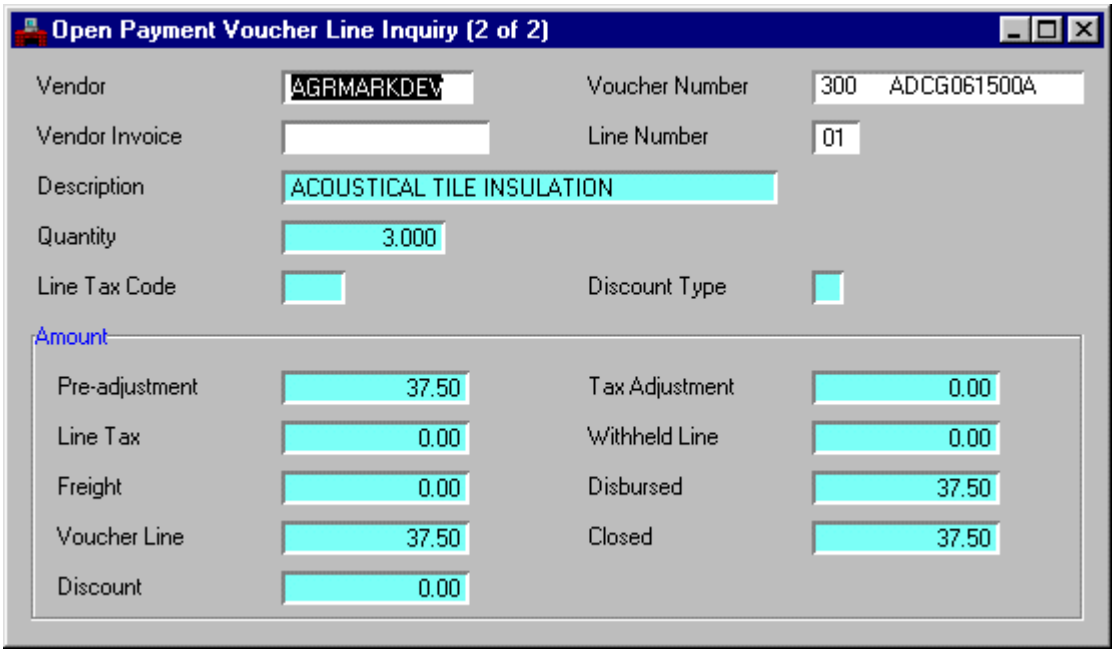
Purpose

The Open Payment Voucher Line Inquiry 2 of 2 (OPV2) table contains additional details about payment voucher lines. Within the State of Missouri this table is not used as frequently as the associated Open Payment Voucher Line Inquiry (OPVL) table, as the primary information displayed concerns tax amounts associated with the payment. Tax features are not used on the State of Missouri payment documents.

Most of the information comes from the line level of the payment voucher document. In addition, the payment voucher closed amount and disbursed amount are included for each line. The second Open Payment Voucher Line Inquiry (OPV2) table is organized by vendor code. Consequently, all payment voucher documents for a particular vendor are accessed

sequentially. Entries are added when new payment voucher lines are accepted by the financial system; entries are updated when modifications are accepted. Several fields are updated by the cash disbursement process, or when manual warrant documents are accepted and reference a payment voucher. Lines are closed when the total of all referencing manual warrants and cash disbursements equals the payment voucher line amount. When the purge job is run and deletes a line in the Open Payment Voucher Header Inquiry (OPVH) table, it also deletes all corresponding detail lines from the Open Payment Voucher Line Inquiry (OPVL) table.

OPV2 Coding Instructions



Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code used on the payment voucher document.
Voucher Number	14.0	**Input Optional.** Enter the payment voucher document number.
Vendor Invoice	12.0	**Input Optional.** Enter the vendor's invoice number from the payment voucher document.
Line Number	2.0	**Input Optional.** Enter the line number from the payment voucher document.

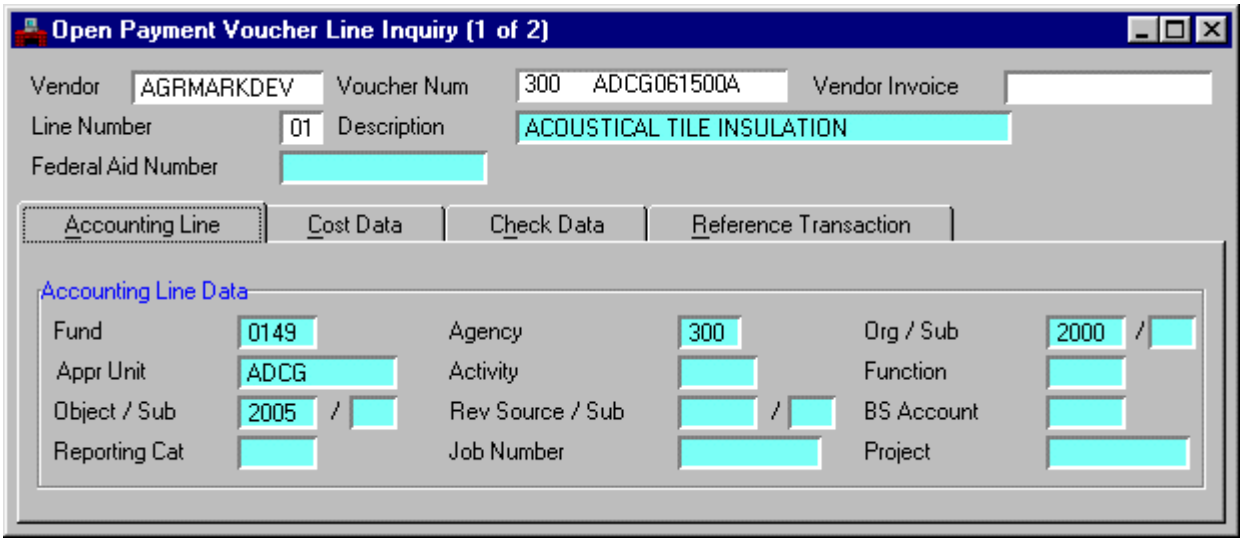
Description	30.0	**Display Only.** The line description from the payment voucher document is displayed.
Quantity	12.0	**Display Only.** The number of units that this commodity line represents is displayed.
Line Tax Code	3.0	**Not Applicable.** This field is not used.
Discount Type	1.0	**Display Only.** The value for the discount type entered on the payment document is displayed. Valid values are on the Discount Type (DISC) table.
Pre-Adjustment	14.2	**Not Applicable.** This field is not used.
Tax Adjustment	14.2	**Not Applicable.** This field is not used.
Line Tax	14.2	**Not Applicable.** This field is not used.
Withheld Line	14.2	**Display Only.** The portion of this disbursement that was deducted for backup withholding is displayed.
Freight	14.2	**Display Only.** The current amount of freight charges for this Commodity line is displayed.
Disbursed	14.2	**Display Only.** The amount paid on this payment voucher line is displayed. This is the total of all manual warrant and cash disbursement transactions against this line.
Voucher Line	14.2	**Display Only.** The line amount is displayed. This amount reflects all adjustments to the original amount.
Closed	14.2	**Display Only.** The total amount of disbursements for payment voucher line is displayed.
Discount	14.2	**Display Only.** The total payment voucher discount amount for this payment voucher line calculated by the Automated Disbursement Process is displayed.

Open Payment Voucher Line Inquiry (OPVL)

Purpose

The Open Payment Voucher Line Inquiry 1 of 2 (OPVL) table contains details about payment voucher lines. There is a related payment line inquiry table (Open Payment Voucher Line Inquiry (OPV2)) which displays additional line details. Most of the information comes from the line level of the payment voucher document. In addition, the payment voucher closed amount and disbursed amount are included for each line. This window is organized by vendor code. Consequently, all payment voucher documents for a particular vendor are accessed sequentially. Entries are added when new payment voucher lines are accepted by the financial system; entries are updated when modifications are accepted. Several fields are updated by the cash disbursement process, or when manual warrant documents are accepted and reference a payment voucher. Lines are closed when the total of all referencing manual warrants and cash disbursements equals the payment voucher line amount. When the purge job is run and deletes a line in the Open Payment Voucher Header Inquiry (OPVH) table, it also deletes all corresponding detail lines from the Open Payment Voucher Line Inquiry (OPVL) table.

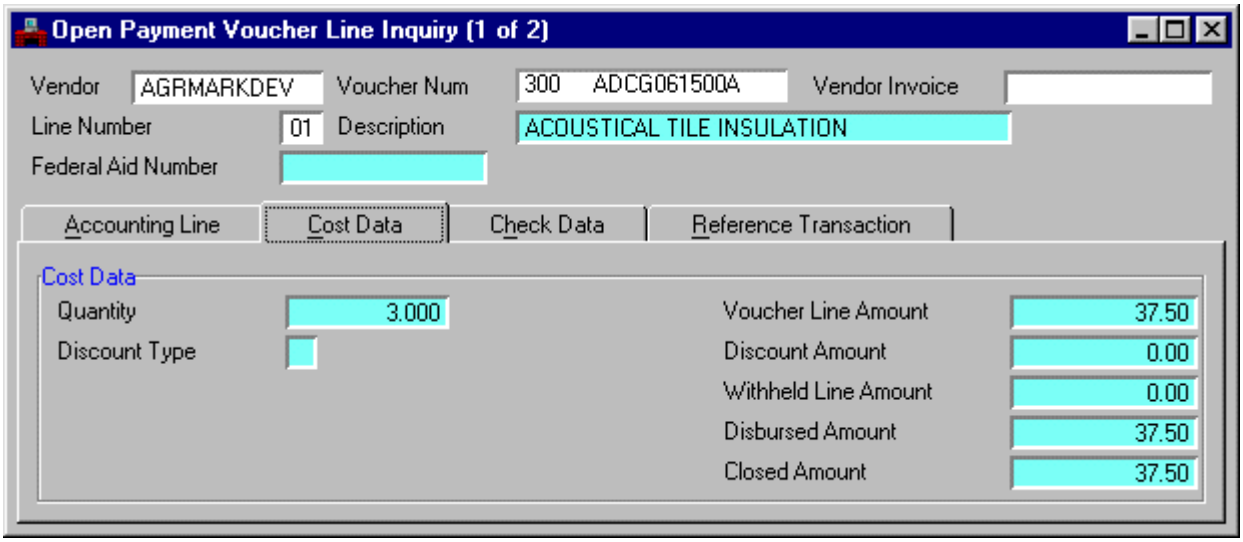
OPVL Coding Instructions



Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code used on the payment voucher document.
Voucher Number	14.0	**Input Optional.** Enter the payment voucher document number.
Vendor Invoice	12.0	**Input Optional.** Enter the vendor's invoice number from the payment voucher document.

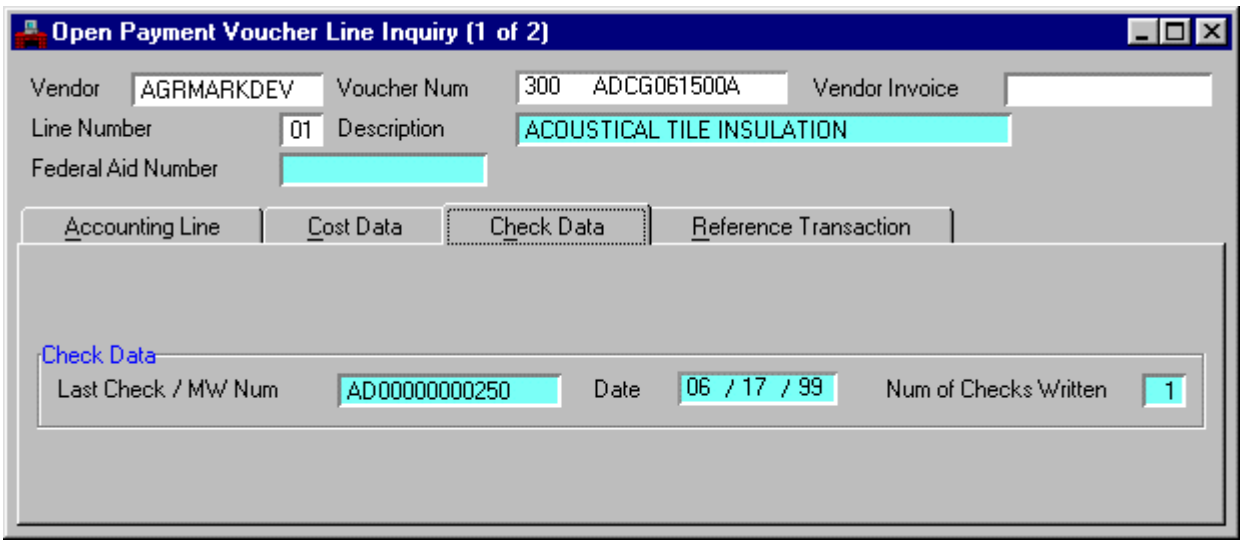
Line Number	2.0	**Input Optional.** Enter the line number from the payment voucher document.
Description	30.0	**Display Only.** The line description from the payment voucher document is displayed.
Federal Aid Number	12.0	**Not Applicable.** This field is not currently used.
Fund	4.0	**Display Only.** The fund code entered on the payment line is displayed. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Display Only.** The agency code entered on the payment line is displayed. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4.0	**Display Only.** The organization code entered on the payment line is displayed. Refer to Organization Index (ORGN) table for valid codes.
Appr Unit	9.0	**Display Only.** The appropriation code entered on the payment line is displayed. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4.0	**Display Only.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, the activity code entered on the payment line is displayed. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Display Only.** The function code entered on the payment line is displayed. Refer to Function (FUNC) table for valid codes.
Object (Object/Sub)	4.0	**Display Only.** The object code entered on the payment line is displayed. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Object/Sub)	2.0	**Display Only.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, the sub-object

		code entered on the payment line is displayed. Refer to Sub-Object (SOBJ) table for valid codes.
Rev Srce	4.0	**Not Applicable.** This field is not used on payment vouchers.
Sub-Revenue (Rev Srce/Sub)	2.0	**Not Applicable.** This field is not used on payment vouchers.
BS Account	4.0	**Display Only.** The balance sheet account code used on the payment line is displayed. The default is inferred from Warehouse Management (WHS2) if this payment voucher references an EPS purchase order with a warehouse code or if the payment voucher is for the acquisition of a fixed asset. This field will also be used by OA/ACC to record amounts withheld for IRS levies and garnishments for Cole County Sheriff's office.
Reporting Cat	4.0	**Display Only.** If the payment document recorded an expenditure related to a grant, the reporting category entered on the payment line is displayed. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
Job Number	6.0	**Display Only.** If the agency requires a Job Number, the job number entered on the payment line is displayed. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I.
Project<	6.0	**Display Only.** If the agency requires a Project Number, the project number entered on the payment line is displayed. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the project number to OA, Design and Construction (D&C).

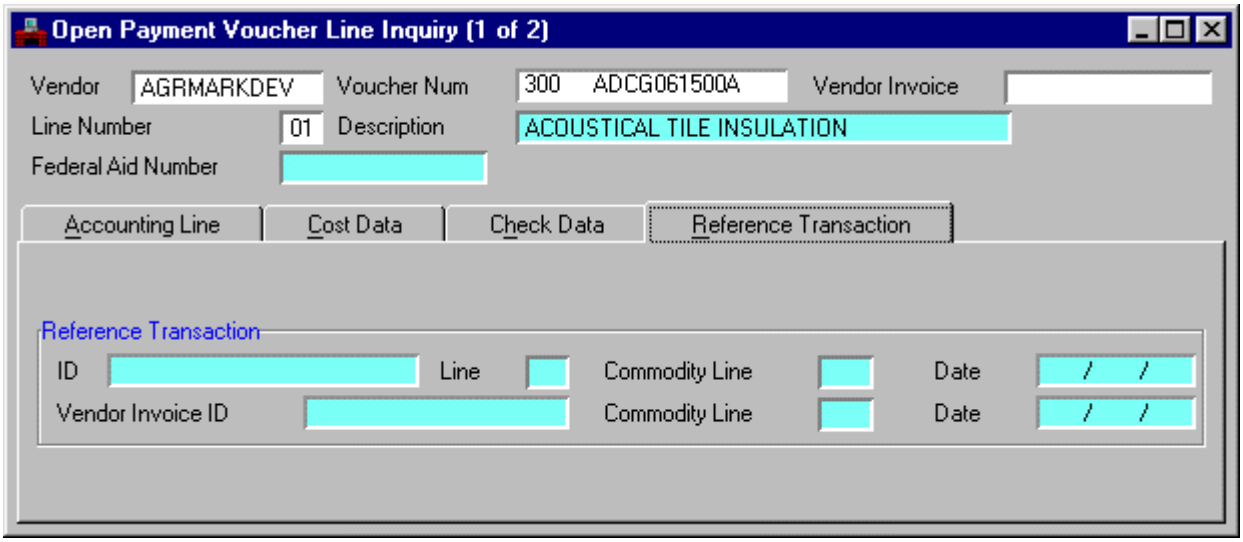


Field Name	Length	Definition
Quantity	12.0	**Display Only.** The number of units that this commodity line represents is displayed.
Voucher Line Amount	14.2	**Display Only.** The line amount is displayed. This amount reflects all Adjustments to the original amount is displayed.
Discount Type	1.0	**Display Only.** The value for the discount type entered on the payment document is displayed. Valid values are on the Discount Type (DISC) table.
Discount Amount	14.2	**Display Only.** The payment voucher discount amount for this payment voucher line calculated by the Automated Disbursement Process is displayed.
Withheld Line Amount	14.2	**Display Only.** The portion of this disbursement that was deducted for backup withholding is displayed.
Disbursed Amount	14.2	**Display Only.** The amount paid on this payment voucher line is displayed. This is the total of all manual warrant and cash disbursements against this line.

Closed Amount	14.2	**Display Only.** The total amount of disbursements for this payment voucher line is displayed.



Field Name	Length	Definition
Last Check/MW Num	13.0	**Display Only.** The document number of the last automated check or manual warrant that referenced this line is displayed.
Date	6.0	**Display Only.** The check date of the disbursement or the document date of the manual warrant referenced in the previous field is displayed.
Num of Checks Written	2.0	Every time a manual warrant or Automated Disbursement (AD) document is generated, this counter is incremented by one.



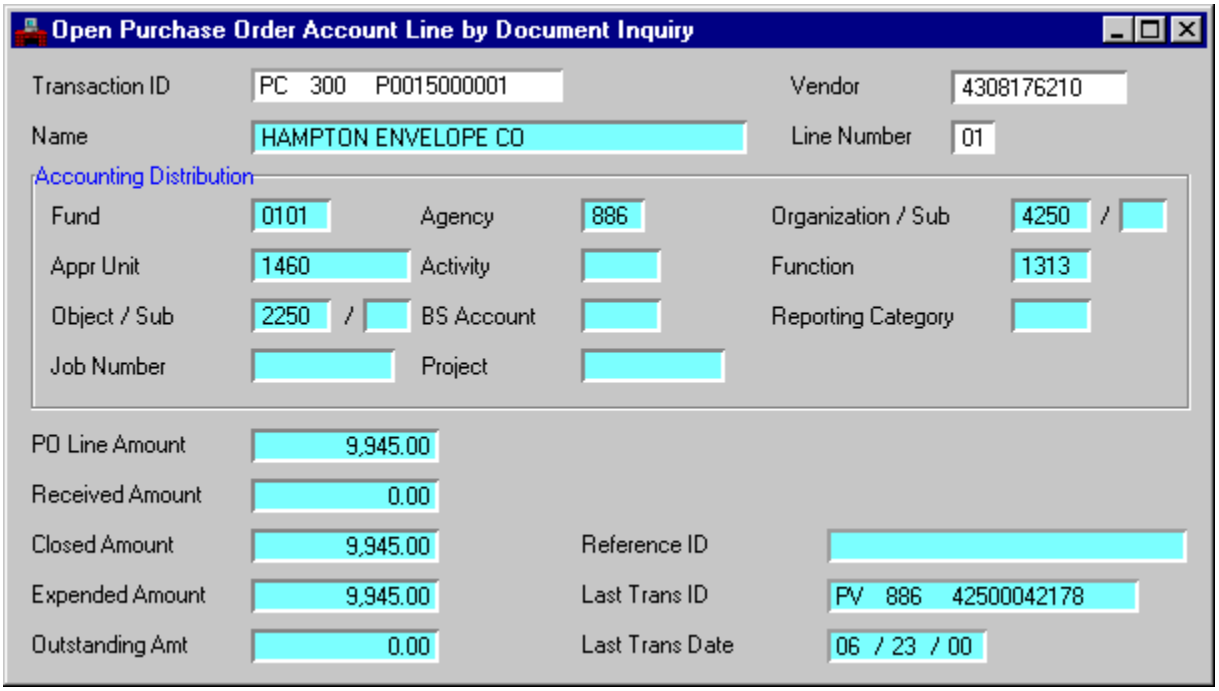
Field Name	Length	Definition
ID	16.0	**Display Only.** The ID of the referenced transaction is displayed.
Line	2.0	**Display Only.** The accounting line of the referenced document is displayed.
Commodity Line	3.0	**Display Only.** The commodity line of the referenced document is displayed.
Date	6.0	**Display Only.** The date of record of the referenced document is displayed.
Vendor Invoice ID	12.0	**Display Only.** The ID of the referenced vendor invoice is displayed.
Commodity Line	3.0	**Display Only.** The purchase order commodity line number from the referenced vendor invoice document is displayed.
Date	6.0	**Display Only.** The date of record of the vendor invoice document is displayed.

Open Purchase Order Account Line by Document Inquiry (OPLD)

Purpose

The Open Purchase Order Account Line by Document Inquiry (OPLD) table displays information about purchase orders by accounting distribution.

OPLD Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the purchase order document that you are inquiring about.
Vendor	10	**Input Optional.** You may enter the vendor number (but not the alternate address indicator) that corresponds to the Transaction ID to access specific accounting information.
Name	30	**Display Only.** Defaults to the name associated with the vendor number that was entered on the purchase order. The name is associated with the vendor number as inferred from the Vendor (1 of 3) (VEN2) table.

Line Number	2	**Input Optional.** Defaults to **01**. You may enter the account line number described to access specific accounting information as entered on the purchase order.
Fund	4	**Display Only.** Defaults to the fund code entered on the purchase order account line.
Agency	3	**Display Only.** Defaults to the agency code entered on the purchase order line.
Organization/Sub	4/2	**Display Only.** Defaults to the organization/sub-organization codes entered on the purchase order line.
Appr Unit	9	**Display Only.** Defaults to the appropriation unit code entered on the purchase order line.
Activity	4	**Display Only.** If applicable, defaults to the activity code entered on the purchase order line.
Function	4	**Display Only.** Defaults to the function code entered on the purchase order line.
Object/Sub	4/2	**Display Only.** Defaults to the object/sub-object codes entered on the purchase order line.
BS Account	4	**Display Only.** Defaults to the BS Account code entered on the purchase order line (for the purchase order documents that contain this field).
Reporting Category	4	**Display Only.** If applicable, defaults to the reporting category code entered on the purchase order line.
Job Number	8	**Display Only.** If applicable, defaults to the job number code entered on the purchase order line.
Project	8	**Display Only.** If applicable, defaults to the project code that is associated with the job number entered on the purchase order line.

PO Line Amount	14	**Display Only.** Indicates the total amount of the corresponding account line. The line amount reflects all adjustment actions made to the original amount.
Received Amount	14	**Display Only.** Indicates the total value of the supplies received against the corresponding accounting line. The received amount is inferred from the Receiver (RC) document that was processed against the purchase order if linking is turned ON for the purchase order.
Closed Amount	14	**Display Only.** Indicates the total amount paid to date against the corresponding purchase order line. When the particular purchase order is closed, this figure is set equal to the purchase order document line amount, even if the closed amount was more or less than the purchase order document line amount.
Reference ID	16	**Display Only.** Indicates the requisition document ID and account line number referenced by the particular purchase order.
Expended Amount	14	**Display Only.** Indicates the total amount paid to date on this order line.
Last Trans ID	16	**Display Only.** Indicates the transaction ID that last referenced this purchase order.
Outstanding Amt	14	**Display Only.** Indicates the outstanding amount of this order line.
Last Trans Date	6	**Display Only.** Indicates the date that the document was last referenced.

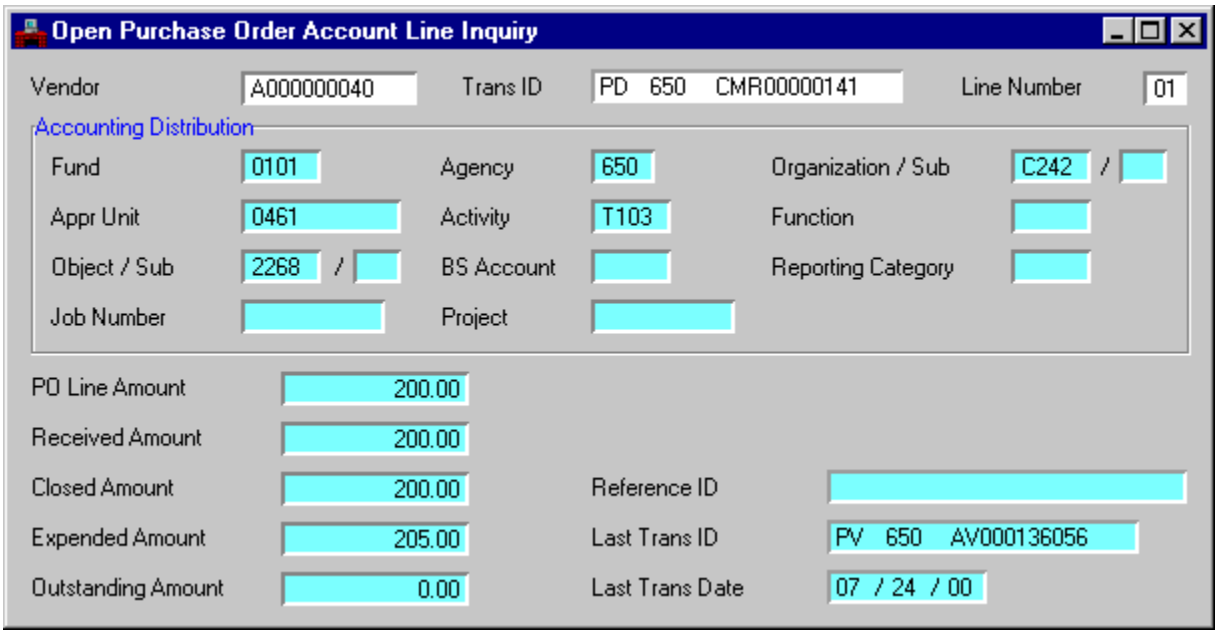
Open Purchase Order Account Line Inquiry (OPPL)

Purpose

The Open Purchase Order Account Line Inquiry (OPPL) table lists all outstanding and some recently closed purchase order lines. Lines are added to this table each time that a new

purchase order document is accepted into the system. Lines are changed when modifications are made to purchase order lines.

OPPL Coding Instructions



Field Name	Length	Definition
Vendor	10	**Requires Input.** Enter the vendor number (but not the alternate address indicator) that corresponds to the Transaction ID to access specific accounting information.
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the purchase order document that you are inquiring about.
Line Number	2	**Input Optional.** Defaults to **01**. You may enter the account line number described to access specific accounting information as entered on the purchase order.
Fund	4	**Display Only.** Defaults to the fund code entered on the purchase order account line.
Agency	3	**Display Only.** Defaults to the agency code entered on the purchase order line.

Organization/Sub	4/2	**Display Only.** Defaults to the organization/sub-organization codes entered on the purchase order line.
Appr Unit	9	**Display Only.** Defaults to the appropriation unit code entered on the purchase order line.
Activity	4	**Display Only.** If applicable, defaults to the activity code entered on the purchase order line.
Function	4	**Display Only.** Defaults to the function code entered on the purchase order line.
Object/Sub	4/2	**Display Only.** Defaults to the object/sub-object codes entered on the purchase order line.
BS Account	4	**Display Only.** Defaults to the BS Account code entered on the purchase order line (for the purchase order documents that contain this field).
Reporting Category	4	**Display Only.** If applicable, defaults to the reporting category code entered on the purchase order line.
Job Number	8	**Display Only.** If applicable, defaults to the job number code entered on the purchase order line.
Project	8	**Display Only.** If applicable, defaults to the project code that is associated with the job number entered on the purchase order line.
PO Line Amount	14	**Display Only.** Indicates the total amount of the corresponding account line. The line amount reflects all adjustment actions made to the original amount.
Received Amount	14	**Display Only.** Indicates the total value of the supplies received against the corresponding accounting line. The received amount is inferred from the Receiver (RC) document that was processed against the purchase order if linking is turned ON for the purchase order.Display Only. Indicates the total amount of the corresponding account line. The line amount reflects all adjustment actions made to the original amount.

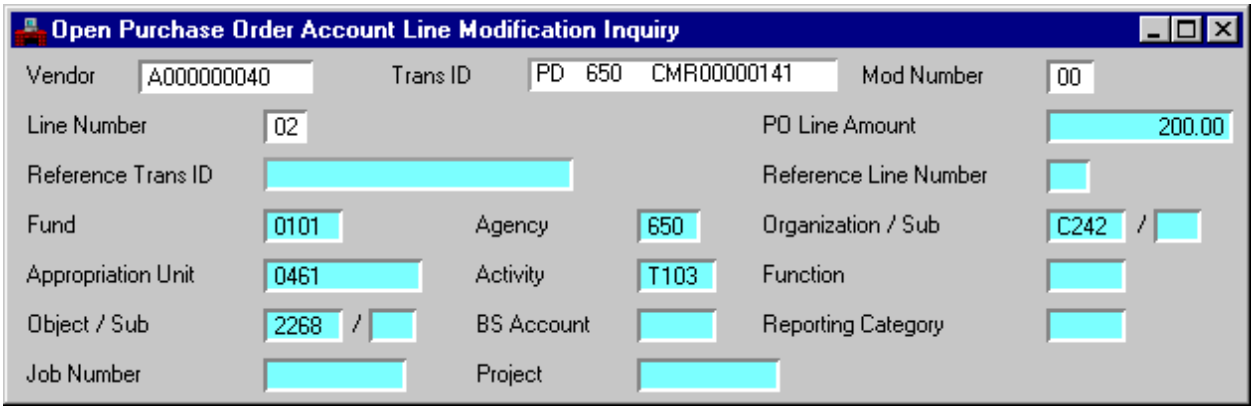
Closed Amount	14	**Display Only.** Indicates the total amount paid to date against the corresponding purchase order line. When the particular purchase order is closed, this figure is set equal to the purchase order document line amount, even if the closed amount was more or less than the purchase order document line amount.
Reference ID	16	**Display Only.** Indicates the requisition document ID and account line number referenced by the particular purchase order.
Expended Amount	14	**Display Only.** Indicates the total amount paid to date on this order line.
Last Trans ID	16	**Display Only.** Indicates the transaction ID that last referenced this purchase order.
Outstanding Amt	14	**Display Only.** Indicates the outstanding amount of this order line.
Last Trans Date	6	**Display Only.** Indicates the date that the purchase order document was last referenced on a subsequent transaction.

Open Purchase Order Account Line Modification Inquiry (MPPL)

Purpose

The Open Purchase Order Account Line Modification Inquiry (MPPL) table displays information about a purchase order accounting line. All modifications to the lines on a particular purchase order can be viewed on MPPL.

MPPL Coding Instructions



Field Name	Length	Definition
Vendor>	10	**Requires Input.** Enter the vendor number (but not the alternate address indicator) that corresponds to the Transaction ID to access specific accounting information.
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the purchase order document that you are inquiring about.
Mod Number	2	**Input Optional.**Defaults to **00**. You may enter the specific modification number to access the specific accounting information on the modified purchase order. **00** represents the original order. **01** represents the first modification.
Line Number	2	**Input Optional.** Defaults to **01**. You may enter the account line number described to access specific accounting information as entered on the purchase order.
PO Line Amount	14	**Display Only.** Indicates the total amount of the corresponding account line. The line amount reflects all adjustment actions made to the original amount.
Reference Trans ID	16	**Display Only.** Indicates the requisition document ID referenced by the particular purchase order.

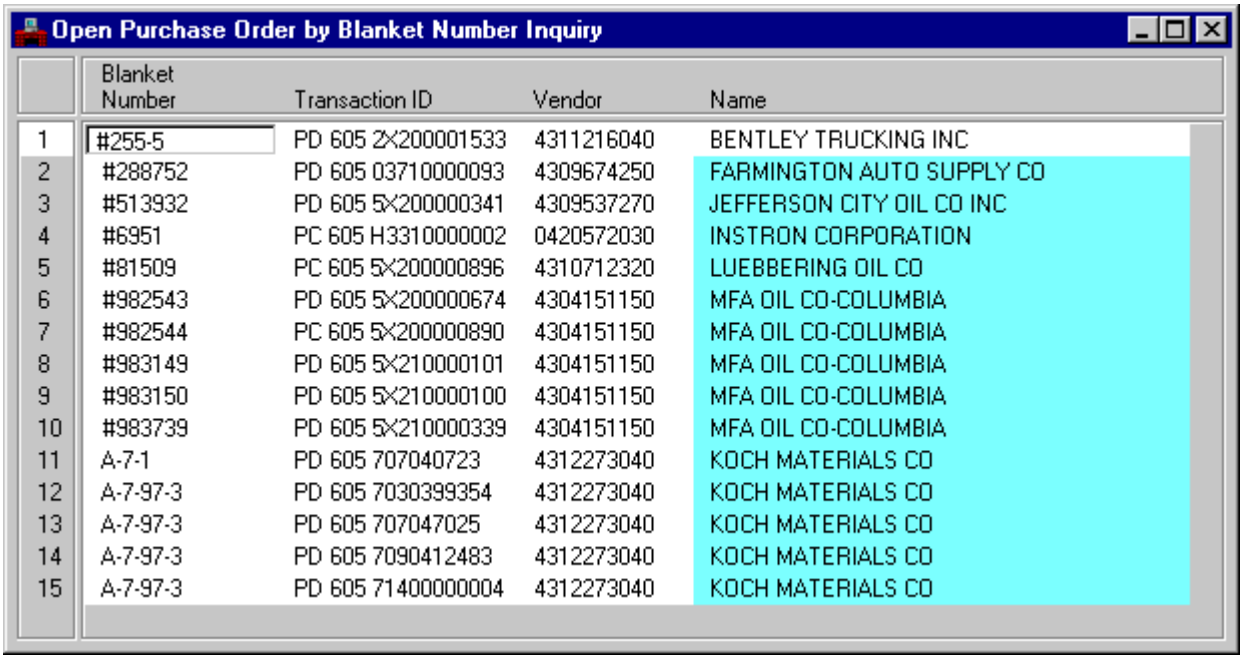
Reference Line Number	2	**Display Only.** Indicates the account line number on the referenced requisition document pertaining to the particular purchase order.
Fund	4	**Display Only.** Defaults to the fund code entered on the purchase order account line.
Agency	3	**Display Only.** Defaults to the agency code entered on the purchase order line.
Organization/Sub	4/2	**Display Only.** Defaults to the organization/sub-organization codes entered on the purchase order line.
Appropriation Unit	9	**Display Only.** Defaults to the appropriation unit code entered on the purchase order line.
Activity	4	**Display Only.** If applicable, defaults to the activity code entered on the purchase order line.
Function	4	**Display Only.** Defaults to the function code entered on the purchase order line.
Object/Sub	4/2	**Display Only.** Defaults to the object/sub-object codes entered on the purchase order line.
BS Account	4	**Display Only.** If applicable, defaults to the BS Account code entered on the purchase order line (for the purchase order documents that contain this field).
Reporting Category	4	**Display Only.** If applicable, defaults to the reporting category code entered on the purchase order line.
Job Number	8	**Display Only.** If applicable, defaults to the job number code entered on the purchase order line.
Project	8	**Display Only.** If applicable, defaults to the project code that is associated with the job number entered on the purchase order line.

Open Purchase Order by Blanket Number Inquiry (POBL)

Purpose

Open Purchase Order by Blanket Number Inquiry (POBL) displays information about purchase orders by blanket number or price agreement number.

POBL Coding Instructions



	Blanket Number	Transaction ID	Vendor	Name
1	#255-5	PD 605 2X200001533	4311216040	BENTLEY TRUCKING INC
2	#288752	PD 605 03710000093	4309674250	FARMINGTON AUTO SUPPLY CO
3	#513932	PD 605 5X200000341	4309537270	JEFFERSON CITY OIL CO INC
4	#6951	PC 605 H3310000002	0420572030	INSTRON CORPORATION
5	#81509	PC 605 5X200000896	4310712320	LUEBBERING OIL CO
6	#982543	PD 605 5X200000674	4304151150	MFA OIL CO-COLUMBIA
7	#982544	PC 605 5X200000890	4304151150	MFA OIL CO-COLUMBIA
8	#983149	PD 605 5X210000101	4304151150	MFA OIL CO-COLUMBIA
9	#983150	PD 605 5X210000100	4304151150	MFA OIL CO-COLUMBIA
10	#983739	PD 605 5X210000339	4304151150	MFA OIL CO-COLUMBIA
11	A-7-1	PD 605 707040723	4312273040	KOCH MATERIALS CO
12	A-7-97-3	PD 605 7030399354	4312273040	KOCH MATERIALS CO
13	A-7-97-3	PD 605 707047025	4312273040	KOCH MATERIALS CO
14	A-7-97-3	PD 605 7090412483	4312273040	KOCH MATERIALS CO
15	A-7-97-3	PD 605 71400000004	4312273040	KOCH MATERIALS CO

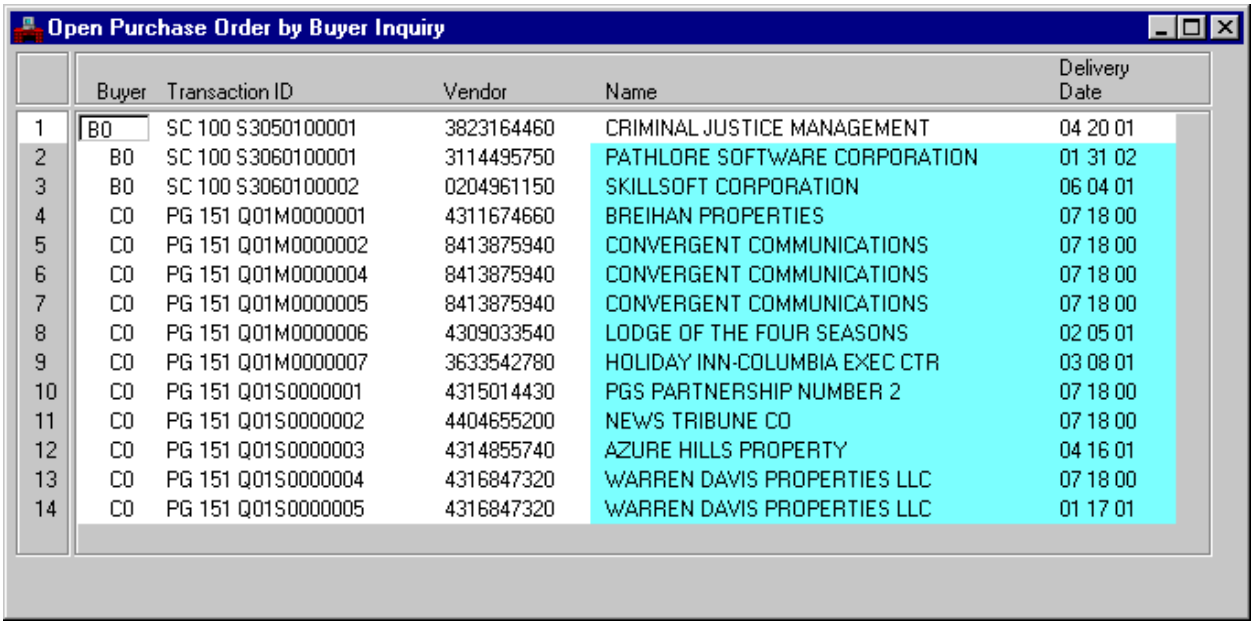
Field Name	Length	Definition
Blanket Number	11	**Requires Input.** Enter the Blanket Agreement between the entity and vendor that governs the terms of this order. To obtain information related to SDA, ERS, or PGA numbers enter their identifying number. To obtain information about orders placed against a price agreement, enter the Price Agreement Number.
Transaction ID	16	**Input Optional.** You may enter the Transaction ID that identifies a specific purchase order document.
Vendor	10	**Input Optional.** You may enter the vendor number of the Vendor that received the order.
Name	30	**Display Only.** Defaults to the Name of the vendor that received the order.

Open Purchase Order by Buyer Inquiry (POHB)

Purpose

The Open Purchase Order by Buyer Inquiry (POHB) table can be used to obtain information about purchase orders including the delivery dates sorted by buyer code.

POHB Coding Instructions



	Buyer	Transaction ID	Vendor	Name	Delivery Date
1	B0	SC 100 S3050100001	3823164460	CRIMINAL JUSTICE MANAGEMENT	04 20 01
2	B0	SC 100 S3060100001	3114495750	PATHLORE SOFTWARE CORPORATION	01 31 02
3	B0	SC 100 S3060100002	0204961150	SKILLSOFT CORPORATION	06 04 01
4	C0	PG 151 Q01M0000001	4311674660	BREIHAN PROPERTIES	07 18 00
5	C0	PG 151 Q01M0000002	8413875940	CONVERGENT COMMUNICATIONS	07 18 00
6	C0	PG 151 Q01M0000004	8413875940	CONVERGENT COMMUNICATIONS	07 18 00
7	C0	PG 151 Q01M0000005	8413875940	CONVERGENT COMMUNICATIONS	07 18 00
8	C0	PG 151 Q01M0000006	4309033540	LODGE OF THE FOUR SEASONS	02 05 01
9	C0	PG 151 Q01M0000007	3633542780	HOLIDAY INN-COLUMBIA EXEC CTR	03 08 01
10	C0	PG 151 Q01S0000001	4315014430	PGS PARTNERSHIP NUMBER 2	07 18 00
11	C0	PG 151 Q01S0000002	4404655200	NEWS TRIBUNE CO	07 18 00
12	C0	PG 151 Q01S0000003	4314855740	AZURE HILLS PROPERTY	04 16 01
13	C0	PG 151 Q01S0000004	4316847320	WARREN DAVIS PROPERTIES LLC	07 18 00
14	C0	PG 151 Q01S0000005	4316847320	WARREN DAVIS PROPERTIES LLC	01 17 01

Field Name	Length	Definition
Buyer	2	**Requires Input.** Enter the buyer code to access the purchase orders processed by that buyer.
Transaction ID	2	**Input Optional.** You can enter the document ID corresponding to the type of purchase order for which you are searching. You can enter just the first two characters that identify the purchase order type. Valid values are: • **PC** - Quick Centralized Purchase (PCQ) Order or Total Cost Purchase Order (PCT); • **PD** - Quick Decentralized Purchase (PDQ) Order;

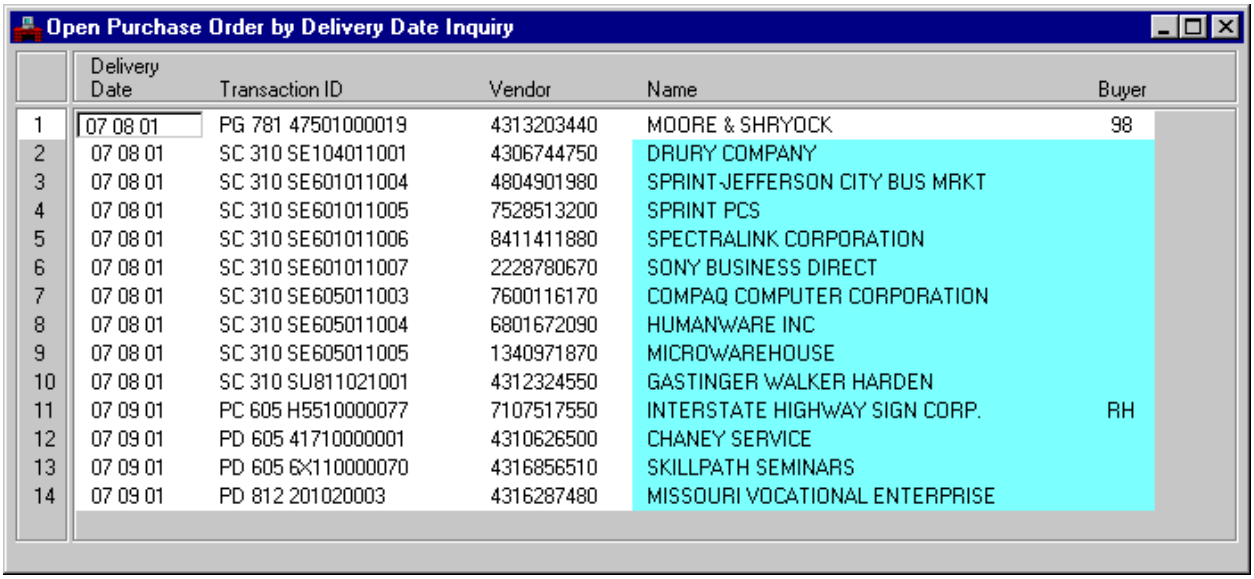
		• **PG** - Quick Price Agreement (PGQ) Order; or • **SC** - Service Contract (SC) Order or Simplified Service Contract (SCS) Order.
Vendor	10	**Display Only.** Defaults to the vendor number that received the purchase order.
Name	30	**Display Only.** Defaults to the name associated with the vendor number.
Delivery Date	6	**Display Only.** Defaults to the anticipated delivery date as entered on the purchase order.

Open Purchase Order by Delivery Date Inquiry (PODD)

Purpose

The Open Purchase Order by Delivery Date Inquiry (PODD) table lists orders by delivery date to help you determine which orders need special attention, whom to contact, and which buyer is responsible.

PODD Coding Instructions



	Delivery Date	Transaction ID	Vendor	Name	Buyer
1	07 08 01	PG 781 47501000019	4313203440	MOORE & SHRYOCK	98
2	07 08 01	SC 310 SE104011001	4306744750	DRURY COMPANY	
3	07 08 01	SC 310 SE601011004	4804901980	SPRINT-JEFFERSON CITY BUS MRKT	
4	07 08 01	SC 310 SE601011005	7528513200	SPRINT PCS	
5	07 08 01	SC 310 SE601011006	8411411880	SPECTRALINK CORPORATION	
6	07 08 01	SC 310 SE601011007	2228780670	SONY BUSINESS DIRECT	
7	07 08 01	SC 310 SE605011003	7600116170	COMPAQ COMPUTER CORPORATION	
8	07 08 01	SC 310 SE605011004	6801672090	HUMANWARE INC	
9	07 08 01	SC 310 SE605011005	1340971870	MICROWAREHOUSE	
10	07 08 01	SC 310 SU811021001	4312324550	GASTINGER WALKER HARDEN	
11	07 09 01	PC 605 H5510000077	7107517550	INTERSTATE HIGHWAY SIGN CORP.	RH
12	07 09 01	PD 605 41710000001	4310626500	CHANEY SERVICE	
13	07 09 01	PD 605 6X110000070	4316856510	SKILLPATH SEMINARS	
14	07 09 01	PD 812 201020003	4316287480	MISSOURI VOCATIONAL ENTERPRISE	

Field Name	Length	Definition

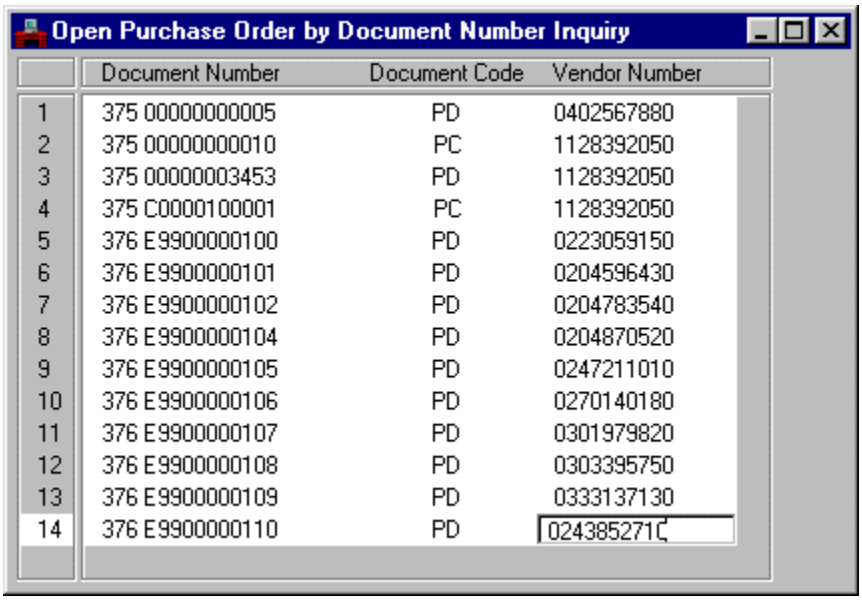
Delivery Date	6	**Requires Input.** Enter the date the supplies are expected to be delivered.
Transaction ID	16	**Input Optional.** You may enter the Transaction ID that identifies this purchase order document to refine your search.
Vendor	10	**Input Optional.** You may enter the vendor number for the Vendor that received the order.
Name	30	**Display Only.** Defaults to the Name of the vendor that received the order.
Buyer	2	**Display Only.** Defaults to the Buyer code for the buyer responsible for this order.

Open Purchase Order by Document Number Inquiry (OPPD)

Purpose

Open Purchase Order by Document Number Inquiry (OPPD) is used to find purchase orders by document number without having to know the vendor.

OPPD Coding Instructions



Field Name	Length	Definition

Document Number	14	**Requires Input.** Enter the unique ID number assigned to the purchasing document. NOTE: Do not enter the document code (PC, PD, PG, or SC).
Document Code	2	**Input Optional.** You may enter the unique Document Code that identifies this order. Valid values are: • **PC** (Quick Centralized Purchase Order Document or Total Cost Purchase Order Document), • **PD** (Quick Decentralized Purchase Order Document), • **PG** (Quick Price Agreement Document), or • **SC** (Service Contract Order Document or Simplified Service Contract Order Document).
Vendor Number	10	**Input Optional.** You may enter the vendor code used on the purchasing document.

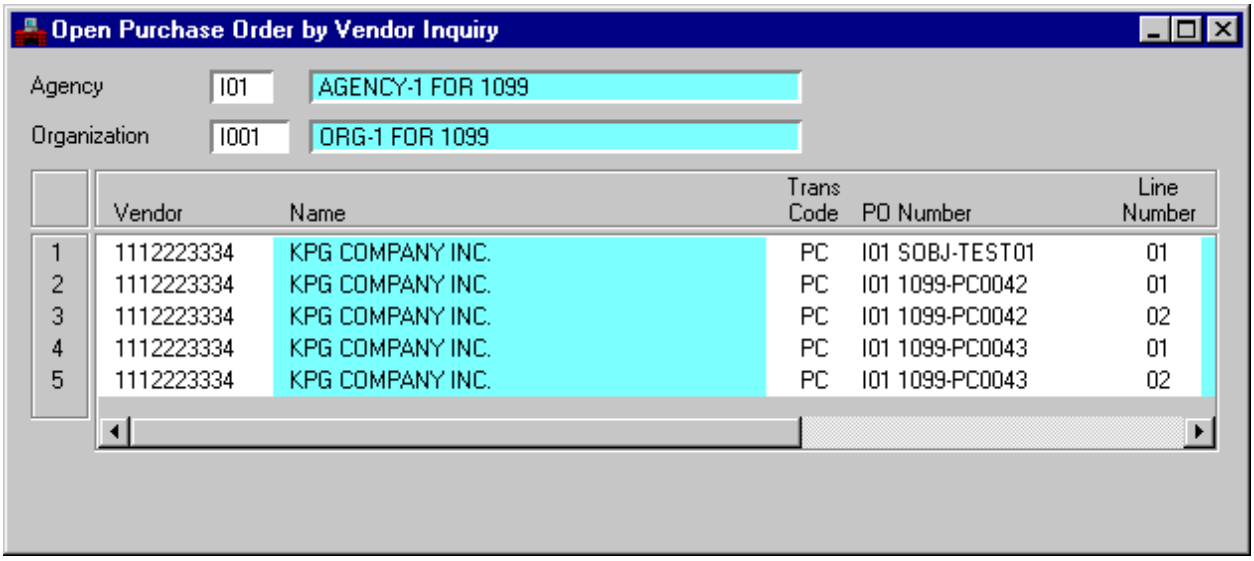
Open Purchase Order by Vendor Inquiry (OPIV)

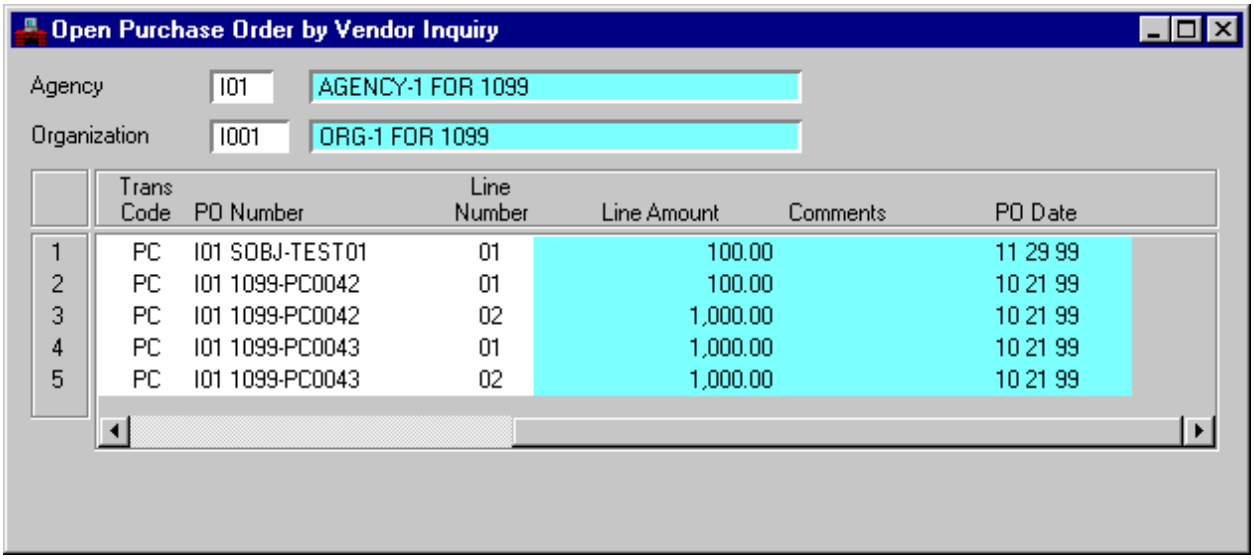
Purpose

The Open Purchase Order by Vendor Inquiry (OPIV) displays purchase order lines by agency, organization and vendor. Only open orders are displayed.

NOTE: An alternate view of this table, Agency/Organization Purchase Order Inquiry (AOPI) displays both open and closed purchase orders.

OPIV Coding Instructions





Field Name	Length	Definition
Agency	3	**Requires Input.** Enter the agency code for the Agency for which you are interested in viewing orders. The name of the Agency is displayed in the second field.
Organization	4	**Input Optional.** You may enter the organization code for the Organization for which you are interested in viewing orders. The name of the Organization is displayed in the second field.

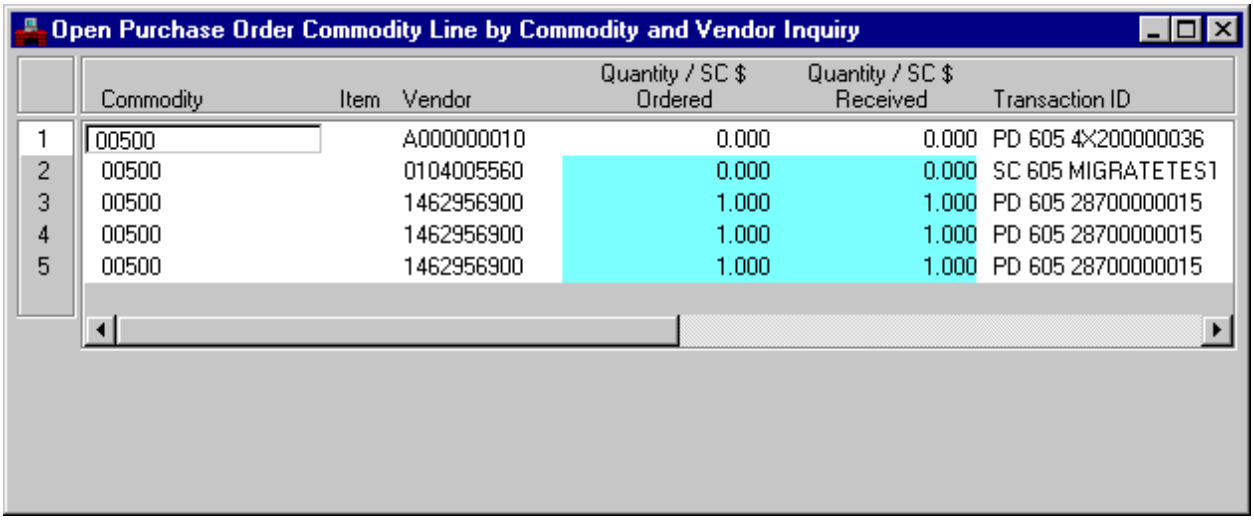
Vendor	10	**Input Optional.** You may enter the vendor code for the Vendor on the purchase order document.
Name	30	**Display Only.** Defaults to the name associated with this vendor number on Vendor (1 of 3) (VEN2).
Trans Code	2	**Input Optional.** You may enter the transaction code that identifies the purchase order. Valid values are: • **PC** (Quick Centralized Purchase Order Document or Total Cost Purchase Order Document), • **PD** (Quick Decentralized Purchase Order Document), • **PG** (Quick Price Agreement Document), or • **SC** (Service Contract Order Document or Simplified Service Contract Order Document).
PO Number	14	**Input Optional.** You may enter the unique number (agency code and document number) that identifies the purchase order.
Line Number	2	**Input Optional.** You may enter the line number of the order account line.
Line Amount	14	**Display Only.** Defaults to the amount of the order account line specified in Line Number.
Comments	12	**Display Only.** Defaults to any comment or Special Instructions (SPIS) code entered in the Comments field of the order document. Refer to SPIS for definition of code.
PO Date	6	**Display Only.** Defaults to the purchase order date. This is usually the date the purchase order is accepted by the system.

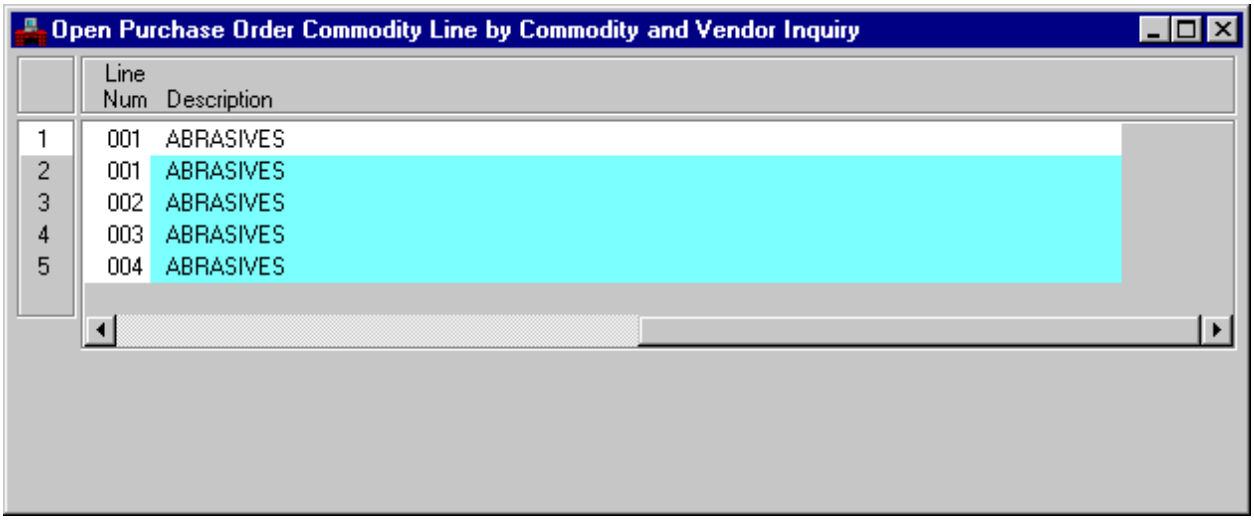
Open Purchase Order Commodity Line by Commodity and Vendor Inquiry (POC2)

Purpose

The Open Purchase Order Commodity Line by Commodity and Vendor Inquiry (POC2) table is used to view orders for specific commodities. This table states the quantities being ordered or the dollar amount of services for the commodity line and the quantity of supplies or dollar amount of the services received against the commodity line along with the associated vendor code and purchase order ID number.

POC2 Coding Instructions





Field Name	Length	Definition

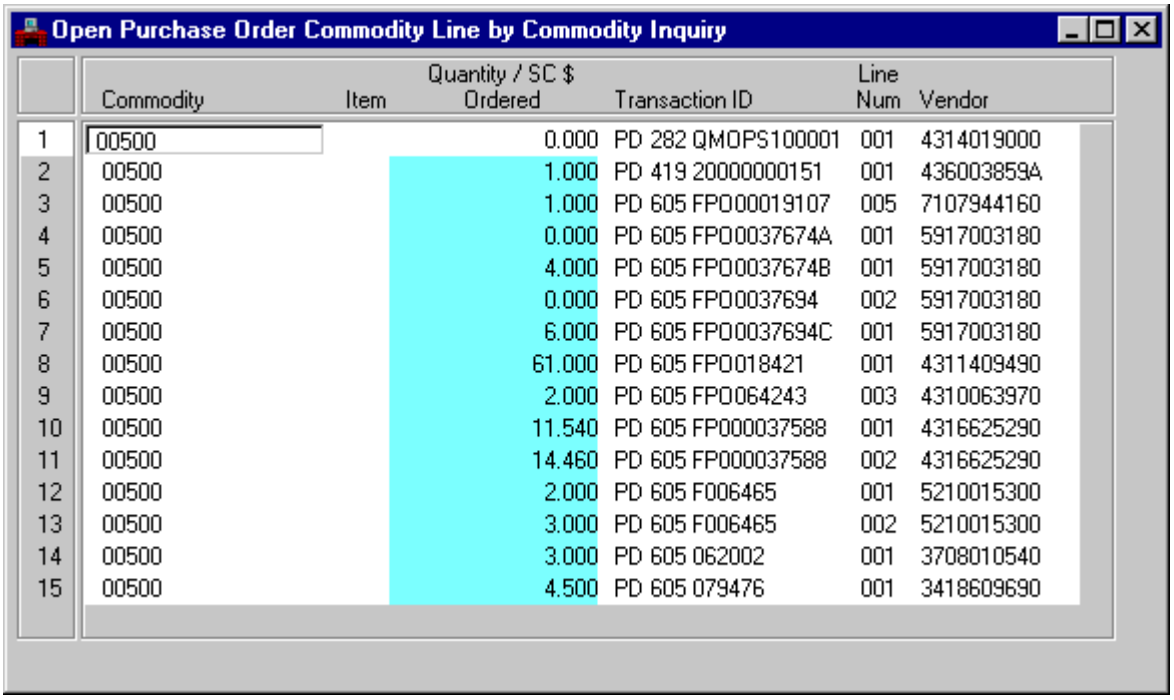
Commodity	14	**Requires Input.** Enter the commodity code for which you wish to see purchase orders.
Item	3	**Input Optional.** You may enter the unique item code that identifies the supplies ordered as warehouse stock. (Item code is synonymous with Stock Suffix on the Inventory by Stock Item Inquiry (INVI) table).
Vendor	10	**Input Optional.** You may enter the vendor number for the Vendor that has orders on the open tables for this commodity.
Quantity/SC $ Ordered	14	**Display Only.** Defaults to the quantity of supplies being ordered or the dollar amount of the services for this commodity line.
Quantity/SC $ Received	14	**Display Only.** Defaults to the quantity of supplies or dollar amount of the services received against this commodity line.
Transaction ID	16	**Input Optional.** You may enter the Transaction ID that identifies the purchase order document.
Line Num	3	**Input Optional.** You may enter the commodity line number assigned on the purchase order document.
Description	60	**Display Only.** Defaults to the Description of the commodity line.

Open Purchase Order Commodity Line by Commodity Inquiry (POCC)

Purpose

The Open Purchase Order Commodity Line by Commodity Inquiry (POCC) table allows you to browse purchase order commodity lines to determine which commodities are currently on order and the quantity ordered. Records are added to/deleted from this table whenever the corresponding record is updated via the Open Purchase Order Commodity Line Inquiry (OPPC) table.

POCC Coding Instructions



	Commodity	Item	Quantity / SC $ Ordered	Transaction ID	Line Num	Vendor
1	00500		0.000	PD 282 QMOPS100001	001	4314019000
2	00500		1.000	PD 419 20000000151	001	436003859A
3	00500		1.000	PD 605 FPO00019107	005	7107944160
4	00500		0.000	PD 605 FPO0037674A	001	5917003180
5	00500		4.000	PD 605 FPO0037674B	001	5917003180
6	00500		0.000	PD 605 FPO0037694	002	5917003180
7	00500		6.000	PD 605 FPO0037694C	001	5917003180
8	00500		61.000	PD 605 FPO018421	001	4311409490
9	00500		2.000	PD 605 FPO064243	003	4310063970
10	00500		11.540	PD 605 FP000037588	001	4316625290
11	00500		14.460	PD 605 FP000037588	002	4316625290
12	00500		2.000	PD 605 F006465	001	5210015300
13	00500		3.000	PD 605 F006465	002	5210015300
14	00500		3.000	PD 605 062002	001	3708010540
15	00500		4.500	PD 605 079476	001	3418609690

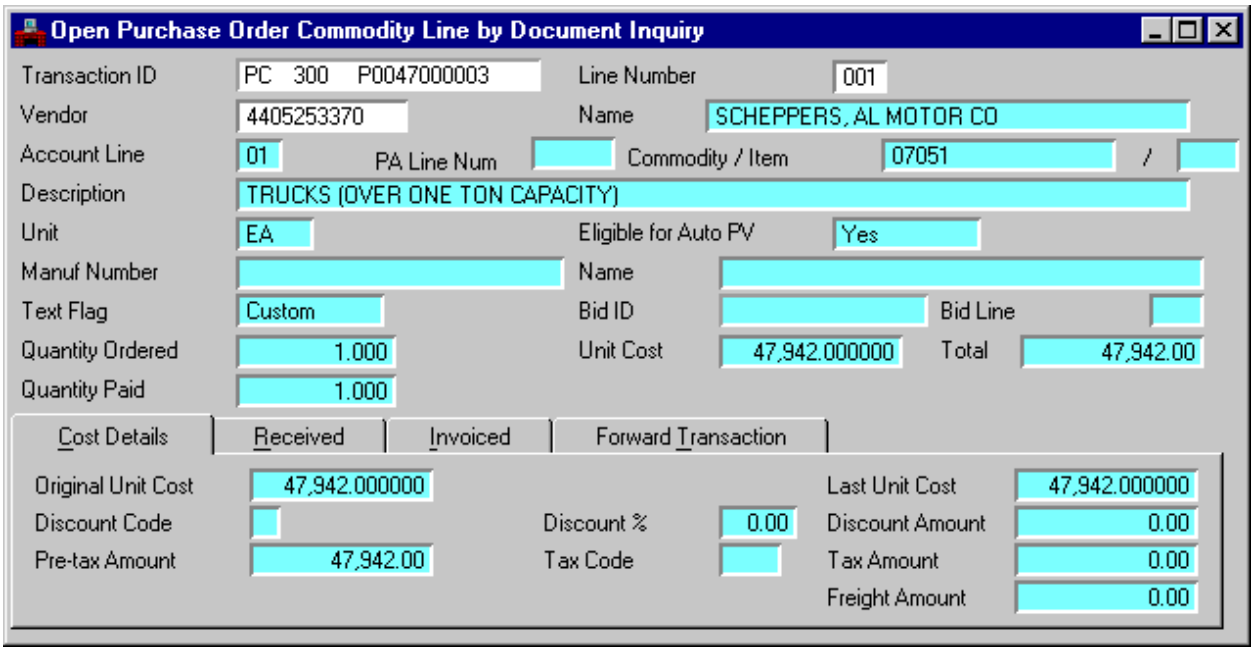
Field Name	Length	Definition
Commodity	14	**Requires Input.** Enter the commodity code about which you are inquiring.
Item	3	**Input Optional.** You may enter the unique item code that identifies the supplies ordered as warehouse stock. (Item code is synonymous with Stock Suffix on the Inventory by Stock Item Inquiry (INVI) table).
Quantity/SC $ Ordered	12	**Display Only.** Defaults to the quantity of supplies ordered or the dollar amount of the services for this commodity line.
Transaction ID	16	**Input Optional.** You may enter the Transaction ID that identifies the purchase order document.
Line Num	3	**Input Optional.** You may enter the commodity line number assigned on the purchase order document.
Vendor	10	**Input Optional.** You may enter the vendor number for the Vendor that has orders on the open tables for this commodity.

Open Purchase Order Commodity Line by Document Inquiry (OPCD)

Purpose

Open Purchase Order Commodity Line by Document Inquiry (OPCD) allows you to search open purchase orders by transaction ID without having to know the vendor. Records are added to/deleted from this table whenever the corresponding record is added to/deleted from Open Purchase Order Commodity Line Inquiry (OPPC).

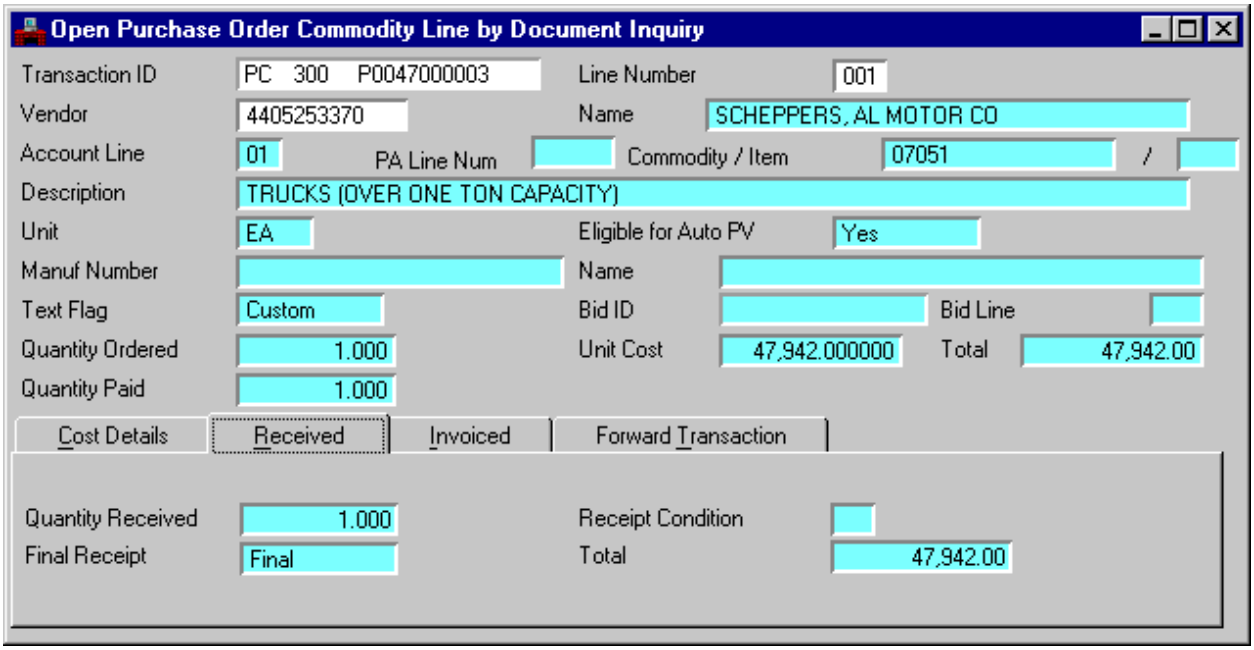
OPCD Coding Instructions



Field Name	Length	Definition
Header and Cost Details View		
Transaction ID	16	**Requires Input.** Enter the transaction code and unique number.
Line Number	3	**Input Optional.** You may enter the Line Number of the commodity line on the purchase order document.
Vendor	10	**Input Optional.** You may enter the vendor number of the Vendor on the purchase order document.
Name	30	**Display Only.** Defaults to the Name of the vendor.

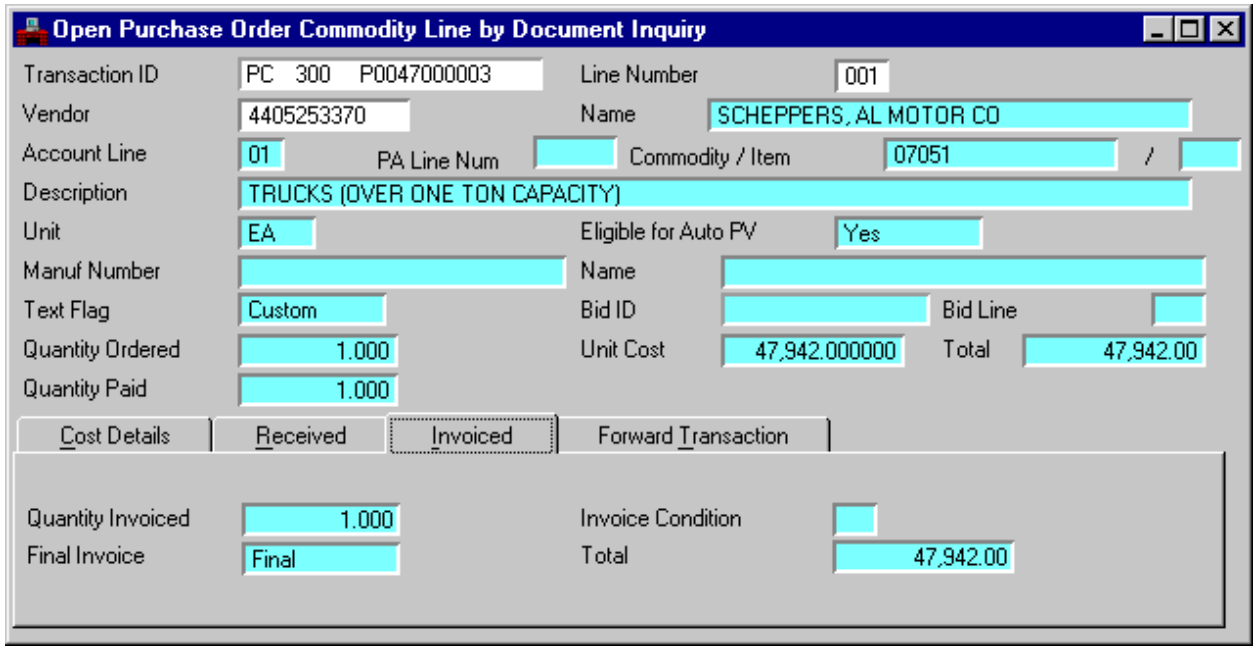
Account Line	2	**Display Only.** Defaults to the accounting line, if one exists, that this commodity is linked to as a source of funds.
PA Line Num	3	**Display Only.** Defaults to the line number of the price agreement.
Commodity/Item	14	**Display Only.** Defaults to the commodity code, which uniquely identifies the supplies ordered.
Commodity/Item	3	**Display Only.** Defaults to item code that identifies the supplies ordered as warehouse stock. The commodity and item combination must be valid on Inventory Inquiry (3 of 3) (INV3).
Description	60	**Display Only.** Defaults to the Description of the commodity line.
Unit	4	**Display Only.** Defaults to the unit of measure used to order the supplies (i.e., box, each, dozen, etc.).
Eligible for Auto PV	1	**Display Only.** Defaults to **Yes** if this order is eligible to be paid during automated payment voucher creation; otherwise, **No** is displayed.
Manuf Number	N/A	**Not Applicable.** Not used by the State of Missouri.
Name	N/A	**Not Applicable.** Not used by the State of Missouri.
Text Flag	1	**Display Only.** Defaults to the type of additional text associated with this commodity line. Valid values are: • **Standard** - Standard text • **Custom** - Non-standard text • **No Text** - Blank
Bid ID	10	**Display Only.** Defaults to the Bid ID if this order references a bid.
Bid Line	3	**Display Only.** Defaults to the Bid Line if this order references a bid.

Quantity Ordered	11	**Display Only.** Defaults to the quantity of supplies ordered on this line.
Unit Cost	14	**Display Only.** Defaults to the discounted cost per unit of supplies ordered.
Total	14	**Display Only.** Defaults to the quantity of units multiplied by the price per unit s for this line.
Quantity Paid	11	**Display Only.** Defaults to the quantity of supplies paid for against this commodity line.
Original Unit Cost	14	**Display Only.** Defaults to the cost per unit of supplies ordered.
Last Unit Cost	14	**Display Only.** Defaults to the most recent cost invoiced against this commodity line.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Pre-Tax Amount	14	**Display Only.** Defaults to the total amount calculated for this line (unit cost multiplied by quantity).
Tax Code	N/A/td>	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A/td>	**Not Applicable.** Not used by the State of Missouri.
Freight Amount	N/A/td>	**Not Applicable.** Not used by the State of Missouri.

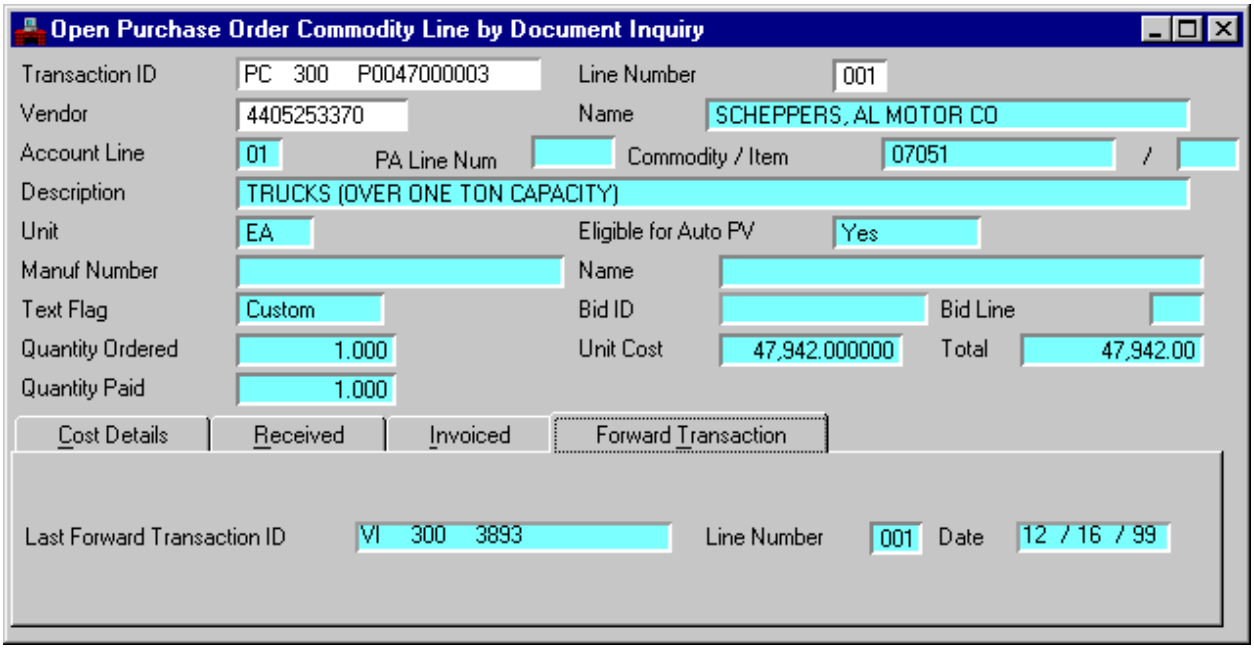


<>

Field Name	Length	Definition
Received View		
Quantity Received	11	**Display Only.** Defaults to the quantity of supplies received against this commodity line.
Receipt Condition	2	**Display Only.** Defaults to a code indicating special conditions associated with the receipt of supplies from this line. This field is updated when supplies are received and a Receiver (RC) document is entered. Refer to Condition (COND) table for definition of codes.
Final Receipt	1	**Display Only.** Defaults to **Final** if all supplies have been received, **Partial** if only some of the supplies have been received, and **Unreferenced** if none of the supplies have been received.
Total	14	**Display Only.** Defaults to the total dollar amount of supplies received against this line.



Field Name	Length	Definition
Invoiced View		
Quantity Invoiced	11	**Display Only.** Defaults to the quantity of supplies invoiced by the vendor against this commodity line.
Invoice Condition	2	**Display Only.** Defaults to a code that indicates special or unusual circumstances with the invoice referencing this line. Refer to Condition (COND) table for definition of codes.
Final Invoice	1	**Display Only.** Defaults to **Final** if all supplies have been invoiced, **Partial** if only some of the supplies have been invoiced, or **Unreferenced** if none of the supplies have been invoiced.
Total	14	**Display Only.** Defaults to the total dollar amount invoiced against this order line.



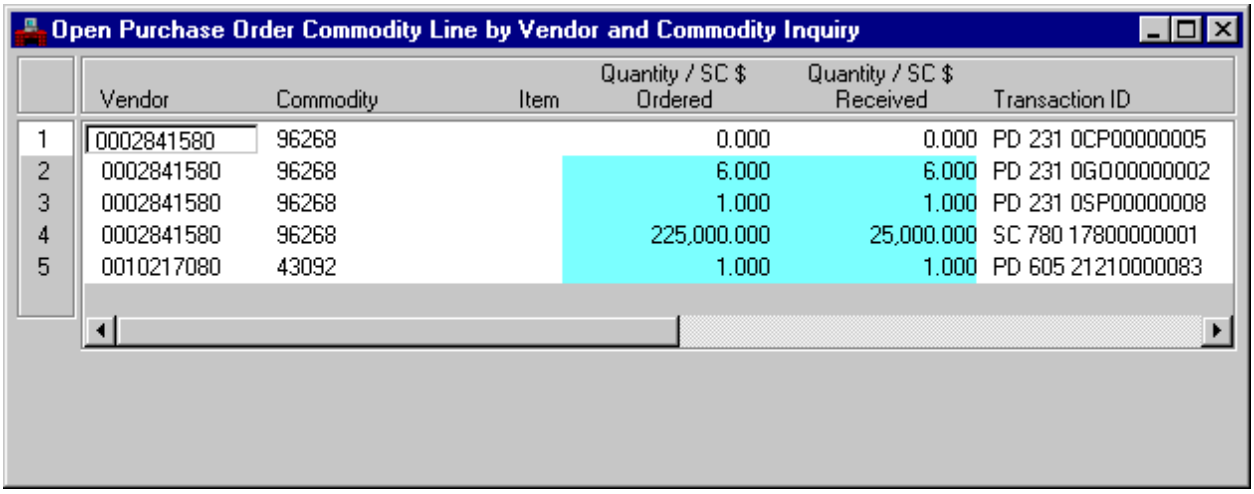
Field Name	Length	Definition
Forward Transaction View		
Last Forward Transaction ID	16	**Display Only.** Defaults to the transaction ID of the most recent vendor invoice, receiver, payment voucher, or manual warrant document that referenced this purchasing document.
Line Number	3	**Display Only.** Defaults to the Line Number. If no line number is displayed, Clear All was selected on the referenced document (i.e., VIQ and/or RC).
Date	6	**Display Only.** Defaults to the Line Number. If no line number is displayed, Clear All was selected on the referenced document (i.e., VIQ and/or RC).

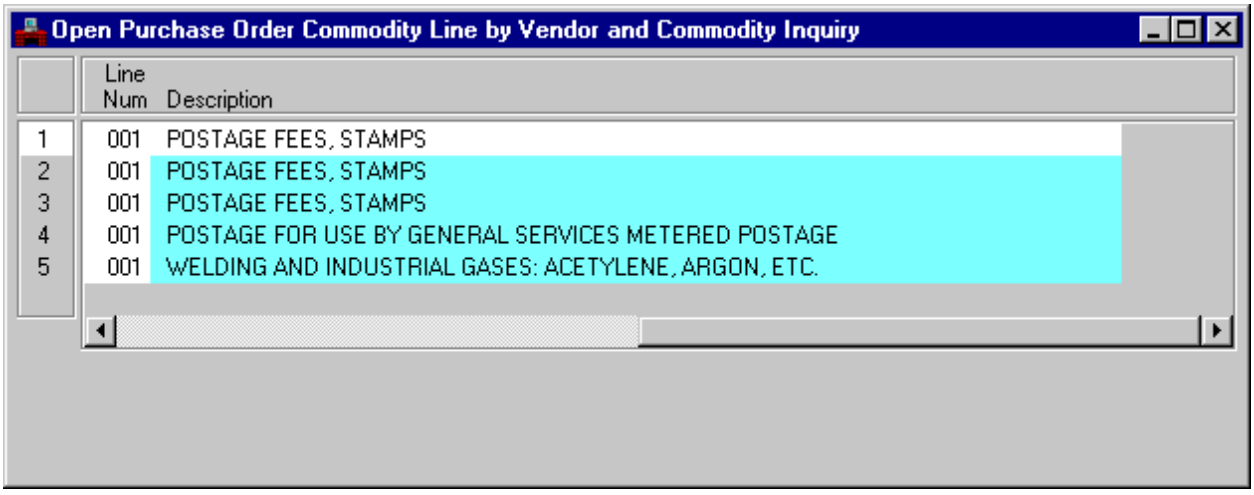
Open Purchase Order Commodity Line by Vendor and Commodity Inquiry (POC1)

Purpose

The Open Purchase Order Commodity Line by Vendor and Commodity Inquiry (POC1) table allows you to determine which orders have been placed with each vendor. Records are added to/deleted from the table whenever the corresponding record updates the Open Purchase Order Commodity Line Inquiry (OPPC) table.

POC1 Coding Instructions





Field Name	Length	Definition
Vendor	10	**Requires Input.** Enter the vendor number for the Vendor whose order(s) you wish to see.
Commodity	12	**Input Optional.** You may enter the commodity code if you are interested in a particular vendor/commodity combination.

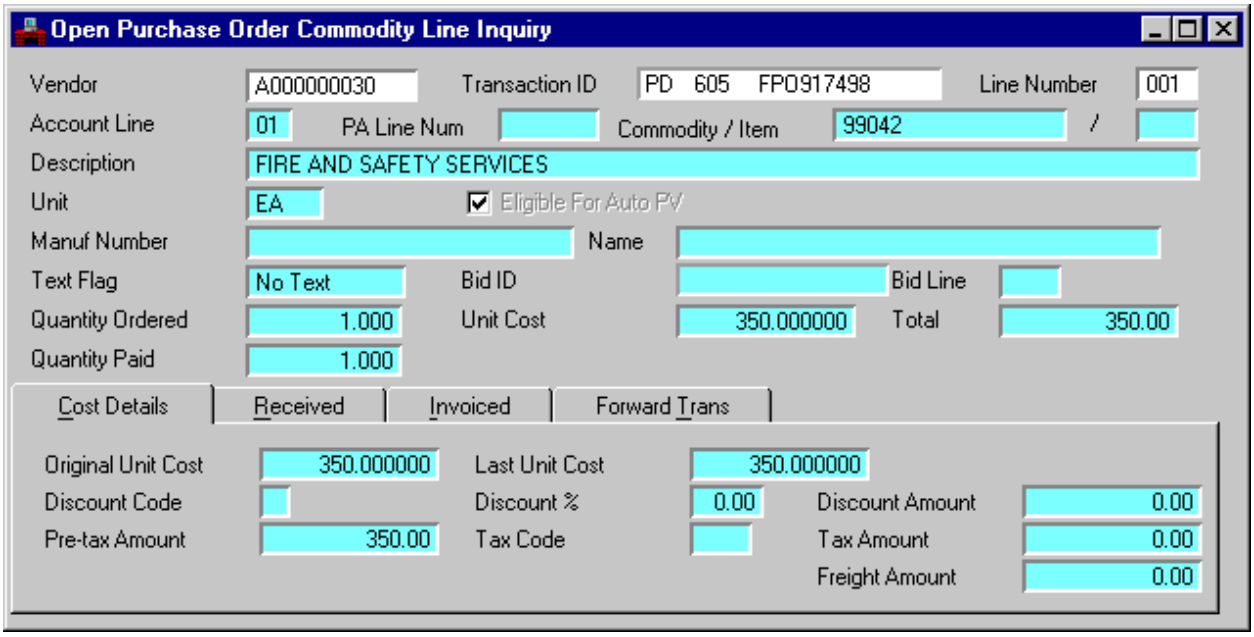
Item	3	**Input Optional.** You may enter the unique item code that identifies the supplies ordered as warehouse stock. (Item code is synonymous with Stock Suffix on the Inventory by Stock Item Inquiry (INVI) table).
Quantity/SC $ Ordered	14	**Display Only.** Defaults to the quantity of supplies ordered or the dollar amount of the services for this commodity line.
Quantity/SC $ Received	14	**Display Only.** Defaults to the quantity of supplies or the dollar amount of the services received against this commodity line.
Transaction ID	16	**Input Optional.** You may enter the Transaction ID that identifies the purchase order document.
Line Num	3	**Input Optional.** You may enter the commodity line number assigned on the purchase order document.
Description	60	**Display Only.** Defaults to the Description of the commodity line.

Open Purchase Order Commodity Line Inquiry (OPPC)

Purpose

The Open Purchase Order Commodity Line Inquiry (OPPC) displays information about each commodity line on open and recently closed purchase orders. The table displays commodity description information. Lines are added to this table each time that a new Quick Centralized Purchase Order (PCQ) Document, Total Cost Purchase Order (PCT) Document, Quick Decentralized Purchase Order (PDQ) Document, Quick Price Agreement (PGQ) Document, Service Contract (SC) Order document, or Simplified Service Contract Order (SCS) Document is accepted by the financial system. Lines are changed when modifications are submitted on these documents. The received quantity fields are updated when Receiver (RC) documents are accepted; the invoiced quantity fields are updated upon acceptance of Quick Vendor Invoice (VIQ) documents.

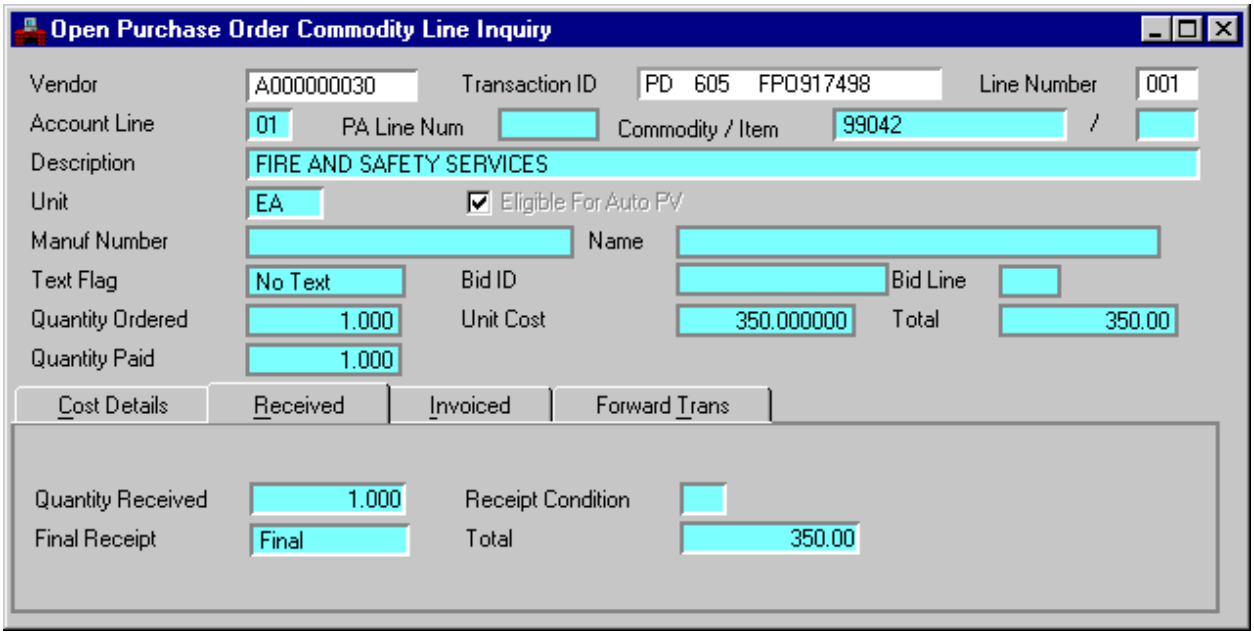
OPPC Coding Instructions



Field Name	Length	Definition
Header and Cost Details View		
Vendor	10	**Requires Input.** Enter the vendor code for the Vendor about which you are inquiring.
Transaction ID	16	**Requires Input.** Enter the Transaction ID that identifies the document if you are interested in viewing a specific vendor/order combination.
Line Number	3	**Input Optional.** You may enter the number of the order commodity line, if you are interested in a specific line.
Account Line	2	**Display Only.** Defaults to the accounting line, if one exists, that this commodity is linked to as a source of funds.
PA Line Num	3	**Display Only.** Defaults to the line number of the price agreement.
Commodity/Item	14	**Display Only.** Defaults to the commodity code, which uniquely identifies the supplies ordered.

Commodity/Item	3	**Display Only.** Defaults to the item code that identifies the supplies ordered as warehouse stock. The commodity and item combination must be valid on Inventory Inquiry (3 of 3) (INV3).
Description	60	**Display Only.** Defaults to the Description of the commodity line.
Unit	4	**Display Only.** Defaults to the unit of measure used to order the supplies (box, each, dozen, etc.).
Eligible for Auto PV	1	**Display Only.** Defaults to a check mark if the purchase order can be paid through the automated payment voucher process.
Manuf Number	N/A	**Not Applicable.** Not used by the State of Missouri.
Text Flag	1	**Display Only.** Defaults to the type of additional text associated with this commodity line. Valid values are: • **Standard** - Standard text • **Custom** - Non-standard text • **No Text** - Blank
Bid ID	10	**Display Only.** Defaults to the Bid ID if this order references a bid.
Bid Line	3	**Display Only.** Defaults to the Bid Line if this order references a bid.
Quantity Ordered	11	**Display Only.** Defaults to the quantity of supplies ordered on this line.
Unit Cost	14	**Display Only.** Defaults to the cost per unit of supplies ordered.
Total	14	**Display Only.** Defaults to the quantity of units multiplied by the price per unit for this line.
Quantity Paid	11	**Display Only.** Defaults to the quantity of supplies paid for against this commodity line.

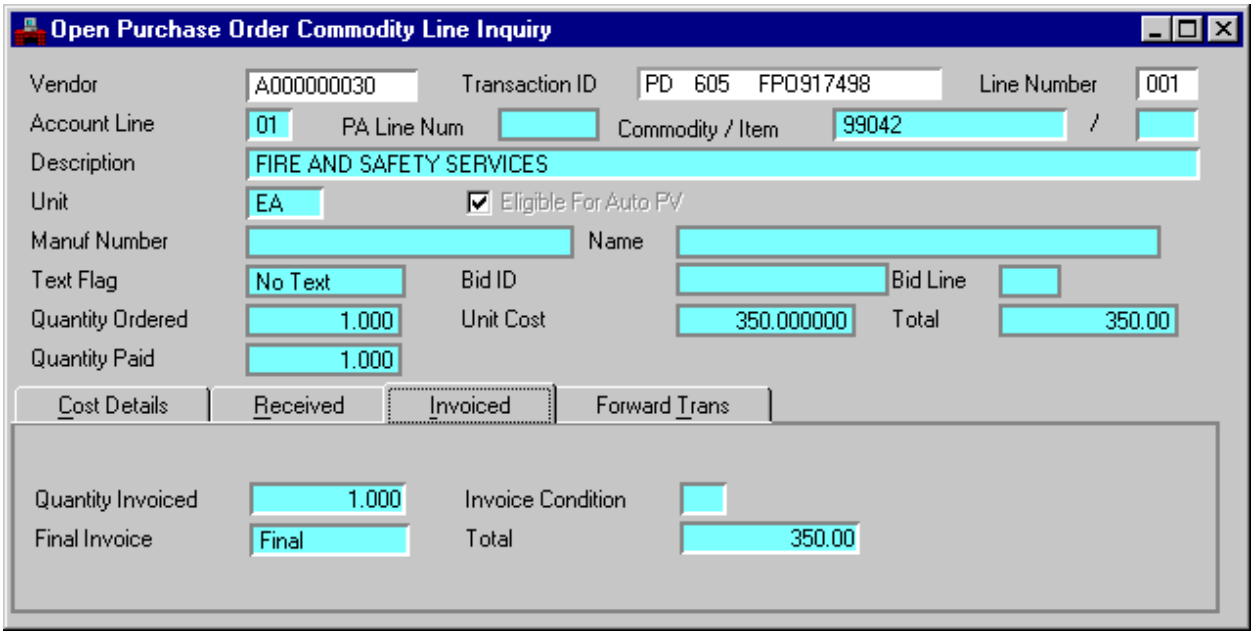
Original Unit Cost	14	**Display Only.** Defaults to the cost (to six decimal places) per unit of supplies ordered.
Last Unit Cost	14	**Display Only.** Defaults to the most recent cost invoiced against this order line.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Pre-Tax Amount	14	**Display Only.** Defaults to the total amount calculated for this line (unit cost multiplied by quantity).
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.



Field Name	Length	Definition

Received View

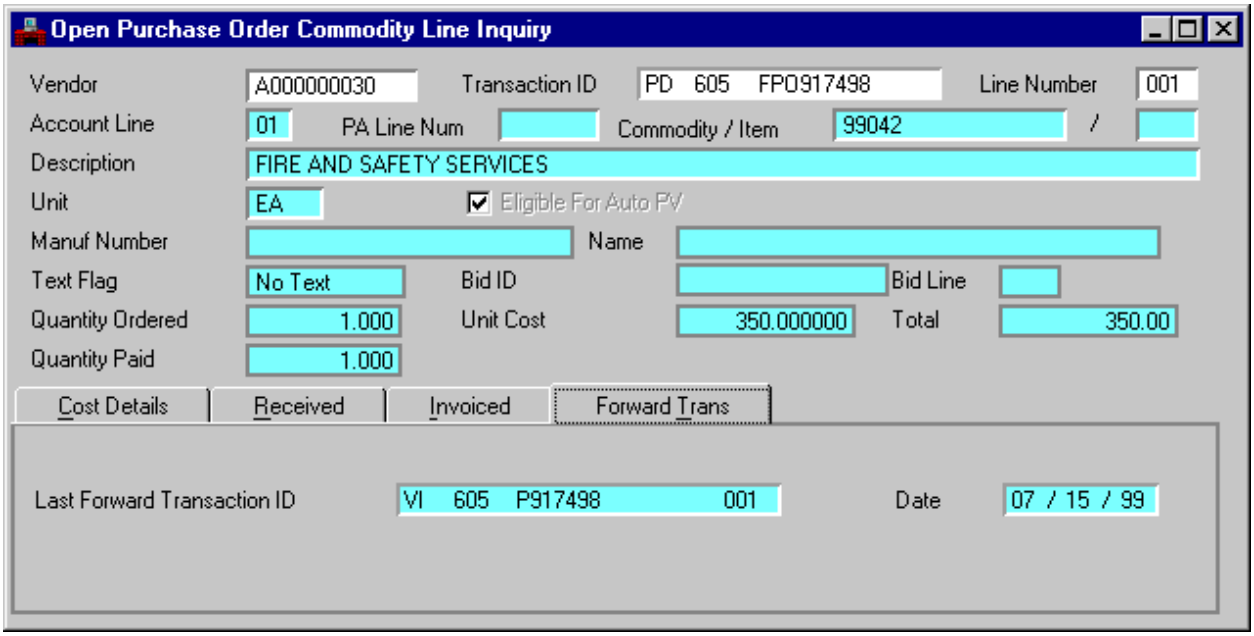
Quantity Received	11	**Display Only.** Defaults to the quantity of supplies received against this commodity line. Inferred from the Receiver (RC) document.
Receipt Condition	2	**Display Only.** Defaults to a code indicating special conditions associated with the receipt of supplies from this line. This field is updated when supplies are received. Refer to Condition (COND) table for definition of codes.
Final Receipt	12	**Display Only.** Defaults to **Final** if all supplies have been received, **Partial** if only some of the supplies have been received, and **Unreferenced** if none of the supplies have been received.
Total	14	**Display Only.** Defaults to the total dollar amount of supplies received against this line.



Field Name	Length	Definition

Invoiced View

Quantity Invoiced	11	**Display Only.** Defaults to the quantity of supplies invoiced by the vendor against this commodity line.
Invoice Condition	2	**Display Only.** Defaults to a code which indicates special or unusual circumstances with the invoice referencing this line. Refer to Condition (COND) table for definition of codes.
Final Invoice	12	**Display Only.** Defaults to **Final** if all supplies have been invoiced, **Partial** if only some of the supplies have been invoiced, or **Unreferenced** if none of the supplies have been invoiced.
Total	14	**Display Only.** Defaults to the total dollar amount invoiced against this order line.



Field Name	Length	Definition
Forward Trans View		
Last Forward Transaction ID	16	**Display Only.** Defaults to the transaction ID of the most recent vendor invoice, receiver, payment

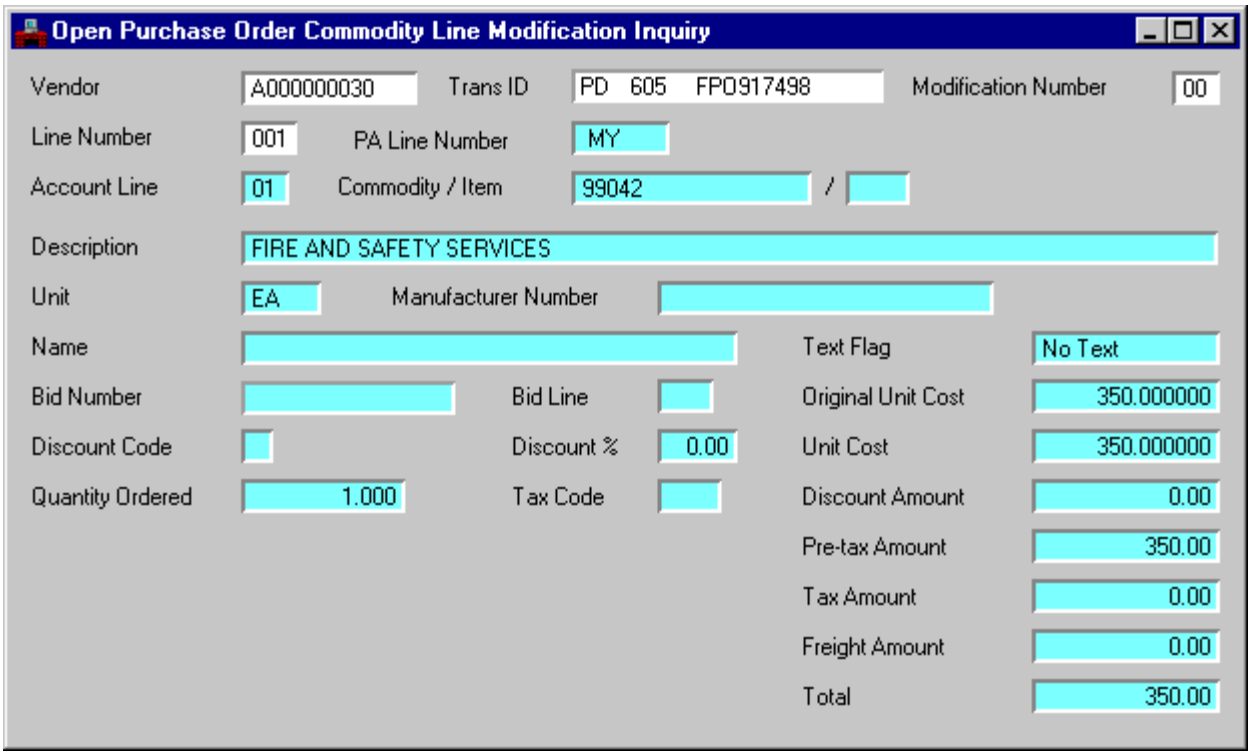
		voucher, or manual warrant document that referenced this purchasing document.
Date	6	**Display Only.** Defaults to the acceptance date of the most recent vendor invoice, receiver, payment voucher, or manual warrant document that referenced this purchasing document.

Open Purchase Order Commodity Line Modification Inquiry (MPPC)

Purpose

The Open Purchase Order Commodity Line Modification Inquiry (MPPC) table displays all modifications to a purchase order's commodity lines.

MPPC Coding Instructions



Field Name	Length	Definition
Vendor	10	**Requires Input.** Enter the vendor number for the Vendor that received the order.

Trans ID	16	**Requires Input.** Enter the transaction code and unique number that identifies the document. Valid values for the transaction code are: • **PC** (Quick Centralized Purchase Order Document or Total Cost Purchase Order Document), • PD (Quick Decentralized Purchase Order Document), • PG (Quick Price Agreement Document), or • SC (Service Contract Order Document or Simplified Service Contract Order Document).
Modification Number	2	**Input Optional.** You may enter a number identifying which modification this record represents. **00** - represents the original order while **01** - represents the first modification.
Line Number	3	**Input Optional.** You may enter the number of the order commodity line, if you are interested in a specific line.
PA Line Num	3	**Display Only.** If applicable, defaults to the line number of the price agreement.
Account Line	2	**Display Only.** Defaults to the accounting line, if one exists, that this commodity is linked to as a source of funds.
Commodity/Item	12	**Display Only.** Defaults to the commodity code, which uniquely identifies the supplies ordered.
Commodity/Item	3	**Display Only.** Defaults to the item code that identifies the supplies ordered as warehouse stock. The commodity and item combination must be valid on Inventory Inquiry (3 of 3) (INV3).
Description	60	**Display Only.** Defaults to the Description of the commodity line.

Unit	4	**Display Only.** Defaults to the unit of measure used to order the supplies (box, each, dozen, etc.).
Manufacturer Num	N/A	**Not Applicable.** Not used by the State of Missouri.
Text Flag	1	**Display Only.** Defaults to the type of additional text associated with this commodity line. Valid values are: • **Standard** - Standard text • **Custom** - Non-standard text • **No Text** - Blank
Name	N/A	**Not Applicable.** Not used by the State of Missouri.
Original Unit Cost	14	**Display Only.** Defaults to the cost per unit of supplies ordered.
Bid Number	10	**Display Only.** Defaults to the Bid Number if this order references a bid.
Bid Line	3	**Display Only.** Defaults to the Bid Line if this order references a bid.
Unit Cost	14	**Display Only.** Defaults to the cost per unit of supplies ordered.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Quantity Ordered	11	**Display Only.** Defaults to the quantity of supplies ordered on this line.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Pre-Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.

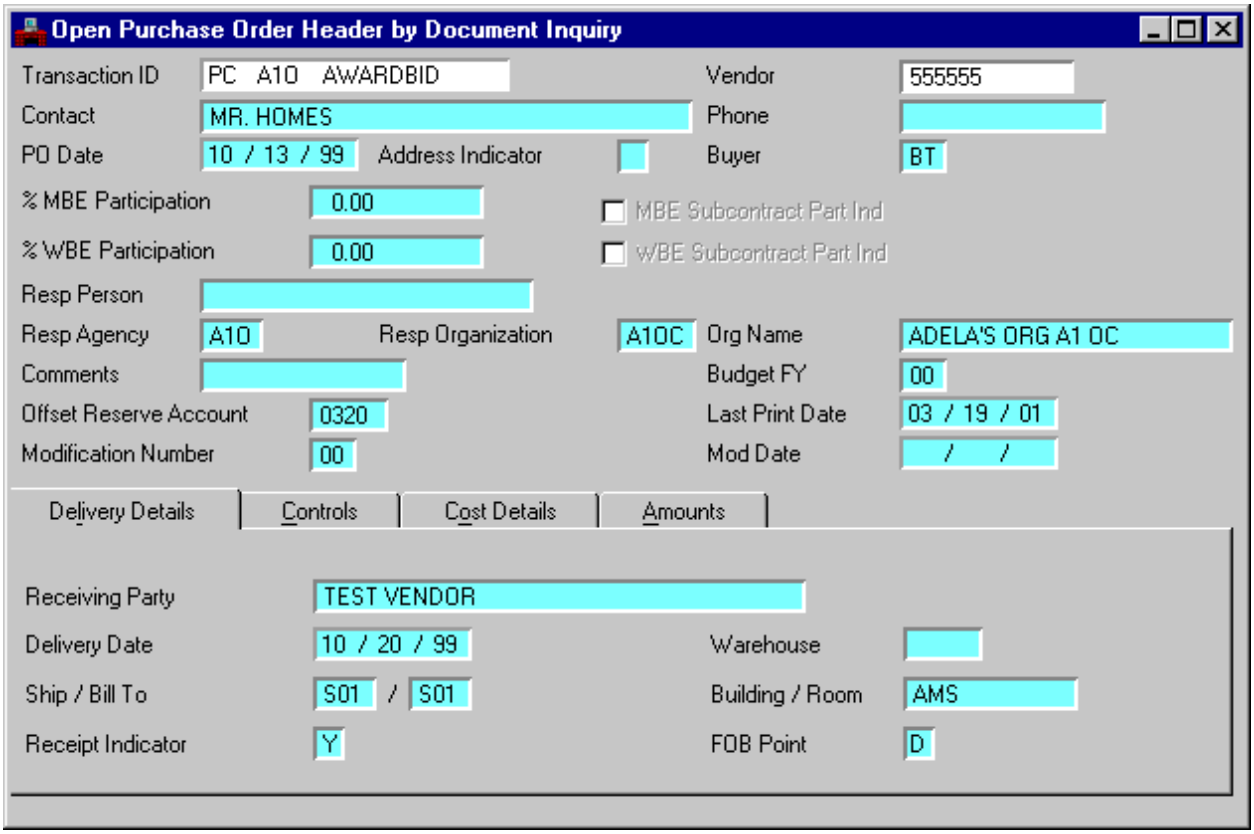
Total	14	**Display Only.** Defaults to the quantity of units multiplied by the price per unit for this line.

Open Purchase Order Header by Document Inquiry (OPHD)

Purpose

Open Purchase Order Header by Document Inquiry (OPHD) is used to view purchase order header information by document ID when the vendor is not known.

OPHD Coding Instructions

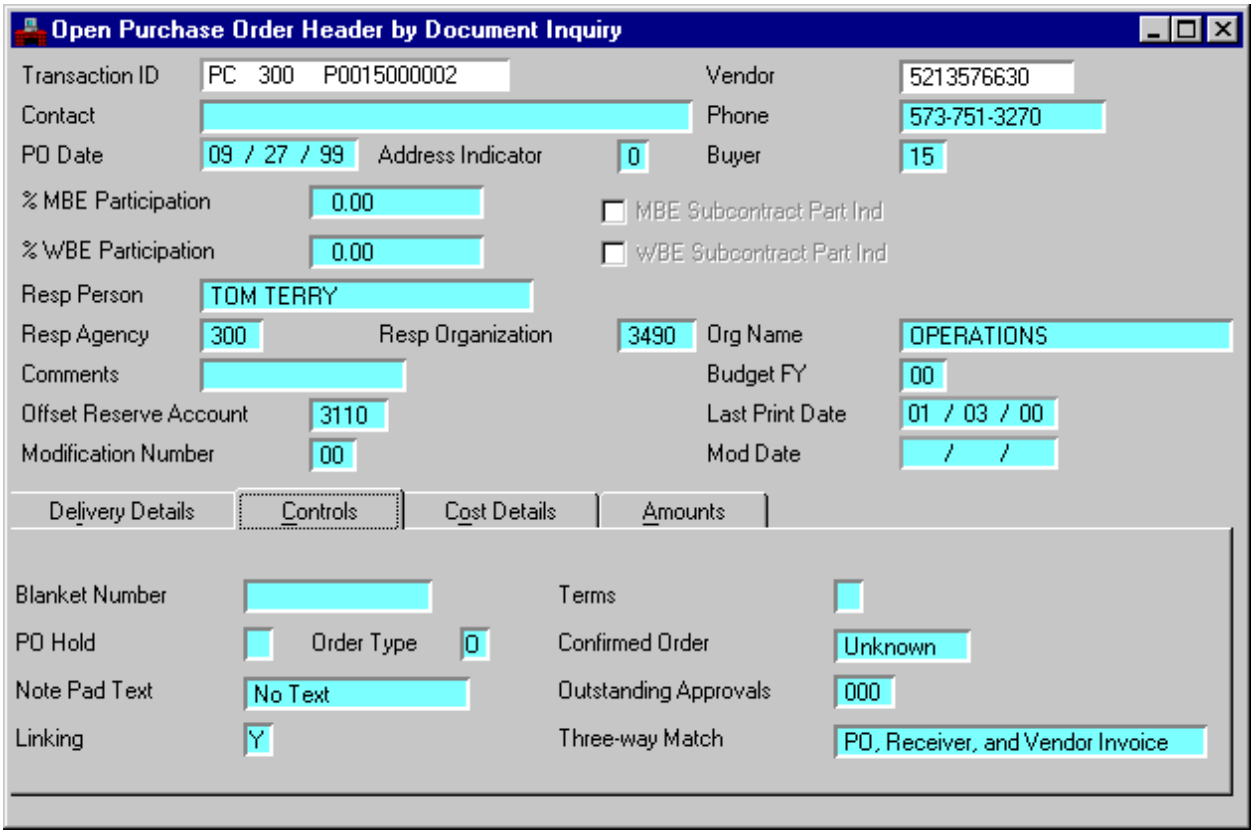


Field Name	Length	Definition
Header and Delivery Details View		
Transaction ID	16	**Requires Input.** Enter the transaction code and unique number that identifies the document. Valid values for the transaction code are:

		• **PC** (Quick Centralized Purchase Order Document or Total Cost Purchase Order Document), • **PD** (Quick Decentralized Purchase Order Document), • **PG** (Quick Price Agreement Document), or • **SC** (Service Contract Order Document or Simplified Service Contract Order Document).
Vendor	10	**Input Optional.** You may enter the vendor code for the Vendor that received the order.
Contact	30	**Display Only.** Defaults to the personal contact for the vendor.
Phone	12	**Display Only.** Defaults to the phone number of the person who is to receive the order.
PO Date	6	**Display Only.** Defaults to the date on the purchase order document.
Address Indicator	1	**Display Only.** Defaults to the Address Indicator entered on the purchase order.
Buyer	2	**Display Only.** Defaults to the Buyer responsible for this order.
%MBE Participation	6	**Display Only.** Defaults to the percentage of MBE subcontracting participation indicated on the purchase order document.
MBE Subcontract Part Ind	N/A	**Display Only.** The box will be checked if MBE subcontracting participation is included in this order. If the box is checked but the % of participation is 00%, there is MBE subcontracting participation but the amount is unknown.
%WBE Participation	6	**Display Only.** Defaults to the percentage of WBE subcontracting participation indicated on the purchase order document.

WBE Subcontract Part Ind	N/A	**Display Only.** The box will be checked if WBE subcontracting participation is included in this order. If the box is checked but the % of participation is 00%, there is WBE subcontracting participation but the amount is unknown.
Resp Person	20	**Display Only.** Defaults to the agency person to whom questions about the order should be addressed as indicated on the purchase order document.
Resp Agency	3	**Display Only.** Defaults to the agency requesting the order.
Resp Organization	4	**Display Only.** Defaults to the Responsible Organization within the responsible agency for which these supplies are ordered.
Org Name	20	**Display Only.** Defaults to the name of the organization that ordered these supplies.
Comments	12	**Display Only.** Defaults to any comment or Special Instructions (SPIS) code entered in the Comments field of the order document. Refer to SPIS for definition of code.
Budget FY	2	**Display Only.** Defaults to the Budget Fiscal Year in which the funds are encumbered.
Offset Reserve Account	4	**Display Only.** Defaults to the balance sheet account used for reserves for encumbrances. The code used is listed in System Special Accounts (SPEC).
Last Print Date	6	**Display Only.** Defaults to the last date that this document was printed.
Last Print Date	6	**Display Only.** Defaults to the last date that this document was printed. NOTE: This field populates during nightly processing.

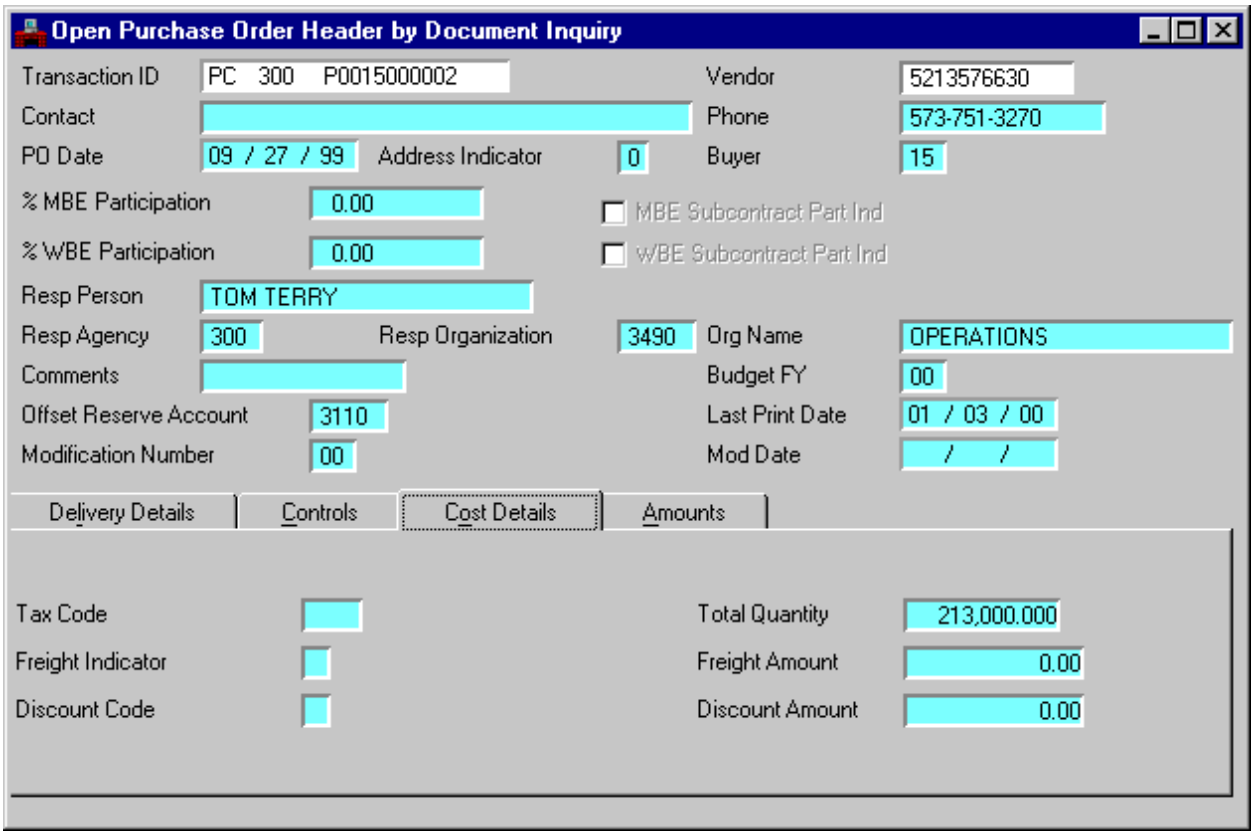
Modification Number	2	**Display Only.** Defaults to the number of the modification document(s) processed against the purchase order.
Mod Date	6	**Display Only.** Defaults to the last date that this document was modified.
Receiving Party	30	**Display Only.** Defaults to the name of the vendor who received the purchase order.
Delivery Date	6	**Display Only.** Defaults to the anticipated Delivery Date.
Warehouse	4	**Display Only.** Defaults to the Warehouse where the supplies are to be shipped.
Ship/Bill to	3	**Display Only.** Defaults to the Ship to location for the supplies.
Ship/Bill to	3	**Display Only.** Defaults to the Bill to location for the supplies.
Building/Room	4	**Display Only.** Defaults to the building location where the supplies are to be delivered upon receipt.
Building/Room	6	**Display Only.** Defaults to the room location where the supplies are to be delivered upon receipt.
Receipt Indicator	1	**Display Only.** Defaults to **Y** if the supplies have already been received. Indicates that a Receiver (RC) document has been automatically generated by the system.
FOB Point	1	**Display Only.** Defaults to the Free on Board (FOB) point for the supplies.



Field Name	Length	Definition
Controls View		
Blanket Number	11	**Display Only.** Defaults to the blanket agreement or Price Agreement number between the entity and vendor that governs the terms of this order, if any. May also indicate the SDA Number.
Terms	1	**Display Only.** Defaults to the discount type associated with this purchase order.
PO Hold	1	**Display Only.** Defaults to **Y** if this order has been placed on hold and will not be picked up by the print program.
Order Type	1	**Display Only.** Defaults to a one-character value, if one exists, used to identify the type of order. If S is displayed, refer to Special Instruction (SPIS) for

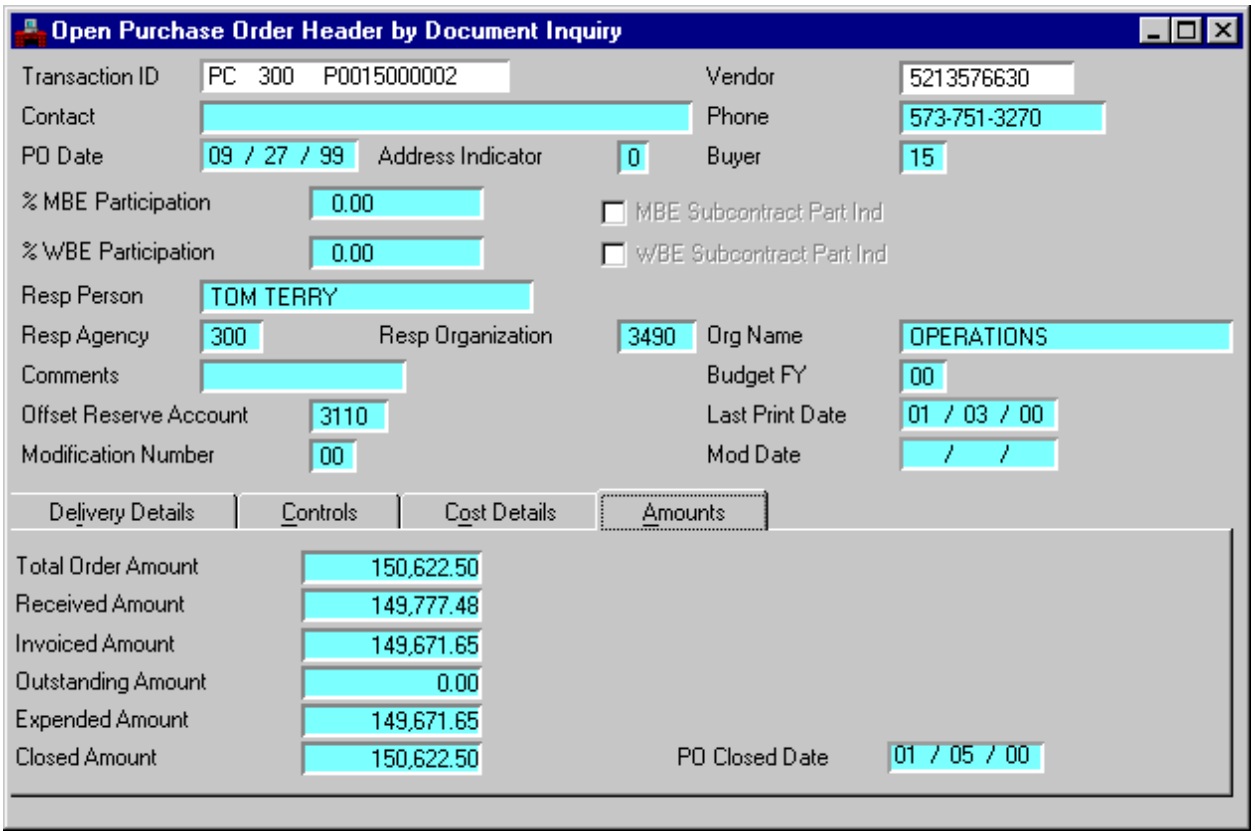
		special instructions about this order. Refer to Transaction type (TRTT) for other pre-defined codes.
Confirmed Order	N/A	**Display Only.** Defaults to **Yes** if the vendor has received prior notification of this order. Otherwise, **No** or **Unknown** is displayed to indicate that the vendor has not received prior notification of this order.
Note Pad Text	N/A	**Display Only.** Defaults to one of the following selections: • **Note Pad Text Exists** - There is text associated with this document on Note Pad Text (NOTE). • **Order is Canceled** - The order is canceled. • **No Text** - There is no text associated with this order on Note Pad Text (NOTE); existing text may have been deleted. • **None** – No text associated with this order on Note Pad Text (NOTE).
Outstanding Approvals	3	**Display Only.** Defaults to the number of approvals that need to be applied to the commodity lines before the order is fully approved and available on EPS Purchase Order Print (PCHD) or On-Demand EPS Purchase Order Print (ODPO).
Linking	1	**Display Only.** Defaults to the linking option specified or defaulted on the purchase order document. If **Y** is displayed, linking between commodity and accounting lines is in effect.
Three-Way Match	N/A	**Display Only.** Defaults to one of the following selections. This indicator shows whether the Receiver (RC) and/or the Quick Vendor Invoice (VIQ) documents in the three-way-match process are required. • PO, Receiver, and Vendor Invoice

- PO and Receiver
- PO and Vendor Invoice
- No Three-Way Match



Field Name	Length	Definition
Cost Details		
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Total Quantity	11	**Display Only.** Defaults to the current Total Quantity for this document; this quantity equals the sum of all commodity line quantities.
Freight Indicator	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.

Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.



Field Name	Length	Definition
Amounts View		
Total Order Amount	14	**Display Only**. Defaults to the total amount of all the commodity lines on the order.
Received Amount	14	**Display Only**. Defaults to the dollar amount of all supplies received against this order.
Invoiced Amount	14	**Display Only**. Defaults to the total amount of all vendor invoice documents entered against this order.
Outstanding Amount	14	**Display Only**. Defaults to the amount still open for this purchase order.

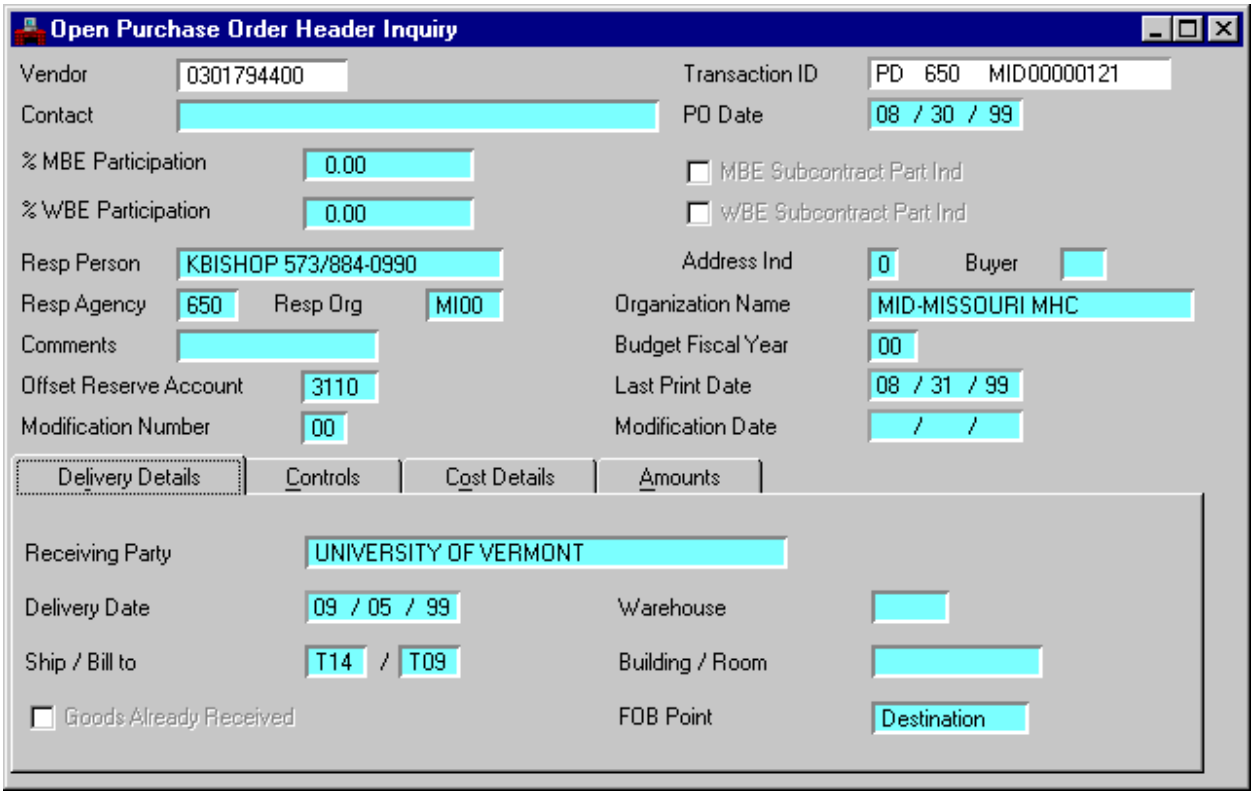
Expended Amount	14	**Display Only**. Defaults to the total amount paid to date on this order.
Closed Amount	14	**Display Only**. Defaults to the total amount closed against this order by a voucher or vouchers.
PO Closed Date	6	**Display Only**. Defaults to the date when all accounting lines were closed on this order.

Open Purchase Order Header Inquiry (OPPH)

Purpose

Open Purchase Order Header Inquiry (OPPH) is used to view header information about a purchase order. This table lists all outstanding and some recently closed purchase order documents. All information recorded on the header part of the purchase order document appears in the table, in addition to the total amount closed.

OPPH Coding Instructions

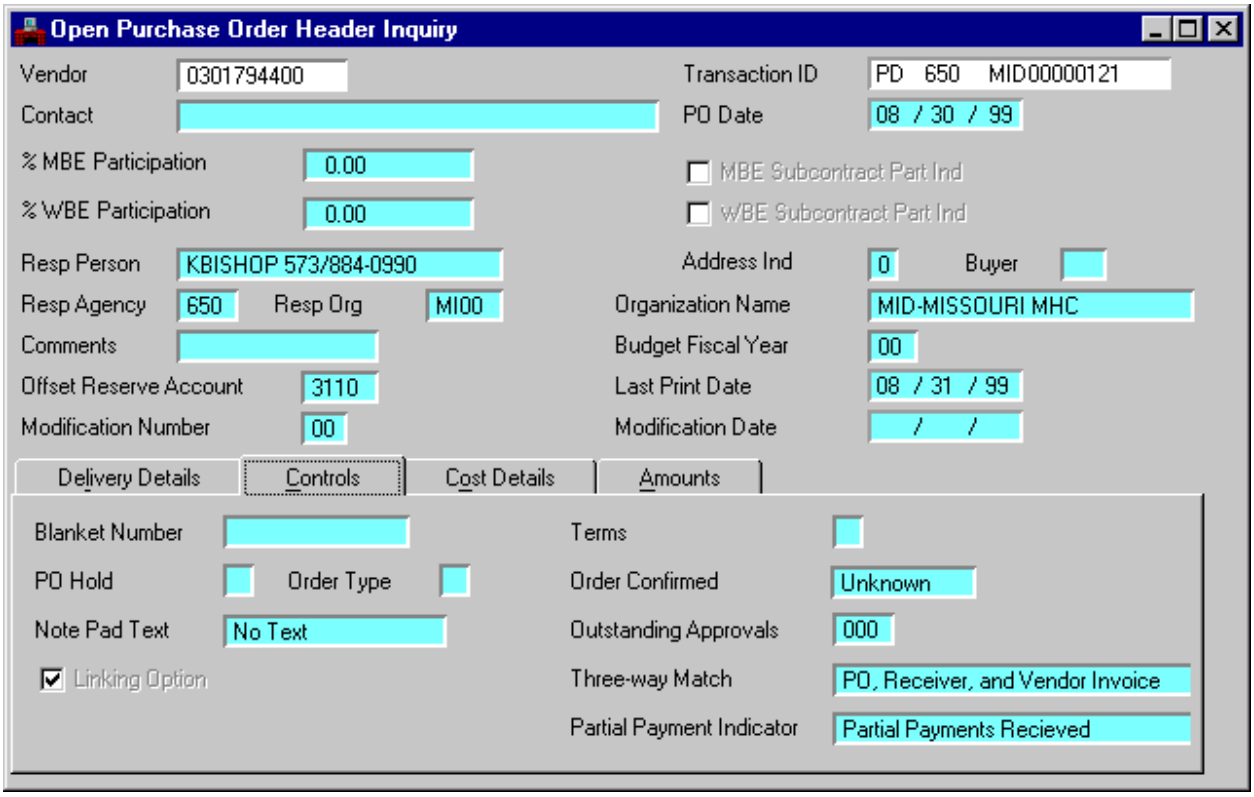


Field Name	Length	Definition

Header and Delivery Details View		
Vendor	10	**Requires Input.** Enter the first 10 digits of the vendor code for the Vendor that received the order.
Transaction ID	16	**Requires Input.** Enter the transaction code and unique number that identifies the document. Valid values for the transaction code are: ' • **PC** (Quick Centralized Purchase Order Document or Total Cost Purchase Order Document), • **PD** (Quick Decentralized Purchase Order Document), • **PG** (Quick Price Agreement Document), or • **SC** (Service Contract Order Document or Simplified Service Contract Order Document).
Contact	30	**Display Only.** Defaults to the personal contact for the vendor.
PO Date	6	**Display Only.** Defaults to the date the purchase order document was accepted into the system.
%MBE Participation	5	**Display Only.**. Defaults to the percentage of MBE subcontracting participation indicated on the purchase order document.
MBE Subcontract Part Ind	N/A	**Display Only.**. The box will be checked if MBE subcontracting participation is included in this order. If this box is checked but the % of participation is 00%, there is MBE subcontracting participation but the amount is unknown.

%WBE Participation	5	**Display Only.**. Defaults to the percentage of WBE subcontracting participation indicated on the purchase order document.
WBE Subcontract Part Ind		**Display Only.**. The box will be checked if WBE subcontracting participation is included in this order. If the box is checked but the % of participation is 00%, there is WBE subcontracting participation but the amount is unknown.
Resp Person	20	**Display Only.**. Defaults to the agency person to whom questions about the order should be addressed as indicated on the purchase order document.
Address Ind	1	**Display Only.**. Defaults to the vendor's Address Indicator entered on the purchase order. This is the last digit of the vendor code.
Buyer	2	**Display Only.**. Defaults to the Buyer responsible for this order.
Resp Agency	3	**Display Only.**. Defaults to the agency requesting the order or the agency that is processed the order.
Resp Org	4	**Display Only.**. Defaults to the Responsible Organization within the responsible agency for which these supplies are ordered or the agency that processed the order.
Organization Name	19	**Display Only.**. Defaults to the name of the organization that ordered these supplies or the agency that processed the order.
Comments	12	**Display Only.**. Defaults to any Comments entered on the order document.
Budget Fiscal Year	2	**Display Only.**. Defaults to the Budget Fiscal Year in which the funds were encumbered.
Offset Reserve Account	4	**Display Only.**. Defaults to the balance sheet account used for reserves for encumbrances. The codes used are listed in System Special Accounts (SPEC).

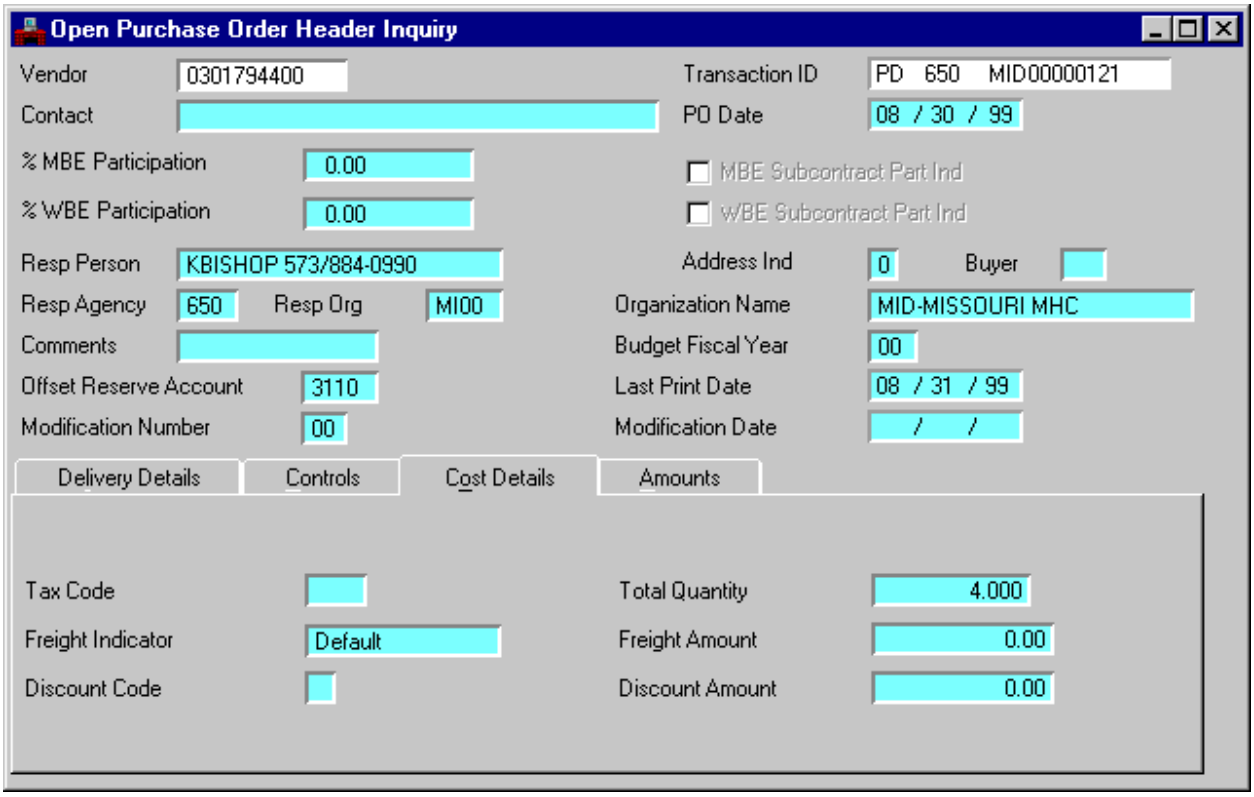
Last Print Date	6	**Display Only.**. Defaults to the last date that this document was printed. NOTE: The Last Print Date field populates during nightly processing.
Modification Number	2	**Display Only.**. Defaults to the number of the modification document(s) processed against the purchase order.
Modification Date	6	**Display Only.**. Defaults to the last date that this document was modified.
Receiving Party	20	**Display Only.**. Defaults to the name of the vendor that received the purchase order.
Delivery Date	6	**Display Only.**. Defaults to the anticipated Delivery Date.
Warehouse	4	**Display Only.**. Defaults to the Warehouse where the supplies are to be shipped.
Ship/Bill to	3	**Display Only.**. Defaults to the Ship to location for the supplies.
Ship/Bill to	3	**Display Only.**. Defaults to the Bill to location for the supplies.
Building/Room	4	**Display Only.**. Defaults to the building location where the supplies are to be delivered upon receipt.
Building/Room	6	**Display Only.**. Defaults to the room location where the supplies are to be delivered upon receipt.
Goods Already Received	1	**Display Only.**. The box will be checked if the supplies have already been received. Denotes that a Receiver (RC) document has been automatically generated by the system.
FOB Point	1	**Display Only.**. Defaults to the Free on Board (FOB) point for the supplies.



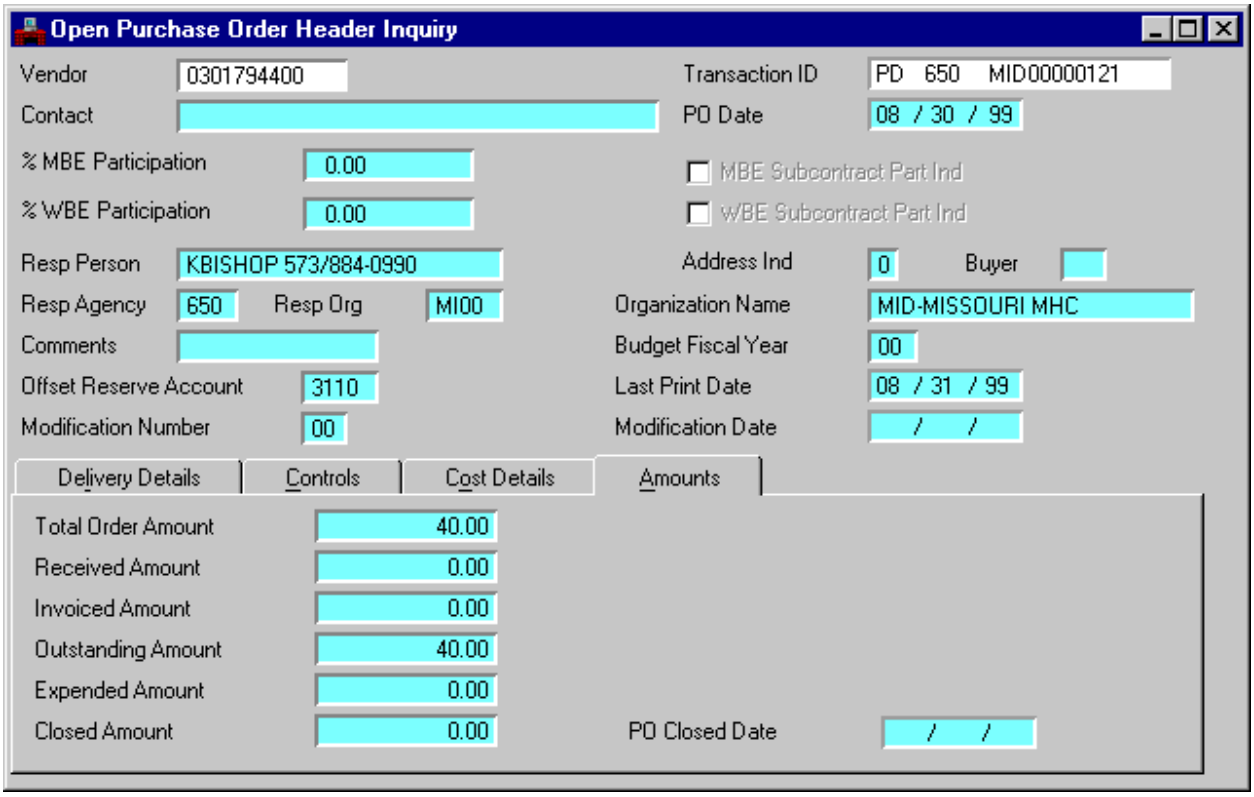
Field Name	Length	Definition
Controls View		
Blanket Number	11	**Display Only.**. Defaults to the blanket agreement or price agreement between the entity and vendor that governs the terms of this order.
Terms	1	**Display Only.**. Defaults to the discount type associated with this purchase order.
PO Hold	1	**Display Only.**. Defaults to Y if this order has been placed on hold via the EPS Purchase Order Print (PCHD) table. Indicates that the purchase order will not be printed during the nightly cycle.
Order Type	1	**Display Only.**. Defaults to a one-character value, if one exists, used to identify the type of order. If S is displayed, the COMMENTS field will display the code for the specific special instruction. Refer to Special

		Instruction (SPIS) for detail definition of the special instruction. Refer to Transaction type (TRTT) for other pre-defined codes.
Order Confirmed	N/A	**Display Only.**. Defaults to **Yes** if the vendor has received prior notification of this order. Otherwise, **No** or **Unknown** is displayed to indicate that the vendor has not received prior notification of this order.
Note Pad Text	N/A	**Display Only.**. Defaults to one of the following selections: • **Note Pad Text Exists** - There is text associated with this document on Note Pad Text (NOTE). • **Order is Canceled** - The order is canceled. • **No Text** - There is no text associated with this order on Note Pad Text (NOTE); or that the Note Pad Text (NOTE) has been deleted. • **None** – There is no text associated with this order on Note Pad Text (NOTE)
Outstanding Approvals	3	**Display Only.**. Defaults to the number of resource manager approvals that need to be applied to the commodity lines before the order is fully approved and available on EPS Purchase Order Print (PCHD) or On-Demand EPS Purchase Order Print (ODPO). The purchase order will not print if any resource manager approvals are pending.
Linking Option	1	**Display Only.**. Defaults to the Linking Option specified or defaulted on the purchase order document. If **Y** is displayed, linking between commodity and accounting lines is in effect.
Three-Way Match	N/A	**Display Only.**. Defaults to one of the following selections. This indicator shows whether the Receiver (RC) and/or the Quick Vendor Invoice (VIQ)

Partial Payment Indicator	1	documents in the three-way-match process are required. • PO, Receiver, and Vendor Invoice • PO and Receiver • PO and Vendor Invoice • No Three-Way Match **Display Only.**. - Defaults to one of the following selections. • **Partial Payment Received** - An Automated Payment Voucher will be created for any amount received and invoiced. • **Vendor Invoices Paid In Full** - Vendor Invoices will not be partially paid. Each vendor invoice transaction will have to have an equal amount of greater received, and will only be paid in full. • **Vendor Invoices Paid on Receipt** - Each purchase order commodity line would have to be fully invoiced and received. Once fully received and invoiced, all associated vendor invoices will be paid at one time.



Field Name	Length	Definition
Cost Details View		
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Total Quantity	14	**Display Only.**. Defaults to the current Total Quantity for this document; this quantity equals the sum of all commodity line quantities.
Freight Indicator	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.



Field Name	Length	Definition
Amounts View		
Total Order Amount	14	**Display Only.**. Defaults to the total amount of all the commodity lines on the order.
Received Amount	14	**Display Only.**. Defaults to the dollar amount of all supplies received against this order.
Invoiced Amount	14	**Display Only.**. Defaults to the total amount of all vendor invoice documents entered against this order.
Outstanding Amount	14	**Display Only.**. Defaults to the amount still open for this purchase order.
Expended Amount	14	**Display Only.**. Defaults to the total amount paid to date on this order.

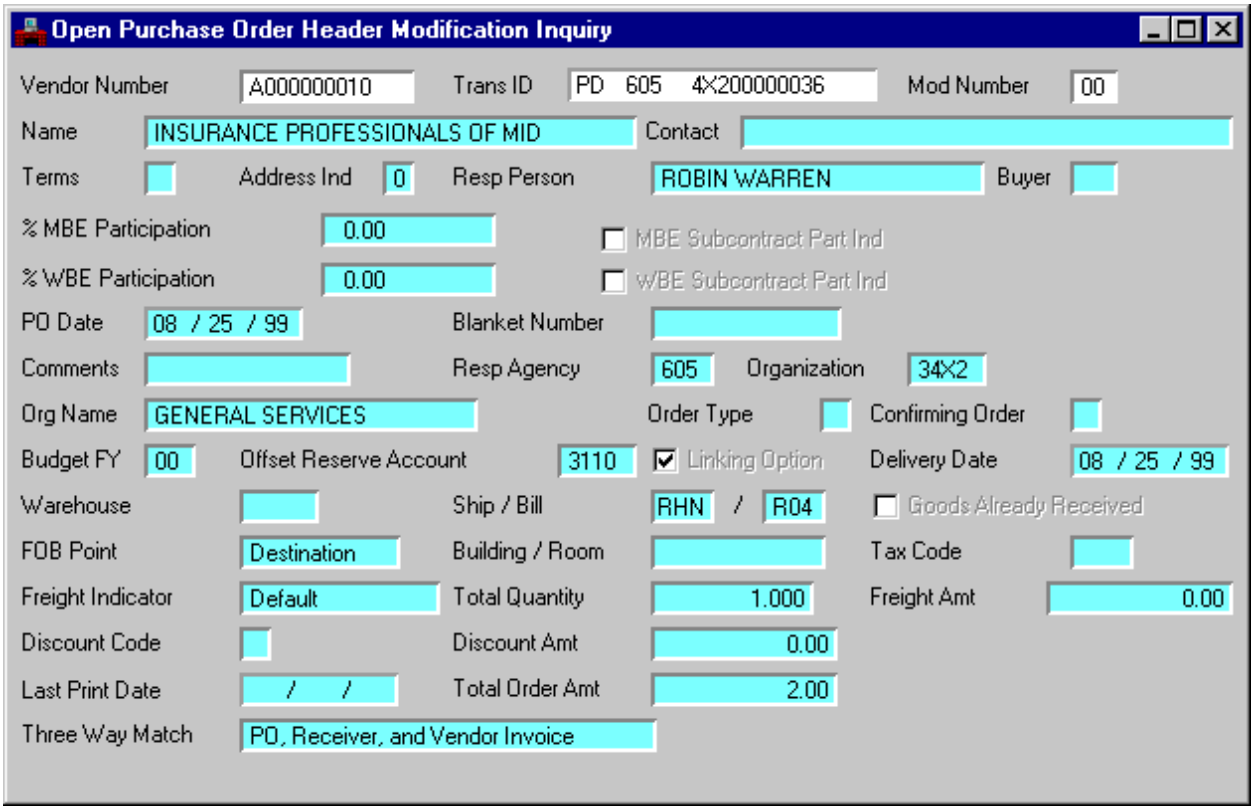
Closed Amount	14	**Display Only.**. Defaults to the total amount closed against this order by a voucher or vouchers.
PO Closed Date	6	**Display Only.**. Defaults to the date when all accounting lines were closed on this order.

Open Purchase Order Header Modification Inquiry (MPPH)

Purpose

The Open Purchase Order Header Modification Inquiry (MPPH) table displays incremental information on all modifications made to the purchase order.

MPPH Coding Instructions



Field Name	Length	Definition
Vendor Number	10	**Requires Input.** Enter the Vendor number for the vendor that received the order.

Trans ID	16	**Requires Input.** Enter the transaction code and unique number that identifies the document. Valid values for the transaction code are: • **PC** (Quick Centralized Purchase Order Document or Total Cost Purchase Order Document), • PD (Quick Decentralized Purchase Order Document), • PG (Quick Price Agreement Document), or • SC (Service Contract Order Document or Simplified Service Contract Order Document).
Mod Number	2	**Input Optional.** You may enter a number identifying which modification this record represents. **"00"** represents the original order while **"01"** represents the first modification.
Name	30	**Display Only.**. Defaults to the name of the vendor.
Contact	30	**Display Only.**. Defaults to the personal contact for the vendor.
Terms	1	**Display Only.**. Defaults to the discount type associated with this purchase order.
Address Ind	1	**Display Only.**. Defaults to the Address Indicator entered on the purchase order.
Resp Person	20	**Display Only.**. Defaults to the agency person to whom questions about the order should be addressed as indicated on the purchase order document.
Buyer	2	**Display Only.**. Defaults to the Buyer code for the buyer responsible for this order (except for Quick Decentralized Purchase Orders (PDQs which have no Buyer field).

%MBE Participation	5	**Display Only.**. Defaults to the percentage of MBE subcontracting participation indicated on the purchase order document.
MBE Subcontract Part Ind	N/A	**Display Only.**. The box will be checked if MBE subcontracting participation is included in this order. If the box is checked but the % of participation is 00%, there is MBE subcontracting participation but the amount is unknown.
%WBE Participation	5	**Display Only.**. Defaults to the percentage of WBE subcontracting participation indicated on the purchase order document.
WBE Subcontract Part Ind	N/A	**Display Only.**. The box will be checked if WBE subcontracting participation is included in this order. If the box is checked but the % of participation is 00%, there is WBE subcontracting participation but the amount is unknown.
PO Date	6	**Display Only.**. Defaults to the date on the purchase order document.
Blanket Number	11	**Display Only.**. Defaults to the blanket agreement or Price Agreement between the entity and vendor that governs the terms of this order.
Comments	12	**Display Only.**. Defaults to any Comments entered on the order document.
Resp Agency	3	**Display Only.**. Defaults to the agency requesting or responsible for the order.
Organization	4	**Display Only.**. Defaults to the Organization within the responsible agency for which these supplies are ordered.
Org Name	19	**Display Only.**. Defaults to the name of the organization that ordered these supplies.
Order Type	1	**Display Only.**. Defaults to a one-character value, if one exists, used to identify the type of order. If **S** is

		displayed, refer to Special Instruction (SPIS) for special instructions about this order. Refer to Transaction Type (TRTT) for other pre-defined codes.
Confirming Order	1	**Display Only.**. Defaults to **Y** if the purchase order specified that the vendor received prior notification of this order. Otherwise, the vendor has not received prior notification of this order.
Budget FY	2	**Display Only.**. Defaults to the Budget Fiscal Year in which the funds were encumbered.
Offset Reserve Account	4	**Display Only.**. Defaults to the balance sheet account used for reserves for encumbrances. The code used is listed in System Special Accounts (SPEC).
Linking Option	1	**Display Only.**. Defaults to the Linking Option specified or defaulted on the purchase order document. If box is checked, linking between commodity and accounting lines is in effect.
Delivery Date	6	**Display Only.**. Defaults to the anticipated Delivery Date.
Warehouse	4	**Display Only.**. Defaults to the Warehouse where the supplies are to be shipped.
Ship/Bill	3	**Display Only.**. Defaults to the Ship to location for the supplies.
Ship/**Bill**	3	**Display Only.**. Defaults to the Bill to location for the supplies.
Goods Already Received	1	**Display Only.**. The box will be checked if the purchase order indicated that the supplies have already been received. Denotes that a Receiver (RC) document has been automatically generated by the system.
FOB Point	1	**Display Only.**. Defaults to the Free on Board (FOB) point for the purchase order.

Building/Room	4	**Display Only.**. Defaults to the building location where the supplies are to be delivered upon receipt.
Building/**Room**	6	**Display Only.**. Defaults to the room location where the supplies are to be delivered upon receipt.
Tax Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Freight Indicator	N/A	**Not Applicable**. Not used by the State of Missouri.
Total Quantity	14	**Display Only.**. Defaults to the current Total Quantity for this document; this quantity equals the sum of all commodity line quantities.
Freight Amt	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amt	N/A	**Not Applicable.** Not used by the State of Missouri.
Last Print Date	6	**Display Only.**. Defaults to the last date that this document was printed.
Total Order Amt	14	**Display Only.**. Defaults to the total amount of all the commodity lines on the order.
Three-Way Match	N/A	**Display Only.**. Defaults to one of the following selections. This indicator shows whether the Receiver (RC) and/or the Quick Vendor Invoice (VIQ) documents in the three-way-match process are required. • PO, Receiver, and Vendor Invoice • PO and Receiver • PO and Vendor Invoice • No Three-Way Match

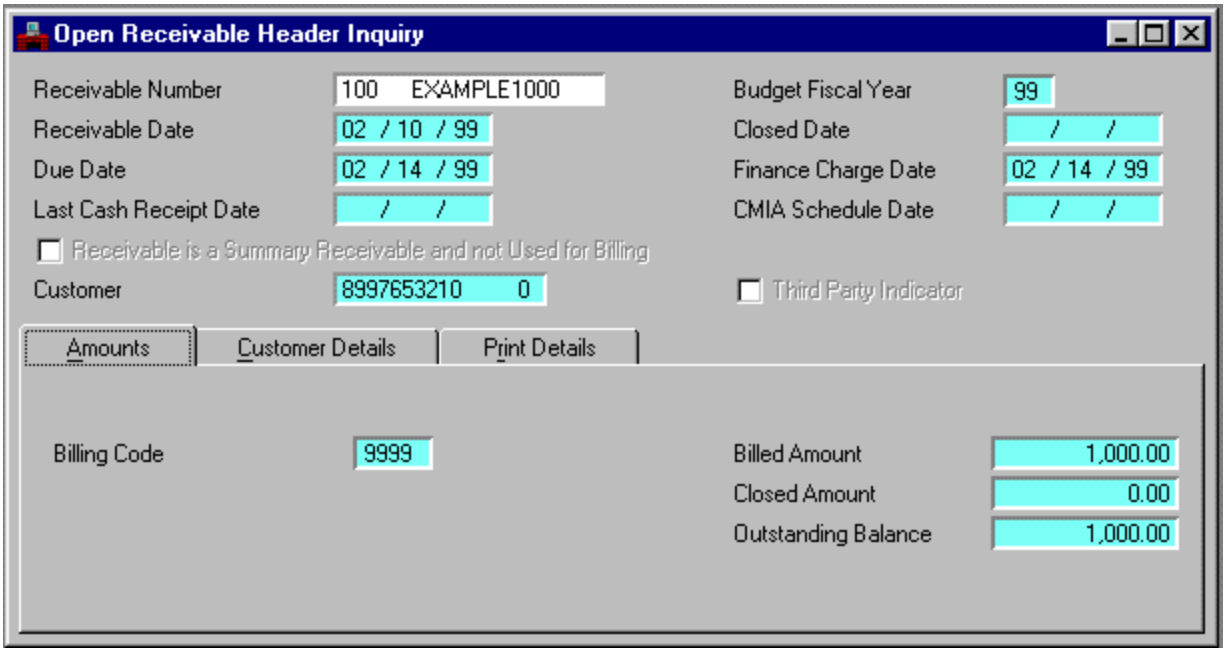
Open Receivable Header Inquiry (OREH)

Purpose

Open Receivable Header Inquiry (OREH) contains one entry for each Receivable (RE) processed. RE total, as well as header information such as customer data and receivable dates, are stored on this window.

This table is used to make inquiries about Open Receivables by the Header information on a Receivable. This is a view only screen that is accessible to all users of the SAM II Advanced Receivables Subsystem.

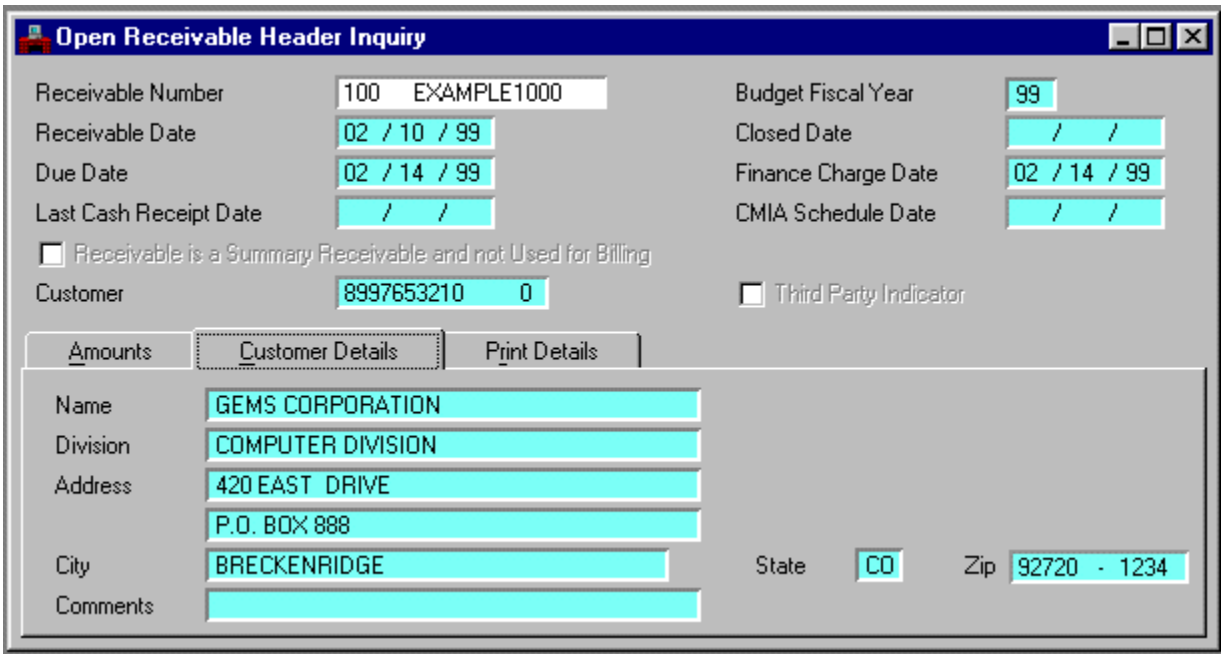
OREH Coding Instructions



Field Name	Length	Definition
Receivable Number	14	**Requires Input.** Enter the open or recently closed receivable document number. Closed receivables will be purged from this table after 14 months.
Budget Fiscal Year	2	**Display Only.**. The budget fiscal year entered on the receivable is displayed.
Receivable Date	6	**Display Only.**. The date the receivable was processed/accepted into the system is displayed.
Closed Date	6	**Display Only.**. The date when the receivable was closed either due to a full payment from the customer or due to a credit memo, which reduced the balance to zero, is displayed. This is also the date when the

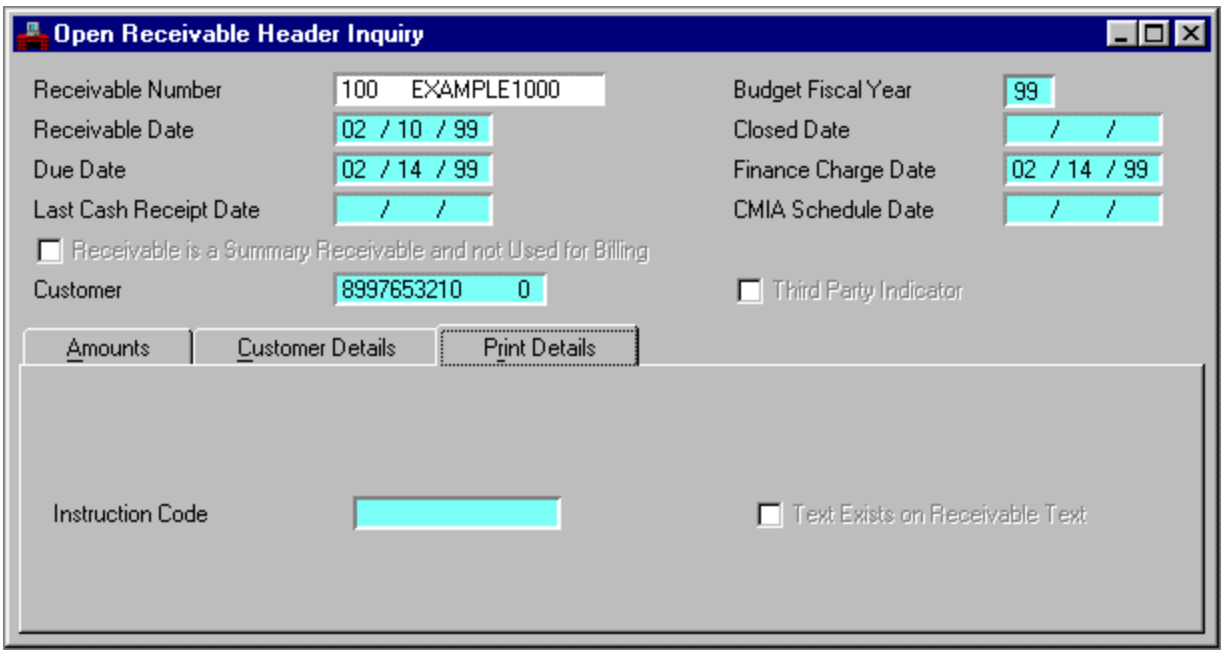
		Receivable is written off after never receiving payment from the Customer.
Due Date	6	**Display Only.**. The date when payment for the receivable is due is displayed.
Finance Charge Date	6	**Display Only.**. The date of the last late fee or interest charge accrued against the receivable is displayed. Defaults to the receivable due date.
Last Cash Receipt Date	6	**Display Only.**. The date of the last cash receipt (i.e. payment) processed against the receivable is displayed.
CMIA Scheduled Date	6	**Display Only.**. The date that represents when the document should be processed according to the CMIA drawdown schedule is displayed. This field is only used for receivable documents generated by the CMIA Drawdown Generation Program (CMDG).
Receivable is a Summary Receivable and not Used for Billing	1	**Display Only.**. If selected, indicates that the receivable is a summary receivable and not for billing to a customer. If not selected, indicates that the receivable generates a bill for the customer unless otherwise indicated on the Open Receivable Options (OREO) table.
Customer	11	**Display Only.**. The customer code representing the customer for whom the receivable was processed is displayed.
Third Party Indicator	1	**Display Only.**. If selected, the receivable is billed to the third party specified on Customer Information (CUST) table. If not selected, the receivable is not setup to bill a third party.
Billing Code	4	**Display Only.**. The billing code used for processing the receivable is displayed.
Billed Amount	14.2	**Display Only.**. The amount that the customer was billed for this receivable is displayed. This includes any modifying receivable documents or receivable

		credit memos processed against the original receivable.
Closed Amount	14.2	**Display Only.**. The amount paid against the receivable is displayed. When the receivable is closed, this field equals the receivable amount.
Outstanding Balance	14.2	**Display Only.**. The difference between the receivable amount and the closed receivable amount is displayed.



Field Name	Length	Definition
Name	30	**Display Only.**. The corresponding customer name is displayed. Note: The name and address are inferred from the customer code. If the customer code used on the receivable is a miscellaneous customer code, the name and address is entered on the receivable at the time of entry.
Division	30	**Display Only.**. The division from the customer address is displayed.

Address, City, State, Zip	99	**Display Only.**. The customer's street address, city, state, and zip code are displayed.
Comments	30	**Display Only.**. Brief miscellaneous comments about the receivable are displayed.



Field Name	Length	Definition
Instruction Code	12	**Display Only.**. The special instructions code is displayed. This value represents the text from the Special Instructions (SPIS) table which will be printed on a customer invoice.
Text Exists on Receivable Text	1	**Display Only.**. If selected, indicates that text was entered for the receivable on the Open Receivable Text (RETX) table. If not selected, indicates that text was not entered for the receivable on the Open Receivable Text (RETX) table.

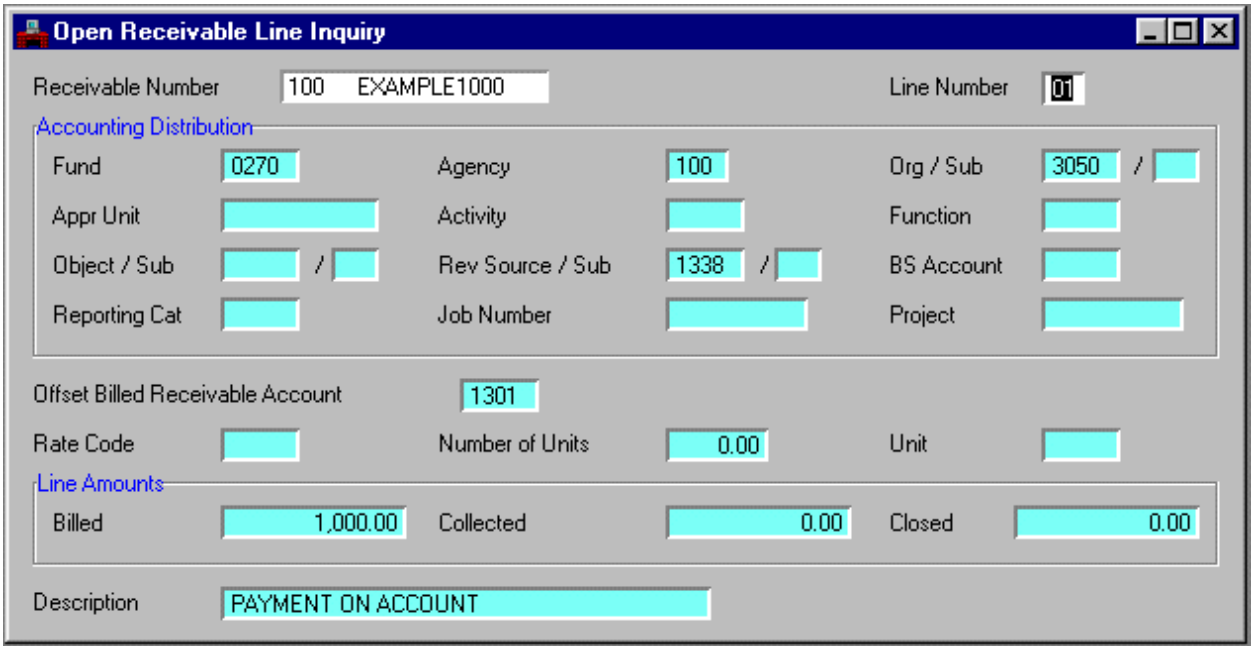
Open Receivable Line Inquiry (OREL)

Purpose

Open Receivable Line Inquiry (OREL) contains one entry for each line on a receivable. Complete line information is displayed including the accounting distribution, billing rate information and line amounts. This information is inferred from the Receivable (RE) referenced.

This table is used to make inquires about the line information on an open Receivable. This is a view only screen that is accessible to all users of SAM II Advanced Receivables.

OREL Coding Instructions



Field Name	Length	Definition
Receivable Number	14	**Requires Input.** Enter an open or recently closed receivable document number. Closed receivables will be purged from this table after 14 months.
Line Number	2	**Requires Input.** Enter the line number you want to view from the receivable document.
Fund	4	**Display Only.**. The **fund** code that was entered on the receivable line is displayed.
Agency	3	**Display Only.**. The **agency** code that was entered on the receivable line is displayed.

Org/Sub	4	**Display Only.**. The **organization** code that was entered on the receivable line is displayed.
Org/Sub	2	**Display Only.**. The **sub-organization** code that was entered on the receivable line is displayed.
Appr Unit	9	**Not Applicable.**. Do not enter data into this field.
Activity	4	**Display Only.**. The **activity** code that was entered on the receivable line is displayed.
Function	4	**Display Only.**. The **function** code that was entered on the receivable line is displayed.
Object/Sub	4	**Not Applicable.** Do not enter data into this field.
Object/Sub	2	**Not Applicable.** Do not enter data into this field.
Rev Source/Sub	4	**Display Only.**. The **revenue source** code that was entered on the receivable line is displayed.
Rev Source/Sub	2	**Display Only.**. The **sub-revenue source** code that was entered on the receivable line is displayed.
BS Account	4	**Display Only.**. The **balance sheet account** code that was entered on the receivable line is displayed. This field on a RE is used only for deferred revenues.
Reporting Cat	4	**Display Only.**. The **reporting category** that was entered on the receivable line is displayed.
Job Number	8	**Display Only.**. The **job number** that was entered on the receivable line is displayed.
Project	8	**Display Only.**. The **project number** that was entered on the receivable line is displayed.
Offset Billed Receivable Account	4	**Display Only.**. The **balance sheet account** used to record the offset entry to the appropriate accounts receivable account is displayed.

Rate Code	4	**Display Only.**. The code representing the billing rate per unit of measure is displayed. Refer to the Billing Rate (BRTE) table for valid values.
Number of Units	7.2	**Display Only.**. The **number of units** of goods purchased by the customer is displayed.
Unit	4	**Display Only.**. The unit of measure of the goods purchased by the customer is displayed. . Refer to the Unit of Measure (UNIT) table for valid values.
Billed	14.2	**Display Only.**. The **amount billed** on this receivable line is displayed. This is either a manually entered amount, or is computed as: Billing Rate X Number of Units.
Collected	14.2	**Display Only.**. The **amount collected** on this receivable is displayed.
Closed	14.2	**Display Only.**. The cash receipt amount processed against the receivable is displayed. When the receivable line is closed, this field is equal to the **Billed** amount even if it does not equal the **Collected** amount.
Description	30	**Display Only.**. The description of the receivable line is displayed.

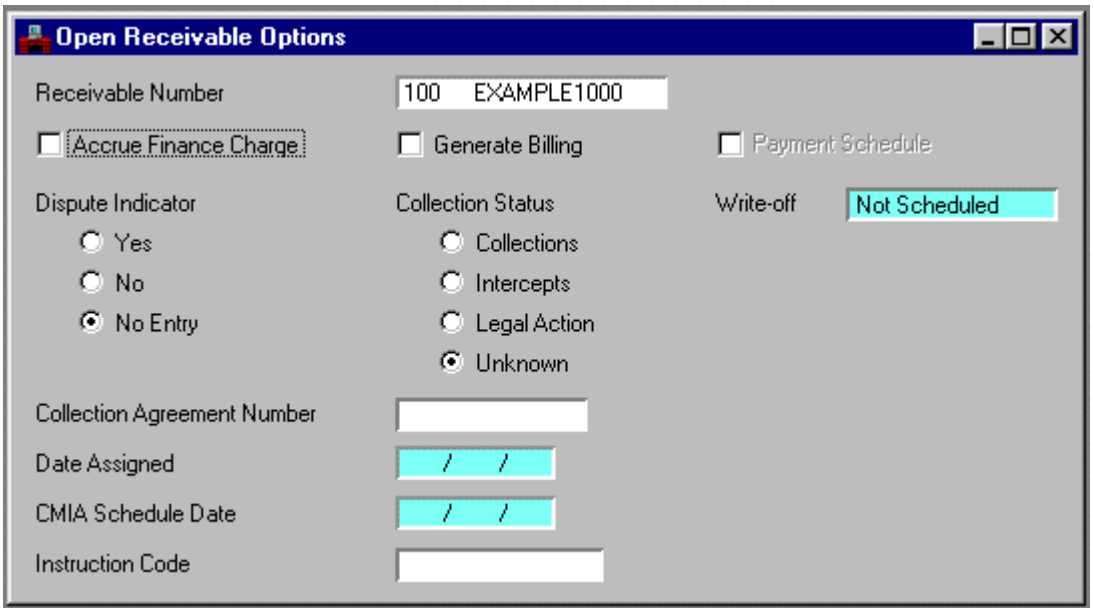
Open Receivable Options (OREO)

Purpose

The Open Receivable Options Table (OREO) provides controls that are specific to an individual Receivable (RE) document and is used to override normal processing for a RE. This table indicates what actions will be taken for a delinquent Receivable. It enables agencies to stop certain Receivable processing functions, such as finance charge accrual and invoice printing.

This table is maintained by the state agency that will enter information as needed for specific Receivable (RE) transactions.

OREO Coding Instructions



Field Name	Length	Definition
Receivable Number	14	**Requires Input.** Enter the document number of an open or recently closed Receivable (RE). Closed receivables are purged from this table after 14 months.
Accrue Finance Charge	1	**Input Optional.** The SAM II default for this field is "Blank", which indicates finance charges will not be accrued. If it is later determined that the receivable should start accruing finance charges, the **Accrue Finance Charge** field would be selected (X) and a Modify/Change action would be required. As finance charge information will not be set at the statewide level, if an agency selects this option, agency specific finance charge options will need to be defined on the Revenue Options by Agency/Revenue Source (ROAR) table.
Generate Billing	1	**Input Optional.** The default for this field is set to (X), which indicates an Invoice/Statement, Dunning Message and a Collection Letter will be printed when scheduled. To stop the printing of

		Invoices/Statements, Dunning Messages and Collection Letters, the **Generate Billing** field should be deselected (Blank) and a Modify/Change action performed. To resume printing, the field should be selected (X) and a Modify/Change action performed.
Payment Schedule	1	**Display Only.** The default for this field is set to (Blank), which indicates a payment schedule has not been established for this receivable. If there is a (X) in the box, it indicates that this Receivable has been put on a payment schedule by the responsible agency. When this occurs, finance charges will no longer be accrued, nor will invoices and collection letters be printed. Refer to the Payment Schedule Table (PSHD) for details.
Dispute Indicator	1	**Input Optional.** If a receivable is in dispute, **Yes** should be selected. When **Yes** is selected, finance charges will no longer be accrued nor will invoices and collection letters be printed. Setting the indicator to **No** produces the same result as leaving the default of **No Entry** (indicating that the receivable is not in dispute).
Collection Status	1	**Input Optional.** The default for this field is **Unknown.** This field is used to indicate the last type of collection action used for a Receivable. Select the **Collections** radio button when the Receivable has been turned over for a collection action. This may be a division within the agency or an outside collection agency. When this occurs, finance charges will no longer be accrued, nor will Invoices/Statements, Dunning Messages and Collection Letters be printed. To put a Receivable into Collections status, the **Collection Agreement Number** (see below) must be entered, the radio button next to Collections must be selected, and a Modify/Change action perfomed.

		Select the **Legal Action** radio button when a legal action is taken against a Customer. A Modify/Change action must also be completed. When this occurs, finance charges will no longer be accrued nor will Invoices/Statements, Dunning Messages and Collection Letters be printed. If the Warrant Intercept feature is used by the agency and a record is entered in the Warrant Intercept (WINT) table, the system will automatically set the **Collection Status** to **Intercepts**. This field cannot be manually changed.
Write-Off	N/A	**Display Only.**. The default for this field is **Not Scheduled**. If a Receivable is scheduled to be written off on the Potentially Uncollectible Receivables (PUNR) table, then the status in this field will change to **Scheduled**. If a Receivable has been written-off, then the status in this field will change to **Already Written-off**. If a Receivable is either scheduled or already written-off, then finance charges will no longer be accrued nor will Invoices/Statements, Dunning Messages and Collection Letters be printed.
Collection Agreement Number	11	**Input Optional.**. Required only if **Collection Status** field is set to **Collections**. This is the master service agreement number to which the receivable is assigned for collections. This number is assigned by OA/ACC and established on the Master Service Agreement (MSAT) table prior to being entered here when the Receivable is turned over to a collection agency.
Date Assigned	6	**Display Only.**. Displays the date when **Collection Agreement Number** was entered. This is automatically updated by the system.
CMIA Schedule Date	6	**Display Only.**. The date that represents when the drawdown should be processed according to the CMIA drawdown schedule is displayed. This field is

		only used for receivable documents generated by the CMIA Drawdown Generation Program (CMDG).
Instruction Code	12	Input Optional. If an instruction code is entered here, the original instruction code entered on the receivable document is overridden. See Special Instruction (SPIS) table for valid codes.

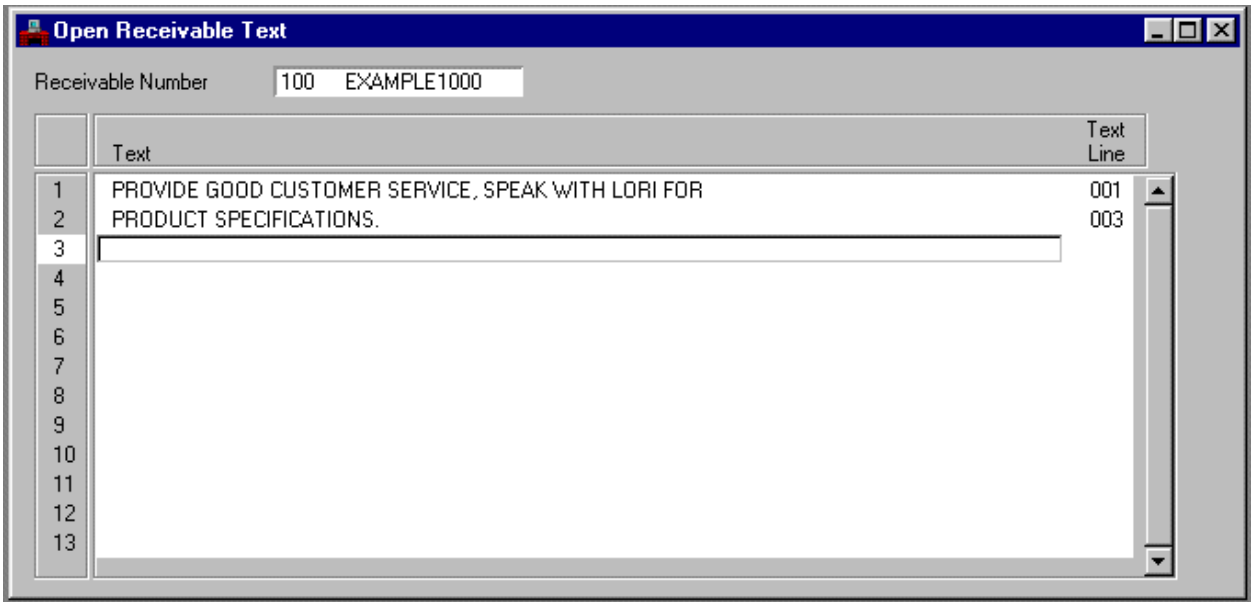
Open Receivable Text (RETX)

Purpose

The Open Receivable Text Table (RETX) table contains additional descriptions about a Receivable.

This table is maintained by state agencies that will enter any additional text that is to be used for informational purposes only.

RETX Coding Instructions



Field Name	Length	Definition
Receivable Number	14	**Requires Input.** Enter the receivable document number.
Text	70	**Requires Input.** Enter the text necessary to provide additional information about a receivable document.

		There are 999 lines with 70 characters per line of available text.
Text Line	3	**Input Optional.** Enter a numeric value or the system will provide default numbering. It is recommended to use line numbers with room in the sequence (i.e. 001, 005, 010, etc.) so additional text can easily be inserted if necessary.

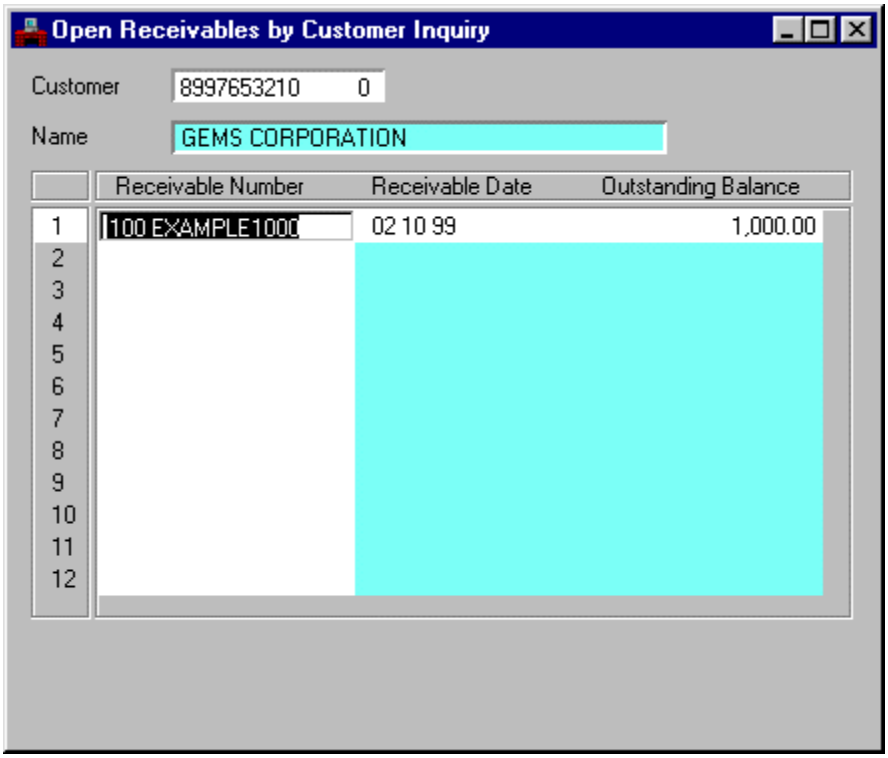
Open Receivables by Customer Inquiry (OREC)

Purpose

Open Receivables by Customer Inquiry (OREC) is an alternate view of Open Receivable Header Inquiry (OREH). This table lists all outstanding and recently closed receivables for a customer by document ID and date. Detailed information is contained on Open Receivable Header Inquiry (OREH) and Open Receivable by Line Inquiry (OREL) tables.

This is a view only table that is accessible to all users of SAM II Advanced Receivables.

OREC Coding Instructions



Field Name	Length	Definition
Customer	11	**Requires Input.** Enter the customer code for the receivable being referenced. Refer to the Customer Name Inquiry (CUSN) for valid values. See Customer Information (1 or 2) (CUST) for valid values or use Customer Name Inquiry (CUSN) to search for valid customer codes using the customer's name.
Name	30	**Display Only.** Defaults to the Customer Name inferred from Customer Information (1 of 2)(CUST).
Receivable Number	14	**Requires Input.** Enter the open or recently closed receivable document number. Closed receivables are purged from this table after 14 months.
Receivable Date	6	**Display Only.** The date the receivable was processed/accepted into the system is displayed.
Outstanding Balance	14.2	**Display Only.** The difference between the receivable amount and the closed receivable amount on the Open Receivable Header Inquiry (OREH) table is displayed.

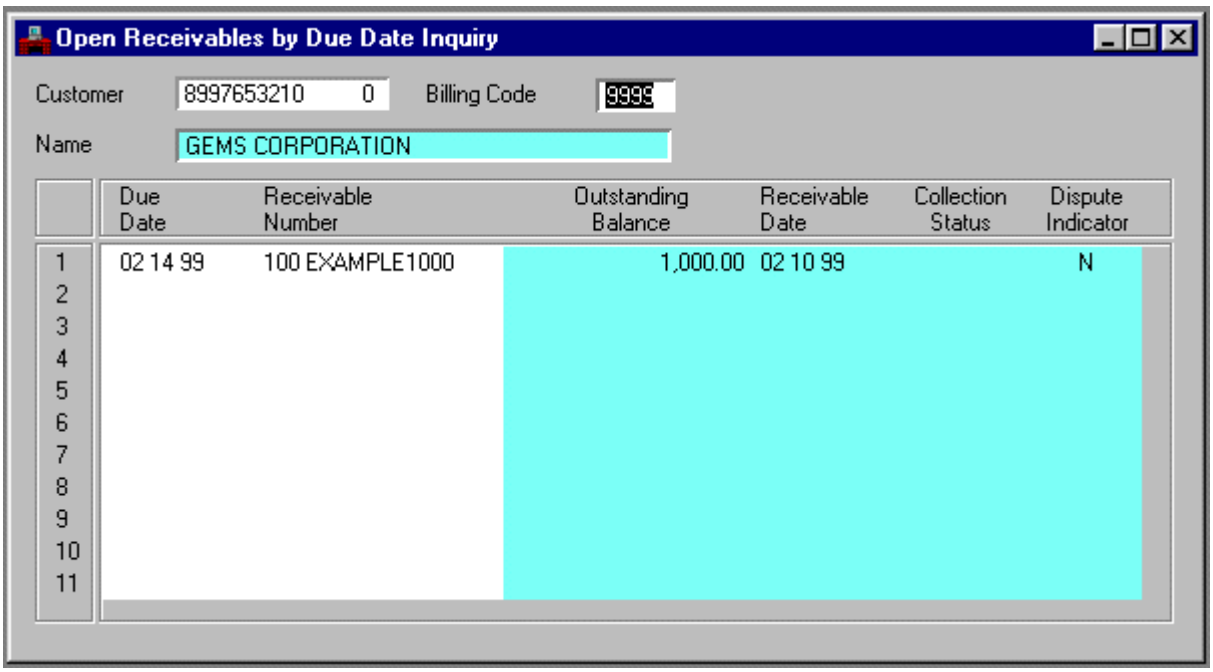
Open Receivables by Due Date Inquiry (ORED)

Purpose

Open Receivables by Due Date Inquiry (ORED) lists all outstanding and recently closed receivables for a customer by receivable's due date.

This table is used to make inquires about an open Receivable by the Receivable's due date. This is a view only screen that is accessible to all users of SAM II Advanced Receivables.

ORED Coding Instructions



Field Name	Length	Definition
Customer	11	**Requires Input.** Enter the customer code for the receivable being referenced. See Customer Information (1 or 2) (CUST) for valid values or use the Customer Name Inquiry (CUSN) to search for valid customer codes using the Customer's name.
Billing Code	4	**Requires Input.** Enter the billing code used for processing the receivables listed. Refer to the Billing Profile (BPRO) table for valid values.
Name	30	**Display Only.** Defaults to the Customer Name inferred from Customer Information (1 of 2)(CUST).
Due Date	6	**Requires Input.** Enter the date when payment for the receivable is due.
Receivable Number	14	**Requires Input.** Enter the open or recently closed receivable document number. Closed receivables are purged from this table after 14 months.

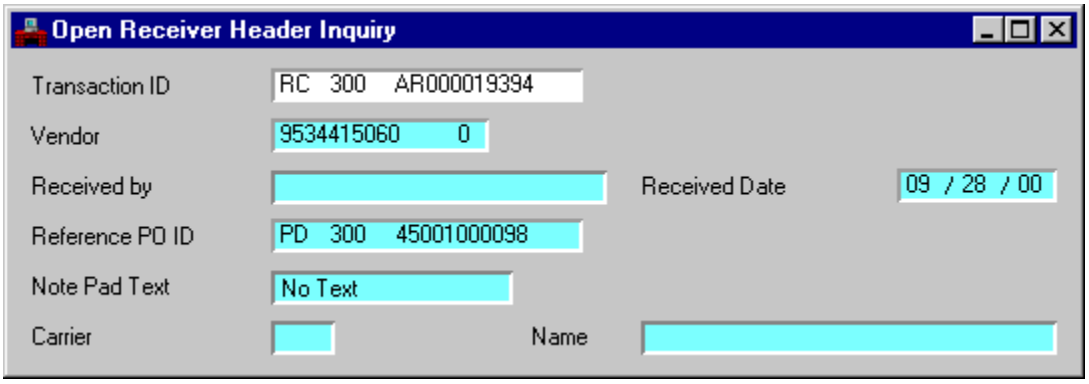
Outstanding Balance	14.2	**Display Only.** The difference between the receivable amount and the closed receivable amount on Open Receivable Header (OREH) is displayed.
Receivable Date	6	**Display Only.** The date the receivable was processed/accepted into the system is displayed.
Collection Status	1	**Display Only.** The last type of collection support processed against the receivable is displayed. This is inferred from the Open Receivable Options (OREO) table. Valid values are C (collections), I (intercepts), and L (legal action). If the field is blank, no collection options have been pursued.
Dispute Indicator	1	**Display Only. Y** (yes) is displayed if the receivable is in dispute. **N** (no) is displayed if the receivable is not in dispute. This is inferred from the Open Receivable Options (OREO) table.

Open Receiver Header Inquiry (ORCH)

Purpose

The Open Receiver Header Inquiry (ORCH) table is used to display the date supplies were received against a specific order as well as other information concerning the receipt of the order.

ORCH Coding Instructions



Field Name	Length	Definition

Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the receiver order document that you are inquiring about.
Vendor	11	**Display Only.** Displays the vendor code that was entered on the receiver document.
Received by	20	**Display Only.** Displays the name of the person who received the supplies as entered on the receiver document. If the receiver document was automatically generated from a purchase order document, this field will be blank.
Received Date	6	**Display Only.** Displays the date the supplies were received as entered on the receiver document.
Reference PO ID	16	**Display Only.** Displays the document ID of the purchase order that was referenced on the receiver document.
Note Pad Text	20	**Display Only.** Valid options are: • **Note Pad Text Exists:** There is text associated with this receiver document on Note Pad Text (NOTE) table. • **No Text:** There is no text associated with this receiver document on the NOTE table.
Carrier	N/A	**Not Applicable.** Not used by the State of Missouri.
Name	N/A	**Not Applicable.** Not used by the State of Missouri.

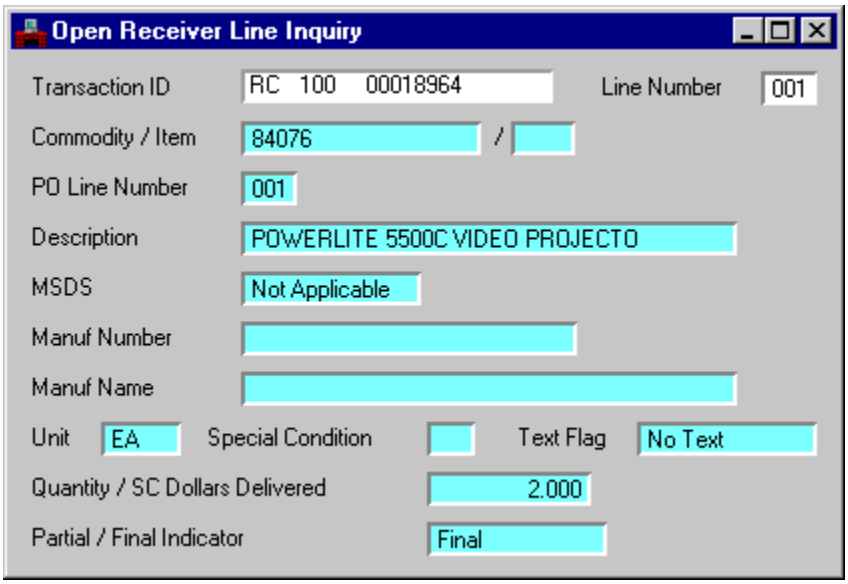
Open Receiver Line Inquiry (ORCL)

Purpose

The Open Receiver Line Inquiry (ORCL) table is used to display the receipt of supplies that were processed against specific commodity lines on purchase order documents. ORCL displays the quantity received, unit cost, and the dollar amount of supplies received. This table also captures any special condition of the receipt, such as damages or over shipment, and whether the receipt is a partial or final delivery. Lines are added to this table

each time a Receiver (RC) document is accepted by the system. Lines are changed when modifications to the Receiver are processed.

ORCL Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the receiver document that you are inquiring about.
Line Number	3	**Input Optional.** You may enter a specific line number from the receiver document.
Commodity/Item	14/3	**Display Only.** Defaults to the commodity code that corresponds to the line item entered on the receiver document. The item field identifies the commodity as a warehouse item.
PO Line Number	3	**Display Only.** Defaults to the purchase order line number that corresponds to the commodity code.
Description	30	**Display Only.** Defaults to the description of the commodity/item as specified on the Commodity (COMT) table.
MSDS	14	**Display Only.** Valid values are:

		• **Yes:** Indicates that a Material Safety Data Sheet (MSDS) was received. • **No:** Indicates that the MSDS was not received. • **Not Applicable:** Indicates that a MSDS was not associated with the order.
Manuf Number	N/A	**Not Applicable.** Not used by the State of Missouri.
Manuf Name	N/A	**Not Applicable.** Not used by the State of Missouri.
Unit	4	**Display Only.** Defaults to the unit of measure associated with the supplies ordered on the commodity line as entered on the purchase order. This field is not applicable for: • Service Contract (SC) Order Documents; • Simplified Service Contract (SCS) Order Documents; or • Total Cost Purchase Order (PCT) Documents.
Special Condition	2	**Display Only.** Defaults to the special condition code, if applicable, associated with the receipt of supplies for the corresponding commodity line as entered on the receiver document.
Text Flag	N/A	**Display Only.** This field indicates what type of additional text is associated with the corresponding commodity line. Valid values are: • **Standard:** The text entered on Standard Specification (STDS) for this commodity and, if applicable, any additional text entered on Receiver Text (RCTX) was used. • **Reference:** The text entered on Purchasing Text (PTEX) for the referenced purchase order commodity line and, if applicable, any additional text entered on Receiver Text (RCTX) was used.

		• **Custom:** The text entered on Receiver Text (RCTX) was used. • **No Text**
Quantity/SC Dollars Delivered	12	**Display Only.** The quantity of supplies or the dollar amount of the services received for the corresponding commodity line is indicated.
Partial/Final Indicator	N/A	**Display Only.** Valid values are: • **Partial:** Indicates that the order was partially received. • **Final:** Indicates that the order was fully received or that an undershipment or overshipment has been accepted and the order is considered closed.

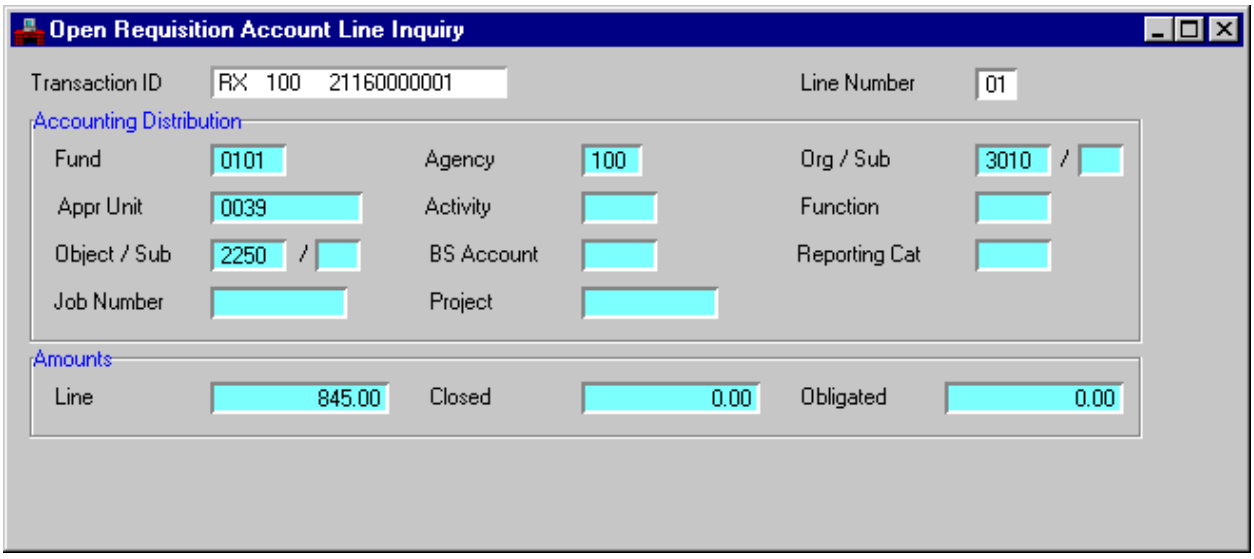
Open Requisition Account Line Inquiry (ORQL)

Purpose

The Open Requisition Account Line Inquiry (ORQL) table displays accounting information on open requisition documents and distinguishes between the original requisition document amount, the closed amount, and the obligated amount of each requisition document. Lines are added to this table each time a new requisition document is accepted by the system. Lines are changed when modifications are submitted on these documents. Lines are deleted if the document is canceled.

Note: This table applies to Quick Requisition (RXQ) Documents but does not apply to Non-Pre-Encumbering Requisition (NR) Documents.

ORQL Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the requisition document that you are inquiring about.
Line Number	2	**Input Optional.** Defaults to **01**. You can enter the number of the account line from the requisition document.
Fund	4	**Display Only.** The Fund code is inferred from the requisition document.
Agency	3	**Display Only.** The Agency code is inferred from the requisition document.
Org/Sub	4/2	**Display Only.** The Organization and Sub-organization codes are inferred from the requisition document.
Appr Unit	9	**Display Only.** The Appropriation Unit is inferred from the requisition document.
Activity	4	**Display Only.** If applicable, the Activity code is inferred from the requisition document.
Function	4	**Display Only.** The Function code is inferred from the requisition document.

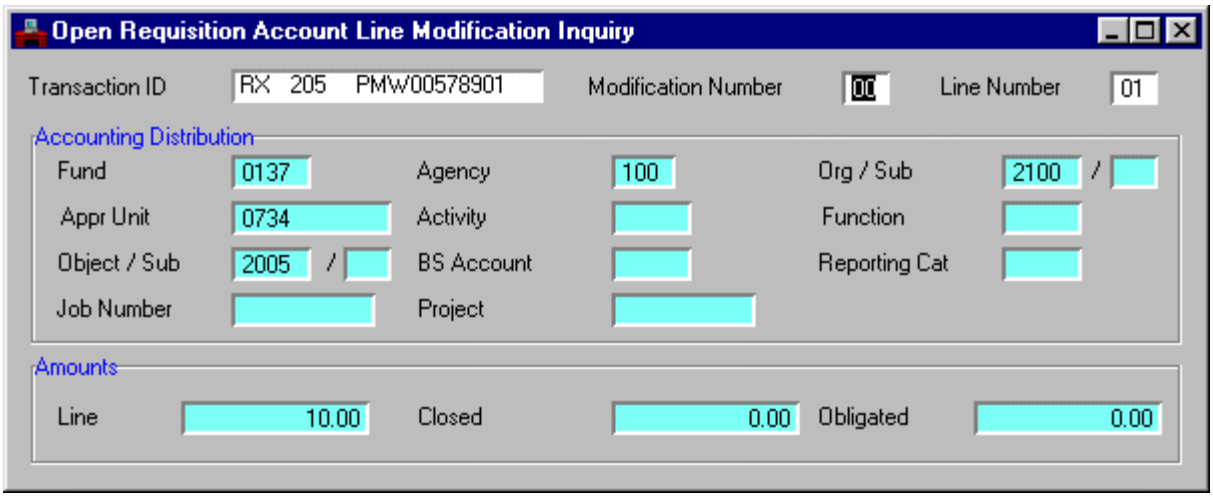
Object/Sub	4/2	**Display Only.** The Object and Sub-object codes are inferred from the requisition document.
BS Account	4	**Display Only.** If applicable, the Balance Sheet Account code is inferred from the requisition document.
Reporting Cat	4	**Display Only.** If applicable, the Reporting Category code is inferred from the requisition document.
Job Number	8	**Display Only.** If applicable, the Job Number code is inferred from the requisition.
Project	8	**Display Only.** If applicable, defaults to the Project number that is associated with the Job Number as contained on the requisition.
Line	14	**Display Only.** The total amount of the account line is indicated.
Closed	14	**Display Only.** The total amount paid to date is indicated.
Obligated	14	**Display Only.** The total amount that was obligated (encumbered or displayed) against the requisition is indicated.

Open Requisition Account Line Modification Inquiry (MRQL)

Purpose

The Open Requisition Account Line Modification Inquiry (MRQL) table tracks the changes that are made to a requisition that has been modified. This table displays accounting information on open requisitions and distinguishes between the new requisition amount, the closed amount, and the obligated amount of each requisition.

MRQL Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the modified requisition document that you are inquiring about.
Modification Number	2	**Input Optional.** You may enter the applicable modification number and browse. Enter **00** to view the original document.
Line Number	3	**Input Optional.** You can enter the accounting line number corresponding to the requisition document.
Fund	4	**Display Only.** The Fund code is inferred from the modified requisition document.
Agency	3	**Display Only.** The Agency code is inferred from the modified requisition document.
Org/Sub	4/2	**Display Only.** The Organization and Sub-organization codes are inferred from the modified requisition document.
Appr Unit	9	**Display Only.** The Appropriation Unit is inferred from the modified requisition document.
Activity	4	**Display Only.** The Activity code is inferred from the modified requisition document.

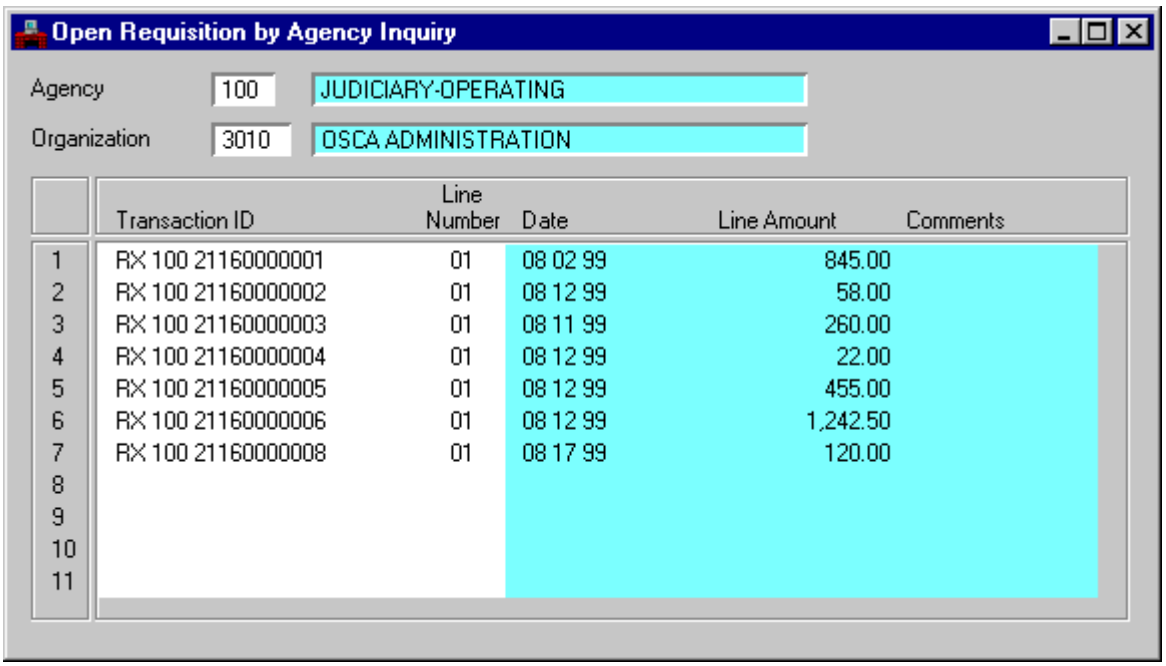
Function	4	**Display Only.** The Function code is inferred from the modified requisition document.
Object/Sub	4/2	**Display Only.** The Object and Sub-object codes are inferred from the modified requisition document.
BS Account	4	**Display Only.** The Balance Sheet Account code is inferred from the modified requisition document.
Reporting Cat	4	**Display Only.** The Reporting Category code is inferred from the modified requisition document.
Job Number	8	**Display Only.** The Job Number code is inferred from the modified requisition
Project	5	**Display Only.** Defaults to the Project number that is associated with the Job Number on the modified requisition document.
Line	14	**Display Only.** The total amount of the account line for this modification is indicated.
Closed	14	**Display Only.** The total amount that was cleared against this requisition document line is displayed.
Obligated	14	**Display Only.** The total amount that was obligated (encumbered or expended) against the modified requisition is indicated.

Open Requisition by Agency Inquiry (ORIA)

Purpose

The Open Requisition by Agency Inquiry (ORIA) table displays information on requisition lines sorted by agency and organization. Only open requisition documents appear on this table.

ORIA Coding Instructions



Field Name	Length	Definition
Agency	3	**Input Optional.** You can enter the agency code and obtain a listing of open requisitions for that agency. If you search by the Transaction ID, this field will display the agency code associated with the requisition.
Organization	4	**Input Optional.** You can enter the organization code and obtain a listing of open requisitions for that agency/organization. If you search by the Transaction ID, this field will display the organization code associated with the requisition.
(Agency Name)	30	**Display Only.** Defaults to the agency name on the Agency (AGC2) table.
(Organization Name)	30	**Display Only.** Defaults to the organization name on the Organization (ORG2) table.
Transaction ID	16	**Input Optional.** You may enter the document ID corresponding to the requisition document to obtain information about a specific requisition.
Line Number	2	**Input Optional.** You may enter the account line number to obtain particular line amount information.

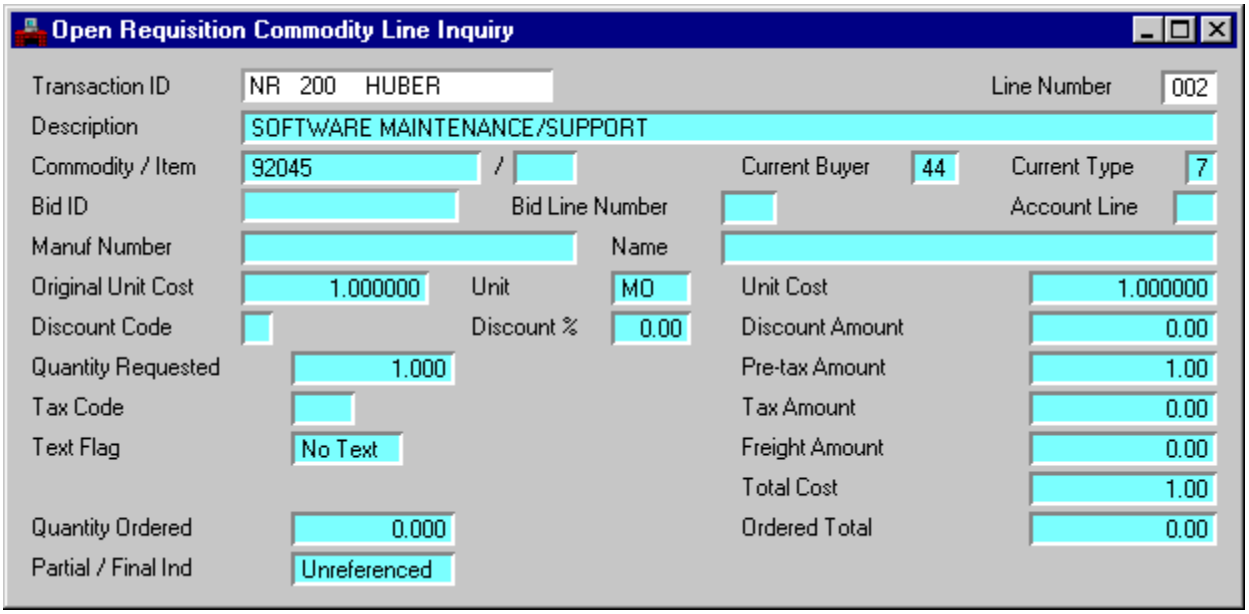
Date	6	**Display Only.** Defaults to the date the requisition was accepted into the system.
Line Amount	14	**Display Only.** The total amount of the requisition line is indicated.
Comments	12	**Display Only.** Defaults to any comment or Special Instructions (SPIS) code entered in the Comments field of the requisition. Refer to SPIS for definition of code.

Open Requisition Commodity Line Inquiry (ORQC)

Purpose

The Open Requisition Commodity Line Inquiry (ORQC) table displays information on each commodity line that is still open for a given requisition document. Lines are added to this table each time a new requisition document is accepted by the system. Lines are changed on ORQC when modifications are processed against a particular requisition. Entries are deleted if the document is canceled.

ORQC Coding Instructions



Field Name	Length	Definition

Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the requisition document that you are inquiring about.
Line Number	3	**Input Optional.** Defaults to **001**. You can enter the commodity line number corresponding to the requisition document.
Description	60	**Display Only.** Defaults to the description of the commodity code specified on the Commodity (COMT) table.
Commodity/Item	12/3	**Display Only.** The commodity code is inferred from the requisition document. If applicable, the item code that identifies the goods ordered as warehouse stock is inferred from the requisition.
Current Buyer	2	**Display Only.** The current buyer responsible for the processing of the requisition is inferred from the Purchase Order Preparation (POPR) table.
Current Type	1	**Display Only.** The current type for this line of the requisition is inferred from the Type field on the POPR table. Refer to the Transaction Type (TRTT) field for code definitions.
Bid ID	10	**Display Only.** If applicable, the Bid ID and the Bid Suffix are inferred from the Bid Response Input (BIDR) table.
Bid Line Number	3	**Display Only.** If applicable, the Bid Line Number is inferred from the Bid Response Input (BIDR) table.
Account Line	2	**Display Only.** The accounting line which corresponds to the commodity line referenced is indicated. Nothing appears in this field if Commodity/Acctg Linking is set to **No** on the particular requisition.
Manuf Number	N/A	**Not Applicable.** Not used by the State of Missouri.
Name	N/A	**Not Applicable.** Not used by the State of Missouri.

Original Unit Cost	14	**Display Only.** The original cost per unit of supplies as indicated on the requisition is indicated.
Unit	4	**Display Only.** The unit of measure is inferred from the requisition.
Unit Cost	14	**Display Only.** The cost per unit of the supplies is inferred from the requisition.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Quantity Requested	11	**Display Only.** The quantity of supplies for the applicable commodity line item is indicated.
Pre-Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Text Flag	1	**Display Only.** The valid values are: • **Standard:** Indicates that Standard text is associated with the commodity line. • **Custom:** Indicates that Custom text is associated with the commodity line. • **No Text:** Indicates that no text is associated with the commodity line.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Total Cost	14	**Display Only.** The total cost of the supplies ordered for the particular commodity line is indicated. This value is calculated as the quantity of units multiplied by the price per unit for the commodity line.
Quantity Ordered	11	**Display Only.** The quantity of supplies ordered as inferred from the requisition is indicated.

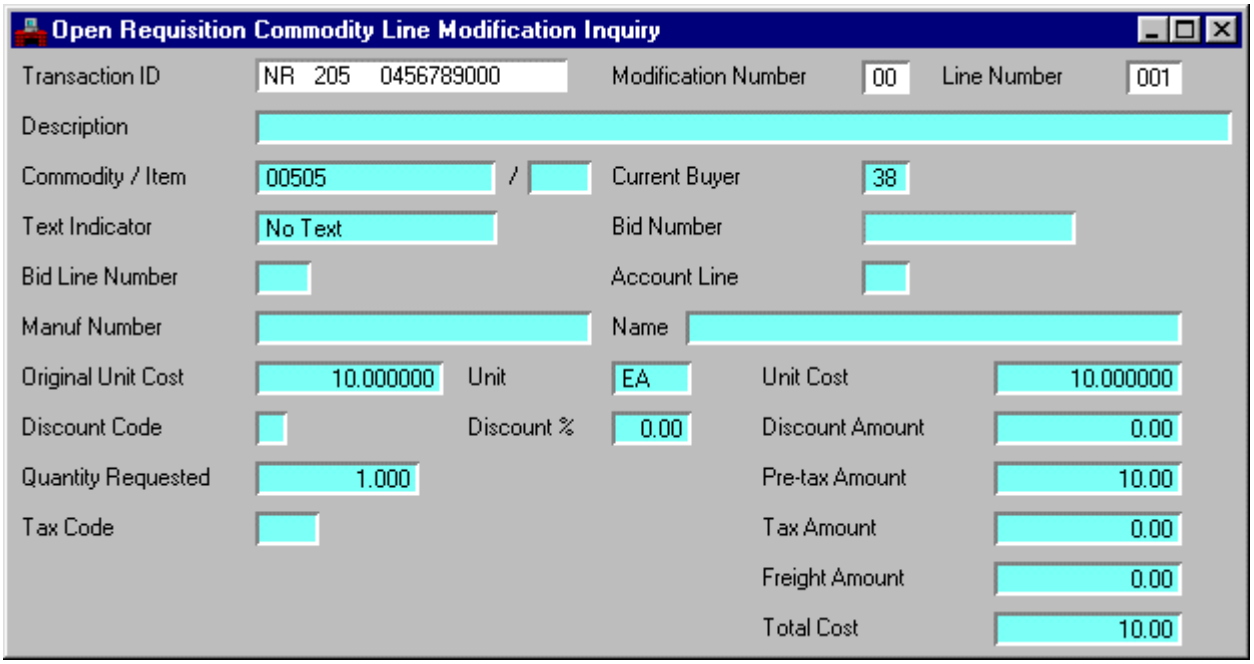
Ordered Total	14	**Display Only.** The total cost of the supplies ordered on the particular commodity line is displayed. This field is updated at the time a purchase order is processed.
Partial/Final Indicator	1	**Display Only.** This field is inferred from the requisition and indicates that the order is: • **Unreferenced:** No indication; • **Partial [P]:** a partially closed order; or • **Final [F]:** a fully closed order.

Open Requisition Commodity Line Modification Inquiry (MRQC)

Purpose

The Open Requisition Commodity Line Modification Inquiry (MRQC) table displays information on each commodity line that is still open for a given requisition document. Entries are added to this table when new requisition documents are accepted by the system. Fields are updated when modifications are processed against a particular requisition. Entries are deleted if the document is canceled.

MRQC Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the modified requisition document that you are inquiring about.
Modification Number	2	**Input Optional.** You may enter the applicable modification number and browse. Enter **00** to view the original document.
Line Number	3	**Input Optional.** You can enter the commodity line number corresponding to the requisition document.
Description	60	**Display Only.** Defaults to the description of the commodity code specified on the Commodity (COMT) table.
Commodity/Item	12/3	**Display Only.** The commodity code is inferred from the requisition document. If applicable, the item code that identifies the goods ordered as warehouse stock is inferred from the requisition.
Current Buyer	2	**Display Only.** The current buyer responsible for the processing of the requisition is inferred from the Purchase Order Preparation (POPR) table.
Text Indicator	N/A	**Display Only.** Indicates what kind of text, if any, is associated with the requisition.
Bid Number	10	**Display Only.** If applicable, the Bid Number that references this requisition line is displayed.
Bid Line Number	3	**Display Only.** If applicable, the Bid Line Number that references this requisition line is displayed.
Account Line	2	**Display Only.** The accounting line which corresponds to the commodity line referenced is indicated. Nothing appears in this field if Commodity/Acctg Linking is set to **No** on the particular requisition.
Manuf Number	N/A	**Not Applicable.** Not used by the State of Missouri.

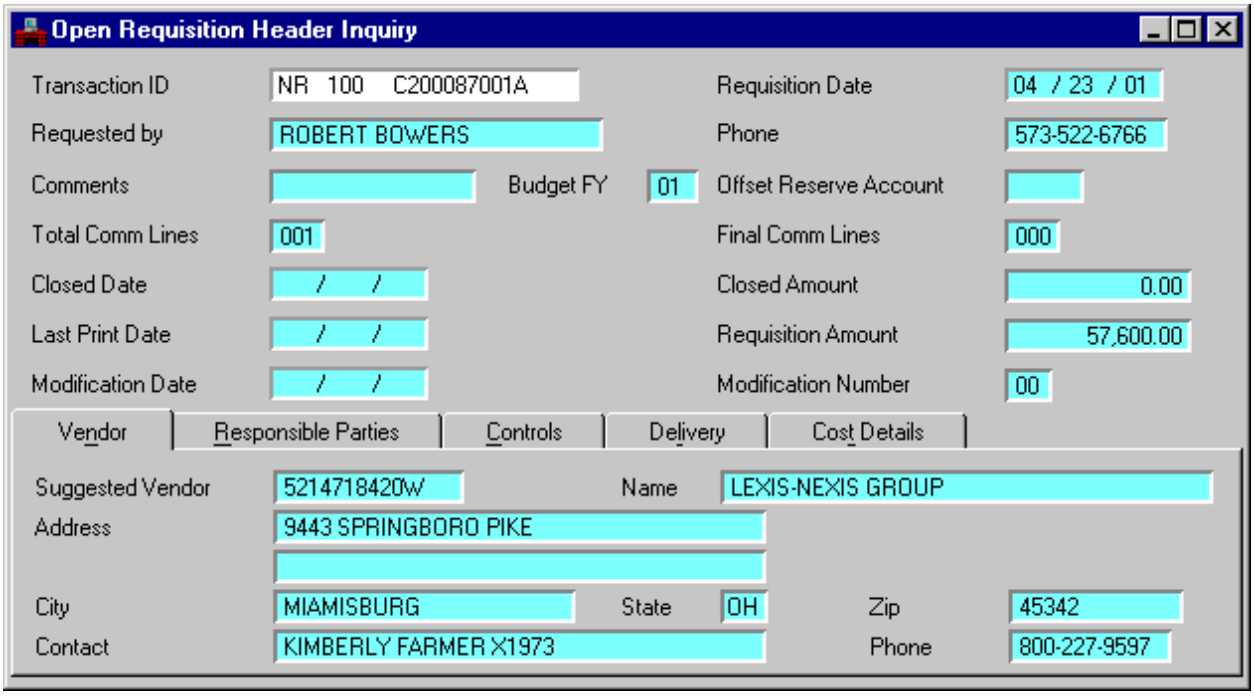
Name	N/A	**Not Applicable.** Not used by the State of Missouri.
Original Unit Cost	14	**Display Only.** The original cost per unit of supplies as indicated on the requisition is indicated.
Unit	4	**Display Only.** The unit of measure is inferred from the requisition.
Unit Cost	14	**Display Only.** The cost per unit of the supplies is inferred from the requisition.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Quantity Requested	12	**Display Only.** The quantity of supplies for the applicable commodity line item is indicated.
Pre-Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Total Cost	14	**Display Only.** The total cost of the supplies ordered for the particular commodity line is indicated. This value is calculated as the quantity of units multiplied by the price per unit for the commodity line.

Open Requisition Header Inquiry (ORQH)

Purpose

The Open Requisition Header Inquiry (ORQH) table displays current header information for open requisition documents. Lines are added to this table each time a new requisition document is accepted by the system. Lines are changed when modifications are processed against a particular requisition document. Lines are deleted if the document is canceled.

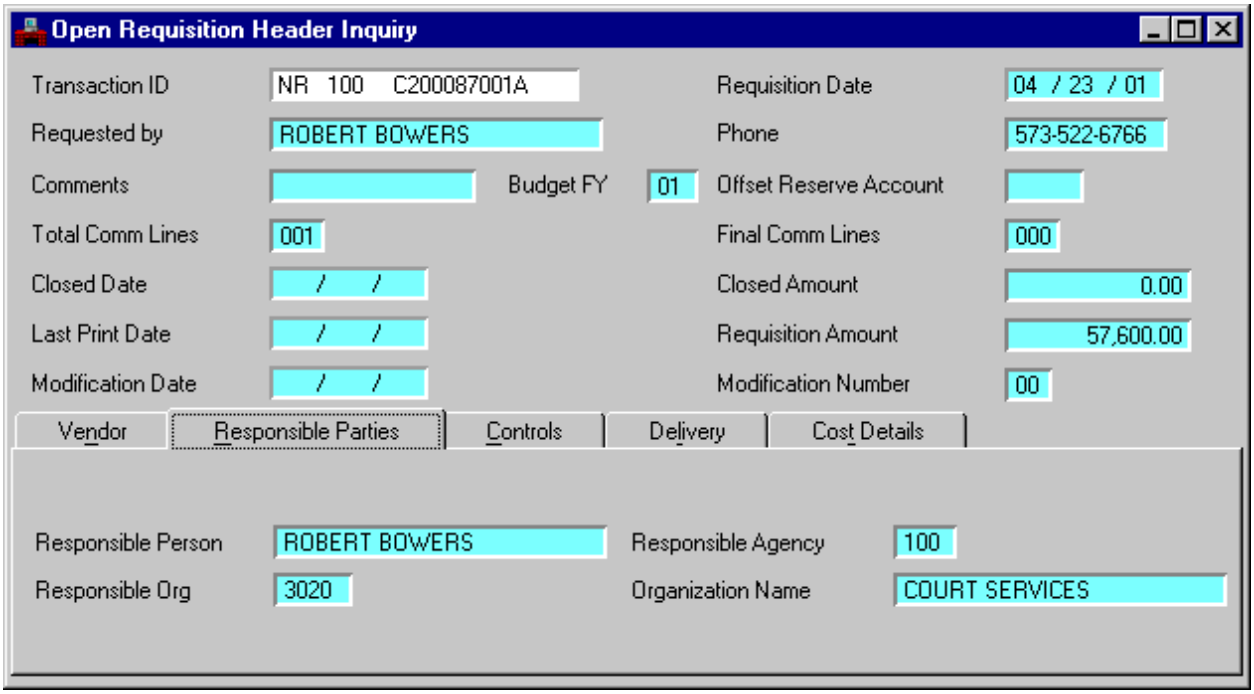
ORQH Coding Instructions



Field Name	Length	Definition
Header and Vendor View		
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the requisition document that you are inquiring about.
Requisition Date	6	**Display Only.** Defaults to the date indicated on the requisition.
Requested by	20	**Display Only.** Defaults to the Requested by name as indicated on the requisition.
Phone	12	**Display Only.** Defaults to the Phone number indicated on the requisition.
Comments	12	**Display Only.** Denotes that comments have been entered on the requisition or an indication that a Special Instruction (SPIS) has been entered on the requisition.

Budget FY	2	**Display Only.** Defaults to the budget year either manually entered on the requisition or inferred from the requisition date.
Offset Reserve Account	4	**Display Only.** The balance sheet account code used for reserves for pre-encumbrances is indicated.
Total Comm Lines	3	**Display Only.** The number of commodity lines on the order is indicated.
Final Comm Lines	3	**Display Only.** The number of commodity lines that are fully closed when a purchase order or Price Agreement has been awarded.
Closed Date	6	**Display Only.** The date when all lines associated with this requisition document are closed is indicated.
Closed Amount	14	**Display Only.** The total of all closed amounts from each requisition document line of this document is indicated.
Last Print Date	N/A	**Not Applicable.** Not used by the State of Missouri.
Requisition Amount	14	**Display Only.** The current amount of this requisition document is indicated and includes all adjustments to the original amount.
Modification Date	6	**Display Only.** The last date that this requisition document was modified is indicated.
Modification Number	2	**Display Only.** The number of the last modification processed against this requisition is indicated.
Suggested Vendor	11	**Display Only.** Defaults to the vendor code entered on the requisition (if entered on the requisition).
Name	30	**Display Only.** Defaults to the address tied to the vendor code as contained on Vendor (1 of 3) (VEN2).
Address	30	**Display Only.** Defaults to the address tied to the vendor code as contained on Vendor (1 of 3) (VEN2).

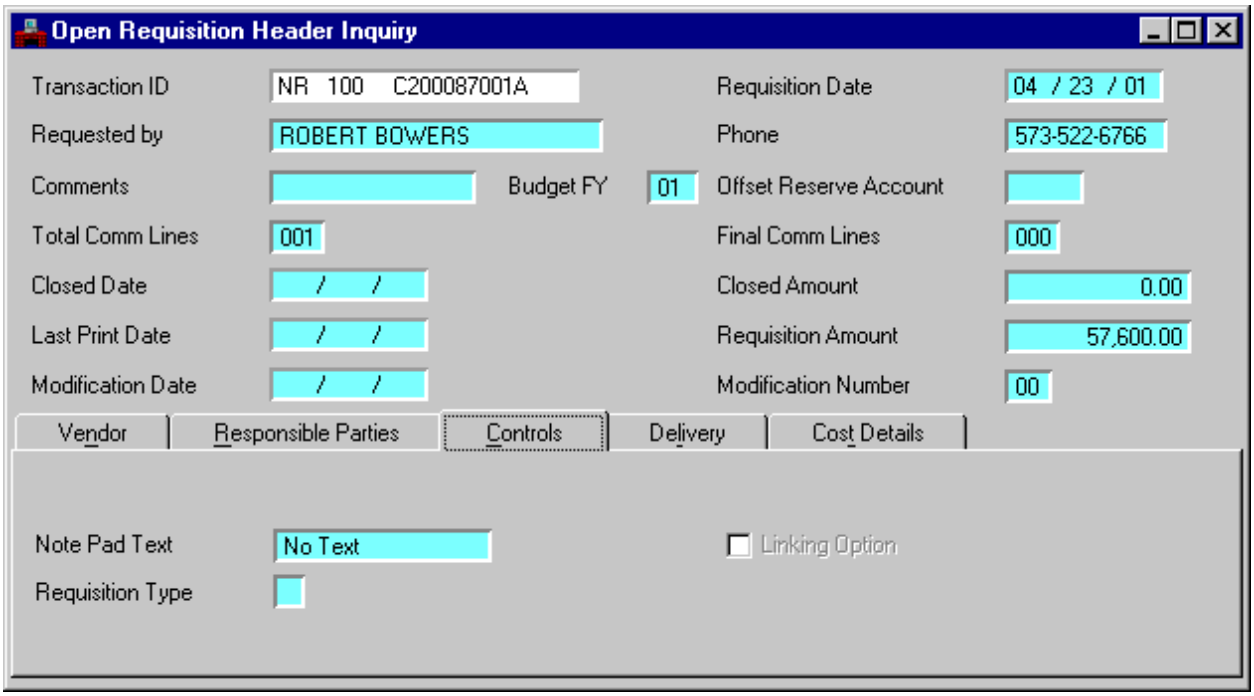
City	20	**Display Only.** Defaults to the city tied to the vendor code as contained on Vendor (1 of 3) (VEN2).
State	2	**Display Only.** Defaults to the state tied to the vendor code as contained on Vendor (1 of 3) (VEN2).
Zip	10	**Display Only.** Defaults to the zip code tied to the vendor code as contained on Vendor (1 of 3) (VEN2).
Contact	30	**Display Only.** Defaults to the contact as indicated on the requisition. If a contact was not entered on the requisition, this field defaults to the contact as indicated on Vendor (VEN2) if a contact has been entered on this table.
Phone	12	**Display Only.** Defaults to the vendor phone number as indicated on the requisition. If a phone number was not entered on the requisition, this field defaults to the phone number as indicated on Vendor (1 of 3) (VEN2) if a number has been entered on this table.



Field Name	Length	Definition

Responsible Parties View

Responsible Person	20	**Display Only.** Defaults to the responsible person as indicated on the requisition.
Responsible Agency	3	**Display Only.** Defaults to the agency that ordered the supplies as indicated on the requisition.
Responsible Org	4	**Display Only.** Defaults to the organization within the agency that ordered the supplies as indicated on the requisition.
Organization Name	20	**Display Only.** Defaults to the shortened version of the organization name as indicated on the Organization (ORG2) table.

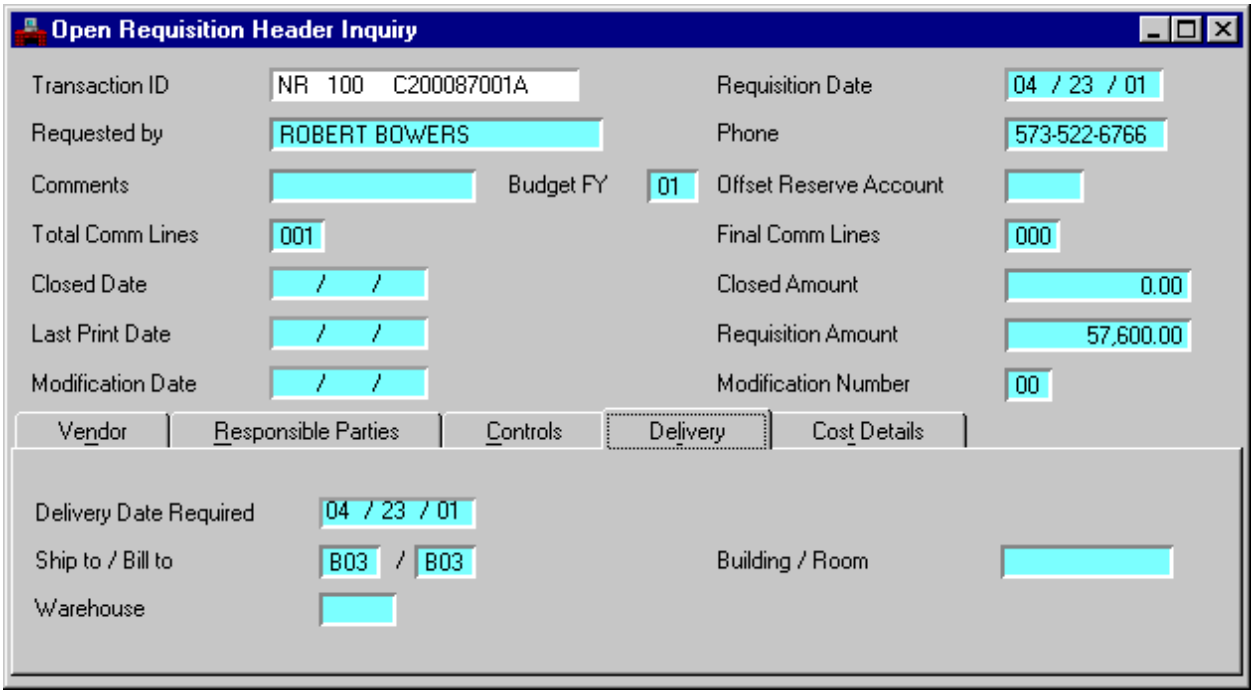


Field Name	**Length**	**Definition**

Controls View

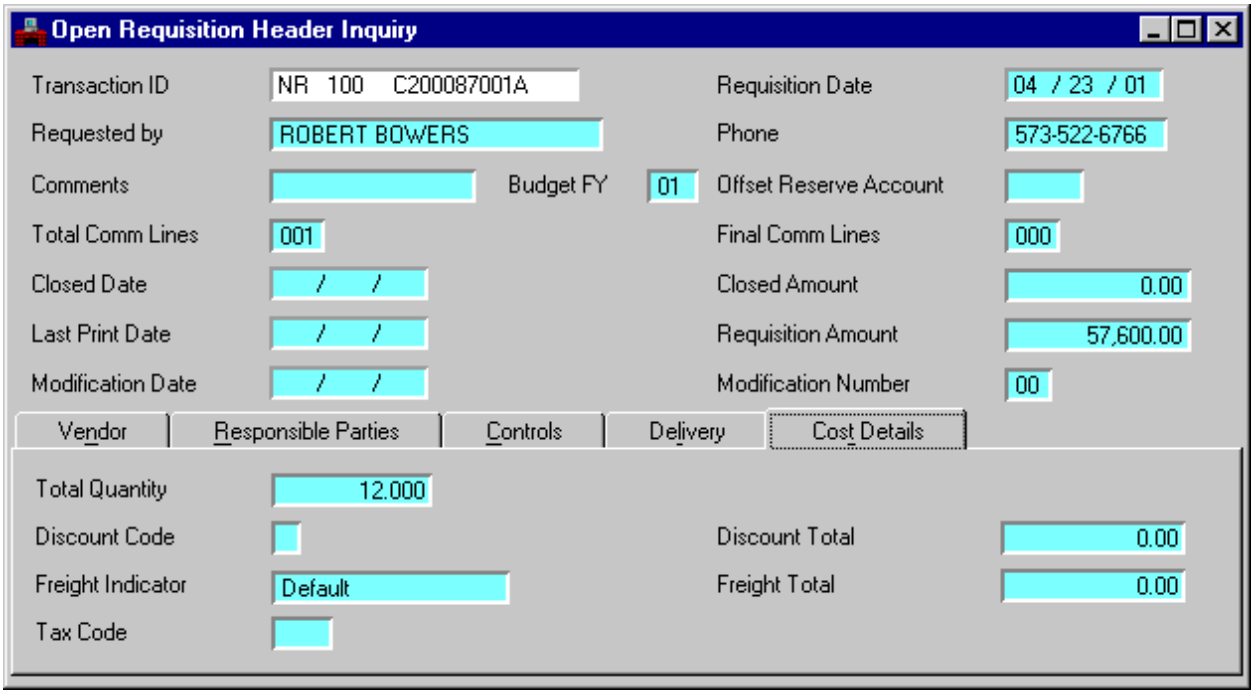
Note Pad Text	1	**Display Only.** This field will contain one of the following messages:

		• **Note Pad Text Exists** - the text is associated with this document on Note Pad Text (NOTE). • **No Text** - There is no text associated with this document on the NOTE table.
Linking Option	1	**Display Only.** If this box is checked, denotes that linking between commodity and accounting lines is in effect.
Requisition Type	1	**Display Only.** If this box contains a code, refer to Transaction Type (TRTT) for the code definition.



Field Name	Length	Definition
Delivery View		
Delivery Date Required	6	**Display Only.** Defaults to the delivery date as indicated on the requisition.
Ship to/Bill to	3/3	**Display Only.** Defaults to the ship to/bill to codes as indicated on the requisition.

Building/Room	10	**Display Only.** If applicable, the location where the requesting agency wants the goods delivered is displayed.
Warehouse	4	**Display Only:** If applicable, the warehouse where the goods are to be shipped is displayed.



Field Name	Length	Definition
Cost Details View		
Total Quantity	12	**Display Only.** The sum total of the quantities of all the commodity lines contained on the requisition is indicated.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Total	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Indicator	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Total	N/A	**Not Applicable.** Not used by the State of Missouri.

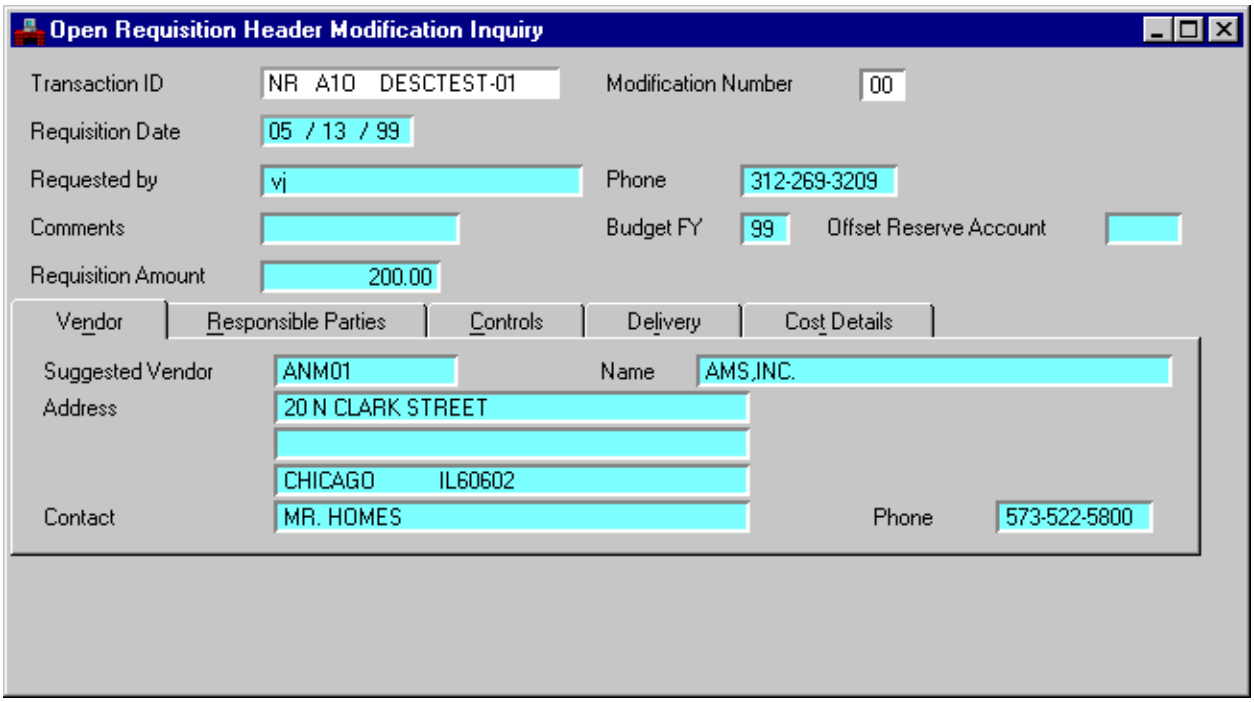
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.

Open Requisition Header Modification Inquiry (MRQH)

Purpose

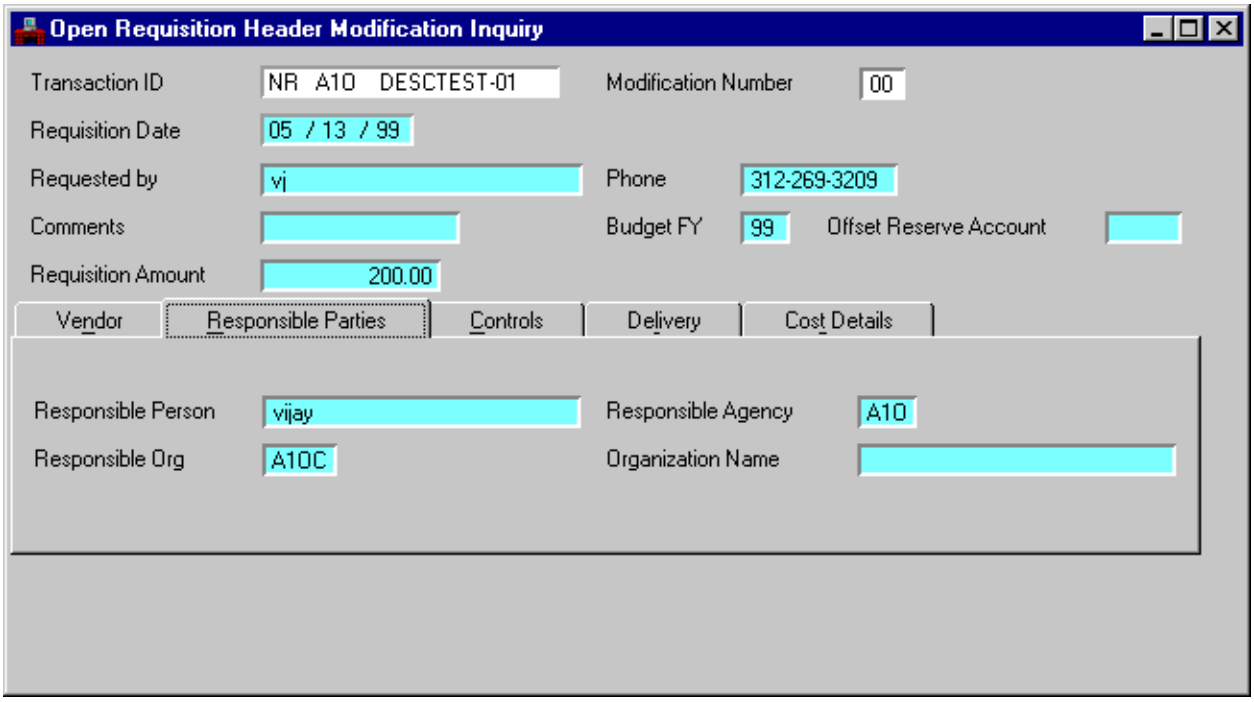
The Open Requisition Header Modification Inquiry (MRQH) table tracks changes to header information on open requisition documents. Entries are added to this table when new requisition documents are accepted by the system. Fields are updated when modifications are processed against a particular requisition. Entries are deleted if the document is canceled.

MRQH Coding Instructions

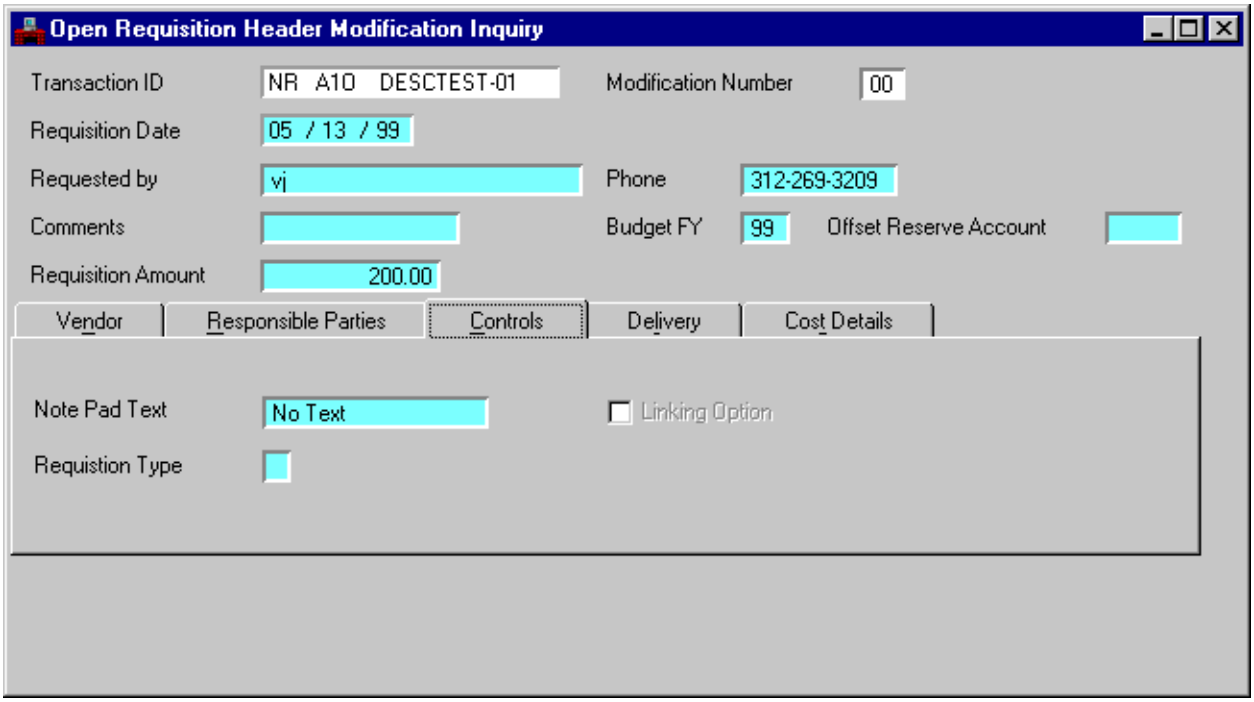


Field Name	Length	Definition
Header and Vendor View		
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the requisition document that you are inquiring about.
Mod Number	2	**Input Optional.** You may enter the applicable modification number and browse.

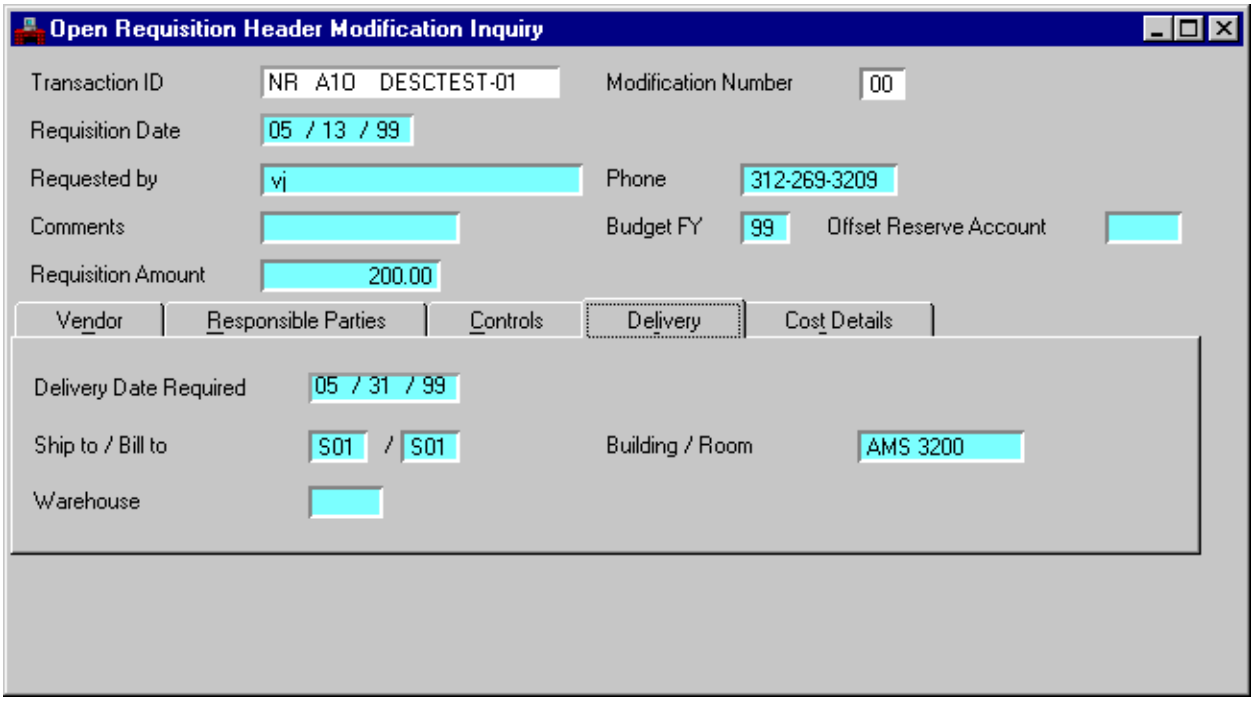
Requisition Date	6	**Display Only.** Defaults to the date the requisition was accepted into the system.
Requested by	20	**Display Only.** Defaults to the Requested by name as indicated on the requisition.
Phone	12	**Display Only.** Defaults to the Phone number indicated on the requisition.
Comments	12	**Display Only.** Displays comment which has been entered on the requisition or an indication that a Special Instruction (SPIS) has been entered on the requisition.
Budget FY	2	**Display Only.** Defaults to the budget year either manually entered on the requisition or inferred from the requisition date.
Offset Reserve Account	4	**Display Only.** The balance sheet account code used for reserves for pre-encumbrances is indicated.
Requisition Amount	14	**Display Only.** The current amount of this requisition document is indicated and includes all adjustments to the original amount.
Suggested Vendor	11	**Display Only.** Defaults to the vendor code entered on the requisition (if entered on the requisition).
Name	30	**Display Only.** Defaults to the name tied to the vendor code as contained on Vendor (1 of 3) (VEN2).
Address	30x3	**Display Only.** Defaults to the address of the vendor.
Contact	30	**Display Only.** Defaults to the contact as indicated on the requisition. If a contact was not entered on the requisition, this field defaults to the contact as indicated on Vendor (VEN2) if any.
Phone	12	**Display Only.** Defaults to the phone number of the vendor.



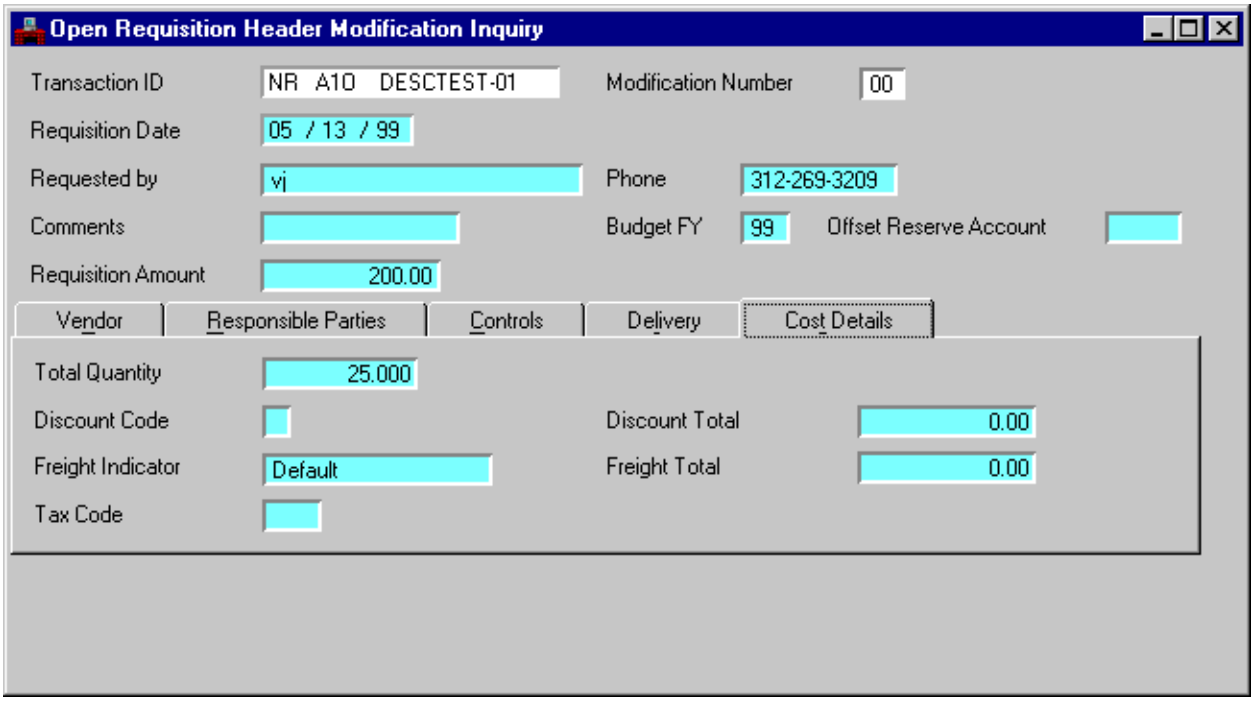
Field Name	Length	Definition
Responsible Parties View		
Responsible Person	20	**Display Only.** Defaults to the responsible person as indicated on the requisition.
Responsible Agency	3	**Display Only.** Defaults to the agency that ordered the supplies as indicated on the requisition.
Responsible Org	4	**Display Only.** Defaults to the organization within the agency that ordered the supplies as indicated on the requisition.
Organization Name	20	**Display Only.** Defaults to the shortened version of the organization name as indicated on the Organization (ORG2) table.



Field Name	Length	Definition
Controls View		
Note Pad Text	20	**Display Only.** This field will contain one of the following messages: • **Note Pad Text Exists** - the text is associated with this document on Note Pad Text (NOTE). • **No Text** - There is no text associated with this document on (NOTE).
Linking Option	1	**Display Only.** If this box is checked, denotes that linking between commodity and accounting lines is in effect.
Requisition Type	1	**Display Only.** If this box contains a code, refer to Transaction Type (TRTT) for the code definition. NOTE: A “1” in this field denotes an emergency requisition; a “C” in this field denotes that the requisition has been modified.



Field Name	Length	Definition
Delivery View		
Delivery Date Required	6	**Display Only.** Defaults to the delivery date as indicated on the requisition.
Ship to/Bill to	3/3	**Display Only.** Defaults to the ship to/bill to codes as indicated on the requisition.
Building/Room	10	**Display Only.** The location where the requesting department wants the goods delivered is displayed.
Warehouse	4	**Display Only.** The warehouse where the goods are shipped is displayed.



Field Name	Length	Definition
Cost Details View		
Total Quantity	14	**Display Only.** The current total quantity for this requisition is displayed; this quantity equals the sum of all the commodity line quantities.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Total	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Indicator	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Total	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.

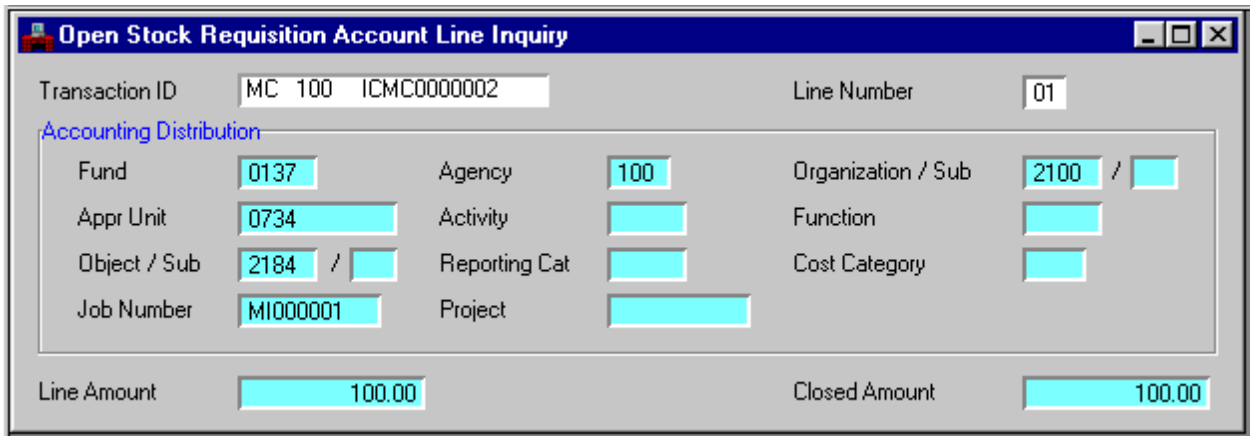
Open Stock Requisition Account Line Inquiry (OSRL)

Purpose

Open Stock Requisition Account Line Inquiry (OSRL) displays all outstanding and some recently closed stock requisition accounting lines. The recently closed documents that are displayed have not yet been purged by the Inventory Ledger Purge program. The parameters for these documents are defined on the Warehouse Management (WHS2) table. Information about each buyer's accounting distribution associated with the Stock Requisition (SR) or Over the Counter (OC) documents appears on this screen. A record is added to this screen for each accounting line of an accepted SR or OC document. As SR or OC modifications are submitted and accepted, records in the table are updated. The Closed Amount field is updated as Stock Issue Confirmation (CI) and Over the Counter (OC) documents are accepted. Records are deleted from

this table by the Inventory Ledger Purge offline program when their corresponding Open Stock Requisition Header Inquiry (OSRH) record is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). Refer to Inventory Ledger Purge for additional information about this program.

OSRL Coding Instructions



Field Name	Length	Definition
Transaction ID	2.3.11	**Requires Input.** Enter the number of the SR or OC document in question.
Line Number	2	**Requires Input.** Enter the line number of the account line.
Accounting Distribution		
Fund	4	**Display Only.** Displays the Fund entered on the SR or OC.

Agency	3	**Display Only.** Displays the Agency entered on the SR or OC.
Organization (Org/Sub)	4	**Display Only.** Displays the Organization entered on the SR or OC.
Organization (Org/Sub)	2	**Display Only.** Displays the Sub-Organization entered on the SR or OC.
Appr Unit	4	**Display Only.** Displays the Appropriation Unit entered on the SR or OC.
Activity	4	**Display Only.** Displays the Activity entered on the SR or OC.
Function	4	**Display Only.** Displays the Function entered on the SR or OC.
Object (Obj/Sub)	4	**Display Only.** Displays the Object entered on the SR or OC.
Object (Obj/Sub)	2	**Display Only.** Displays the Sub-Object entered on the SR or OC.
Reporting Cat	4	**Display Only.** Displays the Reporting Category entered on the SR or OC.
Cost Categoryt	3	**Display Only.** Displays the Cost Category entered on the SR or OC.
Job Number	8	**Display Only.** Displays the Job Number entered on the SR or OC.
Project	8	**Display Only.** Displays the Project Number entered on the SR or OC.
General Document Information		
Line Amount	11.2	**Display Only.** The dollar amount of this account line is displayed. (**Unit Price** multiplied by **Requested Quantity**.)

Closed Amoun	11.2	**Display Only.** The dollar amount of this account line closed by issue confirmation is displayed.

Open Stock Requisition Header Inquiry (OSRH)

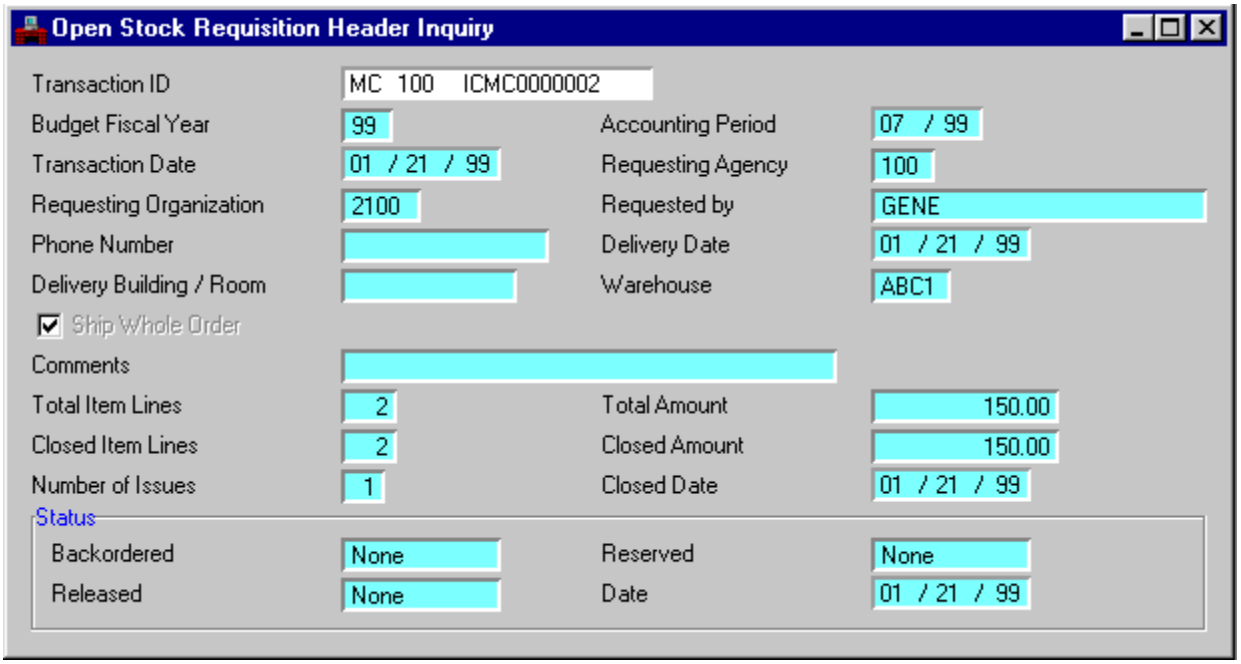
Purpose

Open Stock Requisition Header Inquiry (OSRH) displays information from the header portion of all open and some recently closed Stock Requisition (SR) and Over the Counter (OC) documents. The recently closed documents that are displayed have not yet been purged by the Inventory Ledger Purge program. The parameters for these documents are defined on the Warehouse Management (WHS2) table. It also displays the backordered, reserved, and released status of the requisition.

A record is added to OSRH for each SR or OC document accepted by the system. As modifications are submitted and accepted, records are changed. The Closed Amount field is updated as Stock Issue Confirmation (CI) and OC documents are accepted. The SR statuses and item line statistics are updated by the document processors as a requisition proceeds through the inventory chain of events.

Records are deleted from this table by the Inventory Ledger Purge offline program when their corresponding OSRH record is closed for more days than the number of retention days indicated on Vendor (1 of 3) (VEN2). For more information on the Inventory Ledger Purge offline program, refer to Inventory Ledger Purge.

OSRH Coding Instructions



Field Name	Length	Definition
Transaction ID	2.3.11	**Requires Input.** Enter the number of the SR or OC document in question.
Budget Fiscal Year	2	**Display Only.** The budget fiscal year for the transaction is displayed.
Accounting Period	4	**Display Only.** The accounting period to which the transaction should apply is displayed.
Transaction Date	6	**Display Only.** The date the SR or OC was entered into the system is displayed.
Requesting Agency	3	**Display Only.** The agency requesting the SR or OC is displayed.
Requesting Organization	4	**Display Only.** The organization requesting the SR or OC is displayed.
Requested by	20	**Display Only.** The name of the individual requesting the SR or OC is displayed.
Phone Number	13	**Display Only.** The phone number of the individual requesting the SR or OC is displayed.

Delivery Date	6	**Display Only.** The date when the stock items are delivered to the requested location is displayed.
Delivery Building/Room	10	**Display Only.** The location where the stock items should be delivered is displayed.
Warehouse	4	**Display Only.** The warehouse where the stock items are drawn for this requisition is displayed.
Ship Whole Order	...	**Display Only.** If selected on the Stock Requisition (SR), this request is delivered only when the entire order is reserved. If cleared, this request is delivered when any item of this order is reserved.
Comments	30	**Display Only.** Any notes entered on the SR or OC that explain the requisition are displayed.
Total Item Lines	2	**Display Only.** The number of item lines in this SR or OC is displayed.
Total Amount	11.2	**Display Only.** The dollar amount of this SR or OC, including any modifications is displayed. It is the total of all the accounting lines.
Closed Item Lines	2	**Display Only.** The number of item lines on the SR or OC that are completely issued is displayed.
Closed Amount	11.2	**Display Only.** The current dollar amount of this document that is closed by a Stock Issue Confirmation (CI) document is displayed.
Number of Issues	2	**Display Only.** The number of times when all, or portions, of this requisition were issued is displayed.
Closed Date	6	**Display Only.** The date when all of the item lines on the SR or OC were closed by issues or modification to the document is displayed.

Status

Backordered	...	**Display Only.** The status of the stock requisition that has any of the item lines backordered is displayed. Valid options are: • **Partially** - Indicates at least one, but not all, items requested on this stock requisition have been placed on backorder. • **Fully** - Indicates all items requested on this stock requisition have been placed on backorder. • **None** - Indicates that none of the items requested on this stock requisition have been placed on backorder.
Reserved	...	**Display Only.** The status of the stock requisition that has any of the item lines reserved is displayed. Valid options are: • **Partially** - Indicates at least one, but not all, items requested on this stock requisition have been placed on reserve for later issuance. The available quantity of the items reserved has been reduced. • **Fully** - Indicates all items requested on this stock requisition have been placed on reserve for later issuance. The available quantity of all items requested has been reduced. • **None** - Indicates that no items requested on this stock requisition have been placed on reserve for later issuance. If the Backordered field displays Fully, the Reserved field will indicate none.
Released	...	**Display Only.** The status of the stock requisition that has any of the item lines released is displayed. Valid options are:

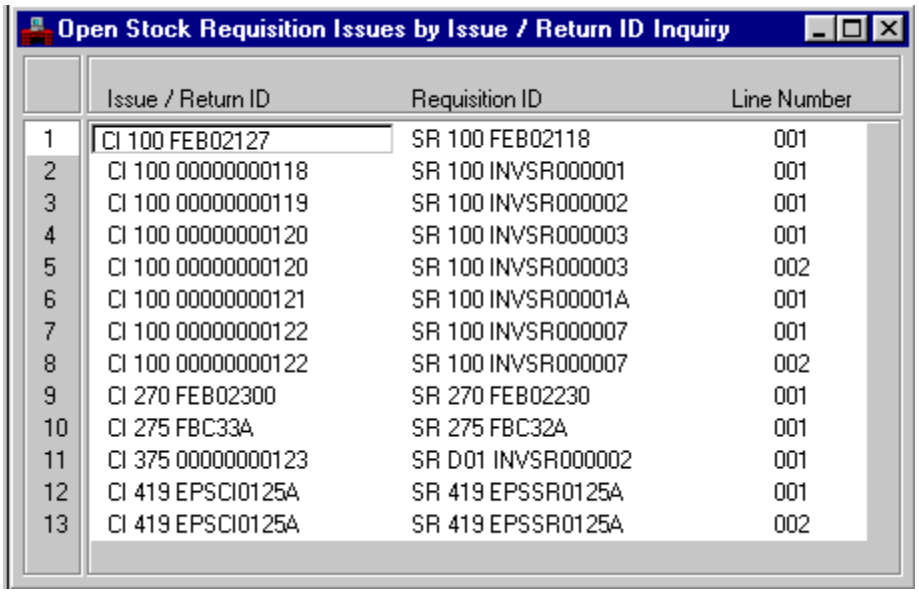
		• **Partially** - Indicates at least one of the items requested on this stock requisition have been released for issuance by PI processing. • **Fully** - Indicates all of the items requested on this stock requisition have been released for issuance by PI processing. • **None** - Indicates none of the items requested on this stock requisition have been released for issuance by PI processing.
Date	6	**Display Only.** The date when the last change was made to the Stock Requisition (SR) status of this requisition is displayed (back ordered, reserved, or released).

Open Stock Requisition Issues by Issue/Return ID Inquiry (OSRR)

Purpose

The Open Stock Requisition Issues by Issue/Return ID Inquiry (OSRR) table is an alternate view of Open Stock Requisition Item Issues Inquiry (OSRI). It allows the user to view data selected by the Issue/Return ID.

OSRR Coding Instructions



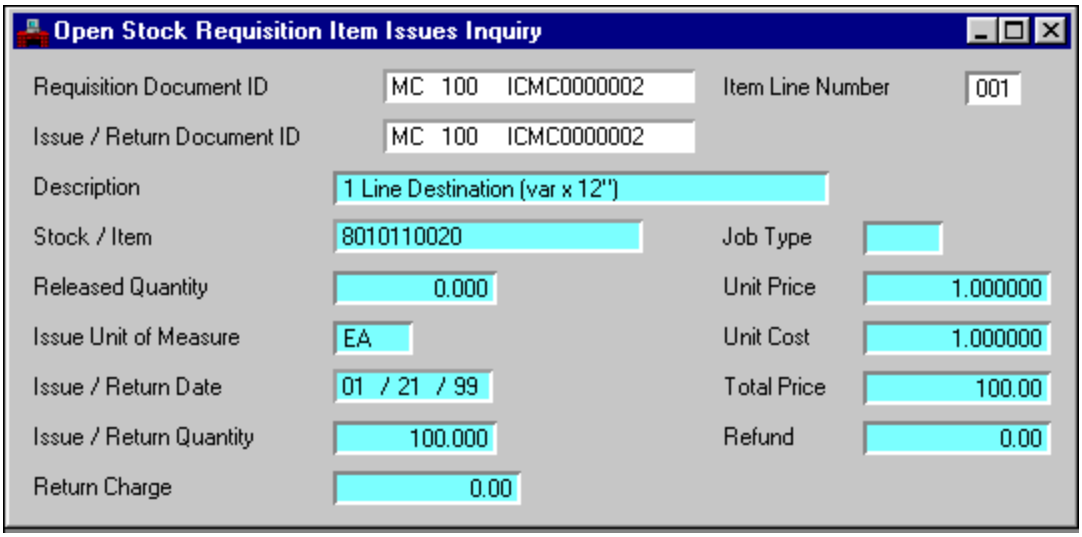
Field Name	Length	Definition
Issue/Return ID	2.3.11	**Requires Input.** Enter the number of the Over the Counter (OC) document or the Stock Issue Confirmation (CI) document created when the Pick and Issues (PI) document was printed for this requisition, or the Stock Return (SN) document created when the stock item was returned to the warehouse.
Requisition ID	2.3.11	**Input Optional.** Enter the number of the stock requisition in question.
Line Number	3	**Input Optional.** Enter the number of the item line from the document.

Open Stock Requisition Item Issues Inquiry (OSRI)

Purpose

Open Stock Requisition Item Issues Inquiry (OSRI) displays issue or return information about an item line from an open or recently closed Stock Requisition (SR) or Over the Counter (OC) document. A record is added to this screen for each OC document accepted by the system, for each SR document that was picked by a Pick and Issues (PI) document, and for all Stock Return (SN) documents that reference an OC or SR document. As modifications are submitted and accepted, records are changed. When an Stock Issue Confirmation (CI) document is accepted for a requisition the **Issue Date** and **Issue Quantity** fields are updated as well as the **Unit Cost** and **Unit Price** fields. Records are deleted from this table by the Inventory Subsystem Table Purge offline program when their corresponding Open Stock Requisition Header Inquiry (OSRH) is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For additional information on the Inventory Ledger Purge offline program, refer to Inventory Ledger Purge.

OSRI Coding Instructions



Field Name	Length	Definition
Requisition Document ID	2.3.11	**Requires Input.** Enter the number of the Stock Requisition (SR) document.
Item Line Number	3	**Requires Input.** Enter the number of the item line from the Commodity Details view of the SR document.
Issue/Return Document ID	2.3.11	**Requires Input.** Enter the number of the Over the Counter (OC) or the Stock Issue Confirmation (CI) created when the pick ticket was printed for this requisition, or the Stock Return (SN) created when the stock item was returned to the warehouse.
Description	30	**Display Only.** The description of the stock item referenced on the item line is displayed.
Stock/Item	14.3	**Display Only.** The stock item number is displayed.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.
Released Quantity	8.3	**Display Only.** The quantity of the stock item that was released from inventory and is ready for delivery is displayed.
Unit Price	7.6	**Display Only.** The price for one unit of the stock item is displayed.

Issue Unit of Measure	4	**Display Only.** The unit of measure used to issue this stock item is displayed.
Unit Cost	7.6	**Display Only.** The wholesale price for one unit of the stock item is displayed.
Issue/Return Date	6	**Display Only.** The date when the stock item was delivered, or when the stock item was returned to the warehouse is displayed.
Total Price	11.2	**Display Only.** The computed price of the item line is displayed. (**Unit Price** multiplied by the **Issue/Return Quantity**.)
Issue/Return Quantity	8.3	**Display Only.** The quantity of the stock item that was delivered or returned is displayed.
Refund	11.2	**Display Only.** The **Total Price** minus the **Return Charge** is displayed.
Return Charge	11.2	**Display Only.** The amount deducted from the issue total price for a stock return is displayed.

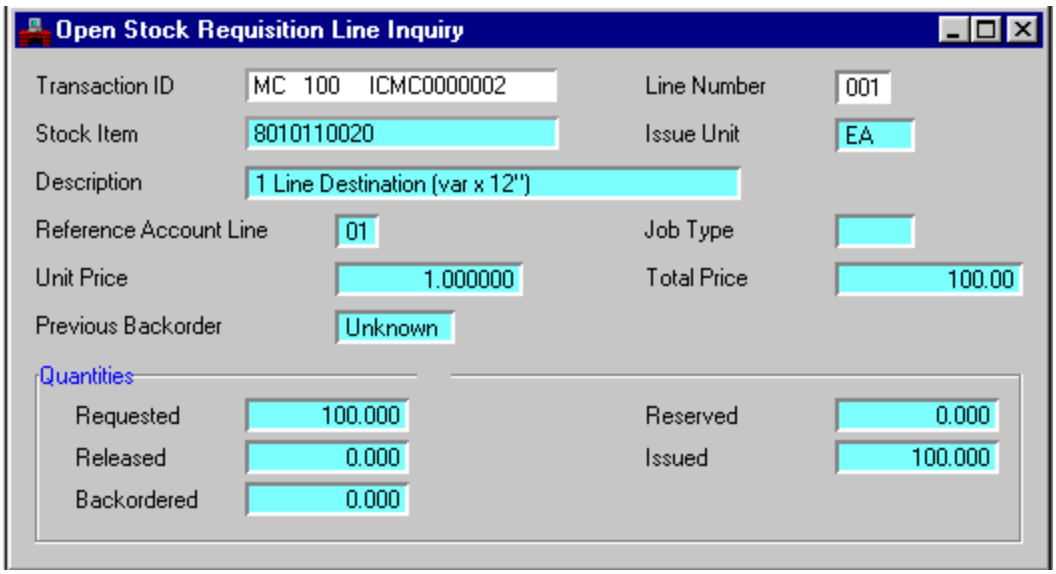
Open Stock Requisition Line Inquiry (OSRC)

Purpose

Open Stock Requisition Line Inquiry (OSRC) stores information about each item line of all open and some recently closed Stock Requisition (SR) and Over the Counter (OC) documents such as item descriptive information, requested, backordered, reserved, released, and issued quantities, as well as item price. The recently closed documents that are displayed have not yet been purged by the Inventory Ledger Purge program. The parameters for these documents are defined on the Warehouse Management (WHS2) table. A record is added to Open Stock Requisition Line Inquiry (OSRC) for each line of an accepted Stock Requisition (SR) or Over the Counter (OC) document. As modifications are submitted and accepted, records on the table are updated. The **Requested, Backordered,** and **Reserved Quantity** fields are updated by Stock Requisition (SR) and Over the Counter (OC) documents. The **Released Quantity** field is updated by the Pick and Issues (PI) document, and the **Issued Quantity** is updated by Stock Issue Confirmation (CI) and Over the Counter (OC) documents. Records are deleted by the Inventory Ledger Purge offline program when their corresponding Open

Stock Requisition Header Inquiry (OSRH) is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For additional information on the Inventory Ledger Purge offline process, refer to the Inventory Ledger Purge.

OSRC Coding Instructions



Field Name	Length	Definition
Transaction ID	2.3.11	**Requires Input.** Enter the number of the SR or OC in question.
Line Number	3	**Requires Input.** Enter the number of the item line on the SR or OC.
Stock Item	14	**Display Only.** The stock item number is displayed.
Issue Unit	3	**Display Only.** The unit of measure used to issue this stock item is displayed.
Description	20	**Display Only.** The description for the stock item is displayed.
Reference Account Line	2	**Display Only.** The number of the item line from the Accounting Details view of the document is displayed.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.

Unit Price	11.2	**Display Only.** The price for one unit of the stock item is displayed.
Total Price	11.2	**Display Only.** The computed price of this item line is displayed. (**Unit Price** multiplied by **Requested Quantity**.)
Previous Backorder	...	**Display Only.** If **Yes** is displayed, this item was previously backordered and now the order is filled. If **No** is displayed, the item was not previously backordered.
Quantities		
Requested	7.3	**Display Only.** The quantity requested on the SR or OC is displayed.
Reserved	7.3	**Display Only.** The quantity of the stock item that was processed for pick and issue but not yet printed on a Pick and Issues (PI) document is displayed.
Released	7.3	**Display Only.** The quantity of the stock item that was printed on a Pick and Issues (PI) document, but not yet issued is displayed.
Issued	7.3	**Display Only.** The quantity of the stock item issued to date is displayed.
Backordered	7.3	**Display Only.** The quantity of the stock item that is not reserved due to insufficient inventory is displayed.

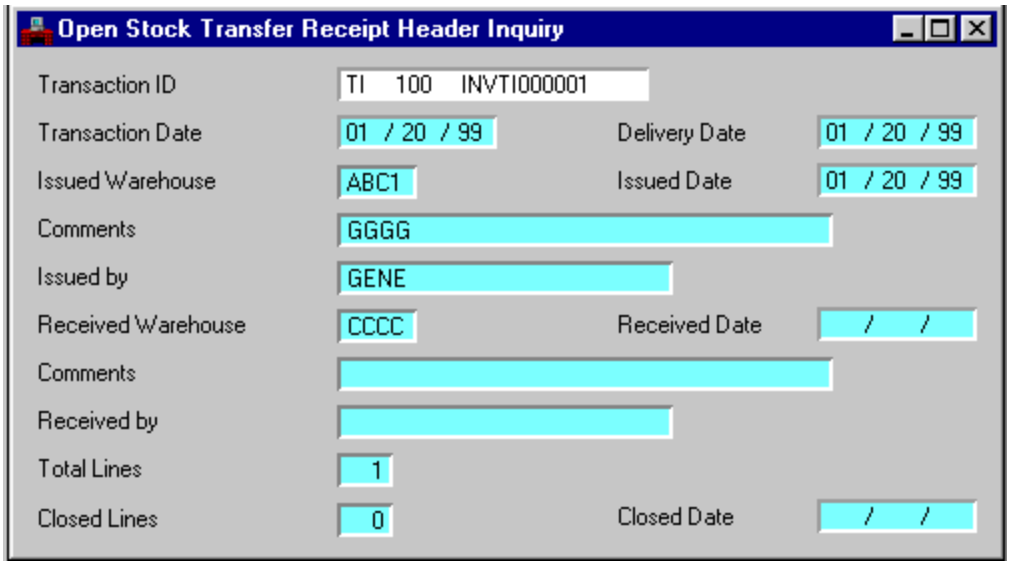
Open Stock Transfer Receipt Header Inquiry (OTRH)

Purpose

Open Stock Transfer Receipt Header Inquiry (OTRH) displays information from the header portion of all open and some recently closed stock transfer documents. The recently closed documents that are displayed have not yet been purged by the Inventory Ledger Purge program. The parameters for these documents are defined on the Warehouse Management (WHS2) table. It also documents the date the transfer is closed and the number of closed item lines. A record is added to this window for each Stock Transfer Issue

(TI) document accepted by the system. As modifications are submitted and accepted, records are changed. The closed number of item lines, who they were received by and the date, and the closed transfer date are updated as Stock Transfer Receipt (TR) documents are accepted. Records are deleted by the Inventory Ledger Purge offline program when the record is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For more information on the Inventory Ledger Purge offline program, refer to the Inventory Ledger Purge.

OTRH Coding Instructions



Field Name	Length	Definition
Transaction ID	2.3.11	**Requires Input.** Enter the number of the Stock Transfer Issue (TI) document in question.
Transaction Date	6	**Display Only.** The date the transfer was entered into the system is displayed.
Delivery Date	6	**Display Only.** The date the stock items are expected to arrive at the receiving warehouse is displayed.
Issued Warehouse	4	**Display Only.** The issuing warehouse of this transfer is displayed.
Issued Date	6	**Display Only.** The date the stock items were taken out of the issuing warehouse's inventory is displayed.

Comments	30	**Display Only.** Comments explaining this transfer are displayed.
Issued by	20	**Display Only.** The name of the person issuing the stock items is displayed.
Received Warehouse	4	**Display Only.** The warehouse requesting/receiving the stock items is displayed.
Received Date	6	**Display Only.** The date the stock items were received is displayed.
Comments	30	**Display Only.** Comments explaining the receipt of this transfer are displayed.
Received by	20	**Display Only.** The name of the person receiving the stock items is displayed.
Total Lines	3	**Display Only.** The number of item lines that were entered on this transfer request is displayed.
Closed Lines	3	**Display Only.** The number of item lines that are fully received on this transfer request is displayed.
Closed Date	6	**Display Only.** The date when all of the item lines were closed by stock items issued and/or modifications to the transfer item line is displayed.

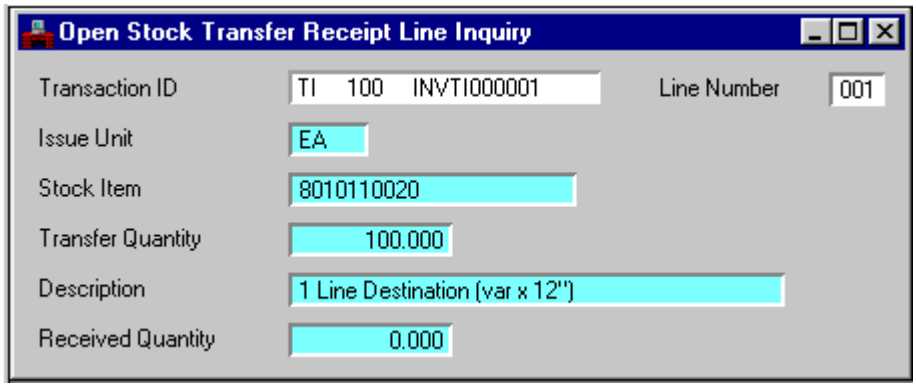
Open Stock Transfer Receipt Line Inquiry (OTRL)

Purpose

Open Stock Transfer Receipt Line Inquiry (OTRL) displays information about each line item of all open and some recently closed Stock Transfer Issue (TI) documents such as item number and description, quantity transferred, and quantity received. The recently closed documents that are displayed have not yet been purged by the Inventory Ledger Purge program. The parameters for these documents are defined on the Warehouse Management (WHS2) table. A record is added to Open Stock Transfer Receipt Line Inquiry (OTRL) for each item line of an accepted Stock Transfer Issue (TI) document. As modifications are submitted and accepted, records in the table are updated. The Received Quantity field is updated by Stock Transfer Receipt (TR). Records are deleted from this table by the

Inventory Ledger Purge offline program when the corresponding Open Stock Transfer Receipt Header Inquiry (OTRH) record is closed for more days than the number of retention days indicated on Warehouse Management (WHS2). For additional information on the Inventory Ledger Purge offline program, refer to the Inventory Ledger Purge

OTRL Coding Instructions



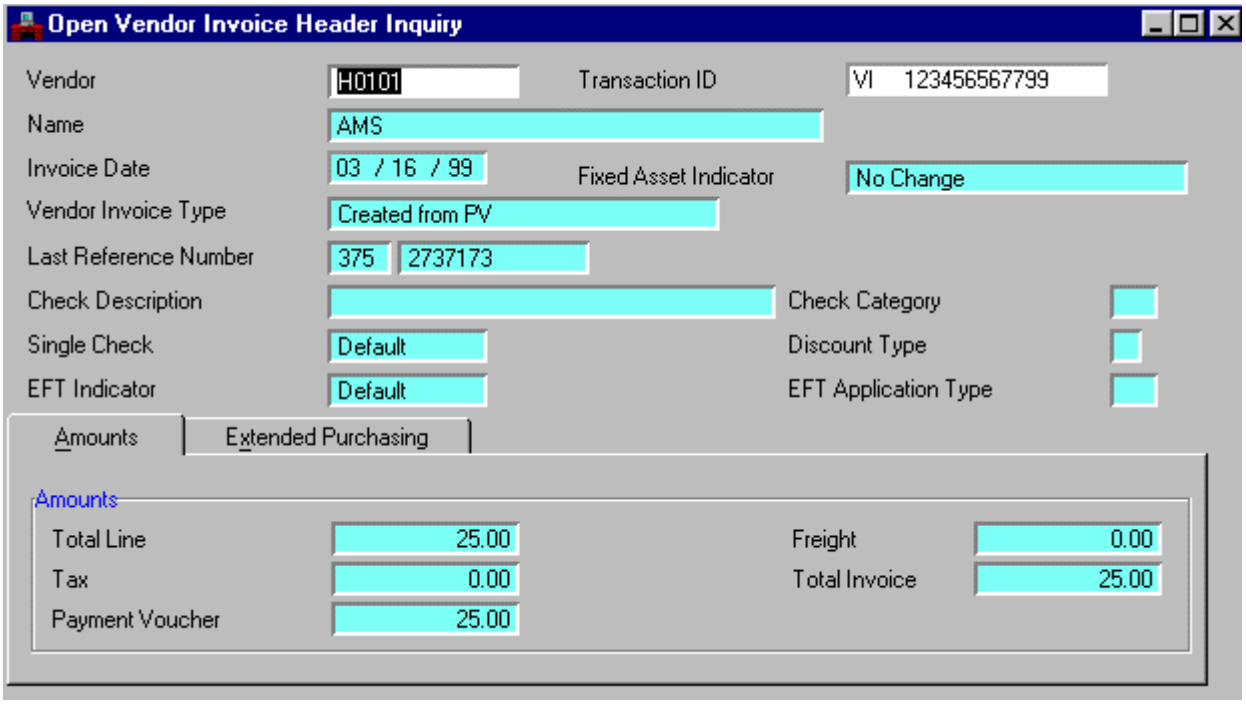
Field Name	Length	Definition
Transaction ID	2.3.11	**Requires Input.** Enter the number of the Stock Transfer Issue (TI) document in question.
Line Number	3	**Requires Input.** Enter the item line number of the transfer request.
Issue Unit	3	**Display Only.** The unit of measure for the stock item at issuance is displayed.
Stock Item	14	**Display Only.** The stock item number is displayed.
Transfer Quantity	7.3	**Display Only.** The quantity of the stock item issued is displayed.
Description	30	**Display Only.** The description of the stock item is displayed.
Received Quantity	7.3	**Display Only.** The quantity of the stock item received is displayed.

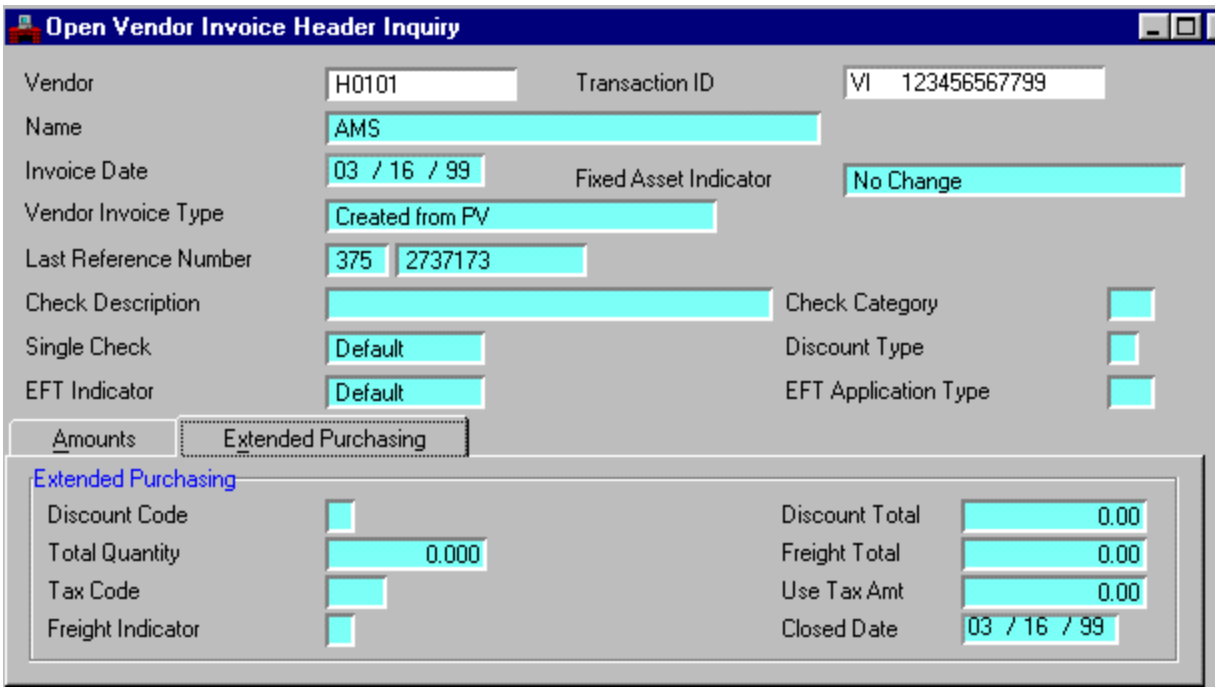
Open Vendor Invoice Header Inquiry (OVIH)

Purpose

The Open Vendor Invoice Header Inquiry (OVIH) table displays descriptive information about Quick Vendor Invoice (VIQ) documents. OVIH can be used to obtain information recorded on a VIQ and to determine if a payment voucher has been processed against it. OVIH is updated when the system accepts a new or modified VIQ.

OVIH Coding Instructions





Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code. See Vendor Index (VEND) or Vendor Name Inquiry (VNAM) for valid codes.
Transaction ID	2.0	**Input Optional.** Enter VI and Vendor Invoice Number.
Name	30.0	**Display Only.** Defaults to the name of the vendor inferred from the Vendor field on the VIQ.
Invoice Date	2.0	**Display Only.** Defaults to the date entered in the Date of Record field on the VIQ. This date will either be the date used on the invoice from the vendor or the date the VIQ was accepted into system.
Fixed Asset Indicator	1.0	**Display Only.** Defaults to the value selected in the **Fixed Asset Ind** field on the VIQ. • **Create One Shell** - The system will create one Fixed Asset Acquisition (FA) document for each line on the VIQ once the corresponding payment voucher document is accepted by the system. • **Create Multiple Shells** - The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in the Quantity / SC $ Ordered field for each line on the VIQ once the corresponding payment voucher document is accepted by the system. • **No Change** - The system will not create any Fixed Asset Acquisition (FA) documents. See Fixed Asset Policy and Procedures for established guidelines.
Vendor Invoice Type	1.0	Display Only. Defaults to the value entered in the **Vendor Invoice Type** field on the VIQ. This field displays one of the following values:

		• **References Prior Document** - The VIQ references a prior purchase order or service contract. • **No Prior Document Reference** - The VIQ does not reference a prior purchase order or service contract. • **Created from PV** - This record was automatically generated from the system's acceptance of a payment voucher document that had an Invoice Number, which did not correspond to an existing VIQ. • **No Entry** - The VIQ was modified.
Last Reference Number	3.0	**Display Only.** Defaults to the transaction code and document number of the most recent payment voucher document or manual warrant that referenced the Vendor Invoice.
Check Description	27.0	**Display Only.** Defaults to the value in the **Check Description** field on the VIQ. This value could be the necessary descriptive information associated with the VIQ.
Check Category	2.0	**Display Only.** Defaults to the value in the **Check Category** field on the VIQ. Refer to Check Category (CCAT) table for valid codes.
Single Check	1.0	**Display Only.** Defaults to the value in the **Single Check** field on the VIQ. This value will be **Yes** if the vendor has requested a single check for the VIQ. Otherwise, the value will be **No**.
Discount Type	1.0	**Display Only.** Defaults to the value in the **Discount Type** field on the VIQ. This value will be a Discount Type code if vendor offered a prompt payment discount on the invoice. Otherwise, this field is blank.
EFT Indicator	1.0	**Display Only.** Defaults to the value in the **EFT Indicator** field on the VIQ. This value will be **No** if the

		vendor has requested a check instead of an Electronic Funds Transfer (EFT) for this particular VIQ or if the vendor is not set up for EFT. If the vendor is set up for EFT, the value will be **Yes**, unless the vendor has requested a check instead of an EFT for this particular VIQ.
EFT Application Type	2.0	**Display Only.** Defaults to the application type, representing the intended application, or use, of the electronically transferred funds if **Yes** is in the **EFT Indicator** field. Otherwise, this field is blank.
Total Line	14.0	**Display Only.** Defaults to the sum of the total dollar amount for all the commodity lines.
Freight	14.0	**Not applicable.** The State of Missouri will not use this field.
Tax	14.0	**Not applicable.** The State of Missouri will not use this field.
Total Invoice	14.0	**Display Only.** Defaults to the sum of the total dollar amount for all the commodity lines on the VIQ.
Payment Voucher	14.0	**Display Only.** Defaults to the sum of the total dollar amount for all the accounting lines on the payment voucher.
Discount Code	1.0	**Not applicable.** The State of Missouri will not use this field.
Discount Total	14.0	**Not applicable.** The State of Missouri will not use this field. The total amount discounted from the cost of the commodity on this Vendor Invoice (VI) is displayed.
Total Quantity	12.0	**Display Only.** Defaults to the total quantity of all the commodity lines.
Freight Total	14.0	**Not applicable.** The State of Missouri will not use this field.

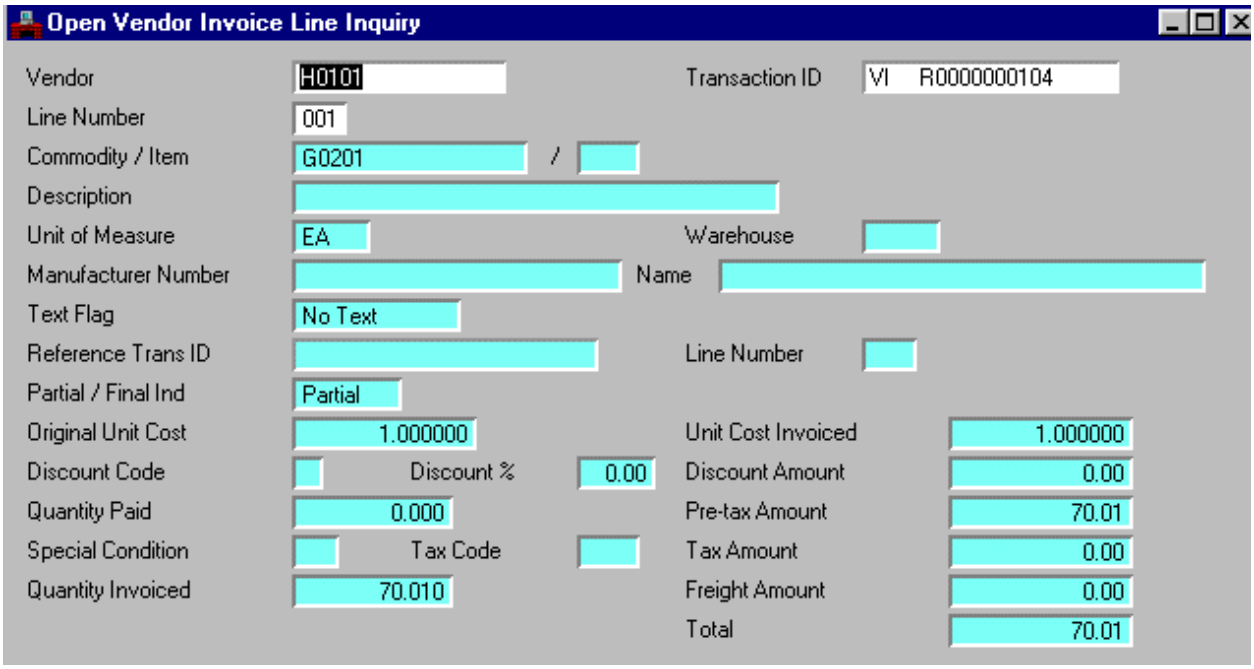
Tax Code	3.0	**Not applicable.** The State of Missouri will not use this field.
Use Tax Amt	14.0	**Not applicable.** The State of Missouri will not use this field.
Freight Indicator	1.0	**Not applicable.** The State of Missouri will not use this field.
Closed Date	6.0	**Display Only.** Defaults to the date the system accepts a payment voucher that fully pays this VIQ.

Open Vendor Invoice Line Inquiry (OVIL) Table

Purpose

The Open Vendor Invoice Line Inquiry (OVIL) table displays detailed information about individual lines of Quick Vendor Invoice (VIQ) documents. OVIL is updated when the system accepts a new or modified VIQ.

OVIL Coding Instructions



Field Name	Length	Definition

Vendor	11.0	**Requires Input.** Enter the vendor code. See Vendor Index (VEND) or Vendor Name Inquiry (VNAM) for valid codes.
Transaction ID	2.0	**Input Optional.** Enter VI and Vendor Invoice Number.
Line Number	3.0	**Input Optional.** Enter the commodity line number associated with the VIQ, if known.
Commodity/Item	14.0	**Display Only.** Defaults to the **Commodity Code** entered on the VIQ for the goods invoiced.
Description	30.0	**Display Only.** Defaults to the description of the commodity code entered on VIQ.
FA Type	1.0	**Not Applicable.** The State of Missouri will not use this field.
Unit of Measure	4.0	**Display Only.** Defaults to the unit of measure (box, each, dozen, etc.) for the goods invoiced, entered on VIQ. A Unit of Measure will not exist when the VIQ has referenced a service contract.
Warehouse	.	**Display Only.** Defaults to the value in the Warehouse field on the corresponding purchase order. This value will be the Warehouse code if the inventory Control Subsystem (ICS) is installed at your agency locations and the relevant commodity is a warehouse item. Refer to inventory (INV3) table for valid codes.
Manufacturer Number	20.0	**Not applicable.** The State of Missouri will not use this field.
Name	30.0	**Not applicable.** The State of Missouri will not use this field.
Text Flag	1.0	**Display Only.** Defaults to the value selected in the **Text** field on the VIQ. This value can be one of the following: • **Standard [S]** is displayed if standard text is associated with this vendor invoice,

		• **Custom [C]** is displayed if non-standard text is used • **No Text [blank]** is displayed if no text is used.
Reference Trans ID, Line Number	2.0	**Display Only.** Defaults to the purchase order transaction code, number, and commodity line number referenced by the VIQ.
Partial/Final Indicator	1.0	**Display Only.** Defaults to **Final** if a purchase order or service contract is referenced and the maximum quantity has been received or invoiced. Otherwise, this field defaults to Partial, indicating that a partial quantity has been received/invoiced or a partial dollar amount of a service contract has been invoiced.
Original Unit Cost	14.0	**Display Only.** Defaults to the original cost per unit of goods ordered before discounts were taken.
Unit Cost Invoiced	14.0	**Display Only.** Defaults to the cost per unit of goods ordered when discounts were taken.
Discount Code	1.0	**Not applicable.** The State of Missouri will not use this field.
Discount %	5.0	**Display Only.** Defaults to zero, since the State of Missouri will not be using a Discount code.
Discount Amount	14.0	**Display Only.** Defaults to zero, since the State of Missouri will not be using a Discount code. The total discount amount for the sum of all commodity lines is displayed.
Quantity Paid	12.0	**Display Only.** Defaults to the quantity of goods on the vendor invoice line that the payment voucher or manual warrant paid against. If this quantity is zero, one of the following conditions will exist: • A payment voucher or manual warrant has not been processed against the vendor invoice line.

		• A service contract was processed against the vendor invoice line. • A payment voucher was processed with a net zero dollar amount because of a credit memo.
Pre-Tax Amount	14.0	**Not applicable.** The State of Missouri will not use this field.
Special Condition	.	**Display Only.** Defaults to the value in the Special Condition field on the VIQ. This value can be any special condition associated with the receipt of the goods.
Tax Code	3.0	**Not applicable.** The State of Missouri will not use this field.
Tax Amount	14.0	**Not applicable.** The State of Missouri will not use this field.
Quantity Invoiced	12.0	**Display Only.** Defaults to the value in the Quantity field of the VIQ. This value will be the quantity of goods invoiced. If a service contract is referenced, the quantity will be zero.
Freight Amount	14.0	**Not applicable.** The State of Missouri will not use this field.
Total	14.0	**Display Only.** Defaults to the value in the Total Cost field on the VIQ. This value is the total cost of the commodity line, which is calculated by multiplying unit cost by quantity.

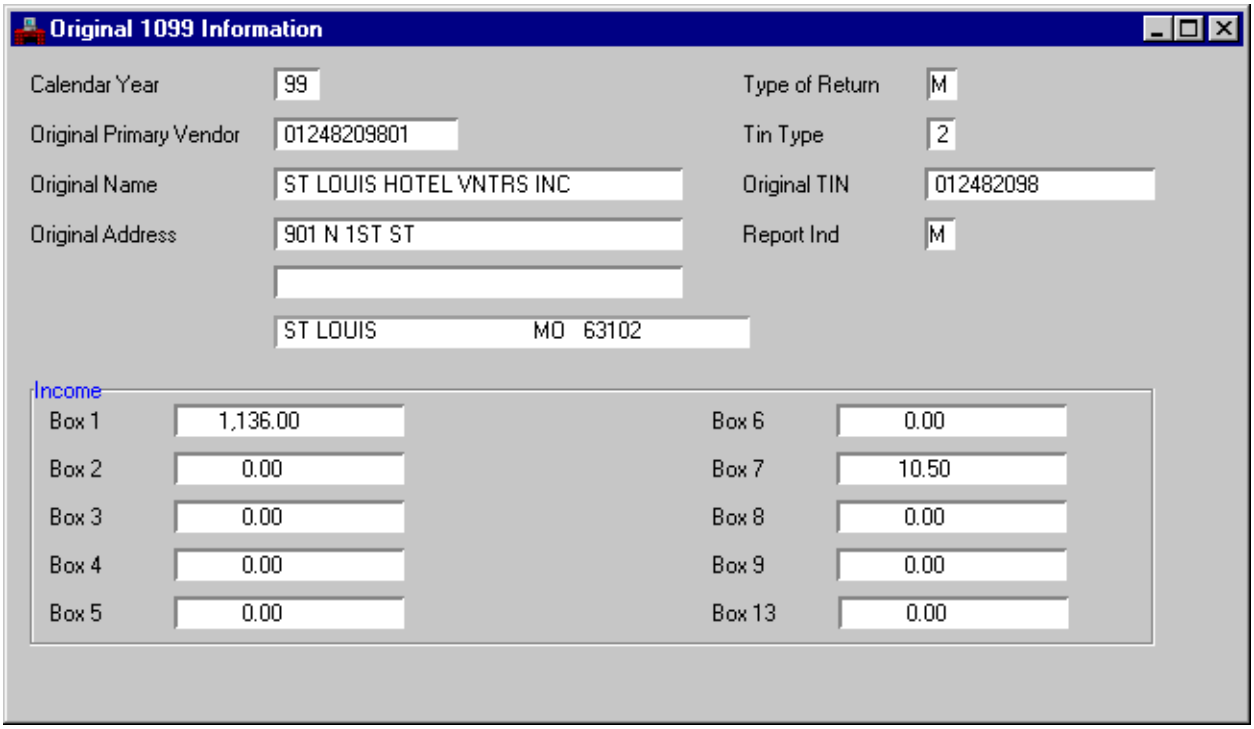
Original 1099 Information (TINF)

Purpose

Original 1099 Information (TINF) displays the original 1099 form information generated by the 1099 reporting process. This table is updated by the Form Generation Program, both prior to and during magnetic media processing. This information is used as a starting point for corrections processing after magnetic media process has occurred.

Income amounts are displayed at the consolidated level, meaning all secondary vendors will be consolidated with a related primary 1099 vendor and only one record for this relationship will exist on this table for each type of return. The TINF table displays the exact same fields as the Corrected 1099 Information (CINF) table, plus the Report Indicator. The TINF table provides an audit trail of the original information sent to the IRS, whereas CINF table shows all corrections made to the original information reported to the IRS.

TINF Coding Instructions



Field Name	Length	Definition
Calendar Year	2.0	**Requires Input.** Enter the calendar year to which the reported amounts apply. The year entered must be a valid calendar year in *yy* format.
Type of Return	1.0	**Requires Input.** Enter the type of return associated with the reported amount. Valid values are: • 1099-MISC [M] • 1099-INT [I] • 1099-G [G]

Original Primary Vendor	11.0	**Requires Input.** Enter the vendor code of the primary 1099 vendor. Refer to the 1099 Vendor Relationship (TVRL) table to obtain the primary 1099 vendor code associated with a secondary vendor.
TIN Type	1.0	**Display Only.** The Taxpayer ID Type of the primary 1099 vendor is displayed. Valid values are: • **Federal Business [1]** • **Social Security Number [2]**
Original Name	30.0	**Display Only.** The name of the primary 1099 vendor on the original 1099 form is displayed.
Original Address	30.0	**Display Only.** The address lines, city, state and zip code of the primary 1099 vendor on the original 1099 form are displayed.
Original TIN	9.0	**Display Only.** The TIN of the primary 1099 vendor on the original 1099 form is displayed.
Report Indicator	1.0	**Display Only.** This field is updated by the Form Generation off-line process. Valid values are: • **Forms Generation Processing [F]** • **Magnetic Media Processing [M]** • **Correction Processing [C]**
Income Box 1	14.2	**Display Only.** The Box (Income Type) 1 amount on the original 1099 form is displayed. The following income types correspond to Box 1: • 1099-MISC: Rents • 1099-INT: Interest Income • 1099-G: Unemployment Compensation
Income Box 2	14.2	**Display Only.** The Box 2 amount on the original 1099 form is displayed. The following income types correspond to Box 2:

		• 1099-MISC: Royalties • 1099-INT: Early Withdrawal Penalties • 1099-G: State or Local Income Tax Refunds, Credits or Offsets
Income Box 3	14.2	**Display Only.** The Box 3 amount on the original 1099 form is displayed. The following income types correspond to Box 3: • 1099-MISC: Prizes and Awards • 1099-INT: Interest on U.S. Savings bonds and Treasury Obligations • 1099-G: Not Applicable
Income Box 4	14.2	**Display Only.** The Box 4 amount on the original 1099 form is displayed. The following income type corresponds to Box 4 for all types of returns: • Federal Income Tax Withheld
Income Box 5	14.2	**Display Only.** The Box 5 amount on the original 1099 form is displayed. The following income types correspond to Box 5: • **1099-MISC:** Fishing Boat Proceeds • **1099-INT:** Foreign Tax Paid • **1099-G:** Not Applicable
Income Box 6	14.2	**Display Only.** The Box 6 amount on the original 1099 form is displayed. The following income types correspond to Box 6: • **1099-MISC:** Medical and Health Care Payments • **1099-INT:** Not Applicable • **1099-G:** Taxable Grants

Income Box 7	14.2	**Display Only.** The Box 7 amount on the original 1099 form is displayed. The following income types correspond to Box 7: • **1099-MISC:** Non-employee Compensation • **1099-INT:** Not Applicable • **1099-G:** Agricultural payments
Income Box 8	14.2	**Display Only.** The Box 8 amount on the original 1099 form is displayed. The following income types correspond to Box 8: • **1099-MISC:** Substitute Payments in Lieu of Dividends and Interest • **1099-INT:** Not Applicable • **1099-G:** Not Applicable
Income Box 9	14.2	**Display Only.** The Box 9 amount on the original 1099 form is displayed. The following income types correspond to Box 9: • **1099-MISC:** Direct Sales of Consumer Products for Resale • **1099-INT:** Not Applicable • **1099-G:** Not Applicable
Income Box 13<	14.2	**Display Only.** The Box 13 amount on the original 1099 form is displayed. The following income types correspond to Box 13: • **1099-MISC:** Payments to Attorneys and Golden Parachute Payments • **1099-INT:** Not Applicable • **1099-G:** Not Applicable

Organization (ORG2)

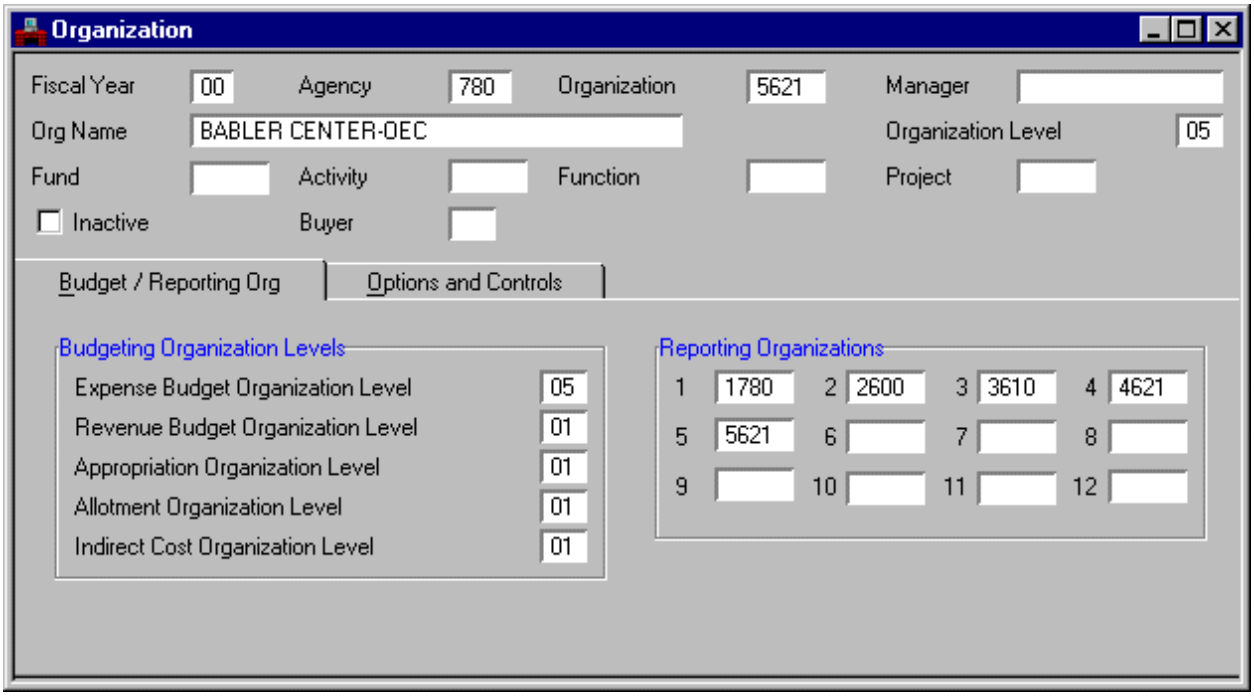
Purpose

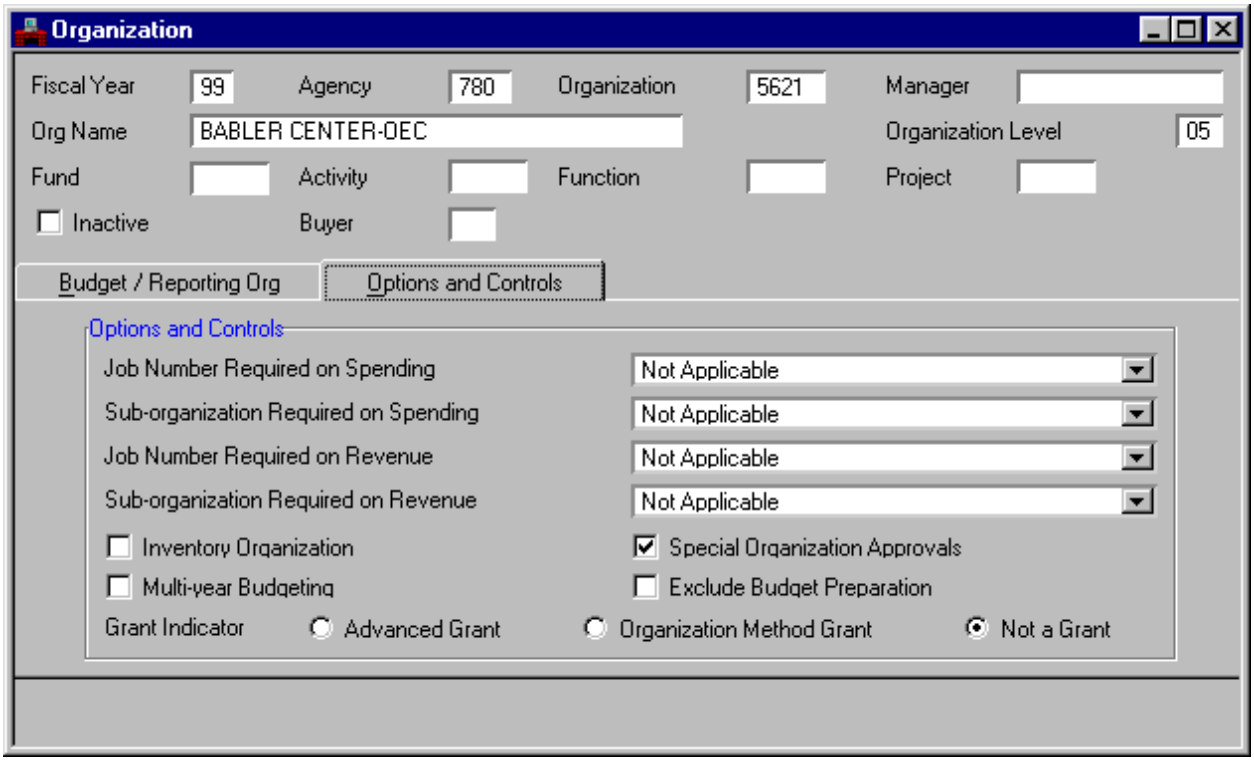
Organization (ORG2) table defines valid organizations and creates agency/organization relationships. Organizations are breakdowns of agencies. Agencies are divided into any number of organizations. This table also allows the definition of a twelve-level hierarchy among organizations within each agency.

Organization Hierarchy

The organization hierarchy (up to twelve levels) is established on the Organization (ORG2) table using the "Reporting Organizations" fields. Each organization that is established must be tied to a level in the organization hierarchy and each specific organization that it reports to defined. For example: 1) if the organization that is being established is "1300" and it is a level one (Organization level is "01") then "Reporting Organizations - field 1" would show "1300" with "Reporting Organizations fields 2-12 being blank. 2) If the organization that is being established is "2400" and it is a level two (Organization level is "02"), and it reports to organization "1300", then "Reporting Organizations - field 1" would show "1300", "Reporting Organizations - field 2" would show "2400" with "Reporting Organizations fields 3-12 being blank. This method would be used to establish all organizations.

ORG2 Coding Instructions





Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.

Agency	3	**Requires Input.** Enter the appropriate agency code. Refer to Agency Index (AGCY) for valid values.
Organization	4	**Requires Input.** Enter the organization code. If adding a new **Organization**, enter a code that is unique within the agency; if changing or deleting an existing organization, enter the affected value.
Manager	12	**Input Optional.** Enter the name exactly as you want it to appear on reports.
Org Name	30	**Requires Input.** Enter the organization name (up to thirty characters).
Organization Level<	2	**Requires Input.** Enter the level number of this organization in the twelve level organization hierarchy. • Enter **[01]** if this organization is in level one in the organization hierarchy. • Enter **[02]** if this organization is in level two in the organization hierarchy. • Enter **[03]** if this organization is in level three in the organization hierarchy. • When adding organizations in levels four though twelve, enter **[04]** through **[12]**, as applicable.
Org Name	30	**Requires Input.** Enter the organization name (up to thirty characters).
Fund	4	**Input Optional.** Leave **[blank]**. **Fund** will not be defaulted.
Activity	4	**Input Optional.** Enter the **Activity** code that is to be used as the system generated default when this organization is used on transactions. Leave **[blank]** if an activity code is not to be defaulted. Refer to Activity Index (ACTV) for valid activity codes. Defaults to **[blank]**.

Function	4	**Input Optional.** Enter the **Function** code that is to be used as the system generated default when this organization is used on transactions. Leave **[blank]** if a function code is not to be defaulted. Refer to Function (FUNC) for valid activity codes. Defaults to **[blank].**
Project	4	**Leave [blank].** Not used with extended project accounting.
Inactive	1	**Requires Input.** This will be checked if inactive.
Buyer	2	**Input Optional.** Enter a **Buyer** code to be used as the default buyer associated with the organization for Extended Purchasing System (EPS) documents.
Expense Budget Organization Level	2	**Requires Input.** Enter the organization level number at which the expense budget will be established in the hierarchy to which this organization reports.
Revenue Budget Organization Level	2	**Requires Input.** Enter the organization level number at which the revenue budget will be established in the hierarchy to which this organization reports.
Appropriation Organization Level	2	**Requires Input.** Enter the organization level number at which the appropriation will be established in the hierarchy to which this organization reports.
Allotment Organization Level	2	**Requires Input.** Enter the organization level number at which the allotment will be established in the hierarchy to which this organization reports.
Indirect Cost Org Level	2	**Requires Input.** Users input the organization hierarchy level at which Indirect Cost Percentages will be entered. The Indirect Cost Percentages are input on the Indirect Cost Percentage Entry (ICPE) table.
1-12	4	**Requires Input.** Enter the appropriate organization values for the higher level organizations to which this organization reports, as defined by the organizational tree. For example, if this is a level 4 organization, enter

Reporting Organizations Fields 1 through 12	2	the organization values for levels 1, 2 and 3 in fields 1-3. **Requires Input.** If the organization being established is a level one organization, (1) enter its organization code in Reporting Organizations field 1, and (2) leave the remaining Reporting Organizations fields (2 through 12) [blank]. If the organization being established is a level two (2) organization, (1) enter the organization code of the level one (1) organization it reports to in field 1, and enter its organization code in Reporting Organizations field 2. Leave the remaining Reporting Organizations fields (3 through 12) [blank].
Job Number Required on Spending	1	**Input Optional.** Defines whether job numbers are required on expenditure related transactions for this organization. Valid values are: • **[N]** Not required-Job Number is optional. • **[A]** Job Number is required on expenditure related transactions when an activity code is used. Job Number required for expenditure related transactions set on Activity (ACT2). • **[1]** Required on Pre-Encumbrance Transactions • **[2]** Required on Encumbrance Transactions • **[3]** Required on Expenditure Transactions Default is **[blank]** Not Applicable.
Sub-Organization Required on Spending	1	**Input Optional.** Defines if Sub-Organization codes must be entered on expenditure related transactions for this organization. Valid values are: • **[Y]** Sub organization is required

		• **[N]** Sub organization is optional • **[1]** Required on Pre-Encumbrance Transactions • **[2]** Required on Encumbrance Transactions • **[3]** Required on Expenditure Transactions Default is **[blank]** Not Applicable.
Job Number Required on Revenue	1	**Input Optional.** Defines whether job numbers are required on revenue related transactions for this organization. Valid values are: • **[N]** Not required-Job Number is optional. • **[A]** Job Number is required on revenue transactions when an activity code is used. Job Number required for revenue set on Activity (ACT2). • **[Y]** Job Number required on revenue transactions Default is **[Not Applicable]**.
Sub-Organization Required on Revenue	1	**Input Optional.** Defines if Sub-Organization codes are required on revenue related transactions for this organization. Valid values are: • **[Y]** Sub organization is required • **[N]** Sub organization is optional and not required Defaults to **[blank]** Not Applicable.
Inventory Organization	1	**Input Optional.** Click on box to set **[X]** (Yes) if this organization is a warehouse inventory organization for the inventory sub system. Leave box **[blank]** (No) if not an **Inventory Organization**. Default is cleared **[blank]** (No).

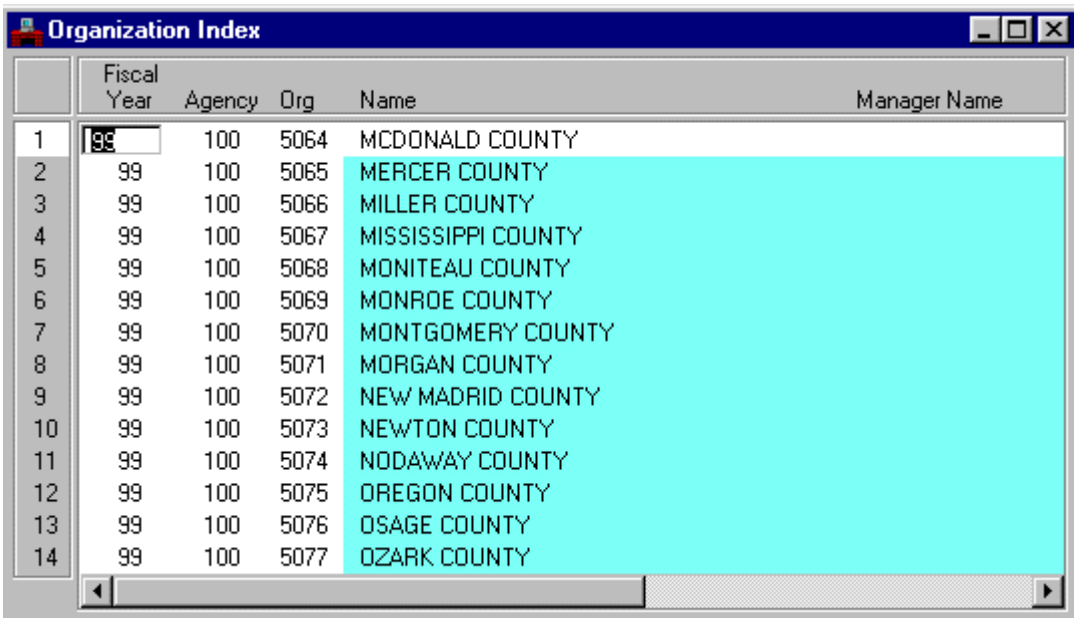
Special Organization Approvals	1	**Requires Input.** Select box **[Y]** default. Required for approval of documents.
Multi-Year Budgeting	1	**Leave [blank].** Not applicable. Default is cleared **[N]**.
Exclude Budget Preparation	1	**Leave box [blank]** (No). Not applicable. Default is cleared **[N]**.
Grant Indicator	1	**Not applicable.** Grant indicator not applicable in SAM II. State of Missouri is using the Federal Aid Management Sub-system.

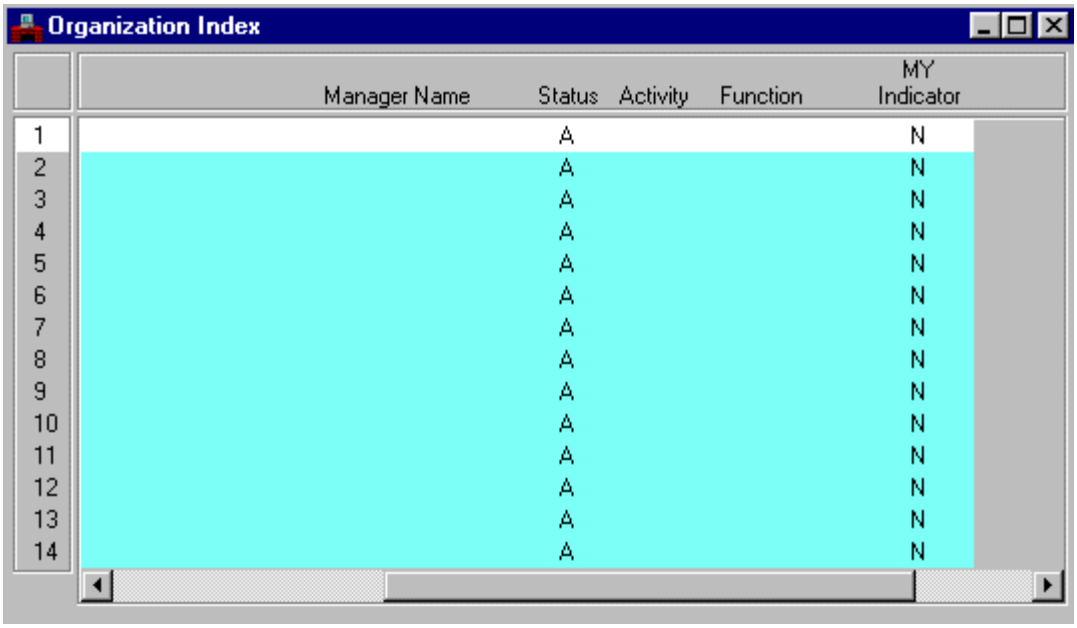
Organization Index (ORGN)

Purpose

This is a system maintained table. The Organization Index (ORGN) table displays valid organizations values and agency/organization relationships. Organizations are a breakdown of agencies.

ORGN Coding Instructions





Field Name	Length	Definition
Fiscal Year	2	Displays the last two digits of the applicable fiscal year.
Agency	3	**Input Optional.** To limit the data to view, can select an agency. Otherwise displays the agency code.
Org	4	**Requires Input.** Displays the organization code.

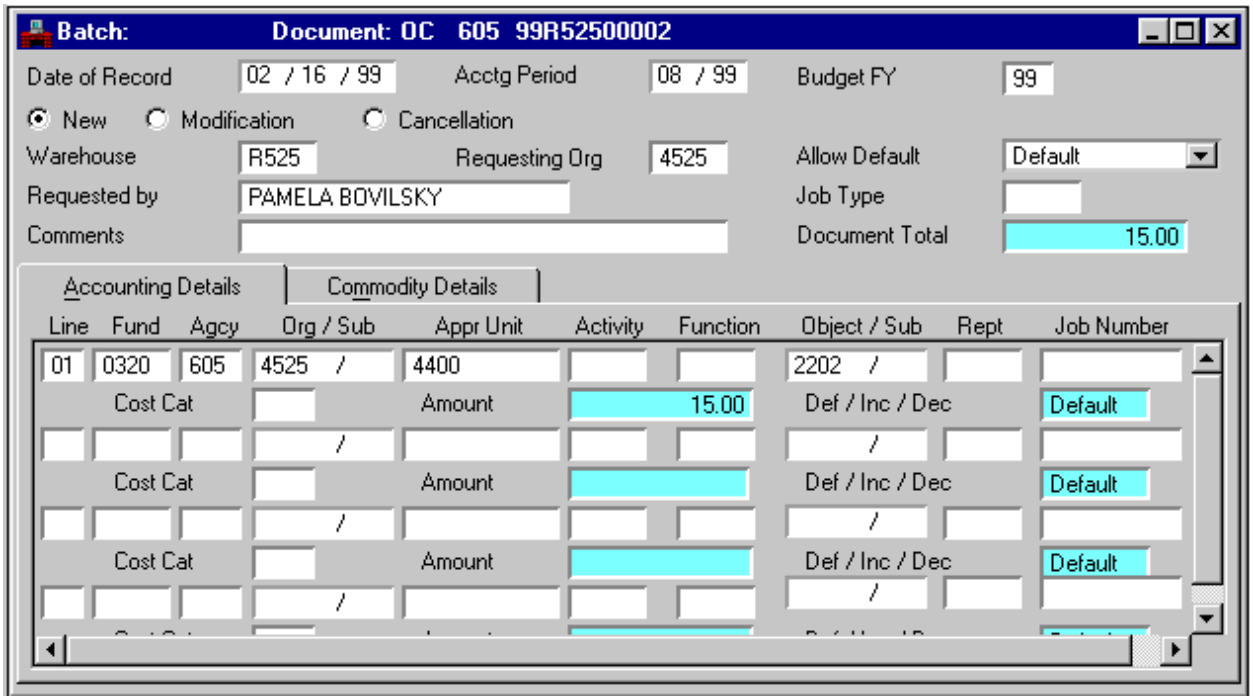
Name	30	**Display Only.** The organization name is displayed.
Manager Name	12	**Display Only.** The name of the organization manager is displayed.
Status	1	**Display Only.** Displays **[A]** (Active) if this agency/organization combination is active, allowing transactions to post against it. Displays **[I]** (Inactive) if the combination is inactive (no transactions can post using it).
Activity	4	**Display Only.** The activity code to be system generated as the default for transactions using this organization is displayed.
Function	4	**Display Only.** The function code to be system generated as the default for transactions using this organization is displayed.
MY Indicator	1	**Display Only.** Displays N.

Over the Counter (OC)

Purpose

The Over the Counter (OC) document enables stock items to be taken directly from an on-hand status to an issued status. The process enables the requestor to place an order and immediately take possession of the stock items.

OC Coding Instructions

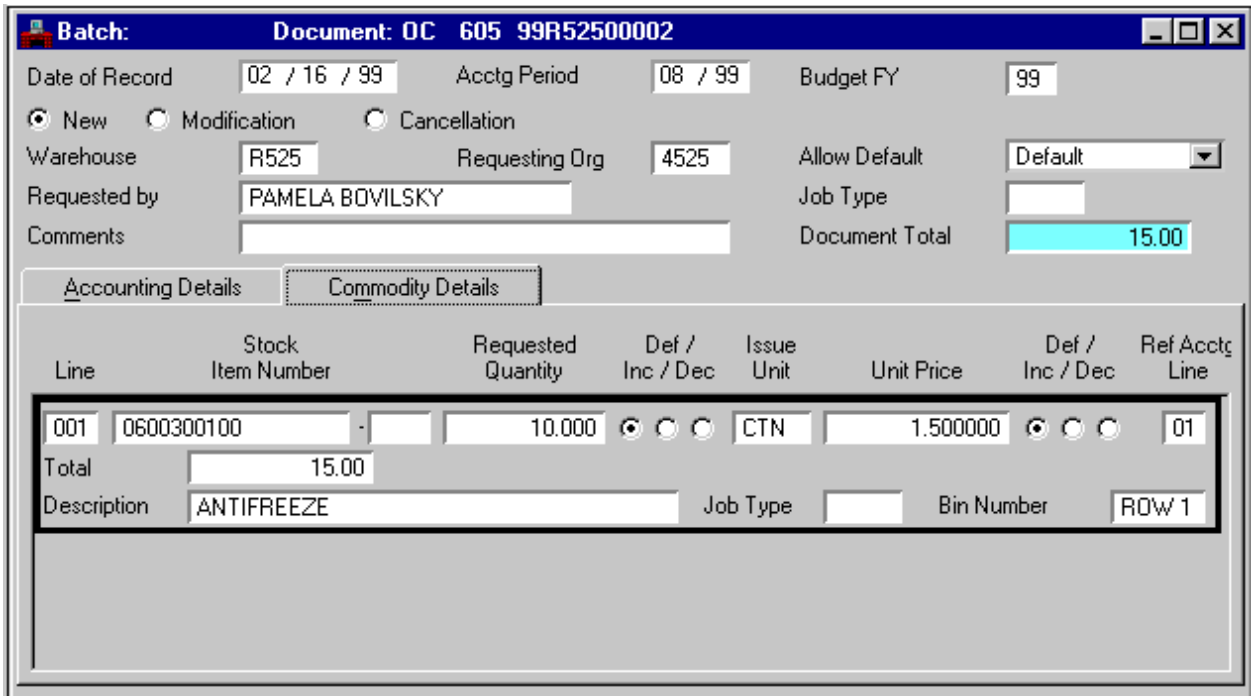


Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
Accounting Period	4	**Input Optional.** If left blank, this field defaults to the current accounting period. Nothing will appear in this field before processing the document.
Budget FY	2	**Input Optional.** If this OC is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification/ Cancellation [Action]	…	**Requires Input.** Defaults to New. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This OC modifies a previous OC by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can

		only be changed by canceling the existing line's codes and entering a new line with new codes (a line is canceled by decreasing the line amount to zero). All other codes cannot be changed. • **Cancellation** - This OC cancels a previous OC. You cannot cancel an OC if it is referenced by a subsequent OC.
Warehouse	4	**Requires Input.** Enter the warehouse issuing the stock items. Refer to Warehouse Management Index (WHSE) for valid codes.
Requesting Org	4	**Requires Input.** Enter the code for the appropriate organization. Refer to Organization Index (ORGN) table for valid codes.
Allow Default	...	**Not Applicable.** Leave this at the Default setting.
Requested by	20	**Requires Input.** Enter the name of the person to whom you want questions should be addressed regarding the order.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.
Comments	30	**Input Optional.** Enter up to thirty characters of text you want associated with this order.
Document Total	11.2	**Display Only.** The sum of all lines for this document is displayed after processing.
Accounting Details View		
Line	2	**Requires Input.** Enter a two-digit number for each line on the document. Numbers from **01 - 99** are valid.
Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.

Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Organization Org/Sub	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization Org/Sub	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) for valid codes.
Activity	4	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Obj/Sub)	4	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) for valid codes.
Rept	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate

		Report Category code. Refer to the Reporting Category (RPTG) table for valid codes.
Job Number	8	**Input Optional.** If this document records an expenditure related to a job or project, enter the appropriate number. If a Job Number is entered, the first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If a Project Number is entered, and the project includes use of Capitol Improvement Appropriations and the procurement is pursuant to RsMO Chapter 8, the Project Number must be assigned by OA Design and Construction (OA/D&C).
Cost Cat	3	**Not Applicable.** The State of Missouri will not use this field.
Amount	11.2	**Display Only.** The system computes and displays the cost that is charged to this account distribution from the item lines entered on the Commodity Details view of this document.
Def/Inc/Dec	...	**Display Only.** Valid values are **Default, Decrease,** and **Increase**. This is inferred from the Commodity Details view.



Field Name	Length	Definition
Line	3	**Requires Input.** Enter a three-digit number for each line on the document. Numbers from **001 - 999** are valid.
Stock Item Number	14.3	**Requires Input.** Enter the number that identifies the stock item requested. Refer to Inventory Inquiry (1 of 3) (INVN) for valid codes.
Requested Quantity	7.3	**Requires Input.** Enter the quantity of stock items being requested.
Def/Inc/Dec	...	**Input Optional.** Default is default. On a modification document, select **Increase** or **Decrease** (reflects the change in quantity ordered).
Issue Unit	4	**Display Only.** The standard unit of issue from Inventory Inquiry (1 of 3) (INVN) is displayed in this field after processing the document.
Unit Price	7.6	**Display Only.** The current unit price from A href="http://mocoad.state.mo.us/accounting/codinginst/I/#INVN">Inventory Inquiry (1 of 3) (INVN) is displayed after processing the document.

Def/Inc/Dec	...	**Input Optional.** Defaults to blank. If this is a modification transaction and Unit Price is entered, valid values are **Increase** and **Decrease**.
Ref Line Acct	2	**Input Optional.** Defaults to the first account distribution line entered on the Accounting Details View of this document. If a different line number of the account distribution should be charged for this item, enter the line number.
Total	11.2	**Display Only.** The system computes the total price by extending unit price multiplied by the quantity.
Description	30	**Display Only.**This description of the stock item is inferred from Inventory Inquiry (1 of 3) (INVN) after processing the document.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.
Bin Number	5	**Display Only.** The location of the item in the warehouse is displayed after processing the document.

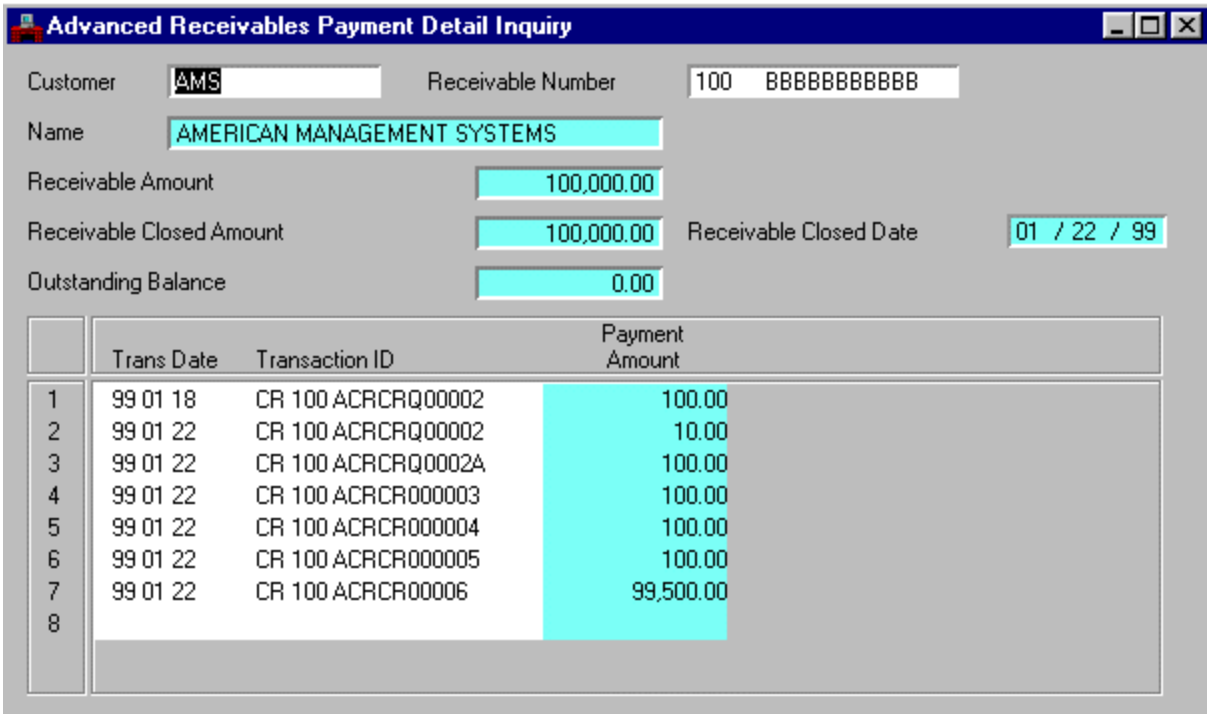
P

Payment Detail Inquiry (PDET)

Purpose

The Payment Detail Inquiry (PDET) table lists Cash Receipt (CR) and Non-Sufficient Funds (NF) documents processed against a particular receivable.

This table is used to make inquiries about the payments and non-sufficient checks posted against an open Receivable. This table is only used to provide information. Users cannot perform any updates and/or data entry in the table. The table is accessible to all SAM II users.



Field Name	Length	Definition
Customer	11	**Requires Input**. Enter the 10 digit Customer code representing the Customer from which payments were received. **Input Optional.** If applicable, enter the 1-digit alternate address indicator code of Customer from which payments were received. See Customer Information Inquiry 1 of 2 (CUST) for valid values or use Customer Name Inquiry (CUSN) to search for valid Customer codes using the Customer's name.
Receivable Number	14	**Requires Input.** Enter the document number of the Receivable (RE) transaction for which payments were received.
Name	30	**Display Only**. Displays the name of the Customer for the code entered in the **Customer** field.
Receivable Amount	14.2	**Display Only.** Displays the amount billed to the Customer. This amount includes any modifications made through modifying receivables, receivable credit memos, or non-sufficient funds documents.

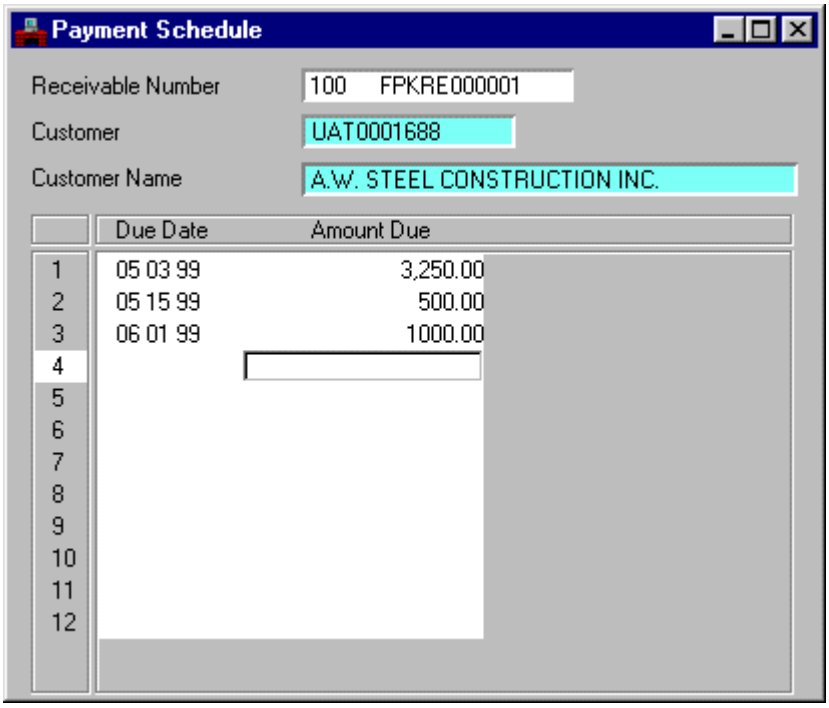
Receivable Closed Amount	14.2	**Display Only.** Displays the amount collected for the Receivable from the Customer to date. This equals the receivable amount when the Receivable is closed.
Receivable Closed Date	6	**Display Only.** Displays the date on which final payment is received. This is the date when **Receivable Closed Amount** equals **Receivable Amount**. This is also the date when the Receivable is written off after never receiving payment from the Customer.
Outstanding Balance	14.2	**Display Only.** Displays the amount still owed by the Customer.
Trans Date	6	**Input Optional.** Enter the date (*mm/dd/yy*) when the listed transaction is processed in SAM II. This is inferred from the **Date of Record** field of the Cash Receipt (CR) or Non-Sufficient Funds (NF) document.
Transaction ID	16	**Input Optional.** Enter the transaction code (**CR** or **NF**) and document number of document associated with the Receivable.
Payment Amount	14.2	**Display Only.** Displays the amount of the associated Cash Receipt (CR) or Non-Sufficient Funds (NF) document.

Payment Schedule (PSHD)

Purpose

The Payment Schedule (PSHD) table is used to establish payment schedules for Customers who are delinquent on payments and have entered into a repayment agreement with the State of Missouri.

PSHD Coding Instructions



Field Name	Length	Definition
Receivable Number	14	**Requires Input.** Enter the document number of the Receivable (RE) transaction for which a payment schedule is established.
Customer	11	**Display Only.** Displays the Customer code representing the Customer who entered into the payment schedule agreement. This is inferred from Open Receivable Header (OREH) and displayed.
Customer Name	30	**Display Only.** Displays the name of the Customer for the code entered in the **Customer** field. This is inferred from Open Receivable Header (OREH) and displayed.
Due Date	6	**Requires Input.** Enter the date (*mm/dd/yy*) when one of the scheduled payments is due and payable.
Amount Due	14.2	**Requires Input.** Enter the dollar amount due for the applicable receivable on the specified due date. Must ensure that the sum of all the amounts is not greater than the outstanding balance for the receivable on Open Receivable Header (OREH).

Payment Voucher (PV)

Purpose

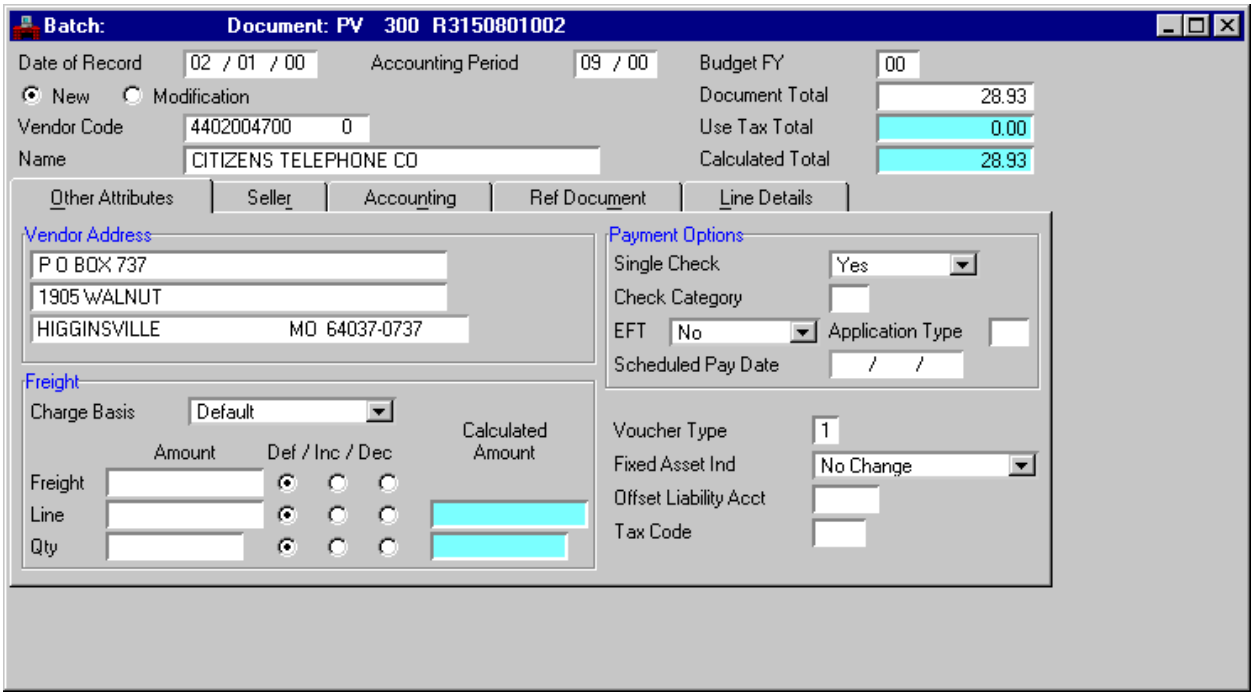
A Payment Voucher (PV) document is used in SAM II to record recurring payments. The document is generated from the recurring payment process. A recurring payment is established on the Recurring Payment Voucher (REPV) table. On the night the program is ran, SAM II automatically generates a Payment Voucher (PV) using the information contained on REPV and produces a check after the PV is accepted as long as it was for a fixed amount and there are no errors. A recurring payment can be made on a weekly, monthly, bimonthly, quarterly, or one-time future basis. The State of Missouri uses the monthly frequency only. Leases, annuities, and utilities are examples of recurring payments.

Recurring payments may be encumbered (i.e. the PV can reference a purchase order). The associated purchase order must be established with linking off to keep an Automated Payment Voucher (PVA) from being generated. If a PV references a purchase order, acceptance of the PV will liquidate the encumbrance.

For online agencies, the recurring payment can be either a constant or variable amount.

See Payment Document Processing for more information about Recurring Payments.

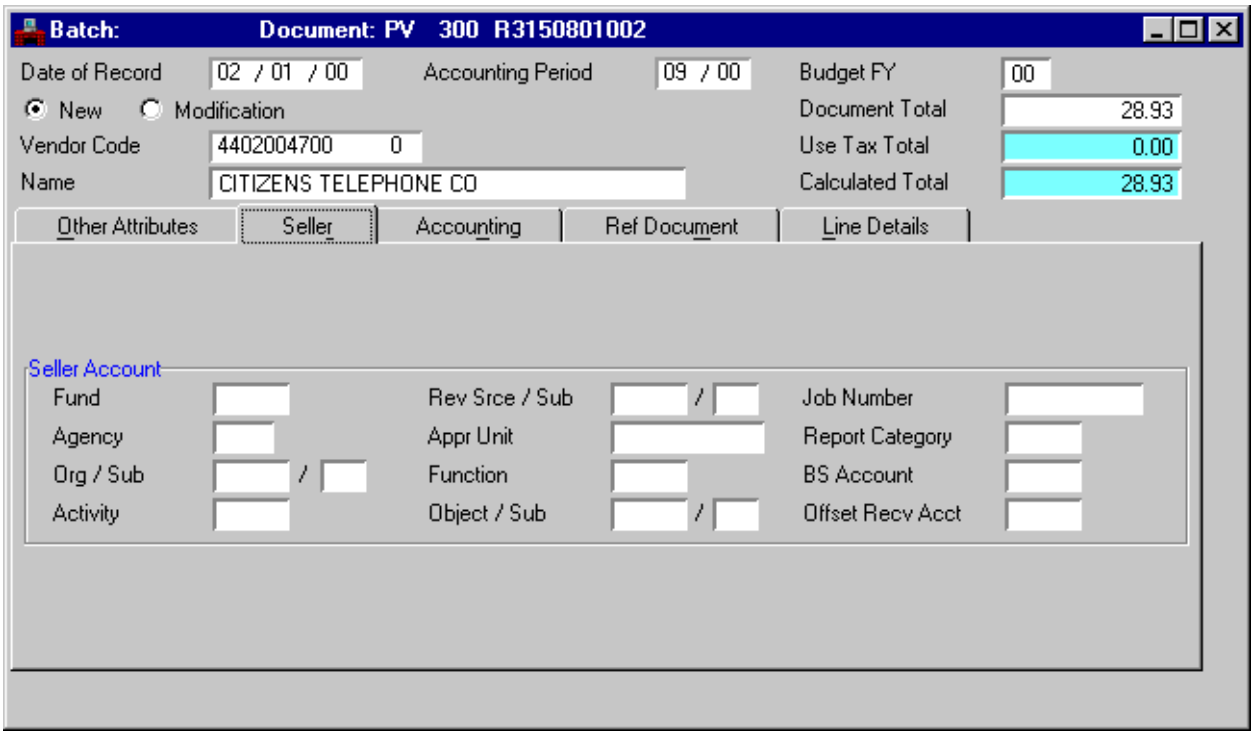
PV Coding Instructions



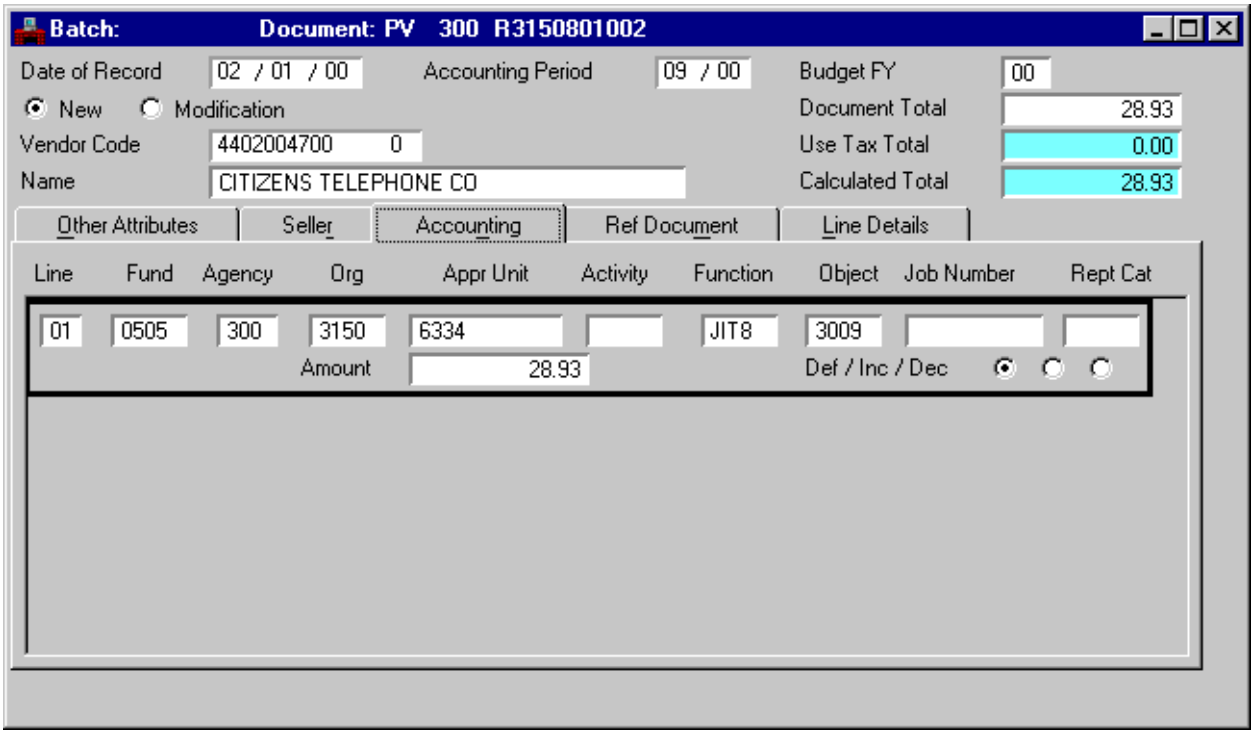
Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system runs the REPV job to generate the PV documents or to the acceptance date of the PV document.
Accounting Period	4	**Input Optional.** Defaults to the accounting period the REPV job generates the PV document or to the accounting period of the accepted PV document.
Budget FY	2	**Input Optional.** Defaults to the fiscal year the REPV job generates the PV document or to the fiscal year of the accepted PV document.
New/Modification [Action]	1	**Input Optional.** Default is **New [E]**. Valid values are: **New [E] -** This is a new document (new entry). **Modification [M] -** This allows you to add lines to a previous document, change the amounts on existing lines (not accounting codes), or cancel a line (decrease a line amount to zero). To change accounting codes in an existing line, you must cancel the existing line and enter a new line with the new codes. A line is canceled by decreasing the line amount to zero (select the decrease option on the **Def/Inc/Dec** field when a line amount is being decreased to zero). You can record both these lines on the same document by entering **Modification [M]** .
Document Total	14.2	**Requires Input.** Enter the net amount of all lines on the document, if REPV amount was marked as fill in. If REPV had amount filled in the system will default to document total.
Vendor Code	11	**Input Optional.** Default inferred from REPV entry.
Use Tax Total	14.2	**Not Applicable.** Do not enter data in this field.
Name	30	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2).

Calculated Total	14.2	**Display Only.** This field contains the system-computed total of the line amounts.
Vendor Address	30	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2).
Charge Basis	1	**Not Applicable.** Do not enter data in this field.
Freight (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Freight(Def/Inc/Dec)	1	**Not Applicable.** Do not enter data in this field.
Line (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Line(Def/Inc/Dec)	1	**Not Applicable.** Do not enter data in this field.
Line (Calculated Amount)	14.2	**Not Applicable.** This field will not contain data.
Qty (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Qty(Def/Inc/Dec)	1	**Not Applicable.** Do not enter data in this field.
Qty (Calculated Amount)	14.2	**Not Applicable.** This field will not contain data.
Single Check	1	**Input Optional.** Defaults to entry made on REPV table. If incorrectly checked on REPV, correct at this time.
Check Category	2	**Input Optional.** Defaults to entry made on REPV table. If incorrect check category was entered, correct code may be entered.
EFT	1	**Input Optional.** Defaults to entry made on REPV entry. If incorrect EFT was chosen on REPV, correct at this time.
Application Type	2	**Input Optional.** Defaults to entry made on REPV entry. If incorrect Application Type was chosen on REPV, correct at this time.
Scheduled Pay Date	6	**Input Optional.** Defaults to entry made on REPV entry.

Voucher Type	1	**Not Applicable.** This field is not used in SAM II. The value of the field will always default to '**1**' indicating an external vendor payment.
Fixed Asset Ind	1	**Input Optional.** Defaults to entry made on REPV entry.
Offset Liability Acct	4	**Not Applicable.** Do not use this field.
Tax Code	3	**Not Applicable.** Do not use this field.



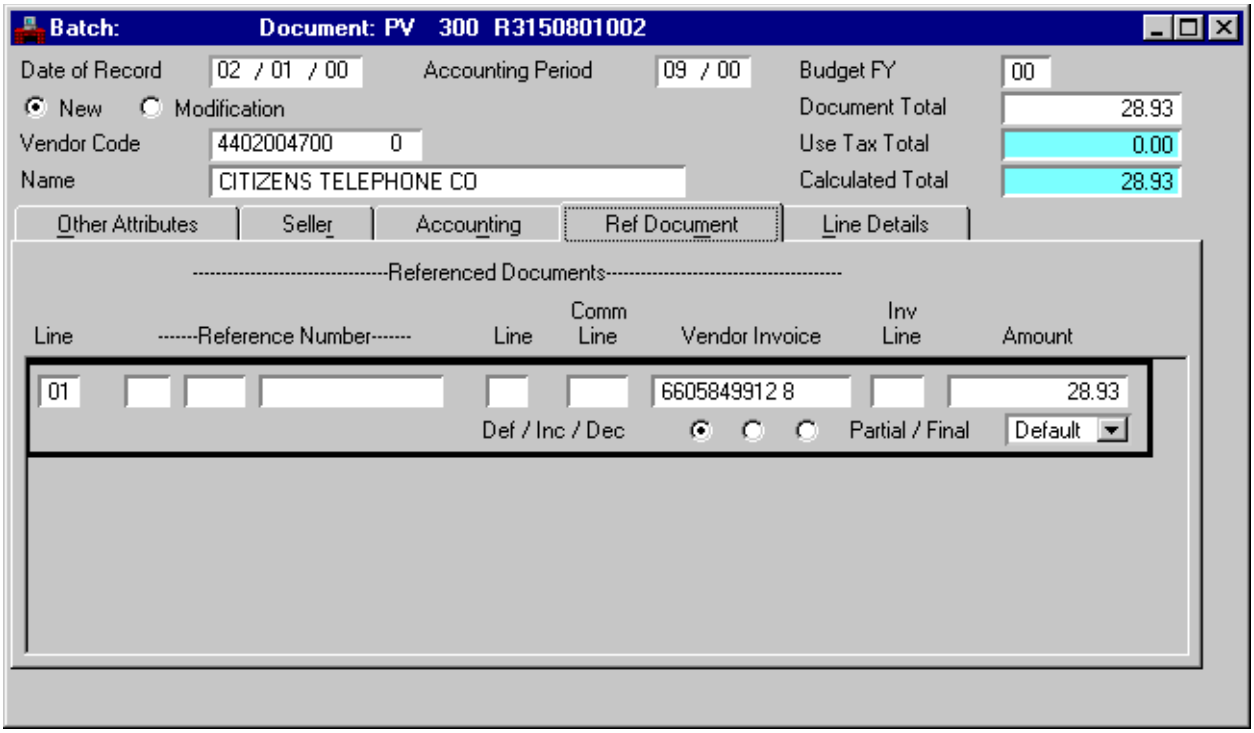
NOTE: The "Seller" tab is not being used by the state.



Field Name Length Definition

Line	2	**Requires Input.** Defaults to line entered on REPV entry. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	4	**Input Optional.** Defaults to entry made on REPV entry.
Agency	3	**Input Optional.** Defaults to entry made on REPV entry.
Org	4	**Input Optional.** Defaults to entry made on REPV entry.
Appr Unit	4	**Input Optional.** Defaults to entry made on REPV entry.
Activity	4	**Input Optional.** Defaults to entry made on REPV entry.
Function	4	**Input Optional.** Defaults to entry made on REPV entry.
Object	4	**Input Optional.** Defaults to entry made on REPV entry.
Job Number	6	**Input Optional.** Defaults to entry made on REPV entry.
Rept Cat	4	**Input Optional.** Defaults to entry made on REPV entry.

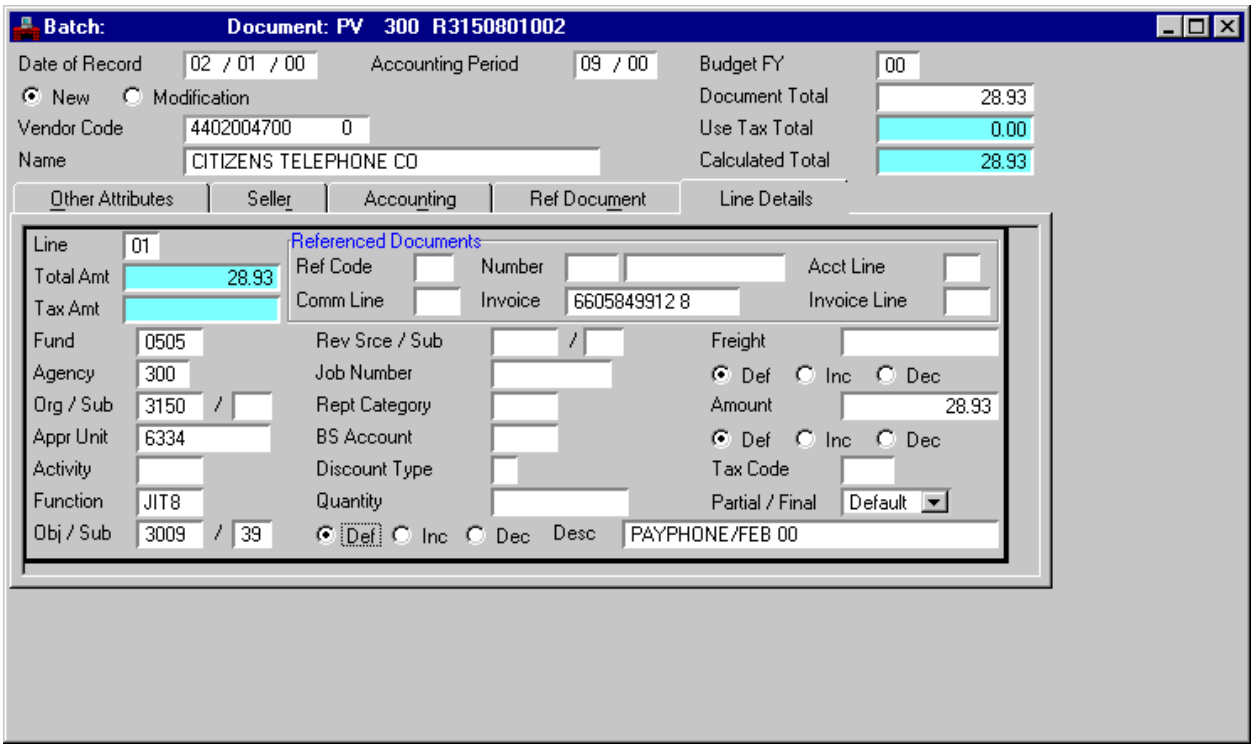
FA Type	1	**Conditional.** This field is required for a Fixed Asset object. Enter the Fixed Asset Type. These values are user-defined values on Fixed Asset Type (FATP).
Amount	14.2	**Input Optional.** If the recurring payment is for an item with a fluctuating dollar amount such as utilities, the **Amount** field will contain the words ****FILL IN**** on the generated PV. Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.



Field Name Length Definition

Line	2	**Input Optional.** Defaults to line entered on REPV entry. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Number	16	**Input Optional.** Defaults to entry made on REPV entry.
Line	2	**Input Optional.** Defaults to entry made on REPV entry.
Comm Line	3	**Input Optional.** Defaults to entry made on REPV entry.
Vendor Invoice	12	**Requires Input.** Default from entry made on REPV table if one was entered. If left blank on REPV, enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not entered, enter vendor invoice number. In rare cases where a vendor's invoice number does not exist assign an invoice number. The invoice number could be the date or some other unique code.
Inv Line	3	**Input Optional.** Defaults to entry made on REPV entry. If left blank on REPV, enter invoice line number used on associated VIQ document.
Amount	14.2	**Requires Input.** Default from amount entered on REPV entry. If amount on REPV was marked as fill-in, enter the amount associated with this payment.
Def/Inc/Dec	1	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Partial/Final	1	**Input Optional.** Defaults to **Default [blank]**. Valid values are: **Default [blank]** - This will leave this field blank. **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). **Final [F]** - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F]** - if the total amount

expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit of $50.00 or 5% exists for how much the total amount expensed can exceed the purchase order amount.



Field Name	Length	Definition
Line	2	**Requires Input.** Defaults from line entered on REPV entry. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Total Amt	14.2	**Display Only.** The total amount of this line is displayed. The system will calculate the total amount from the amount supplied and the calculated adjustment amount.
Tax Amt	14.2	**Not Applicable.** Tax codes are not used within the State of Missouri.
Reference Documents	16	**Input Optional.** Defaults to entry made on REPV entry.

Ref Code and Number		
Acct Line	2	**Input Optional.** Defaults to entry made on REPV entry.
Comm Line	3	**Input Optional.** Defaults to entry made on REPV entry.
Invoice	12	**Requires Input.** Default from entry made on REPV table if one was entered. If left blank on REPV, enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not entered, enter vendor invoice number. In rare cases where a vendor's invoice number does not exist assign an invoice number. The invoice number could be the date or some other unique code.
Invoice Line	3	**Input Optional.** Defaults to entry made on REPV entry. If left blank on REPV, enter invoice line number used on associated VIQ document.
Fund	4	**Input Optional.** Defaults to entry made on REPV entry.
Agency	3	**Input Optional.** Defaults to entry made on REPV entry.
Organization (Org/Sub)	4	**Input Optional.** Defaults to entry made on REPV entry.
Sub-Organization (Org/Sub)	2	**Input Optional.** Defaults to entry made on REPV entry.
Appr Unit	4	**Input Optional.** Defaults to entry made on REPV entry.
Activity	4	**Input Optional.** Defaults to entry made on REPV entry.
Function	4	**Input Optional.** Defaults to entry made on REPV entry.
Object (Object/Sub)	4	**Input Optional.** Defaults to entry made on REPV entry.
Sub-Object (Object/Sub)	2	**Input Optional.** Defaults to entry made on REPV entry.

Rev Srce (Rev Srce/Sub)	4	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev Srce/Sub)	2	**Not Applicable.** Do not enter data in this field.
Job Number	6	**Input Optional.** Defaults to entry made on REPV entry.
Rept Category	4	**Input Optional.** Defaults to entry made on REPV entry.
BS Account	4	**Not Applicable.** Do not enter data in this field.
Discount Type	1	**Input Optional.** Defaults to entry made on REPV entry.
Quantity	12	**Input Optional.** Defaults to entry made on REPV entry.
Def/Inc/Dec	1	**Input Optional.** Default is **Default [blank]**. Indicates whether the amount in Quantity is an **Increase [I]** or **Decrease [D]. Decrease [D]** is valid on a new document as long as Discount Type is blank and a requisition is not being referenced. **Decrease [D]** is used on new documents to record credit memos.
Partial/Final	1	**Input Optional.** Defaults to **Default [blank]**. This field is used only when a purchase order is referenced. Valid values are: **Default [blank]** - This will leave this field blank. **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). **Final [F]** - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F]** - if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit of $50.00 or 5% exists for how much the total amount expensed can exceed the purchase order amount.
Freight	14.2	**Not Applicable.** Do not enter data in this field.
Def/Inc/Dec	1	**Not Applicable.** Do not enter data in this field.

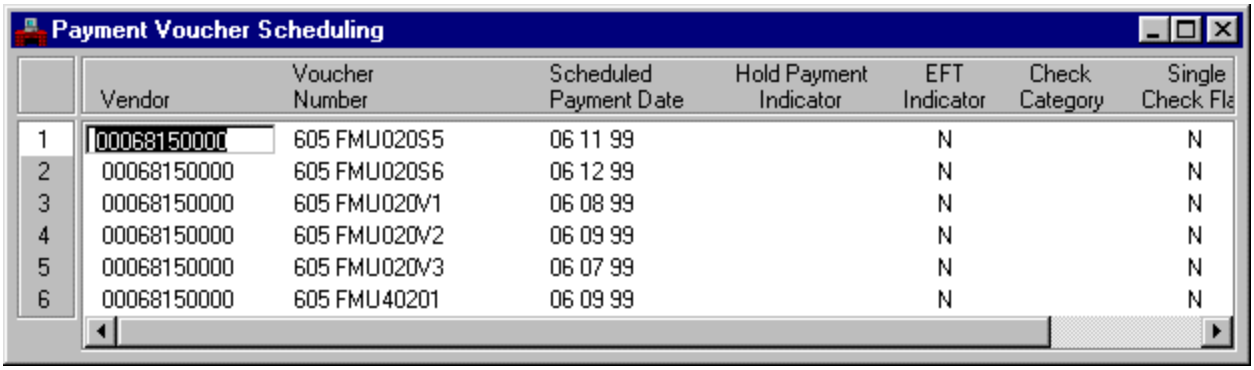
Amount	14.2	**Requires Input.** Default from amount entered on REPV entry. If amount on REPV was marked as fill-in, enter the amount associated with this payment.
Def/Inc/Dec	1	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Tax Code	3	**Not Applicable.** Do not enter data in this field.
Desc	17	**Input Optional.** Enter general descriptive information to be recorded with this transaction.

Payment Voucher Scheduling (SCHD)

Purpose

The Payment Voucher Scheduling (SCHD) table is used in the automated check writing process. SAM II agency users will have inquiry only access to this table. The SCHD table allows OA/ACC to change or remove the scheduled payment date on payment vouchers or remove and put payment vouchers on hold, preventing the vouchers from being paid regardless of what their scheduled payment date is. Removal of the hold status from a voucher; can be done, add, or change, or remove a check category for a voucher; and flag (or remove a flag from) a voucher to have a single check printed for it:

SCHD Coding Instructions



Field Name Length Definition

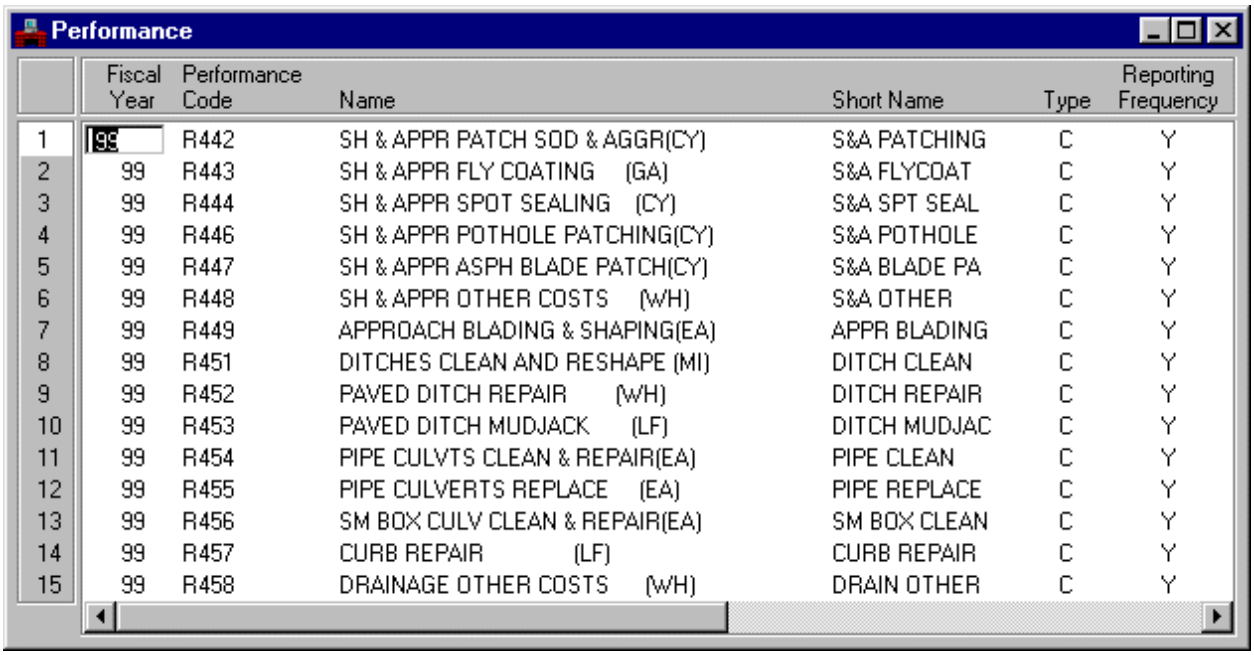
Vendor	11	**Requires Input.** Enter the vendor number used on the payment voucher document.
Voucher Number	14	**Input Optional.** Enter the payment voucher document number.
Scheduled Payment Date	6	**Input Optional.** Enter a different scheduled payment date recorded than what was an Open Payment Voucher Header Inquiry (OPVH), by entering the new date (*mm dd yy*) here.
Hold Payment Indicator	1	**Input Optional.** If you want to prevent the voucher from being paid through the automated check writing process, enter **H - Hold** in this field. To reschedule the voucher for payment, display the appropriate voucher line and delete the **H - Hold** in the **Hold Payment Indicator** field. Check the scheduled date for accuracy.
EFT Indicator	1	**Input Optional.** When you want to change a voucher from Electronic Funds Transfer (EFT) processing to Cash Disbursements processing, enter **N** in this field. This value can only be changed from **Y** to **N** and when you change this value to **N**, the application type of the payment voucher is removed by the system from the field on the Open Payment Voucher Header (OPVH) table.
Check Category	2	**Input Optional.** If you want to add, change or delete a check category for a voucher, enter the new category for an add or change, or spaces to delete. Please refer to the Check Category (CCAT) table for valid values.
Single Check Flag	1	**Input Optional.** Enter this field if you want to change the payment method for a voucher recorded in Open Payment Voucher Header Inquiry (OPVH). Enter **"Y"** (Yes) for payment by a single check for this voucher. Enter **"N"** (No) for payment by one summarized check which represents this voucher amount combined with other vouchers for the vendor, within the same check category.

Performance (PMTB)

Purpose

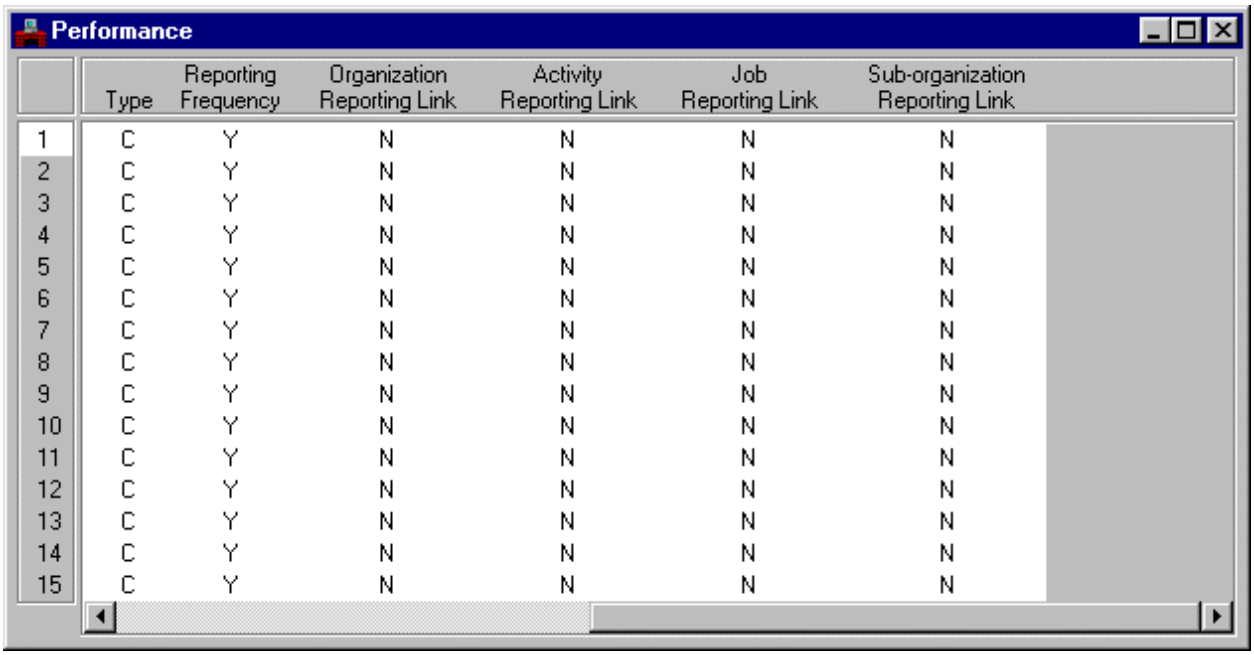
Performance (PMTB) defines all valid performance measurement tasks in the system. It also specifies various financial and reporting options for each task.

PMTB Coding Instructions



Performance

	Fiscal Year	Performance Code	Name	Short Name	Type	Reporting Frequency
1	99	R442	SH & APPR PATCH SOD & AGGR(CY)	S&A PATCHING	C	Y
2	99	R443	SH & APPR FLY COATING (GA)	S&A FLYCOAT	C	Y
3	99	R444	SH & APPR SPOT SEALING (CY)	S&A SPT SEAL	C	Y
4	99	R446	SH & APPR POTHOLE PATCHING(CY)	S&A POTHOLE	C	Y
5	99	R447	SH & APPR ASPH BLADE PATCH(CY)	S&A BLADE PA	C	Y
6	99	R448	SH & APPR OTHER COSTS (WH)	S&A OTHER	C	Y
7	99	R449	APPROACH BLADING & SHAPING(EA)	APPR BLADING	C	Y
8	99	R451	DITCHES CLEAN AND RESHAPE (MI)	DITCH CLEAN	C	Y
9	99	R452	PAVED DITCH REPAIR (WH)	DITCH REPAIR	C	Y
10	99	R453	PAVED DITCH MUDJACK (LF)	DITCH MUDJAC	C	Y
11	99	R454	PIPE CULVTS CLEAN & REPAIR(EA)	PIPE CLEAN	C	Y
12	99	R455	PIPE CULVERTS REPLACE (EA)	PIPE REPLACE	C	Y
13	99	R456	SM BOX CULV CLEAN & REPAIR(EA)	SM BOX CLEAN	C	Y
14	99	R457	CURB REPAIR (LF)	CURB REPAIR	C	Y
15	99	R458	DRAINAGE OTHER COSTS (WH)	DRAIN OTHER	C	Y



Performance

	Type	Reporting Frequency	Organization Reporting Link	Activity Reporting Link	Job Reporting Link	Sub-organization Reporting Link
1	C	Y	N	N	N	N
2	C	Y	N	N	N	N
3	C	Y	N	N	N	N
4	C	Y	N	N	N	N
5	C	Y	N	N	N	N
6	C	Y	N	N	N	N
7	C	Y	N	N	N	N
8	C	Y	N	N	N	N
9	C	Y	N	N	N	N
10	C	Y	N	N	N	N
11	C	Y	N	N	N	N
12	C	Y	N	N	N	N
13	C	Y	N	N	N	N
14	C	Y	N	N	N	N
15	C	Y	N	N	N	N

Field Name **Length Definition**

Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Performance Code	4	**Requires Input**. Enter the performance code. The performance code must begin with the Agency Identifier.
Name	30	**Requires Input**. Enter the name for the performance code, include the unit of measure. This field will be used on reports.
Short Name	12	**Input Optional**. Enter the abbreviated name to appear on reports when there is not sufficient space for the full name.
Type	1	**Requires Input**. Enter the manner in which performance-to-date is reported. Valid values are: ***C*** Performance-to-date is expressed as a cumulative total of all performance. ***A*** Performance-to-date is expressed as a monthly average.
Reporting Frequency	1	**Requires Input**. Enter the frequency at which performance targets are established. Valid values are: ***M*** Targets are established by monthly. ***Y*** Targets are established annually.
Organization Reporting Link	1	**Input Optional**. Defaults to ***N***. Enter ***Y*** when a meaningful relationship exists between the performance task and an organization (i.e. an organization with budgeted and actual expenditures relates directly to the task).
Activity Reporting Link	1	**Input Optional**. Defaults to ***N***. Enter ***Y*** when a meaningful relationship exists between the performance task and an activity (i.e. an activity with budgeted and actual expenditures relates directly to the task).
Job Reporting Link	1	**Input Optional**. Defaults to ***N***. Enter ***Y*** when a meaningful relationship exists between the performance task and a job (i.e. a job with actual expenditures relates directly to the task).

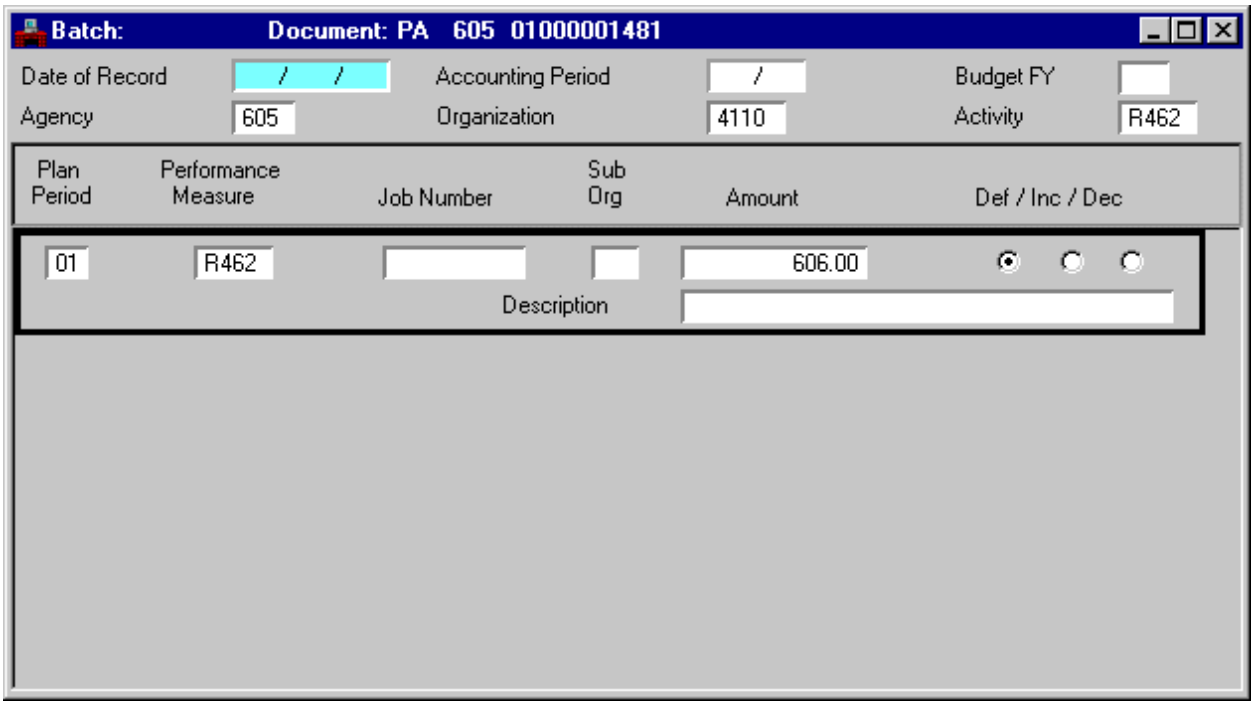
Sub-Organization Reporting Link	1	**Input Optional**. Defaults to ***N***. Enter ***Y*** when a meaningful relationship exists between the performance task and a sub-organization (i.e. a sub-organization with actual expenditures relates directly to the task).

Performance Actual (PA)

Purpose

The Performance Actual (PA) document records actual performance values for a specific task. A PT must be processed prior to processing a PA.

PA Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Input Optional**. Default is the date the document is accepted. Enter the date (*mmddyy*) that you want to associate with this document (usually the current date).
Accounting Period	2/2	**Input Optional**. Defaults to the current accounting period. Transactions recorded in another open period are entered as ***mm yy***. Future accounting periods can be used.

Budget Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Agency	3	**Input Conditional**. Required if the **Organization Reporting Link** or **Sub-Organization Reporting Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Agency Index (AGCY) for valid values.
Organization	4	**Input Conditional**. Required if the **Organization Reporting Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Organization Index (ORGN) for valid values.
Activity	4	**Input Conditional**. Required if the **Activity Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Activity Index (ACTV) for valid values.
Line Items		
Plan Period	2	**Requires Input**. Valid values depend on the **Reporting Frequency** field on Performance (PMTB). If the **Reporting Frequency** is ***Y*** (yearly), then enter ***01***. If the **Reporting Frequency** is ***M*** (monthly), then enter the appropriate accounting period (e.g. ***01, 02…12/13)***.
Performance Measure	4	**Requires Input**. Enter the four-digit performance code from Performance (PMTB).
Job Number	8	**Input Conditional**. Required if the **Job Reporting Link** is ***Y*** on Performance (PMTB); otherwise, optional. See Job Index (JOBT) for valid values.
Sub-Org	2	**Input Conditional**. Required if the **Sub-Organization Reporting Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.
Amount	11.2	**Input Optional**. Enter the actual units of performance for the planning period specified. Include two decimal places.
Def / Inc / Dec	1	**Input Optional**. Defaults to ***Default [blank]***. On a modification transaction, select ***Increase [I]*** or ***Decrease [D]***.

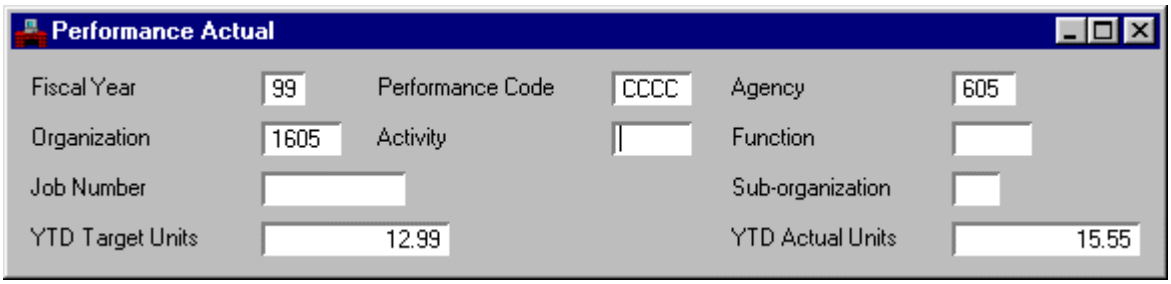
Description	30	**Input Optional**. Enter up to thirty characters of informational text for reporting purposes only.

Performance Actual (PERF)

Purpose

Performance Actual (PERF) lists all performance measures, with their related codes, for which targets are established. It is used by the system to validate Performance Actual (PA) documents, ensuring that they match the coding structure established by the Performance Target (PT) documents. The table also maintains year-to-date total of actual performance.

PERF Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Performance Code	4	**Requires Input**. Enter the performance code. The performance code must be a MoDOT maintenance activity. See Activity Index (ACTV) for valid values.
Agency	4	**Input Optional**. Enter the agency code which relates to this performance measure, if applicable. See Agency Index (AGCY) for valid values.
Organization	4	**Input Optional**. Enter the organization code which relates to this performance measure, if applicable. See Organization Index (ORGN) for valid values.

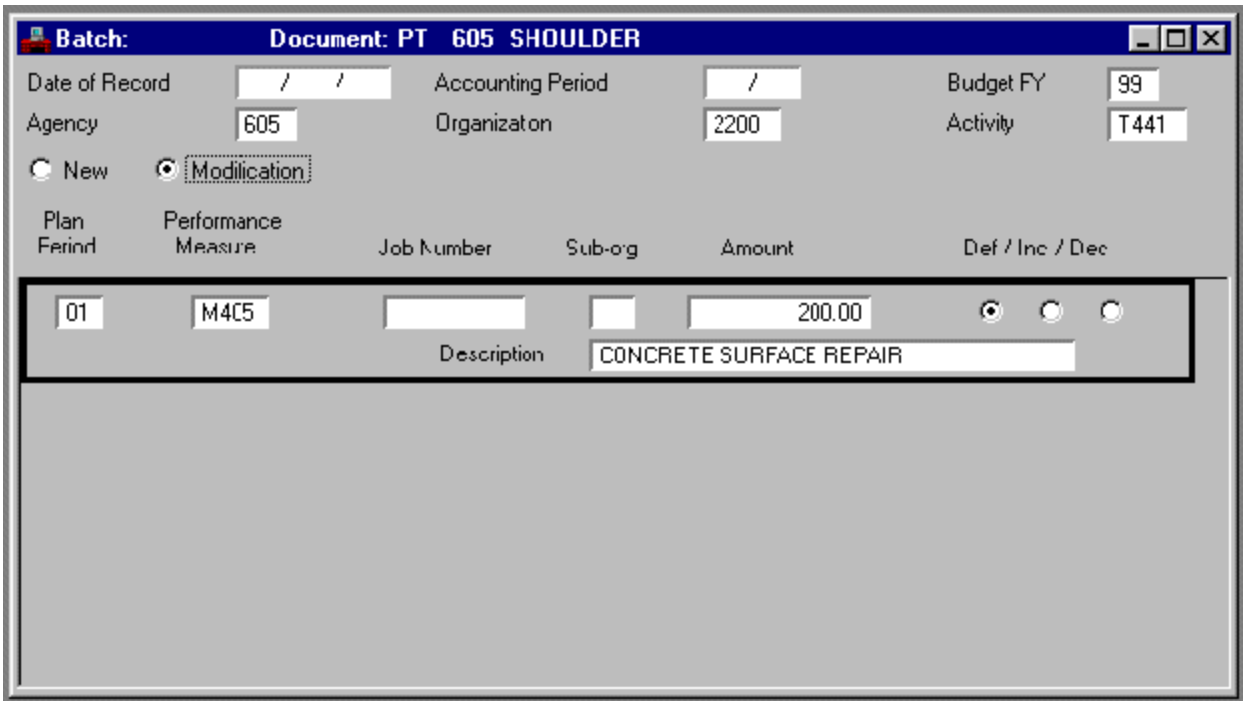
Activity	4	**Input Optional**. Enter the activity code which relates to this performance measure, if applicable. See Activity Index (ACTV)for valid values.
Function	4	**Input Optional**. Enter the function code which relates to this performance measure, if applicable. See Function (FUNC) for valid values.
Job Number	8	**Input Optional**. Enter the job number used on the Performance Target (PT) document for the performance code, if it exists. See Job Index (JOBT) for valid values.
Sub-Organization	2	**Input Optional**. Enter the sub-organization code which relates to this performance measure, if applicable. See Sub-Organization (SORG) for valid values.
YTD Target Units	14	**Display Only**. The expected performance measurement target for the performance task is displayed.
YTD Actual Units	14	**Display Only**. The total actual performance, from all Performance Actual (PA) documents, is displayed.

Performance Target (PT)

Purpose

The Performance Target (PT) document records an expected performance target for a specific task. It also sets up relationships between performance measurement codes and organizations, sub-organizations, activities, and jobs. A PT must be processed for every performance code established.

PT Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Input Optional**. Default is the date the document is accepted. Enter the date (*mmddyy*) that you want to associate with this document (usually the current date).
Accounting Period	2/2	**Input Optional**. Defaults to the current accounting period. Transactions recorded in another open period are entered as ***mm yy***. Future accounting periods can be used.
Budget Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Agency	3	**Input Conditional**. Required if the **Organization Reporting Link** or **Sub-Organization Reporting Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Agency Index (AGCY) for valid values.
Organization	4	**Input Conditional**. Required if the **Organization Reporting Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Organization Index (ORGN) for valid values.

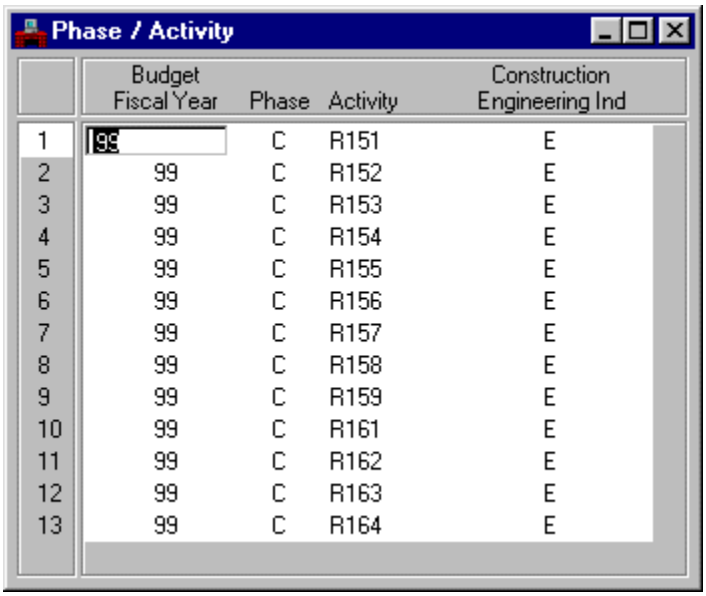
Activity	4	**Input Conditional**. Required if the **Activity Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Activity Index (ACTV) for valid values.
Line Items		
Plan Period	2	**Requires Input**. Valid values depend on the **Reporting Frequency** field on Performance (PMTB). If the **Reporting Frequency** is ***Y*** (yearly), then enter ***01***. If the **Reporting Frequency** is ***M*** (monthly), then enter the appropriate accounting period (e.g. ***01, 02...12/13)***.
Performance Measure	4	**Requires Input**. Enter the four-digit performance code from Performance (PMTB).
Job Number	8	**Input Conditional**. Required if the **Job Reporting Link** is ***Y*** on Performance (PMTB); otherwise, optional. See Job Index (JOBT) for valid values.
Sub-Org	2	**Input Conditional**. Required if the **Sub-Organization Reporting Link** field is ***Y*** on Performance (PMTB). Otherwise, this field is optional. See Sub-Organization (SORG) for valid values.
Amount	11.2	**Requires Input**. Enter the estimated performance goal (target units) for the planning period specified. Include two decimal places.
Def / Inc / Dec	1	**Input Optional**. Defaults to ***Default [blank]***. On a modification transaction, select ***Increase [I]*** or ***Decrease [D]***.
Description	30	**Input Optional**. Enter up to thirty characters of informational text for reporting purposes only.

Phase/Activity (PACT)

Purpose

Phase/Activity (PACT) is used to establish the valid combinations of fiscal year, phase and activity. It is used to validate the phase and activity codes entered in the financial documents. Phase/Activity (PACT) also establishes whether an activity is to be designated as construction engineering (CE) for the phase. This is a user maintained window which is set up at the time the subsystem is installed and normally does not need modification.

PACT Coding Instructions



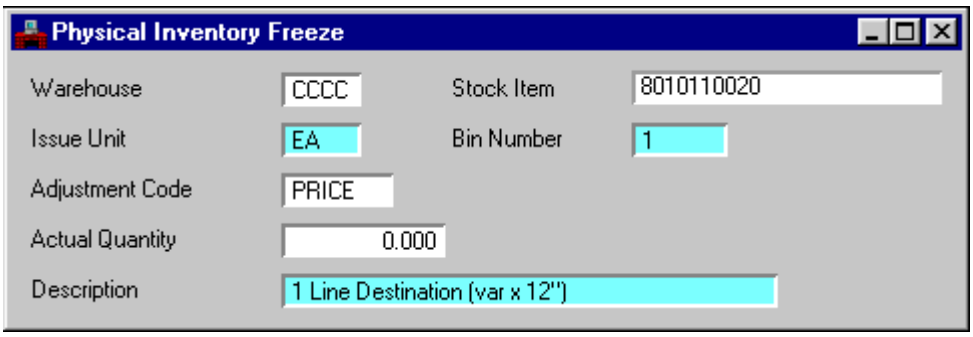
Field Name	Length	Definition
Budget Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Phase	2	**Requires Input**. Enter a valid project phase from Project Phase (PRPH).
Activity	4	**Requires Input**. Enter the code(s) for the activities during this phase. See Activity Index (ACTV) for valid values.
Construction Engineering Indicator	1	**Input Optional**. Enter **E** if the activity is to be designated as construction engineering. Otherwise, leave this field blank.

Physical Inventory Freeze (INVF)

Purpose

The Physical Inventory Freeze (INVF) table stores information for the physical inventory to reconcile the actual accounts with the on-hand (system) quantities. Details of the stock items are inferred from the Inventory Inquiry (1 of 3) (INVN) table. Records are added to this table by running the Inventory Freeze offline program, and then by entering the information manually.

INVF Coding Instructions



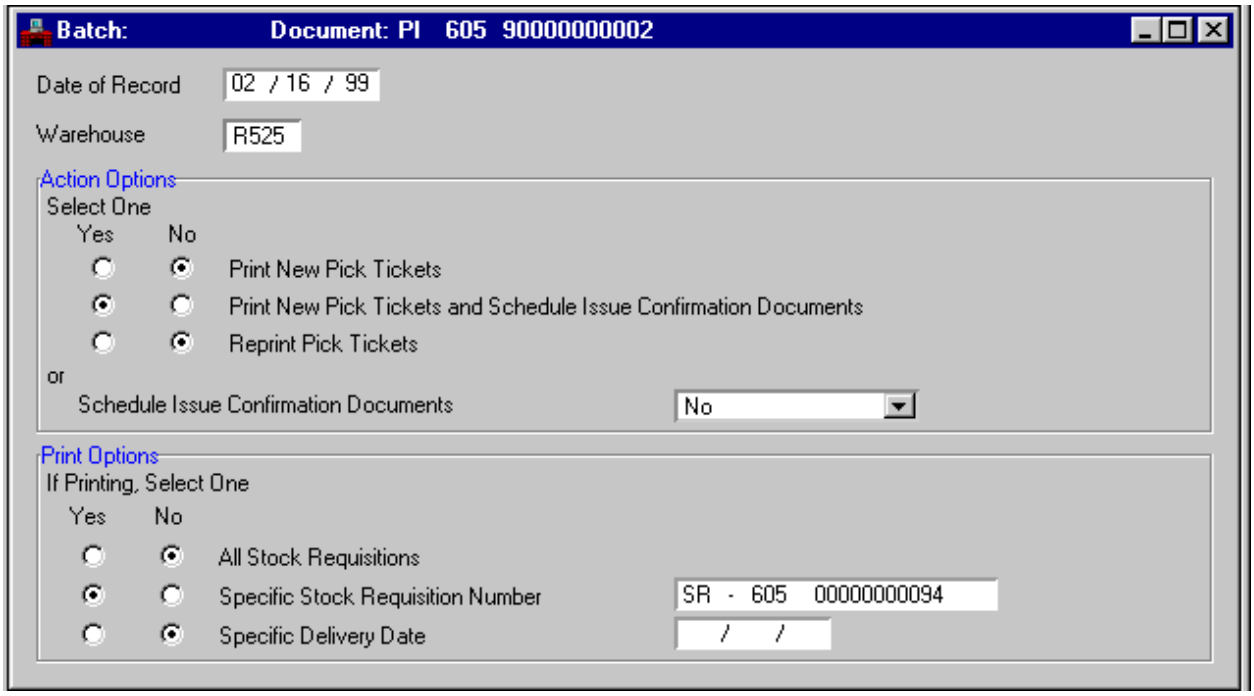
Field Name	Length	Definition
Warehouse	4	**Requires Input**. Enter the warehouse where the physical inventory will take place. Refer to the Warehouse Management Index (WHSE) table for valid codes.
Stock Item	14.3	**Requires Input**. Enter the stock item code frozen. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes.
Issue Unit	4	**Display Only**. This field indicates the unit of measure for this stock item; for example, box.
Bin Number	5	**Display Only**. The location of the item in the warehouse is inferred from INV3.
Adjustment Code	6	**Requires Input**. Enter the appropriate adjustment code. Refer to Adjustment Code (ADJC) for valid codes.
Actual Quantity	7.3	**Requires Input**. Enter the actual quantity of the stock items counted during the physical inventory.
Description	30	**Display Only**. A description of the stock item is displayed.

Pick and Issues (PI)

Purpose

The Pick and Issues (PI) document prints pick tickets based on previously processed Stock Requisition (SR) documents and generates the associated Stock Issue Confirmation (CI) documents. It has no accounting effects.

PI Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
Warehouse	4	**Input Required**. Enter the warehouse responsible for printing the pick tickets and scheduling the issue confirmation documents. Refer to Warehouse Management (WHS2) for valid codes.

Action Options - Select One Option

Print New Pick Tickets	…	**Input Optional**. This option should be selected if you want to print pick tickets, but not schedule Stock Issue Confirmation (CI) documents at the present time. The pick tickets are printed and the system generates the CI documents. The CI documents are put on a "Held" status. WORKFLOW will route the CI documents that are being held to your SAM II Inbox, where they will remain until they are processed. Once the requested stock items have been physically counted and released o the requestor, the CI documents should then be retrieved from your Inbox and processed on an individual basis. These CI documents may also be scheduled on a date

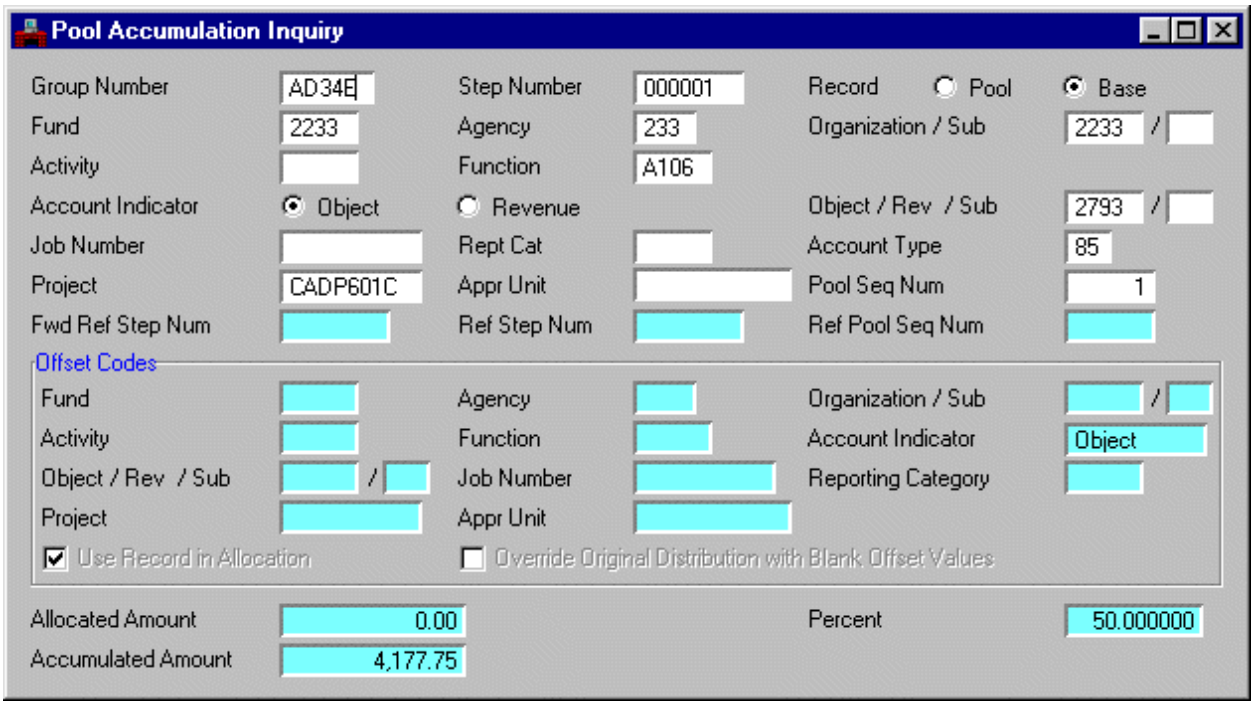
		basis, by selecting **Schedule Issue Confirmation Documents**.
Print New Pick Tickets and Schedule Issue Confirmation Documents	...	**Input Optional**. This option should be selected if you want to print tickets and schedule the Stock Issue Confirmation (CI) documents at the same time. The pick tickets are printed and the system generates the CI documents. The CI documents are processed at the same time. This option completes the entire issuance process and no further actions need to be taken.
Reprint Pick Tickets	...	**Input Optional**. This option should be selected if additional copies of specific print tickets are needed.
Schedule Issue Confirmation Documents	...	**Input Optional**. This option should be selected if **Print New Pick Tickets** was selected and the Stock Issue Confirmation (CI) documents on a "Held" status are ready to be scheduled. You can schedule Issue Confirmation documents by **Delivery Date** or by **Pick Date**. The date should then be entered in the **Specific Delivery Date** field.
Print Options		(If you selected an Action Option to print tickets, you **MUST** select one of the following print options.)
All Stock Requisitions	...	**Input Optional**. This option should be selected if print tickets will be printed for all newly processed Stock Requisition (SR) documents.
Specific Stock Requisition Number	.../2.311	**Input Optional**. This option should be selected if a print ticket will only be printed for a specific Stock Requisition (SR) document.
Specific Delivery Date	.../6	**Input Optional**. This option should be selected if print tickets or issue confirmations will be printed for all Stock Requisition (SR) documents with deliveries falling on a specified date. The date is then entered in the date field.

Pool Accumulation Inquiry (PACC)

Purpose

Pool Accumulation Inquiry (PACC) displays information on pool and base records necessary to compute the desired allocations.

PACC Coding Instructions



Field Name	Length	Definition
Group Number	5	**Requires Input.** Enter the number assigned for this group.
Step Number	6	**Requires Input.** Enter the number assigned for this step within this group.
Record	1	**Requires Input.** Select **Pool [P]** for a pool record **or Base [B]** for a base record.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund for the pool or base record. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency for the pool or base record. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.

Organization/Sub	4	**Requires Input.** Enter the code for the appropriate Organization for the pool or base record. Refer to Organization Index (ORGN) table for valid codes.
Organization/**Sub**	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization for the pool or base record. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency Table (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity for the pool or base record. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Requires Input**. Enter the code for the appropriate **Function** for the pool or base record. Refer to the Function (FUNC) table for valid codes.
Account Indicator	1	**Input Optional.** Select **Object [O]** if you enter an object or sub-object in Object**/Revenue/Sub**; otherwise, select **Revenue [R]**.
Object/**Rev**/Sub	4	**Requires Input**. Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Object/Rev/**Sub**	2	**Input Optional.** If the control option on the Expense Budget line requires the use of a **Sub-Object** or an agency chooses to use a **Sub-Object**, enter the appropriate **Sub-Object.** Refer to Sub-Object (SOBJ) table for valid codes.
Job Number	8	**Input Optional.** If the agency requires a **Job Number**, enter the appropriate number for the pool or base record. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I.
Rept Cat	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate **Report**

		Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
Account Type	2	**Input Optional.** Enter the account type for the pool or base record. This value is extracted from Cost Allocation General Ledger (CAGL). Refer to Balance Sheet Account Index (BACC) or Balance Sheet Account (BAC2).
Project	8	**Input Optional.** If the agency requires a **Project Number**, enter the appropriate number for the pool or base record. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I.
Appr Unit	9	**Requires Input**. Enter the code for the applicable **Appropriation** for the pool or base record. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Pool Seq Num	6	**Input Optional.** Enter the sequence number of the pool record from which the base record was expanded.
Fwd Ref Step Num	6	**Display Only.** The subsequent step that uses the accumulated amount. This field is only applicable to base records.
Ref Step Num	6	**Display Only.** For pool records, the step number of the base record that was used in a forward reference.
Ref Pool Seq Num	6	**Display Only.** For pool records, the pool sequence number of the base record used in a forward reference.
Fund	4	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Agency	3	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Organization/Sub	4	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).

Organization/**Sub**	2	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Activity	4	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Function	4	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Account Indicator	1	**Display Only.** Value indicating whether the offset is to an object or revenue source.
Object/**Rev**/Sub	4	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Object/Rev/**Sub**	2	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Job Number	8	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Rept Cat	4	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Project	8	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Appropriation Unit	9	**Display Only.** The system uses these to generate journal vouchers when **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC).
Use Record in Allocation	1	**Display Only.** If selected **[Y]**, the base record is used in the allocation process.

Override Original Distribution with Blank Offset Values	1	**Display Only.** If selected **[Y]**, all offset record values (including blank values) appear on the entries generated by the allocation process. The non-blank values entered in the offset accounting distribution will always override the original distribution values.
Allocated Amount	8.2	**Display Only.** The dollar amount of the allocation is displayed. This is updated for base records after the allocation process is completed.
Percent	3.6	**Display Only.** The percent from Pool/Base Definition Reference (PBDF) for this record, or the recalculated percent from building or updating Pool Accumulation Inquiry (PACC) is displayed.
Accumulated Amount	8.2	**Display Only.** The dollar amount extracted from Cost Allocation General Ledger (CAGL) is displayed.

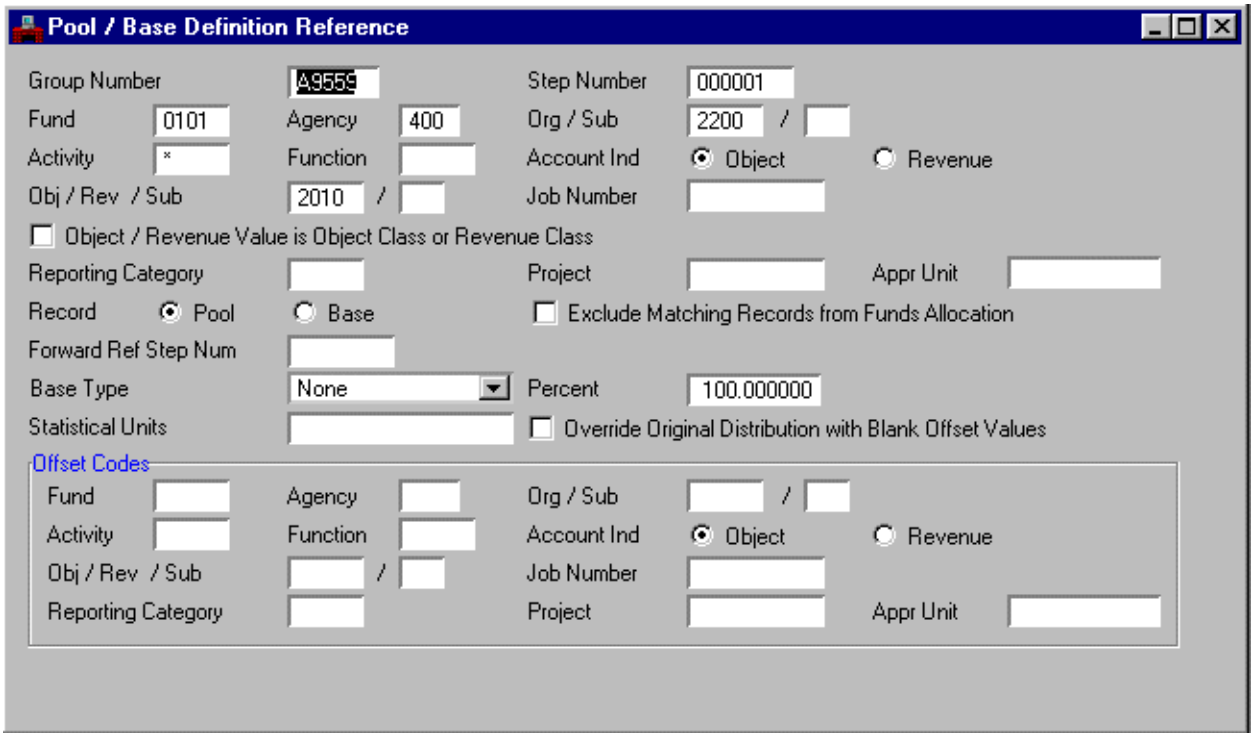
Pool/Base Definition Reference (PBDF)

Purpose

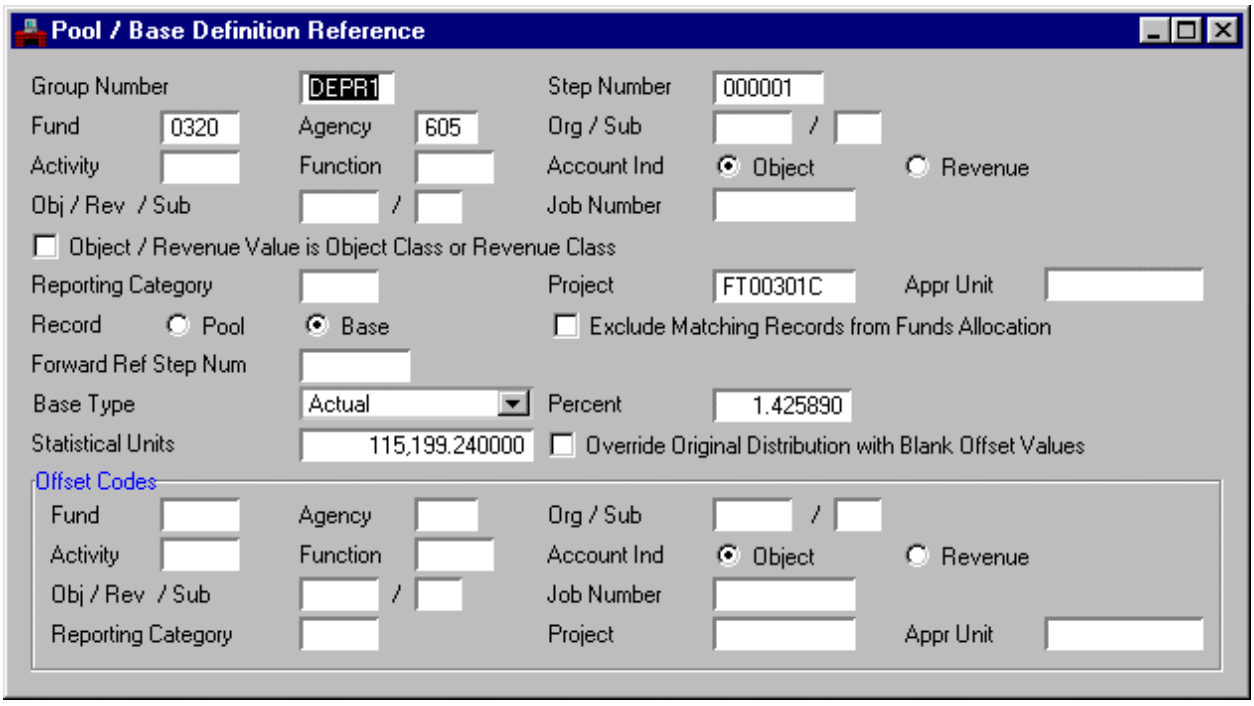
Pool/Base Definition Reference (PBDF) is the third window you need to set-up for the allocation process. This window defines all pool and base records used in the allocation process. You must enter pool records before the base records for each group/step. Each record specifies a particular group/step combination, the accounting distribution for the record, an indicator that classifies the record as either a pool or a base, and other information required for the allocation process. Allocation Totals Inquiry (TOTL) is updated by the system as group/steps are entered on PBDF.

PBDF Coding Instructions

PBDF completed for setting up a Pool Record.



PBDF completed for setting up a Base Record.



Field Name	Length Definition

Group Number	5	**Requires Input.** Enter a unique **Group Number**. Refer to Allocation Group Control Reference (ALLC) table for valid values.
Step Number	6	**Requires Input.** Enter the **Step Number** in the computation sequence.
Fund	4	**Requires Input**. Enter the code for the appropriate **Fund**. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate **Agency** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org/Sub	4	**Requires Input.** Enter the code for the appropriate **Organization** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Organization Index (ORGN) table for valid codes.
Org/**Sub**	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a **Sub-Organization** or an agency chooses to use a **Sub-Organization**, enter the code for the appropriate **Sub-Organization** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency Table (FGY2) table requires the use of an **Activity** or an agency chooses to use an **Activity**, enter the code for the appropriate **Activity** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Activity Index (ACTV) table for valid codes.

Function	4	**Requires Input**. Enter the code for the appropriate **Function** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Function (FUNC) table for valid codes.
Account Ind	1	**Requires Input.** Select **Object [O]** or **Revenue [R]**. This field indicates whether an **Object** or **Revenue Source** is used to define the base or pool record.
Obj/Rev/Sub	4	**Requires Input**. Enter an **Object** or **Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Object Index (OBJT) table for valid codes.
Obj/Rev/**Sub**	2	**Input Optional.** Enter a **Sub-Object** or **Sub-Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card entry or spaces to default this field. If the control option on the **Expense Budget** line requires the use of a **Sub-Object** or an agency chooses to use a **Sub-Object,** enter the appropriate **Sub-Object**. Refer to Sub-Object (SOBJ) table for valid codes.
Job Number	8	**Input Optional.** Enter the **Job Number** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.
Object/Revenue Value is Object Class or Revenue Class	1	**Input Optional.** Default is cleared **[N].** Select **[Y]** to indicate that an **Object** or **Revenue Class** defines the **Object/Revenue/Sub** field value.
Reporting Category	4	**Input Optional.** Enter the **Reporting Category** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Reporting Category (RPTG) table for valid values.

Project	8	**Input Optional.** Enter the **Project** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Project (PROJ) for valid values.
Appr Unit	9	**Input Optional.** Enter the **Unit of Appropriation** that is used in accumulating or distributing costs. Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Appropriation Index (APPR or EAPP) for valid values.
Record	1	**Requires Input.** Default is **Pool [P]**. Select **Base [B]** if enter a base record.
Exclude Matching Records from Funds Allocation	1	**Input Optional.** Default is cleared **[I]**. When using the wildcard feature, the system may create records that should not be included in the allocation process. Select **[E]** to override the wildcard and prevent costs or revenues from being allocated to/from this record.
Forward Ref Step Num	6	**Input Optional.** Enter a step that exists in this group. This field is valid on base records only. Enter a subsequent step if this base record is going to allocate the accumulated amount to a following group/step.
Base Type	1	**Input Optional.** Default is **None [blank]**. Required for base records; not valid for pool records. This field specifies the type of base record defined and what computation is used when calculating the allocated amount. **Fixed Percentage [P]** Fixed Percentage method uses a percentage entered on the Base record of the Pool/Base Definition Reference table. The sum of all Fixed Percentage base records must equal 100% for that step. **Statistical [S]** Statistical Method can use any unit of measure to determine the percentage. The actual unit of measure, such as square footage or FTE (full-time employees), should be entered on the base record of the

		Pool/Base Definition Reference table in the **Statistical Unit** field. **Actual [A]** Variable/Actual Cost Method uses actual expenses or revenues for the system to determine the percentage. You cannot select **Actual [A]** using this window. To use **Actual [A]** computation when calculating the allocated amount, you must define this record on Pool/Base Definition Reference (PBDA).
Percent	3.6	**Input Optional.** Required for fixed percentage base records and optional for pool records. For base records, enter the percent of the accumulated cost or revenue from the pool record to be extracted from Pool Accumulation Inquiry (PACC). Up to five decimal places are allowed (*nnn.nnnnn*). For pool records, enter the percent of the total cost or revenue from Cost Allocation General Ledger Inquiry (CAGL) to be extracted to Pool Accumulation Inquiry (PACC). Pool records default to 100 percent. Leave blank for actual/variable base type records and for records excluded from funds allocation.
Statistical Units	9.6	**Input Optional.** Required for statistical distribution base records. Leave blank for fixed percentage records. This field stores the unit of measure amount that determines the base records percentage in the group step. This field updates **Total Statistical Units** on Allocations Total Inquiry (TOTL) for the group/step. All records besides statistical distribution base records are excluded from entering data in this field.
Override Original Distribution with Blank Offset Values	1	**Input Optional.** Default is cleared **[N].** Select **[Y]** to indicate that all offset record values (including blank values) should appear on the entries generated by the allocation process. The non-blank values entered in the offset accounting distribution will always override the original distribution values.

Offset Fund	4	**Input Optional.** If **Generate Offset** is selected **[Y]** on Allocation Group Control Reference (ALLC), enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Agency	3	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Org/Sub	4	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Org/**Sub**	2	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Activity	4	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Function	4	**Input Optional.** If **Generate Offset** is selected **[Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Account Ind	1	**Input Optional.** Default is **Object [O]**. Enter **Object [O]** or **Revenue [R]**. This field indicates whether the offset is to an **Object** or **Revenue Source**.

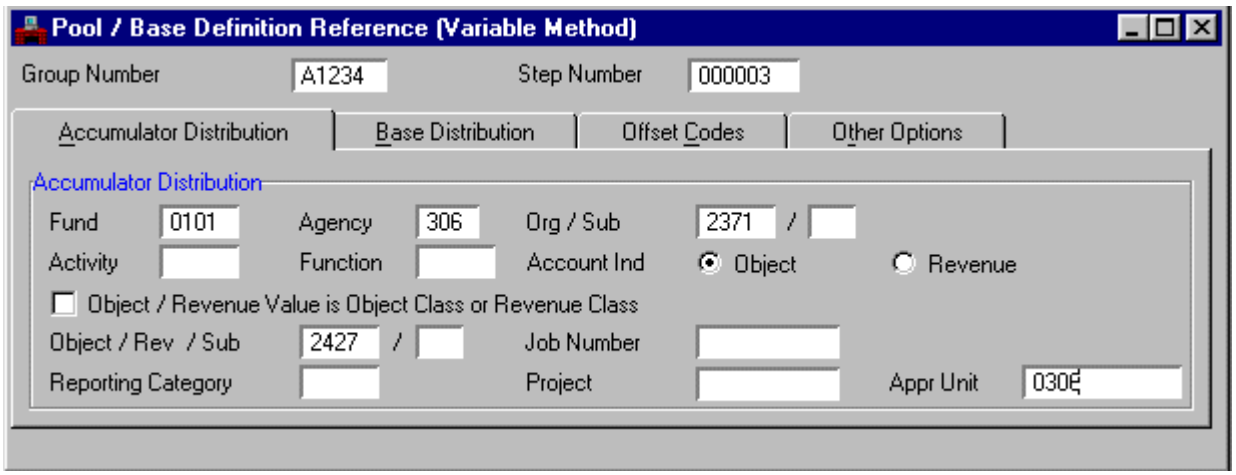
Offset Obj/**Rev**/Sub	4	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the **Object** or **Revenue Source** (depending on **Account Indicator**) you want the system to use when it generates the offset journal voucher. In the second field, enter a **Sub-Object** or **Sub-Revenue Source**, if appropriate. If an offset field is blank, the corresponding distribution code is used.
Offset Obj/Rev/**Sub**	2	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the **Object** or **Revenue Source** (depending on **Account Indicator**) you want the system to use when it generates the offset journal voucher. In the second field, enter a **Sub-Object** or **Sub-Revenue Source**, if appropriate. If an offset field is blank, the corresponding distribution code is used.
Offset Job Number	8	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Reporting Category	4	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Project	8	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.
Offset Appr Unit	9	**Input Optional.** If **Generate Offset** is selected **[Y]** on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding distribution code is used.

Pool/Base Definition Reference (Variable Method) (PBDA)

Purpose

Pool/Base Definition Reference (Variable Method) (PBDA) is the fourth window you need to set-up in the allocation process. This window must be used to define pool and base records with a **Base Type** of Actual [A]. This window defines the allocation operations; for example, groups and steps in the sequence of the allocation steps. Group and step identify each allocation operation.

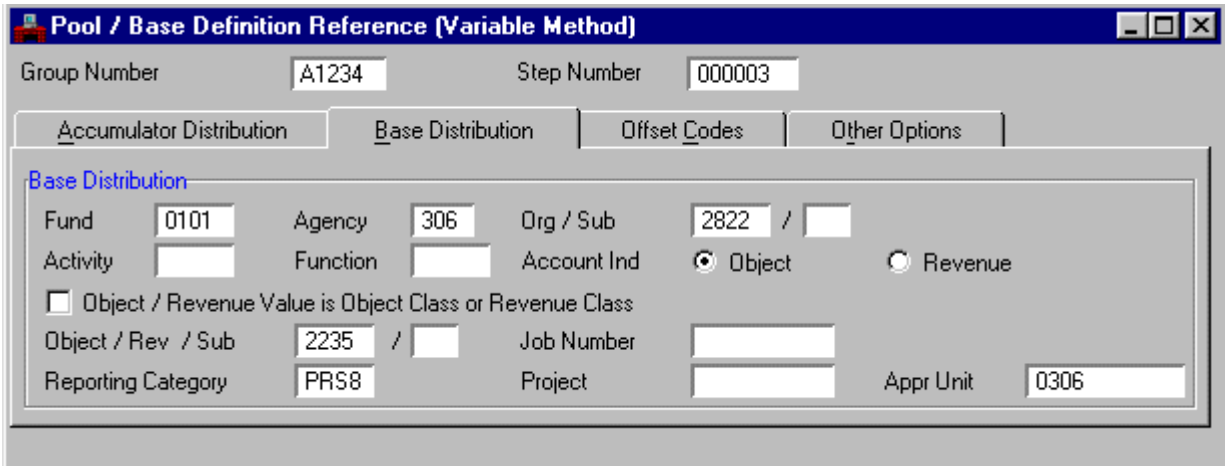
PBDA Coding Instructions



Field Name	Length	Definition
Group Number	5	**Requires Input.** Enter the group number for the desired allocation. Refer to Allocation Group Control Reference (ALLC) table for valid values.
Step Number	6	**Requires Input.** Enter the step number in the computation sequence.
Fund	4	**Input Optional.** Enter the code for the appropriate **Fund.** Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Input Optional.** Enter the code for the appropriate **Agency.** Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Agency Index

		(AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org/Sub	4	**Input Optional.** Enter the code for the appropriate **Organization**. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Organization Index (ORGN) table for valid codes.
Org/**Sub**	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a **Sub-Organization** or an agency chooses to use a **Sub-Organization**, enter the code for the appropriate **Sub-Organization**. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency Table (FGY2) table requires the use of an **Activity** or an agency chooses to use an **Activity**, enter the code for the appropriate **Activity.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate **Function.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Function (FUNC) table for valid codes.
Account Ind	1	**Requires Input.** Select **Object [O]** if the value entered in **Object/Revenue/Sub** is an object; otherwise, select **Revenue [R].**
Object/Revenue Value is Object Class or Revenue Class	1	**Requires Input.** Default is cleared **[N].** Select **[Y]** to indicate that an **Object** or **Revenue Class** defines the **Object/Revenue/Sub** field value.
Object/**Rev**/Sub	4	**Input Optional**. Enter an **Object** or **Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card

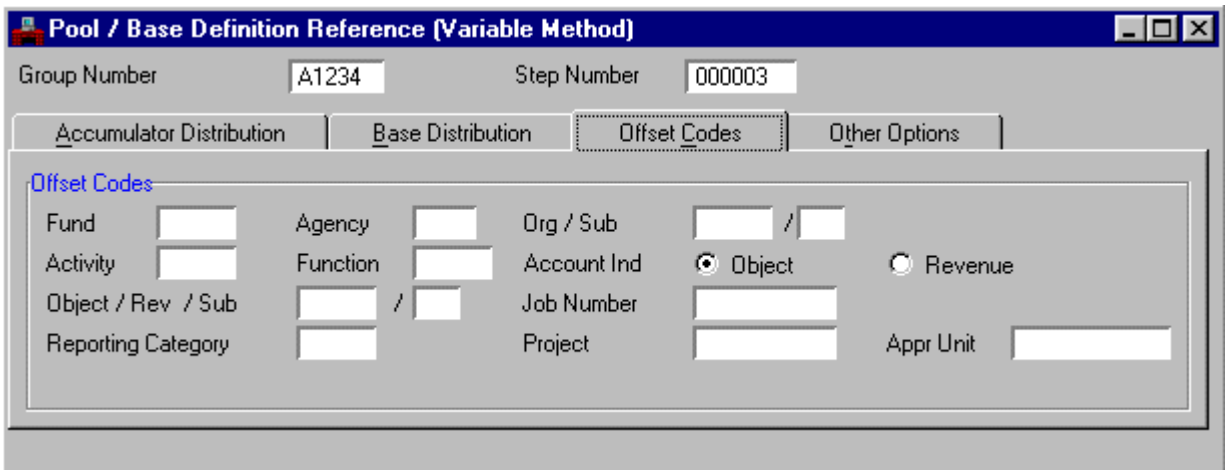
		entry or spaces to default this field. Refer to Object Index (OBJT) table for valid codes.
Object/Rev/**Sub**	2	**Input Optional.** Enter a **Sub-Object** or **Sub-Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card entry or spaces to default this field. If the control option on the **Expense Budget** line requires the use of a **Sub-Object** or an agency chooses to use a **Sub-Object,** enter the appropriate **Sub-Object**. Refer to Sub-Object (SOBJ) table for valid codes.
Job Number	8	**Input Optional.** Enter the **Job Number** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.
Reporting Category	4	**Input Optional.** Enter the **Reporting Category** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Reporting Category (RPTG) for valid values.
Project	8	**Input Optional.** Enter the **Project** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Project (PROJ) for valid values.
Appr Unit	9	**Input Optional.** Enter the **Job Number** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.



Field Name	Length	Definition
Fund	4	**Input Optional.** Enter the code for the appropriate **Fund** that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Input Optional.** Enter the code for the appropriate **Agency** that is used in distributing costs**.** Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org/Sub	4	**Input Optional.** Enter the code for the appropriate **Organization** that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Organization Index (ORGN) table for valid codes.
Org/**Sub**	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a **Sub-Organization** or an agency chooses to use a **Sub-Organization**, enter the code for the appropriate **Sub-Organization** that is used in distributing costs. Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency Table (FGY2) table requires the use of an **Activity** or an agency chooses to use an **Activity**, enter the code for the appropriate **Activity** that is used in distributing costs**.** Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate **Function** that is used in distributing costs**.** Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Function (FUNC) table for valid codes.

Account Ind	1	**Input Optional.** Select **Object [O]** if the value entered in **Object/Revenue/Sub** is an object; otherwise, select **Revenue [R].**
Object/Revenue Value is Object Class or Revenue Class	1	**Input Optional.** Default is cleared [**N**]. Select [**Y**] to indicate that an object or revenue class defines the Object/Revenue/Sub field value.
Object/Rev/Sub	4	**Input Optional**. Enter an **Object** or **Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Object Index (OBJT) table for valid codes.
Object/Rev/**Sub**	2	**Input Optional.** Enter a **Sub-Object** or **Sub-Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card entry or spaces to default this field. If the control option on the **Expense Budget** line requires the use of a **Sub-Object** or an agency chooses to use a **Sub-Object,** enter the appropriate **Sub-Object**. Refer to Sub-Object (SOBJ) table for valid codes.
Job Number	8	**Input Optional.** Enter the **Job Number** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.
Reporting Category	4	**Input Optional.** Enter the **Reporting Category** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Reporting Category (RPTG) for valid values.
Project	8	**Input Optional.** Enter the **Project** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Project (PROJ) for valid values.

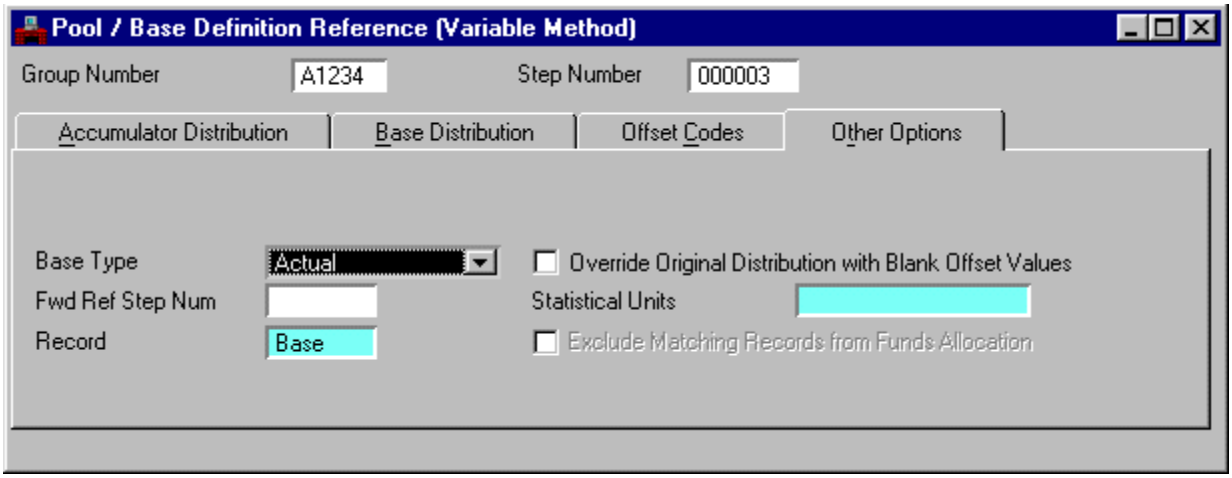
Appr Unit	9	**Input Optional.** Enter the **Job Number** if appropriate**.** Enter an asterisk [*] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.



Field Name	Length	Definition
Fund	4	**Input Optional.** If **Generate Offset** is selected [**Y**] on Allocation Group Control Reference (ALLC), enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Agency	3	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Org/Sub	4	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Org/**Sub**	2	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Activity	4	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it

		generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Function	4	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Account Ind	1	**Input Optional.** Default is **Object [O]**. Select **Object [O]** or **Revenue [R]**. This field indicates whether the offset is to an object or revenue source code.
Object/**Rev**/Sub	4	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the object or revenue source (depending on **Account Indicator**) and, if appropriate, the sub-object or sub-revenue source that you want the system to use when it generates the offset journal voucher. If these fields are blank, the corresponding base distribution code is used.
Object/Rev/**Sub**	2	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the object or revenue source (depending on **Account Indicator**) and, if appropriate, the sub-object or sub-revenue source that you want the system to use when it generates the offset journal voucher. If these fields are blank, the corresponding base distribution code is used.
Job Number	8	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Reporting Category	4	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.
Project	8	**Input Optional.** If **Generate Offset** is selected [**Y**] on ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.

Appr Unit	9	**Input Optional.** If **Generate Offset** is selected [**Y**] ALLC, enter the accounting codes you want the system to use when it generates the offset journal voucher. If an offset field is blank, the corresponding base distribution code is used.



Field Name	Length	Definition
Base Type	1	**Requires Input.** Default is **None [blank]**. Select **Actual [A]** for actual/variable method base records; you should enter other base record types on Pool/Base Definition Reference (PBDF). This field specifies what computation is used when calculating the allocated amount.
Override Original Distribution with Blank Offset Values	1	**Input Optional.** Default is cleared **[N].** Select **[Y]** to indicate that all offset record values (including blank values) should appear on the entries generated by the allocation process. The non-blank values entered in the offset accounting distribution will always override the original distribution values.
Fwd Ref Step Num	6	**Input Optional.** Enter a subsequent step if this base record is going to allocate its accumulated amount to a following group/step.
Statistical Units	9.6	**Display Only.** The total amount from records on Cost Allocation General Ledger Inquiry (CAGL) that match the accounting distribution entered in the **Accumulator Distribution** fields is displayed. This amount determines the base record's

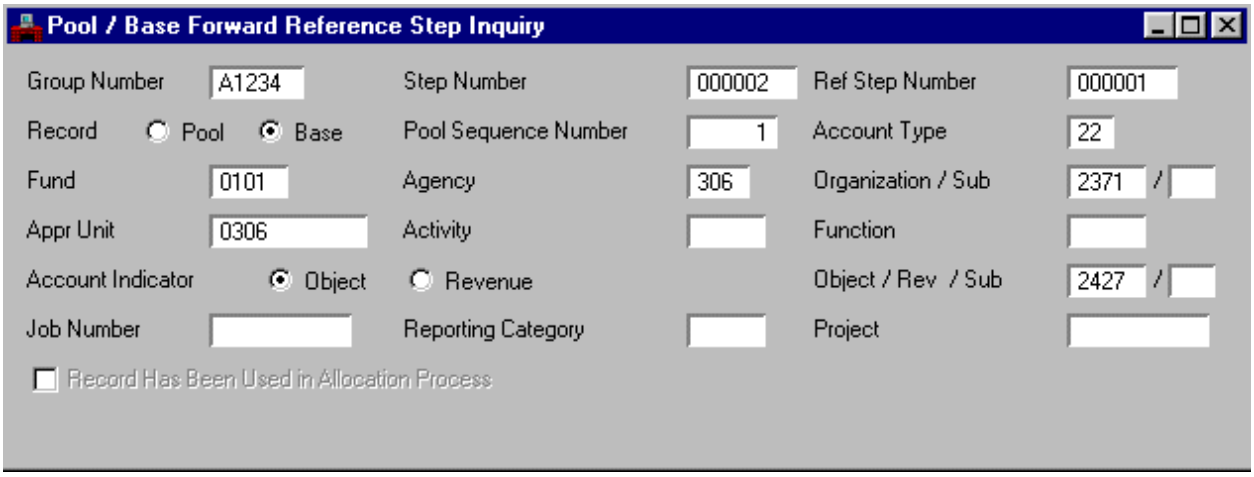
		percentage in the group/step and is calculated by the Variable Percentage Table Pre-Processor program.
Record	4	**Display Only. Base [B]** is displayed to identify the records on this window as base records. Pool records must be entered on Pool/Base Definition Reference (PBDF).
Exclude Matching Records from Funds Allocation	1	**Display Only.** This checkbox is always cleared **[I],** indicating that the base record is used in the allocation process. Excluding base records are displayed on Pool/Base Definition Reference (PBDF).

Pool/Base Forward Reference Step Inquiry (PBFR)

Purpose

Pool/Base Forward Reference Step Inquiry (PBFR) stores information about the sequence and number of times a particular accounting distribution is used within a group and step. It is used for internal processing and allows you to verify the allocation process. This window is only updated if forward referencing is used. This window is updated by running Pool/Base Table Expansion (CAEX), which uses this window to store information while writing to Pool Accumulation Inquiry (PACC). If forward referencing is used, the information on this window is also deleted by Pool/Base Table Expansion (CAEX).

PBFR Coding Instructions



Field Name	Length	Definition
Group Number	5	**Requires Input.** Enter the number assigned for this group.

Step Number	6	**Input Optional.** Enter the number assigned for this step within this group.
Ref Step Number	6	**Input Optional.** Enter the **Step** that is used when calculating the allocated amount for this pool or base record.
Record	1	**Input Optional.** Select **Pool [P]** for pool records or **Base [B]** for base records.
Pool Sequence Number	6	**Input Optional.** For fixed percentage or statistical base records, enter the pool record from which the base record was expanded.
Account Type	2	**Input Optional.** Enter the Account Type for the pool or base record. This value is extracted from Cost Allocation General Ledger (CAGL).
Fund	4	**Input Optional.** Enter the code for the appropriate **Fund.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Input Optional.** Enter the code for the appropriate **Agency.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization/Sub	4	**Input Optional.** Enter the code for the appropriate **Organization**. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Organization Index (ORGN) table for valid codes.
Organization/**Sub**	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a **Sub-Organization** or an agency chooses to use a **Sub-Organization**, enter the code for the appropriate **Sub-Organization**. Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency Table (FGY2) table requires the use of an **Activity** or an agency

		chooses to use an **Activity**, enter the code for the appropriate **Activity.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate **Function.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. Refer to Function (FUNC) table for valid codes.
Account Indicator	1	**Input Optional.** Select **Object [O]** or **Revenue [R]**. This field indicates whether an **Object** or **Revenue Source** is used to define the base or pool record.
Object/**Rev**/Sub	4	**Input Optional**. Enter an **Object** or **Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card entry or spaces to default this field. Refer to Object Index (OBJT) table for valid codes.
Object/Rev/**Sub**	2	**Input Optional.** Enter a **Sub-Object** or **Sub-Revenue Source** based on the **Account Indicator.** If **Record is Defined by Object Class or Revenue Class** is selected [**Y**], enter an **Object Class** or **Revenue Class**. Enter an asterisk [*] for a wild card entry or spaces to default this field. If the control option on the **Expense Budget** line requires the use of a **Sub-Object** or an agency chooses to use a **Sub-Object,** enter the appropriate **Sub-Object**. Refer to Sub-Object (SOBJ) table for valid codes.
Job Number	8	**Input Optional.** Enter the **Job Number** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.
Reporting Category	4	**Input Optional.** Enter the **Reporting Category** if appropriate**.** Enter an asterisk [*****] for a wild card entry or spaces to default this field. See Reporting Category (RPTG) for valid values.

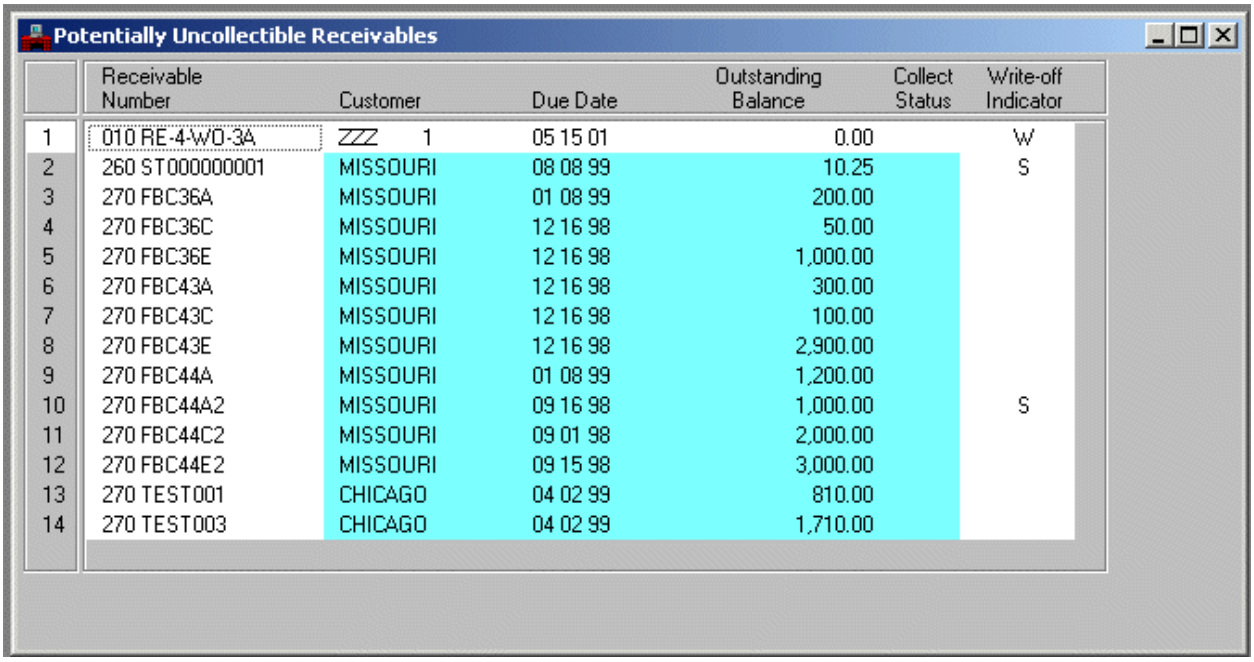
Project	8	**Input Optional.** Enter the **Project** if appropriate**.** Enter an asterisk [*] for a wild card entry or spaces to default this field. See Project (PROJ) for valid values.
Appr Unit	9	**Input Optional.** Enter the **Job Number** if appropriate**.** Enter an asterisk [*] for a wild card entry or spaces to default this field. See Job Index (JOBT) for valid values.
Record Has Been Used in Allocation Process	1	**Display Only**. If selected **[Y]**, this record was used in the allocation process.

Potentially Uncollectible Receivables (PUNR)

Purpose

Potentially Uncollectible Receivables Table (PUNR) displays all receivables which meet certain criteria for collections processing or potential write-off. The statewide policy is to examine all receivables greater than 180 days past due for potential write offs at fiscal year end. Receivables are loaded into this table through an offline process, which is run fiscal year end. Uncollectible receivables require a Journal Voucher (JV), with the document prefix WO, to be processed to set up the Allowance for Doubtful Accounts for the reporting of receivables at the net realizable value. The JV would include a debit to Bad Debt Expense Control for proprietary funds or a debit to Revenue for governmental funds and a credit to the Allowance for Doubtful Accounts. Those receivables deemed uncollectible are written-off in an offline process when the agencies set the **Write-Off Indicator** to S (schedule for write-off), however the receivables will not be written off unless approved by OA/ACC.

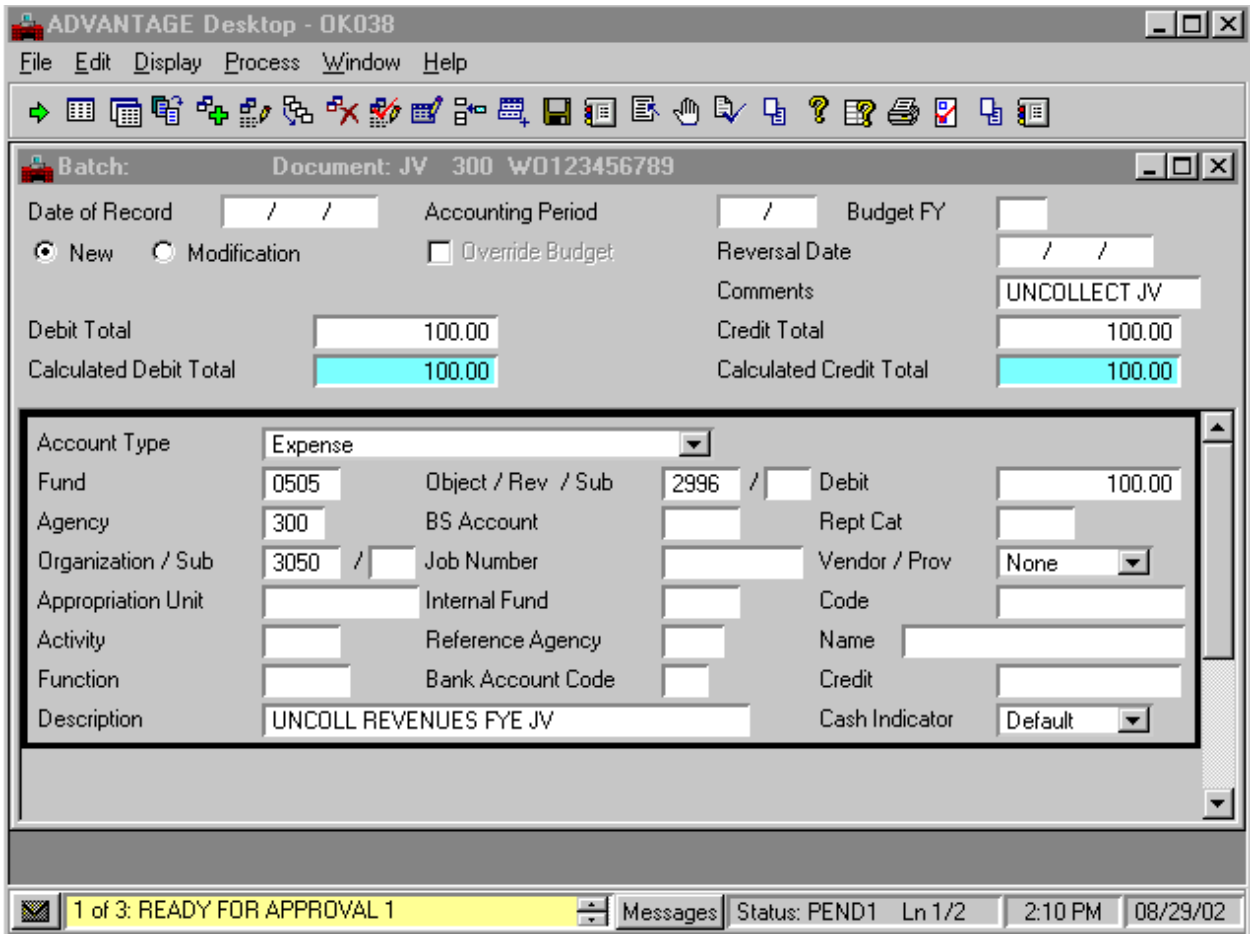
PUNR Coding Instructions

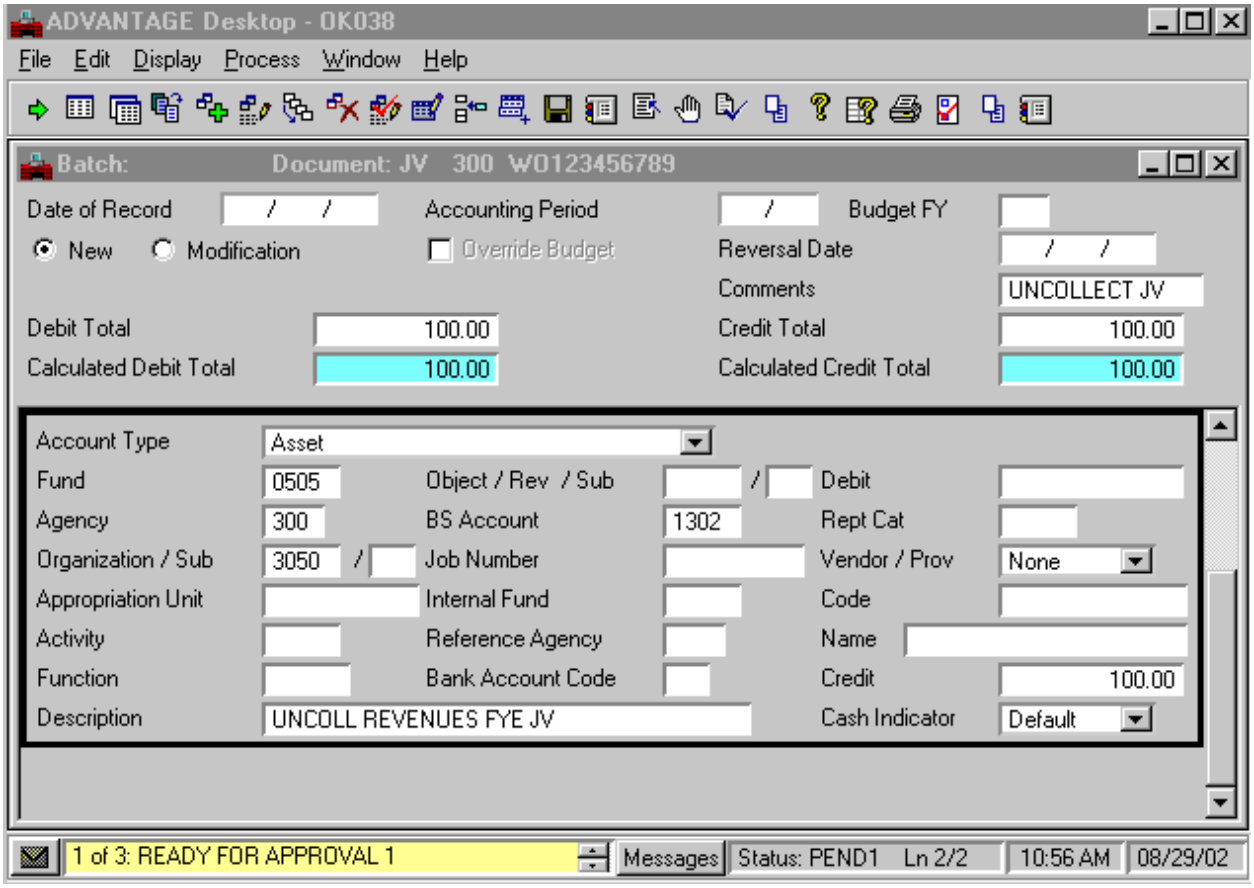


	Receivable Number	Customer	Due Date	Outstanding Balance	Collect Status	Write-off Indicator
1	010 RE-4-WO-3A	ZZZ 1	05 15 01	0.00		W
2	260 ST000000001	MISSOURI	08 08 99	10.25		S
3	270 FBC36A	MISSOURI	01 08 99	200.00		
4	270 FBC36C	MISSOURI	12 16 98	50.00		
5	270 FBC36E	MISSOURI	12 16 98	1,000.00		
6	270 FBC43A	MISSOURI	12 16 98	300.00		
7	270 FBC43C	MISSOURI	12 16 98	100.00		
8	270 FBC43E	MISSOURI	12 16 98	2,900.00		
9	270 FBC44A	MISSOURI	01 08 99	1,200.00		
10	270 FBC44A2	MISSOURI	09 16 98	1,000.00		S
11	270 FBC44C2	MISSOURI	09 01 98	2,000.00		
12	270 FBC44E2	MISSOURI	09 15 98	3,000.00		
13	270 TEST001	CHICAGO	04 02 99	810.00		
14	270 TEST003	CHICAGO	04 02 99	1,710.00		

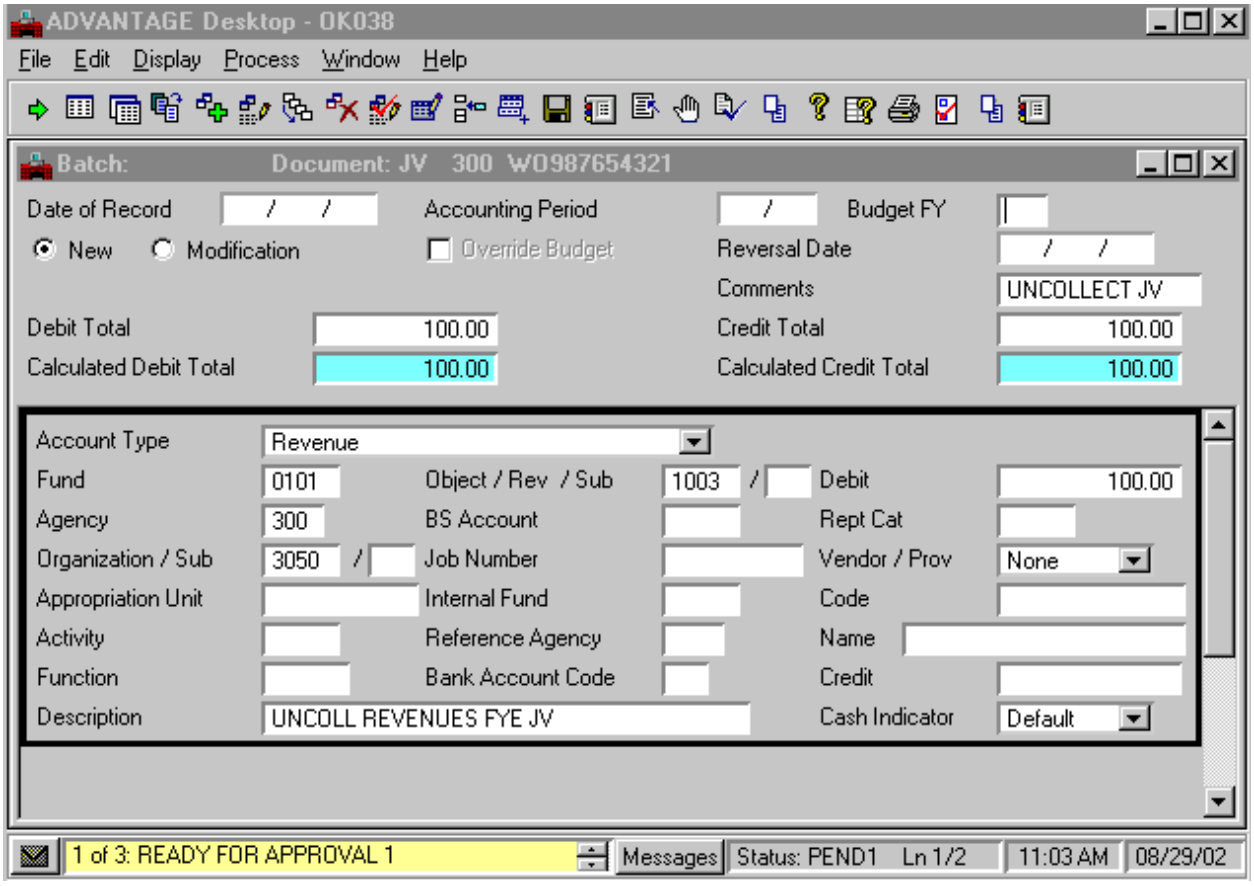
Field Name	Length	Definition
Receivable Number	15	**Display Only**. Defaults to list all Receivable (RE) documents that is potentially uncollectible, as set by statewide policy.
Customer	8	**Display Only**. Defaults to the first eight digits of the customer number, which is delinquent in paying the receivable, inferred from the Open Receivable Header Table (OREH).
Due Date	6	**Display Only**. Defaults to the potentially uncollectible receivable's due date.
Outstanding Balance	14.2	**Display Only.** Defaults to the difference between the receivable amount and the closed receivable amount.
Collect Status	1	**Display Only.** Defaults to the last type of collection support processed against the receivable inferred from the Open Receivable Options Table (OREO). Valid values are **C** (collections), **I** (intercepts), and **L** (legal action).
Write-Off Indicator	1	**Input Optional**. Defaults to blank. This is used to schedule write-off processing for an uncollectible receivable. Enter **S** to schedule write-off processing. Once a Write-Off (WO) document is processed for the receivable, the system automatically changes this field to **W** to indicate it as written-off.

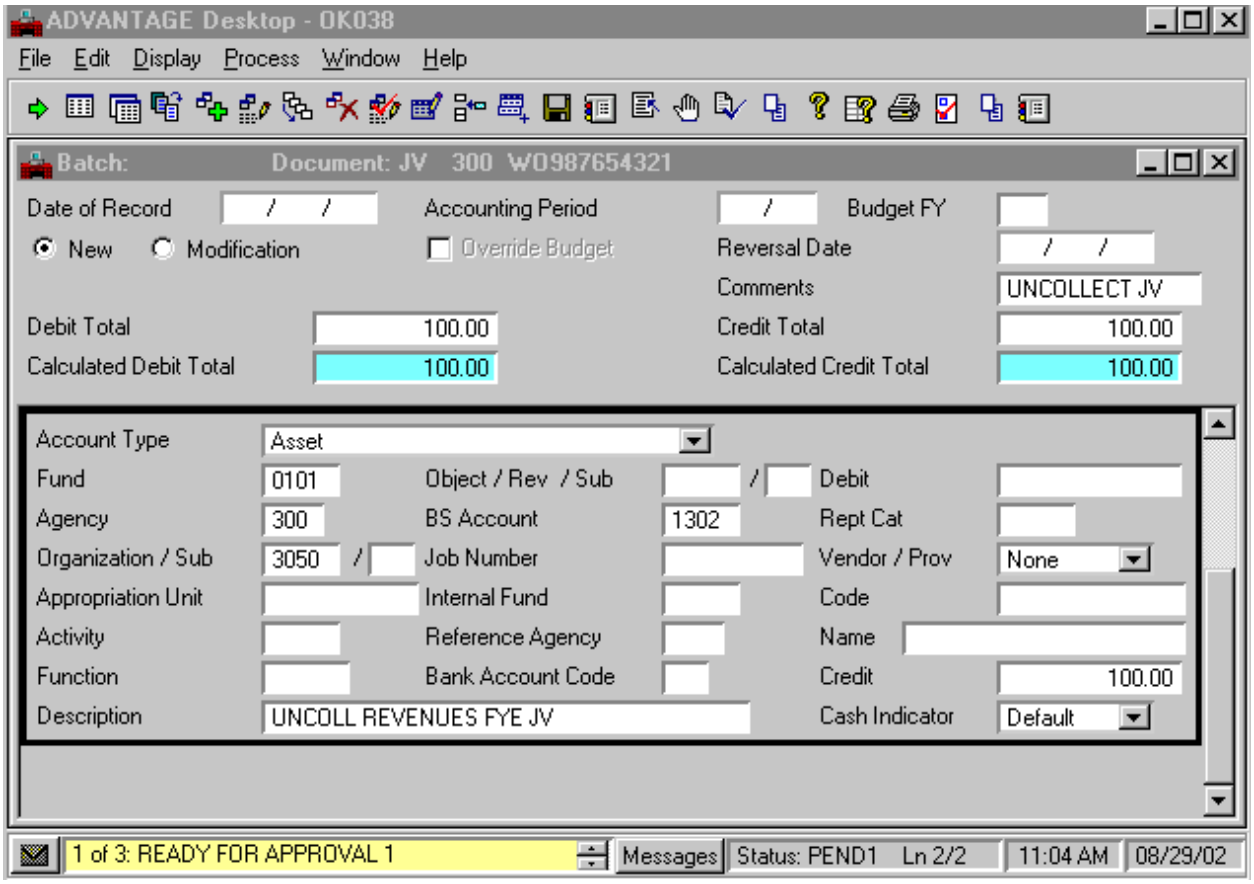
Uncollectible Receivable (JV) Coding Instructions Proprietary Fund


ADVANTAGE Desktop - OK038
File Edit Display Process Window Help
Batch: Document: JV 300 W0123456789
Date of Record / /
Accounting Period /
Budget FY
New Modification
Override Budget
Reversal Date / /
Comments UNCOLLECT JV
Debit Total 100.00
Credit Total 100.00
Calculated Debit Total 100.00
Calculated Credit Total 100.00
Account Type Expense
Fund 0505
Object / Rev / Sub 2996 /
Debit 100.00
Agency 300
BS Account
Rept Cat
Organization / Sub 3050 /
Job Number
Vendor / Prov None
Appropriation Unit
Internal Fund
Code
Activity
Reference Agency
Name
Function
Bank Account Code
Credit
Description UNCOLL REVENUES FYE JV
Cash Indicator Default
1 of 3: READY FOR APPROVAL 1
Messages
Status: PEND1 Ln 1/2
2:10 PM
08/29/02



Uncollectible Receivable (JV) Coding Instructions Governmental Fund


ADVANTAGE Desktop - OK038
File Edit Display Process Window Help
Batch: Document: JV 300 WO987654321
Date of Record / /
Accounting Period /
Budget FY
New
Modification
Override Budget
Reversal Date / /
Comments UNCOLLECT JV
Debit Total 100.00
Credit Total 100.00
Calculated Debit Total 100.00
Calculated Credit Total 100.00
Account Type Revenue
Fund 0101
Object / Rev / Sub 1003 /
Debit 100.00
Agency 300
BS Account
Rept Cat
Organization / Sub 3050 /
Job Number
Vendor / Prov None
Appropriation Unit
Internal Fund
Code
Activity
Reference Agency
Name
Function
Bank Account Code
Credit
Description UNCOLL REVENUES FYE JV
Cash Indicator Default
1 of 3: READY FOR APPROVAL 1
Messages
Status: PEND1 Ln 1/2
11:03 AM
08/29/02



Field Name	Length	Definition
Date of Record	6	**Display Only.** Default is the date the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Input Optional.** If this JV is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. If left blank, nothing will appear in this field when processing the document.
Budget FY	2	**Input Optional.** If this JV is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. Enter an open year that is not a future fiscal year. If left blank, this field defaults to the current fiscal year and nothing will appear when processing the document.

New/Modification		**Input Optional. Enter New.** Valid selections are: • **New –** This is a new document (new entry). • **Modification –** This JV modifies the original JV by allowing you to add lines or change the dollar amount of existing lines. • **If left blank** defaults to **New**.
Override Budget		**Display Only.** Default is blank. Use of this field is prohibited in the State of Missouri.
Reversal Date	6	**Input Optional. Leave Blank.** Enter only if you want this journal voucher automatically reversed. Enter the date (*mm dd yy*) when you want the reversal to take place. When this date is entered, the last character of the journal voucher document number must be **E**.
Comments	12	**Input Optional.** Enter a descriptive note about this document.
Debit Total	11.2	**Requires Input.** Enter the total amount of the debit lines on this document. This field must equal **Credit Total** or the document is rejected.
Credit Total	11.2	**Requires Input.** Enter the total amount of the credit lines on this document. This field must equal **Debit Total** or the document is rejected.
Calculated Debit Total	11.2	**Display Only.** The system automatically calculates the total amount of debit lines on this document. This field must equal **Calculated Credit Total**, or the document is rejected.
Calculated Credit Total	11.2	**Display Only.** The system automatically calculates the total amount of credit lines on this document. This field must equal **Calculated Debit Total**, or the document is rejected.
Account Type		**Requires Input.** Select the account type associated with this line on the Journal Voucher. Valid values are: Asset [01] 1302 Allowance for Doubtful Accounts-for All Funds

		Expense [24] 2996 Bad Debt Expense Control-for Proprietary Funds Revenue [31] Applicable Revenue Source-for Governmental Funds
Fund	4	**Requires Input.** Enter the fund associated with this line. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Leave blank if recording to a balance sheet account. Enter the agency associated with this line. Refer to Agency Index (AGCY) table for valid codes.
Organization (Org/Sub)	4	**Input Optional.** Leave blank if recording to a balance sheet account. Required if recording to an object or revenue source. Refer Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** Enter the sub-organization (if desired) to be used on this line. Refer to Sub-Organization (SORG) table for valid codes.
Appropriation Unit	9	**Input Optional.** Leave blank if recording to a balance sheet account. Required if recording to an object. Required for Extended Budgeting when the **Appropriation Control Option** on Fund Index (FUND) is **C** (full control) or **P** (presence control), and when the transaction is entered with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year entered for the transaction. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional.** Leave blank if recording to a balance sheet account. Enter the activity code (if used by your agency) to be used on this line. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Leave blank if recording to a balance sheet account. Enter the function code (if used by your agency) to

		be used on this line. Refer to Function (FUNC) table for valid codes.
Description	25	**Input Optional.** Enter a description for this journal voucher line.
Object/Revenue **(Obj/Rev/Sub)**	4	**Input Optional.** Leave blank if recording to a balance sheet account. Enter the object associated with this line or the revenue source. Refer to Object Index (OBJT) or Revenue Source Index (RSRC) table for valid codes.
Sub-Object/Sub-Revenue (Obj/Rev/Sub)	2	**Input Optional.** Enter the sub-object associated with this object or the sub-revenue source associated with this revenue source. Refer to Sub-Object (SOBJ) or Sub-Revenue Source (SREV) tables for valid codes.
BS Account	4	**Input Optional.** Enter the balance sheet account associated with this line. Refer to Balance Sheet Account Index (BACC) table for valid codes. Note: Required if the Journal Voucher (JV) document records the recognition of revenue or reclassification of deferred revenue.
Job Number	8	**Input Optional.** Enter the job number associated with this journal voucher. Refer to Job Index (JOBT) table for valid codes. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I.
Internal Fund	4	**Not Applicable.** This field will not be used in Missouri.
Reference Agency	3	**Not Applicable.** This field will not be used in Missouri.
Bank Account Code	2	**Input Optional.** Leave blank unless the balance sheet account on this line is a cash account. Required if correcting a bank code on a Cash Receipt (CR) or Quick Cash Receipt (CRQ) or Manual Warrant (MW). Also required on a non-appropriated transfer from or to a non-state fund. Refer to Bank Account (BANK) table for valid codes.

Debit	11.2	**Input Optional.** If this line is to be debited, enter the debit amount.
Report Category	4	**Input Optional.** Enter the reporting category associated with this line. Refer to Reporting Category (RPTG) table for valid codes.
Vendor/Provider	1	**Input Optional. [V] Required** if an object is coded on the line, otherwise leave blank. The State has selected **Vendor Name** is **Required [Y]** on System Control Options (SOP2), which requires a vendor code to be input with an object. Valid values are: **Vendor [V]** **Provider/(Customer) [P]** (Note: The State of Missouri uses the Advanced Receivables subsystem and the associated Customer Information (1 of 2) (CUST) and Customer Information (2 of 2) (CUS2) tables rather than the Provider (PROV) table.) **Quantity [Q]** (Not currently used) **None [N]** Default is **None [blank]**
Code	11	**Input Optional. Required** if [V], [P] or [Q] entered in Vendor/Provider field. Enter the vendor or provider (customer) code associated with this line. If vendor [V] or provider [P], value entered in **Code** is validated against the Vendor (1 of 3) (VEN2) or Provider (PROV). Refer to Vendor Index (VEND) or Provider (PROV) table for valid codes.
Name	17	**Defaulted.** Default is inferred from Vendor (1 of 3) (VEN2) or Customer Information (1 of 2) (CUST) depending on the value in **Code**. If code is left blank, user can input the name of the vendor or provider (customer) for reference purposes.
Credit	11.2	**Input Optional.** If this line is to be credited, enter the credit amount.
Cash Indicator	1	**Input Optional.** Required for accounting lines which contain a reporting category code. Valid values are:

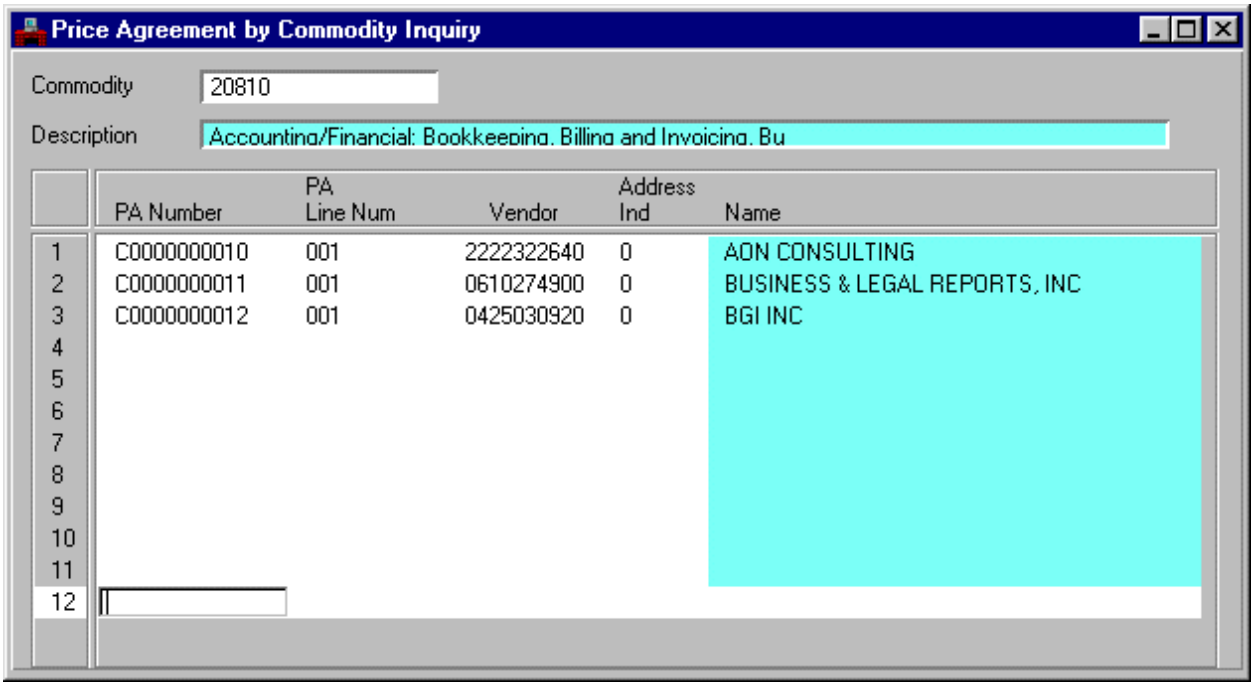
Yes [Y] - This document updates the **Collected** fields on Agency Federal Aid Inquiry (AGFA) and Agency Project Inquiry (AGPR).
No [N] - This document updates the **Accrued** fields on Agency Federal Aid Inquiry (AGFA) and Agency Project Inquiry (AGPR).

Price Agreement by Commodity Inquiry (PABC)

Purpose

The Price Agreement by Commodity Inquiry (PABC) table displays price agreements sorted by commodity code. This table is an alternate view of Price Agreement Vendor/Commodity (PAVC) and is automatically updated when a record is added, deleted, or changed on PAVC.

PABC Coding Instructions



Field Name	Length	Definition
Commodity	12	**Requires Input.** Enter the commodity code to search for the specific price agreements that used the particular commodity code.
Description	60	**Display Only.** Defaults to the description specified for the commodity code as inferred from Commodity (COMT).

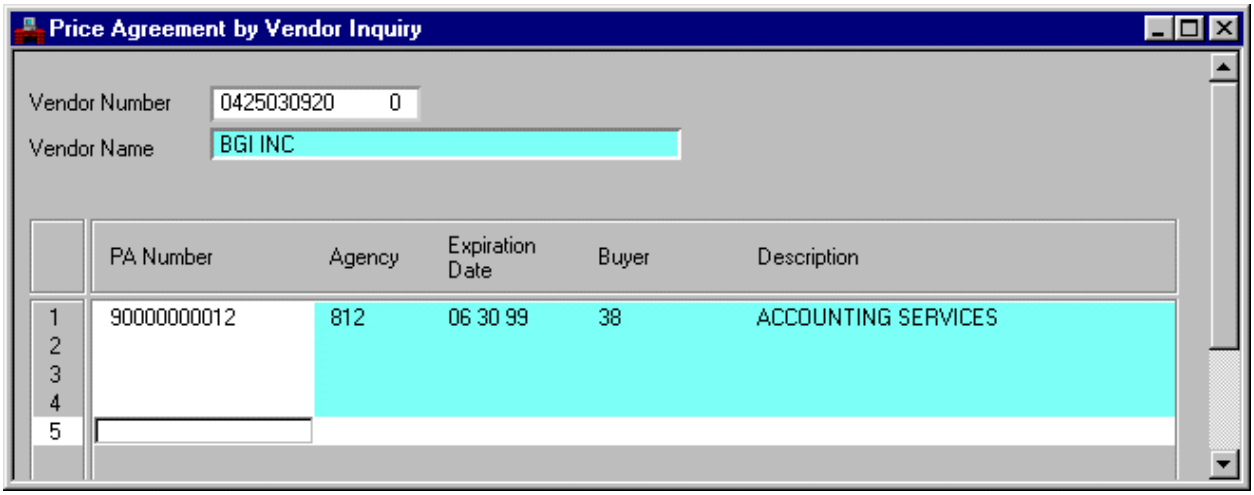
PA Number	11	**Display Only.** Indicates the price agreement number(s) that correspond to the commodity code entered.
PA Line Number	3	**Display Only.** Indicates the price agreement line number(s) that correspond to the commodity code entered.
Vendor	10	**Display Only.** Defaults to the number for the vendor which was awarded the corresponding price agreement line number.
Address Ind	1	**Display Only.** This field indicates whether an alternate address exists for the vendor.
Name	30	**Display Only.** Defaults to vendor name as inferred from Vendor (1 of 3) (VEN2).

Price Agreement by Vendor Inquiry (PAVI)

Purpose

The Price Agreement by Vendor Inquiry (PAVI) table provides users with a listing of Price Agreements sorted by Vendor number.

PAVI Coding Instructions



Field Name	Length	Definition
Vendor Number	11	**Requires Input.** Enter the number for the vendor about which you desire price agreement information.

Vendor Name	30	**Display Only.** Defaults to the name on the Vendor Index (VEND) table corresponding to the vendor number entered.
PA Number	11	**Display Only.** The price agreement(s) related to the vendor number are displayed.
Agency	3	**Display Only.** Displays the code for the agency that can use the price agreement. If the price agreement is available for multiple agencies, ******* will be displayed. If the price agreement is available for statewide usage, **ALL** will be displayed.
Expiration Date	6	**Display Only.** Displays the ending date for the price agreement.
Buyer	2	**Display Only**. Displays the buyer who is responsible for the price agreement. Refer to Buyer (BUYT) for code definition.
Description	60	**Display Only.** Displays the description of the price agreement.

Price Agreement Commodity Text (PCTX)

Purpose

The Price Agreement Commodity Text (PCTX) table stores text that is associated with price agreement commodity lines. This text provides additional specifications related to the commodity. This text may be inferred to the purchase order when a Quick Purchase Agreement (PGQ) or a Service Contract (SC) order document is issued off the price agreement.

Only the buyer who is responsible for the price agreement should process updates to this table. All others should utilize this table for inquiry only.

This table can also be accessed through the AM document.

The coding instructions below explain what needs to be entered in the specific fields to execute an update to this table.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

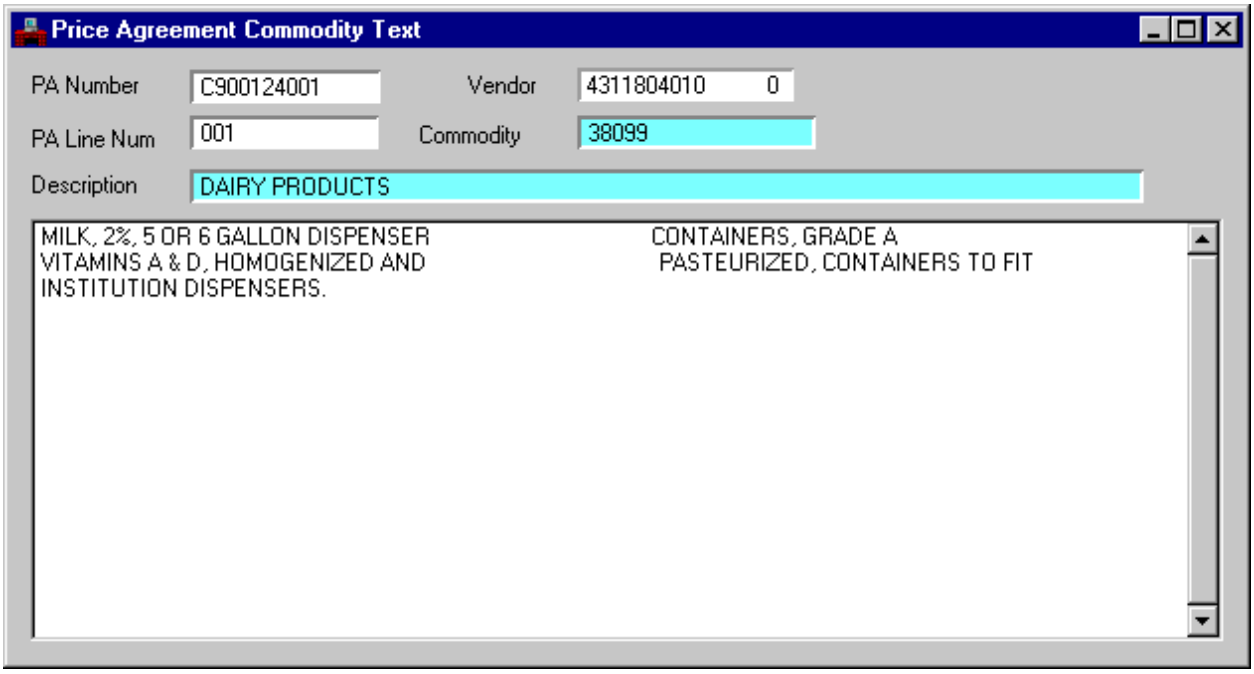
When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

PCTX Coding Instructions



Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the Price Agreement Number.
PA Line Number	3	**Input Optional.** Defaults to line 001. If you desire to update or obtain information about a different line number, enter that number.
Vendor	11	**Requires Input.** Defaults to the first vendor associated with the PA Line Number. You may enter a different vendor number if more than

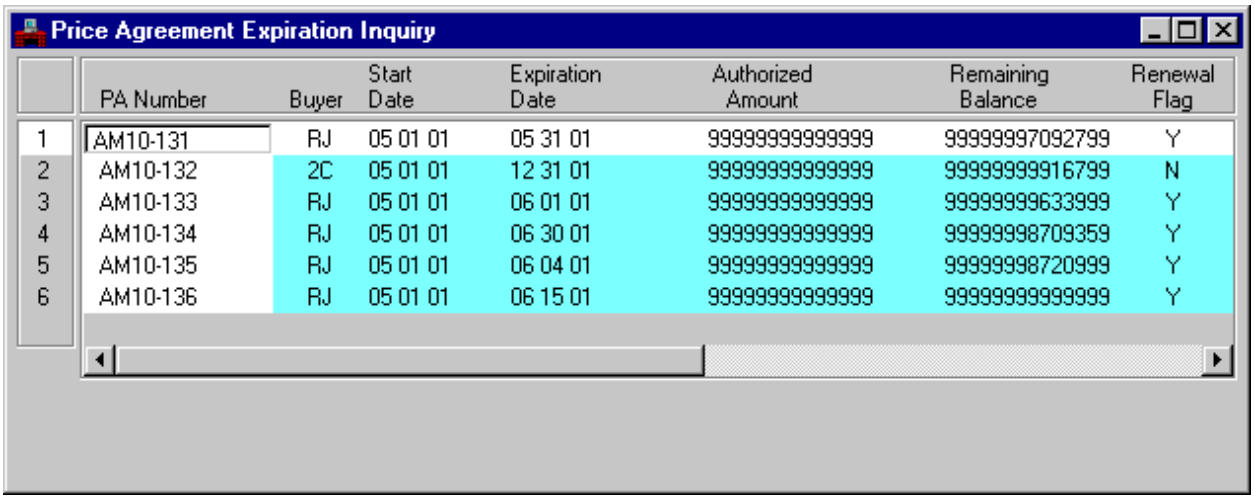
		one vendor is associated with the PA Line Number. Refer to Vendor (1 of 3) (VEN2) for vendor name and address.
Commodity	14	**Display Only.** Displays the Commodity Code associated with PA Line Number.
Description	60	**Display Only.** Defaults to the description specified for the commodity code as inferred from Commodity (COMT).
Text		**Requires Input.** If you are the buyer who is responsible for the price agreement, you may enter text that describes the commodity line on the price agreement.

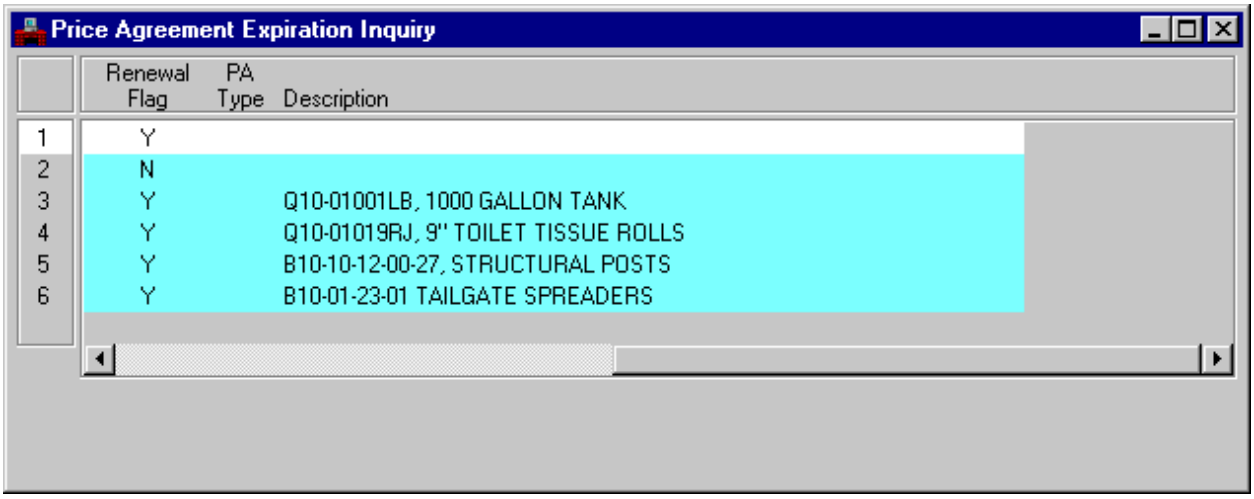
Price Agreement Expiration Inquiry (PAEX)

Purpose

The Price Agreement Expiration Inquiry (PAEX) table provides users with an alternate view of Price Agreement Summary (PASM). This table provides users with specific renewal information regarding price agreements. On the PASM table, only one price agreement number may be viewed when accessing the table. PAEX enables users to view six price agreements at any one time (sorted in sequential order by price agreement number).

PAEX Coding Instructions





Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number about which you are inquiring.
Buyer	2	**Display Only.** Displays the buyer who is responsible for the price agreement. Refer to Buyer (BUYT) for code definitions.
Start Date	6	**Display Only.** Displays the start date for the price agreement.
Expiration Date	6	**Display Only.** Displays the end date for the price agreement.
Authorized Amount	14	**Display Only.** The maximum dollar amount allowed for this price agreement is displayed. If the price agreement has been renewed,

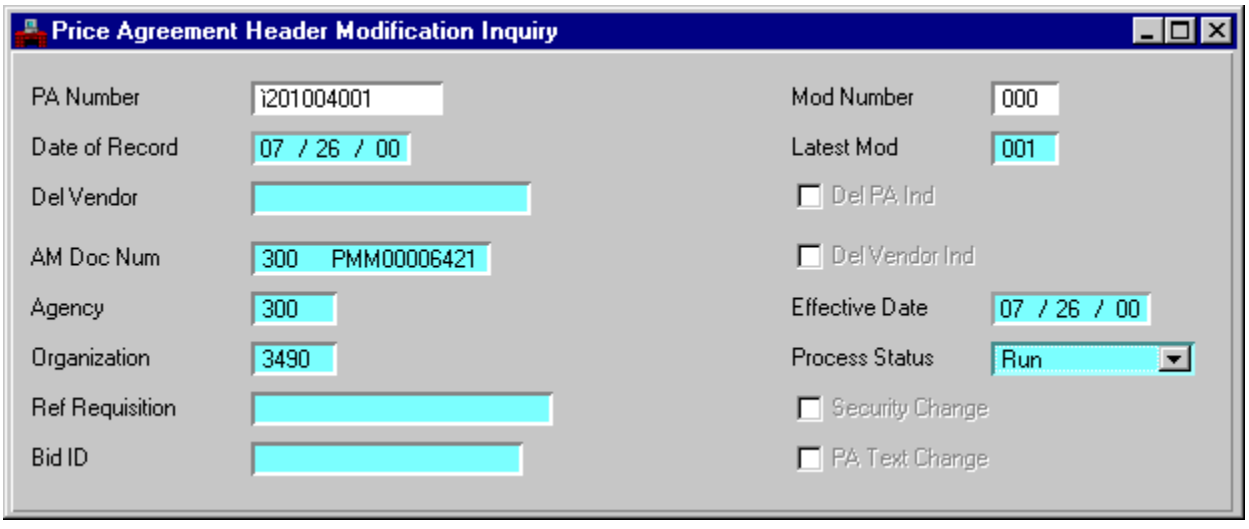
		this amount represents the cumulative amount for the original contract period plus the renewal period(s).
Remaining Balance	14	**Display Only.** Defaults to the remaining balance as inferred from Price Agreement Summary (PASM). The amount represents the balance available for encumbering under the price agreement. It is computed by subtracting open encumbrances and expended amounts from the Authorized Amount.
Renewal Flag	1	**Display Only.** The letter **Y** indicates that the agreement is within the renewal days' range and may need to be renewed.
PA Type	N/A	**Not Applicable**. Not used by the State of Missouri.
Description	60	**Display Only.** Displays the description of the price agreement.

Price Agreement Header Modification Inquiry (MPAH)

Purpose

The Price Agreement Header Modification Inquiry (MPAH) table maintains header information regarding modifications to existing price agreements.

MPAH Coding Instructions



Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number about which you are inquiring.

Mod Number	3	**Input Optional.** 000 indicates the original price agreement. You may enter a particular modification number to inquire about a modified price agreement.
Date of Record	6	**Display Only.** Indicates the date this modification was processed.
Del Vendor	11	**Display Only.** Indicates the vendor number of a vendor deleted from the price agreement.
AM Doc Num	16	**Display Only**. Displays the AM document number associated with this modification to the price agreement.
Agency	3	**Display Only.** Displays the code for the agency that is authorized to make changes to this price agreement.
Organization	4	**Display Only.** Displays the code for the organization within the agency that is authorized to make changes to this price agreement.
Ref Requisition	16	**Display Only.** If applicable, indicates the requisition document used to process the modification.
Bid ID	10	**Display Only**. If applicable, indicates the Bid ID for the bid that was used to establish the original price agreement.
Latest Mod	3	**Display Only.** Displays the number of the last modification processed for this price agreement.
Del PA Indicator	1	**Display Only.** Indicates that the price agreement was deleted by this modification.
Del Vendor Ind	1	**Display Only**. Indicates that the vendor contained in the Del Vendor field was deleted by this modification.
Effective Date	6	**Display Only**. Indicates the date that this modification was or will become effective.
Process Status	1	**Display Only.** Indicates one of three settings: • **Run**: The modification was processed immediately on the effective date

		• **Schedule**: The modification is scheduled to be processed during nightly processing on the effective date • **Complete** The scheduled modification was processed during the nightly processing on the effective date
Security Change	1	**Display Only**. Indicates that this modification has changed the authorized users of the price agreement.
PA Text Change	1	**Display Only.** Indicates that this modification has changed the price agreement text.

Price Agreement Master (AM) Document

Purpose

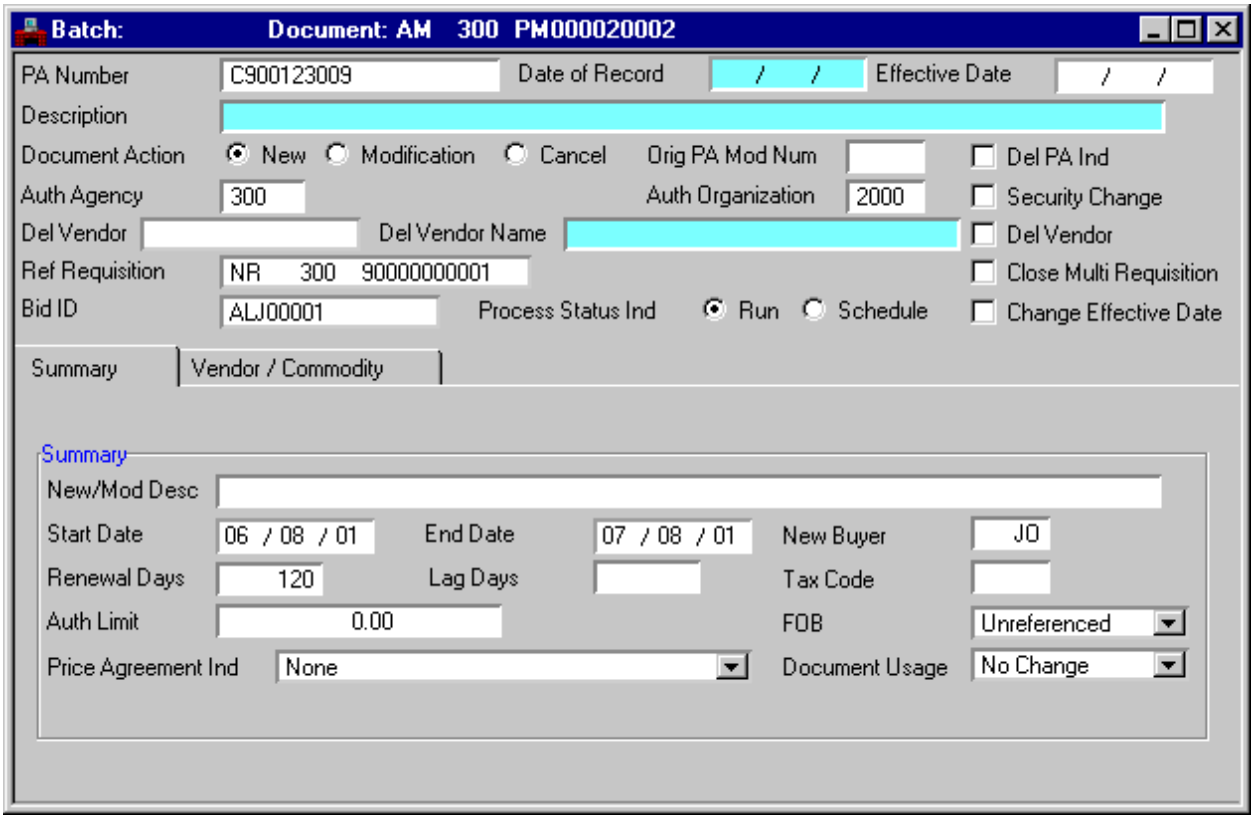
The Price Agreement Master (AM) Document is used in the SAM II system to establish Price Agreements and to facilitate contract administration. One of two types of purchase orders can be issued off a particular Price Agreement that has been established via an AM document, the Quick Price Agreement (PGQ) document or Service Contract (SC) document. Price Agreements provide system edits to enforce contract terms, including a specified contract period, relating to either unit price verification (PGQ documents) or maximum dollar amount (SC documents). In addition, the system edits facilitate transaction processing by ensuring that:

- Orders issued against a particular price agreement can only reference the vendor or vendors authorized for that agreement.
- Agencies ordering against a particular agreement can be restricted.

Refer to the following procedures for more information applicable to AM document processing:

- Establishing a Price Agreement;
- Modifying a Price Agreement; and
- Canceling a Price Agreement.

AM Document Coding Instructions



Header and Summary View

Field Name	Length	Definition
PA Number	11	**Requires Input**. Enter a price agreement number. When establishing a price agreement pursuant to SDA, PGA, or ERS authority, the acronym plus the three-digit number assigned to the SDA, PGA, or ERS must be the first six characters of the price agreement number.
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Effective Date	6	**Input Optional.** If establishing a new Price Agreement, leave this field blank. If modifying a Price Agreement and the modification should not be effective until a future date (i.e. to renew/extend the contract period), enter a date one workday prior to the day that the modification to the AM document should become effective.

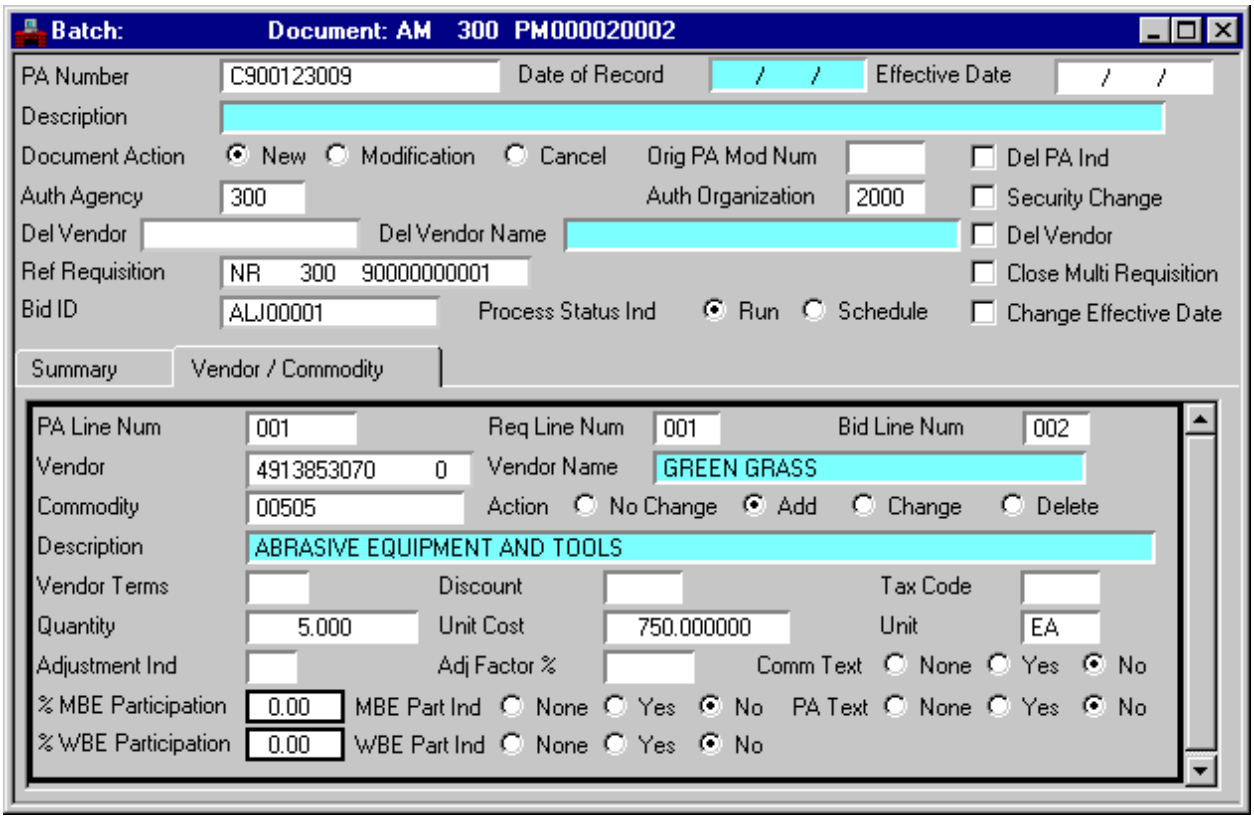
		Note: If the **Process Status** is set to **Run**, the Effective Date field must be blank.
Description	60	**Display Only**. Defaults to the description of the price agreement as entered in the **New/Mod**ified **Des**cription field below.
Doc Action	1	**Input Optional**. Defaults to **New**. • New - This action establishes a new price agreement. • **Modification -** This action modifies an existing price agreement. • **Cancel -** This action cancels a scheduled price agreement modification. This action will not cancel or delete the price agreement.
Orig PA Mod Num	3	**Input Optional** If canceling a Scheduled modification, enter the applicable modification number.
Del PA Ind	1	**Input Optional**. Check the **Del**ete **PA Ind**icator if indicating that the existing price agreement is to be deleted. This action will delete all record of the price agreement. This action should normally only be used if the price agreement was entered in error and no purchase orders have been issued against it. Check the Open Purchase Order by Blanket Number Inquiry (POBL) table to determine if there are any outstanding PGQs/SCs. Any outstanding purchase orders must be canceled prior to deleting the Price Agreement.
Auth Agency	3	**Requires Input.** Enter the code for the agency that established the price agreement and has authority to make modifications. Refer to Agency Index (AGCY) for valid code definitions.
Auth Organization	4	**Requires Input.** Enter the code for the organization within the agency that established the price agreement and has authority to make modifications. Refer to Organization Index (ORGN) for valid code definitions.

Security Change	1	**Input Optional**. Check the Security box if change(s) are being made to the Price Agreement Security (PASC) table through a modification.
Del Vendor	11	**Input Optional**. Enter the vendor code corresponding to the vendor to be deleted from the price agreement. This action will delete all commodity lines associated with this vendor.
Del Vendor Name	30	**Display Only.** Displays the vendor name associated with vendor to be deleted. This field populates with the vendor name only if the **Del**ete **Vendor** box is checked.
Del Vendor	1	**Input Optional.** Check this box, in conjunction with entering the vendor code in the **Del**ete **Vendor** field, to activate the deletion of the vendor and all associated line items.
Ref Requisition	11	**Input Optional.** You can enter the requisition document ID used to initiate the solicitation activities or the price agreement modification (e.g. to renew the price agreement). Commodity line information from the requisition document will automatically transfer to the Vendor/Commodity section of the AM document. Never reference an RXQ which was established in a prior fiscal year.
Close Multi Requisition	1	**Input Optional.** If the requisition document ID is not entered in the Ref Requisition field, check this box to activate the closing of requisition lines that were used to establish or modify a price agreement. Complete the Price Agreement Requisition Close (PARX) table to identify those requisitions lines that need to be closed but are not referenced on the Vendor/Commodity tab of the AM document.
Bid ID	11	**Input Optional**. Enter the bid number to infer information regarding commodity details from the bid to the AM document.
Process Status Ind	1	**Input Optional**. Defaults to **Run**. If Run is indicated, a modification to the AM document will process immediately. If establishing a new price agreement that will be effective sometime in the future, select **Run** in order to populate the original price agreement open items tables immediately (i.e., PASM, PAVC, and PASC). Orders cannot be issued off the price agreement until the applicable **Start Date** becomes effective.

		If **Schedule** is indicated, a modification to the AM document will be processed during the nightly cycle on the effective date entered.
Change Effective Date	1	**Input Optional.** Check this box to indicate that the Effective Date of a previously scheduled modification is being changed .
New/Mod Desc	60	**Requires Input.** If establishing a new price agreement, enter a description that describes the price agreement. **Input Optional**. If processing a modification, you may change the description of an existing price agreement.
Start Date	6	**Requires Input.** Requires input if establishing a new price agreement.
End Date	6	**Requires Input.** Requires input if establishing a new price agreement or modifying the price agreement's end date (for example, when renewing or canceling the price agreement).
New Buyer	2	**Requires Input.** Requires input if establishing a new price agreement or modifying an existing price agreement and changing the assigned buyer. Refer to Buyer (BUYT) for acceptable buyer codes.
Renewal Days	3	**Input Optional**. Requires input if indicating a value other than 120 days (the default renewal number of days). Enter the value **000** if the applicable Price Agreement does not contain renewal options or if you are modifying the price agreement to utilize the final renewal option.
Lag Days	3	**Input Optional**. Enter the number of days past the order date to indicate the guaranteed delivery date of the supplies from the vendor. If a delivery date is not entered on a PGQ or SC that references the price agreement, the system will automatically calculate the delivery date for the purchase order based on the Lag Days.

Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri. Do not enter any data in this field.
Auth Limit	14	**Requires Input**. Defaults to **0.00**. Requires input if establishing a new price agreement or processing a modification that changes the authorized usage limit. A whole number will default to 2 decimal places. If establishing a price agreement with no usage limit, such as a statewide contract, enter **999,999,999.99** including the commas.
FOB	1	**Input Optional.** When establishing a new price agreement, select **Destination** or **Shipping** to designate the free on board point or **Unreferenced** to indicate that the FOB designation will be entered on the issued purchase order. If processing a modification to the price agreement, be sure to select **No Change** unless you want to change the FOB to something other than what is currently on the price agreement.
Price Agreement Ind	1	Defaults to **None**. Do not change. **Requires Input**. Requires input if establishing a new price agreement. **Price Agreement -** Indicates that only Quick Price Agreement (PGQ) order documents may be issued against the price agreement.
Document Usage	1	**Service Contract -** This indicates that only Service Contract (SC) order documents may be issued against the price agreement. **Both -** This indicates that both PGQ and SC order documents may be issued against the price agreement.

No Change. If modifying an existing price agreement, the field will default to No Change. Leave it at No Change unless you want to change the Document Usage.



Vendor/Commodity View

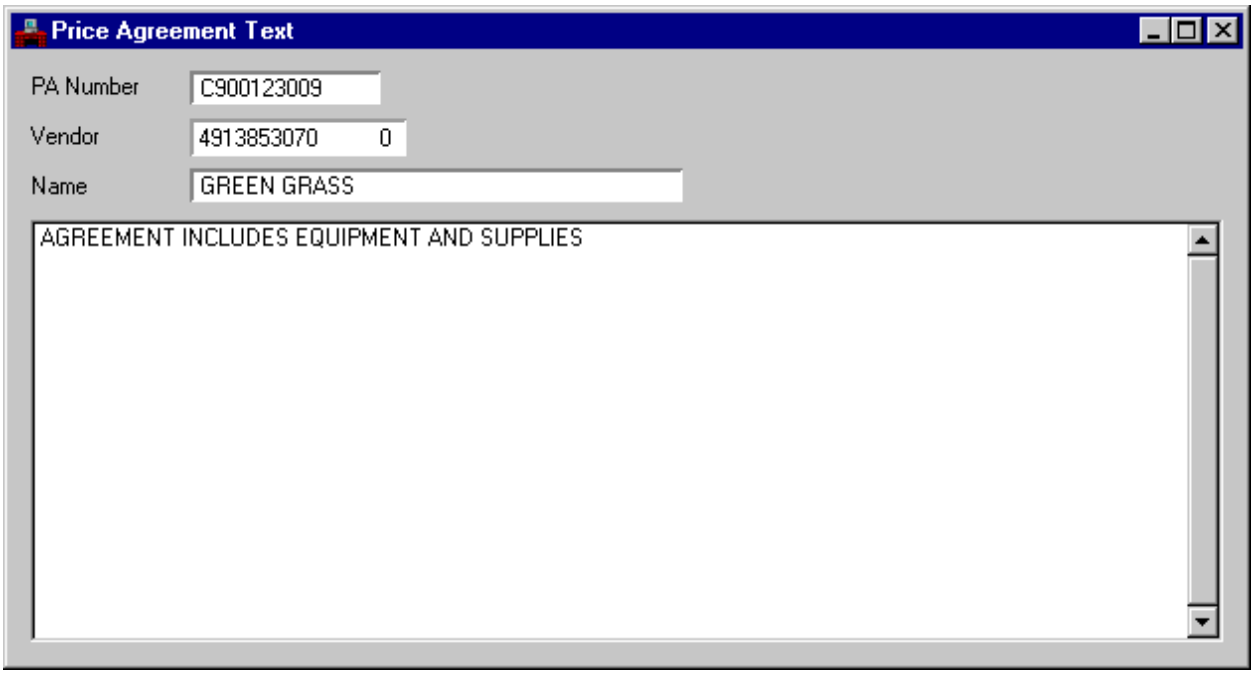
Field Name	Length	Definition
PA Line Num	3	**Requires Input**. Enter a **P**rice **A**greement **Line Num**ber corresponding to the commodity lines contained in the contract.
Req Line Num	3	**Input Optional.** If a requisition ID is entered in the **Ref**erenced **Requisition** field of the Header and you want commodity line information from the requisition to infer to the price agreement, enter the applicable **Req**uisition **Line Num**ber corresponding to the commodity line item to be inferred from the requisition. This field must be left blank if inferring commodity line information from a bid to the AM document.

Bid Line Num	3	**Input Optional.** If a bid ID is entered in the **Bid ID** field of the Header and you want commodity line information from the bid to infer to the price agreement, enter the applicable **Bid Line Num**ber corresponding to the commodity line item to be inferred from the requisition. This field must be left blank if inferring commodity line information from a requisition to the AM document.
Vendor	11	**Requires Input**. Enter the vendor code. Refer to Vendor (1 of 3) (VEN2) for valid codes.
Vendor Name	30	**Display Only.** Displays the name associated with the vendor code entered.
Commodity	14	**Requires Input**. If referencing a requisition or bid line, the commodity will be inferred from the referenced document. If not referencing a requisition or bid line, you must enter the valid commodity code that the vendor is authorized to provide. Refer to Commodity Index (COMM), Commodity Cross Reference (COMK), or Commodity (COMT) for valid codes. NOTE: You can select the Find Code icon to directly access the Commodity Index (COMM) table.
Action	1	**Input Optional**. Defaults to **Add** if establishing a new price agreement. Defaults to **No Change** if processing a modification. Valid options are: • **Add**: Denotes that a new commodity line item is being added; • **Change**: Denotes that an existing commodity line item is being changed; or • **Delete**: Denotes that an existing commodity line item is being deleted.
Description	60	**Display Only**. Defaults to the description of the commodity code entered as inferred from Commodity (COMT).

Vendor Terms	1	**Input Optional**. You can enter a valid discount type that corresponds to the percentage off for prompt payment in this field. Refer to the Discount Type (DISC) table for valid codes.
Discount	5	**Input Optional**. For information purposes, you may enter a percentage off list price that is offered by the vendor. Defaults to three decimal places. This percentage will not be used in any system calculations.
Tax Code	3	**Not Applicable**. Not used by the State of Missouri. Do not enter any data in this field.
Quantity	11	**Input Optional.** If referencing a requisition or bid line, the quantity will be inferred from the referenced document. If not referencing a requisition or bid line, this field will default to **0.000**. You may enter a quantity. If quantity is unlimited or unknown, enter **0.000;** a whole number defaults to three decimal places. Note: The system does not edit against this amount to limit orders.
Unit Cost	14	**Input Optional**. If referencing a requisition or bid line, the unit cost will be inferred from the referenced document. If not referencing a requisition or bid line, this field will default to **0.000**. Do not change the default value if the unit price will vary for the vendor/commodity line combination. If unit price is firm, fixed enter that amount. A whole number defaults to six decimal places.
Unit	4	**Input Optional**. If referencing a requisition or bid line, the unit of measure will be inferred from the referenced document. If not referencing a requisition or bid line, you must enter a standard unit of measure that further defines the commodity line . Refer to Unit of Measure (UNIT) for valid codes.
Adjustment Ind	1	**Input Optional**. This field is only used when processing a modification to the price agreement. If you want the system to calculate the new price based on a percentage, enter an **I** to increase or a **D** to decrease the price; and, in the **Adj Factor %** field enter the percentage that will be used to calculate the new price.

		NOTE: If the **PA Line Num** is left blank, the Adjustment Indicator and the Adjustment Factor % will be applied to all lines (i.e., Unit Costs) for the vendor.
Adj Factor %	5	**Input Optional**. This field is only used when processing a modification to the price agreement. It defaults to blank. Enter the percentage of price increase or decrease to be applied to the commodity line items through the modification. A whole number defaults to two decimal places. Note: If entering 10%, for example, enter the value **10** (not **.10**).
Comm Text	1	**Input Optional**. Select the "**Yes**" button if text related to this commodity line will be entered on the Price Agreement Commodity Text (PCTX) table. If you are processing a modification and want to change the original text, select the "**Yes**" button.
% MBE Participation	5	**Input Optional**. Defaults to **0.00**. If the price agreement/vendor combination involves participation by a MBE subcontractor and the percentage is known, enter the percentage of MBE subcontracting participation. If the price agreement/vendor combination involves participation by a MBE subcontractor but the percentage is not known, leave this field blank (but select the **Yes** radio button in the **MBE Part**icipation **Ind**icator). A whole number will default to two decimal places. 10 percent should be entered as **10.00.**
		Note: If the vendor has multiple commodity lines, the MBE subcontractor participation percentage and indicator only needs to be entered on one of that vendor's commodity lines. It will impact all commodity lines associated with the vendor.
MBE Part Ind	1	**Input Optional**. If a percentage is entered in the % MBE Participation field, the **Yes** radio button will be automatically selected which indicates MBE subcontracting participation is included in corresponding price agreement/vendor combination. If a percentage is not entered in the % MBE Participation field, the **No** radio button is automatically selected. You may leave the %

		MBE Participation field blank and select the **Yes** radio button to indicate that MBE subcontracting participation is included in the price agreement/vendor combination but the actual percentage of participation is not known.
PA Text	1	**Input Optional**. Select the "**Yes**" radio button if text related to the vendor for this price agreement will be entered on the Price Agreement Text (PATX) table. If you are processing a modification and want to change the original text, select the "**Yes**" radio button.
% WBE Participation	5	**Input Optional**. Defaults to **0.00**. If the price agreement/vendor combination involves participation by a WBE subcontractor and the percentage is known, enter the percentage of WBE subcontracting participation. If the price agreement/vendor combination involves participation by a WBE subcontractor but the percentage is not known, leave this field blank (but select the **Yes** radio button in the **WBE Part**icipation **Ind**icator). A whole number will default to two decimal places. 10 percent should be entered as **10.00**
		Note: If the vendor has multiple commodity lines, the WBE subcontractor participation percentage and indicator only needs to be entered on one of that vendor's commodity lines. It will impact all commodity lines associated with the vendor.
WBE Part Ind	1	**Input Optional**. If a percentage is entered in the % WBE Participation field, the **Yes** radio button will be automatically selected which indicates WBE subcontracting participation is included in corresponding price agreement/vendor combination. If a percentage is not entered in the % WBE Participation field, the **No** radio button is automatically selected. You may leave the % WBE Participation field blank and select the **Yes** radio button to indicate that WBE subcontracting participation is included in the price agreement/vendor combination but the actual percentage of participation is not known.



PATX

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

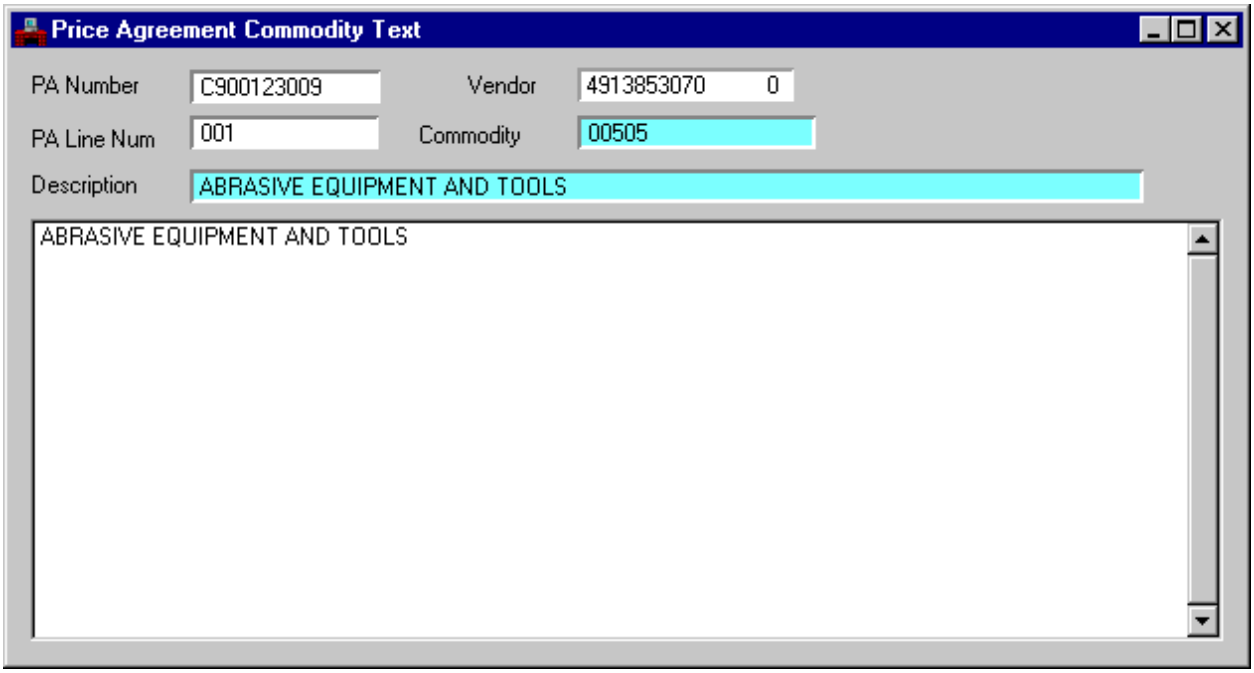
MODIFY: ADD Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number that you are establishing or modifying.

Vendor	11	**Requires Input.** Enter the code for the vendor to which this text applies. If the price agreement was awarded to more than one vendor, enter the applicable vendor code.
Name	30	**Display Only.** Defaults to the name associated with the vendor as inferred from Vendor (1 of 3) (VEN2).
Text	70	**Requires Input.** Enter text associated the price agreement/vendor combination. The text may include general comments about the price agreement history, usage, etc. This text will not print on the PGQ or SC purchase order.



Additional Description - Price Agreement Commodity Test (PCTX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

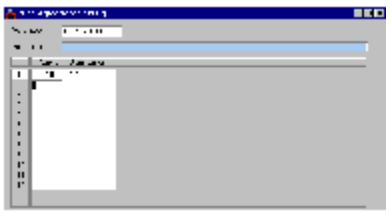
MODIFY: ADD Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional

text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

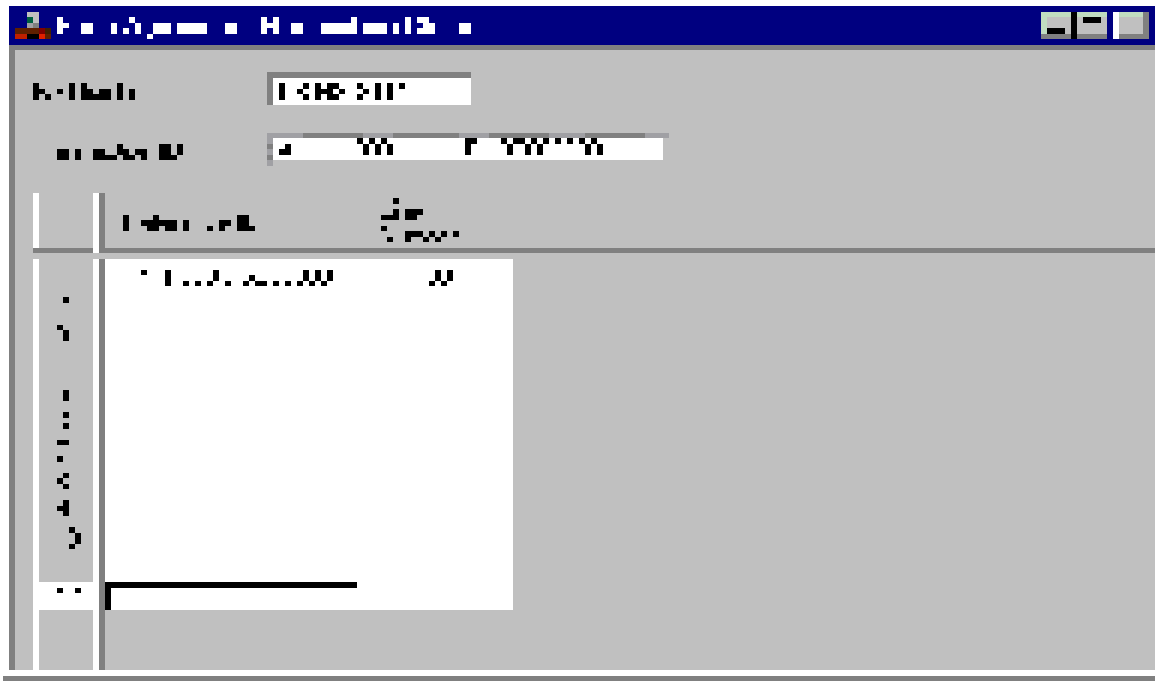
Field Name	Length	Definition
PA Number	11	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the AM document, this field will be populated with the price agreement number. If the table was accessed by using the Navigator Go To, you need to enter the price agreement number.
Vendor	11	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the AM document, this field will be populated with the vendor code. If the table was accessed by using the Navigator Go To you need to enter the vendor code.
PA Line Num	3	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the AM document, this field will be populated with the price agreement line number. If the table was accessed by using the Navigator Go To, you need to enter the price agreement line number.
Commodity	11	**Display Only.** Displays the commodity code that is associated with the **P**rice **A**greement **Line Num**ber.
Description	60	**Display Only.** Displays the description of the commodity.
Text		**Requires Input.** Enter text that further defines the specifications of the commodity. If desired, you may copy text from another table such as the Bid Text (BDTX) or the Requisition Text (RXTX) by utilizing the Copy and Paste feature.



PASC

NOTE: For a statewide contract, do not set up anything in this table.

Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number that you are establishing or modifying.
Description	60	**Display Only.** Defaults to the description entered on the **New/Mod**ification **Desc**ription field of the AM document.
Agency	3	**Requires Input**. Enter the three digit agency code(s) to designate the agency(ies) authorized to use the price agreement. Refer to Agency Index (AGCY) for valid code definitions.
Organization	4	**Requires Input**. Enter the four character organization code(s) to designate the organization(s) within the agency that are authorized to use the price agreement. Refer to Organization Index (ORGN) for valid codes. If all organizations within the agency may use the price agreement, enter "****".



PARX

Field Name	Length	Definition

PA Number	11	**Requires Input.** Enter the number of the Price Agreement that was established using the requisition document(s) that need to be closed.
Transaction ID	16	**Requires Input**. Enter the document number of the Price Agreement Master (AM) which was used to establish the Price Agreement.
Reference ID	16	**Requires Input.** Enter the requisition document number(s) that need to be closed.
Line Number	3	**Requires Input.** Enter the applicable requisition line item(s) that need to be closed.

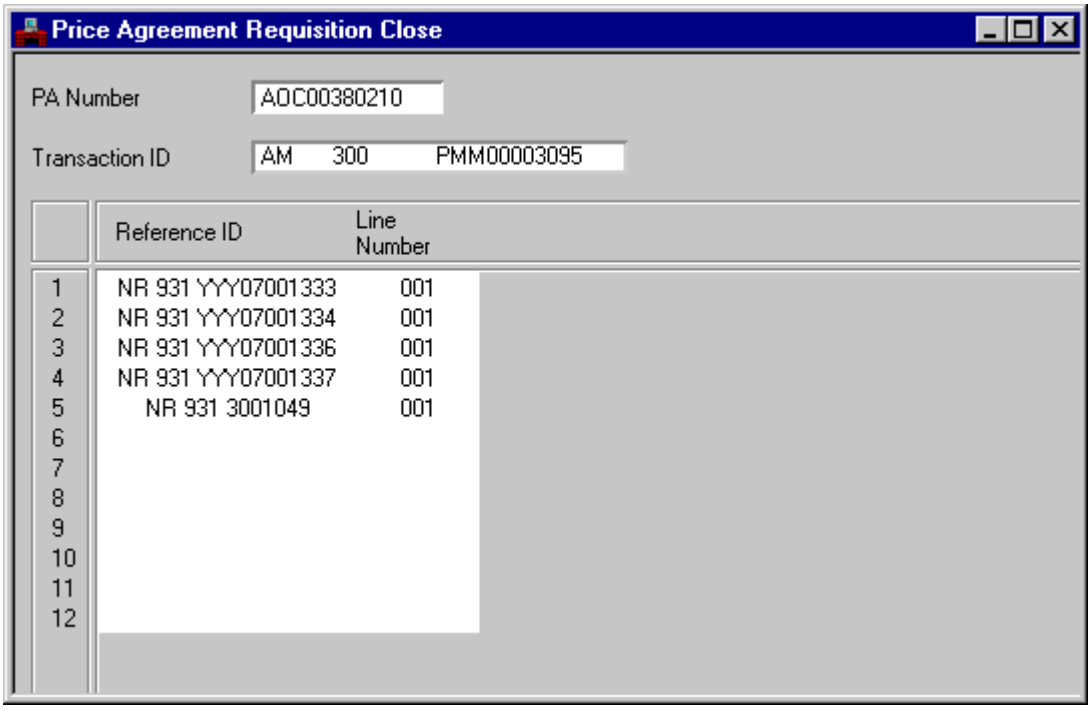
Price Agreement Requisition Close (PARX)

Purpose

The Price Agreement Requisition Close (PARX) table is used to close out multiple requisitions or multiple commodity lines tied to one requisition (both pre-encumbering and non-pre-encumbering) that resulted in the establishment of a single price agreement. When a price agreement is established only a single requisition may be referenced. Therefore, the other requisition(s) will need to be closed manually on a line-by-line basis on this table.

This table can also be used to close out a requisition that was used to request a change to a price agreement that did not affect a commodity line and therefore did not get referenced by the Price Agreement Master (AM) document.

PARX Coding Instructions



Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the number of the Price Agreement that was established using the requisition document(s) that need to be closed.
Transaction ID		**Requires Input**. Enter the document number of the Price Agreement Master (AM) which was used to establish the Price Agreement.
Reference ID	16	**Requires Input.** Enter the requisition document number(s) that need to be closed.
Line Number	3	**Requires Input.** Enter the applicable requisition line item(s) that need to be closed.

Price Agreement Security (PASC)

Purpose

The Price Agreement Security (PASC) table provides users with inquiry access to information regarding authorized agency/organization combinations for specific price agreements.

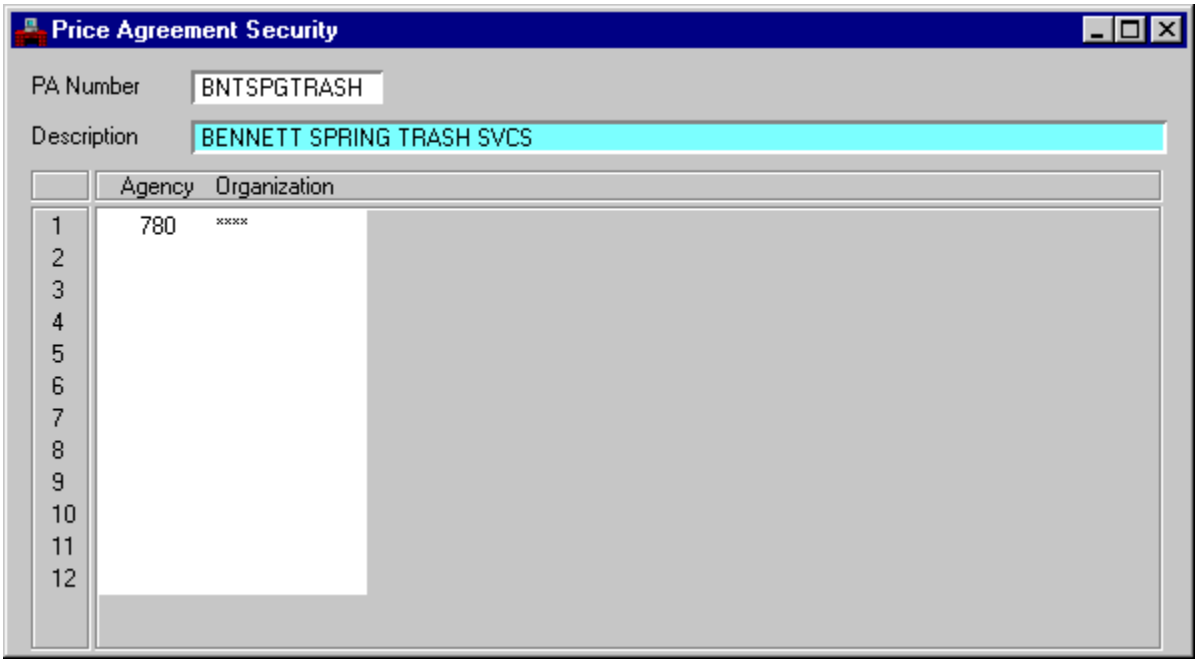
If a record does not exist on this table for a particular price agreement, then that price agreement is not restricted for use by certain agencies and is available for use on a

statewide basis.

If your agency/organization is not listed but others are, you are not authorized to use the price agreement.

Refer to Price Agreement Master (AM) for coding instruction on how to update this table.

PASC Coding Instructions



Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the number of the price agreement about which you are inquiring.
Description	60	**Display Only.** Displays the description of the price agreement.
Agency	3	**Display Only.** Indicates the agency or agencies authorized to use the price agreement.
Organization	4	**Display Only.** Indicates the organization or organizations authorized to use the price agreement within a particular agency. The characters "********" indicate that the price agreement is available for all organizations within the agency.

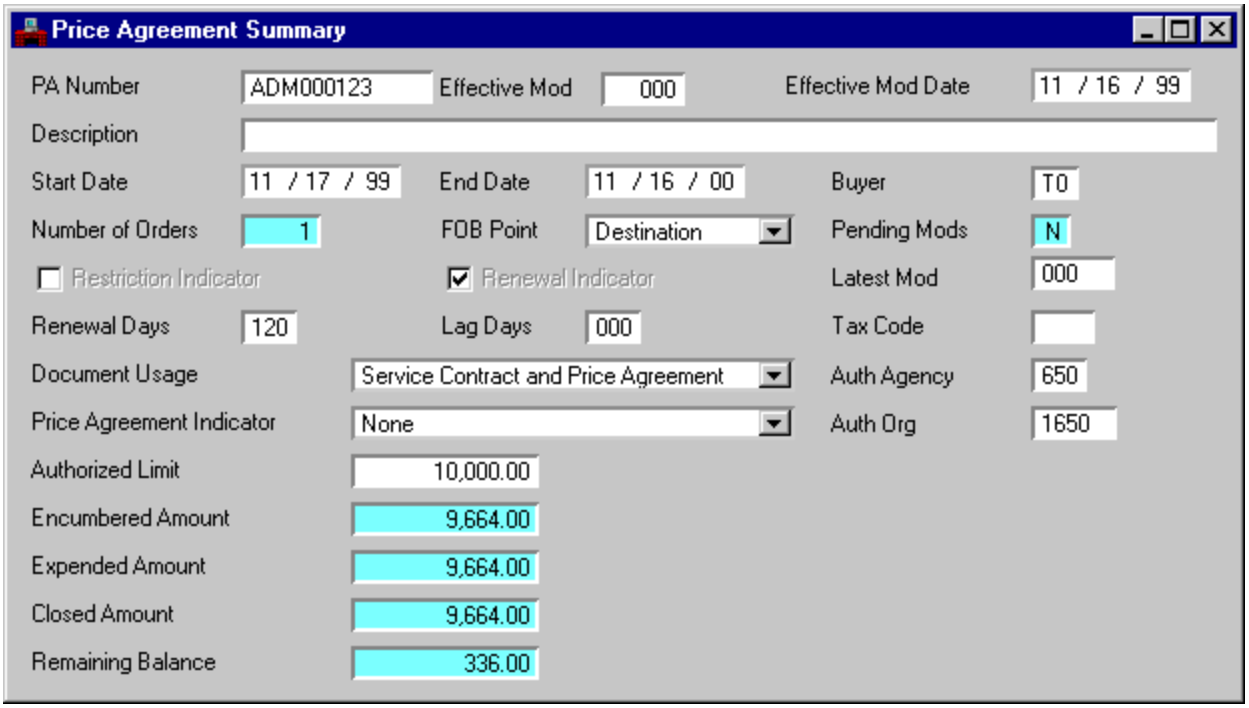
Price Agreement Summary (PASM)

Purpose

The Price Agreement Summary (PASM) table provides users with inquiry access to summary information regarding specific price agreements. Amount fields are updated by acceptance of Quick Price Agreement (PGQ) and Service Contract (SC) order transactions and the subsequent payment voucher and expenditure transactions.

This table can be updated by entries on the Summary tab of the AM document. Refer to Price Agreement Master (AM) for coding instructions on how to update this table.

PASM Coding Instructions



Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number about which you are inquiring.
Effective Mod	3	**Display Only**. Indicates the number of the price agreement modification that is currently effective.
Effective Mod Date	6	**Display Only.** Indicates the date when the modification became effective.

Description	60	**Display Only.** Displays the description for the price agreement.
Start Date	6	**Display Only.** Displays the start date for the price agreement.
End Date	6	**Display Only.** Displays the end date for the price agreement.
Buyer	2	**Display Only.** Displays the buyer who is responsible for the price agreement. Refer to Buyer (BUYT) for code definitions.
Number of Orders	5	**Display Only.** The number of Quick Price Agreement (PGQ) or Service Contract (SC) order transactions accepted into the system to date for this price agreement is displayed.
FOB Point	1	**Display Only.** Displays the FOB Point specified on the price agreement. The valid options are: • **Destination -** This is the preferred setting. It indicates that goods transfer title at the point of destination. • **Shipment -** This setting indicates that goods transfer title at the point of the shipment • **Unreferenced -** This setting indicates that no FOB Point has been specified for the price agreement.
Pending Mods	1	**Display Only.** This field will contain a "**Y**" if a modification is pending for the price agreement -that is not yet effective.
Latest Mod	3	**Display Only.** Indicates the number of the last modification entered into the system for this price agreement. It may or may not be the same as the Effective Mod.
Restriction Indicator	1	**Display Only.** A checkmark in this box, indicates that only one agency or multiple agencies listed on Price Agreement Security (PASC) table are authorized to issue purchase orders off the price agreement. If this field is blank, the price agreement is available for statewide usage.
Renewal Indicator	1	**Display Only.** A checkmark in this box indicates that the agreement is within the renewal days' range and may need to be renewed.

Renewal Days	3	**Display Only.** Indicates the number of days prior to the end date that the **Renewal Indicator** will be checked. If zeros are indicated, this denotes that the price agreement can not be renewed.
Lag Days	3	**Display Only.** Indicates a value between **000** - **999**. If a specific delivery date is not indicated on The Quick Price Agreement (PGQ) Order Document delivery date is calculated by adding the number of lag days to the PGQ transaction date.
Document Usage	1	**Display Only.** This indicator identifies the type of order document that can be issued off the price agreement. Valid values are: • Price Agreem?nt: Only a Quick Price Agreement (PGQ) order may be issued against the price agreement. • **Service Contract:** Only a Service Contract (SC) order may be issued against the price agreement. • **Service Contract and Price Agreement:** Either type of order may be issued against the price agreement.
Price Agreement Indicator	N/A	**Not Applicable.** Not used by the State of Missouri.
Authorized Limit	14	**Display Only.** The maximum dollar amount allowed for this price agreement is displayed. If the price agreement has been renewed, this amount represents the amount for the original contract period plus the renewal period(s). The Authorized Limit must be equal to or greater than the Encumbered Amount plus the Expended Amount minus the Closed Amount.
Encumbered Amount	14	**Display Only.** Indicates the total amount encumbered against this price agreement to date. Represents the total amount of the PGQs and/or SCs accepted into the system. If a PGQ or SC is finalized without actually expending (paying) the full amount encumbered by the order, the disencumbered amount

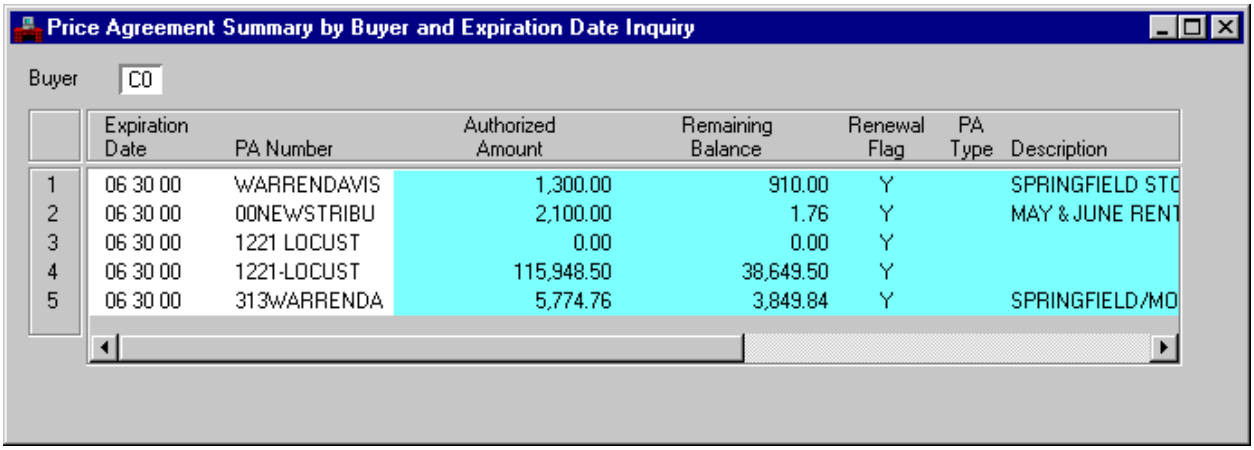
		will not be subtracted from the Encumbered Amount displayed in this field.
Expended Amount	14	**Display Only.** Indicates the total amount expended (paid)against this price agreement to date.
Closed Amount	14	**Display Only.** Indicates the closed amount to date. Represents the total disencumbered plus paid amounts processed against the price agreement.
Remaining Balance	14	**Display Only.** The amount represents the balance available for encumbering under the price agreement. It is computed by subtracting open encumbrances and expended amounts from the Authorized Amount.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Auth Agency	3	**Display Only.** Displays the code for the agency authorized to make changes to this price agreement.
Auth Org	4	**Display Only.** Displays the code for the organization authorized to make changes to this price agreement.

Price Agreement Summary by Buyer and Expiration Date Inquiry (PABE)

Purpose

The Price Agreement Summary by Buyer and Expiration Date Inquiry (PABE) provides users with information regarding the price agreements that are to expire in the near future.

PABE Coding Instructions



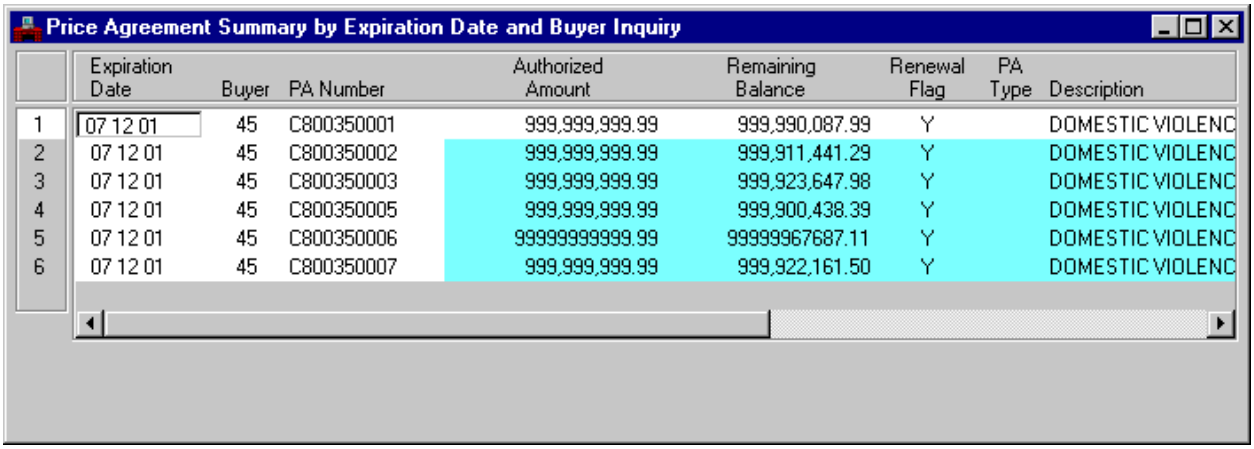
Field Name	Length	Definition
Buyer	2	**Requires Input.** Enter the buyer code about which you are inquiring.
Expiration Date	6	**Display Only.** Displays the end date of the price agreement.
PA Number	11	**Display Only.** Displays the price agreement number(s) for the selected buyer.
Authorized Amount	14	**Display Only.** The maximum dollar amount allowed for this price agreement is displayed. If the price agreement has been renewed, this amount represents the cumulative amount for the original contract period plus the renewal period(s).
Remaining Balance	14	**Display Only.** Defaults to the remaining balance as inferred from Price Agreement Summary (PASM). The amount represents the balance available for encumbering under the price agreement. It is computed by subtracting open encumbrances and expended amounts from the Authorized Amount.
Renewal Flag	1	**Display Only.** The letter **Y** indicates that the agreement is within the renewal days' range and may need to be renewed.
PA Type	N/A	**Not Applicable**. Not used by the State of Missouri.
Description	60	**Display Only.** Displays the description of the price agreement.

Price Agreement Summary by Expiration Date and Buyer Inquiry (PAEB)

Purpose

The Price Agreement Summary by Expiration Date and Buyer Inquiry (PAEB) displays price agreements sorted by expiration date.

PAEB Coding Instructions



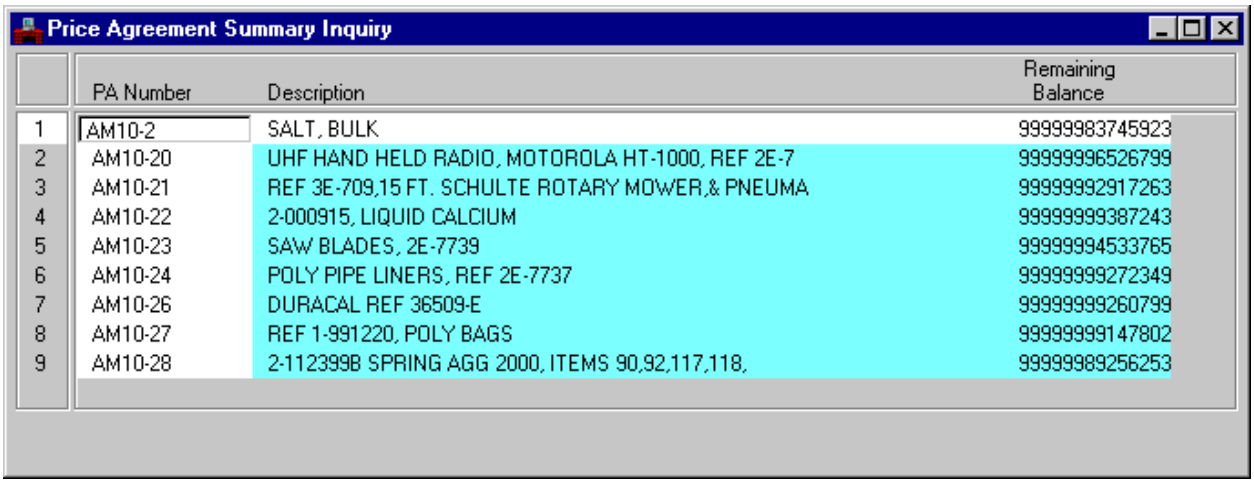
Field Name	Length	Definition
Expiration Date	6	**Requires Input**. Enter the expiration date about which you are inquiring.
Buyer	2	**Input Optional.** Displays the number of the buyer who is responsible for the price agreement. You may enter a buyer number in addition to an expiration date to narrow the search. Refer to Buyer (BUYT) for code definitions
PA Number	11	**Display Only.** Indicates the price agreement number.
Authorized Amount	14	**Display Only.** The maximum dollar amount allowed for this price agreement is displayed. If the price agreement has been renewed, this amount represents the cumulative amount for the original contract period plus the renewal period(s).
Remaining Balance	14	**Display Only.** Defaults to the remaining balance as inferred from Price Agreement Summary (PASM). The amount represents the balance available for encumbering under the price agreement. It is computed by subtracting open encumbrances and expended amounts from the Authorized Amount.
Renewal Flag	1	**Display Only.** The letter "**Y**" indicates that the agreement is within the renewal days' range and may need to be renewed.
PA Type	N/A	**Not Applicable**. Not used by the State of Missouri.
Description	60	**Display Only.** Displays the description of the price agreement.

Price Agreement Summary Inquiry (PASI)

Purpose

The Price Agreement Summary Inquiry (PASI) provides summarized information regarding price agreements. This table provides a description and remaining balance for each price agreement in the system.

PASI Coding Instructions



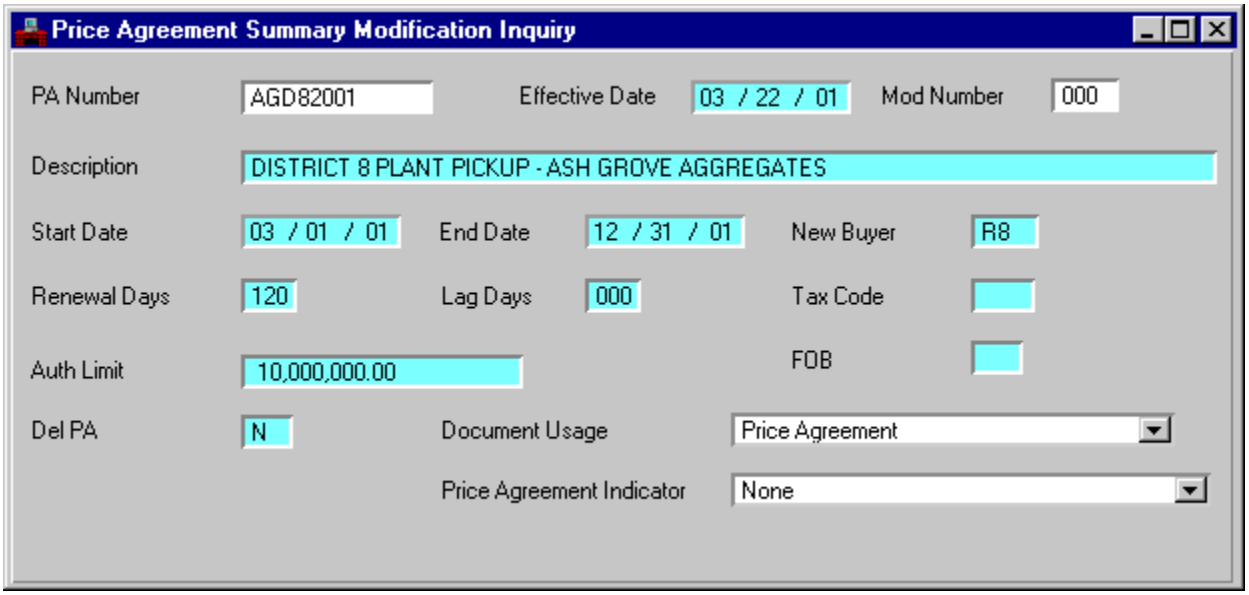
Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number about which you are inquiring.
Description	60	**Display Only.** Displays the description of the price agreement.
Remaining Balance	14	**Display Only.** Displays the remaining balance as inferred from Price Agreement Summary (PASM). The amount represents the balance available for encumbering under the price agreement. It is computed by subtracting open encumbrances and expended amounts from the Authorized Amount.

Price Agreement Summary Modification Inquiry (MPSM)

Purpose

The Price Agreement Summary Modification Inquiry (MPSM) table maintains summarized information regarding modifications to existing Price Agreements.

MPSM Coding Instructions



Field Name	Length	Definition
PA Number	11	**Requires Input**. Enter the number of the price agreement about which you are inquiring.
Effective Date	6	**Display Only.** Indicates the date that the modification became effective.
Mod Number	3	**Input Optional. 000** indicates the original price agreement. You may enter a particular modification number to inquire about a modified price agreement.
Description	60	**Display Only.** Displays the description of the price agreement.
Start Date	6	**Display Only.** Displays the Start Date for the price agreement.
End Date	6	**Display Only.** Displays the End Date for the price agreement.
New Buyer	2	**Display Only.** Displays the buyer who is responsible for the price agreement. Refer to Buyer (BUYT) for code definitions
Renewal Days	3	**Display Only.** Indicates the number of days prior to the end date that this price agreement should begin to appear on the Price Agreement Renewal Report (EPPX). If zeros are indicated, this denotes that the price agreement can not be renewed.

Lag Days	3	**Display Only.** Indicates a value between **000-999**. The Quick Price Agreement (PGQ) Order Document calculates delivery date by adding the number of lag days to the transaction date.
Tax Code	N/A	**Not Applicable.** The State of Missouri does use this field.
Auth Limit	14	**Display Only.** The maximum dollar amount allowed for this price agreement is displayed. If the price agreement has been renewed, this amount represents the cumulative amount for the original contract period plus the renewal period(s).
FOB	1	**Display Only.** Displays the free on board designation as indicated on the price agreement.
Del PA	1	**Display Only.** Indicates that the price agreement was deleted by this modification.
Document Usage	N/A	**Display Only.** This indicator identifies the type of order document that can be issued off the price agreement. Valid values are: • **Price Agreement:** Only a Quick Price Agreement (PGQ) order may be issued against the price agreement. • **Service Contract:** Only a Service Contract (SC) order may be issued against the price agreement. • **Service Contract and Price Agreement:** Either type of order may be issued against the price agreement.
Price Agreement Ind	1	**Not Applicable**. The State of Missouri does use this field.

Price Agreement Text (PATX)

Purpose

The Price Agreement Text (PATX) table maintains text that is associated with vendors on price agreements. The text may include general comments about the vendor/price agreement. This text is not printed when a Quick Purchase Agreement (PGQ) or a Service Contract (SC) order document is issued off the price agreement.

Only the buyer who is responsible for the price agreement should process updates to this table. All others should utilize this table for inquiry only.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

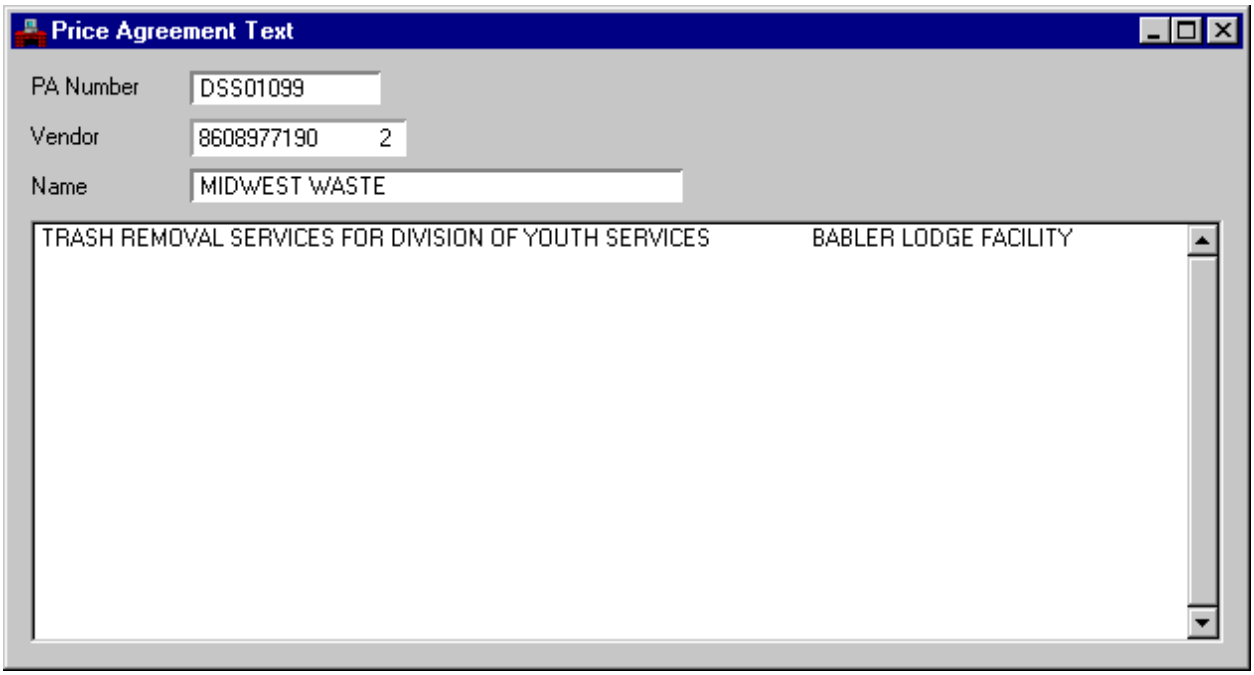
When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

PATX Coding Instructions



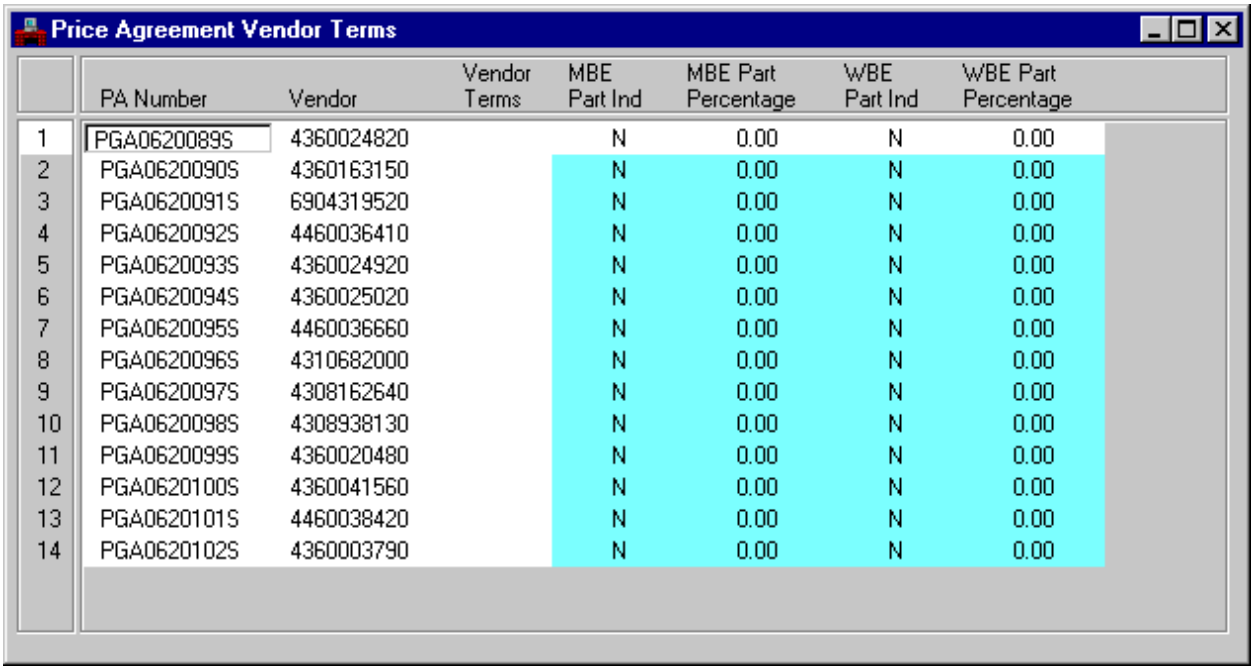
Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number.
Vendor	11	**Requires Input**. Defaults to the first vendor associated with the price agreement. You may enter a different vendor number if more than one vendor is included in the price agreement.
Name	30	**Display Only**. Defaults to the vendor name associated with the Vendor number.
Text		**Requires Input**. If you are the buyer who is responsible for the price agreement, you may enter text associated with the price agreement/vendor combination.

Price Agreement Vendor Terms (PAVT)

Purpose

The Price Agreement Vendor Terms (PAVT) table displays established price agreements, the corresponding vendor that is authorized to provide supplies under a particular price agreement, the vendor terms (discount for prompt payment), and MBE/WBE subcontracting information. This table is updated when a price agreement is added to or deleted from Price Agreement Vendor/Commodity (PAVC).

PAVT Coding Instructions



	PA Number	Vendor	Vendor Terms	MBE Part Ind	MBE Part Percentage	WBE Part Ind	WBE Part Percentage
1	PGA0620089S	4360024820		N	0.00	N	0.00
2	PGA0620090S	4360163150		N	0.00	N	0.00
3	PGA0620091S	6904319520		N	0.00	N	0.00
4	PGA0620092S	4460036410		N	0.00	N	0.00
5	PGA0620093S	4360024920		N	0.00	N	0.00
6	PGA0620094S	4360025020		N	0.00	N	0.00
7	PGA0620095S	4460036660		N	0.00	N	0.00
8	PGA0620096S	4310682000		N	0.00	N	0.00
9	PGA0620097S	4308162640		N	0.00	N	0.00
10	PGA0620098S	4308938130		N	0.00	N	0.00
11	PGA0620099S	4360020480		N	0.00	N	0.00
12	PGA0620100S	4360041560		N	0.00	N	0.00
13	PGA0620101S	4460038420		N	0.00	N	0.00
14	PGA0620102S	4360003790		N	0.00	N	0.00

Field Name	Length	Definition
PA Number	11	**Requires Input.** Enter the price agreement number about which you are inquiring.
Vendor	10	**Display Only.** Displays the vendor number(s) associated with the price agreement.
Vendor Terms	1	**Display Only.** Displays the vendor payment terms, if any, indicated on the price agreement. Refer to Discount Type (DISC) for description of the code.
MBE Part Ind	1	**Display Only.** A "**Y**" in this field indicates that MBE subcontracting is included in the corresponding price agreement. If this field is **Y** and the MBE Part Percentage field is **0.00**, the price agreement does include MBE participation but the actual percentage is unknown. An "**N**" in this field indicates that the price agreement does not include MBE subcontracting.
MBE Part Percentage	5	**Display Only.** Displays the percentage of MBE subcontracting participation.
WBE Part Ind	N/A	**Display Only.** A "**Y**" in this field indicates that WBE subcontracting is included in the corresponding price agreement. If this field is **Y** and the WBE Part Percentage field is **0.00**, the price agreement does

		include WBE participation but the actual percentage is unknown. An "**N**" in this field indicates that the price agreement does not include WBE subcontracting.
WBE Part Percentage	5	**Display Only.** Displays the percentage of WBE subcontracting participation.

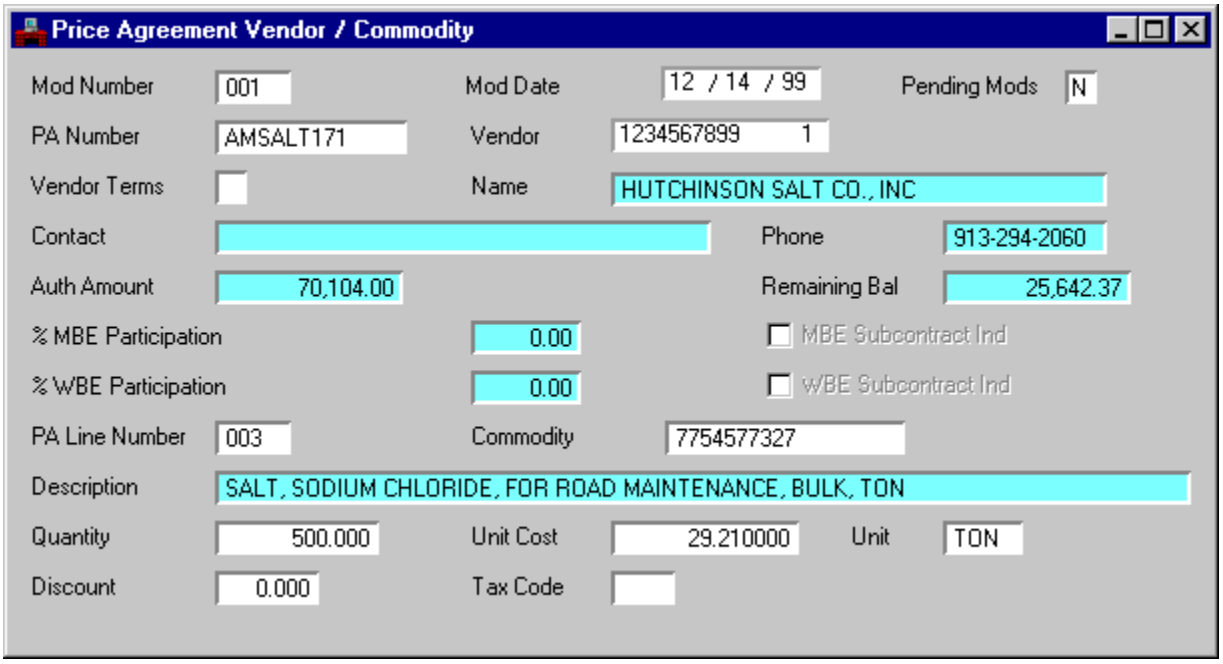
Price Agreement Vendor/Commodity (PAVC)

Purpose

The Price Agreement Vendor/Commodity (PAVC) table provides information regarding vendors and the specific commodity lines the vendors are authorized to provide under a particular price agreement. Data is summarized by commodity and vendor code.

This table can be updated by entries on the Vendor/Commodity tab of the AM document. Refer to Price Agreement Master (AM) for coding instructions on how to effect updates to this table.

PAVC Coding Instructions



Field Name	Length	Definition

Mod Number	3	**Display Only.** Identifies the modification that is currently in effect for this price agreement line..
Mod Date	6	**Display Only.** Indicates when the modification became effective.
Pending Mods	1	**Display Only.** This field equals "**Y**" when there are modifications pending for the price agreement. An "**N**" indicates that no modifications are pending.
PA Number	11	**Requires Input.** Enter the price agreement about which you are inquiring.
Vendor	11	**Input Optional.** Defaults to the first vendor associated with the price agreement. You may enter a different vendor number if more than one vendor is included in the price agreement.
Vendor Terms	1	**Display Only.** Displays the vendor payment terms indicated on the price agreement. Refer to Discount Type (DISC) table for a description of the code.
Name	30	**Display Only.** Displays the vendor name for the vendor number.
Contact	30	**Display Only.** Displays the vendor's contact person inferred from the Vendor (1 of 3) (VEN2) table.
Phone	12	**Display Only.** Displays the vendor contact's phone number inferred from the Vendor (1 of 3) (VEN2) table.
Auth Amount	14	**Display Only.** The maximum dollar amount allowed for this price agreement is displayed. If the price agreement has been renewed, this amount represents the total amount for the original contract period plus the renewal period(s).
Remaining Bal	14	**Display Only.** Defaults to the remaining balance as inferred from Price Agreement Summary (PASM). The amount represents the balance available for encumbering under the price agreement. It is computed by subtracting open encumbrances and expended amounts from the Authorized Amount.
% MBE Participation	5	**Display Only.** If the price agreement involves participation by an MBE subcontractor, the percentage of MBE subcontracting participation is indicated.

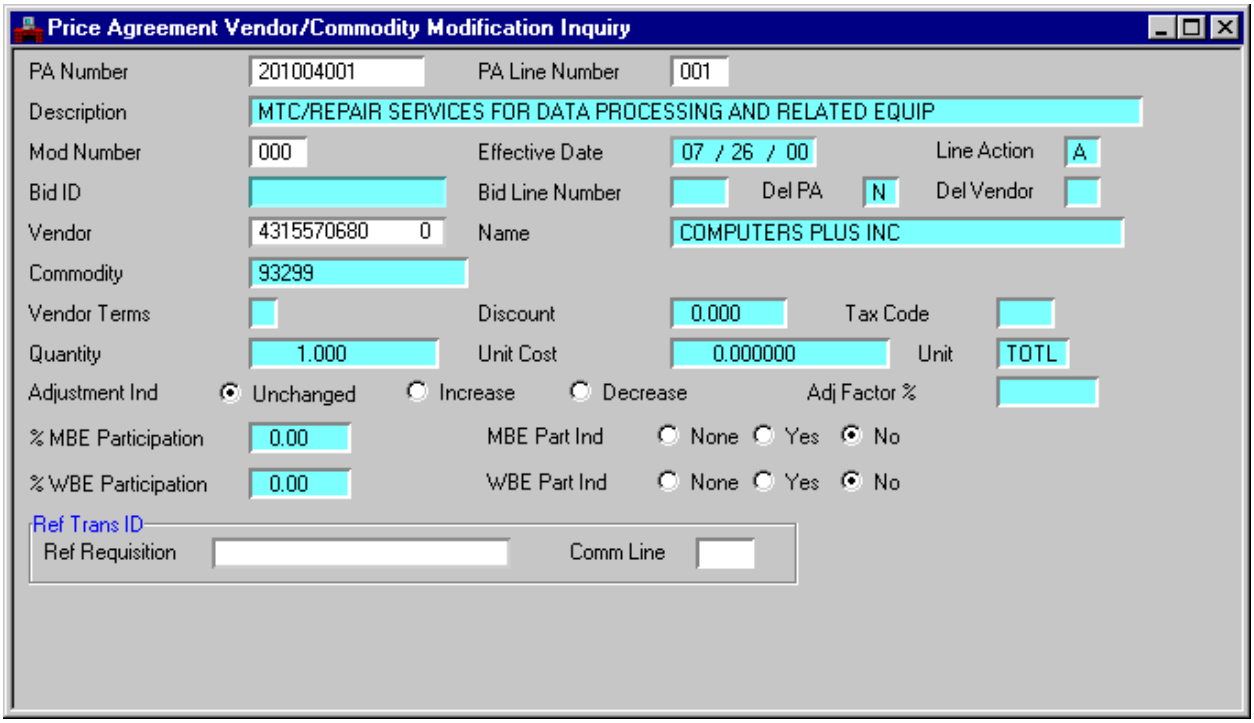
MBE Subcontract Part Ind	N/A	**Display Only.** This box will be checked, if MBE subcontracting participation is included in the price agreement. (If this box is checked and the percentage of participation is 00%, the percentage of participation is not know.).
% WBE Participation	5	**Display Only.** If the price agreement involves participation by a WBE subcontractor, the percentage of WBE subcontracting participation is indicated.
WBE Subcontract Part Ind	N/A	**Display Only.** This box will be checked if WBE subcontracting participation is included in the price agreement. (If this box is checked and the percentage of participation is 00%, the percentage of participation is not know.)
PA Line Number	3	**Input Optional**. Defaults to the first line number from the price agreement for the vendor indicated in the Vendor field. You may enter a different PA Line Number for the associated vendor if you wish to retrieve information about a specific line.
Commodity	12	**Display Only.** Displays the commodity code that the vendor is authorized to supply under the particular price agreement line number.
Description	60	**Display Only.** Displays the commodity description inferred from Commodity (COMT).
Quantity	11	**Display Only.** Displays the quantity of the commodity that the vendor has agreed to supply under the price agreement. If this field is 0.000, there is no limit on quantity or the price agreement has been established to issue SC documents only.
Unit Cost	14	**Display Only.** Displays the unit cost corresponding to the commodity entered for the applicable PA line number.
Unit	4	**Display Only.** Displays the unit of measure that corresponds to the commodity. Refer to Unit of Measure (UNIT) for definitions.
Discount	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.

Price Agreement Vendor/Commodity Modification Inquiry (MPVC)

Purpose

The Price Agreement Vendor/Commodity Modification Inquiry (MPVC) table maintains information regarding modifications to commodity line items on existing Price Agreements.

MPVC Coding Instructions



Field Name	Length	Definition
PA Number	11	**Requires Input**. Enter the price agreement number about which you are inquiring.
PA Line Number	3	**Input Optional.** Defaults to the first line number tied to the Price Agreement. If you desire information about a different line number, enter that number.
Description	60	**Display Only.** Defaults to the original description as contained on the AM document.
Mod Number	3	**Input Optional.** Defaults to **000**. You may enter a particular modification number to inquire about a modified price agreement.

Effective Date	6	**Display Only**. Displays the date that the modification became effective.
Bid ID	10	**Display Only**. Displays the number of the solicitation document that was referenced when establishing the price agreement.
Bid Line Num	3	**Display Only.** Displays the number of the solicitation document line which is associated with the price agreement line number.
Del PA	1	**Display Only.** Indicates that the price agreement was deleted by this modification.
Del Vendor	1	**Display Only.** Indicates that the vendor was deleted from the price agreement by this modification.
Vendor	11	**Display Only.** Defaults to the Vendor number associated with this price agreement line number.
Name	30	**Display Only.** Defaults to the name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor number.
Commodity	14	**Display Only.** Defaults to the Commodity code that corresponds to the PA Line Number. Refer to Commodity (COMT) for a definition of the code.
Vendor Terms	1	**Display Only.** Displays the vendor payment terms, if any, indicated on the price agreement. Refer to Discount Type (DISC) for description of the code.
Discount	N/A	**Not Applicable**. The State of Missouri will not use this field.
Tax Code	N/A	**Not Applicable.** The State of Missouri will not use this field.
Quantity	11	**Display Only.** Displays the quantity of the commodity that the vendor has agreed to supply under the price agreement. If this field is "0.000", there is no limit on quantity or the Price Agreement was established to issue SC order documents only.
Unit Cost	14	**Display Only.** Displays the unit cost indicated for the commodity.
Unit	4	**Display Only.** Displays the unit of measure that corresponds to the commodity. Refer to Unit of Measure (UNIT) for definitions.

Adjustment Ind	1	**Display Only.** Indicates how the modification affected the unit cost.
Adj Factor %	6	**Display Only.** Indicates the percentage of increase or decrease, if any.
% MBE Participation	5	**Display Only.** If the price agreement involves participation by an MBE subcontractor, the percentage of MBE subcontracting participation is indicated.
MBE Subcontract Part Ind	N/A	**Display Only**. This box will be checked, if MBE subcontracting participation is included in the price agreement. If this box is checked and the percentage of participation is 00%, the percentage of participation is not know.
% WBE Participation	5	**Display Only.** . If the price agreement involves participation by an WBE subcontractor, the percentage of WBE subcontracting participation is indicated.
WBE Subcontract Part Ind	N/A	**Display Only**. This box will be checked, if WBE subcontracting participation is included in the price agreement. If this box is checked and the percentage of participation is 00%, the percentage of participation is not know.
Ref Requisition	16	**Display Only**. Displays the number of the requisition which was referenced by the modification.
Comm Line	3	**Display Only.** Displays the commodity line on the requisition that was referenced to modify the price agreement.

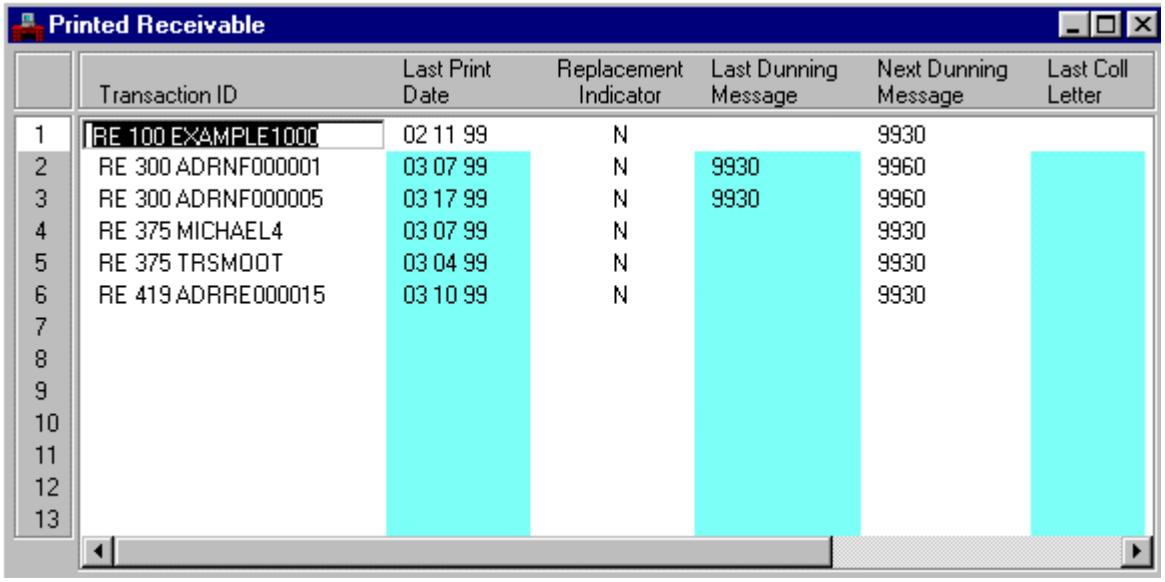
Printed Receivable (PRRE)

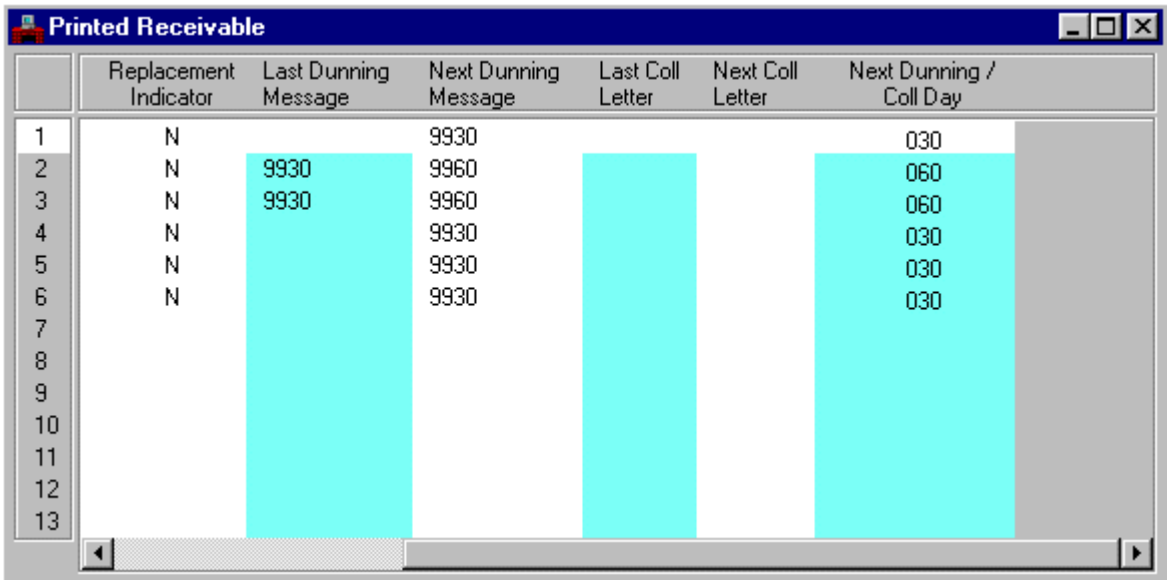
Purpose

The Printed Receivable (PRRE) table lists all Receivable (RE) transactions that were printed as customer invoices and the date the invoices were printed. This table also contains the codes for the Dunning Message and Collection Letter printed for the invoices. The table keeps track of the codes for the dunning message and collection letter printed for the most recently printed invoice as well as for the next invoice to be printed.

If a replacement receivable is needed, enter Y in Replacement Indicator. This enables the printing of a replacement invoice.

PRRE Coding Instructions





Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the complete document ID of the Receivable (RE). This will include the Document type, Agency code, and the

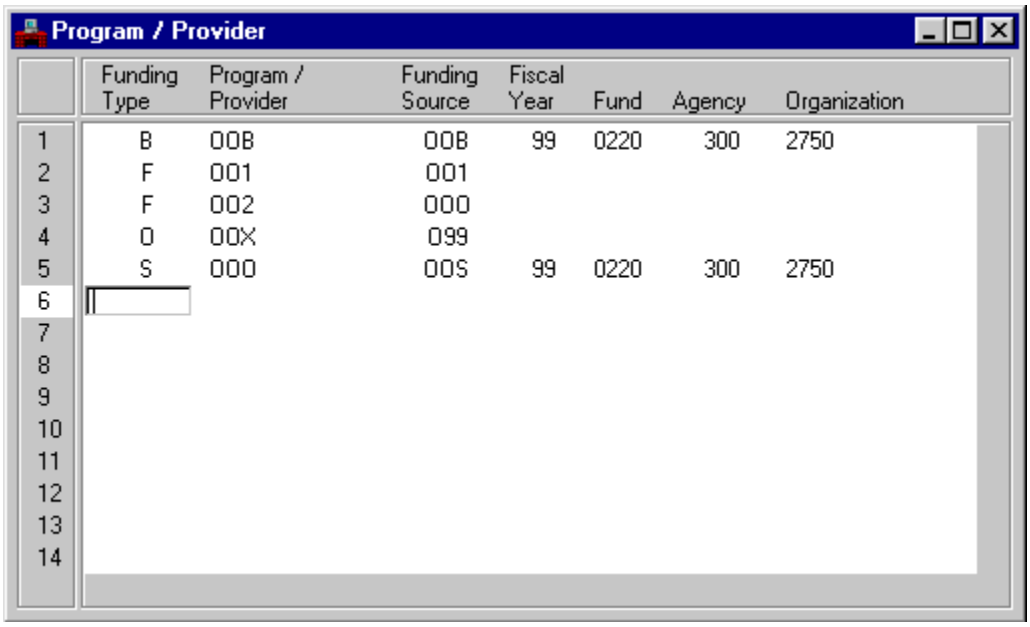
		Document Number for the transaction (Example: RE 306 32150000095).
Last Print Date	6	**Display Only**. Displays the last date that a Customer invoice was generated for the Receivable. Date is displayed in (*mm/dd/yy)* format.
Replacement Indicator	1	**Input Optional**. Enter **Y** to request a replacement invoice to be printed. In the event that an adjustment is made to an existing RE (example: adding a new line), the system will automatically reprint the adjusted RE. When that happens, the system will update the PRRE table with an **A** to show an adjusted receivable is printed.
Last Dunning Message	4	**Display Only**. Displays the code of the Last Dunning Message printed on a dunning Customer Invoice.
Next Dunning Message	4	**Input Optional**. The default for the Next Dunning Message scheduled is based on the code as entered for the collection notice cycle which is defined in either the statewide Collection Cycle (CCTL) or the agency specific Billing Profile Collection Cycle (BPCC). Enter a new Dunning Message code to manually override the default value. Refer to Dunning Message (DUNN) for valid values.
Last Coll Letter	4	**Display Only**. Displays the code of the Last Collection Letter.
Next Coll Letter	4	**Input Optional**. The default for the Next Collection Letter scheduled is based on the code as entered for the collection notice cycle which is defined in either the statewide Collection Cycle (CCTL) or the agency specific Billing Profile Collection Cycle (BPCC). Enter a new Collection Letter code to manually override the default value. Refer to Collection Letter (COLT) for valid values.
Next Dunning/Coll Day	3	**Display Only**. Displays the number of days past the Receivable transaction due date that a Dunning message or collection letter is scheduled to print.

Program/Provider (PGPV)

Purpose

Program/Provider (PGPV) defines all the valid funding type, funding source and program/provider combinations for the Project Billing Subsystem. It is also used to validate funding type/source and program/provider codes entered in other reference windows and documents. PGPV can be updated, as warranted, throughout the year.

PGPV Coding Instructions



Field Name	Length	Definition
Funding Type	1	**Requires Input**. **Requires Input**. Enter the funding type. Valid values are: **F** - Federal **S** - State **B** - Bond **O** - Other
Program/Provider	11	**Requires Input**. If changing or deleting an existing line, enter the affected code. If adding a new line and the **Funding Type** is F (Federal), see Federal Highway Appropriation (FAPP) for valid values; if **Funding Type** is **S** (State) or **B** (Bond), see State/Bond

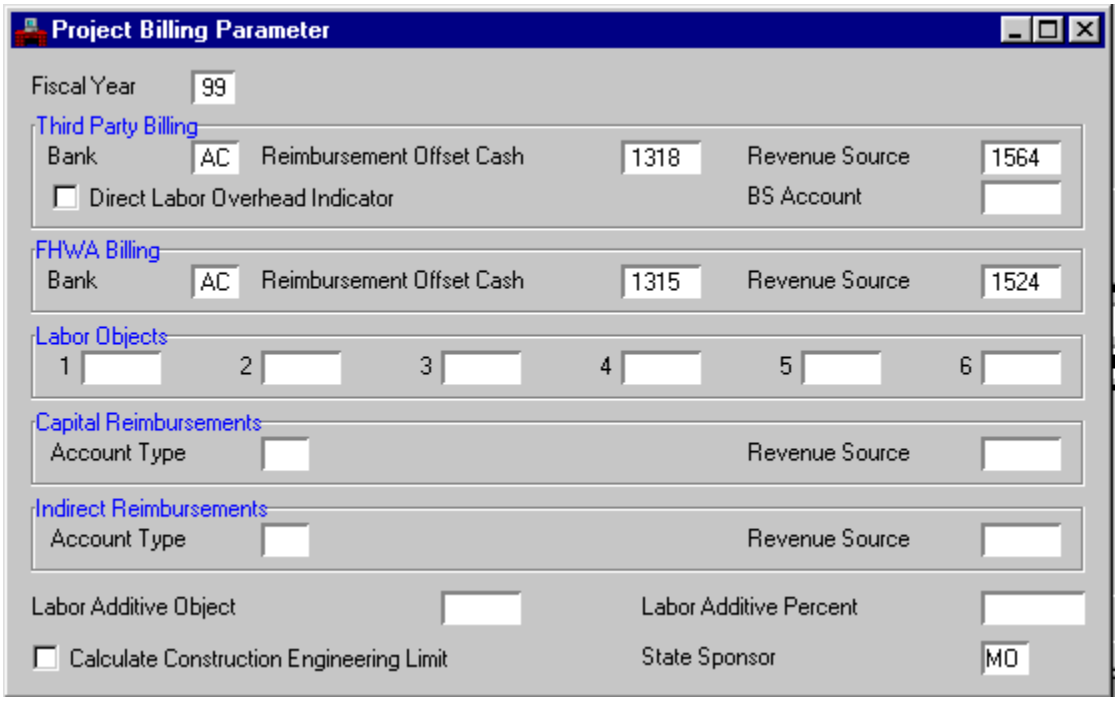
		Program (SPRG) for valid values; if **Funding Type** is **O** (Other), see Provider (PROV) for valid values.
Funding Source	3	**Requires Input**. Enter the three-digit code that represents the funding source (e.g. FHW represents the Federal Highway Administration). The funding source/funding type combination must be valid on the Funding Source (PBFS) table.
Fiscal Year	2	**Conditional**. Required if **Funding Type** is S (State) or B (Bond); otherwise, leave blank. Enter the last two digits of the applicable fiscal year.
Fund	4	**Conditional**. Required if **Funding Type** is **S** (State) or **B** (Bond); otherwise, leave blank. Enter the fund associated with the state or bond program.
Agency	3	**Requires Input**. Enter the agency. See Agency Index (AGCY) for valid values.
Organization	4	**Requires Input**. Enter the organization. See Organization Index (ORGN) for valid values.

Project Billing Parameter (PBPT)

Purpose

Project Billing Parameter (PBPT) contains object codes for labor additive rates, balance sheet accounts for state and bond fund transfers, and bank account codes for cash receipt documents. It is set up when the subsystem is installed and normally does not need modification.

PBPT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Third Party Billing		
Bank	4	**Input Optional**. Enter a valid bank code from Bank Account (BANK).
Reimbursement Offset Cash	4	**Input Optional**. Default offset cash account may be inferred from Bank Account (BANK). Enter the offset cash account that is to be debited as a result of the billing module's cash receipt documents.
Revenue Source	4	**Input Optional**. Enter a valid revenue source code from Revenue Source Index (RSRC).
Direct Labor Overhead Indicator	1	**Input Optional**. Default is cleared [**N**]. Select the checkbox [**Y**] if the billing process is used to create labor additive overhead charges.
BS Account	4	**Input Optional**. Enter the applicable code from Balance Sheet Account (BACC).

FHWA Billing

Bank	4	**Input Optional**. Enter a valid bank code from Bank Account (BANK).
Reimbursement Offset Cash	4	**Input Optional**. Default offset cash account may be inferred from Bank Account (BANK). Enter the offset cash account that is to be debited as a result of the billing module's cash receipt documents.
Revenue Source	4	**Input Optional**. Enter a valid revenue source code from Revenue Source Index (RSRC).

Labor Objects

1 - 6	4	**Input Optional**. Enter valid object codes from Object Index (OBJT).

Capital Reimbursements, Indirect Reimbursements

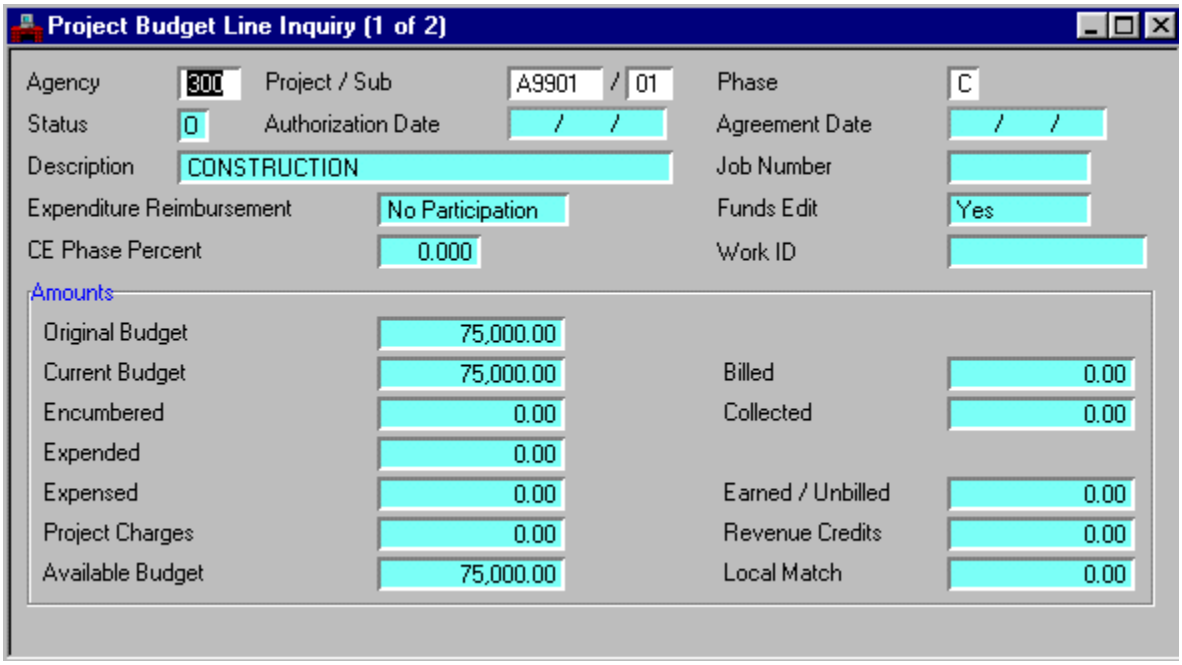
Account Type	2	**Input Optional**. Enter the account type associated with the reimbursement.
Revenue Source	4	**Input Optional**. Enter a valid revenue source code from Revenue Source Index (RSRC).
Labor Additive Object	4	**Input Optional**. Enter a valid code from Object Index (OBJT).
Labor Additive Percent	7	**Input Optional**. Enter a valid percent if a labor additive object is specified.
Calculate Construction Engineering Limit	1	**Input Optional**. Default is cleared **[blank]**. Select the checkbox [**Y**] if a construction engineering limit is to be calculated.
State Sponsor	2	**Input Optional**. Enter the state sponsor. Must be a valid code from Sponsor (SPSR).

Project Budget Line Inquiry (1 of 2) (PRBL)

Purpose

Project Budget Line Inquiry (1 of 2) (PRBL) provides the means to display project spending by sub-project and phase. This window is organized by agency, project, sub-project, and phase.

PRBL Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Project/Sub	5	**Requires Input**. Enter the assigned project number for the project, as well as the code identifying a subproject. Refer to the Project Management Master (PJ), the Sub-Project Description (SPDT) , and theProject Billing Line Inquiry (PRBL) tables for valid codes.
Phase	1	**Requires Input**. Enter a code identifying a phase of the project. Refer to Project Phase (PRPH) table for valid codes.
Status	1	**Display Only**. A status of **O - Open** is displayed for open projects. A status of **C - Closed** is displayed for closed projects.

Authorization Date	6	**Display Only**. Displays the authorization date which is the date spending may begin on this sub-project/phase of the project.
Agreement Date	6	**Display Only**. Displays the agreement date which is the date billing for reimbursement of participating costs may begin.
Description	30	**Display Only**. Displays the description of this project/sub-project/phase.
Job Number	8	**Display Only**. Displays the associated job if any was entered on the Project Management Master (PJ) document.
Expenditure Reimbursement	1	**Display Only**. Indicates whether this sub-project/phase is eligible to participate in an expenditure reimbursement process or is not eligible for participation. Values are: **Participate [P]**, **No Participation [N]**, and **System Default [blank]**.
Funds Edit	1	**Display Only**. **Yes [Y]** indicates that the system should calculate and edit available funds prior to spending. **No [N]** indicates that available funds edits are performed, but no error messages are issued if the expenditure exceeds the available amount.
CE Phase Percent	7	**Display Only**. If the Project Billing Subsystem is used and this is a Construction Engineering phase, the percentage of Construction Engineering costs eligible for reimbursement is displayed.
Work ID	14	**Display Only**. Displays a unique work ID number.
Original Budget	14	**Display Only**. Displays the original budget amount for the project.
Current Budget	14	**Display Only**. Displays the current total project budget amount including changes made by adjustment actions on the project transaction.
Billed	.	**Display Only**. Displays all billed spending transactions for participating costs.
Encumbered	14	**Display Only**. Displays the total of all outstanding obligations submitted against this project.

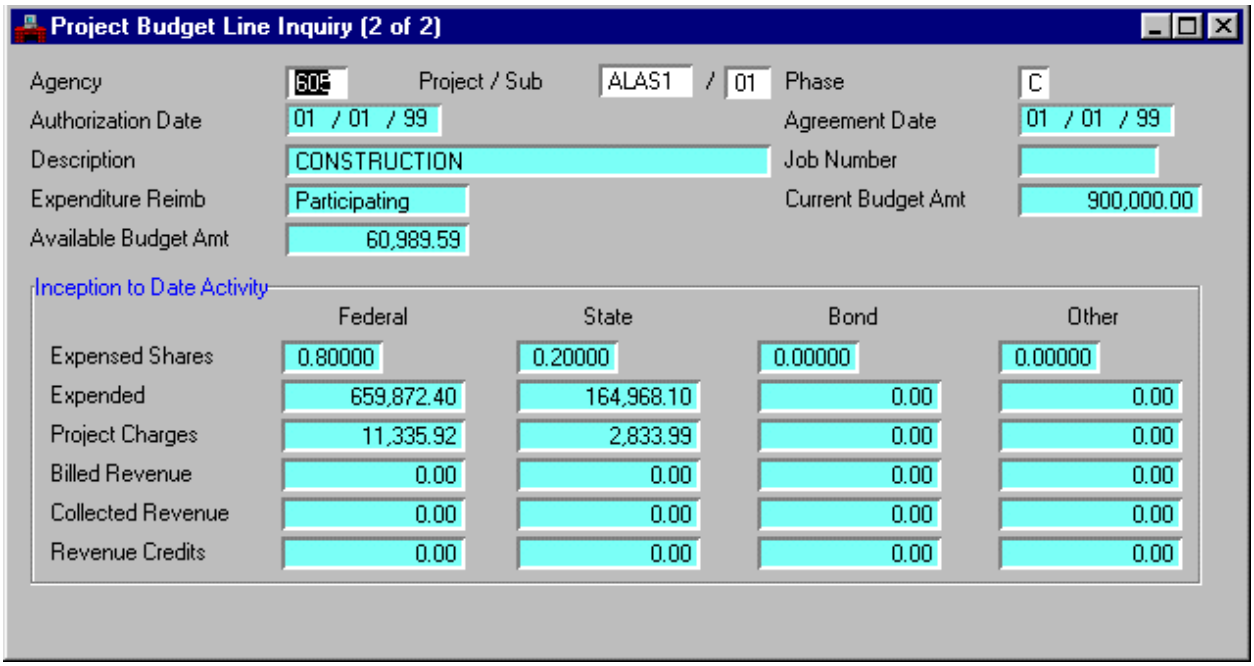
Collected	.	**Display Only**. Displays revenues recorded as collected by the project through cash receipts transactions.
Expended	14	**Display Only**. Displays the total amount spent against this project; for example, all payment vouchers and expenditure journal vouchers.
Expensed	14	**Display Only**. Displays the total amount of all expenses charged to this project; for example, issues from inventory.
Earned/Unbilled	14	**Display Only**. Not currently used by the financial system.
Project Charges	14	**Display Only**. Displays the amount recorded on charge transactions for this project.
Revenue Credits	.	**Display Only**. Not currently used by the financial system.
Available Budget	14	**Display Only**. Displays the unobligated portion of the project budget.
Local Match	14	**Display Only**. Not currently used by the financial system.

Project Budget Line Inquiry (2 of 2) (PRB2)

Purpose

Project Budget Line Inquiry (2 of 2) (PRB2) provides the means to display project spending by sub-project and phase. This window is organized by fund, agency, project, sub-project, and phase.

PRB2 Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Project/Sub	5	**Requires Input**. Enter the project code identifying the project. Refer to the Project Management Master (PJ), the Sub-Project Description (SPDT) and the Project Billing Budget Line Inquiry (PRBL) table for valid codes.
Phase	1	**Requires Input**. Enter a code identifying a phase of the project. Refer to Project Phase (PRPH) table for valid codes.
Authorization Date	6	**Display Only.** Displays the authorization date (the date spending may begin on this sub-project/phase of the project).
Agreement Date	6	**Display Only**. Displays the agreement date (the date billing for reimbursement of participating costs may begin).
Description	30	**Display Only**. The description of this project/sub-project/phase is displayed.
Job Number	8	**Display Only**. Associated job entered on the Project Management Master (PJ) document is displayed.

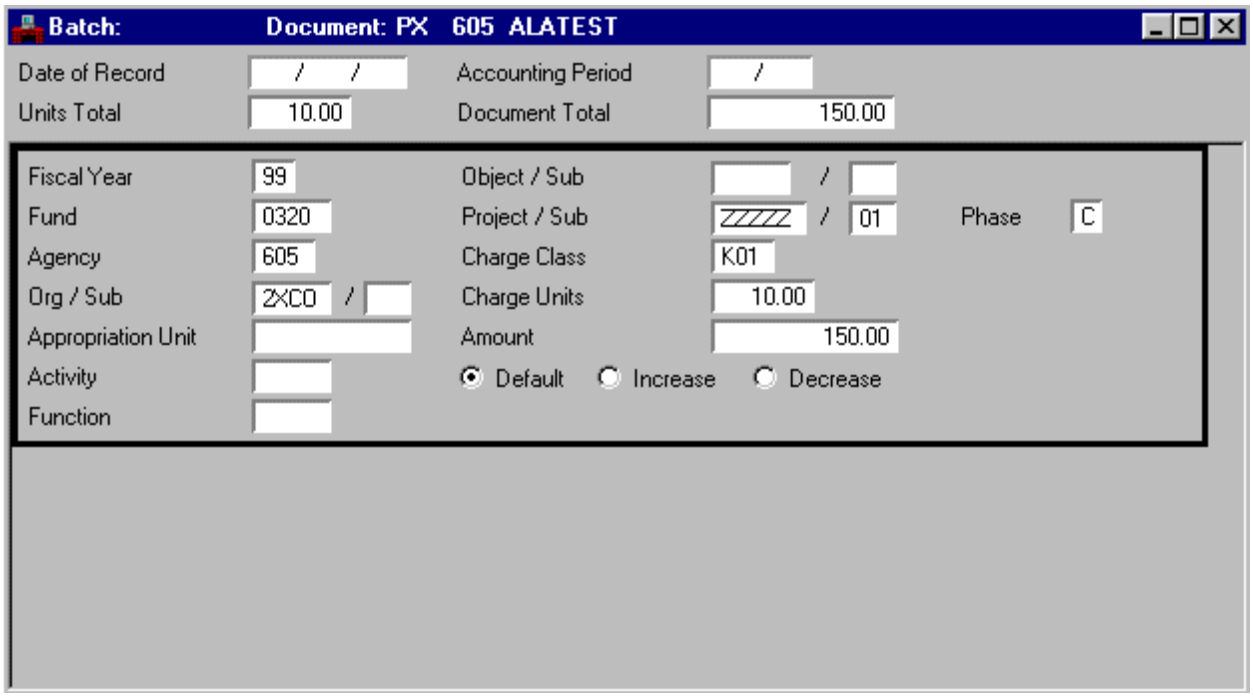
Expenditure Reimbursement	1	**Display Only**. Defaults to **System default [blank]**. Defines if this sub-project/phase is eligible to participate in an expenditure reimbursement process, or is not eligible for participation. Valid values are: **Participate [P]**, **No Participation [N]**, and **System default [blank]**.
Current Budget Amount	14	**Display Only**. The current total project budget amount is displayed including any modifications.
Available Budget Amount	14	**Display Only**. **Available Budget Amount:** The unobligated portion of the project budget is displayed.
Federal, State, Bond, Other	4	**Display Only**. Displays the percentage of expensed shares recorded on charge transactions against this project by Federal, State, Bond, and other.
Expended	14	**Display Only**. The total amount spent against this project is displayed; for example, all payment vouchers and expenditure journal vouchers.
Project Charges	14	**Display Only**. The amount recorded on project charge transactions against this project is displayed.
Billed Revenue	14	**Display Only**. All billed revenue transactions for participating costs is displayed.
Collected Revenue	14	**Display Only**. Revenue recorded as collected by the project through cash receipt transactions is displayed.
Revenue Credits	14	**Display Only**. Not currently used by the financial system.

Project Charge (PX)

Purpose

The Project Charge (PX) document records indirect (non-accounting) charges to a project.

PX Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Input Optional**. If this PX is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period and nothing will appear in this field when processing the document.
Units Total	7	**Input Optional**. Defaults to **0** (zero). If units are entered on the document it must equal the net sum of all units entered on the document. You must enter the decimal point (*nnnnn.nn*) or the system assumes and creates two decimal places.
Document Total	14	**Requires Input**. Enter the sum of all lines for this document. You must enter the decimal point (*nnnnn.nn*) or the system assumes and creates two decimal places.

Fiscal Year	2	**Requires Input**. Defaults to the fiscal year associated with the date of record specified on Calendar Date (CLDT). Enter the budget fiscal year (*yy*) against which the charge is recorded.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table, Fund Agency Index (FAGY) table, or Chart of Accounts for valid codes.
Organization/Sub	6	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table or Chart of Accounts for valid codes.
Appropriation Unit	9	**Requires Input**. Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency Table (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Enter the code for the appropriate Function. Refer to Function (FUNC) table or Chart of Accounts for valid codes.
Object/Sub	6	**Input Optional**. **Object** is required if charge class and charge units codes are not entered. Refer to Object Index (OBJT)table for valid values. **Sub-Object** can only be entered if Object is entered; otherwise it is blank. Refer to Sub-Object (SOBJ) table or Chart of Accounts for valid values.
Project/Sub	7	**Requires Input**. Enter the project code identifying the project. Refer to the Project Management Master (PJ),

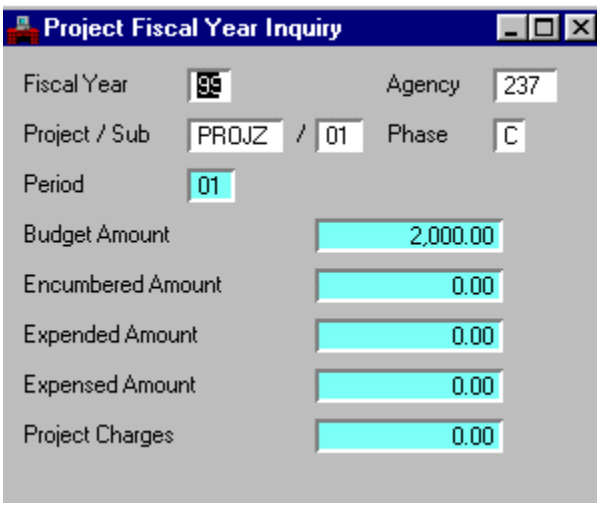
		the Sub-Project Description (SPDT) and the Project Budget Line Inquiry tables for valid codes.
Phase	1	**Requires Input**. Enter a one-character valid phase code. Refer to Project Phase (PRPH) table or Chart of Accounts for valid codes.
Charge Class	3	**Input Optional**. If object is not entered, you must enter a unique value identifying the class of the good or service. Refer to Charge Class (CHRG) table for valid codes.
Charge Units	7	**Input Optional**. If **Charge Class** is entered you must enter Charge Units up to seven digits. You must enter the decimal point (*nnnnn.nn*) or the system assumes two places. Leading zeros are not required.
Amount	14	**Input Optional**. If both **Charge Class** and **Charge Units** are entered you must enter the amount. You must enter the decimal point, otherwise the system assumes the last two digits are cents, for example 1232.00
Default/Increase/Decrease	.	**Input Optional**. Defaults to **Default [blank]**. Required if you want to decrease unit or amount fields. Applies to both entered and computed amounts. The valid values are **Default [blank]**, **Decrease [D]**, or **Increase [I]**.

Project Fiscal Year Inquiry (PFYT)

Purpose

Project Fiscal Year Inquiry (PFYT) provides summaries of project data by fiscal year. This is in contrast to the other project windows, which maintain inception to date data. This window is organized by fiscal year, fund, agency, project, sub-project and phase. It is created and updated by normal expenditure transaction processing, project budgeting and project charge transactions.

PFYT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the last two digits of the fiscal year to which the accounting transaction was posted.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Project/Sub	7	**Requires Input**. Enter the project code identifying the project. Refer to the Project Management Master (PJ) and the Sub-Project Description (SPDT) table for valid codes.
Phase	1	**Requires Input**. Enter a one-character phase code that exists on Project Budget Line Inquiry (PRBL) as part of an eight-character project/sub-project/phase number. Refer to Project Phase (PRPH) table for valid codes.
Period	2	**Display Only**. The calendar month of the fiscal year associated with this project's start is displayed.
Budget Amount	14	**Display Only**. The current budget amount for this fiscal year's portion of the project is displayed.
Encumbered Amount	14	**Display Only**. The fiscal year's total of all outstanding purchase orders submitted against the project is displayed.

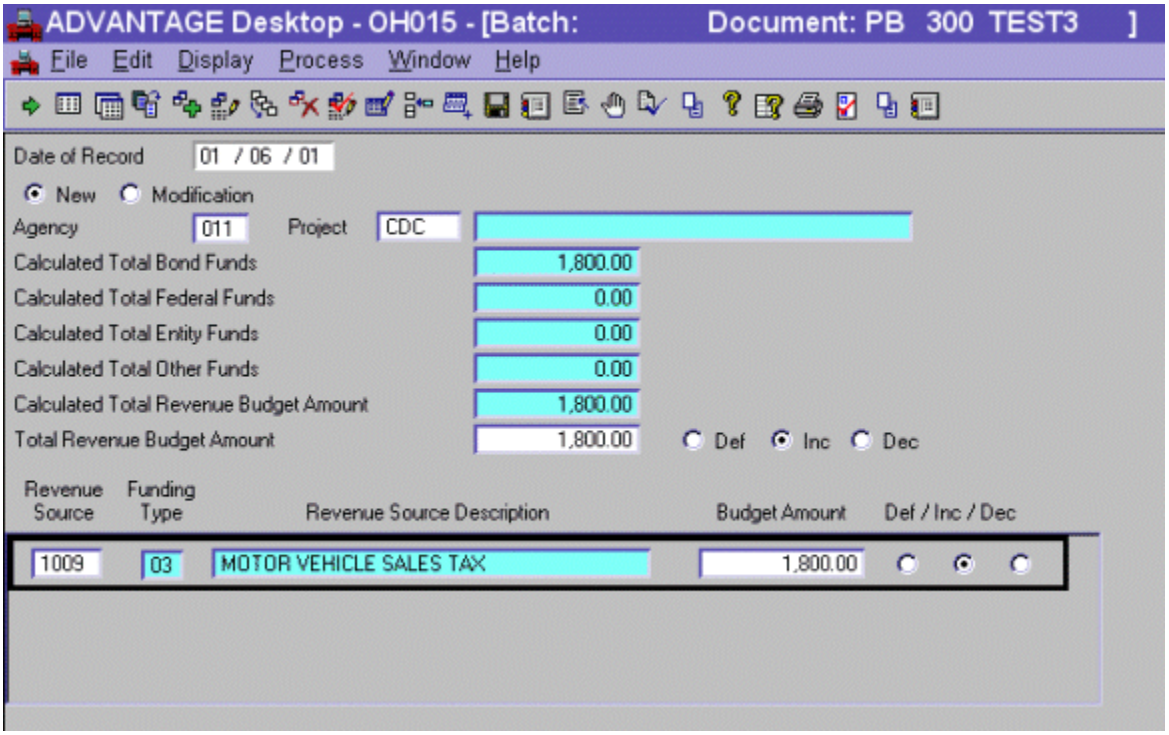
Expended Amount	14	**Display Only**. The total amount spent against the project for this fiscal year is displayed; for example, all payment vouchers and expenditure journal vouchers.
Expensed Amount	14	**Display Only**. The total amounts of all expenses charged against the project for this fiscal year is displayed; for example, issue from inventory.
Project Charges	14	**Display Only**. The amount of charges recorded on charge transactions against this project for this fiscal year is displayed.

Project Management Budget (PB)

Purpose

The Project Management Budget (PB) document establishes and maintains revenue budgets for projects by funding type and revenue source.

PB Coding Instructions



Field Name	Length	Definition

Date of Record	6	**Display Only**. Default to the current date that the system accepts the document. Nothing will appear in this field when processing the document.
New/Modification [Action]	1	**Input Optional.** Default is **New** when entering a new project budget or **Modification** when modifying an existing project budget.
Agency	3	**Requires Input.** Enter the agency associated with this project. Refer to Agency Index (AGCY) for valid values.
Project	5	**Requires Input.** Enter the project in the first field. Refer toAgency Project Inquiry (AGPR) for valid values. In the second field, the project description is inferred from Agency Project Inquiry (AGPR) and is automatically displayed.
Calculated Total Bond Funds	14	**Display Only.** The system-calculated total of all bond funds (project fund type = 03) for this project is displayed.
Calculated Total Federal Funds	14	**Display Only.** The system-calculated total of all federal funds (project fund type = 01) for this project is displayed.
Calculated Total Entity Funds	14	**Display Only.** The system calculated total of all entity funds (project fund type = 02) for this project is displayed.
Calculated Total Other Funds	14	**Display Only.** The system calculated total of all other funds (project fund type = 04) for this project is displayed.
Calculated Total Revenue Budget Amount	14	**Display Only.** The system calculated total of all project fund types (bond, federal, entity, and other) is displayed.
Def/Inc/Dec	1	**Input Optional.** Default is **[blank]**. On a modification transaction, enter **Increase [I]** to increase a fund amount or **Decrease [D]** to decrease a fund amount. If you are entering a new project, leave this field blank.
Revenue Source	4	**Requires Input.** Enter a valid revenue source code from Revenue Source Index (RSRC).
Funding Type	2	**Display Only.** The funding type inferred from Revenue Source (RSR2) is displayed.

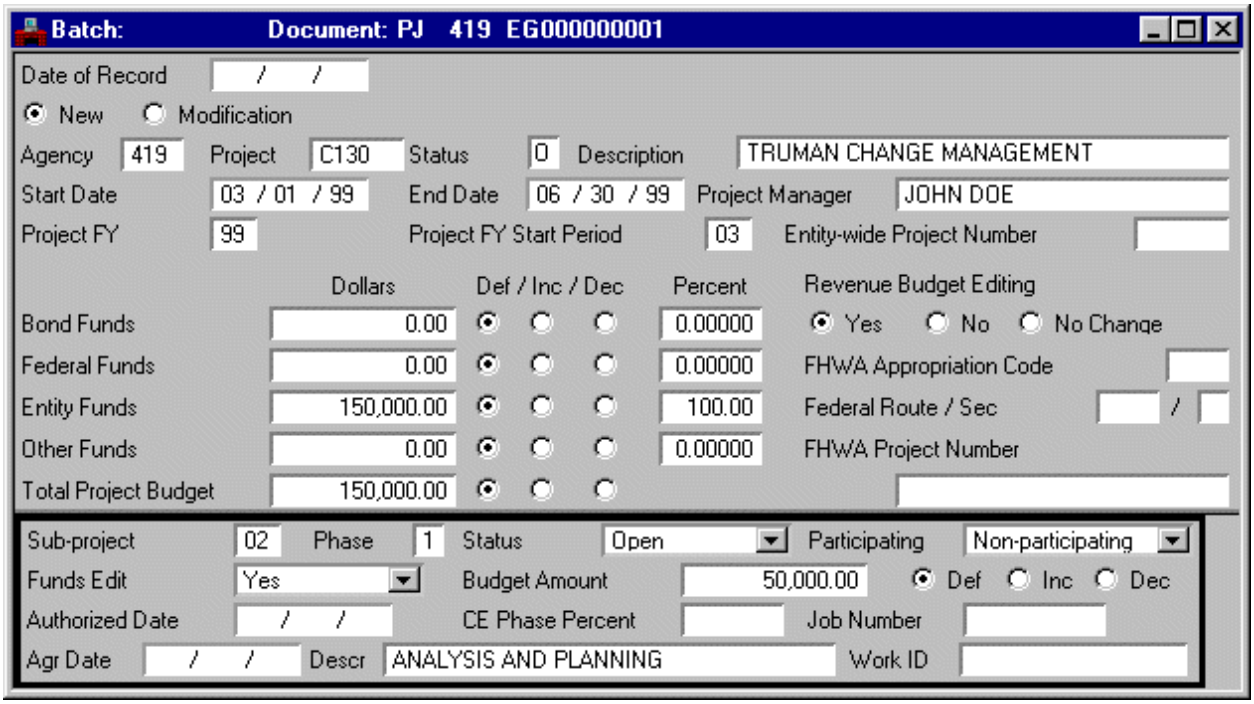
Revenue Source Description	30	**Display Only.** The revenue source description inferred from Revenue Source (RSR2) is displayed.
Budget Amount	14	**Requires Input.** Enter the dollar amount associated with the revenue source code/fund type.
Def/Inc/Dec	1	**Input Optional.** Default is [**blank**]. On a modification transaction, enter **Increase [I]** to increase a fund amount or **Decrease [D]** to decrease a fund amount. If you are entering a new project, select **Default [blank]** or **Increase [I]**.

Project Management Master (PJ)

Purpose

The Project Management Master (PJ) document establishes and maintains descriptive and budgetary information about projects.

PJ Coding Instructions



Field Name	Length	Definition

Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
New/Modification [Action]	.	**Input Optional.** Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This PJ modifies the original PJ by allowing you to change descriptive and budget information at project/subproject/phase levels.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Project	5	**Requires Input**. Enter the project number to uniquely identify the project. If a new project, the project number must not exist. If modifying an existing project, the project number must match the one on the original PJ document. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the project number to D&C.
Status (Overall Project)	1	**Requires Input**. If this is a new project enter **Open [O]** for a valid status code. If this is a modification transaction, select other valid status codes from the Project Status Code (PRST) table.
Description	30	**Requires Input**. Enter a brief description of the project.
Start Date	6	**Requires Input**. Enter the beginning date calendar (*mm dd yy*) of the project.
End Date	6	**Requires Input**. Enter the estimated last day (*mm dd yy*) of project activity. Ensure that this date is greater than **Start Date** and is valid on Calendar Date (CLDT).
Project Manager	20	**Requires Input**. Enter the name of the individual managing the project.

Project FY	2	**Requires Input**. Enter the fiscal year (*yy*) associated with this document. Enter the federal fiscal year, the state fiscal year, or any user-defined fiscal year.
Project FY Start Period	2	**Requires Input**. Enter the calendar month (*mm*) when the fiscal year associated with this project starts. For example, if the fiscal year relevant for this project is October through September enter **10**, if July, enter **07**.
Entity-Wide Project Number	5	**Input Optional**. If this is an entity-wide project, enter the number that joins a group of projects together. If the entity-wide project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the project number to OA, Design and Construction (D&C).
Bond Funds, Federal Funds, Entity Funds, Other funds **(Dollars)**	14	**Input Optional**. Default is 0.00 The estimated revenue resulting from one or more of the four types (bond, federal, entity, or other) of revenue associated with the project.
Percent	7	**Requires Input**. Enter the percentage the revenue source (Bond, Federal, Entity, or Other Funds) contributes to the project total funding.
Total Project Budget	14	**Requires Input**. Enter the sum of all budgeted amounts.
Revenue Budget Editing	.	**Input Optional**. Enter **Yes [Y]** or **No [N]**. **Yes [Y]** indicates that revenue budgets are used and edits are performed to ensure that funding source and revenue source amounts are synchronized.
FHWA Appropriation Code	3	**Input Optional**. If the agency is using the Project Billing Subsystem, enter the federal appropriation associated with this project. Refer to Federal Highway Appropriation (FAPP) for valid values. Otherwise, leave this field blank.
Federal Route/Sec	4	**Input Optional**. If the agency is using the Project Billing Subsystem, enter the state route number and section for this project/sub-project/phase combination. Refer to the Sub-Project Description (SPDT) table for valid values.

FHWA Project Number	20	**Input Optional**. If **FHWA Appropriation Code** is entered, then enter the project number to which the appropriation is charged.
Sub-Project	2	**Requires Input**. Enter the sub-project(s) that identifies the division of the project. The system requires each project to have at least one sub-project. Refer to the Sub-Project Description (SPDT)table for valid codes.
Phase	1	**Requires Input**. Enter a valid one-character phase code. Refer to Project Phase (PRPH) table for valid codes.
Status (Subproject/Phase)	1	**Requires Input**. On a new transaction, select **Open [O].** On a modification transaction, select **Close [C]** or **No Change [blank]**
Participating		**Input Optional**. Default is **No Change [blank]**. Enter **Participating [P]** if this sub-project/phase combination is associated with project activity participating in an expenditure reimbursement process. Enter **No Change [blank]** or **Non-Participating [N]** if associated costs are not eligible for participation in a reimbursement process.
Funds Edit		**Input Optional**. Default is **No Change [blank]**. Valid values are **Yes [Y]** or **No [N]**. The selection indicates whether project budgetary controls are applied when accounting transactions are made against the project.
Budget Amount	14	**Requires Input**. Default is **0.00**. Enter the amount allocated for this portion of the project.
Def/Inc/Dec		**Requires Input**. Default is blank. Selection required on modification transactions. Enter **Increase [I]** to note an increase in the budget amount or **Decrease [D]** to note a decrease.
Authorized Date	6	**Requires Input**. Enter the date (mm dd yy) when expenditures start incurring against the sub-project/phase combination.

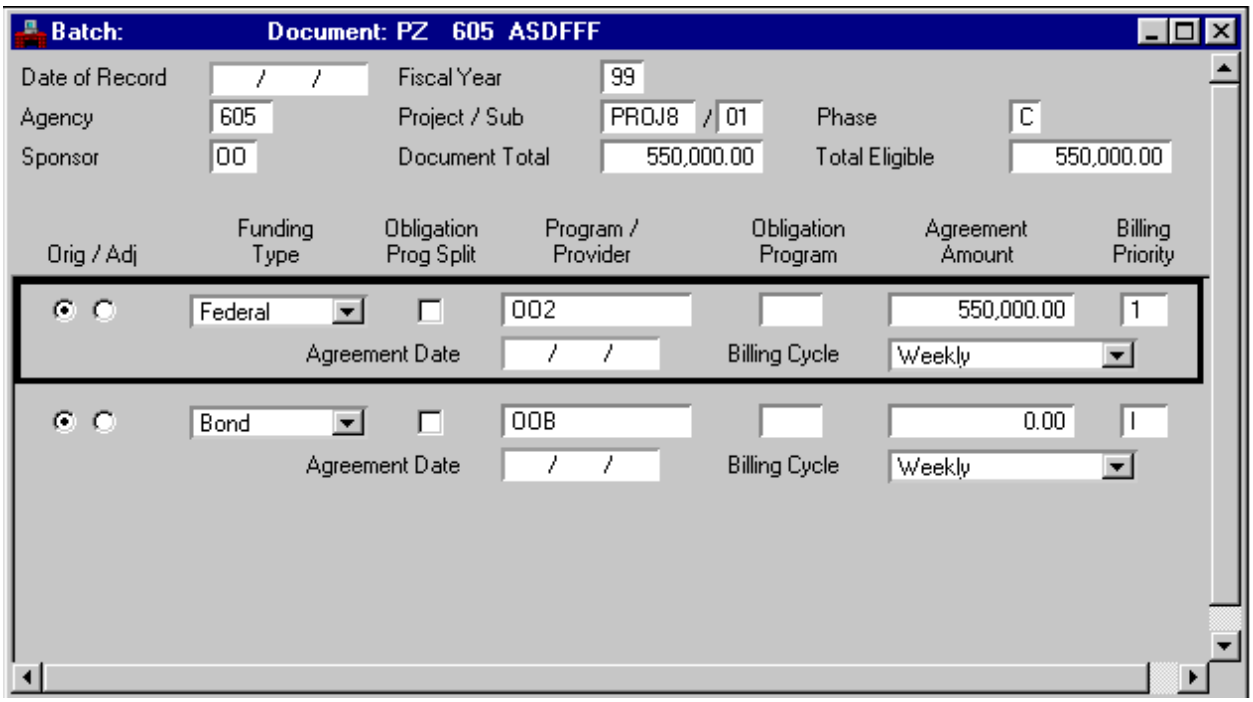
CE Phase Percent	7	**Input Optional**. Leave blank if this is not a Construction Engineering phase or if the Project Billing Subsystem is not being used by the agency. Enter the percentage of construction engineering costs that are eligible for reimbursement. The number you enter must be between *.001* and *100*.
Job Number	8	**Input Optional**. If the project includes Job roll-up; enter the job number associated with this project/sub-project/phase. Otherwise, leave blank. Refer to Job Index (JOBT) table for valid job number.
Agreement Date	6	**Input Optional**. Required if your agency is using the Project Billing Subsystem, otherwise, this field should be blank. Enter the date (*mm dd yy*) on which the project funding participant(s) will start reimbursing the agency for expenditures against this project.
Description	30	**Requires Input**. Enter a description of the sub-project phase.
Work ID	14	**Input Optional**. Default is blank. If a unique Work ID references the project, enter the Work ID number here. The work ID number is used to crosswalk old project code to SAM II project number.

Project Participation (PZ)

Purpose

The Project Participation (PZ) document is used to establish the financial participants for a project/sub-project/phase combination. This document specifies the participating programs/providers, their agreement amounts, and their billing priorities. It also allows users to add or remove programs/providers or modify their agreement amounts or billing priorities at any time.

PZ Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Input Optional**. Default is the date the document is accepted. Enter the date (*mmddyy*) that you want to associate with this document (usually the current date).
Fiscal Year	2	**Requires Input**. Enter the last two digits of the applicable fiscal year.
Agency	3	**Requires Input**. Enter the agency code. See Agency Project (AGPR) for valid values.
Project/Sub	7	**Requires Input**. Enter the project/sub-project combination. See Agency Project (AGPR) for valid values.
Phase	1	**Requires Input**. Enter the phase code. See Project Budget Line (PRBL) for valid values.
Sponsor	2	**Requires Input**. Enter the project sponsor. See Sponsor (SPSR) for valid values.
Document Total	14	**Requires Input**. Enter the net amount of all line items on the document.

Total Eligible	14	**Requires Input**. Enter the net amount of all line items on the document that are eligible charges.
Line Items		
Def/Orig/Adj	1	**Requires Input**. When this document is first entered, select ***Original [E]***. When the document is modified, this field changes to ***Adjustment [M]***. Valid values are ***Default, Original [E]*** and ***Adjustment [M]***.
Funding Type	1	**Input Optional**. Default is **No Change [blank]**. The funding type to which the program/provider belongs. Valid values are: Federal [F] State [S] Bond [B] Other [O] No Change [blank]
Obligation Program Split	1	**Input Optional**. Default is cleared [**blank**]. Select [**X**] if entering the same program code more than once in **Program/Provider**. When selected [**X**], this checkbox is used to indicate that the obligation authority is split between obligation programs.
Program/Provider	11	**Requires Input**. Enter the code identifying the federal, state, bond or other funding entity, which contributes to the project/sub-project/phase combination.
Obligation Program	3	**Conditional**. This field can only be used if the **Program/Provider** on this line is valid on Obligation Authority Status (OBAS). Use this field only if you want to enter a code other than the value in **Program/Provider**. Valid values are ***DIS*** (discretionary), ***SPC*** (special), or ***FRM*** (formula).
Agreement Amount	14	**Requires Input**. The amount that the program/provider has agreed to pay.
Billing Priority	2	**Input Optional**. Enter the priority to be followed in billing. Up to 99 priorities can be specified. Enter **I** (ineligible) to indicate that the line amount is currently unfunded. The lower the number, the higher the priority. If priority is specified for one program/provider, it must be specified for all of them. When

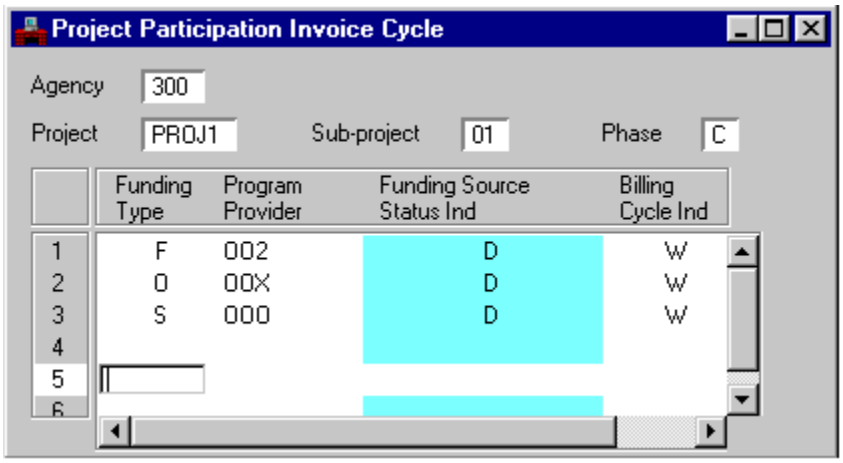
		specified, the agreement amounts of the program/providers with the highest priority are drawn down completely, before the program/providers in the other priority groups are affected.
Agreement Date	6	**Conditional**. Required if you did not enter **I** in **Billing Priority**. Enter the date on which the program/provider agreed to the amount in **Agreement Amount**.
Billing Cycle	1	**Input Optional**. Default is **No Change [blank]**. Required if changing the billing cycle for the specified program or provider. Valid values are: Weekly [W] Bimonthly [B] Monthly [M] Quarterly [Q] Semiannually [S] Annually [A] Current [C] Exclude [X] No Change [blank]

Project Participation Invoice Cycle (PPIC)

Purpose

Project Participation Invoice Cycle (PPIC) enables users to change the billing cycle for the programs or providers funding a project/sub-project/phase combination. The user may enter the entire key for the specific program/provider to be changed or enter a partial key to display all the program/providers and corresponding invoice cycles. Lines are added to this table when a Project Participation (PZ) document is accepted. The billing cycle field on each line can be modified by the user.

PPIC Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input**. Enter the agency. See Project Budget Line (PRBL) for valid values.
Project	5	**Requires Input**. Enter the project code. See Project Budget Line (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Sub-Project	2	**Requires Input**. Enter the sub-project code. See Project Budget Line (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Phase	1	**Requires Input**. Enter the phase code. See Project Budget Line (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Funding Type	1	**Requires Input**. Enter the funding type. Valid values are: ***F*** - Federal ***S*** - State ***B*** - Bond ***O*** - Other
Program/Provider	11	**Requires Input**. Enter the code identifying the federal, state, bond or other funding entity. See Program/Provider (PGPV) for valid values. The program or provider must exist on PGPV.
Funding Source Status Indicator	1	**Display Only**. The current status of the program/provider is displayed. Valid values are: **A** (Active), **I** (Inactive) or **D** (Change). A program/provider with an inactive status is one

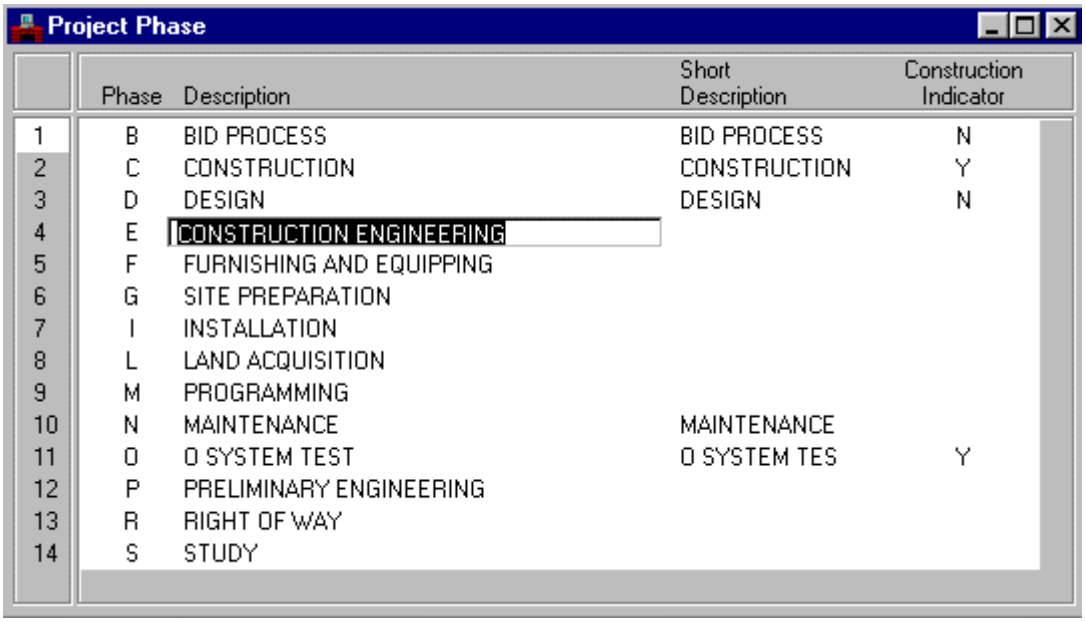
Billing Cycle Indicator	1	which had originally been a contributor, but which has currently withdrawn its contribution. If a modifying PJ document is completed to increase the total budget, the document processor updates the Funding Source Status Indicator on PFST to D. The Funding Source Status Indicator on PFST is equal to D until a Project Participation (PZ) document is completed to increase the total eligible amount. The reason the PJ document processor changes the Funding Source Status Indicator on PFST to D is to keep the total project budget and total eligible dollars in sync. **Conditional**. Required if changing the billing cycle for the specified program or provider. Valid values are: ***W*** - Weekly ***B*** - Bimonthly ***M*** - Monthly ***Q*** - Quarter ***Y*** - Yearly ***S*** - Semi-Annually ***A*** - Annually ***C*** - Current *X* - Exclude

Project Phase (PRPH)

Purpose

Project Phase (PRPH) contains valid values established to define the various phases of a project or sub-project. These phases, such as site acquisition, pre-construction engineering, and site preparation, are defined system-wide. This means that, in the interest of standardization, each agency establishing a project must choose its phase values from the standard values on this window.

PRPH Coding Instructions



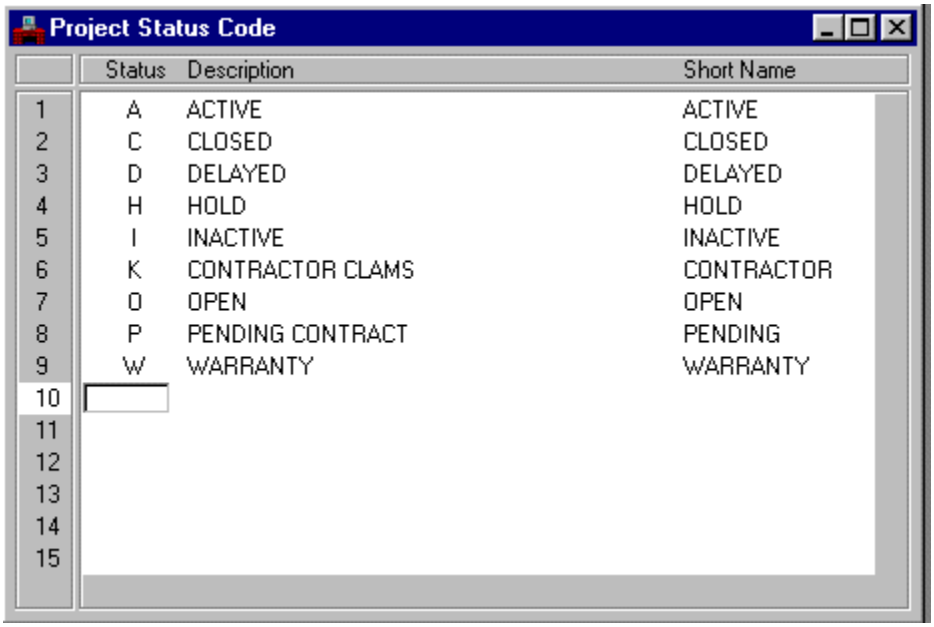
Field Name	Length	Definition
Phase	1	**Requires Input**. Enter a character specifying a project phase. **Input Optional** for inquiry users
Description	30	**Requires Input**. Enter a description of the phase. **Display only** for inquiry users.
Short Description	12	**Requires Input**. Enter a short description of the phase. **Display only** for inquiry users.
Construction Indicator	1	**Input Optional**. Enter **Y** if this is a construction in progress (CIP) project phase. **Display only** for inquiry users.

Project Status Code (PRST)

Purpose

Project Status Code (PRST) contains user-defined values used for inquiries and reports. Although no system logic is affected by the status value, you can use it to indicate the current status of a project; for example, project on **Hold** pending supplemental funding.

PRST Coding Instructions



Field Name	Length	Definition
Status	1	**Requires Input**. Enter a character used to identify a project status; for example, (**A**) active and (**C**) closed.
Description	30	**Requires Input**. Enter a description of the project status code. **Display Only** for inquiry users.
Short Name	12	**Requires Input**. Enter a shortened name for the project status code. **Display Only** for inquiry users.

Purchase Order Approval (POAP)

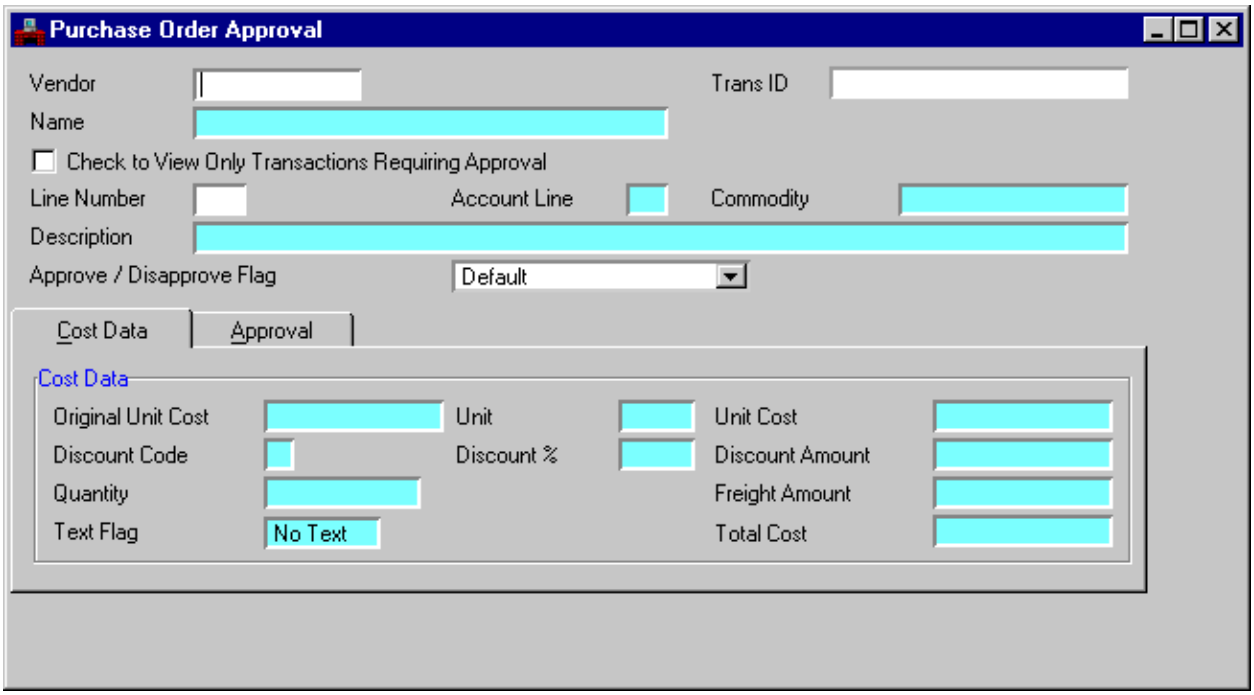
Purpose

Only Resource Managers may access this table.

The Purchase Order Approval (POAP) table is used to apply resource manager approvals to individual commodity lines. The Resource Managers using this table will only be able to view lines requiring their approval. Commodity lines that require approval are added to POAP when input on a newly processed or modified Quick Decentralized Purchase Order (PDQ) or Quick Price Agreement (PGQ) order document that has been accepted by the system.

When accessing records on this table, it is faster to enter a specific Vendor and Trans ID and then browse.

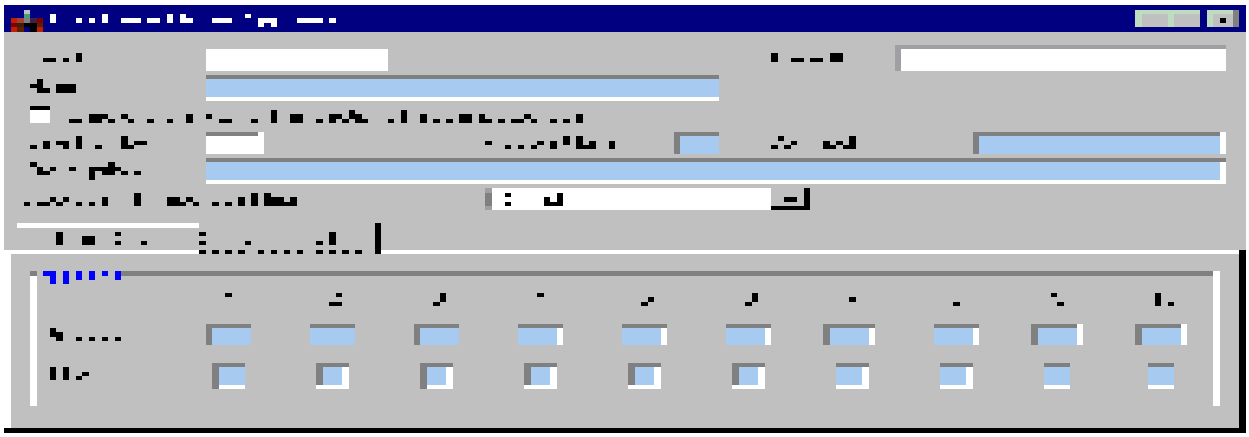
POAP Coding Instructions



Field Name	Length	Definition
Vendor	10	**Input Optional.** You may browse to obtain the records requiring resource manager approval or enter a vendor number (first 10 characters of the vendor code) from a specific purchase order transaction.
Trans ID	16	**Input Optional..** You may enter a specific transaction ID (2-character document ID; 3-character agency code; and 11-digit transaction number) of the purchase order that you are inquiring about or requires approval. If you enter a transaction ID you must enter the corresponding vendor first.
Name	30	**Display Only.** Displays the name associated with the vendor as inferred from Vendor (1 of 3) (VEN2).

Check to View Only Transactions Requiring Approval	1	**Input Optional.** Default is blank. Check the box in order to view only those records that are still awaiting review and approval. If you check this box, previously approved requisition lines will not be listed.
Line Number	3	**Input Optional.** Defaults to the first line item on the purchase order document that requires Resource Manager approval. You may enter a different line number.
Account Line	2	**Display Only.** The accounting line that corresponds to the commodity line is indicated.
Commodity	12	**Display Only.** The commodity code inferred from the purchase order commodity line number is indicated.
Description	60	**Display Only.** Defaults to the description of the commodity from the purchase order.
Approve/Disapprove Flag	1	**Requires Input.** This field is used to apply Resource Manager approval or disapproval to individual commodity lines. Valid options are: • **Apply All Approval Groups** Selecting this option applies approval for all resource manager groups for which the user is authorized. Normally a user will only have authority to grant approval related to one resource manager group. • **Disapprove PO** Selecting this option disapproves the purchase of the supplies indicated by the commodity code • **Default [blank].** If you leave the setting at Default, it will neither approve or disapprove the purchase.
Original Unit Cost	14	**Display Only.** Indicates the original cost per unit of supplies ordered. The original unit cost should equal the Unit Cost below.
Unit	4	**Display Only.** Defaults to the unit of measure corresponding the commodity code line as entered on the

		purchase order document. Refer to Unit of Measure (UNIT) table for definition of codes.
Unit Cost	14	**Display Only.** Indicates the discounted cost. Since the State of Missouri does not utilize the discount fields, the Unit Cost will equal the Original Unit Cost above.
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Quantity	14	**Display Only.** Defaults to the quantity of supplies ordered as entered on the purchase order.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Text Flag	1	**Display Only.** Indicates whether and what type of text is associated with the commodity code line. Valid settings are: • Standard: Indicates that standard text is associated with the commodity line; • **Custom:** Indicates that non-standard text is associated with the commodity line; or • **No Text:** Indicates that no text is associated with this line
Total Cost	14	**Display Only.** The total cost of the supplies ordered for the individual commodity line is indicated (quantity X unit cost).



Approval View

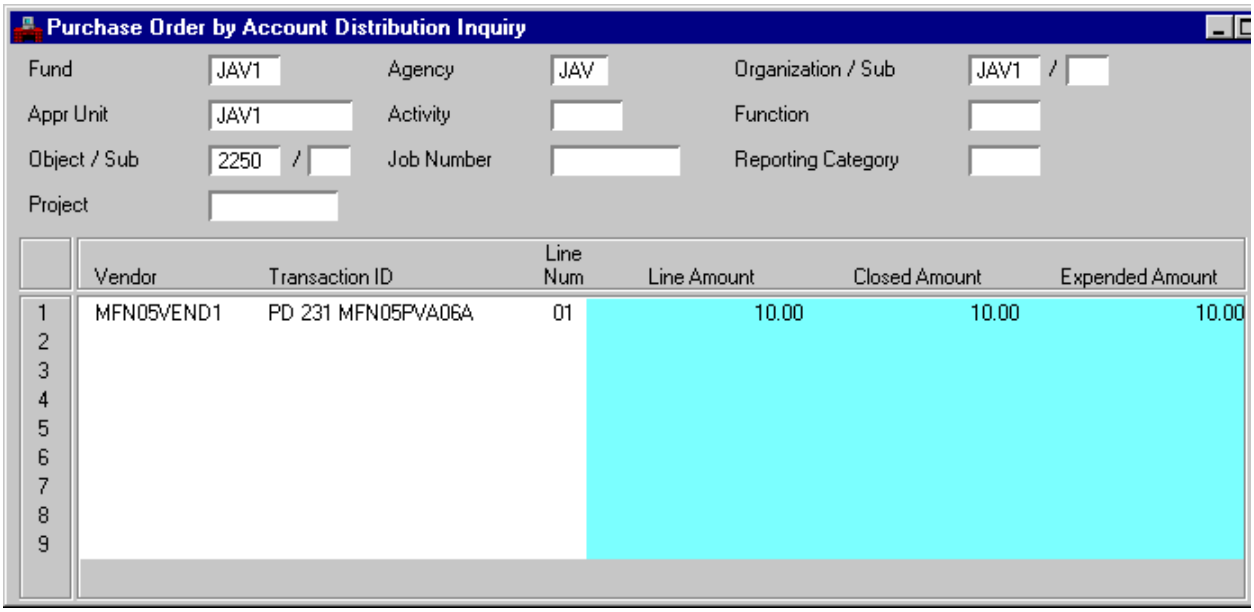
Field Name	Length	Definition
Groups (1-10)	2	**Display Only.** The group codes for the Resource Managers required to approve this purchase order commodity line are displayed.
Line (1-10)	1	**Display Only.** A value indicating whether or not resource managers have signified approval or disapproval is displayed. A: Denotes that the purchase order line has been approved. D: Denotes that the purchase order line has been disapproved.

Purchase Order by Account Distribution Inquiry (POAC)

Purpose

Purchase Order by Account Distribution Inquiry (POAC) displays purchase order accounting lines by accounting distribution. This table is updated every time a purchase order document is processed.

POAC Coding Instructions



Field Name	Length	Definition
Fund	4	**Requires Input**. Enter the fund code about which you are inquiring.
Agency	3	**Input Optional**. You may enter the agency code about which you are inquiring.
Organization/Sub	4	**Input Optional**. You may enter the organization code about which you are inquiring.
Organization/Sub	2	**Input Optional**. You may enter the sub-organization code about which you are inquiring.
Appr Unit	9	**Input Optional**. You may enter the appropriation unit about which you are inquiring. This field has space for 9 digits. However, the State of Missouri uses four digit.
Activity	4	**Input Optional**. You may enter the activity code about which you are inquiring.
Function	4	**Input Optional**. You may enter the function code about which you are inquiring.

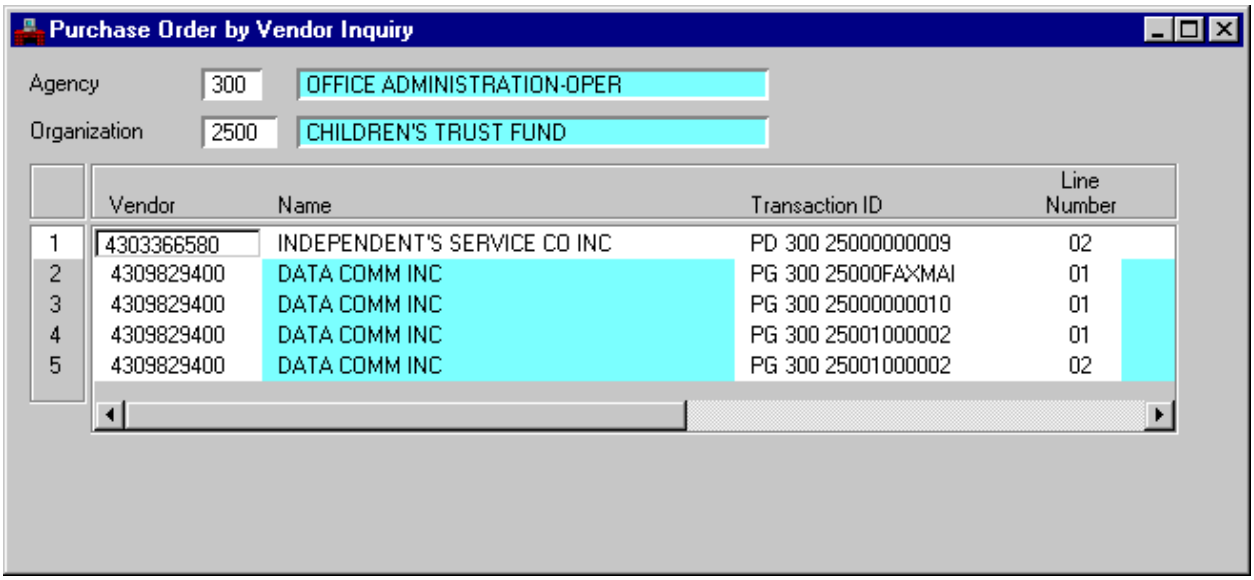
Object/Sub	4	**Input Optional**. You may enter the object code about which you are inquiring.
Object/Sub	2	**Input Optional**. You may enter the sub-object code about which you are inquiring.
Job Number	8	**Input Optional**. You may enter the Job Number about which you are inquiring.
Reporting Category	4	**Input Optional**. You may enter the reporting category code about which you are inquiring.
Project	8	**Input Optional**. You may enter the Project Number about which you are inquiring.
Vendor	10	**Input Optional**. You may enter the vendor number for the transaction you want to review.
Transaction ID	16	**Input Optional**. You may enter the transaction code and unique number that identifies the purchase order.
Line Num	2	**Input Optional**. You may enter the accounting line number of the purchase order.
Line Amount	14	**Display Only**. Defaults to the amount of this order line. The Line Amount displayed reflects all adjustment actions made to the original amount.
Closed Amount	14	**Display Only**. Defaults to the amount paid to date on this order line until the order line is closed. At closing, this figure is set equal to the purchase order.
Expended Amount	14	**Display Only**. Defaults to the total amount paid to date on this order line. (For example, the total of all payment vouchers and manual warrant documents referencing this order line.)

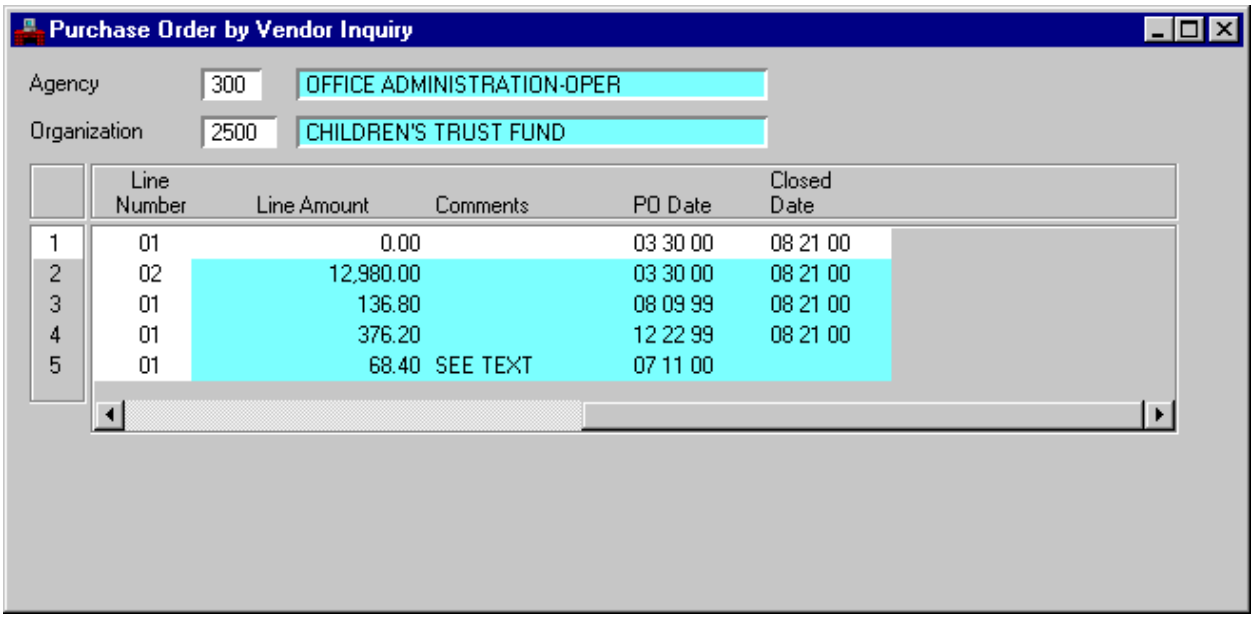
Purchase Order by Vendor Inquiry (PIBV)

Purpose

Purchase Order by Vendor Inquiry (PIBV) lists purchase order lines by agency, organization and vendor.

PIBV Coding Instructions





Field Name	Length	Definition
Agency	3	**Requires Input.** Enter the Agency code for your inquiry. The system infers the name of the Agency in the second field.
Organization	4	**Input Optional.** You may enter the Organization for your inquiry. The system infers the name of the Organization in the second field.

Vendor	10	**Input Optional**. You may enter the Vendor number from the purchase order transaction.
Name	30	**Display Only**. Defaults to the vendor name associated with this vendor code on Vendor (1 of 3) (VEN2).
Transaction ID	16	**Input Optional**. You may enter the unique document code and transaction number that identifies the order.
Line Number	2	**Display Only**. Defaults to the Line Number of the order account line.
Line Amount	14	**Display Only**. Defaults to the total amount of this line.
Comments	12	**Display Only**. Defaults to the comment or code entered in the **Comments** field of the order document..
PO Date	6	**Display Only**. Defaults to the date (*mm dd yy*) the purchase order document was accepted into by the system.
Closed Date	6	**Display Only**. Defaults to the date (*mm dd yy*) when all accounting lines were closed on this order.

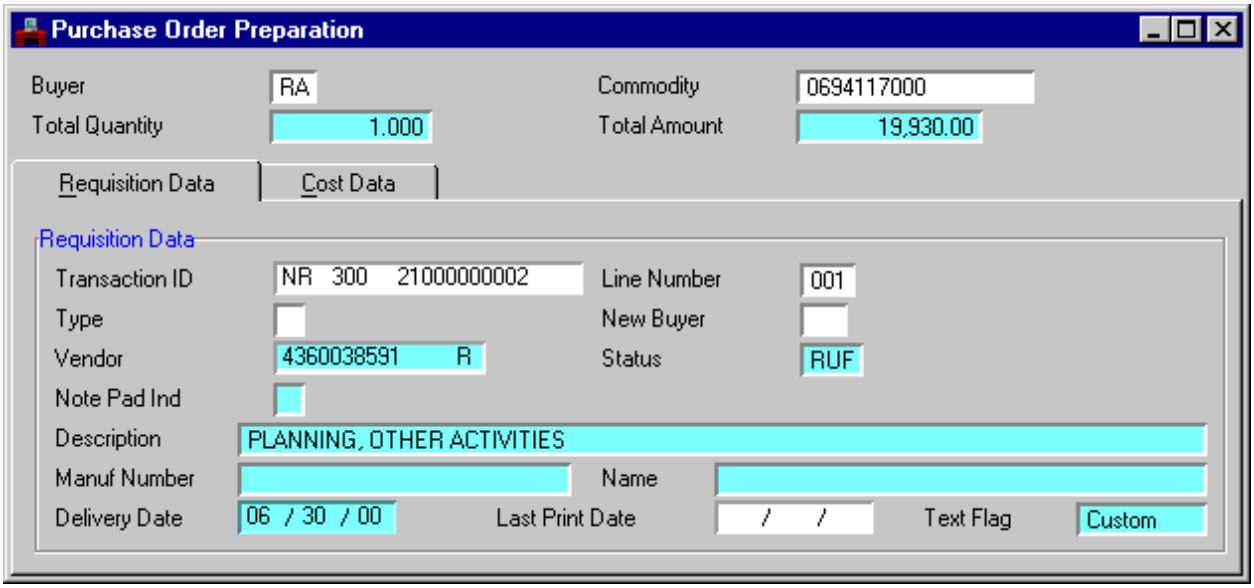
Purchase Order Preparation (POPR)

Purpose

Purchase Order Preparation (POPR) displays requisition document commodity lines and organizes them by buyer code. The vendor code and required delivery date are captured as well as quantity, unit, price, and total amount of the requisition document. Lines are added each time that a new requisition document is accepted by the system. Lines are deleted when a purchase order references the indicated requisition document commodity line.

If the commodity code requires review and approval by a Resource Manager, the requisition line will not appear on this table until after the Resource Manager approval has been applied.

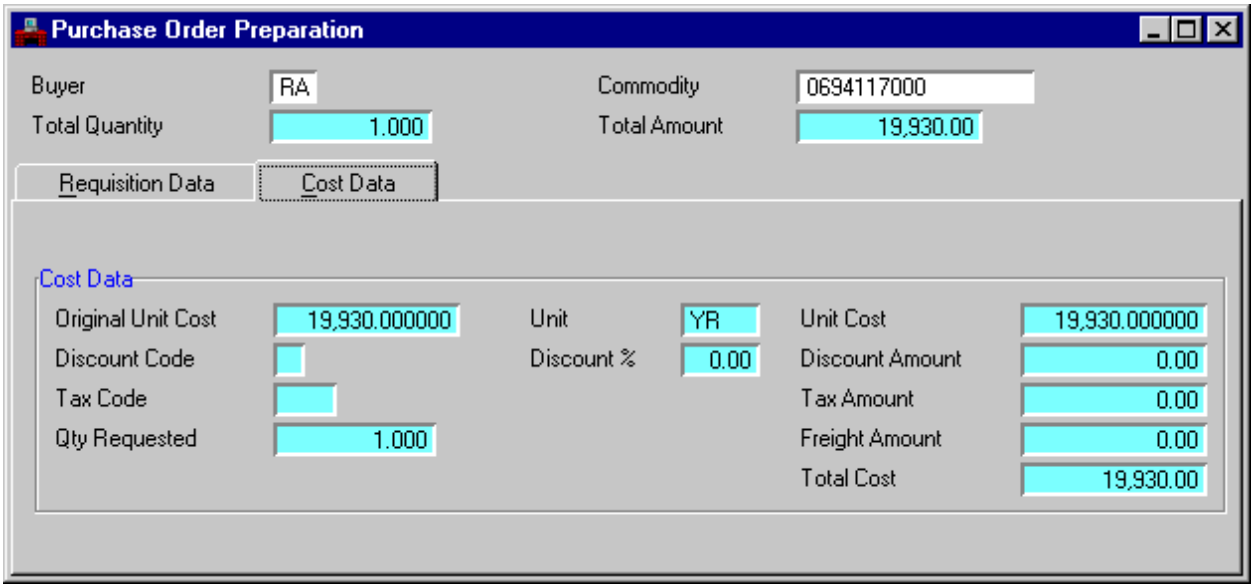
POPR Coding Instructions



Header and Requisition Data View

Field Name	Length	Definition
Buyer	2	**Requires Input**. Enter the Buyer for your inquiry.
Commodity	14	**Input Optional**. You may enter the commodity code that identifies the requisitioned item as defined on Commodity (COMT).
Total Quantity	11	**Display Only**. Defaults to the Total Quantity for the buyer and commodity code combination across all requisition documents.
Total Amount	14	**Display Only**. Defaults to the total suggested dollar amount for the buyer and commodity code combination across all requisition documents.
Transaction ID	16	**Input Optional**. You may enter the document number that identifies the requisition document.
Line Number	3	**Input Optional**. You may enter a Line Number of the referenced requisition.
Type	1	**Input Optional**. Defaults to the Requisition Type as input on the requisition. You can change the Requisition Type, if desired. Refer to the Requisition Type (TYPE) and the Transaction Type (TRTT) tables for predefined codes.

New Buyer	2	**Input Optional**. If you wish to assign the requisition line to a different buyer, enter the appropriate buyer code for that buyer. The requisition line will then be rerouted to the newly assigned buyer. Any valid buyer from Buyer (BUYT) is acceptable.
Vendor	11	**Display Only**. Defaults to the Vendor code that was suggested on the requisition.
Status	3	**Display Only**. Defaults to the status indicated on Requisition Status Inquiry (RQST). Values are defined on Requisition Status Code (RSTA).
Note Pad Ind	N/A	**Display Only**. Defaults to **Y** if note pad text exists on Note Pad Text (NOTE) for this requisition.
Description	60	**Display Only**. Defaults to the Description of the supplies ordered as entered on the requisition.
Manuf Number	N/A	**Not Applicable**. Not used by the State of Missouri.
Name	N/A	**Not Applicable**. Not used by the State of Missouri.
Delivery Date	6	**Display Only**. Defaults to the Delivery Date requested for receipt of the supplies.
Last Print Date	N/A	Not used by the state of Missouri.
Text Flag	N/A	**Display Only**. Indicates whether Custom, Standard, or No Text is entered on Requisition Text (RXTX) for this requisition line.



Cost Data View

Field Name	Length	Definition
Original Unit Cost	14	**Display Only**. Defaults to the estimated cost per unit of supplies ordered as entered on the requisition.
Unit	4	**Display Only**. Defaults to the unit of measure (box, each, dozen, etc.) as entered on the requisition.
Unit Cost	14	**Display Only**. Defaults to the estimated discounted cost per unit of supplies ordered. Since the State of Missouri does not use the Discount fields, this cost will be the same as the Original Unit Cost.
Discount Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Discount %	N/A	**Not Applicable**. Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable**. Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable**. Not used by the State of Missouri.
Qty Requested	11	**Display Only**. Defaults to the number of units requested.

Freight Amount	N/A	**Not Applicable**. Not used by the State of Missouri.
Total Cost	14	**Display Only**. Defaults to the Total Cost of the supplies on this line. This total is calculated as the quantity of units multiplied by the price per unit.

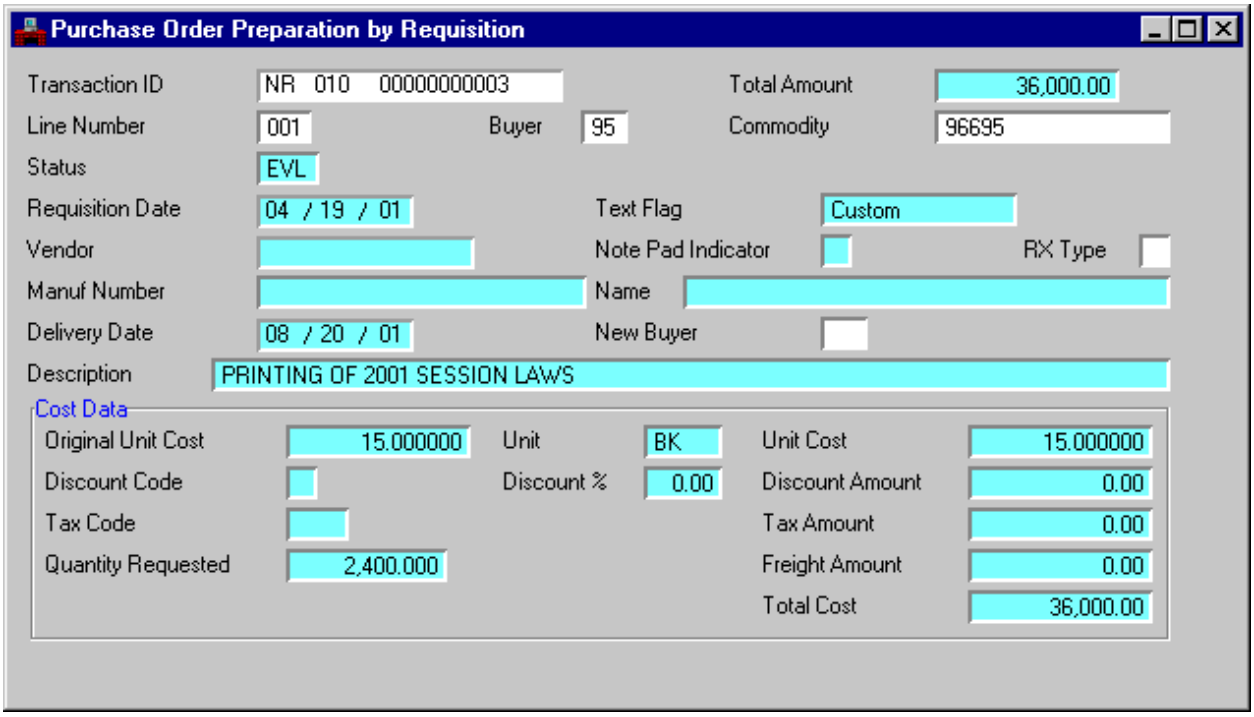
Purchase Order Preparation by Requisition (RXPR)

Purpose

The Purchase Order Preparation by Requisition (RXPR) table displays requisition document commodity lines and organizes them by requisition ID. The vendor code and required delivery date are captured as well as quantity, unit, price, and total amount of the requisition document. Lines are added each time a new requisition document is accepted by the system. Lines are deleted when a purchase order references the indicated requisition document commodity line.

If the commodity code requires review and approval by a Resource Manager, the requisition line will not appear on this table until after the Resource Manager approval is applied..

RXPR Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the requisition document that you are inquiring about.
Total Amount	14	**Display Only.** The total amount of all the commodity lines contained on the requisition is indicated.
Line Number	3	**Input Optional.** Defaults to **001**. You can input the commodity line number from the referenced requisition to obtain specific information related to that line.
Buyer	2	**Input Optional.** Displays the code of the buyer to whom this requisition has been assigned. If you enter a different buyer code and browse, the table will go to a requisition line for that buyer.
Commodity	12	**Display Only.** Defaults to the commodity code that was entered on the requisition corresponding to the line number.
Status	3	**Display Only.** See Requisition Status Code (RSTA) for valid values.
Requisition Date	6	**Display Only.** The date the requisition was accepted into the system is indicated.
Text Flag	1	**Display Only.** Indicates what type of text, if any, is associated with the requisition on the Requisition Text table (RXTX).
Vendor	11	**Display Only.** The recommended vendor, if input on the requisition, is indicated.
Note Pad Indicator	1	**Display Only.** If this box contains the letter **Y**, this indicates that there exists text on the Note Pad Text (NOTE) table which is associated with this commodity line.
RX Type	1	**Input Optional.** Defaults to the Requisition Type as input on the requisition. "1" indicates an emergency requisition. You can change the Requisition Type, if desired. Refer to the Requisition Type (TYPE) table for predefined codes.
Manuf Number	N/A	**Not Applicable**. Not used by the State of Missouri.
Name	N/A	**Not Applicable**. Not used by the State of Missouri.

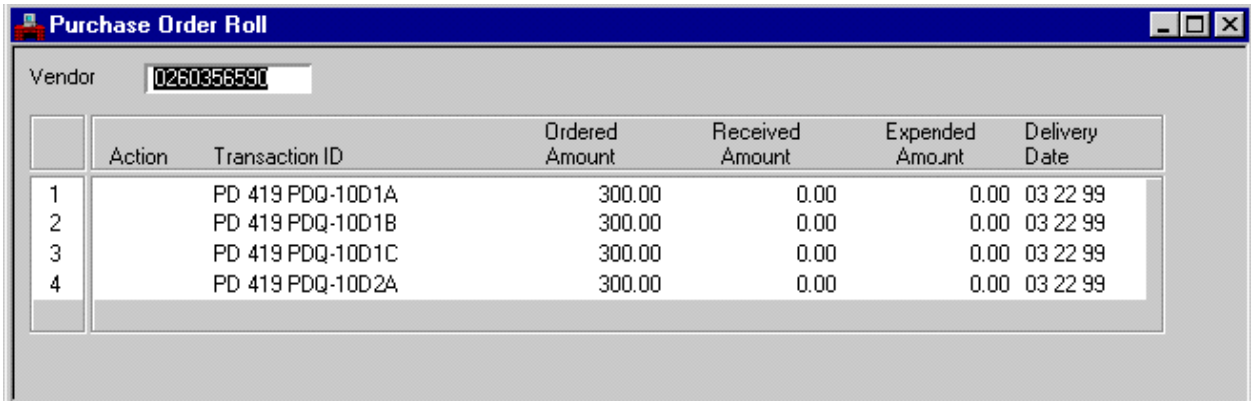
Delivery Date	6	**Display Only**. Defaults to the Delivery Date as indicated on the requisition.
New Buyer	2	**Input Optional.** If you wish to assign the requisition line to a different buyer, enter the appropriate buyer code for that buyer. The requisition line will then be rerouted to the newly assigned buyer. Any valid buyer from Buyer (BUYT) is acceptable.
Description	30	**Display Only.** The description, if any, associated with this line is displayed.
Original Unit Cost	14	**Display Only.** The estimated cost per unit as indicated on the requisition is indicated.
Unit	4	**Display Only.** The unit of measure as entered on the requisition line is displayed.
Unit Cost	14	**Display Only.** The estimated cost per unit of supplies is indicated. This should be the same as Original Unit Cost since the State of Missouri does not use Discount Code.
Discount Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Discount %	N/A	**Not Applicable**. Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable**. Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable**. Not used by the State of Missouri.
Quantity Requested	12	**Display Only.** The quantity of supplies ordered as inferred from the requisition is indicated.
Freight Amount	N/A	**Not Applicable**. Not used by the State of Missouri.
Total Cost	14	**Display Only.** The total cost of the supplies requisitioned for the particular commodity line is indicated. This value is calculated as the quantity of units multiplied by the price per unit for the commodity line.

Purchase Order Roll (PORL)

Purpose

Purchase Order Roll (PORL) is an alternate view of the Open Purchase Order Header Inquiry (OPPH). This window is used to specify what action to take on a purchase order at year end. Enter the **Action** to indicate what action the year end rollover process should perform and perform a modify/change action to update the table. The valid actions are to roll, lapse, or have no action taken on them. The action entered here overrides the action entered on EPS System Control Options (2 of 2) (ESO2).

PORL Coding Instructions



Field Name	Length	Definition
Vendor	11	**Requires Input**. The vendor code for the orders for which you want to specify rollover actions on the purchase order. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) for valid vendor codes.
Action	1	**Requires Input**. Enter **R**, to perform a year-end rollover if the entire document amount rolls to the new year. Otherwise enter **L** or **N**. Enter **L**, to lapse the amount remaining at year end. Enter **N** for no action if the Purchase Order is associated with a biennial appropriation that is continuing in the new fiscal year. A space in this field causes the Purchase Order Rollover program to default to the value in **Default Action** on EPS System Control Options (2 of 2) (ESO2).
Transaction ID	16	**Display Only**. Displays the document code and transaction number for the purchase order.

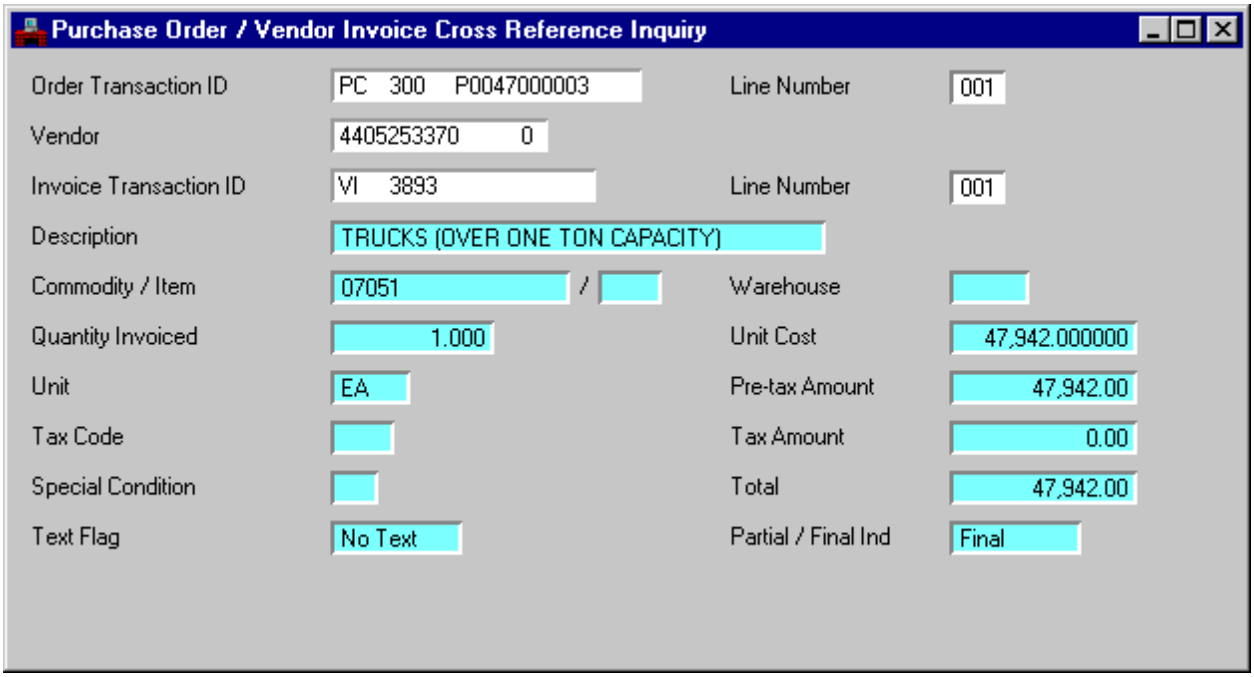
Ordered Amount	14.2	**Display Only**. The dollar amount originally ordered is displayed.
Received Amount	14.2	**Display Only**. The dollar amount received on the order to date is displayed.
Expended Amount	14.2	**Display Only**. The dollar amount paid on the order to date is displayed.
Delivery Date	6	**Display Only**. The date (*mm dd yy*) that the order is delivered is displayed.

Purchase Order/Vendor Invoice Cross Reference Inquiry (PCVI)

Purpose

The Purchase Order/Vendor Invoice Cross Reference Inquiry (PCVI) table is an alternate view of Open Vendor Invoice Line Inquiry (OVIL). PCVI is used to keep track of Quick Vendor Invoice (VIQ) commodity lines that reference a particular purchase order commodity line. This enables the Payment Voucher to gather information from the appropriate Vendor Invoice (VI) line. All fields are inferred from Open Vendor Invoice Line Inquiry (OVIL), and only those VIQ lines that reference a purchase order are displayed.

PCVI Coding Instructions



Field Name	Length	Definition
Order Transaction ID	16	**Requires Input.** Enter the purchase order document ID to access the information you are seeking.
Line Number	3	**Input Optional.** Defaults to the first commodity code line item on the purchase order (usually **001**) that is referenced on the corresponding vendor invoice.
Vendor	11	**Input Optional.** You may enter the vendor code associated with the purchase order.
Invoice Transaction ID	13	**Input Optional.** You may enter the vendor invoice number .
Line Number	3	**Input Optional.** You may enter the line number of the referenced vendor invoice.
Description	30	**Display Only.** Defaults to the commodity description entered on the applicable line of the invoice.
Commodity/Item	12/3	**Display Only.** Defaults to the commodity code, and if applicable, the item code entered on the invoice.
Warehouse	4	**Display Only.** If applicable, defaults to the warehouse code entered on the purchase order that designated where the supplies were shipped.
Quantity Invoiced	11	**Display Only.** Defaults to the quantity of supplies as entered on the invoice.
Unit Cost	14	**Display Only.** Defaults to the unit cost of the supplies as entered on the invoice.
Unit	4	**Display Only.** Defaults to the unit of measure as entered on the invoice.
Pre-Tax Amount	14	**Display Only.** The total amount calculated for this line (unit cost multiplied by quantity) is indicated.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.

Special Condition	2	**Display Only.** If applicable, indicates that a special condition code was entered on the invoice line. A special condition code indicates that there existed a discrepancy between the supplies ordered on the referenced purchase order and the vendor's invoice. Refer to the Condition (COND) table for code definitions.
Total	14	**Display Only.** Defaults to the total cost as computed on the applicable commodity line of the invoice.
Text Flag	1	**Display Only.** Indicates the type of text associated with commodity lines on the invoice. Valid settings are: • **Standard:** (**Not Applicable.** Not used by the State of Missouri.) • **Custom:** The associated text is indicated on the Vendor Invoice Text (VITX) table. • **No Text**.
P/F Indicator	7	**Display Only.** Valid settings are: • **Partial**: Indicates that the invoice line was processed as a partial order; • **Final**: Indicates that the invoice line was processed as the final invoice.

Purchasing Text (PTEX)

Purpose

The Purchasing Text (PTEX) table is used to enter and store text associated with specific purchase orders.

This table can be accessed through the "Additional Description" function of the purchase order documents.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

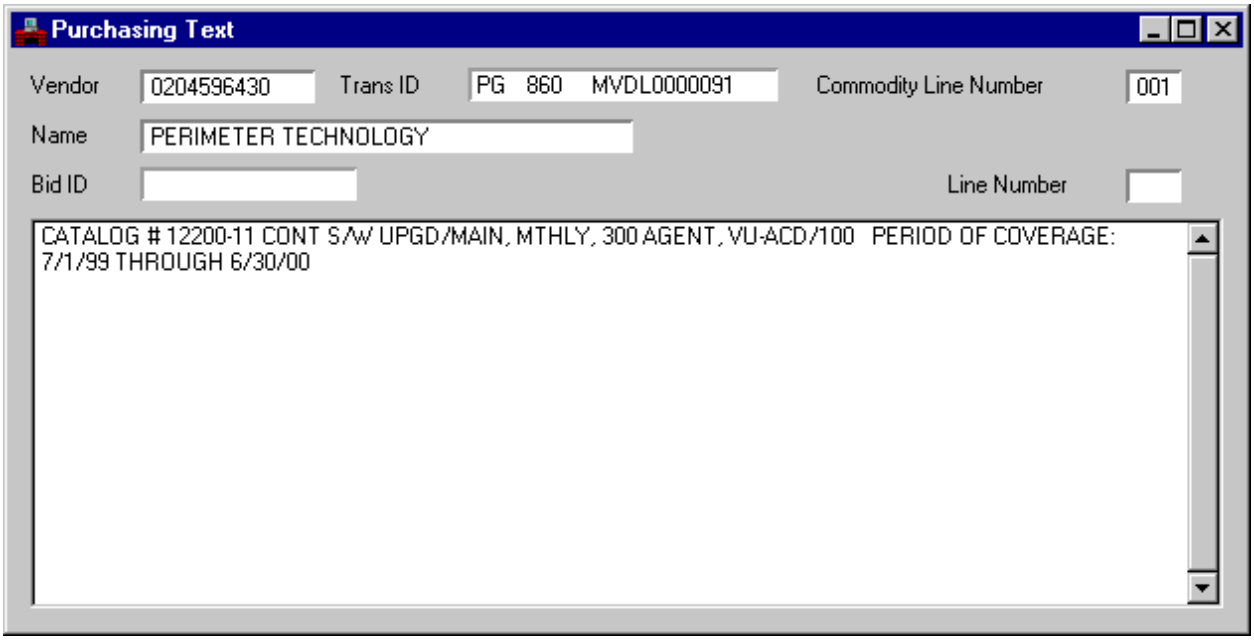
When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

PTEX Coding Instructions



Field Name	Length	Definition
Vendor	10	Requires Input. Enter the vendor number for the Vendor associated with the purchase order document.
Trans ID	16	**Requires Input**. Enter the unique document code and transaction number that identifies the particular purchase order document. Valid document codes are:

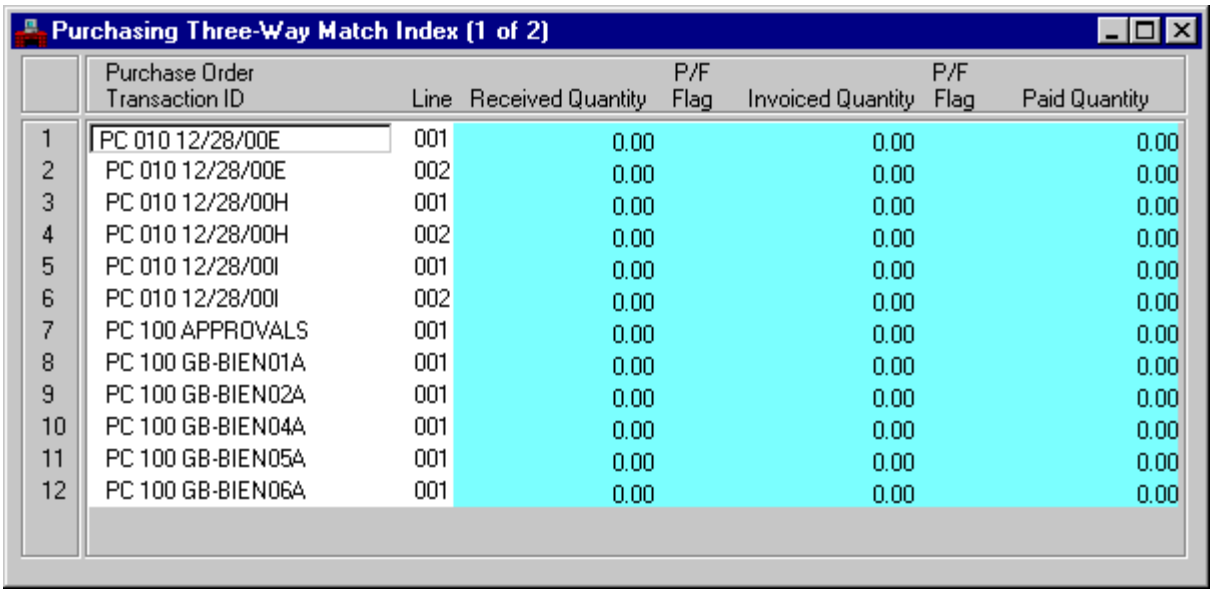
		• **PC** - Quick Centralized Purchase (PCQ) order document or Total Cost Purchase (PCT) order document • **PD -** Quick Decentralized Purchase (PDQ) order document • **PG -** Quick Price Agreement (PGQ) order document • **SC -** Service Contract (SC) order document or Simplified Service Contract (SCS) order document
Commodity Line Number	3	**Input Optional**. Defaults to **001**. If text being entered is to be associated with a different Commodity Line Number, enter that Commodity Line Number. If you want text that will print before the commodity lines on the purchase order (e.g., a bid identification number), enter **000** as the Commodity Line Number and the desired header text.
Name	30	**Display Only**. Defaults to the Name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Bid ID	11	**Input Optional**. If text from Bid Text (BDTX) is to be used, enter the bid number associated with the bid text.
Line Number	3	**Input Optional**. If text from Bid Text (BDTX) is to be used, enter the bid line number associated with the bid text.
Text		**Requires Input.** Enter the text to be associated with the commodity line.

Purchasing Three-Way Match Index (1 of 2) (TWPU)

Purpose

The Purchasing Three-Way Match Index (1 of 2) (TWPU) table provides information for purchase orders and subsequent transaction documents. This table is organized by status for each purchase order.

TWPU Coding Instructions



	Purchase Order Transaction ID	Line	Received Quantity	P/F Flag	Invoiced Quantity	P/F Flag	Paid Quantity
1	PC 010 12/28/00E	001	0.00		0.00		0.00
2	PC 010 12/28/00E	002	0.00		0.00		0.00
3	PC 010 12/28/00H	001	0.00		0.00		0.00
4	PC 010 12/28/00H	002	0.00		0.00		0.00
5	PC 010 12/28/00I	001	0.00		0.00		0.00
6	PC 010 12/28/00I	002	0.00		0.00		0.00
7	PC 100 APPROVALS	001	0.00		0.00		0.00
8	PC 100 GB-BIEN01A	001	0.00		0.00		0.00
9	PC 100 GB-BIEN02A	001	0.00		0.00		0.00
10	PC 100 GB-BIEN04A	001	0.00		0.00		0.00
11	PC 100 GB-BIEN05A	001	0.00		0.00		0.00
12	PC 100 GB-BIEN06A	001	0.00		0.00		0.00

Field Name	Length	Definition
Purchase Order Transaction ID	16	**Requires Input.** Enter the document ID of purchase order that corresponds to the selected criteria.
Line	3	**Requires Input.** Enter the line number associated with the purchase order.
Received Quantity	12	**Display Only.** Indicates the information regarding quantity received.
P/F Flag	1	**Display Only.** Valid values are: • **F** for Final: The receiver document matching the purchase order is a final transaction (for example: final receipt). • Otherwise, this field displays **P** for partial receipt.
Invoiced Quantity	12	**Display Only.** Indicates the quantity invoiced.
P/F Flag	1	**Display Only.** Valid values are: • **F f**or Final**:** The invoice document matching the purchase order is a final transaction (for example: invoice). • **P** for partial invoice.

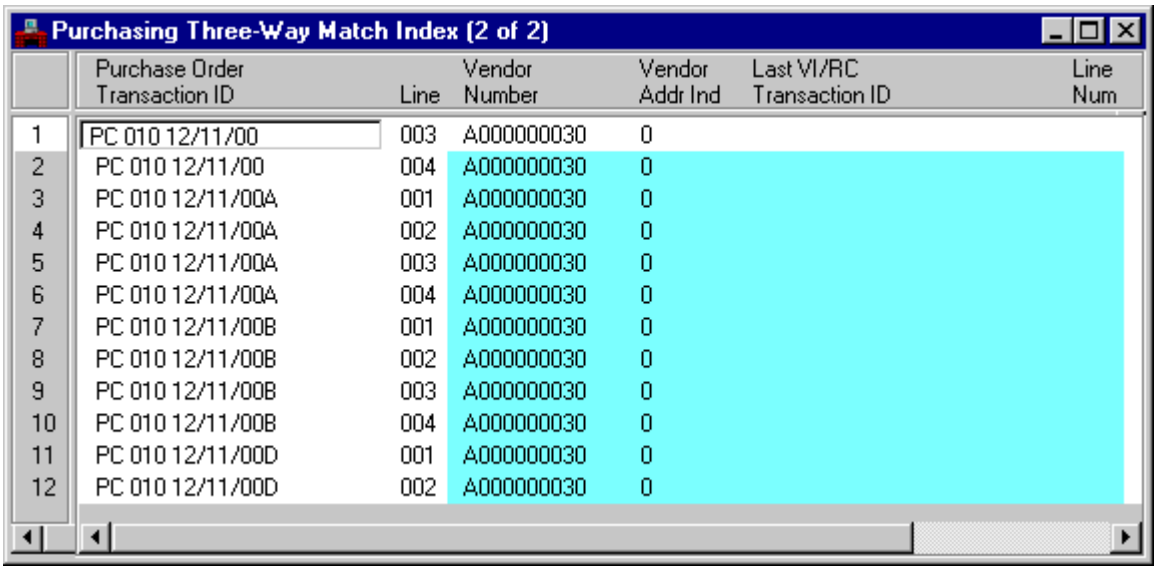
Paid Quantity	12	**Display Only.** Indicates the quantity paid.

Purchasing Three-Way Match Index (2 of 2) (TWP2)

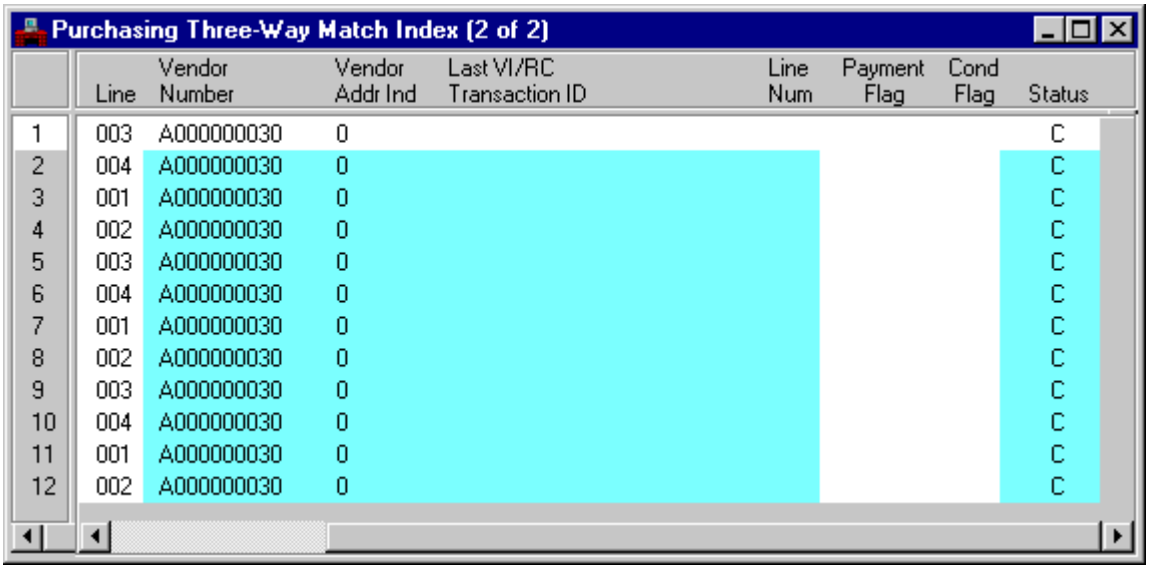
Purpose

Purchasing Three-Way Match Index (2 of 2) (TWP2) table provided status information for purchase orders. It is an alternate view of Purchasing Three-Way Match Index (1 of 2) (TWPU) table and display additional information.

TWP2 Coding Instructions



	Purchase Order Transaction ID	Line	Vendor Number	Vendor Addr Ind	Last VI/RC Transaction ID	Line Num
1	PC 010 12/11/00	003	A000000030	0		
2	PC 010 12/11/00	004	A000000030	0		
3	PC 010 12/11/00A	001	A000000030	0		
4	PC 010 12/11/00A	002	A000000030	0		
5	PC 010 12/11/00A	003	A000000030	0		
6	PC 010 12/11/00A	004	A000000030	0		
7	PC 010 12/11/00B	001	A000000030	0		
8	PC 010 12/11/00B	002	A000000030	0		
9	PC 010 12/11/00B	003	A000000030	0		
10	PC 010 12/11/00B	004	A000000030	0		
11	PC 010 12/11/00D	001	A000000030	0		
12	PC 010 12/11/00D	002	A000000030	0		



	Line	Vendor Number	Vendor Addr Ind	Last VI/RC Transaction ID	Line Num	Payment Flag	Cond Flag	Status
1	003	A000000030	0					C
2	004	A000000030	0					C
3	001	A000000030	0					C
4	002	A000000030	0					C
5	003	A000000030	0					C
6	004	A000000030	0					C
7	001	A000000030	0					C
8	002	A000000030	0					C
9	003	A000000030	0					C
10	004	A000000030	0					C
11	001	A000000030	0					C
12	002	A000000030	0					C

Field Name	Length	Definition
Purchase Order Transaction ID	16	**Requires Input.** Enter the document ID's of purchase orders that correspond to the select criteria.
Line	3	**Requires Input.** Enter the line number associated with the purchase order.
Vendor Number	11	**Display Only.** Indicates the vendor code that corresponds to the purchase order.
Vendor Addr Ind	1	**Display Only.** Indicates an alternate address for the vendor.
Last VI/RC Transaction ID	13	**Display Only.** Indicates the document ID of the Vendor Invoice (VIQ) or Receiver (RC) document associated with the last transaction.
Line Num	3	**Display Only.** Indicates the line number of the corresponding Receiver (RC) or Vendor Invoice (VIQ) document.
Payment Flag	1	**Not Applicable.** Do not enter data in this field
Cond Flag	1	**Display Only.** Indicates the letter Y if there is a special condition associated with one of the match records. Spaces represent no special condition exists.
Status	2	**Display Only.** Indicates the status of the Purchase Order document. Valid values are: • **Three-Way Match [A1] -** Goods have been received and invoiced as required by the three way match flag. All documents have been processed normally and the purchase order is ready to be paid. • **Three-Way Match Requiring Review [A2] -** Goods have been received and invoiced, but for different amounts, or there is a special receipt condition (such as damaged goods, etc.). All required documents have been processed, and the purchase order is ready to be paid. This condition warrants extra

attention by authorized personnel before payment is authorized.

- **Received but Not Invoice [B1] -** Both the purchase order and the receive have been processed, but no vendor invoice has been processed.
- **Invoice but Not Received [B2] -** Both the purchase order and the vendor invoice have been processed, but no receiver has been processed.
- **Neither Received nor Invoiced [C]** - Only the purchase order has been processed. The vendor invoice and reeiver have not been processed.
- **Not Processed [NP]** - An Automated Payment Voucher (PVA) was generated and is in rejected status on the Suspense File (SUSF)
- **Entry Added during Day [**]** - Entry was added during the day. The nightly cycle will update into correct status.

Q

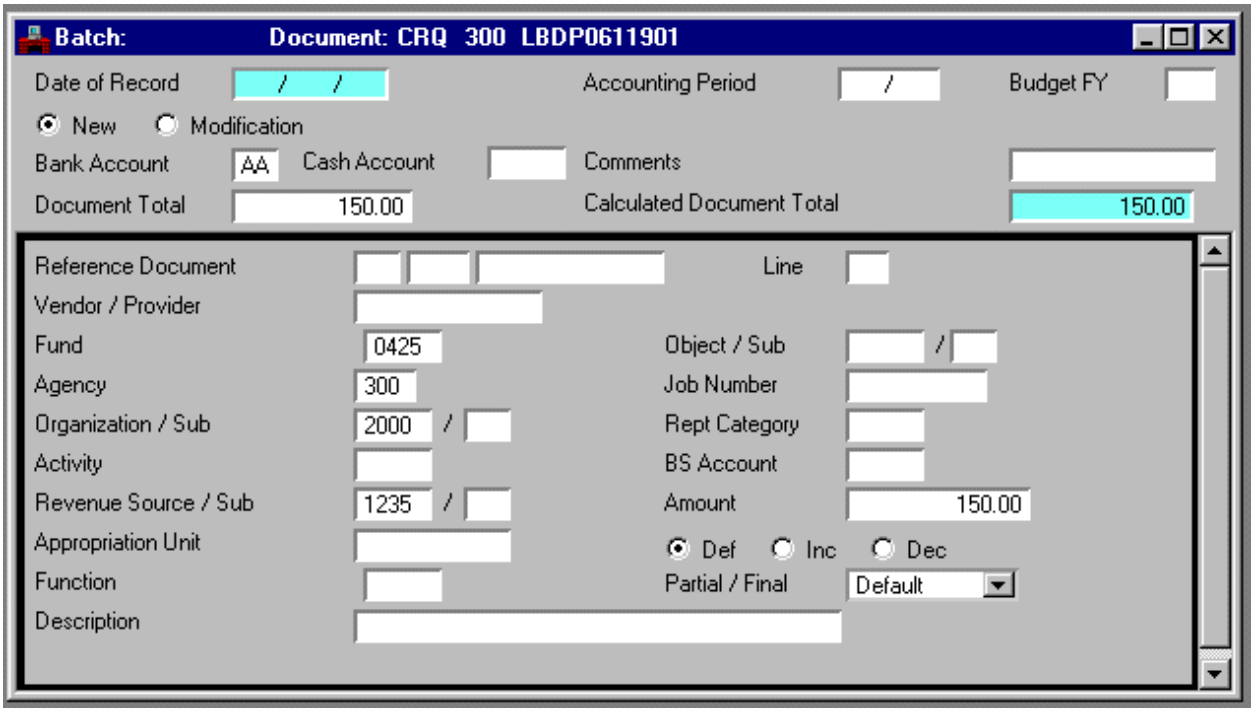
Quick Cash Receipt (CRQ)

Purpose

The Quick Cash Receipt (CRQ) document records all monies received by state agencies (outside of Jefferson City) and deposited in a local depositary banks. Local depositary box transactions recorded on a Quick Cash Receipt (CRQ) document include: cash and checks, deferred revenue, bad checks and bank error corrections. In addition, the Quick Cash Receipt (CRQ) document may be used to reference receivable documents.

Note: The Cash Receipt (CR) document records all monies received by state agencies within Jefferson City and deposited in the state's primary depositary bank in Jefferson City.

CRQ Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Not Applicable.** Do not enter data into this field.
Budget FY	12	**Not Applicable**. Do not enter data into this field.
New/Modification [Action]	1	**Display Only**. Defaults to **New [E]**. The State of Missouri prohibits the modification of Quick Cash Receipt (CRQ) document. All corrections for accounting distribution lines must be recorded via a Journal Voucher (JV) document. Bank error corrections and bad checks must be recorded on a new Quick Cash Receipt (CRQ) document. • **New [E]** – Indicates this is a new document. • **Modification [M]–** This selection is not valid.
Bank Account	2	**Requires Input**. Enter the bank account code that corresponds to the bank account where the money is deposited.

		Refer to the Bank Account (BANK) table for valid bank account codes.
Cash Account	4	**Not Applicable**. Do not enter data into this field. **Requires Input**. Comments are required if the Quick Cash Receipt (CRQ) document records the following types of transactions: ***Local Bank Deposits*** The number of checks included in the deposit and the term "check(s)". (Example: 11 checks) ***Deferred Revenue*** "DefRev" and expected revenue recognition date. (Example: DefRev070101).
Comments	12	***Local Bank Error Corrections*** The original Quick Cash Receipt (CRQ) document ID number that contained the bank error. (Example: LBDP1109001) ***Local Bank Bad Checks*** "Bad Check(s)" Note: If an agency chooses to document additional notes about other types of Quick Cash Receipt (CRQ) transactions, enter the desired information.
Document Total	14.2	**Requires Input**. Enter the sum of all lines for this document.

Calculated Document Total	14.2	**Display Only**. This is a system computed total of all lines for this document. The calculated document total must equal the document total.
Reference Document	16	**Input Optional**. Required if the Quick Cash Receipt (CRQ) document records monies received applieds to a Receivable (RE) posted in SAM II. Enter the RE, agency code, and document ID number of the referenced Receivable (RE) document to which monies received will be applied. (Example: RE 419 ADVRE000001)
Line	2	**Requires Input**. Enter the two-digit number for the specific accounting distribution line on the referenced RE document. Numbers from **01** to **99** are valid values.
Vendor/Provider	11	**Input Optional**. Required if the Quick Cash Receipt (CRQ) document references a receivable or customer account. Enter the customer code corresponding to the customer from whom the state is receiving payment. Refer to Customer Information (1 of 2) (CUST) for valid values. Note: The customer number is inferred from the Receivable (RE) document if a receivable was entered in the **Reference Document** field.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization/Sub	4	**Requires Input**. Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Organization/**Sub**	2	**Input Optional**. If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for

		the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Revenue Source/Sub	4	**Requires Input**. Enter the code for the appropriate Revenue Source. Refer toRevenue Source Index (RSRC) table for valid codes. Note: Do not enter a revenue source code if the Quick Cash Receipt (CRQ) document records a receipt of deferred revenue.
Revenue Source/Sub	2	**Input Optional**. If the control option on Revenue Source (RSR2) table requires the use of a Sub-Revenue Source or an agency chooses to use a Sub-Revenue Source, enter the code for the appropriate Sub-Revenue Source.Refer to Sub-Revenue Source (SREV) table for valid codes.
Appropriation Unit	9	**Not Applicable**. Do not enter data into this field.
Function	4	**Input Optional**. If agency procedures require the use of function, enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object/Sub	4	**Not Applicable**. Do not enter data into this field.
Object/Sub	2	**Not Applicable**. Do not enter data into this field.
Job Number	8	**Input Optional**. If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I If the project is a Capital Improvements (CI) project delegated pursuant to *Chapter 8, RSMo*, the project number must be assigned by OA Design and Construction (D&C).
Rept Category	4	**Input Optional**. Enter the appropriate Reporting Category, if the Quick Cash Receipt (CRQ) document records a receipt

		related to a grant. Refer to the Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
BS Account	4	**Input Optional**. Required if the Quick Cash Receipt (CRQ) document records a receipt of deferred revenue. Enter the applicable Deferred Revenue Balance Sheet Account code. Note: All balance sheet transactions recorded on a Quick Cash Receipt (CRQ) document other than deferred revenue must be pre-approved by OA/ACC. Refer to Balance Sheet Account Index (BACC) or Balance Sheet Account (BAC2).
Amount	14.2	**Requires Input**. Enter the amount for this accounting distribution line. Note: Negative signs can not be entered, the agency must select increase or decrease in the **Def/Inc/Dec** field.
Def/Inc/Dec	1	**Input Optional**. Default **is Default [blank]**. Valid values on a new Quick Cash Receipt (CRQ) document are **Default [blank]**, **Increase [I] and Decrease [D]**. Note: Decrease must be selected if an agency is recording bad checks or decreasing an accounting distribution line related to a bank error correction.
Partial/Final	1	**Display Only**. Default **is Default [blank]**. Valid values on a new Quick Cash Receipt (CRQ) document are **Default [blank]**, **Partial [P] and Final [F]**. The partial/final value is inferred from the short and overpayment tolerances established on the Revenue Options (ROPT) table. The short payment tolerance percentage will be set at 0% and the short payment amount will be set at $0. The overpayment tolerance percentage will be set at 0% and the overpayment amount will be set at $0. **Default [blank]-** This will leave the field blank.

		Partial [P]- Indicates the amount received is less than the receivable. **Final [F]-**Indicates the amount received equals or closes the receivable amount. **Input Optional**. A description is required if the Quick Cash Receipt (CRQ) document records a bad check. The bank debit amount, debit date, and check # of date must be recorded in the first accounting distribution line. (Example: $55, 11/09/99, #55088)
Description	30	Note: The debit amount in the description line must agree to the amount of the bad check and the document total. The debit date in the description must agree to the debit date recorded in the document ID. The agency must retain the payor's name (on bad check) for reference and research purposes. The STO may contact the agency for the payor's name and additional information. If agency procedures require additional information about this accounting distribution line enter the specific information.

Quick Centralized Purchase Order (PCQ)

Purpose

Quick Centralized Purchase Order (PCQ) documents are processed by the Office of Administration/Division of Purchasing and Materials Management (OA/DPMM) and by state agencies which are not governed by the requirements of Chapter 34 RSMo or by the requirements of Chapter 8 RSMo.

The PCQ is used primarily for one-time purchases that involve firm, fixed unit prices, units

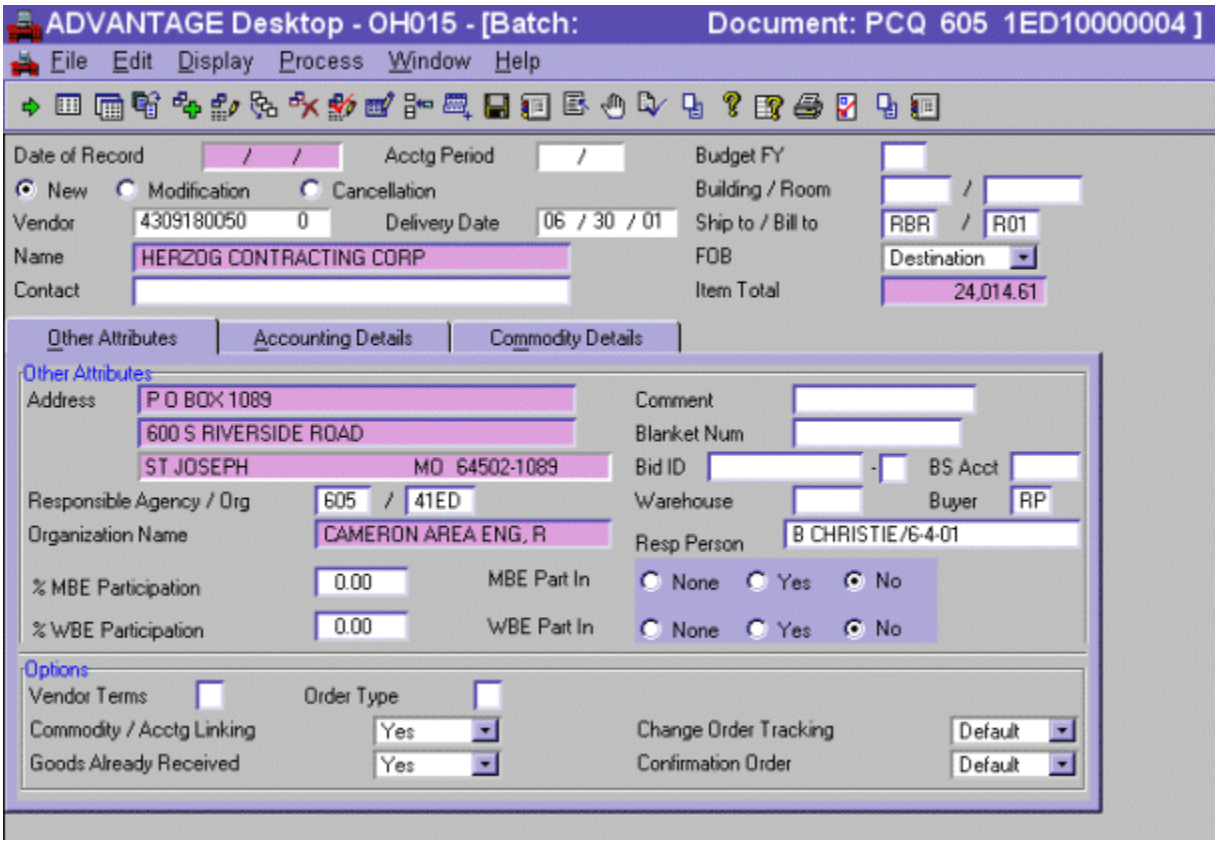
of measure, and quantities.

The PCQ should **not** be used to order supplies or services that are available from a price agreement.

The PCQ should **not** be used to order supplies or services that require Resource Manager approval unless the PCQ references a requisition that obtained such approval.

Refer to the procedures for Establishing A Quick Centralized Purchase Order (PCQ) Document, Modifying A Quick Centralized Purchase Order (PCQ) Document, or Canceling A Quick Centralized Purchase Order (PCQ) Document.

PCQ Coding Instructions



Header and Other Attributes View

Field Name	Length	Definition

Date of Record	6	**Display Only**. Displays the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional**. If this PCQ is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period and nothing will appear in this field when the document is processed.
Budget FY	2	**Input Optional**. If this PCQ is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year and nothing will appear in this field when the document is processed.
New/Modification/ Cancellation	N/A	**Input Optional**. Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This action modifies the original or previously modified PCQ by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line and entering a new line with new codes and amounts. To cancel a line, decrease the quantity and the dollar amount so the net is zero. If a particular accounting line has not been partially expensed, the same line number can be maintained if the accounting line is being modified. No other codes can be changed. Refer to Modifying A Quick Centralized Purchase Order (PCQ) Document procedures. • **Cancellation** - This action cancels the original PCQ. You cannot cancel a PCQ if it is referenced by a subsequent document unless the subsequent document(s) is canceled first. Refer to Canceling A

		Quick Centralized Purchase Order (PCQ) Document procedures.
Building/Room	4	**Input Optional**. If a Bid ID associated with an RXQ or NR is referenced in the Bid ID field, the building identifier, if one exists, will be inferred from the associated RXQ or NR. If a Bid ID is not referenced in the Bid ID field and the requesting agency wishes to indicate a delivery location, enter that building identifier.
Building/**Room**	6	**Input Optional**. If a Bid ID associated with an RXQ or NR is referenced in the Bid ID field, the room number, if one exists, will be inferred from the associated RXQ or NR. If a Bid ID is not referenced in the Bid ID field and the requesting agency wishes to indicate the Room where delivery should take place, enter that room number.
Vendor	11	**Requires Input**. Enter the vendor code. Refer to Vendor (1 of 3) (VEN2) for valid codes. If a bid was processed, then refer to Bid Response Input (BIDR) for valid codes.
Delivery Date	6	**Input Optional**. If a Bid ID is referenced in the Bid ID field and a delivery date was entered on the bid, the Delivery Date will be inferred from the Bid Tracking Header (BIDH). Otherwise, enter the date (*mm/dd/yy*) when the order must be received by the requesting agency.
Ship to/Bill to	3	**Input Optional**. If a Bid ID associated with an RXQ or NR is referenced in the Bid ID field, the Ship to code will be inferred from the associated RXQ or NR. Otherwise, enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.
Ship to/**Bill to**	3	**Input Optional**. If a Bid ID associated with an RXQ or NR is referenced in the Bid ID field, the Bill to code will be inferred from the associated RXQ or NR. Otherwise, enter the code that represents the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.

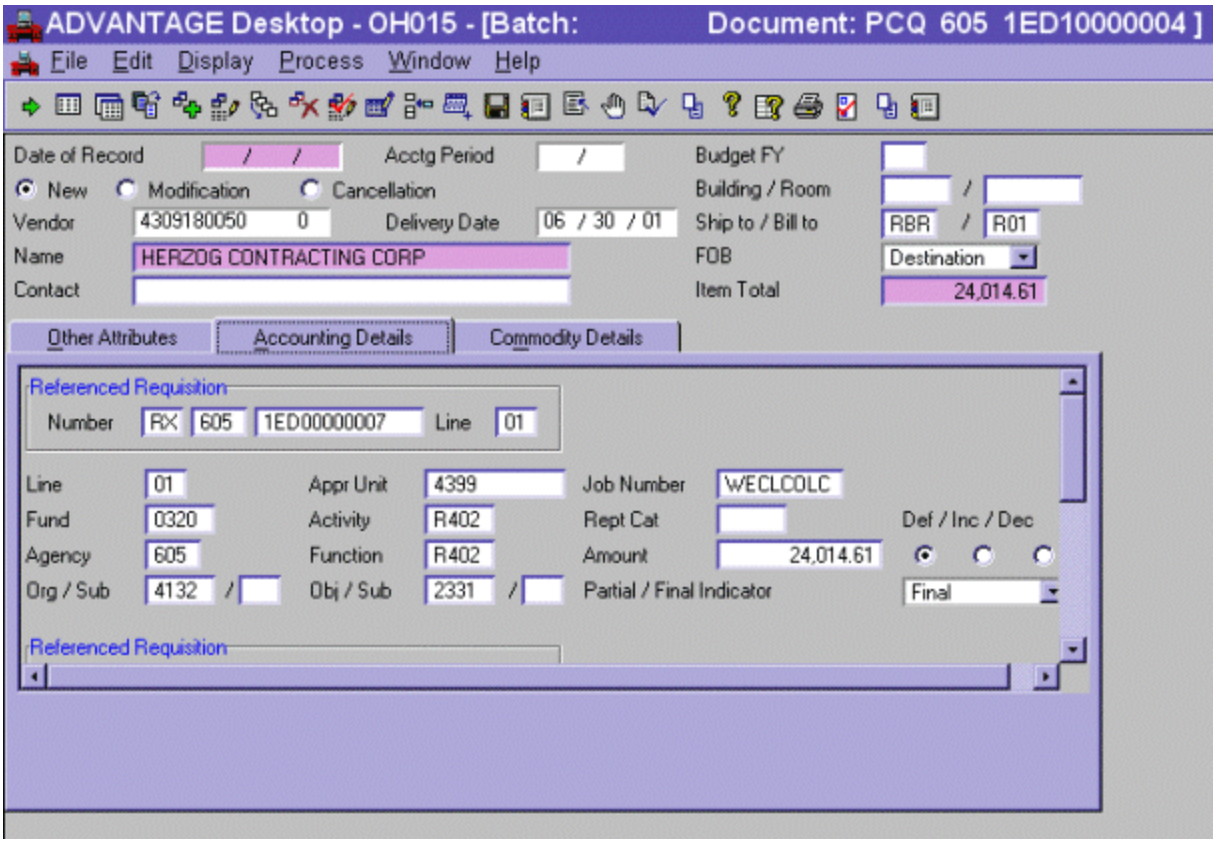
Name	30	**Display Only**. Displays the name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
FOB	N/A	**Input Optional**. If a Bid ID is referenced in the Bid ID field and an FOB point was entered on the bid, the FOB point will be inferred from the Bid Tracking Header (BIDH). Otherwise, select **Destination** or **Shipping** to designate the free on board point. Select **No Change** on a modification transaction unless you desire to change the original selection.
Contact	30	**Input Optional**. If the requesting agency wishes to override the default vendor contact, enter the name of the alternate vendor contact. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only**. Displays the net total cost of all the commodity lines entered on this document.
Address	30 x 3	**Display Only**. Displays the address of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Responsible Agency/Org	3	**Requires Input**. The agency code of the agency authorized to process and modify the PCQ must be entered. Refer to Agency Index (AGCY) for valid codes.
Responsible Agency/**Org**	4	**Requires Input**. Enter the organization code for the organization within the responsible agency that is authorized to process and modify the PCQ. Refer to Organization Index (ORGN) for valid codes or the requisition which was submitted by the requesting agency.
Organization Name	19	**Display Only**. Displays the organization name inferred from Organization (ORG2) based on the responsible organization entered.
Comment	12	**Input Optional**. If entering **S** in the **Order Type** field, enter the appropriate instruction code from the Special Instruction (SPIS) table (e.g., special shipping instructions). If the requesting agency wants a notation associated with this order, enter such comment.

Blanket Num	11	**Input Optional**. If the requesting agency wishes to reference an agency-defined blanket number, enter that blanket number.
Bid ID	11	**Input Optional**. Required if this purchase order concerns items previously recorded on a bid; otherwise, leave blank. Enter the Bid ID corresponding to the bid for this order. Refer to Bid Master Requisition Inquiry (BDMR). This field is used in conjunction with the vendor code to look up the record on Bid Tracking Header (BIDH) so the delivery date, prices, and free on board point can be inferred to this order.
BS Acct	4	**Display Only**. Do not enter anything in this field. The BS Account code is inferred if a valid warehouse code is entered in the **Warehouse** field.
Warehouse	4	**Input Optional**. If the requesting agency uses the Inventory Control Subsystem (ICS) and requests that a Warehouse code be entered on this order to indicate where the supplies are to be shipped, enter that Warehouse code. Refer to Warehouse Management Index (WHSE) for valid codes.
Buyer	2	**Requires Input**. Enter the buyer responsible for processing this PCQ. Refer to Buyer (BUYT) for valid codes.
Resp Person	20	**Requires Input**. If a Bid ID associated with an RXQ or NR is referenced in the Bid ID field, the name of the Responsible Person will be inferred from the associated RXQ or NR. Otherwise, enter the name and phone number of the requesting agency person to whom questions should be addressed about the order.
% MBE Participation	5	**Input Optional**. If the purchase involves participation by an MBE subcontractor and the percentage is known, enter the percentage of MBE subcontracting participation. If the purchase involves participation by an MBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00

MBE Subcontract Part Ind	N/A	**Input Optional**. If a percentage is entered in the % MBE Participation field, this field will default to **Yes**, which indicates MBE subcontracting participation is included in this purchase. If a percentage is not entered in the % MBE Participation field, you may select **Yes** to indicate that MBE subcontracting participation is included in this purchase but the percentage of participation is not known. If a percentage is not entered in the % MBE Participation field and **Yes** is not selected, then this field will default to **No**, which indicates no MBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.
% WBE Participation	5	**Input Optional**. If the purchase involves participation by a WBE subcontractor and the percentage is known, enter the percentage of WBE subcontracting participation. If the purchase involves participation by a WBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00
WBE Subcontract Part Ind	N/A	**Input Optional**. If a percentage is entered in the % WBE Participation field, this field will default to **Yes**, which indicates WBE subcontracting participation is included in this purchase. If a percentage is not entered in the % WBE Participation field, you may select **Yes** to indicate that WBE subcontracting participation is included in this purchase but the percentage of participation is not known. If a percentage is not entered in the % WBE Participation field and **Yes** is not selected, then this field will default to **No**, which indicates no WBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.

Vendor Terms	1	**Input Optional**. If a discount is associated with the vendor terms for payment, enter the discount type. Refer to Discount Type (DISC) table for valid codes.
Order Type	1	**Input Optional**. If the requesting agency wants shipping or special instructions printed on the purchase order, enter **S**. If **S** is entered, enter the appropriate instruction code from the Special Instructions (SPIS) table in the **Comment** field. If the purchase order needs to be canceled and the referenced requisition(s) needs to be reopened, enter **R**. (Note: This option is only valid if every line on the purchase order contains a referenced requisition document.) If the type of purchase order needs to be defined; such as single feasible source, the one character code should be entered. Refer to Transaction Type (TRTT) for pre-defined codes.
Commodity/Acctg Linking	N/A	**Input Optional**. If the requesting agency wants linking between accounting and commodity lines turned off in order to allow allocation of multiple accounting lines to one commodity line, select **No**. If selection is not made, this field defaults to **Yes**. When linking is turned off, the related payment voucher (i.e., PVA) for that particular PCQ will not be automatically generated. If the purchase order relates to an Expenditure Registration System (ERS) or to a Program Grant Authority (PGA), select **No**. If purchasing a fixed asset that requires a BS Account code to be entered on the Vendor Payment (P1) document, select **No.** OA/DPMM will always select **No** when establishing a PCQ on behalf of an agency.

Change Order Tracking	N/A	**Input Optional**. If this PCQ involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No**. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order.
Goods Already Received	N/A	**Input Optional**. If the goods have already been received and the requesting agency wants an automatic receiver document generated by the system, select **Yes**. If selection is not made, this field defaults to **No**. **Yes** may only be selected if an Automatic Receiver Plan has been approved by OA/ACC for the requesting agency.
Confirmation Order	N/A	**Input Optional**. If this is a confirming order, select **Yes** and a confirming order notification will be printed on the purchase order. If selection is not made, this field defaults to **Default**. The default is No.



Accounting Details View

Field Name	Length	Definition
Referenced Requisition Number	16	**Input Optional**. In order to close the requisition (either a RXQ or an NR) which resulted in this purchase order, the requisition number must be entered in this field. Never reference an RXQ which was established in a prior fiscal year.
Referenced Requisition Line	2	**Input Optional**. Required if an RXQ is referenced. Enter the accounting line from the RXQ which contains the accounting information you wish to infer to this PCQ accounting line. If an NR is being referenced, leave this field blank. If this line is a modification to a previously entered line, the same number as the one on the original document must be entered.
Line	2	**Requires Input**. Enter a two-digit number for each line on the document. Numbers from **01** to **99** are valid values.
Fund	4	**Input Optional**. If an RXQ is not referenced, enter the code for the appropriate Fund. Refer to Fund Index (FUND) for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Fund on the RXQ.
Agency	3	**Input Optional**. If an RXQ is not referenced, enter the code for the appropriate Agency. Refer to Agency Index (AGCY) or Fund Agency Index (FAGY) for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Agency on the RXQ.
Organization (**Org**/Sub)	4	**Input Optional**. If an RXQ is not referenced, enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Organization on the RXQ.
Sub-Organization (Org/**Sub**)	2	**Input Optional**. If an RXQ is not referenced and the control option on Organization (ORG2) requires the use of a Sub-Organization or the requesting agency chooses to use a Sub-Organization, enter the code for the

		appropriate Sub-Organization. Refer to Sub-Organization (SORG) for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Sub-Organization on the RXQ.
Appr Unit	9	**Input Optional**. If an RXQ is not referenced, enter the code for the appropriate Appropriation Unit. Refer to Appropriation Index (Extended) (EAPP) for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Appropriation Unit on the RXQ.
Activity	4	**Input Optional**. If an RXQ is not referenced and the control option on Fund Agency (FGY2) table requires the use of an Activity or the requesting agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Activity on the RXQ.
Function	4	**Input Optional**. If an RXQ is not referenced, enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Function on the RXQ, if one was entered.
Object (**Obj**/Sub)	4	**Input Optional**. If an RXQ is not referenced, enter the code for the appropriate Object. Refer to Object Index (OBJT) for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Object on the requisition.
Sub-Object (Obj/**Sub**)	2	**Input Optional**.If an RXQ is not referenced and the control option on the Expense Budget (EB) document was set to requires the use of a Sub-Object (refer to the Expense Budget Load Inquiry (EBLI) table) or the requesting agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to SubObject (SOBJ) for valid codes. If an RXQ is referenced, leave blank and this

		field will default to the corresponding Sub-Object on the RXQ.
Job Number	8	**Input Optional**. If an RXQ is not referenced and the requesting agency requires a Job or Project Number, enter the appropriate number. The first character of this number must be the agency identifier. Refer to Chart of Accounts G/Job Number/Agency Identifier. If the project includes use of Capital Improvement Appropriations pursuant to RSMo Chapter 8, the Project Number must be assigned by or reported to OA Design and Construction (OA/D&C). If an RXQ is referenced, leave blank and this field will default to the corresponding Job or Project Number on the RXQ.
Rept Cat	4	**Input Optional**. If an RXQ is not referenced and if this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG), Federal Aid Budget Inquiry (FBLT), or Federal Aid Inference (FAIT) table for valid codes. If an RXQ is referenced, leave blank and this field will default to the corresponding Report Category on the RXQ.
Amount	14	**Input Optional**. If linking is turned on, the system automatically calculates this field based on the unit cost and quantity amounts entered on the commodity lines. If linking is turned off, the amount of the accounting line must be manually calculated and entered. The sum of all accounting lines must equal the sum of all commodity lines.
Def/Inc/Dec	N/A	**Input Optional**. If establishing a PCQ, the **Def**ault radio button should be selected. If modifying **Amount**, select **Inc**rease or **Dec**rease.
Partial/Final Ind	N/A	**Input Optional**. This field is used only when a requisition is referenced. If no selection is made, the system leaves the field value as **Default.**
		If the Amount entered for this line is less than the

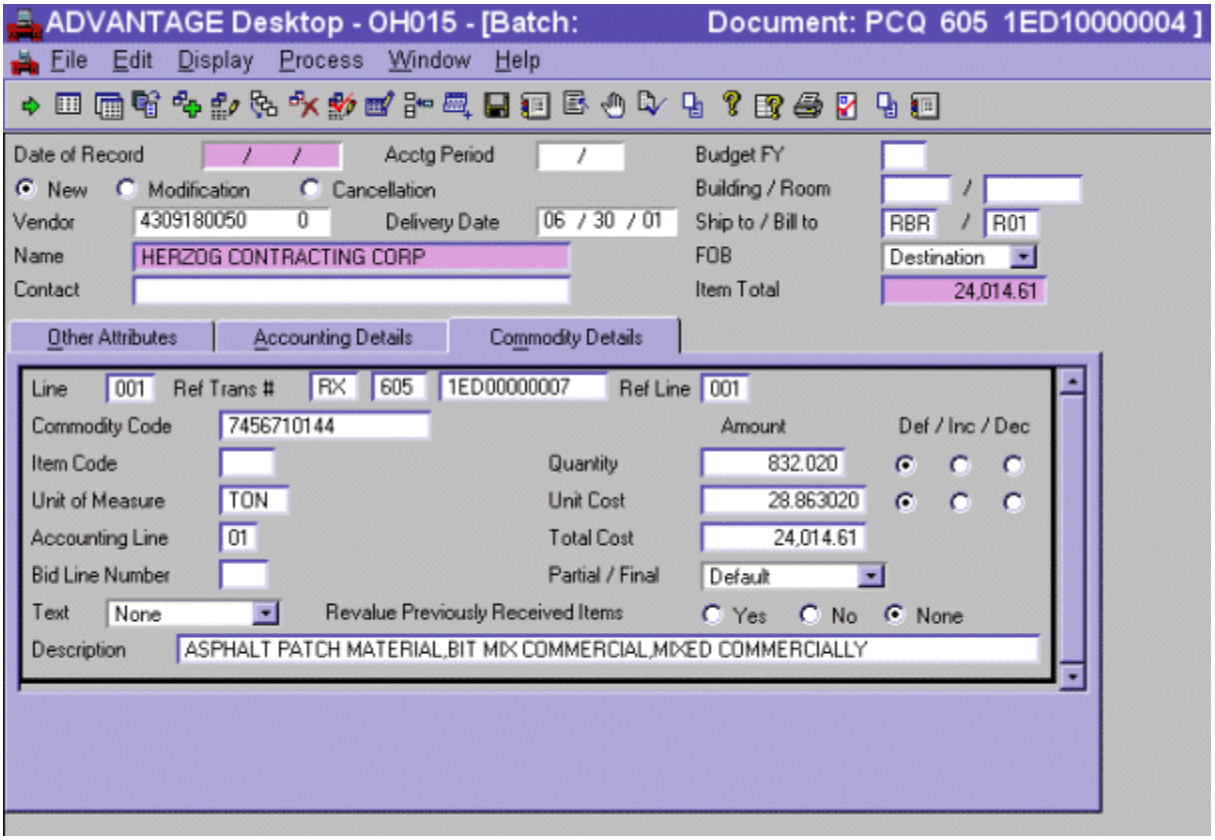
requisition line amount, the system automatically processes the document as Partial and the requisition line remains open. Therefore, manually selecting **Partial** in this field is optional but not necessary for partial processing.

If the amount entered for this line equals the requisition line amount, the system automatically closes the requisition line. Manually selecting **Final** in this field when the line amounts are equal is optional but not necessary for final processing.

If the amount entered for this line is less than the requisition line amount, and you want to force the requisition to close, select **Final**.

If the amount entered for this line is more than the requisition line amount, you must select **Final**.

NOTE: If multiple accounting lines are being entered that reference a Non Pre-Encumbering Requisition (NR) document, select Partial for all but the last accounting line entered. Select Final for the last accounting line entered.



Commodity Details View

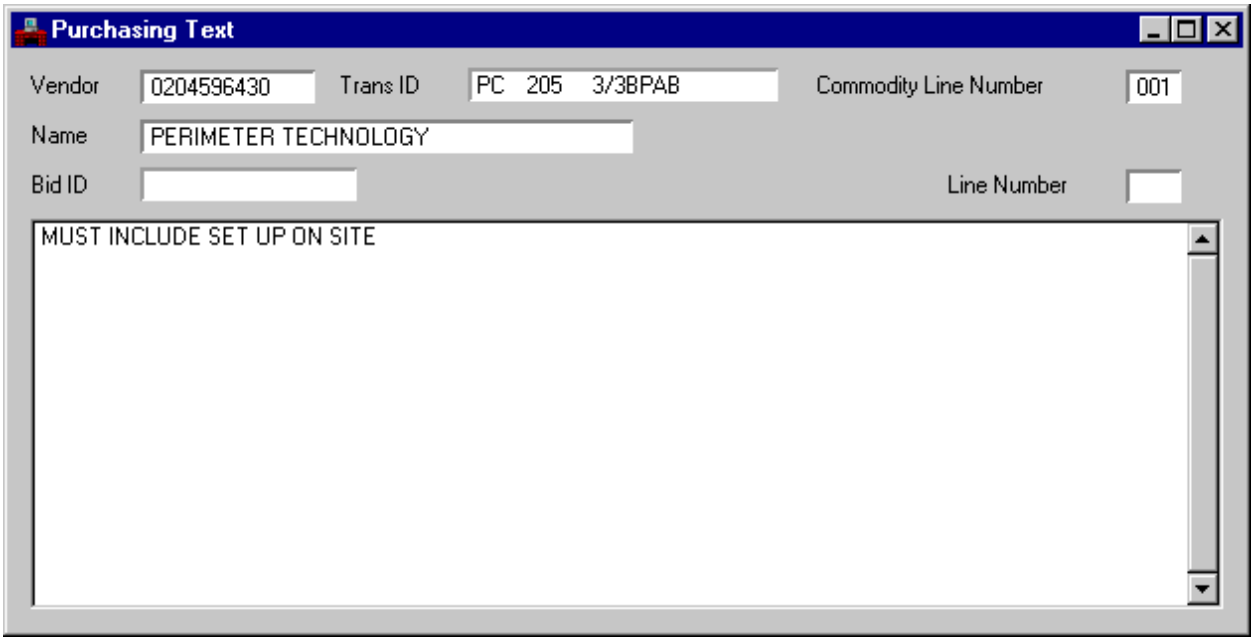
Field Name	Length	Definition
Line	3	**Requires Input.** Enter a three-digit number for each line on the document. Numbers from **001** - **999** are valid values. **Input Optional.** If a Bid ID was referenced in the Bid ID field on the Other Attributes View, leave this field blank. The commodity details from the bid document will infer to this line.
Ref Trans #	16	If you did not reference a bid, you may reference the same requisition which was referenced on the Accounting Details View in order to infer the commodity details from the requisition to this line.
Ref Line	3	**Input Optional.** Required if a requisition is referenced. Enter the line number of the requisition that is being referenced. If you did not reference a requisition, leave blank.

		Input Optional. If a bid or requisition is referenced, leave blank and this field will default to the corresponding Commodity Code on the bid or requisition.
Commodity Code	14	If a bid or requisition is not referenced, enter the code for the appropriate Commodity Code that identifies the supplies ordered. Refer to Commodity Index (COMM), Commodity (COMT), or Commodity by Description Inquiry (CODX) for valid codes. NOTE: Commodity codes for inventory items can not appear on the same purchase order as commodity codes for non-inventory items.
		Input Optional. If a requisition is referenced, leave blank and this field will default to the corresponding Item Code on the requisition.
Item Code	3	If a requisition is not referenced and the requesting agency uses the Inventory Control Subsystem (ICS), and requests that an agency-defined Item Code be entered on this order to identify the item ordered, enter that Item Code. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes (i.e., the last three digits of the Stock Item field).
		Input Optional. If a bid or requisition is referenced, leave blank and this field will default to the corresponding Unit of Measure on the bid or requisition, if one was entered.
Unit of Measure	4	If a bid or requisition is not referenced, enter the code for the appropriate Unit of Measure for the ordered supplies. Refer to Unit of Measure (UNIT) for valid codes.
Accounting Line	2	**Input Optional**. Defaults to **01**. This field can only be used if Commodity/Acctg Linking is turned on. If other than accounting line **01**, override the default line 01 and enter a valid accounting line number to associate the corresponding commodity line with an accounting line.

Bid Line Number	3	**Input Optional**. Required if a bid is referenced. Enter the line number of the bid that is being referenced.
Text	N/A	**Input Optional**. Defaults to **None.** If the requesting agency wants to associate additional text with this transaction, select the appropriate text: **Standard -** The text entered on Standard Specifications (STDS) for this commodity is used. To add additional text to the Standard Specifications, **Edit**: **Additional Description** must be selected and the text must be typed on the Purchasing Text (PTEX) table. **Reference** - The text entered on Bid Text (BDTX) or Requisition Text (RXTX) is used depending on whether a bid or requisition is referenced. To infer bid text, **Edit**: **Additional Description** must be selected and the bid number associated with the bid text must be entered in the Bid ID field and the appropriate bid line number must be entered in the Line Number field on the Purchasing Text (PTEX) table. To infer requisition text, the requisition transaction number must be entered in the Ref Trans # fields and the appropriate requisition line number must be entered in the Ref Line field on the **Commodity Details** Tab. **Custom -** The text entered on the Purchasing Text (PTEX) table is used. To enter customized text, **Edit**: **Additional Description** must be selected and the text must be typed on the Purchasing Text (PTEX) table. **No Change -** Select this option, if the PCQ document is being modified and no changes are being made to the original text. NOTE**:** If you wish to populate the standard or reference text on the PTEX table so that you can edit it, complete and do a Process: Edit to the PCQ document. The standard or reference text will then appear on the PTEX table. Edit the text as desired, do a Modify: Change. Close the table, and then Process: Edit the document again.

Quantity (Amount)	11	**Input Optional**. If a bid or requisition is referenced, leave blank and this field will default to the corresponding Quantity (Amount) on the bid or requisition. If you wish to enter a different Quantity to override the bid or requisition Quantity, enter that amount. If a bid or requisition is not referenced, enter the quantity of supplies ordered. A whole number will default to three decimal places. (For example, if 999999 is entered, the system will display it as 999,999.000 and if 99999.90 is entered, the system will display it as 99,999.900.) Maximum quantity allowed is 9999999.999.
Quantity (Def/Inc/Dec)	N/A	**Input Optional**. If establishing a PCQ, the **Def**ault radio button should be selected. If modifying **Quantity (Amount)**, select **Inc**rease or **Dec**rease.
Unit Cost (Amount)	14	**Input Optional**. If a bid or requisition is referenced, leave blank and this field will default to the corresponding Unit Cost (Amount) on the bid or requisition. If you wish to enter a different Unit Cost to override the bid or requisition Unit Cost, enter that amount. Enter the decimal point and cents. If a bid or requisition is not referenced, enter the cost per unit of the supplies ordered. Enter the decimal point and cents.
Unit Cost (Def/Inc/Dec)	N/A	**Input Optional**. If establishing a PCQ, the **Def**ault radio button should be selected. If modifying **Unit Cost (Amount)**, select **Inc**rease or **Dec**rease.
Total Cost	14	**Display Only**. Displays the total cost calculated by the system by multiplying the quantity of units by the price per unit.
Partial/Final	N/A	**Input Optional**. This field is used only when a bid or a requisition is referenced. If no selection is made, the system leaves the field value as **Default.**

		If the quantity entered for this line is less than the referenced bid or requisition line quantity, the system automatically processes the document as Partial and the bid or requisition line remains open. Therefore, manually selecting Partial in this field is optional but not necessary for partial processing. This would leave the referenced document line open so that you may award the balance in the future. If the quantity entered for this line equals the bid or requisition line quantity, the system automatically closes the bid or requisition line. Manually selecting **Final** in this field when the line quantities are equal is optional but not necessary for final processing. If the quantity entered for this line is less than the bid or requisition line quantity, and you do not intend to award the balance in the future, select **Final**. If the quantity entered for this line is more than the bid or requisition line quantity, you must select **Final**.
Revalue Previously Received Items	N/A	**Input Optional**. If the purchase order is being modified to increase or decrease a unit cost and a Receiver (RC) document has already been processed, select **Yes** to automatically update the unit cost associated with the previously processed RC document. If you do not wish to revalue previously received items, select **No** or **None**.
Description	N/A	**Display Only**. Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed. NOTE: If you change the commodity code after doing a document Process: Edit, you must delete the Description before doing the Process: Edit again in order to infer the correct description for the new commodity code.



Additional Description - Purchasing Text (PTEX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Vendor	10	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the vendor number. If the table was accessed by using the Navigator Go To, you need to enter the vendor code.

Trans ID	16	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the purchase order number. If the table was accessed by using the Navigator Go To, you need to enter the purchase order number.
Commodity Line Number	3	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number If the table was accessed by using the Navigator Go To, you need to enter the commodity line number. If the requesting agency wants header text that will print in the description area before the commodity lines on the purchase order (e.g., special delivery instructions), enter **000** as the Commodity Line Number and the desired text.
Name	30	**Display Only**. Defaults to the vendor name associated with the PCQ document.
Bid ID	11	**Input Optional**. If text from Bid Text (BDTX) is to be used, enter the bid number associated with the bid text.
Line Number	3	**Input Optional**. If text from Bid Text (BDTX) is to be used, enter the bid line number associated with the bid text.
Text	70	**Requires Input**. If text is not being inferred from the bid line, enter specifications associated with the commodity line.

Quick Decentralized Purchase Order (PDQ)

Purpose

Quick Decentralized Purchase Order (PDQ) documents are processed by agencies to purchase supplies and services in accordance with their local procurement authority. The PDQ is used for purchases that involve firm, fixed unit prices, units of measure, and quantities.

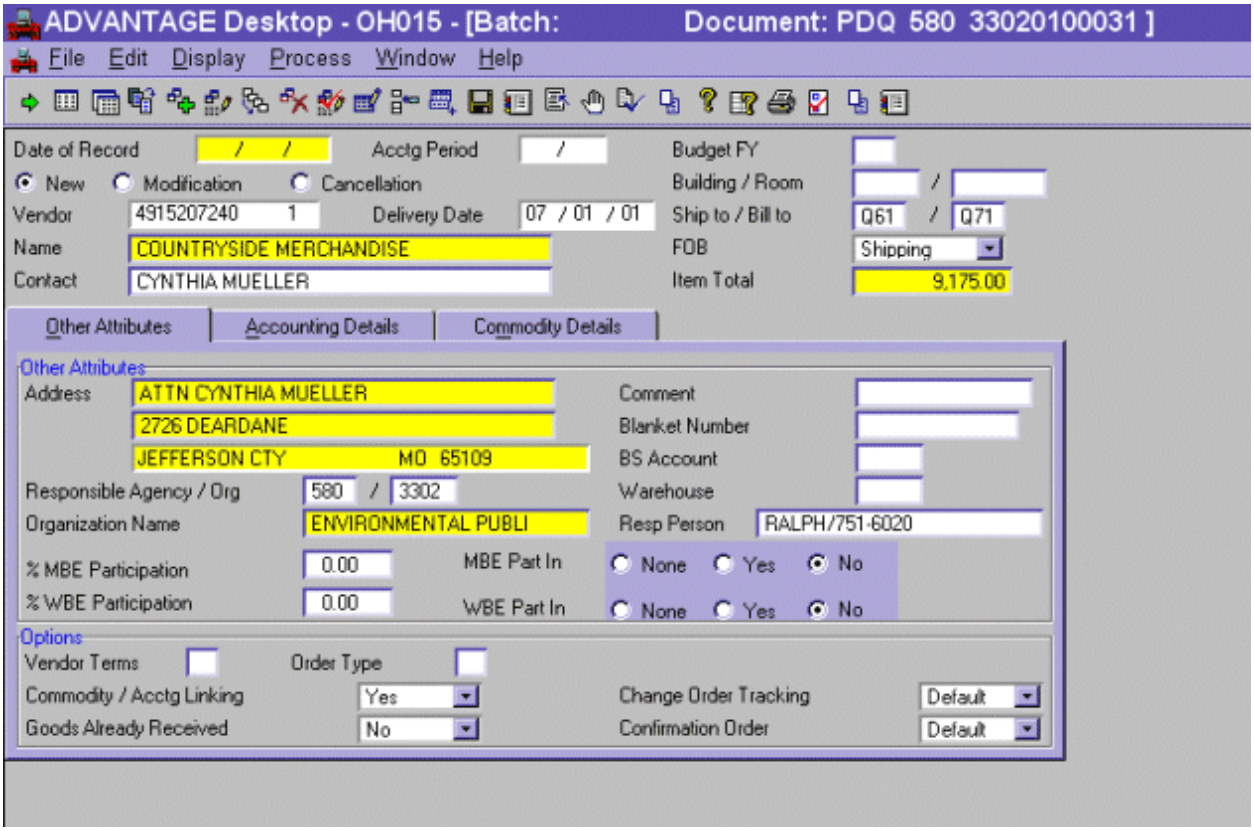
The PDQ should **no**t be used to order supplies or services that are available from a price agreement, except as indicated below.

The only time that the PDQ may be used to order from a price agreement is when the

supplies will be entered into the SAM II Inventory Subsystem.

Refer to the procedures for Establishing A Quick Decentralized Purchase Order (PDQ) Document, Modifying A Quick Decentralized Purchase Order (PDQ) Document, or Canceling A Quick Decentralized Purchase Order (PDQ) Document.

PDQ Coding Instructions



Header and Other Attributes View

Field Name	Length	Definition
Date of Record	6	**Display Only**. Displays the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional**. If this PDQ is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period and nothing will appear in this field when the document is processed.

Budget FY	2	**Input Optional**. If this PDQ is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year and nothing will appear in this field when the document is processed.
New/Modification/ Cancellation	N/A	**Input Optional**. Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This action modifies the original or previously modified PDQ by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line and entering a new line with new codes and amounts. To cancel a line, decrease the quantity and the dollar amount so the net is zero. If a particular accounting line has not been partially expensed, the same line number can be maintained if the accounting line is being modified. No other codes can be changed. Refer to Modifying A Quick Centralized Purchase Order (PDQ) Document procedures. • **Cancellation** - This action cancels the original PDQ. You cannot cancel a PDQ if it is referenced by a subsequent document unless the subsequent document(s) is canceled first. Refer to Canceling A Quick Centralized Purchase Order (PDQ) Document procedures.
Building/Room	4	**Input Optional**. If you wish to indicate a delivery location, enter a building identifier.
Building/**Room**	6	**Input Optional**. If you wish to indicate the room where delivery should take place, enter a room number.
Vendor	11	**Requires Input**. Enter the vendor code. Refer to Vendor (1 of 3) (VEN2) for valid codes.

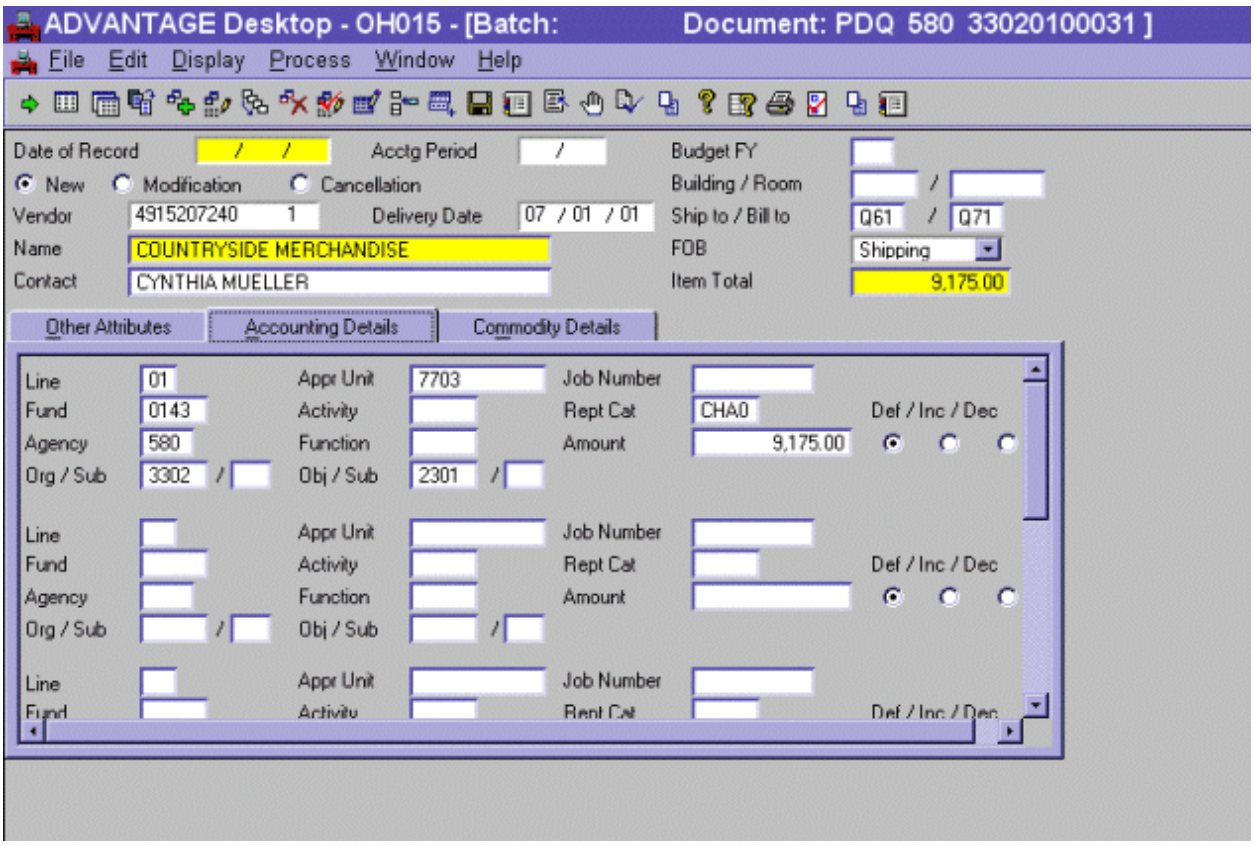
Delivery Date	6	**Requires Input**. Enter the date (*mm/dd/yy*) when you must receive the order.
Ship to/Bill to	3	**Requires Input**. Enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.
Ship to/**Bill to**	3	**Requires Input**. To indicate the billing location, enter the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.
Name	30	**Display Only**. Defaults to the name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
FOB	N/A	**Requires Input**. Select **Destination** or **Shipping** to designate the free on board point. Select **No Change** on a modification transaction unless you desire to change the original selection.
Contact	30	**Input Optional**. If you wish to override the default vendor contact, enter the name of another individual representing the vendor. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only**. Defaults to the net total cost of all the commodity lines entered on this document.
Address	30 x 3	**Display Only**. Defaults to the address of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Responsible Agency/Org	3	**Requires Input**. The agency code of the agency authorized to process the PDQ must be entered. Refer to Agency Index (AGCY) for valid codes.
Responsible Agency/Org	4	**Requires Input**. Enter the code for the appropriate Responsible Organization within the responsible agency. Refer to Organization Index (ORGN) for valid codes.
Organization Name	19	**Display Only**. Defaults to the organization name inferred from Organization (ORG2) based on the responsible organization entered.

Comment	12	**Input Optional**. If entering **S** in the **Order Type** field, enter the appropriate instruction code from the Special Instruction (SPIS) table (e.g., special shipping instructions). If you wish to enter a notation you want associated with this order, enter such comment.
Blanket Number	11	**Input Optional**. If purchase is being processed pursuant to a Special Delegation of Authority (SDA), an Expenditure Registration System (ERS), or a Program Grant Authority (PGA), enter the appropriate SDA, ERS, or PGA number. If purchase is not being conducted under a SDA, an ERS, or a PGA, you may enter a user-defined blanket number. If ordering goods that are available from a price agreement and will be put into the SAM II Inventory Subsystem, you must enter the Price Agreement Number.
BS Acct	4	**Display Only.** Do not enter anything in this field. The BS Account code is inferred if a valid warehouse code is entered in the **Warehouse** field.
Warehouse	4	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter the code for the appropriate Warehouse to which goods on this order are to be shipped. Refer to Warehouse Management Index (WHSE) for valid codes.
Resp Person	20	**Requires Input**. Enter the name and phone number of the agency person to whom you want questions addressed about the order.
% MBE Participation	5	**Input Optional**. If the purchase involves participation by an MBE subcontractor and the percentage is known, enter the percentage of MBE subcontracting participation. If the purchase involves participation by an MBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00

MBE Subcontract Part Ind	N/A	**Input Optional**. If a percentage is entered in the % MBE Participation field, this field will default to **Yes**, which indicates MBE subcontracting participation is included in this purchase. If a percentage is not entered in the % MBE Participation field, you may select **Yes** to indicate that MBE subcontracting participation is included in this purchase but the percentage of participation is not known. If a percentage is not entered in the % MBE Participation field and **Yes** is not selected, then this field will default to **No**, which indicates no MBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.
% WBE Participation	5	**Input Optional**. If the purchase involves participation by a WBE subcontractor and the percentage is known, enter the percentage of WBE subcontracting participation. If the purchase involves participation by a WBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00
WBE Subcontract Part Ind	N/A	**Input Optional**. If a percentage is entered in the % WBE Participation field, this field will default to **Yes**, which indicates WBE subcontracting participation is included in this purchase. If a percentage is not entered in the % WBE Participation field, you may select **Yes** to indicate that WBE subcontracting participation is included in this purchase but the percentage of participation is not known. If a percentage is not entered in the % WBE Participation field and **Yes** is not selected, then this field will default to **No**, which indicates no WBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.

Vendor Terms	1	**Input Optional**. If a discount is associated with the vendor terms for payment, enter the discount type. Refer to Discount Type (DISC) for valid codes.
Order Type	1	**Input Optional**. If you want to print shipping or special instructions on the purchase order, enter **S**. If **S** is entered, you must enter the appropriate instruction code in the **Comment** field that validates against the Special Instruction (SPIS) table. If you want to define various types of purchase orders, such as emergency, interagency, etc., enter the one character code. Refer to Transaction Type (TRTT) for pre-defined codes.
Commodity/Acctg Linking	N/A	**Input Optional**. If you want to turn off the linking between accounting and commodity lines for this document only in order to allow allocation of multiple accounting lines to one commodity line, select **No**. If selection is not made, this field defaults to **Yes**. When linking is turned off, the related payment voucher (i.e., PVA) for that particular PDQ will not be automatically generated. If the purchase order relates to an Expenditure Registration System (ERS) or to a Program Grant Authority (PGA), select **No**. If purchasing a fixed asset that requires a BS Account code to be entered on the Vendor Payment (P1) document, select **No**.
Change Order Tracking	N/A	**Input Optional**. If this PDQ involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No**. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order.
Goods Already Received	N/A	**Input Optional**. If you want an automatic receiver document generated by the system, select **Yes**. If selection is not made, this field defaults to **Default** which is NoYou may

		select **Yes** only if an Automatic receiver plan has been approved by OA/ACC for your agency.
Confirmation Order	N/A	**Input Optional**. If this is a confirming order, select **Yes** and a confirming order notification will be printed on the purchase order. If selection is not made, this field defaults to **Default** The default is **No**.

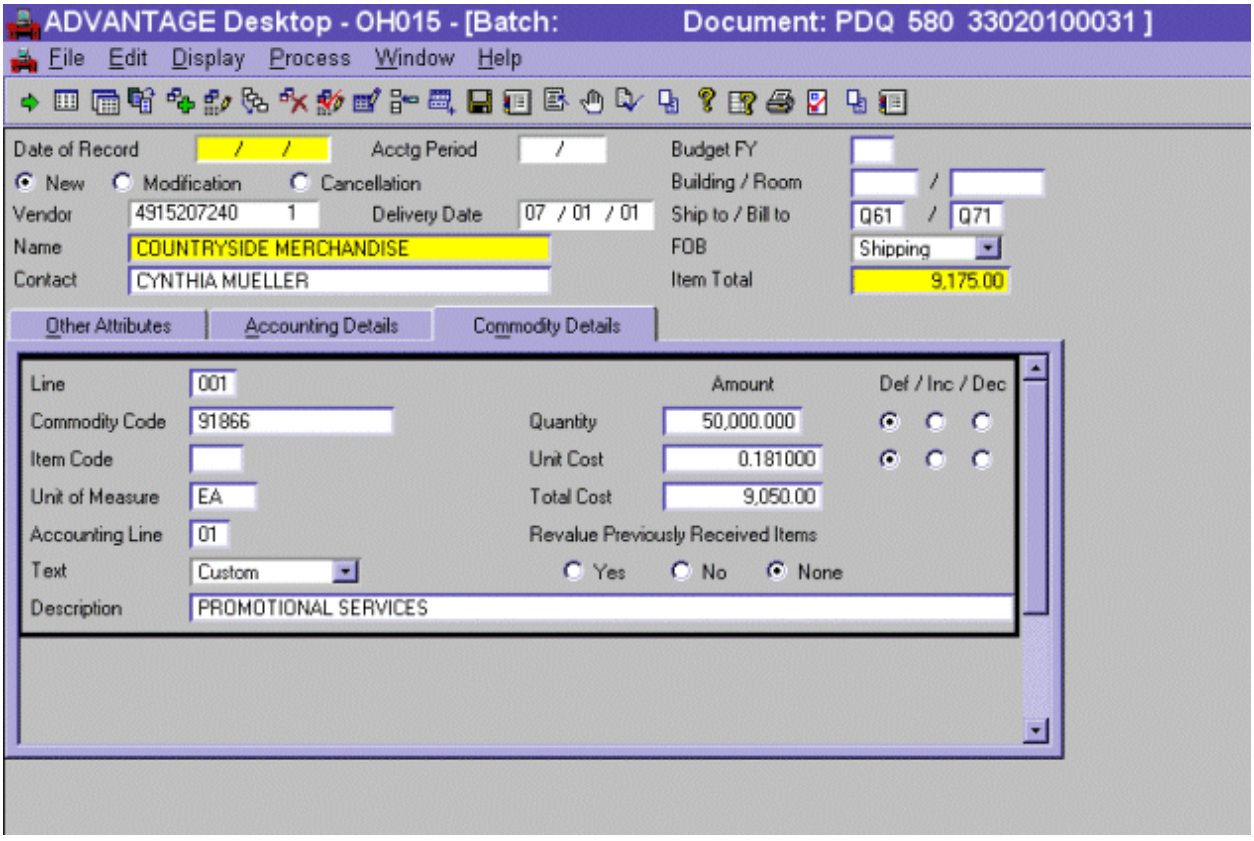


Accounting Details View

Field Name	Length	Definition
Line	2	**Requires Input**. Enter a two-digit number for each line on the document. Numbers from **01** to **99** are valid values.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.

Organization (**Org**/Sub)	4	**Requires Input**. Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes.
Sub-Organization (Org/**Sub**)	2	**Input Optional**. If the control option on Organization (ORG2) table (i.e., Sub-Organization Required on Spending) requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input**. Enter the code for the applicable Appropriation Unit. Refer to Appropriation Index (Extended) (EAPP) for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (**Obj**/Sub)	4	**Requires Input**. Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/**Sub**)	2	**Input Optional**.If the control option on the Expense Budget (EB) document was set to requires the use of a Sub-Object (refer to the Expense Budget Load Inquiry (EBLI) table) or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) for valid codes.
Job Number	8	**Input Optional**. If the agency requires a Job or Project Number, enter the appropriate number. The first character of this number must be the agency identifier. Refer to Chart of Accounts G/Job Number/Agency Identifier. If the project includes use of Capital Improvement Appropriations and the procurement is pursuant to RSMo

		Chapter 8, the Project Number must be assigned by or reported to OA Design and Construction (OA/D&C).
Rept Cat	4	**Input Optional**. If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table, Federal Aid Budget Inquiry (FBLT) table, or Federal Aid Inference (FAIT) table for valid codes.
Amount	14	**Input Optional**. If linking is turned on, the system automatically calculates this field based on the unit cost and quantity amounts entered on the commodity lines. If linking is not used, the of the accounting line must be manually calculated and entered. The sum of all accounting lines must equal the sum of all commodity lines.
Def/Inc/Dec	N/A	**Input Optional**. If establishing a PDQ, the **Def**ault radio button should be selected. If modifying **Amount**, select **Inc**rease or **Dec**rease.

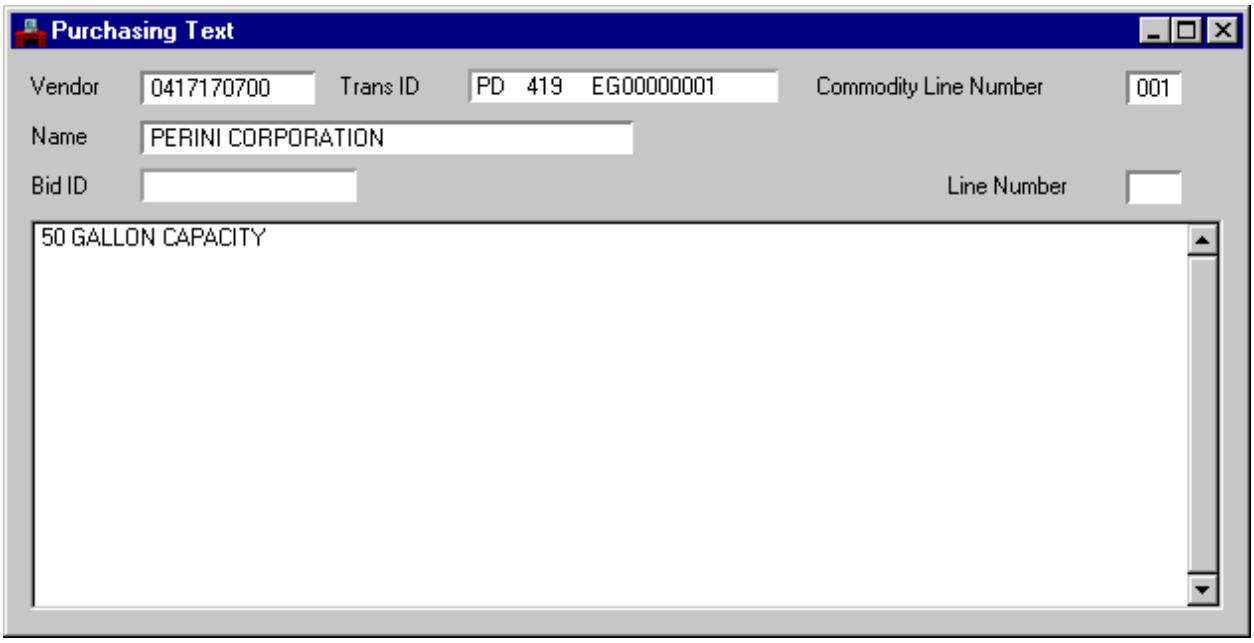


Commodity Details View

Field Name	Length	Definition
Line	3	**Requires Input**. Enter a three-digit number for each line on the document. Numbers from **001** - **999** are valid values.
Commodity Code	14	**Requires Input**. Enter the appropriate Commodity Code that identifies the goods or services ordered. Refer to Commodity Index (COMM), Commodity (COMT), or Commodity by Description Inquiry (CODX) for valid codes. NOTE: Commodity codes for inventory items can not appear on the same purchase order as commodity codes for non-inventory items.
Item Code	3	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter any pre-defined Item code to identify the item ordered. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes (i.e., the last three digits of the Stock Item field).
Unit of Measure	4	**Requires Input**. Enter the code for the appropriate Unit of Measure for the ordered goods; for example, box, each, doz. Refer to Unit of Measure (UNIT) for valid codes.
Accounting Line	2	**Input Optional**. Defaults to **01**. You can only use this field if you have Commodity/Acctg Linking turned on. If other than accounting line **01**, override the default line 01 and enter a valid accounting line number to associate the corresponding commodity line with an accounting line.
Text	N/A	**Input Optional**. Defaults to **None.** If you want to associate additional text with this transaction, select the appropriate text: **Standard -** The text entered on Standard Specifications (STDS) for this commodity is used. To add additional text to the Standard Specifications, **Edit**: **Additional Description** must be selected and the text must be typed on the Purchasing Text (PTEX) table. **Custom -** The text entered on the Purchasing Text (PTEX) table is used. To enter customized text, Edit: Additional Description must be selected and the text must be typed on the Purchasing Text

		(PTEX) table. **No Change** - Select this option, if you are modifying the PDQ document and no changes are being made to the original text. NOTE: If you wish to populate the standard text on the PTEX table so that you can edit it, complete and do a Process: Edit to the PDQ document. The standard text will then appear on the PTEX table. Edit the text as desired, do a Modify: Change. Close the table, and then Process: Edit the document again.
Description	N/A	**Display Only**. Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed. NOTE: If you change the commodity code after doing a document Process: Edit, you must delete the Description before doing the Process: Edit again in order to infer the correct description for the new commodity code.
Quantity (Amount)	11	**Requires Input**. Enter the quantity of supplies ordered. A whole number will default to three decimal places. (For example, if 999999 is entered, the system will display it as 999,999.000 and if 99999.90 is entered, the system will display it as 99,999.900.) Maximum quantity allowed is **9999999.999**.
Quantity (Def/Inc/Dec)	N/A	**Input Optional**. If establishing a PDQ, the **Def**ault radio button should be selected. If modifying **Quantity (Amount)**, select **Inc**rease or **Dec**rease.
Unit Cost (Amount)	14	**Requires Input**. Enter the cost per unit of the supplies ordered. Enter decimal point and cents.
Unit Cost (Def/Inc/Dec)	N/A	**Input Optional**. If establishing a PDQ, the **Def**ault radio button should be selected. If modifying **Unit Cost (Amount)**, select **Inc**rease or **Dec**rease.
Total Cost (Amount)	14	**Display Only**. Defaults to the total cost calculated by the system by multiplying the quantity of units by the price per unit.

Revalue Previously Received Items	N/A	**Input Optional**. If the purchase order is being modified to increase or decrease a unit cost and a Receiver (RC) document has already been processed, select **Yes** to automatically update the unit cost associated with the previously processed RC document. If you do not wish to revalue previously received items, select **No** or **None**.



Additional Description - Purchasing Text (PTEX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Vendor	10	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the vendor number. If the table was accessed by using the Navigator Go To, you need to enter the vendor number.
Trans ID	16	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the purchase order number. If the table was accessed by using the Navigator Go To, you need to enter the purchase order number.
Commodity Line Number	3	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number. If the table was accessed by using the Navigator Go To, you need to enter the commodity line number. If you wish to enter header text that will print before the commodity lines on the purchase order, enter **000** as the Commodity Line Number.
Name	30	**Display Only**. Defaults to the vendor name associated with the PDQ document.
Bid ID	N/A	**Not Applicable**. Do not enter a Bid ID in this field. PDQ documents have no reference fields for bid documents.
Line Number	N/A	**Not Applicable**. Do not enter a Line Number in this field. PDQ documents have no reference fields for bid line numbers.
Text		**Requires Input.** Enter specifications associated with the commodity line.

Quick Payment Voucher (PVQ)

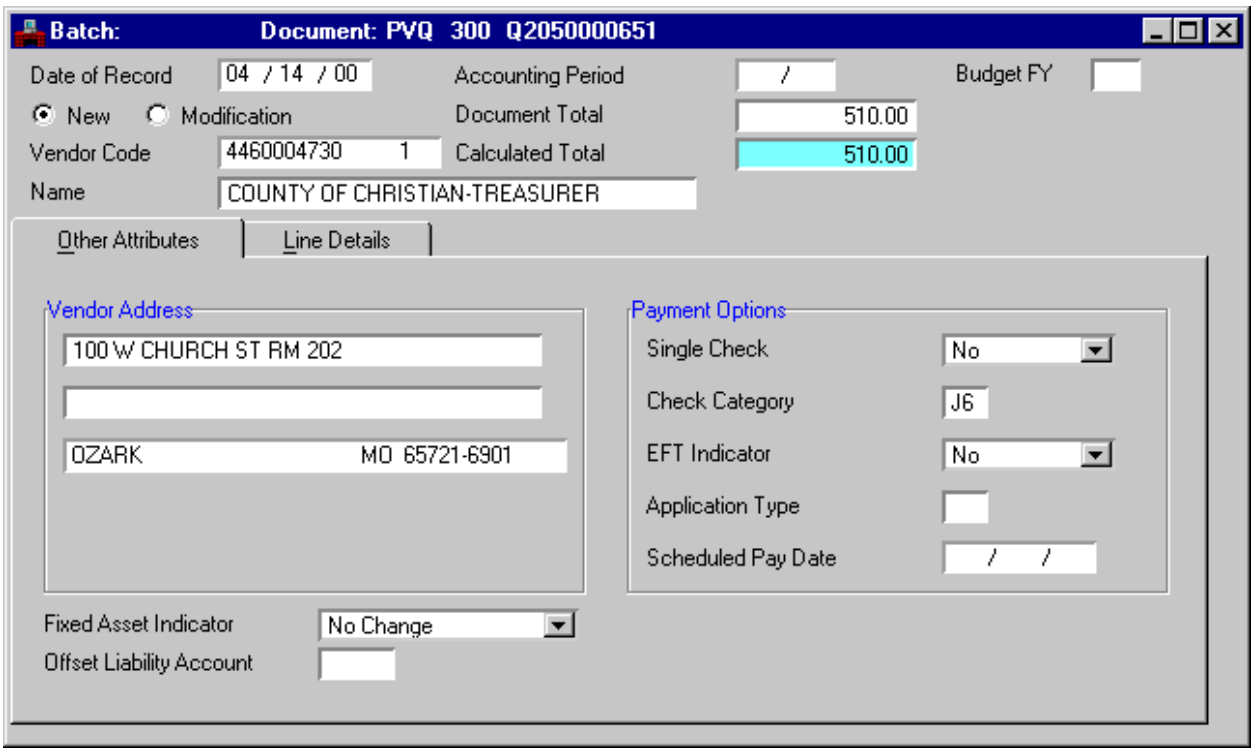
Purpose

A Quick Payment Voucher (PVQ) document is used to pay for unencumbered obligations.

- All PVQ documents must have a prefix of Q.

For example: PVQ for agency 300 would be PVQ 300 Q2050100001 for organization 2050 with the one indicating FY 01. An example PVQ for agency 300 during FY 02 would be PVQ 300 Q2050200001 with two indicating FY 02.

PVQ Coding Instructions



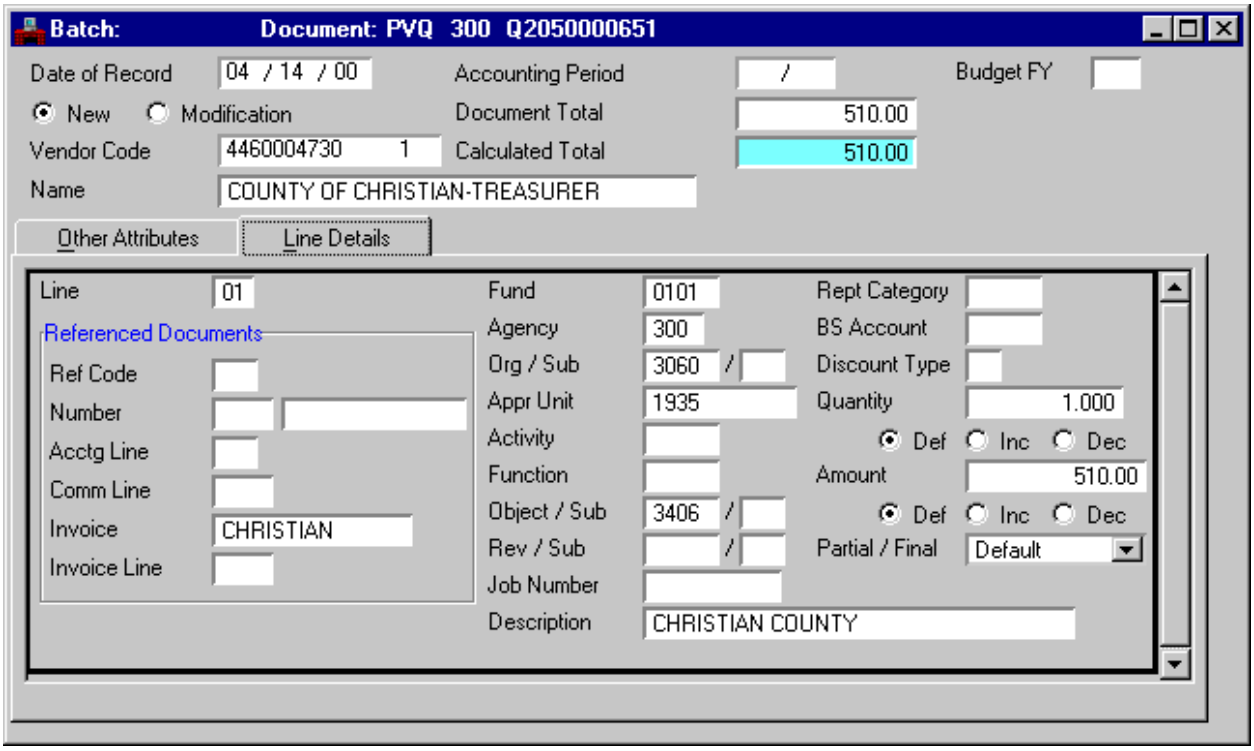
Field Name	Length	Definition
Date of Record	6	**Input Required**. If a VIQ has been entered in SAM II for each invoice to be paid on the PVQ, leave this field blank. If no VIQ has been entered in SAM II, enter the invoice date from the vendor invoice with one invoice for each PVQ.
Accounting Period	4	**Input Optional**. Defaults to the current accounting period for the current fiscal year. Nothing will appear in this field when processing to document.
Budget FY	2	**Input Optional**. Defaults to the current fiscal year. During the second year of a biennial appropriation enter the first fiscal year of the biennium.
	1	**Input Optional**. Defaults to **New [E]**. Valid values are:

- **New [E]** - Indicates that this is a new entry (new document)
- **Modification [M]**- This allows you to add lines to a previous document, change the amounts on existing lines (not accounting codes), or cancel a line (decrease a line amount to zero). To change accounting codes in an existing line, you must cancel the existing line and enter a new line with the new codes. A line is cancelled by decreasing the line amount to zero (select the decrease option on **Def/Inc/Dec** field when a line amount is being decreased to zero) You can record both these lines on the same document.

•	14.2	**Requires Input**. Enter the sum of all lines for this document.
Vendor Code	11	**Requires Input.** Enter the vendor code for the vendor you want to pay. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor code.
Calculated Total	14.2	**Display Only.** The system-computed total of the line amounts is displayed.
Name	30	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2). Required on vouchers when a Miscellaneous Vendor Code is used. For payments made with a Miscellaneous Vendor Code, enter the name you want printed on checks.
Vendor Address	100	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2). Required on vouchers when a Miscellaneous Vendor Code is used. For payments made with a Miscellaneous Vendor Code, enter the address you want printed on checks. Enter the mailing address for the vendor using the format recommended by the U.S. Post Office (USPS) in Publication 28, Postal Addressing Standards. Address lines appear on the check exactly as they are entered.
Single Check	1	**Input Optional.** If a vendor requests a single check for this particular payment select **Yes [Y].** If "Yes" is selected in this field, **No** must be selected in the EFT Indicator field. If left blank, this field defaults to **No.** However, if the Single Check

		Requested checkbox on the Vendor (1 of 3) (VEN2) table is selected, this field defaults to **Yes.**
Check Category	2	**Input Optional.** If agency distribution, enter the appropriate Check Category code. Refer to Check Category (CCAT) table for valid codes. If left blank, this field defaults to direct check distribution to the vendor by the State Trasurer's Office (STO). Also, leave blank if an Electronic Funds Transfer (EFT) will be generated instead of a check. **Input Optional**. Defaults to **Default [blank]**. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). A vendor is eligible for Electronic Funds Transfer (EFT) when **EFT Status** on Vendor (1 of 3) (VEN2) is **Active [A]**. Valid selections are **Default [blank]**, **No Change [blank]**, **Yes [Y]**, or **No [N]**.
EFT Indicator	1	This field is inferred from the referenced Quick Vendor Invoice (VIQ) as long as **EFT** is set to **Yes [Y]** on all of the invoices referencing this payment voucher. If **EFT** is not set to **Yes [Y]** on any of the related VIQ documents, you must manually set **EFT** to **Yes [Y]** on this document.
		If the vendor is eligible for electronic funds transfer and **EFT** is **Default [blank]** or there are no referenced VIQ documents, **EFT** defaults to **Yes [Y]** in the document header. **Input Optional**. When the EFT field is Yes [Yes], this field defaults to the value from either the referenced Quick Vendor Invoice (VIQ) or the Vendor (1 of 3) (VEN2) table.
Application Type	2	The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values.
		When this field is blank and **EFT** is set to **Yes [Y]**, the application type is automatically taken from the referenced Quick Vendor Invoice

		(VIQ), as long as the application types on all of the VIQ documents referenced on this payment voucher are the same.
Scheduled Pay Date	6	If **EFT** is set to **Yes [Y]** and there are no VIQ documents to take the application type from, the application type is automatically taken from **EFT Type** on Vendor (1 of 3) (VEN2), if one exists. Otherwise, the user must supply this field. **Input Optional**. If field is blank, default automatically assigns a date according to the following rules: Scheduled Payment Day entered on Vendor (1 of 3) (VEN2) is used. If the Schedule Payment Day on Vendor (1 of 3) (VEN2) is blank, the system will default to the date of record of the payment voucher. A Scheduled Payment Date can be entered two working days before you want the check for payment to be dated.
Fixed Asset Ind	1	**Input Optional.** Default is **No Change [blank]**. Valid values are: **Create One Shell [F]** - The system will create one Fixed Asset Acquisition (FA) document for each line once the corresonding Payment Voucher document is accepted by the system. **Create Multiple Shells [Q]** - The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** field for each line once the corresponding Payment Voucher document is accepted by the system. **No Change** - The system will not create any Fixed Asset Acquisition. See Fixed Asset policy and procedures for established guidelines.
Offset Liability Acct	4	**Not Applicable.** Do not use this field.



Field Name	Length	Definition
Line	2	**Requires Input.** Enter a different number for each line on the document. Numbers **01** to **99** are valid.
Ref Code	2	**Not Applicable.** Do not enter data in this field.
Number	14	**Not Applicable.** Do not enter data in this field.
Acctg Line	2	**Not Applicable.** Do not enter data in this field.
Comm Line	3	**Not Applicable.** Do not enter data in this field.
Invoice Number	12	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not required, enter the vendor's invoice number. In rare cases where a vendor's invocie number does not exist the agency would assign an invoice number. The invoice number could be the date or some other unique code.
Invoice Line	3	**Input Optional.** Enter the line number of the referenced VIQ if one was entered.

Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (**Org**/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/**Sub**)	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Input Optional**. Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes. Leave blank if processing non-appropriated payment.
Activity	4	**Input Optional**. If the control option on Fund Agency Table (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (**Object**/Sub)	4	**Requires Input**. Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Object/**Sub**)	2	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Revenue (Rev/Sub)	4	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev/Sub)	2	**Not Applicable.** Do not enter data in this field.

FA Type	1	**Conditional.** This field is required for a Fixed Asset object. Enter the Fixed Asset Type. These values are user-defined values on Fixed Asset Type (FATP).
Job Number	6	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the project number must be assigned by OA, Design and Construction (D&C).
Description	17	**Input Optional.** Enter general descriptive information to be recorded with this transaction. **Note**: If the payment is one that requires approval of a Resource Manager (i.e. State Printing, Insurance, MVE, etc.), enter the waiver number in this field. For example, if the payment is for printing, enter the six-character waiver number, P12345.
Rept Category	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table. **Input Optional.** Default is inferred if this payment voucher references a consumable inventory stock item for a warehouse that is on the consumption method. Refer to Warehouse Management (WHS2) table.
BS Account	4	**Note**: Required if the Payment Voucher (PV) records a refund of deferred revenue. The applicable deferred revenue balance sheet account that was coded on the original CR or CRQ document must be used. This field can be used by OA/ACC to record amounts withheld for IRS levies and garnishments for Cole County Sheriff's office.

Discount Type	1	**Input Optional.** If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process determines whether the discount can actually be taken at the time the check is printed.
Quantity	12	**Input Optional.** Required if **Fixed Asset Indicator** is **Create Multiple Shells [Q]**. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	1	**Input Optional.** Default is **Default [blank]**. Valid values on a nuew document are **Default [blank]**. Valid values on a modification document are **Increase [I]** if Quantity is increasing, or **Decrease [D]** if Quantity if decreasing. If quantity is blank, select **Default [blank]**.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Partial/Final	1	**Not Applicable**. Defaults to Blank.

Quick Price Agreement (PGQ)

Purpose

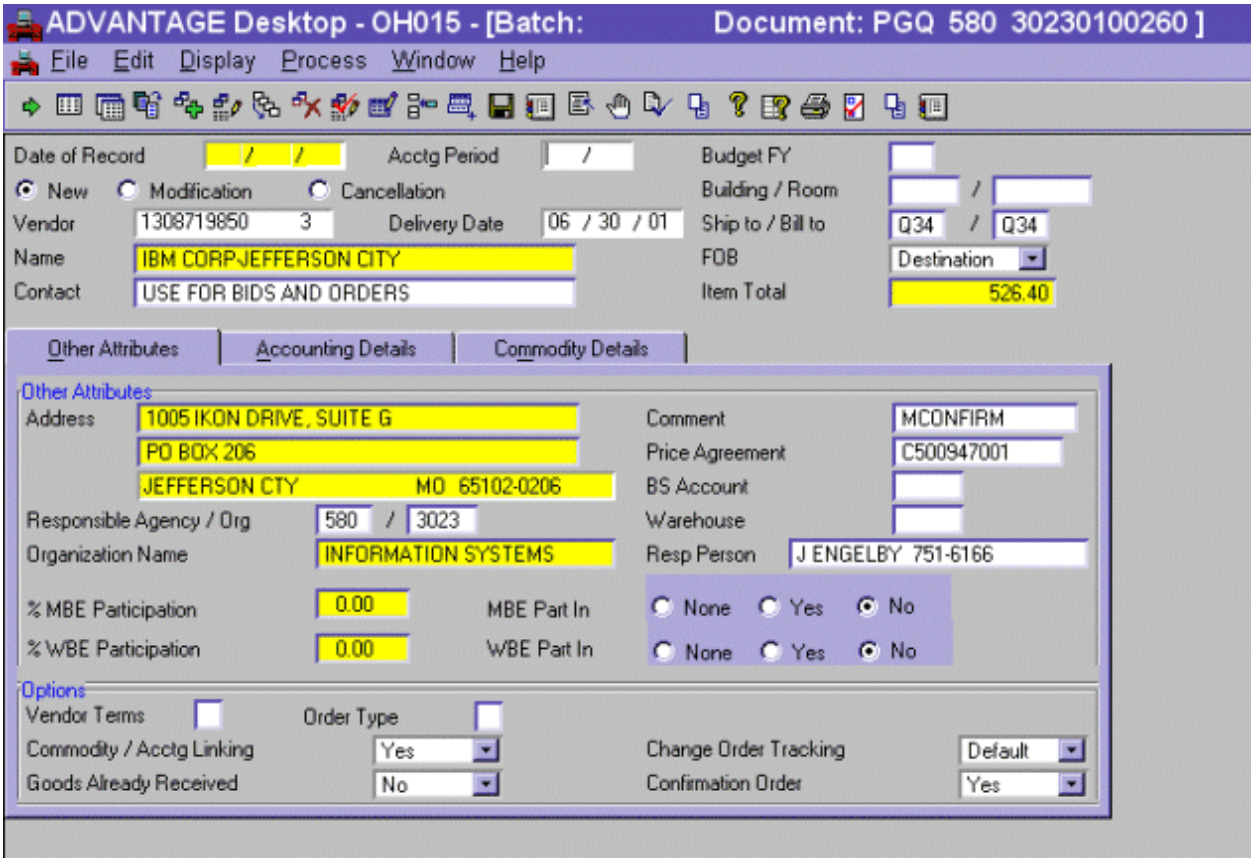
The Quick Price Agreement (PGQ) order document is used to purchase supplies or services off an existing price agreement from vendors at a fixed price, unit of measure, and quantity. The PGQ document provides edits to enforce price agreement terms relating to a

fixed unit price during a price agreement time frame. These edits accomplish the following specific goals:

- A particular price agreement order can only reference vendors listed for that agreement.
- Unit cost for each commodity on a price agreement order is enforced per the terms of the agreement.
- Agencies ordering under a particular price agreement can be restricted.

Refer to the procedures for Establishing A Quick Price Agreement (PGQ) Document, Modifying A Quick Price Agreement (PGQ) Document, or Canceling A Quick Price Agreement (PGQ) Document.

PGQ Coding Instructions



Header and Other Attributes View

Field Name	Length	Definition

Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional**. If this PGQ is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period and nothing will appear in this field when the document is processed.
Budget FY	2	**Input Optional**. If this PGQ is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year and nothing will appear in this field when the document is processed.
New/Modification/ Cancellation	N/A	**Input Optional**. Defaults to **New**. Valid selections are: • **New -** This is a new document (new entry). • **Modification -** This action modifies the original or previously modified PGQ by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line and entering a new line with new codes and amounts. To cancel a line, decrease the quantity and the dollar amount so the net is zero. If a particular accounting line has not been partially expensed, the same line number can be maintained if the accounting line is being modified. No other codes can be changed. Refer to Modifying A Quick Price Agreement (PGQ) Order Document procedures. • **Cancellation** - This action cancels the original PGQ. You cannot cancel a PGQ if it is referenced by a subsequent document unless the

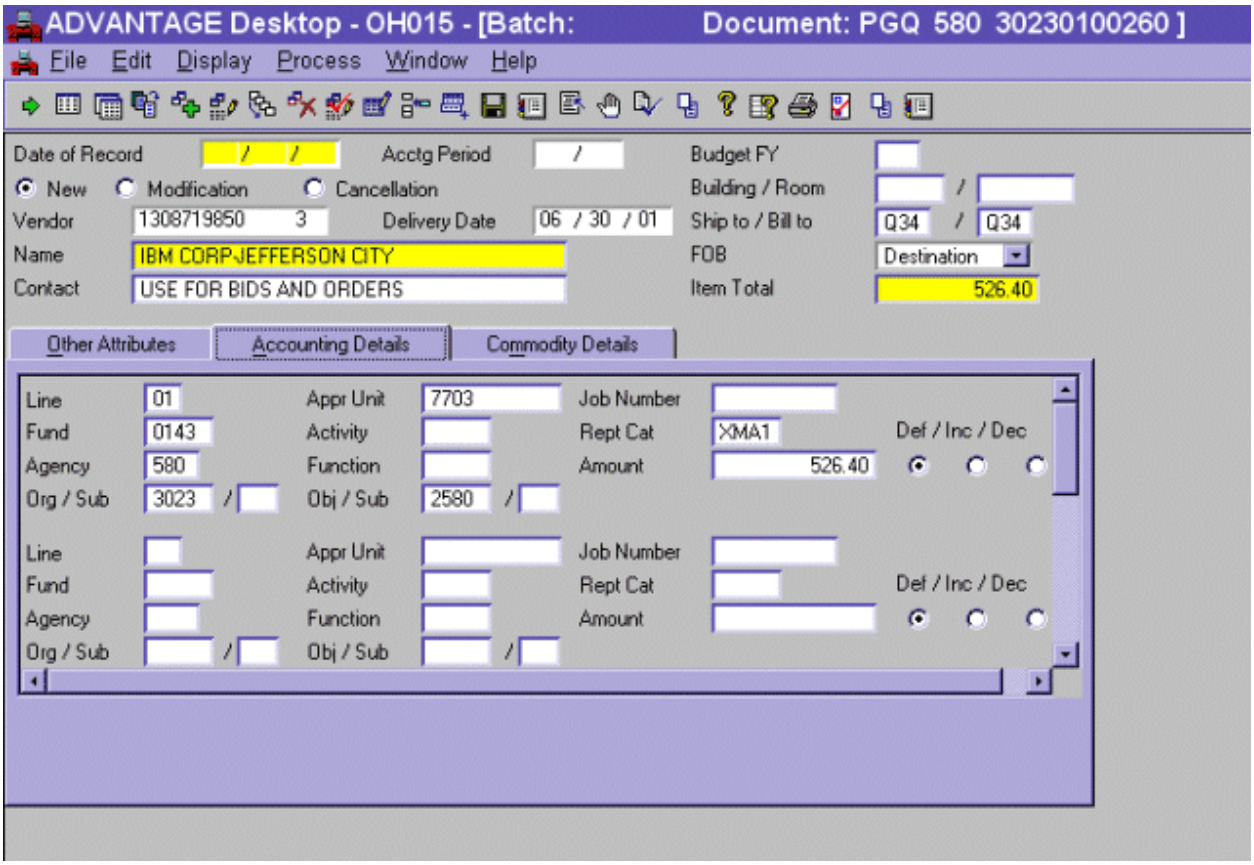
		subsequent document(s) is canceled first. Refer to Canceling A Quick Price Agreement (PGQ) Order Document procedures.
Building/Room	4	**Input Optional**. If you wish to indicate a delivery location, enter a Building identifier.
Building/**Room**	6	**Input Optional**. If you wish to indicate the room where delivery should take place, enter a room number.
Vendor	11	**Requires Input**. Enter the vendor code. Refer to Vendor (1 of 3) (VEN2) for valid codes. Ensure that the vendor is authorized to provide the commodity line items on the Price Agreement Vendor/Commodity (PAVC) table.
Delivery Date	6	**Requires Input.** Enter the date (*mm/dd/yy*) when you must receive the order.
Ship to/Bill to	3	**Requires Input**. Enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.
Ship to/**Bill to**	3	**Requires Input**. To indicate the billing location, enter the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.
Name	30	**Display Only**. Defaults to the name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
FOB	N/A	**Requires Input**. Select **Destination** or **Shipping** to designate the free on board point. Select **No Change** on a modification transaction, unless you desire to change the original selection.
Contact	30	**Input Optional**. If you wish to override the default vendor contact, enter the name of another individual representing the vendor. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only**. Defaults to the net total cost of all the commodity lines entered on this document.

Address	30 x 3	**Display Only**. Defaults to the address of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Responsible Agency/Org	3	**Requires Input**. The agency code of the agency authorized to process the PGQ must be entered. Refer to Agency Index (AGCY) for valid codes. The responsible agency code must exist on Price Agreement Security (PASC) in order to process the PGQ unless the price agreement is for statewide usage.
Responsible Agency/**Org**	4	**Requires Input**. Enter the code for the appropriate Responsible Organization within the responsible agency. Refer to Organization Index (ORGN) for valid codes.
Organization Name	19	**Display Only**. Defaults to the organization name inferred from Organization (ORG2) based on the responsible organization entered.
Comment	12	**Input Optional**. If entering **S** in the **Order Type** field, enter the appropriate instruction code from the Special Instruction (SPIS) table (e.g., special shipping instructions). If you wish to enter a notation you want associated with this order, enter such comment. If purchase is being processed pursuant to a Special Delegation of Authority (SDA), an Expenditure Registration System (ERS), or a Program Grant Authority (PGA), enter the appropriate SDA, ERS, or PGA number.
Price Agreement	11	**Requires Input**. Enter the price agreement number that is associated with this PGQ. Refer to Price Agreement by Vendor Inquiry (PAVI), Price Agreement Vendor/Commodity (PAVC), or Price Agreement Summary (PASM) for valid values.
BS Account	4	**Display Only**. Do not enter anything in this field. The BS Account code is inferred if a valid warehouse code is entered in the **Warehouse** field.

Warehouse	4	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter the code for the appropriate Warehouse to which goods on this order are to be shipped. Refer to Warehouse Management Index (WHSE) for valid codes.
Resp Person	20	**Requires Input**. Enter the name and phone number of the agency person to whom you want questions addressed about the order.
% MBE Participation	5	**Display Only**. Defaults to the percentage of MBE participation inferred from the price agreement that this PGQ document is being issued against.
MBE Subcontract Part Ind	N/A	**Display Only.** The box will be checked if MBE subcontracting participation is included in the referenced price agreement. If the box is checked but the % of participation is 00%, there is MBE subcontracting participation but the amount is unknown.
% WBE Participation	5	**Display Only**. Defaults to the percentage of participation inferred from the price agreement that this PGQ document is being issued against.
WBE Subcontract Part Ind	N/A	**Display Only.** The box will be checked if WBE subcontracting participation is included in the referenced price agreement. If the box is checked but the % of participation is 00%, there is WBE subcontracting participation but the amount is unknown.
Vendor Terms	1	**Input Optional**. If a discount is associated with the vendor terms for payment, enter the discount type. Refer to Discount Type (DISC) for valid codes.
Order Type	1	**Input Optional**. If you want to print shipping or special instructions on the purchase order, enter **S**. If **S** is entered, you must enter the appropriate instruction code in the **Comment** field that validates against the Special Instruction (SPIS) table.

If you want to define various types of purchase orders

		such as interagency order, enter the one character code. Refer to Transaction Type (TRTT) for pre-defined codes.
Commodity/Acctg Linking	N/A	**Input Optional**. If you want to turn off the linking between accounting and commodity lines for this document only in order to allow allocation of multiple accounting lines to one commodity line, select **No**. If selection is not made, this field defaults to **Yes**. When linking is turned off, the related payment voucher (i.e., PVA) for that particular PGQ will not be automatically generated. If the purchase order relates to an Expenditure Registration System (ERS) or to a Program Grant Authority (PGA), select **No**. If purchasing a fixed asset that requires a BS Account code to be entered on the Vendor Payment (P1) document, select **No**.
Change Order Tracking	N/A	**Input Optional**. If this PGQ involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No.** Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order.
Goods Already Received	N/A	**Input Optional**. If you want an automatic receiver document generated by the system, select **Yes**. If selection is not made, this field defaults to **Default** which means **No**.You may select **Yes** only if an Automatic Receiver plan has been approved by OA/ACC for your agency.
Confirmation Order	N/A	**Input Optional**. If this is a confirming order, select **Yes** and a confirming order notification will be printed on the purchase order. If selection is not made, this field defaults to **Default**. The default is No.

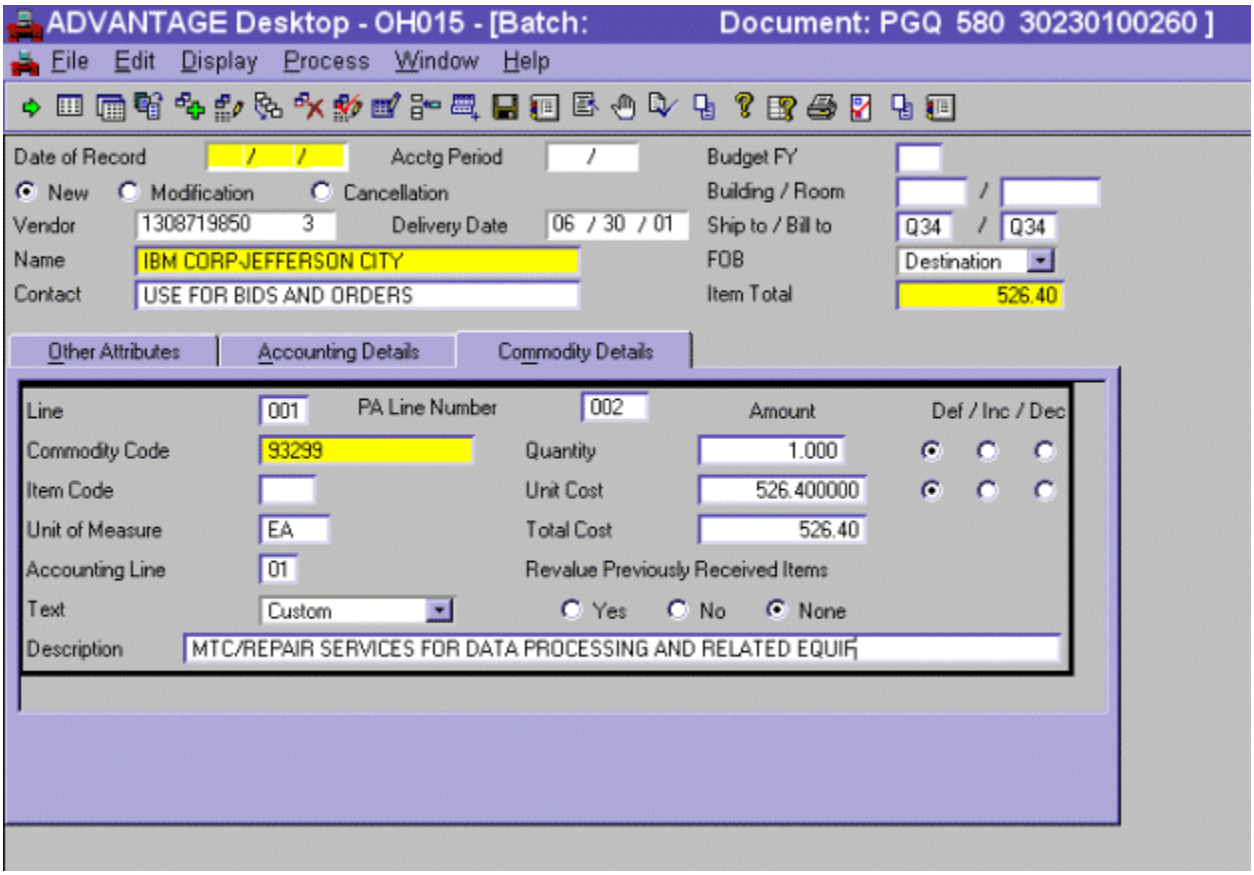


Accounting Details View

Field Name	Length	Definition
Line	2	**Requires Input**. Enter a two-digit number for each line on the document. Numbers from **01** to **99** are valid values.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (**Org**/Sub)	4	**Requires Input**. Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes.
Sub-Organization (Org/**Sub**)	2	**Input Optional**. If the control option on Organization (ORG2) table (i.e., Sub-organization Required on Spending) requires the use of a Sub-Organization or an

		agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input**. Enter the code for the applicable Appropriation Unit. Refer to Appropriation Index (Extended) (EAPP) for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (**Obj**/Sub)	4	**Requires Input**. Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/**Sub**)	2	**Input Optional**.If the control option on the Expense Budget (EB) document was set to require the use of a Sub-Object (refer to the Expense Budget Load Inquiry (EBLI) table) or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to SubObject (SOBJ) for valid codes.
Job Number	8	**Input Optional**. If the agency requires a Job or Project Number, enter the appropriate number. The first character of this number must be the agency identifier. Refer to Chart of Accounts G/Job Number/Agency Identifier. If the project includes use of Capital Improvement Appropriations and the procurement is pursuant to RSMo Chapter 8, the Project Number must be assigned by or reported to OA Design and Construction (OA/D&C).
Rept Cat	4	**Input Optional**. If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table, Federal

		Aid Budget Inquiry (FBLT) table, or Federal Aid Inference (FAIT) table for valid codes.
Amount	14	**Input Optional**. If linking is turned on, the system automatically calculates this field based on the unit cost and quantity amounts entered on the commodity lines. If linking is not used, the amount of the accounting lines must be manually calculated and entered. The sum of all accounting lines must equal the sum of all commodity lines.
Def/Inc/Dec	N/A	**Input Optional**. If establishing a PGQ, the **Def**ault radio button should be selected. If modifying **Amount**, select **Inc**rease or **Dec**rease.



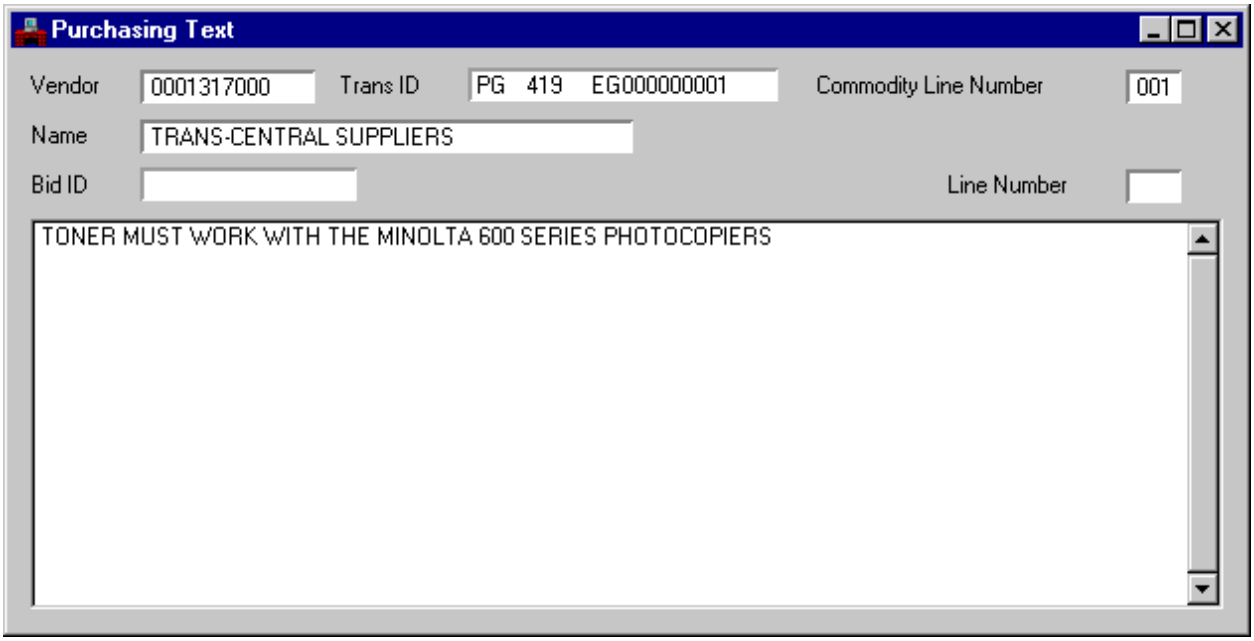
Commodity Details View

Field Name	Length	Definition

Line	3	**Requires Input**. Enter a three-digit number for each line on the document. Numbers from **001** - **999** are valid values. **Requires Input**. Enter the price agreement commodity line number of the supplies you wish to purchase from the price agreement. Refer to Price Agreement Vendor/Commodity (PAVC) for valid PA line numbers. **CHANGING A PA LINE NUMBER**
PA Line Number	3	If the PA Line Number entered needs to be changed after performing the PROCESS: EDIT, you will need to delete data and text which was automatically inferred from the originally referenced PA Line in order to update the PGQ with the data and text from the newly referenced PA Line. This should be done as follows: Change the PA Line Number. Delete the data in the Unit of Measure, Unit Cost, Total Cost, and Description fields.
Commodity Code	14	**Display Only.** The commodity code from the price agreement line will be inferred to this field.
Item Code	3	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter any user-defined Item code to identify the item ordered. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes (i.e., the last three digits of the Stock Item field).
Unit of Measure	4	**Display Only**. The unit of measure from the price agreement line will be inferred into this field from PAVC. Refer to CHANGING A PA LINE NUMBER above.
Accounting Line	2	**Input Optional**. Defaults to **01**. You can only use this field if you have Commodity/Acctg Linking turned on. If other than accounting line **01**, override the default line 01 and enter a valid accounting line number to associate the corresponding commodity line with an accounting line.

		Input Optional. Defaults to **None.** (NOTE: If text exists on the Price Agreement Commodity Text (PCTX) table for the referenced PA Line, then the text option will change to **Commodity** and the PTEX table will automatically populate with the PCTX text when the PGQ document is edited.) If you want to associate additional text with this transaction, select the appropriate text: **Standard -** Do not use this option on a PGQ document. **Custom -** The text entered on the Purchasing Text (PTEX) table is used. To enter customized text, select Edit: Additional Description must be selected and the text must be typed on the Purchasing Text (PTEX) table.
Text	N/A	**Commodity** - The text entered on the Price Agreement Commodity Text (PCTX) is used. To add additional text to the Price Agreement Commodity Text, select **Edit: Additional Description** and add the desired text on the Purchasing Text (PTEX) table. **No Change** - Select this option if you are modifying the PGQ document and no changes are being made to the original text. NOTE: If you wish to populate the commodity text on the PTEX table so that you can edit it, complete and do a Process: Edit to the PGQ document. The commodity text will then appear on the PTEX table. Edit the text as desired, do a Modify: Change. Close the table, and then Process: Edit the document again.
Description	N/A	**Display Only**. Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed. Refer to CHANGING A PA LINE NUMBER above.
Quantity (Amount)	11	**Requires Input**. Enter the quantity of supplies ordered. A whole number will default to three decimal places. (For

		example, if 999999 is entered, the system will display it as 999,999.000 and if 99999.90 is entered, the system will display it as 99,999.900.) Maximum quantity allowed is 9999999.999.
Quantity(Def/Inc/Dec)	N/A	**Input Optional**. If establishing a PGQ, the **Def**ault radio button should be selected. If modifying **Quantity (Amount)**, select **Inc**rease or **Dec**rease.
Unit Cost (Amount)	14	**Input Optional**. Unit cost will infer from the price agreement. You may override the inferred unit cost only if the vendor offers the item at a **lower** unit cost. Refer to CHANGING A PA LINE NUMBER above.
Unit Cost (Def/Inc/Dec)	N/A	**Input Optional**. If establishing a PGQ, the **Def**ault radio button should be selected. If modifying **Unit Cost (Amount)**, select **Inc**rease or **Dec**rease.
Total Cost (Amount)	14	**Display Only**. Defaults to the total cost calculated by the system by multiplying the quantity of units by the price per unit. Refer to CHANGING A PA LINE NUMBER above.
Revalue Previously Received Items	N/A	**Input Optional**. If the purchase order is being modified to increase or decrease a unit cost and a Receiver (RC) document has already been processed, select **Yes** to automatically update the unit cost associated with the previously processed RC document. If you do not wish to revalue previously received items, select **No** or **None**.



Additional Description - Purchasing Text (PTEX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Vendor	10	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the vendor number. If the table was accessed by using the Navigator Go To, you need to enter the vendor number

Trans ID	16	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the purchase order number. If the table was accessed by using the Navigator Go To, you need to enter the purchase order number.
Commodity Line Number	3	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number If the table was accessed by using the Navigator Go To, you need to enter the commodity line number. If you wish to enter header text that will print before the commodity lines on the purchase order, enter **000** as the Commodity Line Number.
Name	30	**Display Only**. Defaults to the vendor name associated with the PGQ document.
Bid ID	N/A	**Not Applicable**. Do not enter data in this field.
Line Number	N/A	**Not Applicable**. Do not enter data in this field.
Text		**Requires Input**. Enter specifications associated with the commodity line.

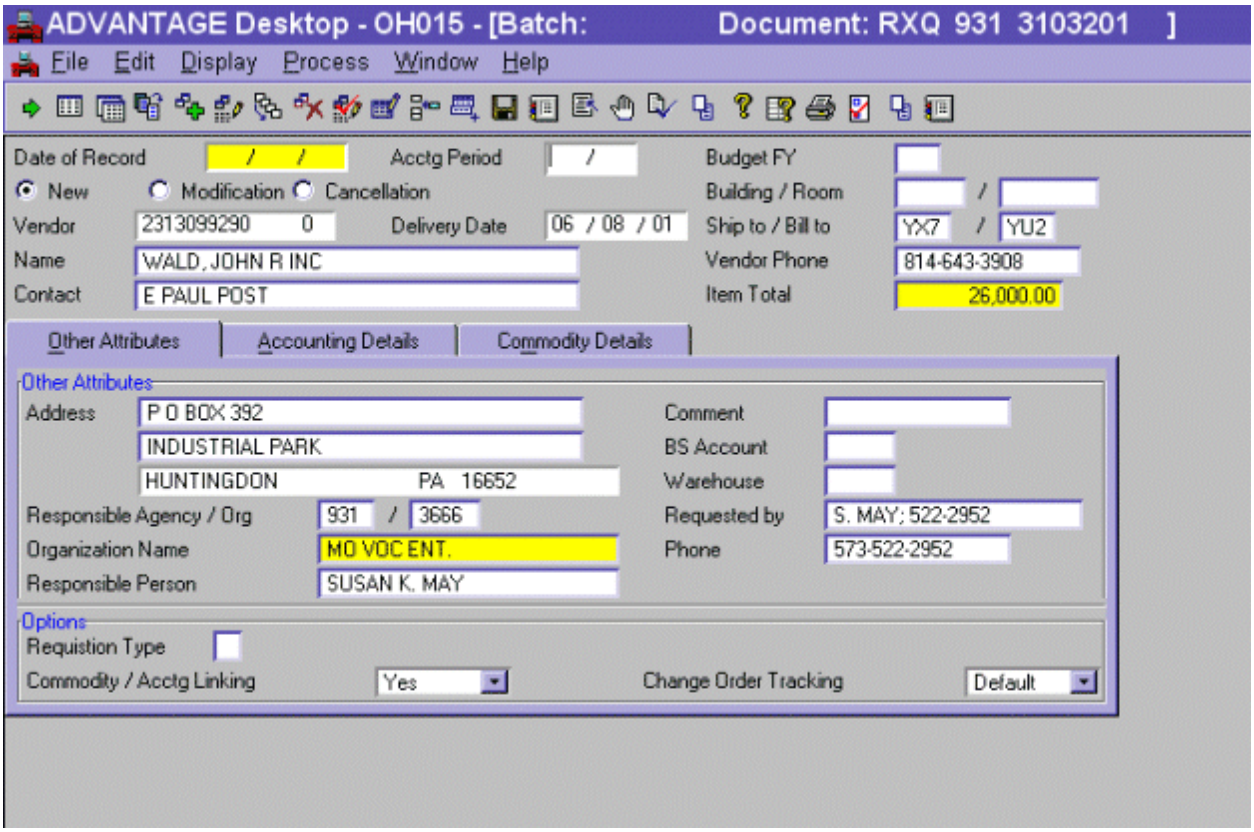
Quick Requisition (RXQ)

Purpose

The Quick Requisition (RXQ) is an online document in SAM II. As each RXQ is accepted into the system, entries are made into the open requisition tables. Entries are deleted if a RXQ document is cancelled. An RXQ can be referenced by a Quick Centralized Purchase Order (PCQ) Document, a Price Agreement Master (AM) Document, or a Total Cost Purchase Order (PCT) Document.

Refer to Establishing a Quick Requisition (RXQ) Document, Modifying a Quick Requisition (RXQ) Document, and Canceling a Quick Requisition (RXQ) Document.

RXQ Coding Instructions



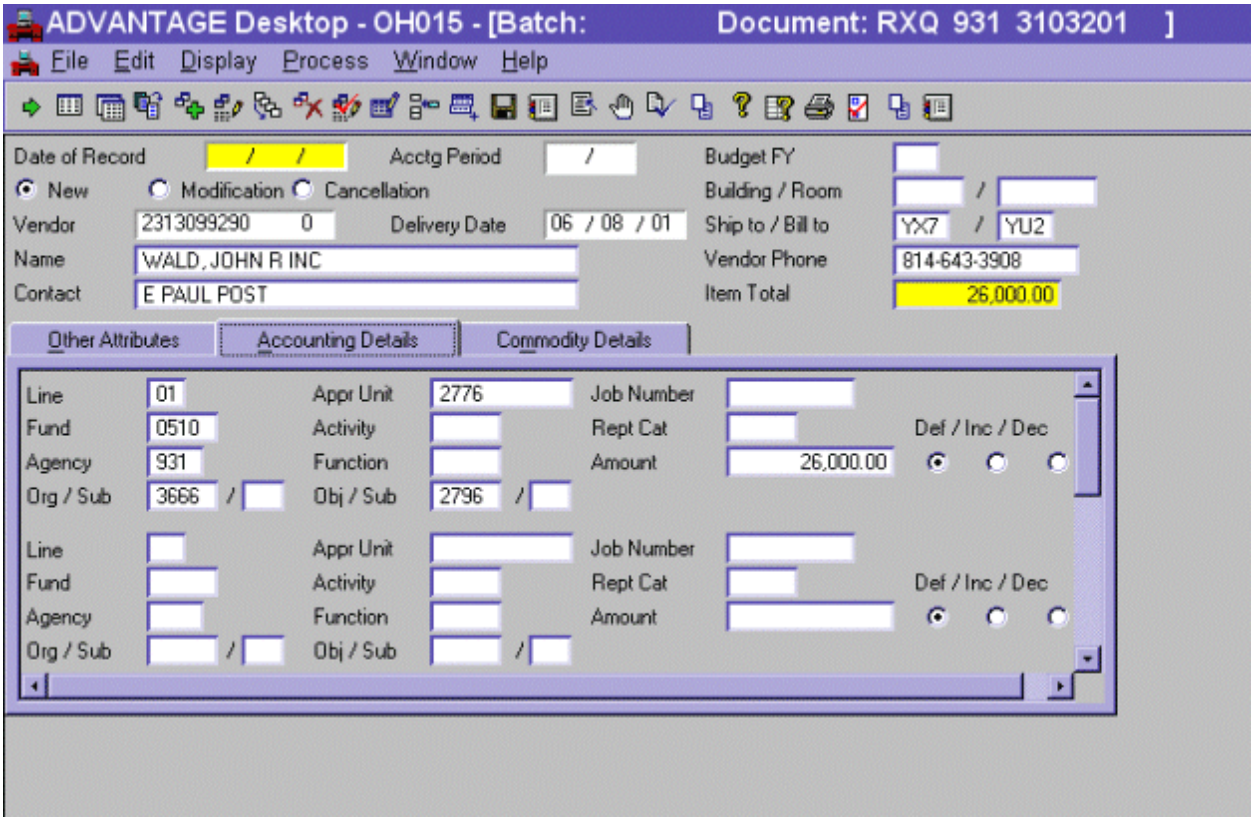
Header and Other Attributes View

Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional**. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2	**Input Optional**. If left blank, this field defaults to the current fiscal year.
New/Modification/ Cancellation	N/A	**Input Optional**. Defaults to **New**. Valid selections are: • **New** – This is a new document (new entry). • **Modification** – This action modifies the original RXQ by allowing you to add lines or change the quantity and/or dollar amounts of existing

		lines. Modifications to an RXQ can only occur if the document status is changed to "Unfrozen" by the assigned Buyer. Accounting and/or commodity codes can only then be changed by canceling the existing line and entering a new line (the original line number can be maintained) with new codes and amounts. To cancel a line, decrease the quantity and/or the dollar amount so the net is zero. No other codes can be changed. Refer to Modifying A Quick Requisition (RXQ) Document Procedures. • **Cancellation** – This action cancels the original RXQ. You cannot cancel an RXQ if it has been referenced by a subsequent document. Refer to Canceling A Quick Requisition (RXQ) Document Procedures.
Building/Room	4	**Input Optional**. If you wish to indicate a delivery location, enter a building identifier.
Building/**Room**	6	**Input Optional**. If you wish to indicate the room where delivery should take place, enter a room number.
Vendor	11	**Input Optional**. You may enter the vendor code for a recommended vendor. Refer to Vendor (1 of 3) (VEN2) for valid codes. Additional recommended vendors may be added to the Note Pad (NOTE) table.
Delivery Date	6	**Requires Input**. Enter the date (*mm dd yy*) when you must receive the order.
Ship to/Bill to	3	**Requires Input**. Enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.
Ship to/**Bill to**	3	**Requires Input.** To indicate the billing location, enter the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.

Name	30	**Input Optional.** Defaults to the name of the vendor inferred from Vendor (1 of 3) (VEN2) if a vendor code was entered.
Vendor Phone	11	**Input Optional.** You may enter the area code and phone number (*nnn-nnn-nnnn*) of the recommended vendor.
Contact	30	**Input Optional**. If you wish to override the default vendor contact, enter the name of another individual representing the vendor. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only**. Defaults to the net total cost of all the commodity lines entered on this document.
Address	30 x 3	**Input Optional**. Defaults to the address of the vendor inferred from Vendor (1 of 3) (VEN2) if a vendor code was entered.
Responsible Agency/Org	3	**Input Optional**. If you wish to override the default agency code, enter the appropriate Responsible Agency code. Refer to Agency Index (AGCY) for valid codes. If left blank, this field defaults to the agency entering the document.
Responsible Agency/**Org**	4	**Requires Input**. Enter the code for the appropriate Responsible Organization within the responsible agency. Refer to Organization Index (ORGN) for valid codes.
Organization Name	19	**Display Only**. Defaults to the organization name inferred from Organization (ORG2) based on the responsible organization entered.
Phone	12	**Requires Input.** Enter the phone number of the agency person to whom questions concerning the requisition should be directed.
Responsible Person	20	**Requires Input**. Enter the name of the agency person to whom questions concerning the requisition should be directed.

Comment	12	**Input Optional**. If you wish to enter a notation you want associated with this requisition, enter such comment.
BS Account	4	**Not Applicable.** Do not enter anything in this field.
Warehouse	4	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter the code for the appropriate Warehouse to which goods on this requisition are to be shipped. Refer to Warehouse Management Index (WHSE) for valid codes.
Requested by	17	**Requires Input.** Enter the name of the agency person requesting the desired supplies.
Phone	12	**Requires Input.** Enter the phone number of the agency person to whom questions concerning the requisition should be directed.
Requisition Type	1	**Input Optional.** If this is an emergency requisition, enter **1**. If this is a request to change a previously issued order or price agreement, enter **C**. Refer to the Transaction Type (TRTT) table for other pre-defined codes.
Commodity/Acctg Linking	N/A	**Input Optional**. If you want to turn off the linking between accounting and commodity lines for this document only in order to allow allocation of multiple accounting lines to one commodity line, select **No**. If selection is not made, this field defaults to **Yes**.
Change Order Tracking	N/A	**Input Optional**. If this RXQ involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No**. Open Requisition Header Inquiry (ORQH) indicates the date of the last modification and the number of modifications made to the requisition.

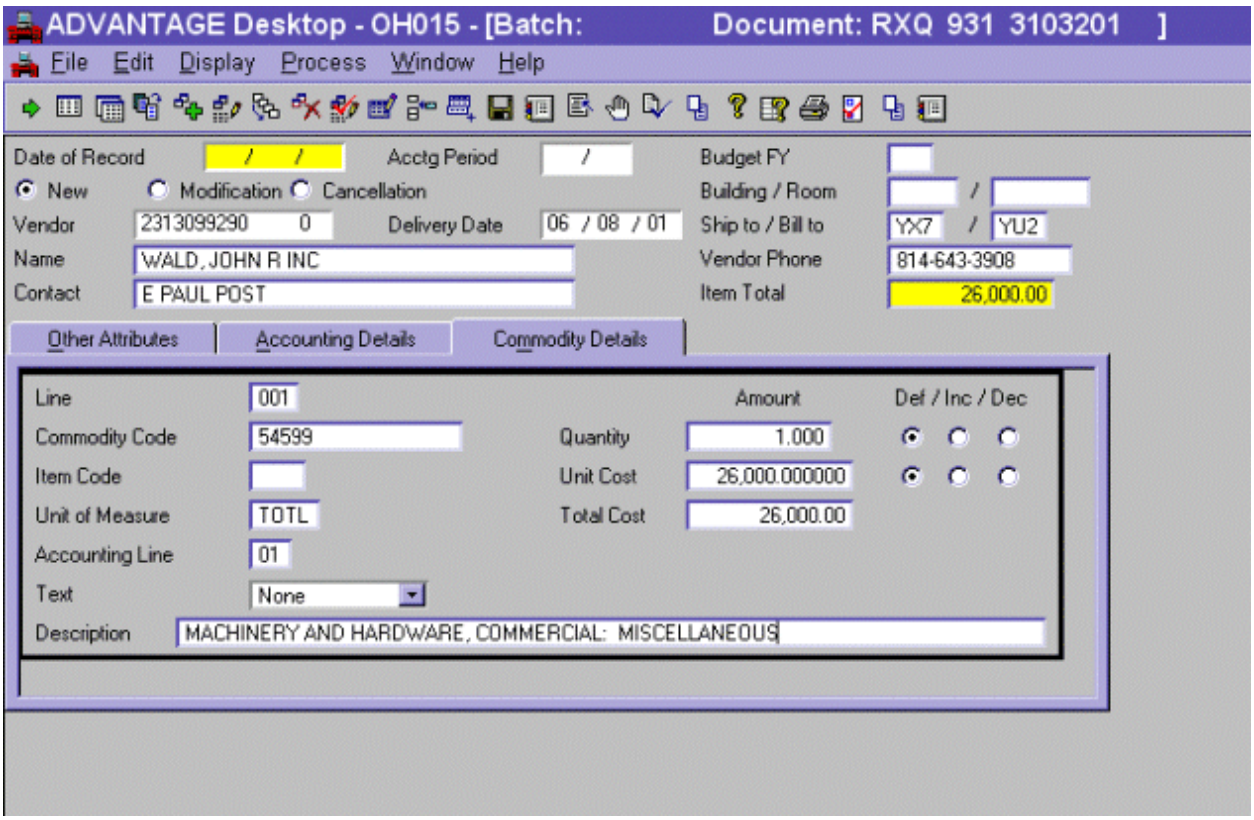


Accounting Details View

Field Name	Length	Definition
Line	2	**Requires Input**. Enter a two-digit number for each line on the document. Numbers from **01** to **99** are valid values.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (**Org**/Sub)	4	**Requires Input**. Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes.
Sub-Organization (Org/**Sub**)	2	**Input Optional**. If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code

		for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input**. Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (**Obj**/Sub)	4	**Requires Input**. Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/**Sub**)	2	**Input Optional**.If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) for valid codes.
Job Number	8	**Input Optional**. If the agency requires a Job or Project Number, enter the appropriate number. The first character of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project includes use of Capital Improvement Appropriations and the procurement is pursuant to RSMo Chapter 8, the Project Number must be assigned by OA, Design and Construction (OA/D&C).
Rept Cat	4	**Input Optional**. If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Line Inquiry (FBLT) table for valid codes.
Amount	14	**Requires Input**. If linking is turned on, the system automatically calculates this field based on the unit cost and quantity amounts entered on the commodity lines. If

		linking is not used, the accounting lines must be manually calculated and entered. The sum of all accounting lines must equal the sum of all commodity lines.
Def/Inc/Dec	N/A	**Input Optional**. If establishing an RXQ, the **Def**ault radio button should be selected. If modifying **Amount**, select **Inc**rease or **Dec**rease.

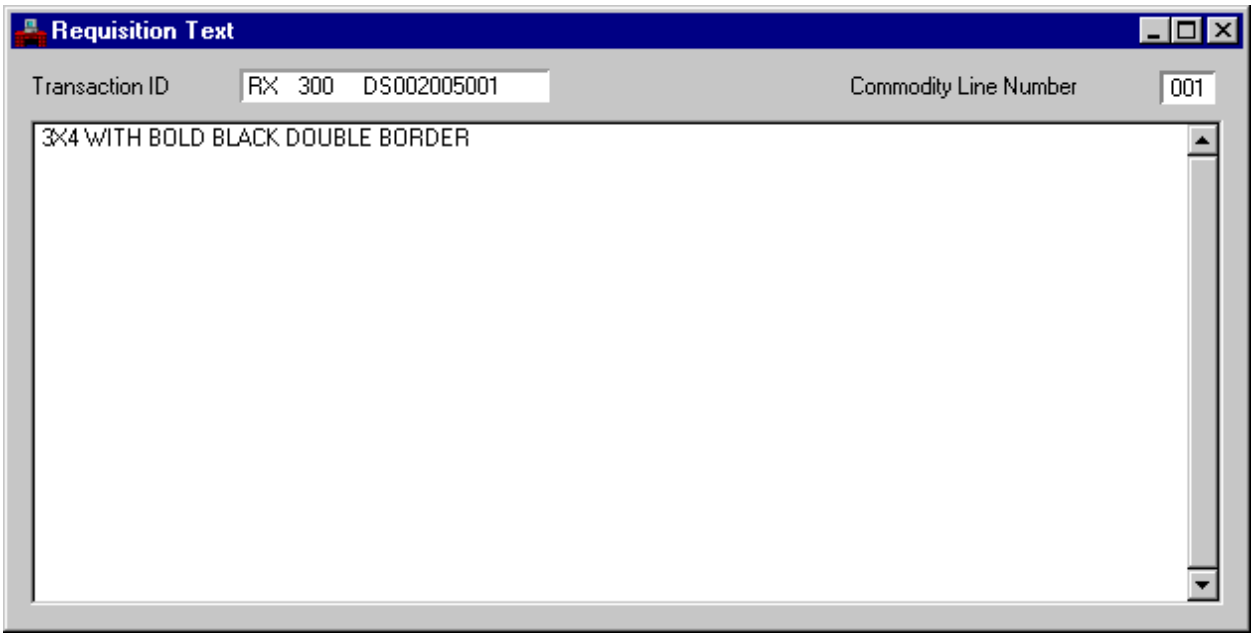


Commodity Details View

Field Name	Length	Definition
Line	3	**Requires Input**. Enter a three-digit number for each line on the document. Numbers from **001** – **999** are valid values.
Commodity Code	14	**Requires Input.** Enter the appropriate Commodity Code that identifies the goods or services ordered. Refer to Commodity Index (COMM), Commodity (COMT), or Commodity by Description Inquiry (CODX) for valid codes.
Item Code	3	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter an Item code to identify the

		item ordered. Refer to Inventory (3 of 3) (INV3) for valid codes.
Unit of Measure	4	**Requires Input**. Enter the code for the appropriate Unit of Measure for the ordered goods; for example, box, each, doz. Refer to Unit of Measure (UNIT) for valid codes.
Accounting Line	2	**Input Optional**. Defaults to **01**. You can only use this field if you have Commodity/Accgt Linking turned on. If other than accounting line **01**, override the default **01** and enter a valid accounting line number to associate the corresponding commodity line with an accounting line.
Text	N/A	**Input Optional**. Defaults to **None.** If you want to associate additional text with this commodity line, select the appropriate text: **Standard -** The text entered on Standard Specifications (STDS) table for this commodity is used. To add additional text to the Standard Specifications, **Edit: Additional Description** must be selected and the text must be typed on the Requisition Text (RXTX) table. **Custom –** The text entered on the Requisition Text (RXTX) table is used. To enter customized text, **Edit: Additional Description** must be selected and the text must be typed on the RXTX table. **No Change** – Select this option, if you are modifying the RXQ document and no changes are being made to the original text. If you wish to populate the standard text on the RXTX table so that you can edit it, complete and do a Process: Edit to the RXQ document. The standard text will then appear on the RXTX table. Edit the text as desired. Do a Modify: Change. Close the table, and then Process: Edit the document again. Use the Note Pad (NOTE) table to enter information (e.g.

		additional recommended vendors) related to the RXQ that is not associated with a specific commodity line.
Description	N/A	**Display Only**. Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed.
Quantity (Amount)	11	**Requires Input**. Enter the quantity of goods ordered. A whole number will default to three decimal places. (For example, if 999999 is entered, the system will display it as 999,999.000 and if 99999.90 is entered, the system will display it as 99,999.900.) Maximum quantity allowed is 9999999.999.
Quantity(Def/Inc/Dec)	N/A	**Input Optional**. If establishing an RXQ, the **Def**ault radio button should be selected. If modifying **Quantity (Amount)**, select **Inc**rease or **Dec**rease.
Unit Cost (Amount)	14	**Requires Input**. Enter the estimated cost per unit of the goods or service's requisitioned. Enter decimal point and cents. An estimate of $0.00 is not acceptable.
Unit Cost (Def/Inc/Dec)	N/A	**Input Optional**. If establishing an RXQ, the **Def**ault radio button should be selected. If modifying **Unit Cost (Amount)**, select **Inc**rease or **Dec**rease.
Total Cost (Amount)	14	**Display Only**. Defaults to the total cost calculated by the system by multiplying the quantity of units by the price per unit.



Additional Description View - Requisition Text (RXTX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Transaction ID	16	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the requisition number. If the table was accessed by using the Navigator Go To, you need to enter the requisition number.

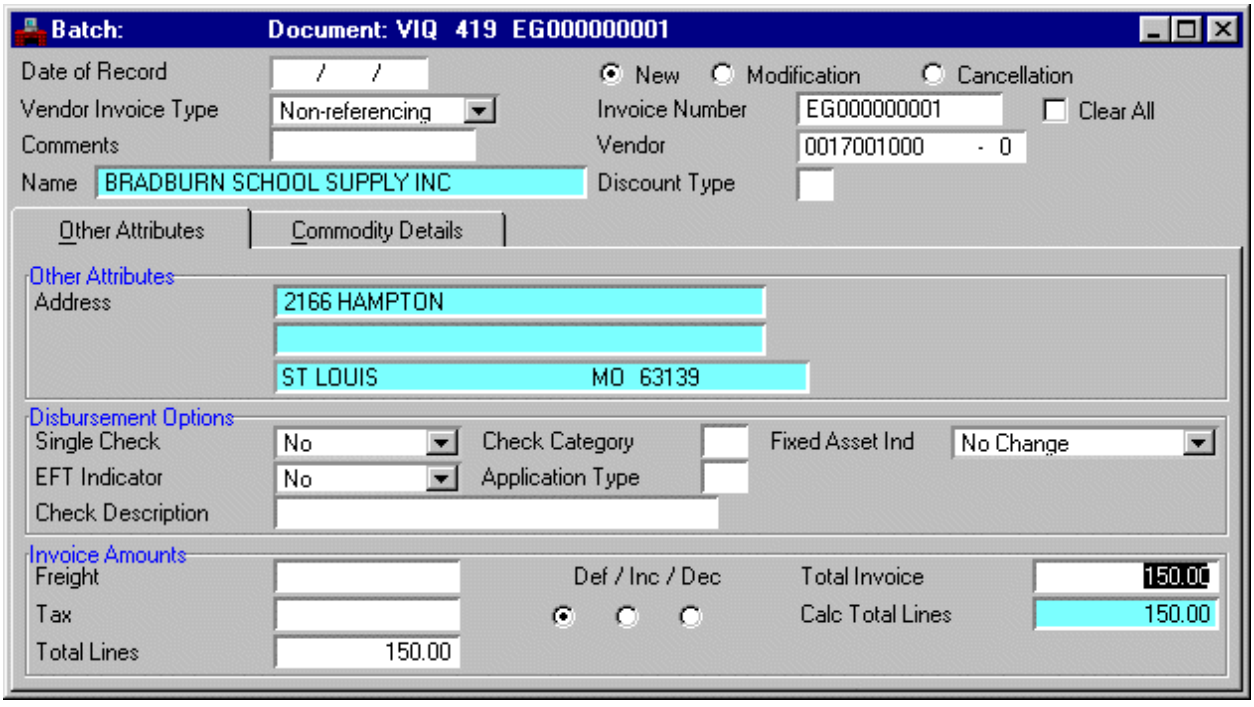
Commodity Line Number	3	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number. If the table was accessed by using the Navigator Go To, you need to enter the commodity line number.
Text		**Requires Input.** Enter the text you want to associate with the requisition commodity line. This text should provide further explanation of the item requested on the commodity line. This text may be inferred to a subsequent bid document or purchase order.

Quick Vendor Invoice (VIQ)

Purpose

The Quick Vendor Invoice (VIQ) document records information from a vendor's invoice.

VIQ Coding Instructions



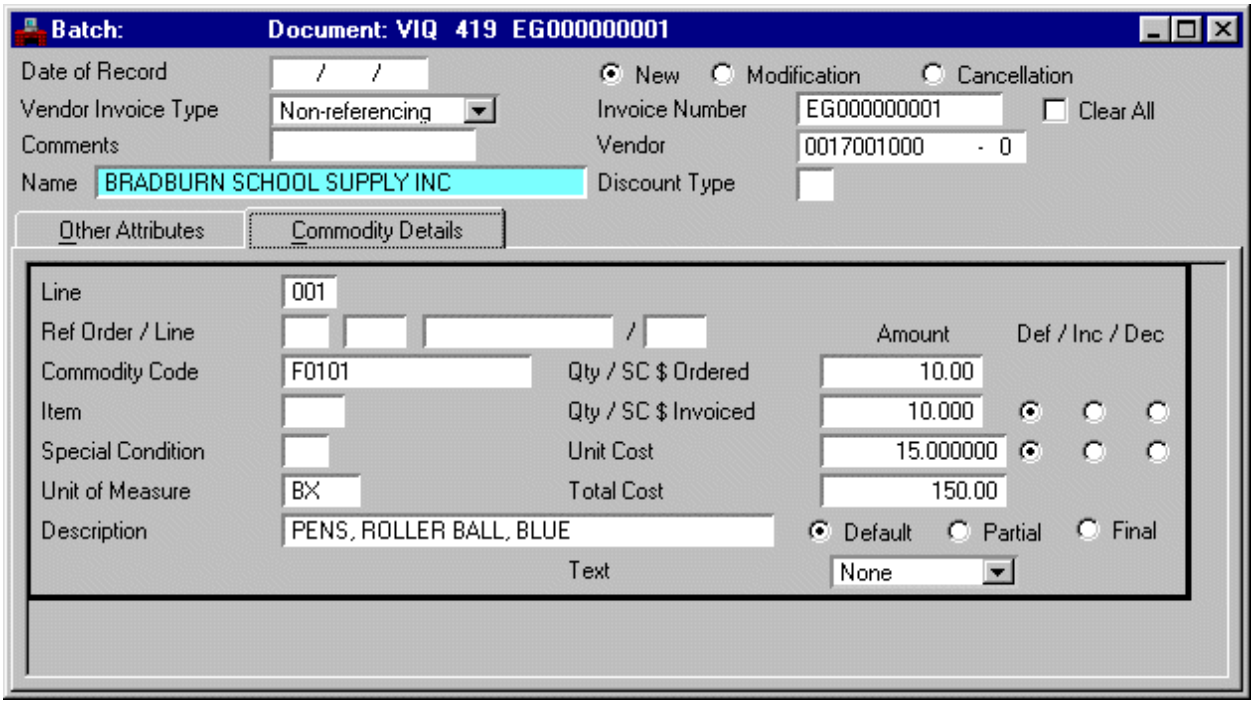
Field Name	Length	Definition
Date of Record	6	**Requires Input.** Enter the date (*mm/dd/yy*) used on the invoice from the vendor. If there is no date on the invoice, enter the current date.

New/Modification/ Cancellation	N/A	**Input Optional.** Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This VIQ modifies the original VIQ by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Commodity codes can only be changed by canceling the existing line and entering a new line with new codes and amounts. To cancel a line, decrease the quantity and dollar amount so the net is zero. All other codes cannot be changed. • **Cancellation** - This VIQ cancels the original VIQ. You cannot cancel a VIQ if it is referenced by a subsequent document.
Vendor Invoice Type	N/A	**Requires Input.** Select Referencing if the invoice references a prior purchase order or service contract. Select **Non-Referencing** if the invoice does not reference a prior purchase order or service contract. Select **No Entry** if you are modifying or canceling a VIQ.
Invoice Number	12	**Requires Input.** Enter the vendor's invoice number. In rare cases where a vendor's invoice number does not exist. The agency would assign an invoice number. The invoice number could be the date or some other unique code. If completing VIQ for an expense account, enter the first three characters of the month and the last two digits of the calendar year the expense account is for. If the VIQ is being modified or canceled, enter the invoice number of the original VIQ.
Clear All	N/A	**Input Optional.** If the quantity and dollar amount of the goods ordered on the purchase order agrees to the information on the vendor's invoice, and the goods have been received in good condition, select this button. The commodity line information on the **Commodity Details** tab will not have to be entered because this information is inferred from the purchase order.

		Do not select this button if the purchase order is partially invoiced, the goods were not received in good condition, or if the VIQ is **Non-Referencing** (VIQ does not reference a purchase order).
Comments	12	**Input Optional.** If there is a brief notation that needs to be associated with the vendor invoice, enter this information.
Vendor	11	**Requires Input**. Enter the vendor you want paid as a result of this document. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor codes using the vendor's name.
Name	N/A	**Display Only.** Defaults to the name of the vendor inferred from the Vendor (1 of 3) (VEN2) table.
Discount Type	1	**Input Optional.** If a prompt payment discount is offered on the vendor's invoice, enter a Discount Type code. Refer to Discount Type (DISC) table for valid codes. If a Discount Type code does not exist, contact OA/ACC and request that a new Discount Type code be established. Refer to Applying Prompt Payment Discounts procedures.
Address	N/A	**Display Only**. Defaults to the vendor's address inferred from the Vendor (1 of 3) (VEN2) table.
Single Check	N/A	**Input Optional.** Defaults to **Default [blank]**. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). Select **Yes [Y]** if you want a separate check printed specifically for this voucher. If **Default [blank]** is selected, the system adds this voucher's amounts together with other vouchers for the same vendor (by check category) to obtain a combined voucher check amount. On a modification transaction, select **No Change**.
Check Category	2	**Input Optional.** If the agency will pick up the check at OA/ACC, enter the appropriate Check Category code. Refer to Check Category (CCAT) table for valid codes. If left blank, this field defaults to direct check distribution to the vendor by

		the State Treasurer's Office (STO). Also, leave blank if an Electronic Funds Transfer (EFT) will be generated instead of a check.
Fixed Asset Ind	N/A	**Input Optional.** • **Create One Shell** - The system will create one Fixed Asset Acquisition (FA) document for each line on this VIQ once the corresponding payment voucher document is accepted by the system. • **Create Multiple Shells** - The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in the **Quantity / SC $ Ordered** field for each line on this VIQ once the corresponding payment voucher document is accepted by the system. • **No Change** - The system will not create any Fixed Asset Acquisition (FA) documents. See Fixed Assets Policy & Procedures for established guidelines.
EFT Indicator	N/A	**Input Optional**. Defaults to Default [blank]. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). A vendor is eligible for Electronic Funds Transfer (EFT) when EFT status on Vendor (VEN4) is Active [A]. Valid selections are : **Default [blank], No Change [blank], Yes [Y],** or **No [N]**.
Application Type	2	**Input Optional.** If EFT field is No, this field will be blank. If EFT field is Yes, the application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See for Electronic Funds Transfer Type (EFTA) valid values.
Check Description	27	**Input Optional.** If there is necessary descriptive information associated with the VIQ, enter this information. If entered, this description is inferred to the payment voucher created when the Automated Payment Vouchers process (EPPV) is run. This information is **not** printed on the check.

	14	**Not Applicable.** Do not enter data into this field.
Tax	14	**Not Applicable.** Do not enter data into this field.
Total Lines	10	**Requires Input.** Enter the sum of the total dollar amount for all the commodity lines on the VIQ. If the VIQ is being modified, enter the dollar amount to be decreased or increased from the original VIQ, even if the amount is "0". The **Def / Inc / Dec** button needs to be set to **Dec** if the total new amount decreases the amount in the **Total Lines** field of the original VIQ. Otherwise this button defaults to the assumption that either there is no change or the dollar amount increases the dollar amount of the original VIQ.
Def / Inc / Dec	N/A	**Input Optional**. If the VIQ is being modified and the total new dollar amount decreases from the original VIQ, select **Dec**. If left blank, this button defaults to the assumption that either there is no change or the dollar amount increases the dollar amount of the original VIQ and in either of these cases, no entry is required.
Total Invoice	12	**Requires Input.** Enter the sum of the total dollar amount for all the commodity lines on the VIQ. If the VIQ is being modified to change the dollar amount, enter the new total dollar amount**.** The total dollar amount is the net dollar amount of the original VIQ and modified VIQ.
Calc Total Lines	N/A	**Display Only.** Defaults to the total amount of all commodity lines on the VIQ.



Field Name	Length	Definition
Line	3	**Requires Input**. Enter a three-digit number for each line on the document. Numbers from **001** to **999** are valid values.
Ref Order/Line	19	**Input Optional.** If the invoice references a prior purchase order, enter the purchase order's unique transaction code, document number, and the line number of the referenced commodity line. If the **Clear All** checkbox has been checked on the VIQ, do not enter a line number.
Commodity Code	14	**Input Optional.** If the **Clear All** checkbox has been checked on the VIQ, do not enter a Commodity code. If the **Clear All** checkbox has not been checked, enter the Commodity code that identifies the goods or services ordered. Refer to Commodity Index (COMM) table, Commodity by Description Inquiry (CODX) table, and Commodity (COMT) for valid codes. If the VIQ is being modified, enter the same Commodity code used on the commodity line of the original VIQ. *Note:* If the **Clear All** checkbox was selected on the original VIQ, the Commodity code does not need to be entered.

Item	3	**Input Optional.** If the Inventory Control Subsystem (ICS) is installed at your agency location and the commodity is a warehouse item, enter an item code. Refer to Inventory (3 of 3) (INV3) table for valid codes.
Special Condition	2	**Input Optional.** If a special condition is associated with the receipt of goods for this line, enter a Condition code to specify this condition. Refer to Condition (COND) table for valid codes.
Unit of Measure	4	**Input Optional.** If there is a unit of measure (box, each, dozen, etc.) for the goods invoiced, enter the Unit of Measure code. Refer to Unit of Measure (UNIT) table for valid codes. Do not enter a Unit of Measure if a service contract has been referenced or if an existing line of the VIQ is being modified.
Description	30	**Not Applicable.** Do not enter data into this field. This field defaults to the description of the Commodity code. If a more specific description of this code is needed, use the **Text** field.
Qty / SC $ Ordered	4	**Input Optional.** If a purchase order is referenced, enter the quantity of goods that was ordered on the purchase order. If a service contract is referenced, enter the dollar amount of the service contract. If the **Fixed Asset Indicator** is **Create Multiple Shells [Q]**, this field represents the number of Fixed Asset Acquisition (FA) documents created for this accounting line when a payment voucher is created.
Qty / SC $ Invoiced	12	**Input Required.** Enter the quantity of goods or the dollar amount of the services being invoiced for this commodity line. A whole number defaults to three decimal places. Maximum amount allowed is **9999999.999**. If the VIQ is being modified to change the quantity or dollar amount, enter the quantity/dollar amount to be increased or decreased. The **Def / Inc / Dec** button needs to be set to **Dec** if the quantity/dollar amount is decreasing. Otherwise, this button defaults to the assumption that there is no change or the quantity/dollar amount increases the quantity/dollar amount of the original VIQ.

Def / Inc / Dec	N/A	**Input Optional.** If the VIQ is being modified to decrease the quantity/dollar amount, select **Dec**. If left blank, this button defaults to the assumption that either there is no change or the quantity/dollar amount increases the quantity/dollar amount of the original VIQ.
Unit Cost	14	**Input Optional.** If goods were invoiced, enter the cost per unit of these goods. A whole number defaults to six decimal places. Do not enter a cost if a service contract is referenced. If the VIQ is being modified to change the cost per unit, enter the cost to be increased or decreased.
Def / Inc / Dec	N/A	**Input Optional.** If the VIQ is being modified to decrease the cost per unit of invoiced goods, select **Dec**. If left blank, this button defaults to the assumption that either there is no change or the cost increases the cost of the original VIQ, and in either of these cases, no entry is required.
Total Cost	N/A	**Display Only.** Defaults to the total cost of this commodity line, which is calculated by multiplying unit cost by quantity. If the VIQ is being modified, the total cost displayed is the total amount increased or decreased for this commodity line.
Default / Partial / Final	N/A	**Input Optional.** If a purchase order or service contract is referenced and the maximum quantity has been received or invoiced, select **Final**. Otherwise, the following error message will occur: **S070E QTY AT MAX FOR PARTIAL**. If left blank, this button defaults to the assumption that a partial quantity has been invoiced. If the **Clear All** checkbox has been checked, do not set the **Default / Partial / Final** button.
FA Type	1	**Conditional.** This field is required for a Fixed Asset object. Enter the Fixed Asset Type. These values are user-defined values on Fixed Asset Type (FATP).
Text	N/A	**Input Optional.** If there was additional text associated with the purchase order, service contract, or commodity that needs to be leafed to this VIQ, select one of the following:

- To reference additional text associated with the commodity, select Standard and click the Additional Description tab, which will prompt the Vendor Invoice Text (VITX) table. Browse the table to populate it with commodity information from the Standard Specification (STDS) table.
- To reference additional text associated with the purchase order or service contract, select **Reference** and click the **Additional Description** tab, which will prompt the Vendor Invoice Text (VITX) table. Browse the table to populate it with purchasing information from the Purchasing Text (PTEX) table.
- If there is a need to add additional text associated with the VIQ, select **Custom** and click the **Additional Description** tab, which will prompt the Vendor Invoice Text (VITX) table. Add text associated with the VIQ. Execute **Modify** and select **Add.**

If the VIQ is being modified, and there is no change to the text selected on the original VIQ, select **No Change**.

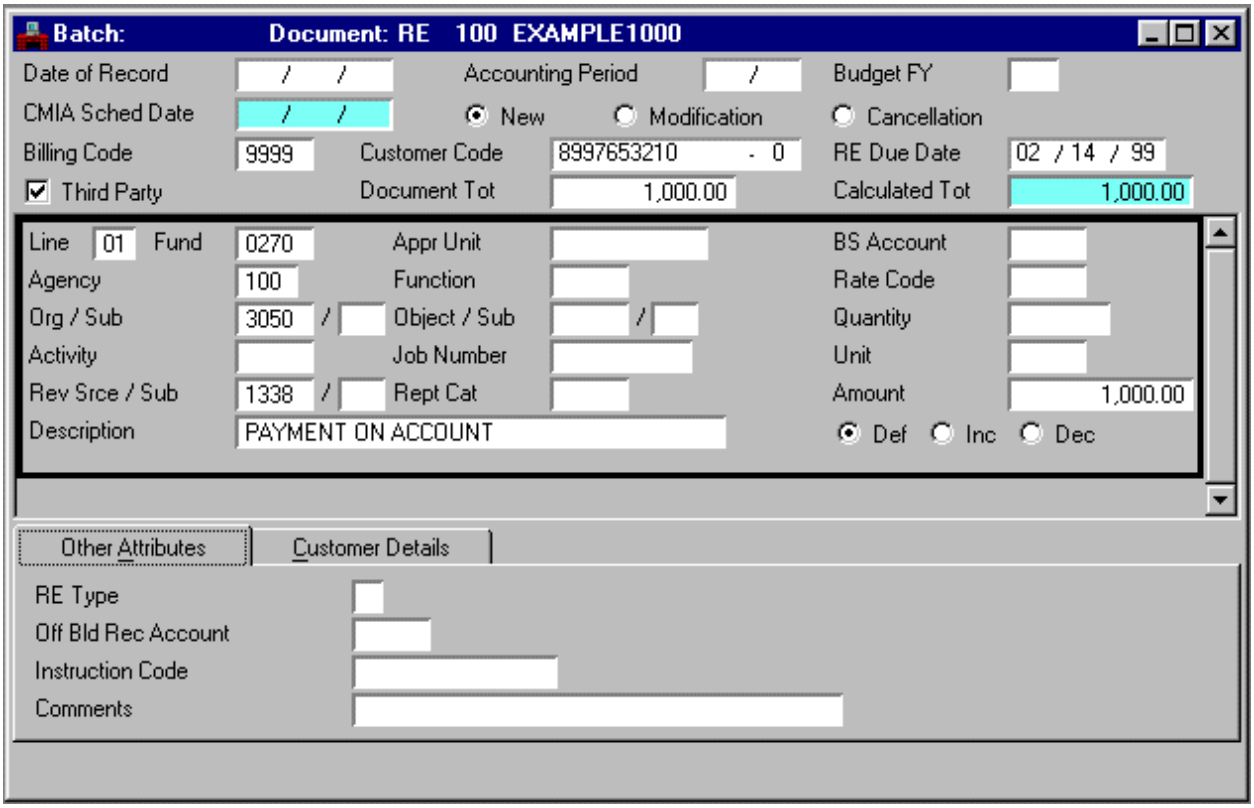
R

Receivable (RE)

The RE is used to record Receivables due to the State of Missouri and to create invoices and/or statements for billing purposes.

To determine when a receivable should be recognized, refer to the Advanced Receivable Functional Area Overview in this manual.

RE Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document. After the document has processed, the Date of Record can be displayed using the Open Receivables Header Inquiry (OREH) table.
Accounting Period	4	**Input Optional.** Defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2	**Input Optional.** Defaults to the current fiscal year.
CMIA Sched Date	6	**Display Only.** The date shown represents when the document should be processed according to the CMIA drawdown schedule. This field is only used for documents generated by the CMIA Drawdown Generation Process (CMDG).

New/Modification/Cancellation	1	**Input Optional.** Defaults to **New**. Valid selections are: • **New**-This is a new document (new entry). • **Modification** This RE modifies a previous RE by allowing you to add lines or increase the quantity and/or dollar amounts of existing lines. Accounting codes can only be changed by canceling the existing line's codes and entering a new line with new codes (a line is canceled by decreasing the line amounts to zero). Note: A Receivable Credit Memo (RM) must be used to decrease the receivable total. • **Cancellation** Procedurally, a RE cannot be deleted by choosing this radio button. A Receivable Credit Memo (RM) reducing the receivable amount to zero must be used. If this radio button is selected in error, the document will route to OA/ACC for review.
Billing Code	4	**Input Optional.** Requires input unless the RE is generated by the Project Billing, Job Cost, or Grants Subsystems. Enter the code that identifies the appropriate billing profile for invoice or statement generation. Refer to the Billing Profile (BPRO) table for valid values.
Customer Code	11	**Requires Input.** Enter the customer code assigned to the customer who is being billed. Refer to the Customer Information (1 of 2) (CUST) table for valid values.
RE Due Date	6	**Input Optional.** The date on which the payment is due. Requires input if the assigned Billing Code specifies invoice processing. If blank and the **Billing Code** specifies invoices, it

		defaults to: **Receivable Date** + **Receivable Due Date Lag** (from Billing Profile (BPRO) or Revenue Options (ROPT)). If blank and **Billing Code** specifies statements or both invoices and statements, it defaults to: **Next statement date** + **Receivable Due Date Lag** (from Billing Profile (BPRO) or Revenue Options (ROPT). **Note:** The statewide setting for the **Receivable Due Date Lag** will be set at 10 days on the Revenue Options (ROPT) table. Agencies may override this value by setting a different value on the Billing Profile (BPRO) table. **Note:** This field is designated as requires **input** for paper agencies.
Third Party	1	**Input Optional.** Default is blank. If selected, the invoice generated is sent to the third party specified on the Customer Information (1 of 2) (CUST) table for the entered customer. The name and address are inferred from the Third Party Billing (TPAR) table rather than the CUST table.
Document Tot	14.2	**Requires Input.** Enter the sum of all lines for this document.
Calculated Tot	14.2	**Display Only.** The sum of all lines for this document is computed by the system. When calculated, it must equal the amount entered in the **Document Tot** field.
Line	2	**Requires Input.** Enter a two-digit number for each line on the document. Numbers from **01** to **99** are valid values.

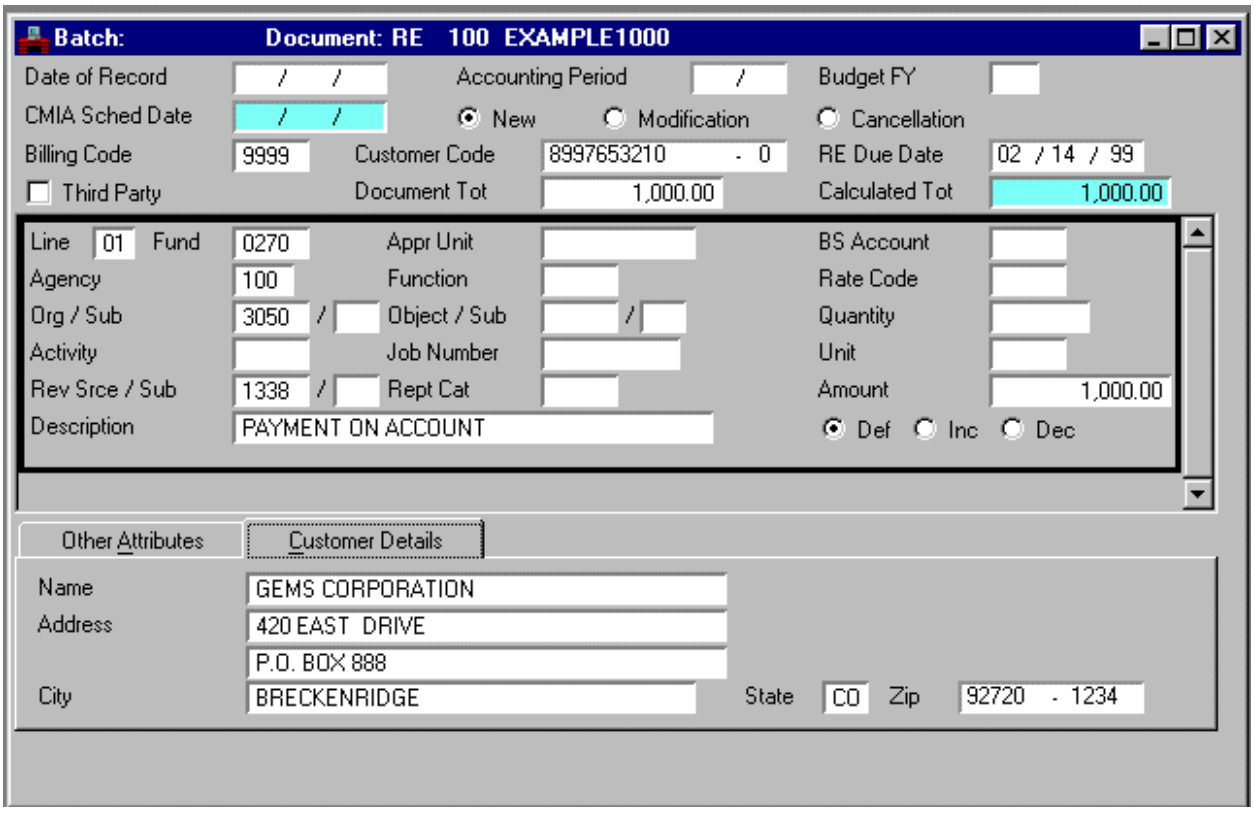
Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to the Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to the Agency Index (AGCY) table and the Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to the Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** If the control option on the Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to the Sub-Organization (SORG) for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to the Activity Index (ACTV) for valid codes.
Revenue Source (Rev Srce/Sub)	4	**Requires Input.** Enter the code for the appropriate Revenue Source. Refer to the Revenue Source Index (RSRC) for valid codes. Federal billings associated with the Project Billing, Job Cost or Federal Aid Management Subsystems must use a revenue source code designated as a "Federal" revenue code. Interagency billings must use a revenue source code designated as "Internal" revenue code. If a revenue source is entered here, a BS account cannot be used on this receivable.

Sub-Revenue Source (Rev Srce/Sub)	2	**Input Optional.** Enter the code for the appropriate Sub-Revenue Source. Refer to the Sub-Revenue (SREV) table for valid codes.
Appr Unit	9	**Not Applicable.** Do not enter data into this field. If a value is entered in this field, the document will route to OA/ACC for review.
Function	4	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Object/Sub)	4	**Not Applicable.** Do not enter data into this field. If a value is entered in this field, the document will route to OA/ACC for review.
Sub-Object (Object/Sub)	2	**Not Applicable.** Do not enter data into this field. If a value is entered in this field, the document will route to OA/ACC for review.
Job Number	8	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. If a Job Number is being entered, the first digit of this number must be the agency identifier. If a Project Number is being entered, adhere to the numbering schemes for your agency. Refer to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the Project Number to OA, Design and Construction (D&C). Refer to the Job Index (JOBT) table for valid codes.
Rept Category	4	**Input Optional.** If this document records a receivable related to a grant, enter the appropriate Report Category code. Refer to the Reporting Category (RPTG) table and the Federal Aid Budget Inquiry (FBLT) table.
BS Account	4	**Input Optional.** If a receivable is established to collect deferred revenue, then a balance sheet

		account should be enter. Otherwise, do not enter data in this field. Refer to the Balance Sheet Account Index (BACC) table or the Balance Sheet Account (BAC2) table for valid codes. If a balance sheet account is entered here, a revenue source code cannot be used on this receivable. If a value is entered in this field, the RE document will route to OA/ACC for review.
Rate Code	4	**Input Optional.** Required if **Amount** field is blank. Enter the code that corresponds to the billing rate per unit of measure. See Billing Rate (BRTE) for valid codes.
Quantity	7	**Input Optional.** Required if **Rate Code** field is completed. Enter the number of units purchased by the customer.
Unit	4	**Input Optional.** Required if **Rate Code** field is completed, otherwise do not enter data in this field. If **Rate Code** is entered, this field is inferred from the Billing Rate (BRTE). Valid values for this field can be found on the Unit (UNIT) table.
Amount	14.2	**Input Optional.** Required if either **Rate Code** or **Unit** fields are left blank. This is the dollar amount of the billed item(s) described on the line. You can enter this manually, or let the system compute it as follows: Billing Rate (based on **Rate Code**) X **Quantity**. If this is a modification of a previous line, enter the amount of the increase or decrease here.
Def/Inc/Dec	1	**Input Optional.** Defaults to **Default (Def)** which will process an increase to the receivable line. On an original entry RE, the increase and decrease buttons can be activated on the various lines. On a modification of a RE, only the Increase radio button can be activated. *Note:* A decrease or cancellation to an accepted

		RE document must be done on a Receivable Credit Memo (RM) document.
Description	30	**Input Optional.** Enter any additional information about a line here. The information entered here will be printed on the invoice.
RE Type	1	**Input Optional.** Enter the type of receivable document. The following are valid values. Default is blank. This is the appropriate setting for a *detailed receivable*. **S** The receivable is a *summary receivable* and not for billing to customers. **I** Receivable contain only *interest lines*. All lines must contain the interest revenue source from Revenue Options (ROPT). (Modifying receivables only.) **L** Receivable contains only *late fee lines*. All lines must contain the late fee revenue source from Revenue Options (ROPT). (Modifying receivables only.) The *interest* and *late fee* values are used only when modifying an original RE to manually post interest and late charges. These values cannot be entered in the **RE Type field** on an original entry RE document. Entering an **S** for summary receivable can only be done with the approval of OA/ACC. Refer to the External Receivables-Establishing a Summary Receivable for more information.

Off Bld Rec Account	4	**Not Applicable**. Do not enter data into this field. If a value is entered in this field, the document will route to OA/ACC for review.
Instruction Code	12	**Input Optional.** Defaults to blank, indicating no special instructions should be printed on the invoice. Enter the code used to specify that special instructions are printed on an invoice. To print special instructions on statements, do not use this field; it defaults from the Billing Profile (BPRO) table when the statement is generated.
Comments	30	**Input Optional.** Enter a description of the document. Comments are used as transaction descriptions on customer statements.



Field Name	Length	Definition
Name	30	**Input Optional.** If the customer code represents a miscellaneous customer, the **Name** field should be completed. If the customer code represents an external customer,

		the **Name** field is inferred from the Customer Information (1 of 2) (CUST) table.
Address, City, State, Zip	60	**Input Optional.** If the customer code represents a miscellaneous customer, the **Address** field should be completed. This field should be completed in the format recommended by the U.S. Post Office (USPS) in Publication 28, *Postal Addressing Standards*. If the customer code represents an external customer, the **Address** field is inferred from the Customer Information (1 of 2) (CUST) table.
Address, **City**, State, Zip	28	**Input Optional.** If the customer code represents a miscellaneous customer, the **City** field should be completed. This field should be completed in the format recommended by the U.S. Post Office (USPS) in Publication 28, *Postal Addressing Standards*. If the customer code represents an external customer, the **City** field is inferred from the Customer Information (1 of 2) (CUST) table.
Address, City, **State**, Zip	2	**Input Optional.** If the customer code represents a miscellaneous customer, the **State** field should be completed. This field should be completed in the format recommended by the U.S. Post Office (USPS) in Publication 28, *Postal Addressing Standards*. If the customer code represents an external customer, the **State** field is inferred from the Customer Information (1 of 2) (CUST) table.
Address, City, State, **Zip**	9	**Input Optional.** If the customer code represents a miscellaneous customer, the **Zip** field should be completed. This field should be completed in the format recommended by the U.S. Post Office (USPS) in Publication 28, *Postal Addressing Standards*. If the customer code represents an external customer, the **Zip** field is inferred from the Customer Information (1 of 2) (CUST) table.

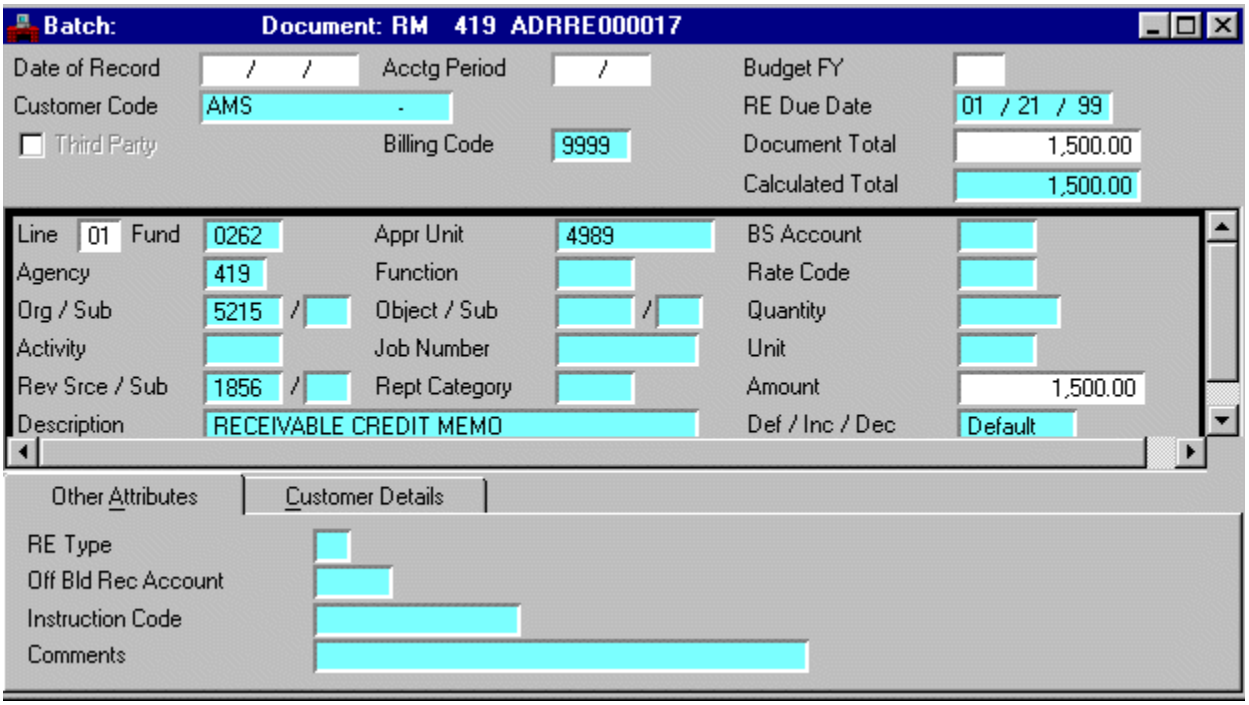
Receivable Credit Memo (RM)

Purpose

The Receivable Credit Memo (RM) document decreases or cancels a Receivable (RE) document. The **Document ID** of the Receivable Credit Memo (RM) must match

the **Document ID** of the Receivable (RE) you are referencing in order for the system to correctly infer the accounting data in the protected fields.

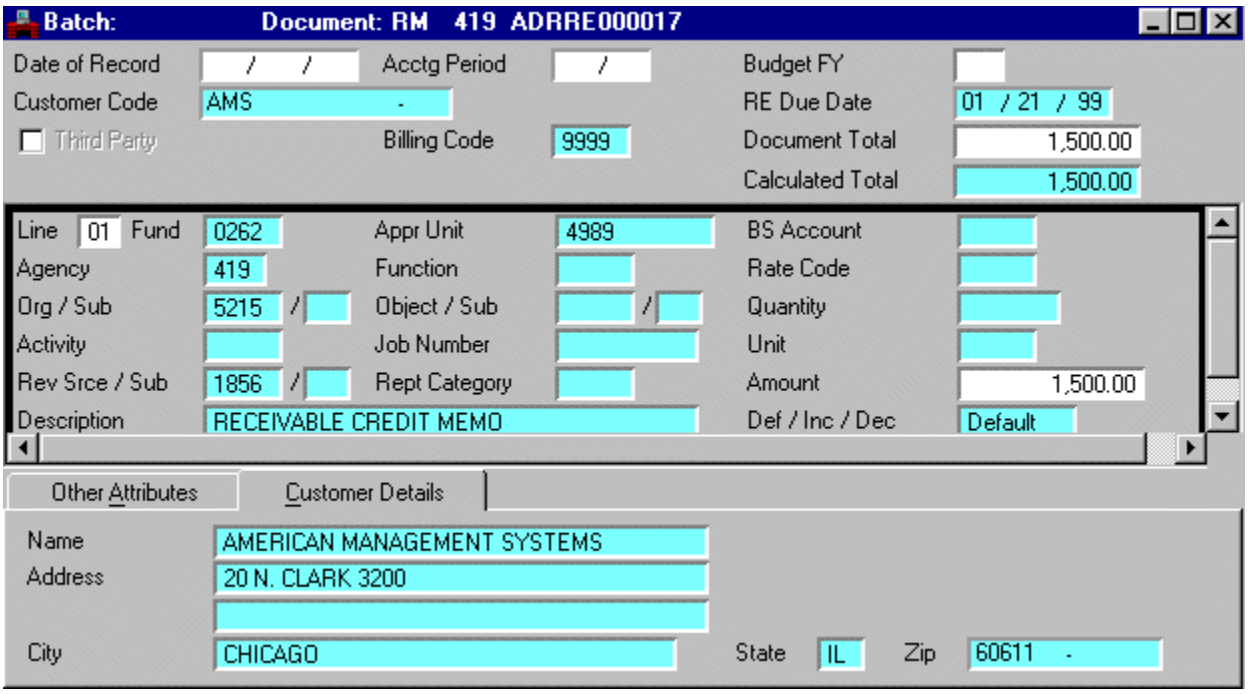
RM Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Not Applicable.** Do not enter data into this field.
Budget FY	2	**Not Applicable.** Do not enter data into this field.
Customer Code	11	**Display Only.** Defaults to the Customer Code, inferred from the original Receivable (RE).
RE Due Date	6	**Display Only.** Defaults to the date when payment for the receivable is due, inferred from the original Receivable (RE) document.
Third Party	11	**Display Only.** Defaults to blank. Selection on original Receivable (RE) document infers a third party's billed.

Billing Code	4	**Display Only**. Defaults to the billing code that identifies the billing profile for invoice or statement generation inferred from the original Receivable (RE) document.
Document Total	14.2	**Requires Input**. Enter the sum of all lines for this document.
Calculated Total	14.2	**Display Only.** Defaults to the system computed total of the line amounts. When calculated, it must equal the amount entered in the **Document Total** field.
Line	2	**Requires Input**. Enter the line number of the original Receivable (RE) line that you want to modify.
Fund	4	**Display Only**. Defaults to the fund code, for which revenue was earned, inferred from the original Receivable (RE).
Agency	3	**Display Only**. Defaults to the agency, for which the revenue was earned, inferred from the original Receivable (RE) line.
Org/Sub	4	**Display Only**. Defaults to the organization and sub-organization, for which the revenue was earned, inferred from the original Receivable (RE) line.
Activity	2	**Display Only**. Defaults to the activity, for which the revenue was earned, inferred from the original Receivable (RE) line.
Rev Srce/Sub	6	**Display Only.** Defaults to the revenue source and sub-revenue source, for which the revenue was earned, inferred from the original Receivable (RE) line.
Description	30	**Display Only**. Defaults to the description associated with this line, inferred from the original Receivable (RE).
Appr Unit	9	**Not Applicable**. Do not enter data into this field.
Function	4	**Display Only**. Defaults to the function associated with this line, inferred from the original Receivable (RE) line
Object/Sub	6	**Not Applicable**. Do not enter data into this field.
Job Number	8	**Display Only**. Defaults to the job number associated with this line, inferred from the original Receivable (RE) line.

Rept Category	4	**Display Only.** Defaults to the reporting category associated with this line, inferred from the original Receivable (RE) line.
BS Account	4	**Display Only**. Defaults to the balance sheet account associated with this line, inferred from the original Receivable (RE) line.
Rate Code	4	**Display Only**. Defaults to the code used to define the billing rate per unit of measure, inferred from the original Receivable (RE) document.
Quantity	7	**Display Only.** Defaults to the number of units purchased by the customer, inferred from the original Receivable (RE) document.
Unit	4	**Display Only**. Defaults to the unit of measure of the goods purchased by the customer, inferred from the original Receivable (RE) document.
Amount	14.2	**Required Input**. Enter the dollar amount of the decrease to the original Receivable (RE) line. The decimal point is optional, but you must enter two decimal places for cents.
Def/Inc/Dec	1	**Input Optional.** Defaults to **Default [blank]**. Receivable will be decreased.
RE Type	1	**Display Only.** Defaults to **blank.** A value of **S** (summary) indicates a receivable is a summary receivable and not for billing to customers, inferred from the original Receivable (RE) document.
Off Bld Rec Account	4	**Display Only**. Defaults to the balance sheet account used to record the offset entry, inferred from the original Receivable (RE) document.
Instruction Code	12	**Display Only**. Defaults to the instruction code used to specify that the document needs special instructions printed on an invoice, inferred from the original Receivable (RE) document.
Comments	30	**Display Only.** Defaults to description of the document, inferred from the original Receivable (RE) document.



Field Name	Length	Definition
Name	30	**Display Only**. Defaults to the corresponding customer name, inferred from the original Receivable (RE) document.
Address, City, State, Zip	69	**Display Only.** Defaults to the customer address and zip code information inferred from original Receivable (RE) document.

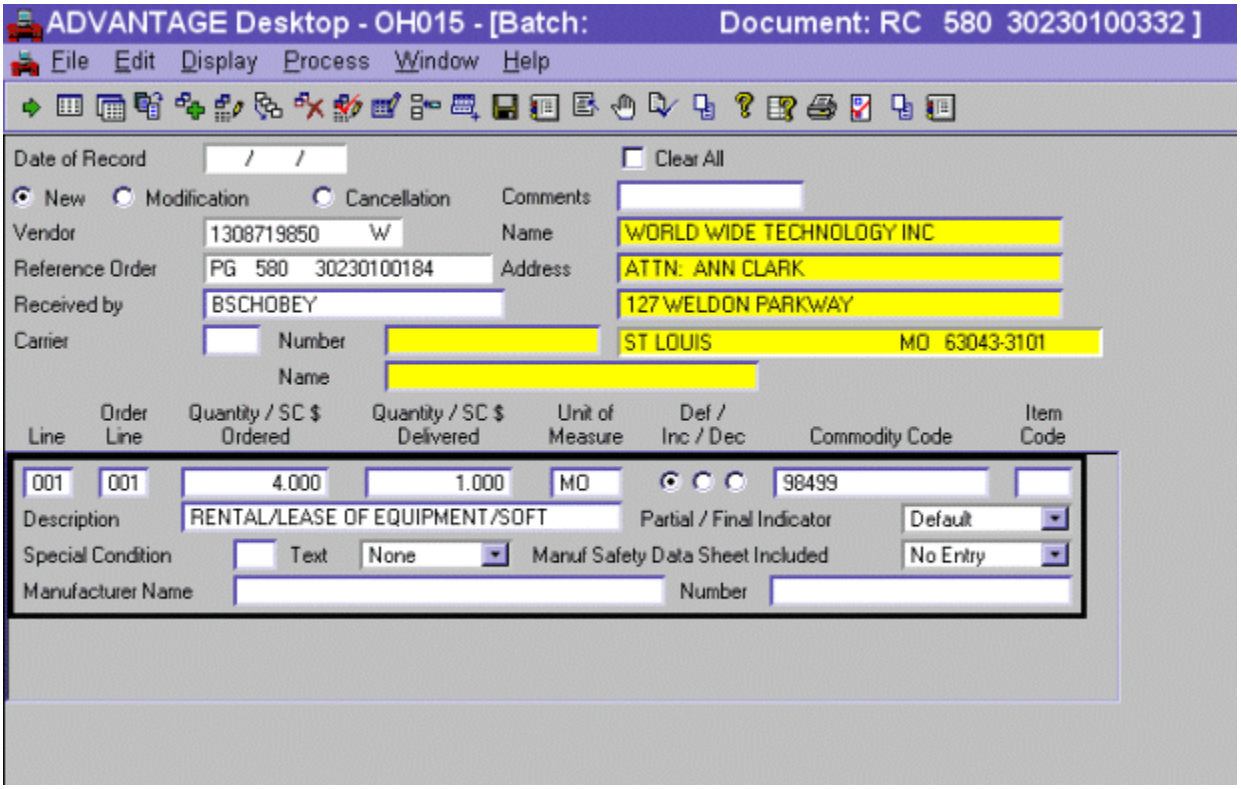
Receiver (RC)

Purpose

Receiver (RC) documents are used to record the receipt of supplies referenced against a specific purchase order document which has been accepted into the SAM II System. RC documents may be used as part of the Three-Way Match process.

Refer to procedures for Establishing a Receiver (RC) Document, Modifying a Receiver (RC) Document, and Canceling a Receiver (RC) Document.

RC Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Input Optional**. You should enter the actual receipt date of the supplies. If left blank, nothing appears in this field. However, on the Open Receiver Header Inquiry (ORCH) table the date will default to the date the system accepts the document.
Clear All	N/A	**Input Optional**. If the supplies ordered meet the following requirements, you may select the Clear All box. 1. All of the supplies have been received, in good condition, and in the exact quantity ordered. 2. None of the supplies require the Manufacturer Safety Data Sheet (MSDS). 3. Additional text is not being associated with this transaction through the Text field.

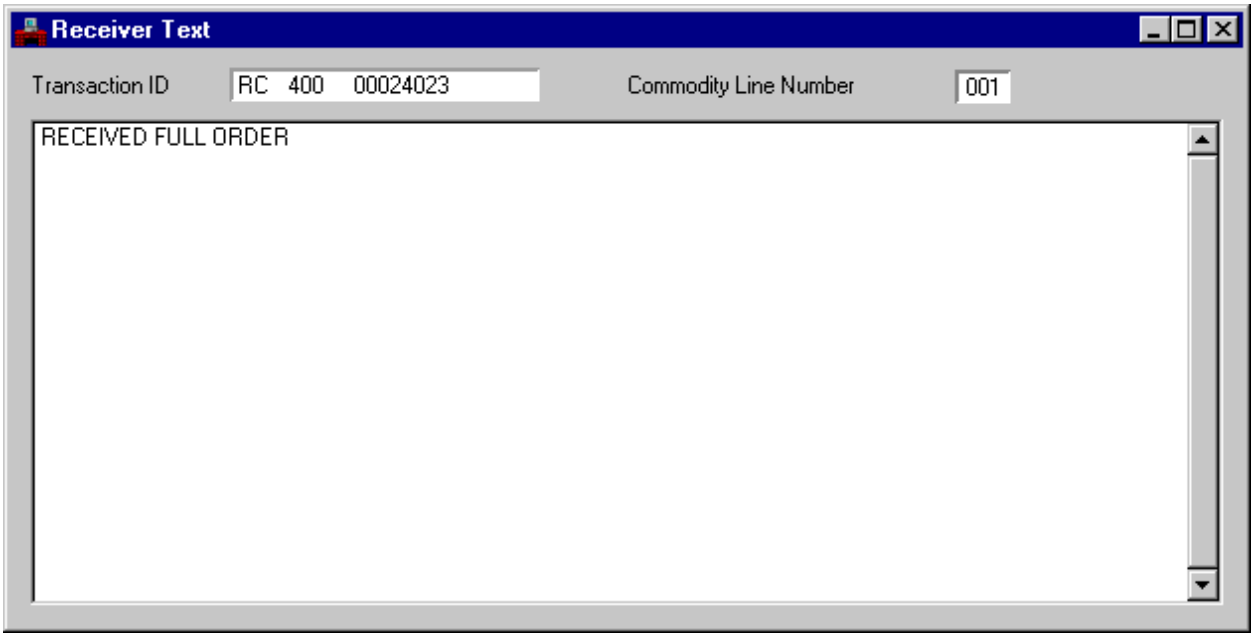
		NOTE: If processing a modification to the RC, Clear All may not be selected.
New/Modification/Cancellation	N/A	**Input Optional**. Defaults to **New**. Valid selections are: • **New –** This is a new document (new entry). • **Modification -** This action modifies the original RC by allowing you to add lines to a previous transaction, change the amounts of existing lines, cancel a line (decrease a line amount to zero), or change a line's setting from Final to Partial. Refer to Modifying a Receiver (RC) Document Procedures. • **Cancellation -** This action cancels the original RC. You cannot cancel an RC if it has been referenced by another document. Refer to Canceling a Receiver (RC) Document Procedures.
Comments	12	**Input Optional**. If you wish to make a notation associated with this Receiver (RC), enter such comment.
Vendor	11	**Requires Input**. Enter the vendor code from the purchase order.
Name	30	**Display Only**. Displays the name of the vendor inferred from the Vendor (1 of 3) (VEN2) table based on the vendor code entered.
Reference Order	16	**Requires Input**. Enter the transaction code that identifies the order against which the supplies are received.

Address	30 x 3	**Display Only**. Displays the address of the vendor inferred from the Vendor (1 of 3) (VEN2) table based on the vendor code entered.
Received by	20	**Requires Input**. Enter the name of the person who accepted delivery.
Carrier	N/A	**Not Applicable**. The State of Missouri will not use this field.
Number	N/A	**Not Applicable**. The State of Missouri will not use this field.
Name	N/A	**Not Applicable**. The State of Missouri will not use this field.
Line	3	**Input Optional**. If the Clear All box was checked, leave this field blank. If the Clear All box was left blank, you must enter an RC document line number starting with 001.
Order Line	3	**Input Optional**. If the Clear All box was checked, leave this field blank. If the Clear All box was left blank, enter the applicable commodity line of the referenced order document.
Quantity/SC $ Ordered	12	**Display Only**. Displays either the quantity ordered minus the quantity already received to date or the dollar amount of the services ordered minus the services received to date.
Quantity/SC $ Delivered	12	**Input Optional**. If the Clear All box was checked, leave this field blank. If the Clear All box was left blank, enter the quantity of supplies received or the dollar amount of the services received for this commodity line. A whole number defaults to three decimal places. Maximum quantity allowed is 99999999.999.
Unit of Measure	4	**Display Only**. If you are referencing a SC, SCS, or PCT, this field will be blank. If you are referencing a PDQ, PCQ, or PGQ, this field will display the unit of

		measure from the referenced order document commodity line. Refer to Unit of Measure (UNIT) for definitions of codes.
Def/Inc/Dec	N/A	**Input Optional**. If establishing an RC, the **Def**ault radio button should be selected. If modifying the Quantity/SC $ Delivered field, select **Inc**rease or **Dec**rease.
Commodity Code	14	**Display Only**. Displays the code entered on the referenced order commodity line. Refer to Commodity (COMT) table for code definitions.
Item Code	3	**Input Optional**. If your agency uses the Inventory Control Subsystem (ICS), you may enter any user-defined Item code to identify the item ordered. Refer to Inventory (3 of 3) (INV3) table for valid codes.
Description	30	**Display Only**. Displays the description of the commodity code for this commodity line. Do not change this description.
Partial/Final Indicator	N/A	**Input Optional**. If the Clear All box was checked, **Default** should be selected. If the Clear All box was not checked, select **Partial** or **Final**. **Partial** should be selected when receipt of supplies for this commodity line is less than amount ordered and balance of order is expected. **Final** should be selected when receipt of supplies for this commodity line is equal to the amount ordered or when an undershipment or overshipment has been accepted and the order line is considered closed.
Special Condition	2	**Input Optional**. If any special conditions (i.e., damage, undershipment, overshipment, etc.) are associated with the receipt of supplies for this line, enter a special condition code. Refer to Condition (COND) table for valid codes.

		Input Optional. Defaults to **None**. If you want to associate additional text with this transaction, select the appropriate text: **Standard** - The text entered on Standard Specification (STDS) for this commodity is used. To add additional text to the **Standard Specifications, Edit: Additional Description** must be selected and the text must be typed on the Receiver Text (RCTX) table. **Custom -** To enter customized text, **Edit: Additional Description** must be selected and the text must be typed on the Receiver Text (RCTX) table.
Text	N/A	**Reference -** The text entered on the Purchasing Text (PTEX) table for the referenced order is used. To enter additional text, **Edit: Additional Description** must be selected and the text must be typed on the Receiver Text (RCTX) table. **No Change** - Select this option, if you are modifying the RC document and no changes are being made to the text of the original RC. If you wish to populate the standard or reference text on the PTEX table so that you can edit it, complete and do a Process: Edit to the RC document. The standard or reference text will then appear on the PTEX table. Edit the text as desired. Do a Modify: Change. Close the table, and then Process: Edit the document again.
Manuf Safety Data Sheet Included	N/A	**Input Optional**. If the commodity for this line requires a Materials Safety Data Sheet (MSDS), select **Yes** or **No** to indicate if the MSDS was received. If the commodity for this line does not require an MSDS, **No Entry** should be

		selected. Refer to Commodity (COMT) table to determine if the commodity requires a MSDS. Note: If any of the lines included in the order require an MSDS, the Clear All box may not be selected unless all lines that require an MSDS have been finalized first.
Manufacturer Name	N/A	**Not Applicable**. The State of Missouri will not use this field.
Number	N/A	**Not Applicable**. The State of Missouri will not use this field.



Additional Description - Receiver Text (RCTX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.
MODIFY: CHANGE Use this function for any changes made to the record. Insert additional

text or delete text from the screen. Then process a MODIFY: CHANGE action.
MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Trans ID	16	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the Receiver document number. If the table was accessed by using the Navigator Go To, you need to enter the Receiver document number.
Commodity Line Number	3	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number. If the table was accessed by using the Navigator Go To, you need to enter the commodity line number.
Text		**Requires Input**. Enter comments associated with the Receiver commodity line. This text can be used to describe the condition of the goods received, etc.

Receiver Text (RCTX)

Purpose

The Receiver Text (RCTX) table stores text that is associated with Receiver (RC) documents.

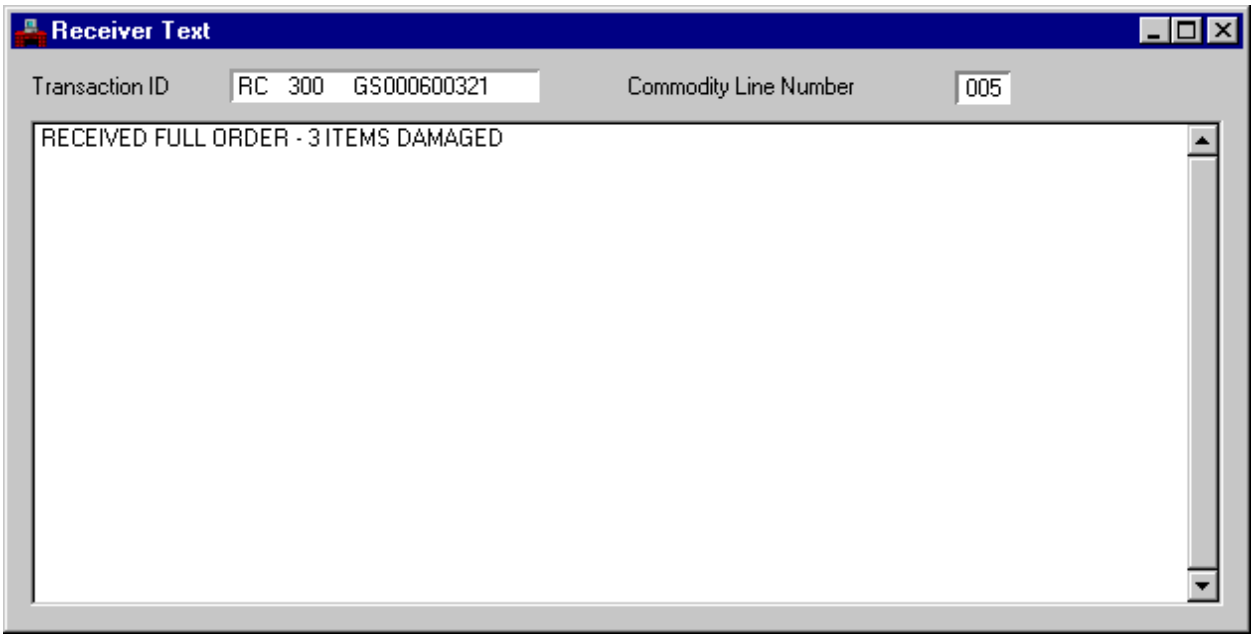
This table can be accessed through the "Additional Description" function of the Receiver (RC) document.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.
MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.
MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

RCTX Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID number corresponding to the receiver document to which you desire to add text or about which you have an inquiry. The valid transaction type is **RC**.
Commodity Line Number	3	**Input Optional**. Typically defaults to **001**. If text being entered is associated with a different Commodity Line Number, enter that Commodity Line Number.
Text		**Requires Input.** You may enter informational text pertaining to the goods received.

Recurring Payment Voucher (REPV)

Purpose

Recurring Payment Voucher (REPV) provides information that the system uses to automatically create Payment Voucher (PV) documents on a regular basis. For example, you can enter data in this table representing monthly utility payments and the system creates payment voucher documents using this data every accounting period. The window is set up to look like a payment voucher, with header and line information. You cannot change the header information after it is added to this table. The system generates payment voucher documents that correspond to this header/line format.

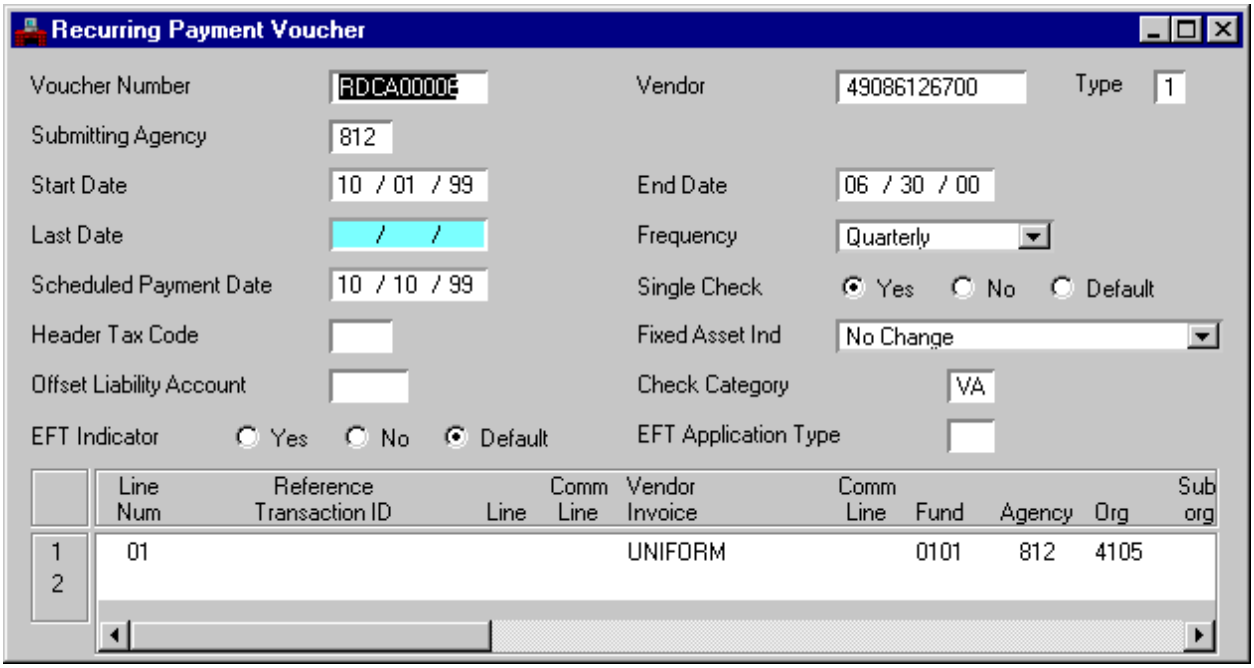
Recurring payments cannot go past the end of the fiscal year. The agency must have the REPV re-established at the beginning of each fiscal year.

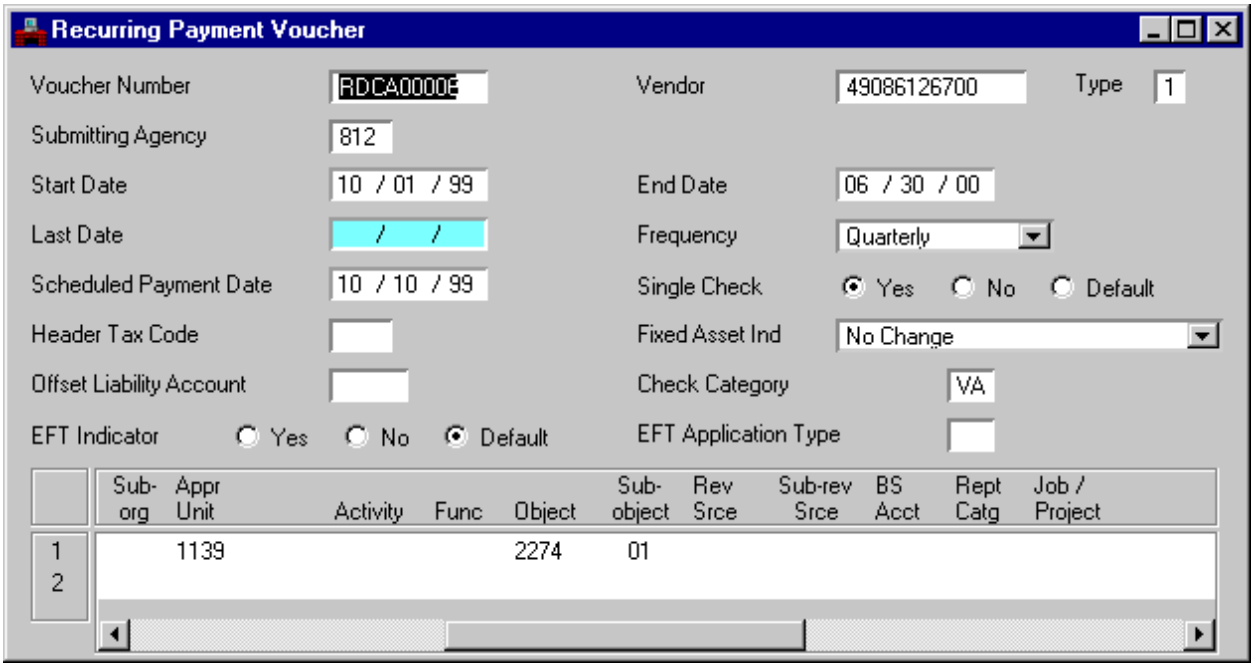
Recurring payments may be encumbered. The associated purchase order must be established with linking off to keep a Automatic Payment Voucher (PVA) from being generated.

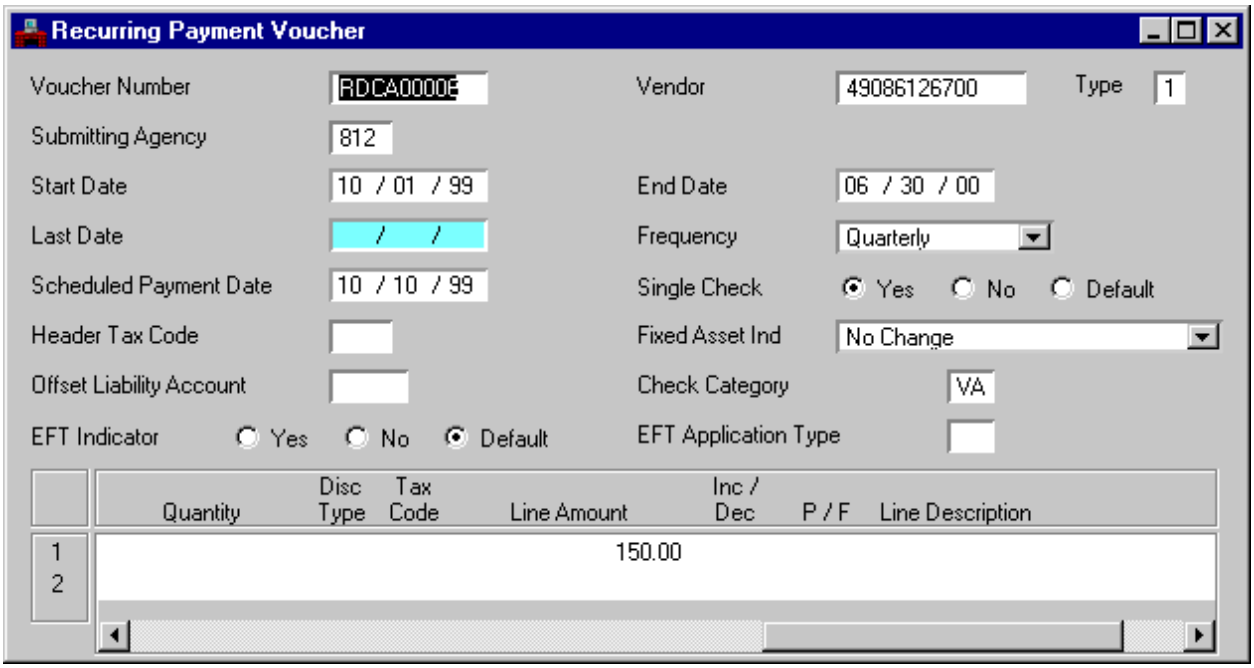
The frequency for the Recurring Payment Vouchers currently utilized by the State of Missouri is "monthly" only. The monthly REPV job is run approximately the 23rd of each month. Any other frequency that is provided on this table must be requested by the agency to OA/ACC prior to completion of the REPV table.

Please refer to the Payment Document Processing procedures for further information regarding the use of the REPV table.

REPV Coding Instructions


Recurring Payment Voucher
Voucher Number
RDCA00005
Vendor
49086126700
Type
1
Submitting Agency
812
Start Date
10 / 01 / 99
End Date
06 / 30 / 00
Last Date
/ /
Frequency
Quarterly
Scheduled Payment Date
10 / 10 / 99
Single Check
Yes
No
Default
Header Tax Code
Fixed Asset Ind
No Change
Offset Liability Account
Check Category
VA
EFT Indicator
Yes
No
Default
EFT Application Type
Line Num
Reference Transaction ID
Line
Comm Line
Vendor Invoice
Comm Line
Fund
Agency
Org
Sub org
1
2
01
UNIFORM
0101
812
4105


Recurring Payment Voucher
Voucher Number
RDCA00005
Vendor
49086126700
Type
1
Submitting Agency
812
Start Date
10 / 01 / 99
End Date
06 / 30 / 00
Last Date
/ /
Frequency
Quarterly
Scheduled Payment Date
10 / 10 / 99
Single Check
Yes
No
Default
Header Tax Code
Fixed Asset Ind
No Change
Offset Liability Account
Check Category
VA
EFT Indicator
Yes
No
Default
EFT Application Type
Sub-org
Appr Unit
Activity
Func
Object
Sub-object
Rev Srce
Sub-rev Srce
BS Acct
Rept Catg
Job / Project
1
2
1139
2274
01



Field Name	Length	Definition
Voucher Number	70	**Requires Input.** Enter a unique agency defined seven-character code designating the recurring payment in the **Voucher Number** field. The first character of the seven-digit code for a specific (non-fill-in) dollar amount REPV table entry must be **"R**". The first character of the seven-digit code for a non-specific (fill-in) dollar amount REPV table entry must be **"F".** The second character must be the last digit of the fiscal year. The system will add two characters (8th and 9th digits) denoting the month and two characters (10th and 11th digits) denoting the day of the payment to this seven character code when it creates the document number on the generated PV.
Vendor Code	11	**Requires Input.** Enter the vendor code for the vendor you want pay. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor codes.
Type	1	**Not Applicable.** Do not enter data in this field.
Submitting Agency	3	**Requires Input.** Enter the agency value associated with the generated payment voucher document. This value is used as part of

		the document ID and must be valid for the start date specified. Refer to Agency Index (AGCY) for valid values.
Start Date	6	**Requires Input.** Enter the calendar date (*mm dd yy*) when the REPV program is to start generating PV documents from the table entry.
End Date	6	**Requires Input.** Enter the calendar date (*mm dd yy*) when the PV document should stop generating. The end date must be equal to or less than June 30 each fiscal year.
Last Date	6	**Display Only.** The system updates this field with the last date a PV document was generated.
Frequency	1	**Input Optional.** Default is **One-Time Future Document [F]**. This field describes how often the system generates a PV document and adds it to the Document Listing. "Monthly" frequency is the only one currently being used. All other frequencies must have prior approval from OA/ACC. Valid selections are: **Monthly [M] -** The document is generated once a month, starting on or after the entry start date, and ending on the entry end date. **One-Time Future Document [F] -** A one-time document is generated, on or after the entry start date. **Weekly [W]** - The document is generated once a week, between the starting and ending dates. **Bimonthly [B] -** The document is generated once every two months, between the starting and ending dates. **Quarterly [Q] -** The document is generated once a quarter, between the starting and ending dates. **End of Quarter [E]** - The document is generated in the third month of the quarter only, between starting and ending dates.
Scheduled Payment Date	6	Only used for one-time frequency.

Single Check	1	**Input Optional.** If a vendor requests a single check for this particular payment select "Yes". If "Yes" is selected in this field "No" must be selected in the EFT indicator field. If left blank, this field defaults to "No". However, if the single check requested checkbox on the Vendor (1 of 3) (VEN2). table is selected, this field defaults to "Yes".
Header Tax Code	3	**Not Applicable.** Do not enter data in this field.
Fixed Asset Ind	1	**Input Optional.** Default is **No Change [blank]**. Valid values are: **Create One Shell [F]** - The system will create one Fixed Asset Acquisition (FA) document for each line on this document. **Create Multiple Shells [Q]** - The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity** for each line on this document. Please refer to the Fixed Asset policies and procedures for established guidelines.
Offset Liability Account	4	**Not Applicable.** Do not enter data in this field.
Check Category	2	**Input Optional.** If the agency will pick up the check at OA/ACC, enter the appropriate check category code. Refer to Check Category (CCAT) table for valid codes. If left blank, this field defaults to direct check distribution to the vendor by the State Treasurer's Office (STO). Also, leave blank if an Electronic Funds Transfer (EFT) will be generated instead of a check.
EFT Indicator	1	**Input Optional.** Defaults to **Default** setting which is the setting of the EFT status on the Vendor (1 of 3) (VEN2) table. Only specify a choice here if a vendor elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). A vendor is eligible for Electronic Funds Transfer (EFT) when **EFT** Status on Vendor (1 of 3) (VEN2) is **Active [A].**

		If the reference Vendor invoice has different EFT settings selected **or** if the REPV has multiple lines, some of which reference vendor invoices created from VIQ documents and some line do **not** reference vendor invoices created from VIQ documents, the EFT Indicator must manually be set. **Input Optional.** If EFT Indicator was defaulted to "**Yes**", verify the application type will default to "**01**".
EFT Application Type	2	If EFT Indicator has manually been set to "**Yes**", the application type will default to "**01**". If EFT Indicator is "**No**", this field must be **blank**.
Line Num	2	**Requires Input.** Enter a different number for each line on the document. Numbers **01** to **99** are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Transaction ID	16	**Input Optional.** Required if this line concerns items previously recorded on a purchase order; otherwise, it is blank. Enter the document code, agency and number of the document being referenced.
Line	2	**Input Optional.** Enter the purchase order line number of the item being referenced.
Comm Line	3	**Input Optional.** Enter the commodity line number of the purchase order referenced.
Vendor Invoice	12	**Input Optional.** Leave blank for any frequency other than one-time frequency. For one-time frequencies, enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not required enter the vendor invoice number. In rare cases where a vendor's invoice number does not exist the agency would assign an invoice number. The invoice number could be the date or some other unique code.

Comm (Inv) Line	3	**Input Optional.** Enter the line number of the referenced vendor invoice if one was entered.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Input Optional**. Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes. Leave blank if processing non-appropriated payment.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional**. Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object	4	**Requires Input**. Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Rev Srce	4	**Not Applicable.** Do not enter data in this field.

Sub-Revenue (Rev Srce/Sub)	2	**Not Applicable.** Do not enter data in this field.
BS Account	4	**Not Applicable.** Do not enter data in this field.
Rept Cat	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
Job / Project	6	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I If the project includes use of Capital Improvement Appropriations and the procurement is pursuant to RSMo Chapter 8, the Project Number must be assigned by OA Design and Construction (D&C).
Quantity	12	**Input Optional.** Required if the **Fixed Asset Indicator** is **Create Multiple Shells [Q]**. Otherwise, this field is optional. Enter the number of items paid for.
Disc Type	1	**Input Optional.** If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process determines whether the discount can actually be taken at the time the check is printed.
Tax Code	3	**Not Applicable.** Do not use this field.
Line Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If the recurring payment is for an item with a variable dollar amount such as utilities, the **Line Amount** field should be left blank. The words ******FILL IN****** will be displayed in this field on the generated PV.
Def/Inc/Dec	1	**Input Optional.** Default is **Default [blank]**.
Partial/Final	1	**Input Optional.** Defaults to **Default [blank]**. This field is used only when a purchase order is referenced. Valid values are:

		Default [blank] - This will leave this field blank. **Partial [P] -** Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). **Final [F] -** If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F] -** if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit of $50.00 or 5% exists for how much the total amount expensed can exceed the purchase order amount.
Line Desc	27	**Input Optional.** Enter general descriptive information to be recorded with this transaction.

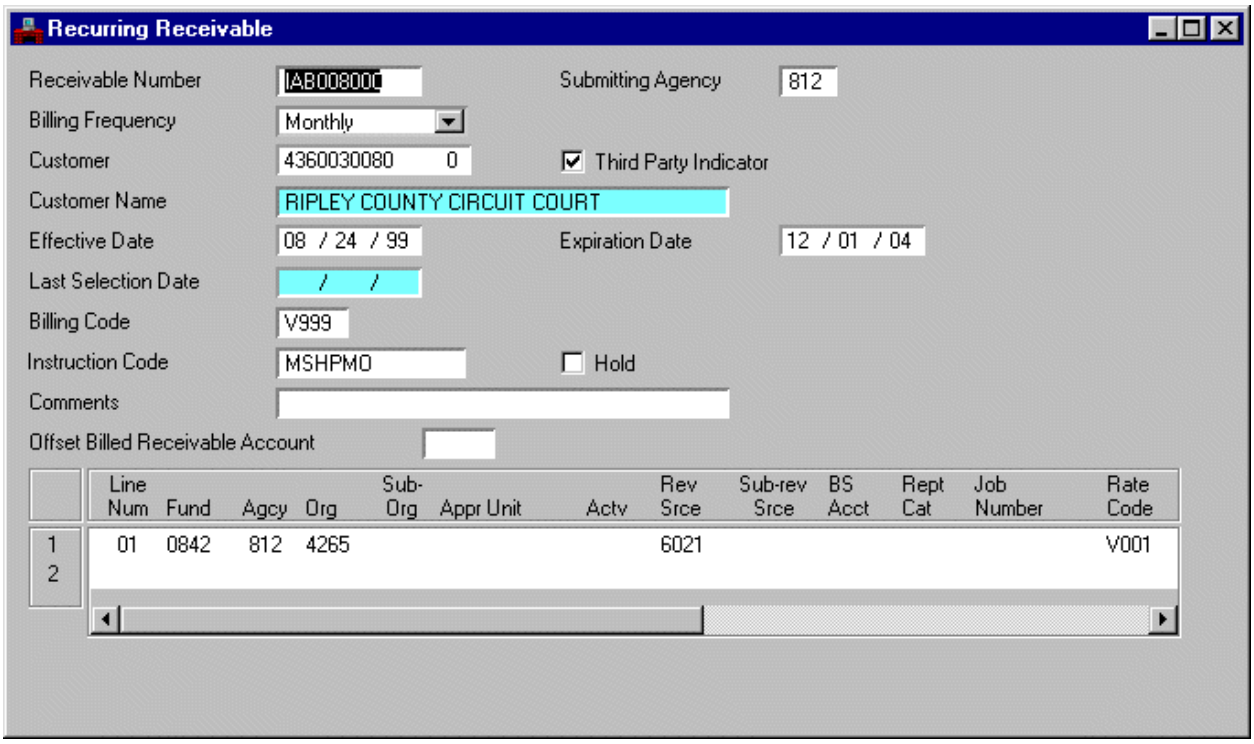
Recurring Receivable (RERE)

Purpose

The Recurring Receivable (RERE) table is used to establish recurring Receivables at a particular frequency. This table resembles a Receivable (RE) document with header and line information. The recurring RE can have multiple lines.

During entry of the initial information into the RERE table, only some data is validated. (Example: accounting codes are validated against the chart of account information based on the entry start date and fiscal year). In general, new entries into the RERE table will not be validated against the revenue budget tables. A comprehensive validation of data entered only occurs when the RE documents are generated and processed. Because of this, it is important to ensure that valid revenue information is referenced for each accounting line entered into the RERE table. Recurring receivables cannot go past the end of the fiscal year. The agency must have the RERE re-established at the beginning of each fiscal year.

RERE Coding Instructions

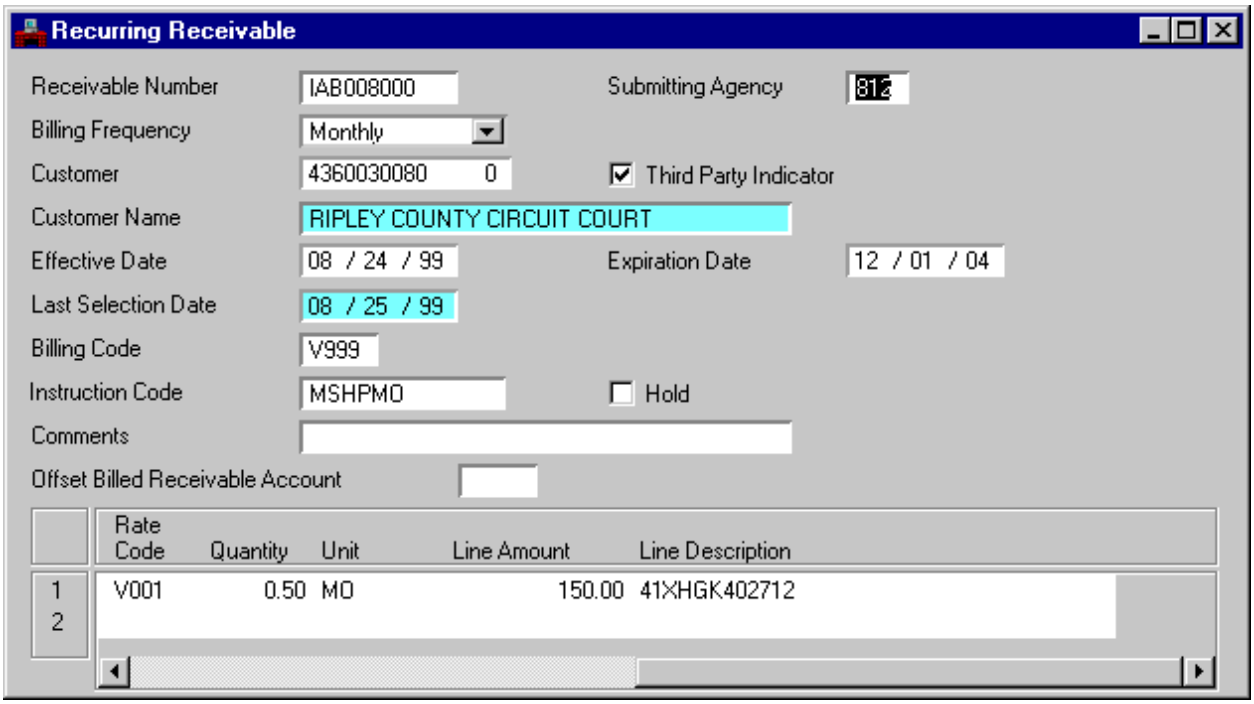


Field Name	Length	Definition
Receivable Number	9	**Requires Input**. Enter the nine-digit number that is used to create the Receivable (RE) document number. The numbering scheme is determined by the individual agencies. If the recurring receivable is for interagency billing, the prefix "**IAB**" must be used as part of the nine-digit **Receivable Number.** The document number used on the generated RE will be comprised of the 9 characters entered here plus 2 characters representing the fiscal month the RE was generated in.
Submitting Agency	3	**Requires Input**. Enter the Agency code for which the recurring receivable is processed
Billing Frequency	1	**Input Optional.** Default is **Monthly**. Select the appropriate billing frequency that describes the frequency of the recurring Receivable (RE). Valid billing frequencies are: Monthly Quarterly Yearly End of Quarter

		Semi-Annually Bi-Annually
Customer	11	**Requires Input**. Enter the code of the Customer receiving the recurring bills. See Customer Name Inquiry (CUSN) for valid values.
Third Party Indicator	1	**Input Optional.** Default is blank for *No Third Party Indicator*. Put an *X* in the box if the recurring receivable is billed to the third party specified on Customer Information (1 of 2) (CUST).
Customer Name	30	**Display Only.** Displays the name of the Customer. Name is inferred from Customer Information (1 of 2) (CUST) and displayed.
Effective Date	6	**Requires Input**. Enter the date (*mm/dd/yy*) when the system begins to generate recurring receivables.
Expiration Date	6	**Requires Input**. Enter the date (*mm/dd/yy*) when the recurring receivable schedule ends. RERE will **not** go past the end of fiscal year.
Last Selection Date	6	**Display Only.** Displays the last date that the recurring receivable was selected for generation.
Billing Code	4	**Requires Input.** Enter the code for the type of billing for the receivable. See Billing Profile (BPRO) for valid values.
Instruction Code	12	**Input Optional.** Enter the code for special instructions to be printed on the Customer invoice. See Special Instruction (SPIS) for valid values.
Hold	1	**Input Optional.** Default is blank. Put an *X* in the box if this recurring receivable is excluded from processing.
Comments	30	**Input Optional.** Brief description of the recurring receivable. The **Comments** field is printed on the Customer statement.

Offset Billed Receivable Account	4	**Not Applicable.** Do not enter data into this field.
Line Num	2	**Requires Input**. Enter the two-digit number for each line on the document. Numbers from **01** to **99** are valid values.
Fund	4	**Requires Input**. Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agcy	3	**Requires Input**. Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Org	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Not Applicable.** Do not enter data into this field.
Actv	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Rev Srce	4	**Requires Input**. Enter the code for the appropriate Revenue Source. Refer to Revenue Source Index (RSRC) table for valid codes. Do not enter data into this field if **BS Acct** field is filled.
Sub-rev Srce	2	**Input Optional.** If the control option on Revenue Source (RSR2) table requires the use of a Sub-Revenue Source or an agency chooses to use a Sub-Revenue Source, enter the code for the appropriate Sub-Revenue Source. Refer to Sub-Revenue (SREV) table for valid codes.

BS Acct	4	**Input Optional.** If a receivable is established to collect deferred revenue, then a balance sheet account should be entered. Otherwise, do not enter data into this field. Refer to Balance Sheet Account Index (BACC) or Balance Sheet Account (BAC2). If a balance sheet account is entered here, a revenue source code cannot be used on this receivable.
Rept Cat	4	**Input Optional.** If this document records a receivable related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
Job Number	8	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the Project Number to OA, Design and Construction (OA/D&C).



Field Name Length Definition

Rate Code	4	**Input Optional.** Required if **Line Amount** is not entered. Enter the code that corresponds to the desired billing rate per unit of measure. See Billing Rate (BRTE) for valid values.
Quantity	7	**Input Optional.** Required if **Rate Code** is entered. Number of units of goods purchased by the customer.
Unit	4	**Input Optional.** If Rate Code is entered, this is inferred from Billing Rate (BRTE), otherwise leave blank. See Unit of Measure (UNIT) table for valid values.
Line Amount	14	**Input Optional.** Required if **Rate Code** or unit fields are left blank. Enter the amount billed on the Receivable (RE) line. This is either a manually entered amount, or is computed as: Rate Code x Quantity
Line Description	30	**Input Optional.** Description of the receivable line.

Renewal Notice Scheduling (RNEW)

Purpose

Renewal Notice Scheduling (**RNEW**) table is used to specify which Customers receive a particular renewal notice, and when to schedule the renewal notice generation.

Before a renewal notice can be scheduled and printed for a Customer, the renewal notice process must be completed. This includes establishing entries in the Renewal Type (RNTP) table, Renewal Notice Text (RTXT) table, and the Renewal Notice Scheduling (RNEW) table. These three tables define the type of renewal notice, the text to be printed, and the scheduling of the notice respectively.

Notices for renewal (example: renewal of licenses) can automatically be generated by the SAM II system. The schedule to have the SAM II system print the renewal notices for each Customer is established on the RNEW table. The Generation Date and Expiration Date fields on RNEW specify the time period for which the renewal notices will be generated. When Generation Date is first entered on RNEW, the date entered is the date of the first scheduled notice. The Generation Date field is updated during subsequent renewal notice processing to show the next date for which the renewal notice is

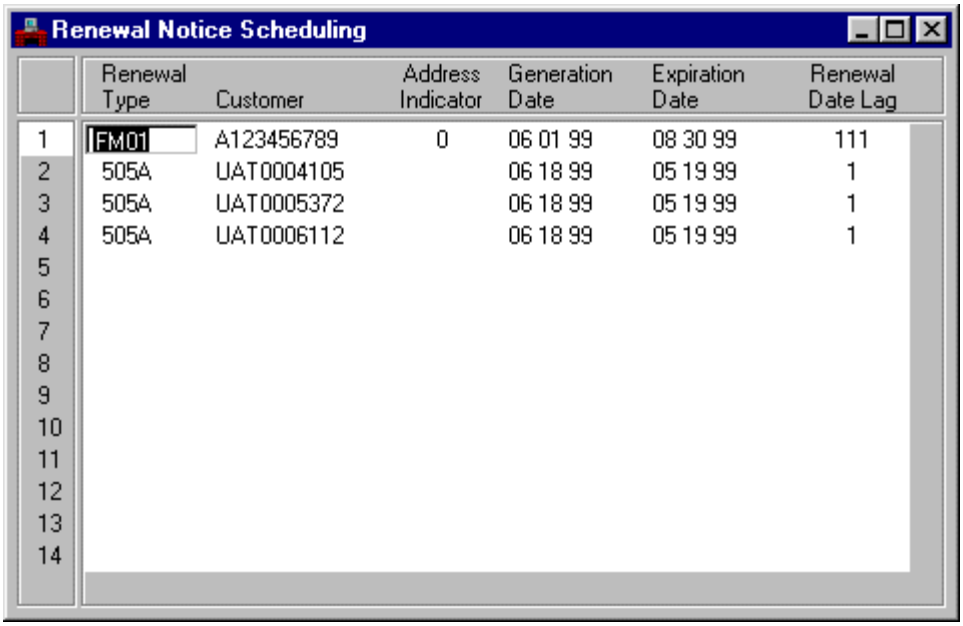
scheduled. This update is based on the frequency specified on RNTP table. Renewal notices are generated at the specified frequency until the Expiration Date is reached.

A renewal notice is printed as long as the following two conditions are true:

- When the Generation Date on the RNEW table is less than or equal to the nightly cycle date, and
- The Expiration Date on RNEW is greater than or equal to the nightly cycle date.

Agencies are responsible for maintaining the RNEW table. The first character of the **Renewal Type** code corresponds to the agency and is used to establish security to the RNEW table.

RNEW Coding Instructions



Field Name	Length	Definition
Renewal Type	4	**Requires Input**. Enter the code for the type of Renewal Notice to be scheduled. See Renewal Type (RNTP) for valid values.
Customer	10	**Requires Input**. Enter the code representing the Customer who receives the renewal notices. See Customer Information (1 of 2) (CUST) for valid values.

Address Indicator	1	**Requires Input**. Enter the indicator code representing the Customer Address to select which Customer address to be used for sending the renewal notices.
Generation Date	6	**Requires Input**. Enter the date (*mm/dd/yy*) that the system is scheduled to generate the first renewal notice. The system will update this field based on the frequency for type of renewal as established on Renewal Type (RNTP).
Expiration Date	6	**Requires Input**. Enter the date (*mm dd yy*) after which the system will stop generating the renewal notices.
Renewal Date Lag	3	**Requires Input**. Enter the number of days past the notice generation date when the actual renewal is due. Valid values are **1**-**999**.

Renewal Notice Text (RTXT)

Purpose

The Requisition Text (RXTX) table stores text that is associated with requisition document commodity lines.

This table can also be accessed through the "Additional Description" function of the requisition documents.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

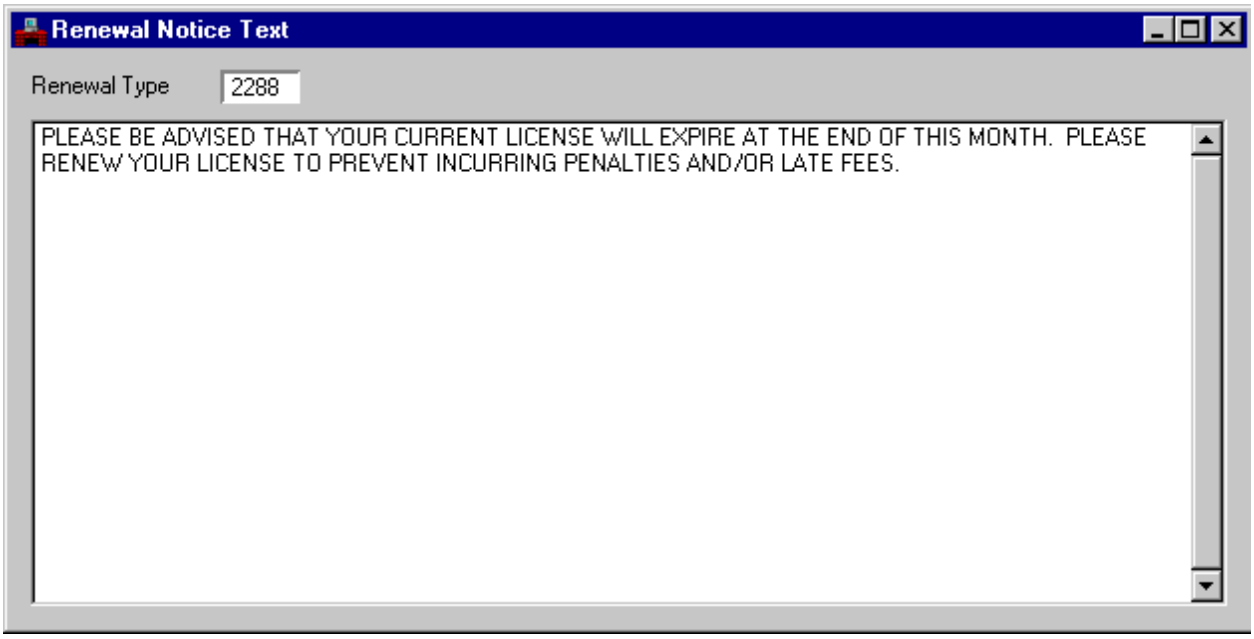
MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you

just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

RXTX Coding Instructions



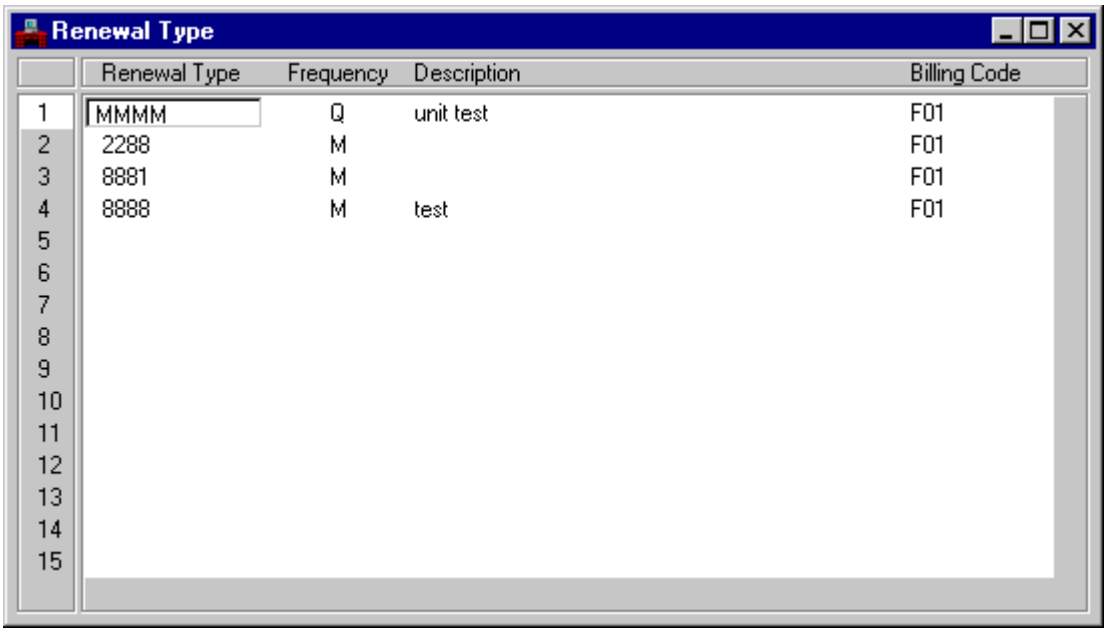
Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID number.
Commodity Line Number	3	**Input Optional**. Defaults to **001**. If text being entered or reviewed is associated with a different Commodity Line Number, enter that Commodity Line Number. If the text is associated with the requisition as a whole, enter **000**.
Text		**Requires Input.** Enter the text you want to associate with the requisition commodity line. This text should provide further explanation of the item requested on the commodity line. This text may be inferred to a subsequent bid document or purchase order.

Renewal Type (RNTP)

Purpose

The **Renewal Type** (**RNTP**) must be completed so that renewal notices can be generated/printed. The RNTP table is used to define a renewal notice type and specify its frequency.

RNTP Coding Instructions



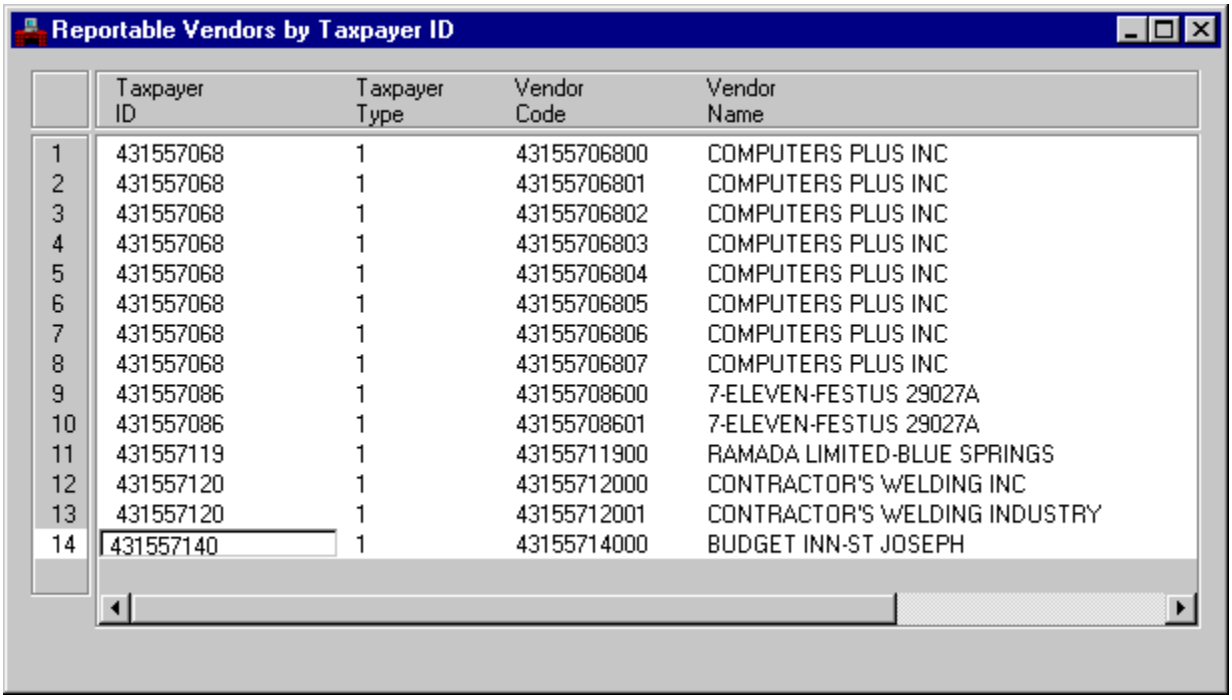
Field Name	Length	Definition
Renewal Type	4	**Requires Input.** Enter the renewal notice type code corresponding to the specific agency renewal. The first character of the **Renewal Type** must begin with the prefix assigned to the agency. Refer to the Agency Prefix Identifier Listing for Other Codes. The agency assigns the remaining characters of the field and maintains a master list of their own codes.
Frequency	1	**Requires Input.** Enter the letter corresponding to the frequency of the renewal notice. Valid values are **M** (monthly), **Q** (quarterly), **Y** (yearly), **S** (semi-annually), and **B** (bi-annually).
Description	30	**Requires Input.** Enter the description for the specific renewal type.
Billing Code	4	**Requires Input.** Enter the Billing Profile code corresponding to the specific statement. See Billing Profile (BPRO) for valid values.

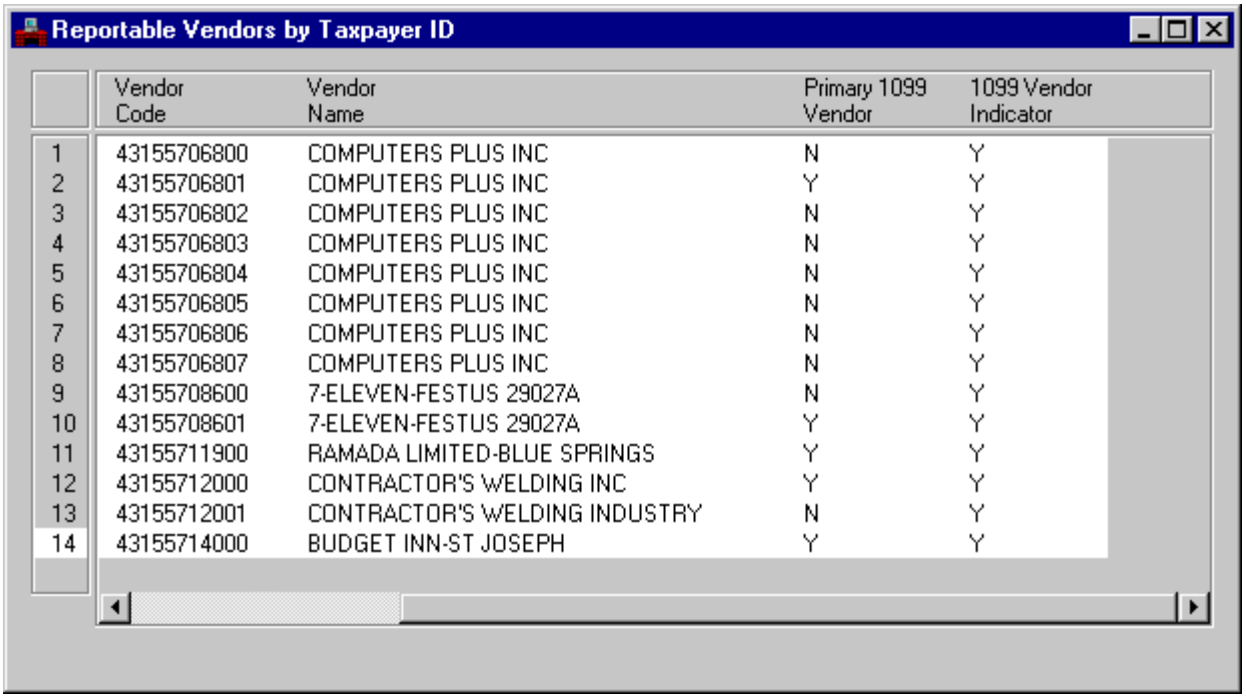
Reportable Vendors By Taxpayer ID (RVTN)

Purpose

This table displays 1099 reportable vendors from the Vendor (2 of 3) (VEN3). The key fields on this table are Taxpayer ID Number, Taxpayer ID Type, and Vendor Code. This table is similar to the All Vendors By Taxpayer ID (VTIN) table, which displays all vendor records with the same TIN; however, only those vendor records that are identified as 1099 reportable are displayed on RVTN.

RVTN Coding Instructions





Field Name	Length	Definition
Taxpayer ID	9	**Requires Input.** Enter the designated taxpayer identification number (TIN) for the vendor.

Taxpayer Type	1	**Input Optional.** Enter the TIN type of the vendor. This field is used as additional search criteria. Valid selections are: Federal Business ID [1] Social Security Number [2]
Vendor Code	11	**Input Optional.** Enter the vendor code if known. This field is only used as part of the search criteria when the All Vendors By Taxpayer ID Inquiry (VTIN) table is used to find the vendor name associated with a particular federal identification and vendor code.
Vendor Name	30	**Display Only.** The vendor name is displayed from Vendor Index (VEND).
Primary 1099 Vendor	1	**Display Only.** Primary vendors are those vendor records whose information will be used for 1099 reporting when payments are made using either the primary or secondary vendor codes and 1099 reportable object codes. Valid values are **Yes [Y]** or **No [N]**. The value in this field is displayed from the Vendor (2 of 3) (VEN3) table.
1099 Vendor Indicator	1	**Display Only.** Indicates this vendor will receive the appropriate 1099 form if payments are made using 1099 reportable object codes. This field contains a value of **Yes [Y]** for all vendors that are individuals or corporations. For, governmental entities or non-profit institutions the default value of **Not Applicable [blank]** is used.

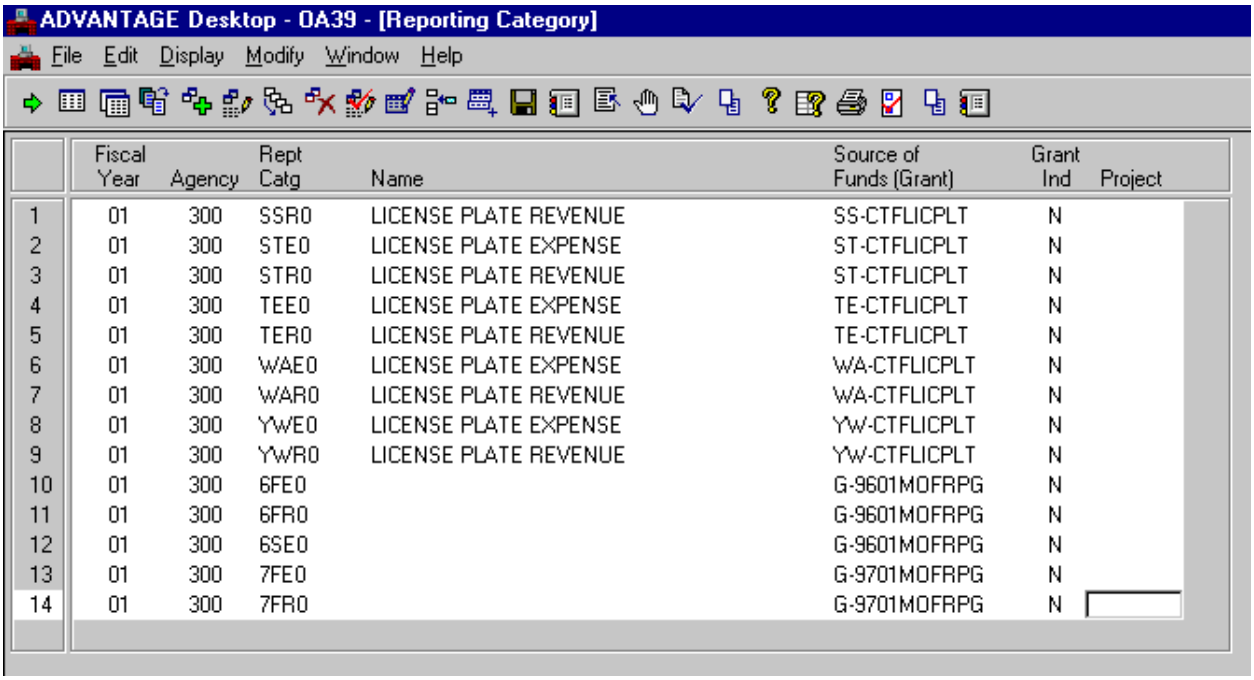
Reporting Category (RPTG)

Purpose

Reporting Category (RPTG) contains valid reporting categories for grants or defines general purpose reporting categories for individual agencies. The grant reporting categories are established on Federal Aid Master (FM) Documents and define grant budgets and reporting needs. Agencies can choose to establish general purpose reporting categories and how it wants to use them: what type of data it wants to have summarized by reporting category reports, and what the actual values are. The table should be completed in conjunction with the Federal Aid Master (FM) Document and the Federal Aid Inference (FAIT) Table.

For instructions on accessing and updating tables, refer to the System Navigation of this manual.

RPTG Coding Instructions



	Fiscal Year	Agency	Rept Catg	Name	Source of Funds (Grant)	Grant Ind	Project
1	01	300	SSR0	LICENSE PLATE REVENUE	SS-CTFLICPLT	N	
2	01	300	STE0	LICENSE PLATE EXPENSE	ST-CTFLICPLT	N	
3	01	300	STR0	LICENSE PLATE REVENUE	ST-CTFLICPLT	N	
4	01	300	TEE0	LICENSE PLATE EXPENSE	TE-CTFLICPLT	N	
5	01	300	TER0	LICENSE PLATE REVENUE	TE-CTFLICPLT	N	
6	01	300	WAE0	LICENSE PLATE EXPENSE	WA-CTFLICPLT	N	
7	01	300	WAR0	LICENSE PLATE REVENUE	WA-CTFLICPLT	N	
8	01	300	YWE0	LICENSE PLATE EXPENSE	YW-CTFLICPLT	N	
9	01	300	YWR0	LICENSE PLATE REVENUE	YW-CTFLICPLT	N	
10	01	300	6FE0		G-9601MOFRPG	N	
11	01	300	6FR0		G-9601MOFRPG	N	
12	01	300	6SE0		G-9601MOFRPG	N	
13	01	300	7FE0		G-9701MOFRPG	N	
14	01	300	7FR0		G-9701MOFRPG	N	

Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the state budget fiscal year.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Rept Catg	4	**Requires Input.** Enter a reporting category. If adding a new line, enter a value that is unique within the agency. If changing or deleting an existing line, enter the affected value
Name	30	**Input Optional.** Enter the reporting category description name. There is no description on reports if this field is left blank.
Source of Funds (Grant)	12	**Input Optional.** Enter the Federal Aid Number of the grant that the reporting category belongs to.

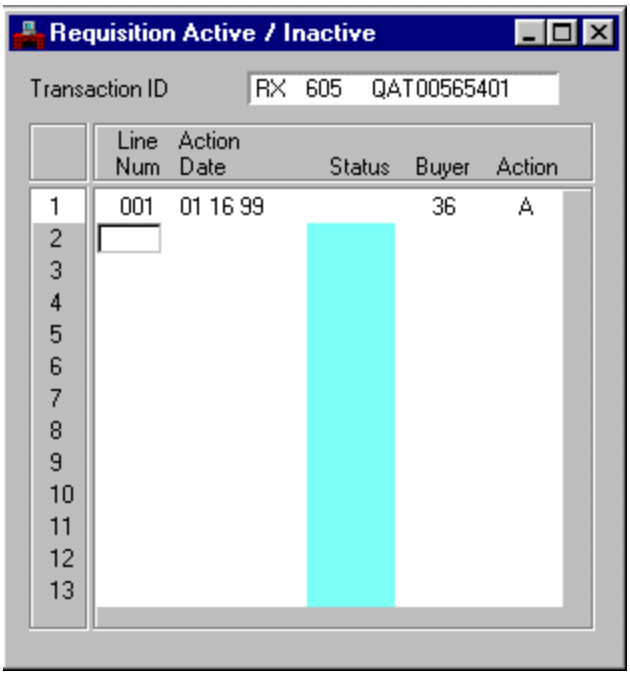
Grant Ind	Not Applicable.
Project	Not Applicable.

Requisition Active/Inactive (RAIT)

Purpose

The Requisition Active/Inactive (RAIT) table is used to activate or deactivate performance measures (as tracked on the Milestone Performance Inquiry (MILE) table) for a particular requisition. The requisition is active if the letter **A** appears in the **Action** field, inactive if the letter **I** is present. This table may be manually updated after records are approved and are displayed on Purchase Order Preparation (POPR). Access to this table for updating will be restricted to authorized personnel.

RAIT Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter a valid requisition number. You may refer to Open Requisition Commodity Line Inquiry (ORQC) for valid transaction information.
Line Num	3	**Requires Input.** You must enter a valid requisition line number in conjunction with the Transaction ID to obtain information (the Browse

		and Get Specific Data from the Display menu will not access any data).
Action Date	2	**Input Optional.** Enter a date greater than the transaction date of the requisition on Open Requisition Header Inquiry (ORQH) if desiring to change the status of a particular requisition.
Status	3	**Display Only.** The status of the requisition is indicated. Refer to Requisition Status Code (RSTA) for status code definitions.
Buyer	2	**Input Optional.** You may change the Buyer assigned to the requisition. Enter a valid buyer from Buyer (BUYT).
Action	1	**Input Optional.** You may enter **I** (inactive) to deactivate performance measures for a particular requisition, or **A** (active) to activate performance measures.

Requisition Approval (RXAP)

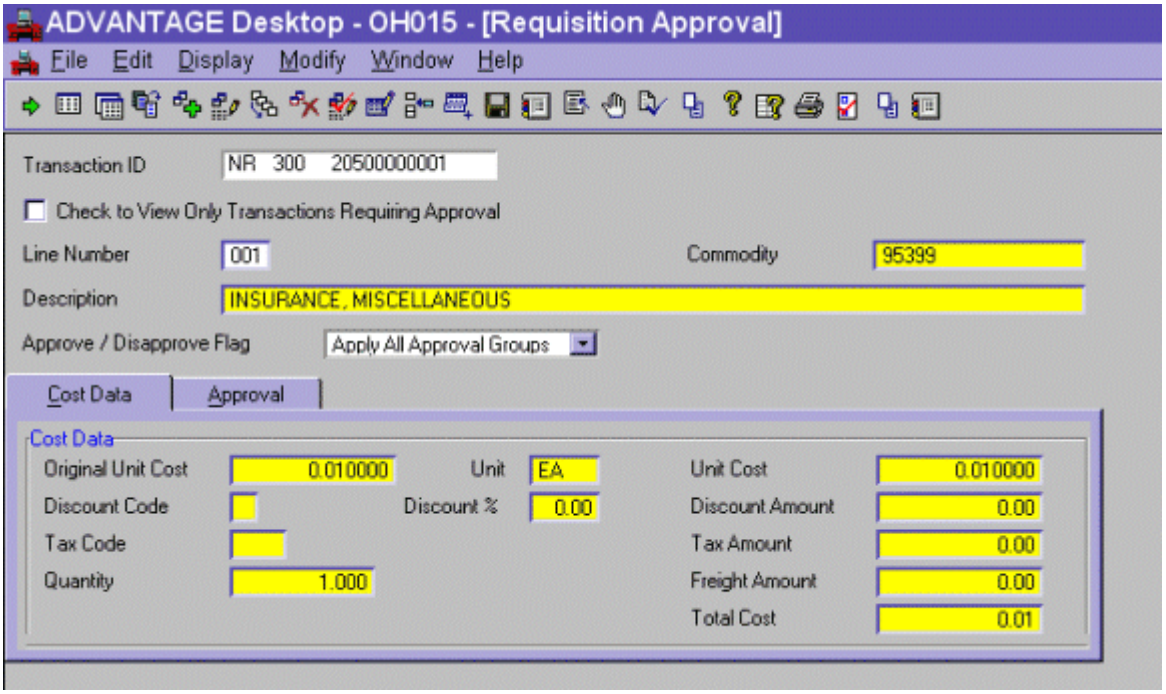
Purpose

Only Resource Managers may access this table.

The Requisition Approval (RXAP) table is an alternate view of Open Requisition Commodity Line Inquiry (ORQC). This table is used to apply Resource Manager approvals to commodity lines. The Resource Managers using this table will only be able to view lines requiring their approval. Lines requiring approval are added to this table each time a new requisition document is accepted by the system. Lines are deleted if the document is canceled.

When accessing records on this table, it is faster to enter a specific Transaction ID and then browse.

RXAP Coding Instructions

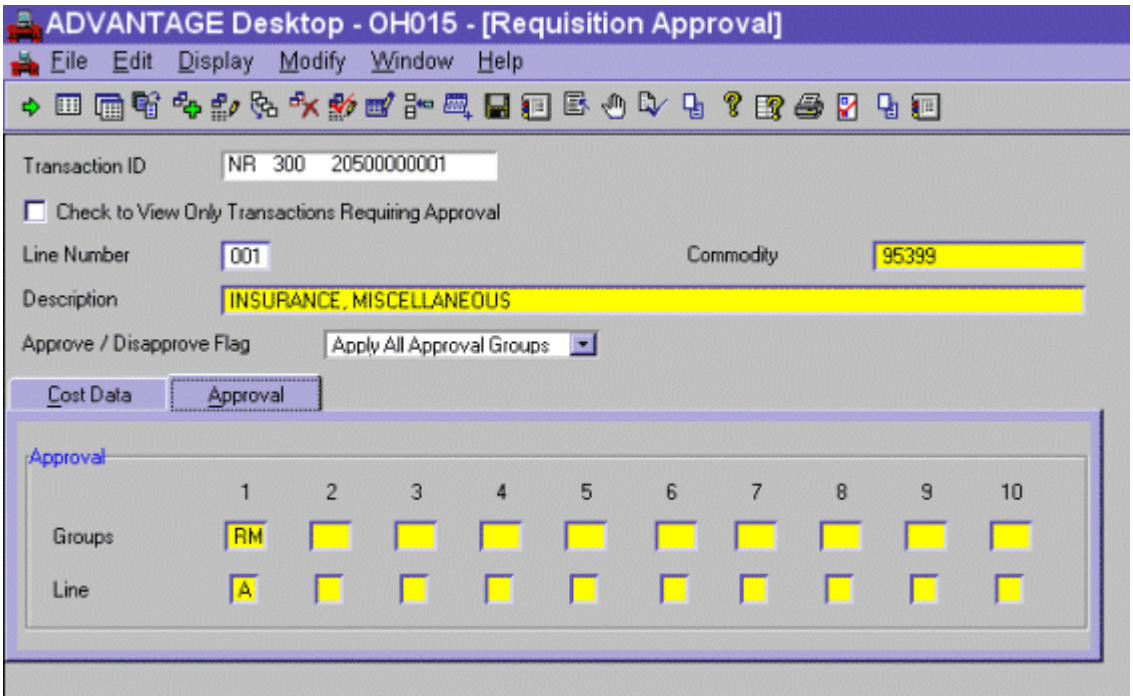


Header and Cost Data View

Field Name	Length	Definition
Transaction ID	16	**Input Optional.** You may browse or enter a specific requisition ID to obtain the records requiring review.
Check to View Only Transactions Requiring Approval	1	**Input Optional.** Default is blank. Check the box in order to view only those records that are still awaiting review and approval. If you check this box, previously approved requisition lines will not be listed.
Line Number	3	**Input Optional.** Defaults to the first commodity line item contained on the requisition that requires review.
Commodity	14	**Display Only.** The commodity code inferred from the requisition commodity line is indicated.
Description	60	**Display Only.** Defaults to the description of the commodity as entered on the requisition line.

Approve/Disapprove Flag	25	**Input Optional.** This field is used to apply Resource Manager approval or disapproval to individual commodity lines. Valid options are: • Apply All Approval Groups: Selecting this option applies approval for all resource manager groups for which the user is authorized. Normally a user will only have authority to grant approval related to one resource manager group. • **Disapprove PO:** Selecting this option disapproves the purchase of the supplies indicated. • Default: If you leave the setting at Default, it will neither approve nor disapprove the purchase.
Original Unit Cost	14	**Display Only.** The original cost per unit of the requested supplies is indicated, up to three decimal places.
Unit	4	**Display Only.** The unit of measure used to order the supplies is indicated.
Unit Cost	N/A	**Display Only.** Indicates the discounted cost. Since the State of Missouri does not utilize the discount fields, the Unit Cost will equal the Original Unit Cost
Discount Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount %	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Quantity	11	**Display Only.** Defaults to the quantity tied to the commodity code as referenced on the requisition.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Total Cost	14	**Display Only.** The total cost of the supplies corresponding to the requisition line item is

indicated. This field is calculated as the quantity of units multiplied by the price per unit for this line.



Approval View

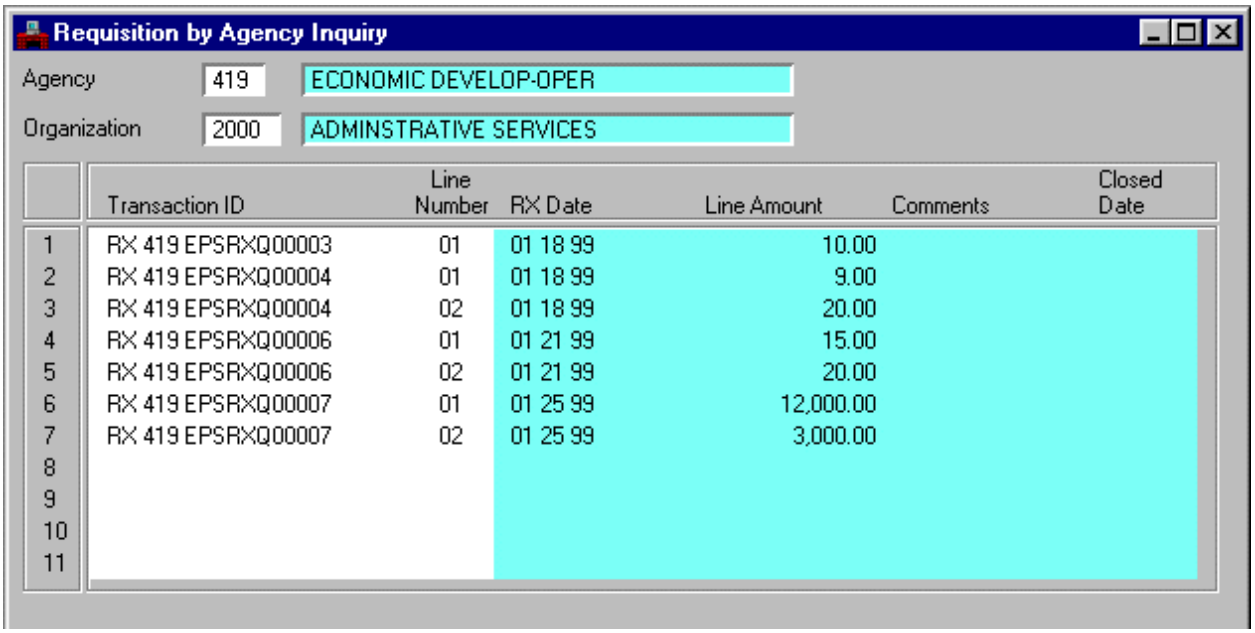
Field Name	Length	Definition
Groups (1-10)	2	**Display Only.** The Resource Manager group codes required to approve this requisition commodity line are indicated in the boxes.
Line (1-10)	1	**Display Only.** A value indicating whether or not the particular Resource Manager has applied the approval or disapproval to the requisition commodity line. • A = Approved • D = Disapproved

Requisition by Agency Inquiry (RIBA)

Purpose

The Requisition by Agency Inquiry (RIBA) table displays information on requisition lines organized by agency and organization.

RIBA Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input.** Enter agency code for the agency that you are inquiring about. The agency name will be displayed in the second field.
Organization	4	**Input Optional.** You may enter the Organization code you are inquiring about. The organization name will be displayed in the second field.
Transaction ID	16	**Input Optional** Indicates the requisition document IDs assigned to the agency/organization combination. You may also enter a specific requisition transaction ID.
Line Number	2	**Input Optional.** Indicates the accounting line numbers associated with requisition document. You may also enter a specific accounting line number for a specific Transaction ID.
RX Date	6	**Display Only.** Defaults to the date the requisition document was accepted into the system.

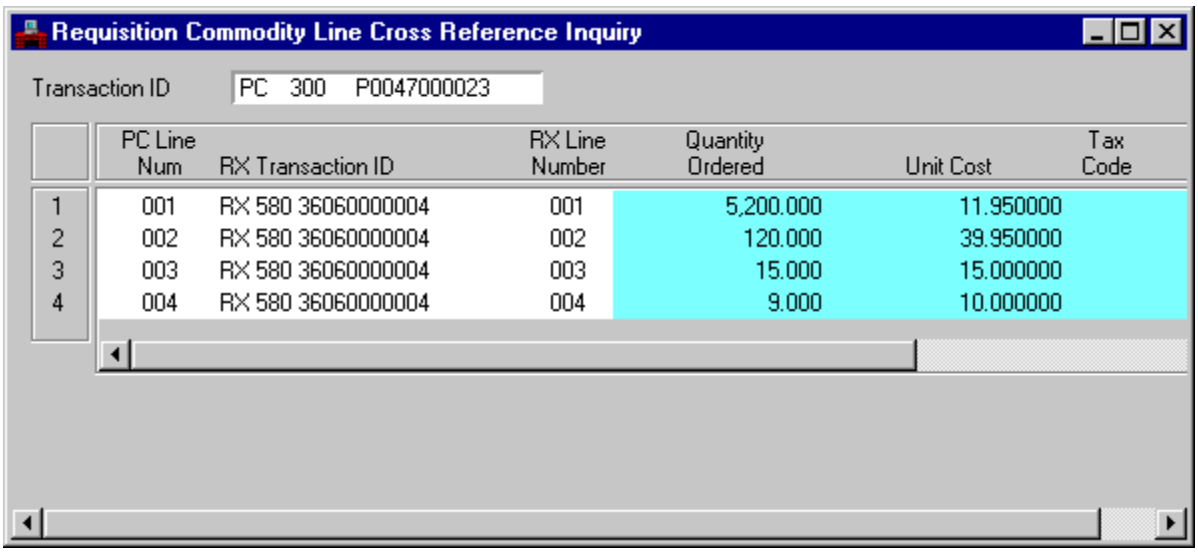
Line Amount	14	**Display Only.** Defaults to the total amount of the accounting line of the corresponding requisition.
Comments	12	**Display Only.** Displays comment that has been entered on the requisition or an indication that a Special Instruction (SPIS) has been entered on the requisition.
Closed Date	6	**Display Only.** The date when all lines associated with this requisition document are closed is indicated.

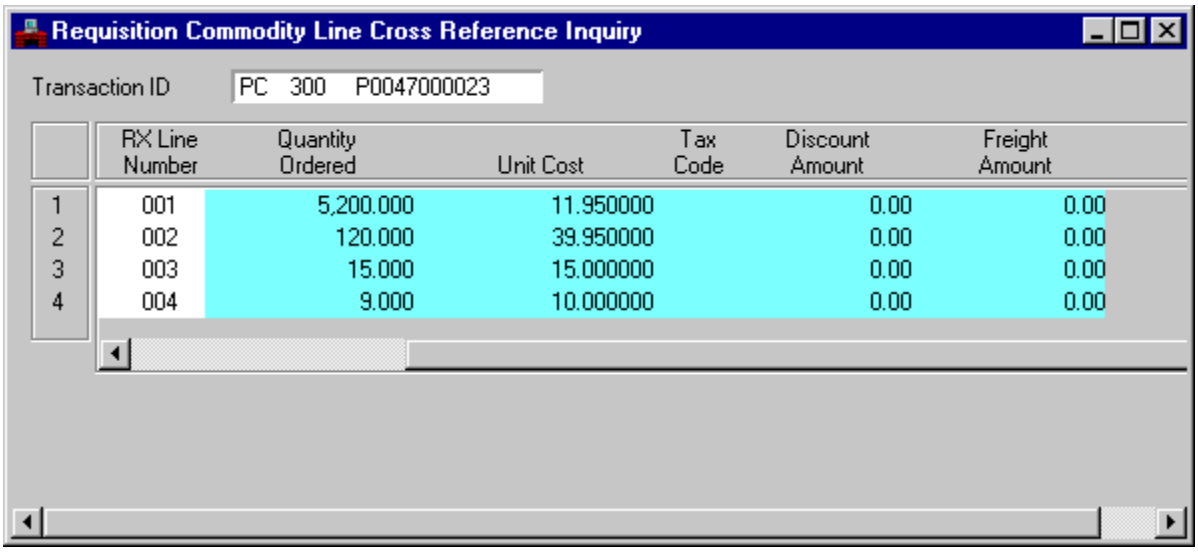
Requisition Commodity Line Cross Reference Inquiry (PCRX)

Purpose

The Requisition Commodity Line Cross Reference Inquiry (PCRX) table is used to keep track of which requisition document commodity lines are referenced by Quick Centralized Purchase Order (PCQ) Document commodity lines. This table does not provide any information related to Total Cost Purchase (PCT) Order or to Price Agreement Master (AM) documents

PCRX Coding Instructions





Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter a valid **PC** (for the PCQ document) Document ID.
PC Line Num	3	**Input Optional.** Defaults to the first line of the PCQ that references a requisition. Indicates the commodity line number that corresponds to the PCQ document. If you manually enter a PC Line Number, you must choose Browse from the Display menu (Get Specific Data will not work).

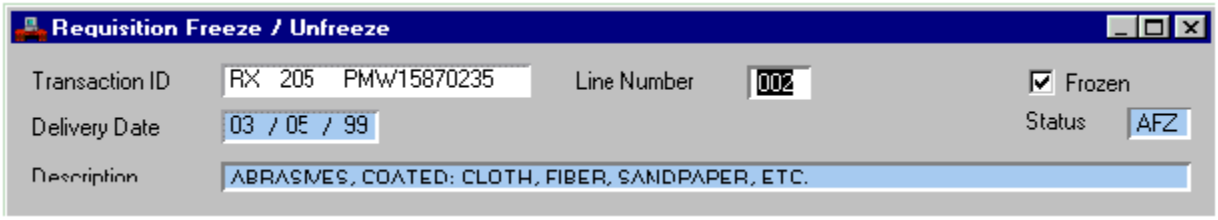
RX Transaction ID	11	**Input Optional.** Indicates the RX (for RXQ) Document ID that is associated with the established PCQ document.
RX Line Number	3	**Input Optional.** Displays the commodity line number of the requisition referenced by the purchase order.
Quantity Ordered	11	**Display Only**. The quantity of the goods ordered on this commodity line is displayed.
Unit Cost	14	**Display Only.** Defaults to the cost per unit of supplies ordered.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Discount Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Freight Amount	N/A	**Not Applicable.** Not used by the State of Missouri.

Requisition Freeze/Unfreeze (RFUF)

Purpose

The Requisition Freeze/Unfreeze (RFUF) table is an alternate view of Open Requisition Commodity Line Inquiry (ORQC). This table is used by the buyer to unfreeze requisition lines to allow modifications by the user who entered the original requisition. The buyer may also use this table to refreeze requisition lines. If a requisition is unfrozen to enable an agency to make modifications, once the requisition has been modified and is in an ACCPT status, the RFUF table automatically updates the status to MFZ (Modified Frozen).

RFUF Coding Instructions



Field Name Length Definition

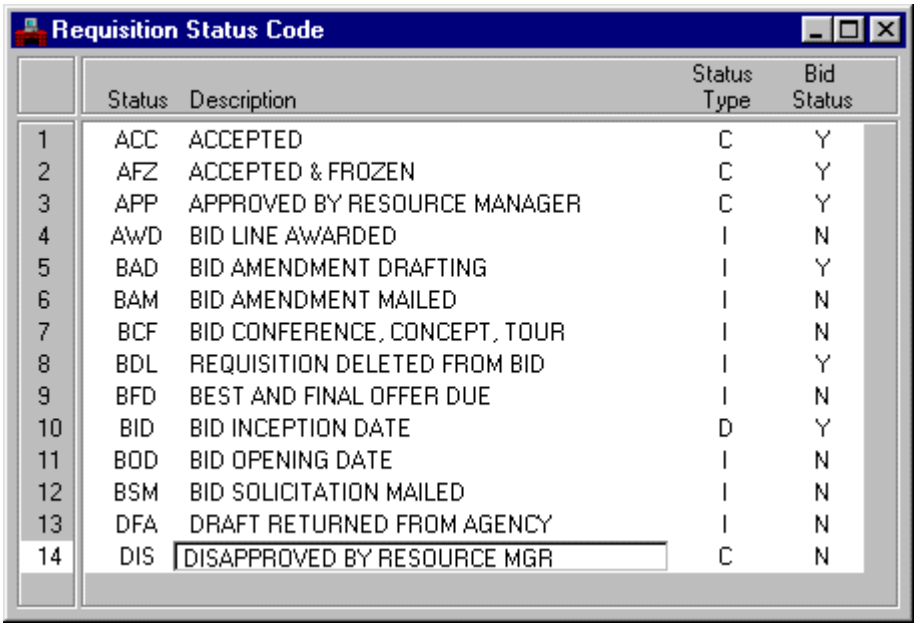
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the requisition line that you wish to unfreeze or refreeze.
Line Number	2	**Input Optional**. Typically defaults to **001.** You can enter a specific commodity line number from the requisition document.
Frozen	1	**Input Optional.** You can uncheck this box to unfreeze the requisition line in order to allow modifications to be made. If a requisition line needs to be refrozen, check the box.
Delivery Date	6	**Display Only.** The delivery date indicated on the requisition is displayed.
Status	1	**Display Only.** Indicates the status of the requisition line. Refer to Requisition Status Code (RSTA) for definition of the code.
Description	60	**Display Only.** Defaults to the description for the designated requisition line number.

Requisition Status Code (RSTA)

Purpose

The requisition and bid status codes are defined in the Requisition Status Code (RSTA) table. The Division of Purchasing and Materials Management (OA/DPMM) is responsible for maintaining this table. Agencies have inquiry access only to this table. Users may refer to this table to obtain the definitions of particular codes.

RSTA Coding Instructions



	Status	Description	Status Type	Bid Status
1	ACC	ACCEPTED	C	Y
2	AFZ	ACCEPTED & FROZEN	C	Y
3	APP	APPROVED BY RESOURCE MANAGER	C	Y
4	AWD	BID LINE AWARDED	I	N
5	BAD	BID AMENDMENT DRAFTING	I	Y
6	BAM	BID AMENDMENT MAILED	I	N
7	BCF	BID CONFERENCE, CONCEPT, TOUR	I	N
8	BDL	REQUISITION DELETED FROM BID	I	Y
9	BFD	BEST AND FINAL OFFER DUE	I	N
10	BID	BID INCEPTION DATE	D	Y
11	BOD	BID OPENING DATE	I	N
12	BSM	BID SOLICITATION MAILED	I	N
13	DFA	DRAFT RETURNED FROM AGENCY	I	N
14	DIS	DISAPPROVED BY RESOURCE MGR	C	N

Field Name	Length	Definition
Status	3	**Input Optional.** You may enter up to three characters and browse to find the desired code.
Description	30	**Display Only.** The status code's corresponding description is contained in this field.
Status Type	1	**Display Only.** Indicates actions that occur based on the status setting. Defined status types are: • **C:** Change status on purchase order preparation record to the status entered. • **D:** Delete purchase order preparation record. • **R:** Reestablish purchase order preparation record. • **I:** No effect on purchase order preparation (ignore).
Bid Status	1	**Display Only.** A **Y** denotes that a requisition document with this status will be displayed on Bid Creation (BIDC).

Requisition Status Inquiry (RQST)

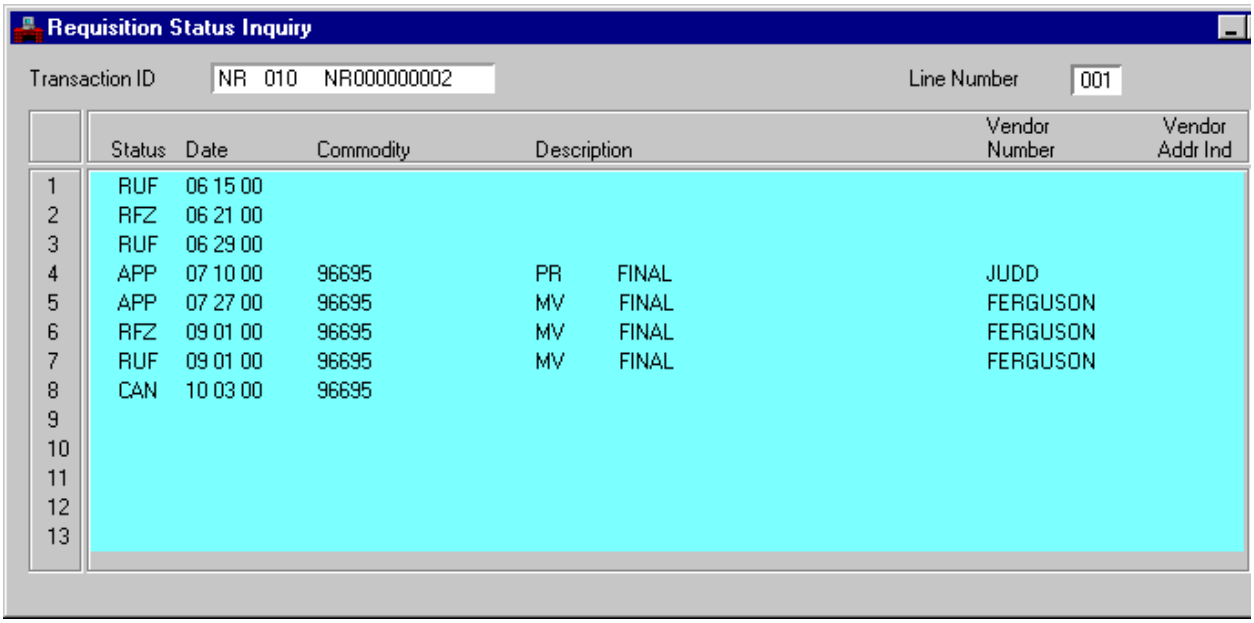
Purpose

The Requisition Status Inquiry (RQST) table displays the status of each commodity line of a requisition document. An entry on this table is established when a new requisition document is accepted by the system.

Status is automatically updated by the system to indicate Resource Manager approval, unfreezing of the commodity line, and when the requisition line is referenced by a bid, purchase order or price agreement.

Supplemental status codes can be added by authorized personnel in the Division of Purchasing and Materials Management (OA/DPMM) by entering information through an update to the Requisition Status Update (URQS) table.

RQST Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID corresponding to the requisition document that you are inquiring about.
Line Number	3	**Input Optional**. Defaults to **001**. You can enter the number of the commodity line from the requisition document.
Status	3	**Display Only.** The status of the commodity line on a requisition document is indicated. Refer to Requisition Status Code (RSTA) for code definitions.

Date	6	**Display Only.** This date corresponds to the date that the status of the requisition commodity line was changed or the date of an event.
Commodity	12	**Display Only.** Defaults to the commodity code which was entered on the requisition document, the bid, purchase order, or price agreement which references the requisition line.
Description	30	**Display Only.** Displays additional information related to the status code. • If the status is APP or DIS, the Resource Manager code is displayed. Refer to Approval Group Inquiry (GRP2) for code definitions. • If the status is POW, the purchase order number is displayed. • If the status is PAW, the price agreement number is displayed. • If a supplemental status code and description was manually entered by a buyer on URQS, additional comments may be displayed in this field.
Vendor Number	10	**Display Only.** The vendor number of the vendor that was recommended on the requisition or the vendor that received the award. • The last name of the Resource Manager appears in this field if the status code indicates Resource Manager approval or disapproval.
Vendor Addr Ind	1	**Display Only.** The eleventh character of the vendor code indicates whether an alternate address exists for the vendor.

Requisition Status Update (URQS)

Purpose

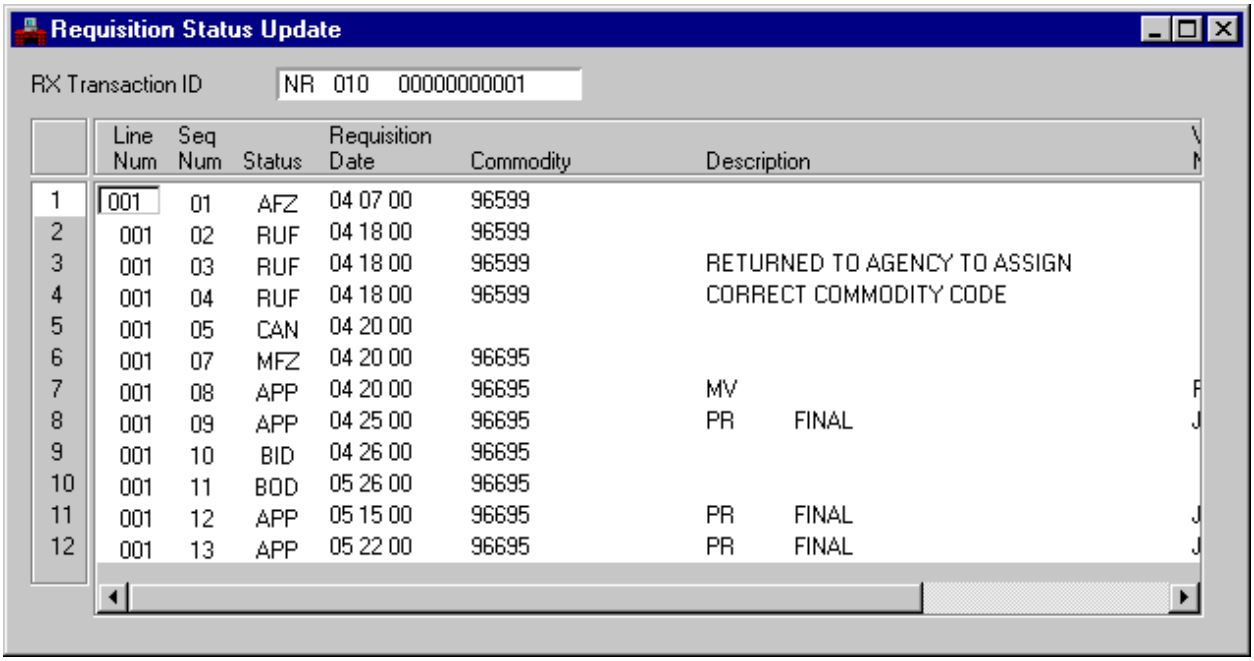
URQS provides a log of all the actions that are taken regarding each requisition document.

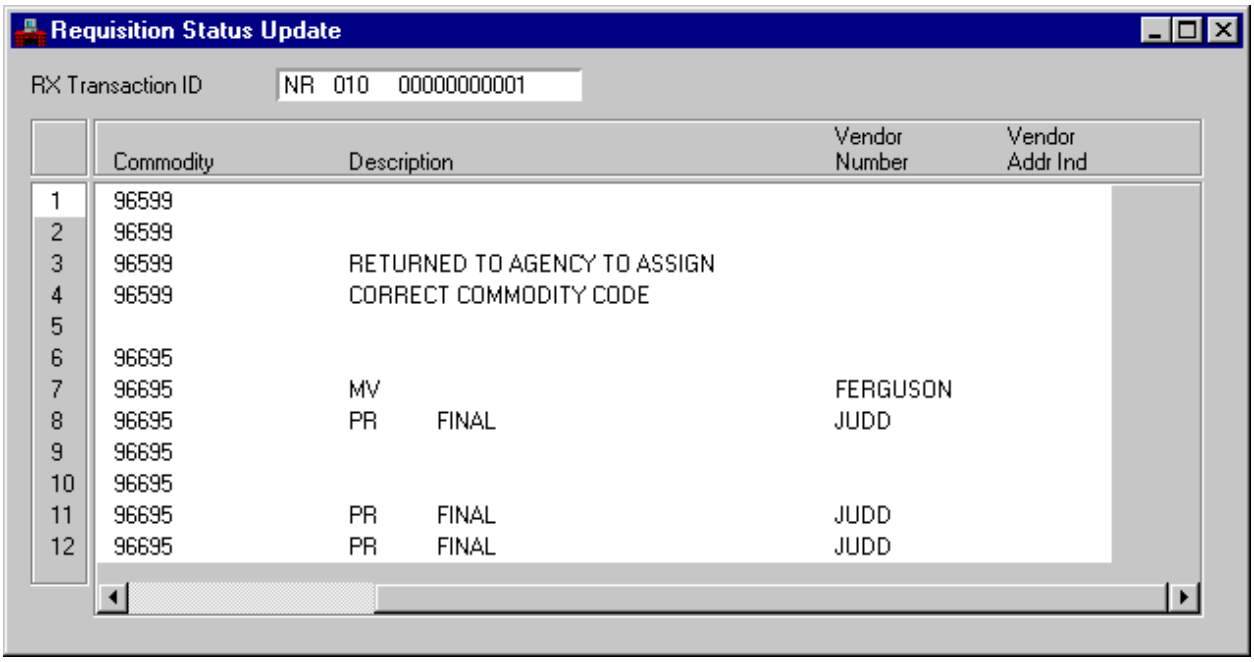
The Requisition Status Update (URQS) table is automatically updated by purchasing transactions that reference the requisition. This table may also be manually updated to add status codes that are not automatically set by the system. Codes entered on this table

are then displayed on RQST, POPR, RXPR, AGRX, and BIDC.

The Division of Purchasing and Materials Management (OA/DPMM) is the only agency that is authorized to manually add information to the log.

URQS Coding Instructions





Field Name Length Definition

RX Transaction ID	16	**Requires Input.** Enter the requisition document ID that requires an update.
Line Num	3	**Input Optional.** You can enter the requisition line number ID that requires an update.
Seq Num	2	**Input Optional.** You can add a record for a particular requisition line by entering the next sequential number for the requisition line. You can delete an existing line by entering the applicable sequential number.
Status	3	**Requires Input.** Enter the updated status of the requisition commodity line. Refer to Requisition Status Code (RSTA) for valid codes and definitions.
Requisition Date	6	**Input Optional.** You may enter a date corresponding to the status change.
Commodity	12	**Input Optional.** You may enter the commodity code corresponding to the line that requires an update.
Description	30	**Input Optional.** You should enter brief remarks concerning the status change. Remarks entered here will appear on the RQST table and provide the user with additional information related to the status change.
Vendor Number	10	**Input Optional.** If a vendor number is associated with a system generated status code, it will be displayed. If a Resource Manager approval code has been generated, the name of the resource manager will be displayed. If a manually entered status code has been entered, this field may be used to enter any additional information, if desired.
Vendor Addr Ind	1	**Input Optional.** If a vendor number is associated with a system generated status code, the Vendor Address Indicator will be displayed. If a manually entered status code has been entered, this field may be used to enter any additional information, if desired.

Requisition Text (RXTX)

Purpose

The Requisition Text (RXTX) table stores text that is associated with requisition document commodity lines.

This table can also be accessed through the "Additional Description" function of the requisition documents.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

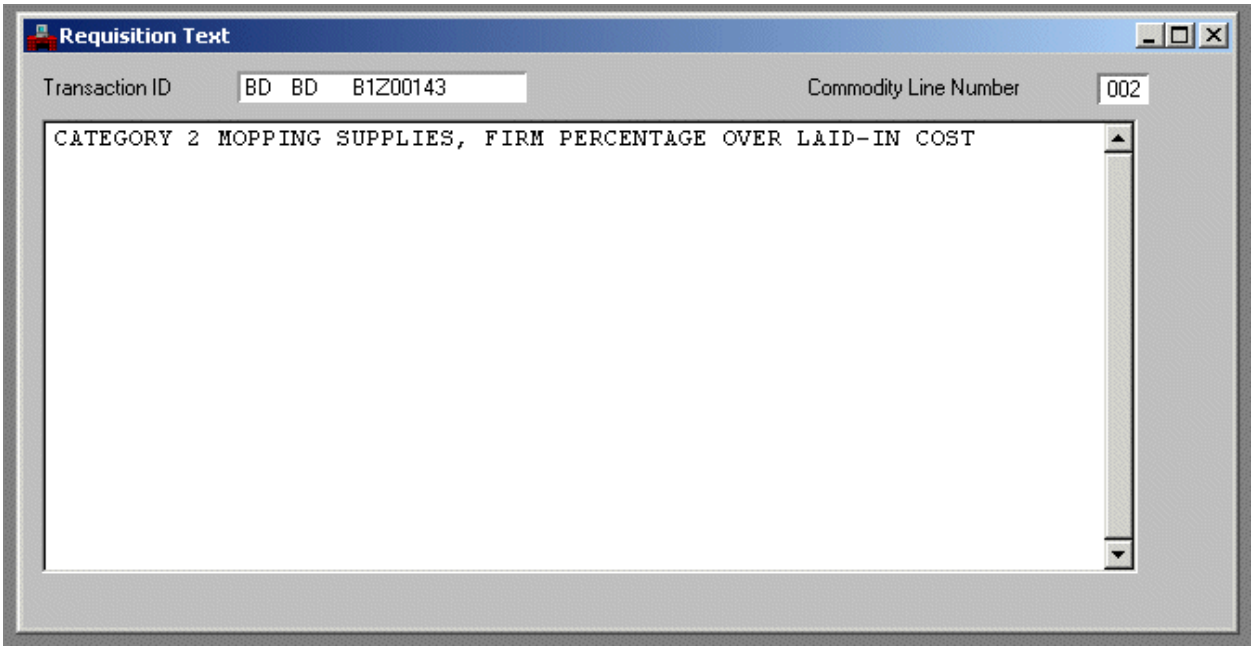
When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

RXTX Coding Instructions



Field Name	Length	Definition
Transaction ID	16	**Requires Input.** Enter the document ID number.
Commodity Line Number	3	**Input Optional**. Defaults to **001**. If text being entered or reviewed is associated with a different Commodity Line Number, enter that Commodity Line Number. If the text is associated with the requisition as a whole, enter **000**.
Text		**Requires Input.** Enter the text you want to associate with the requisition commodity line. This text should provide further explanation of the item requested on the commodity line. This text may be inferred to a subsequent bid document or purchase order.

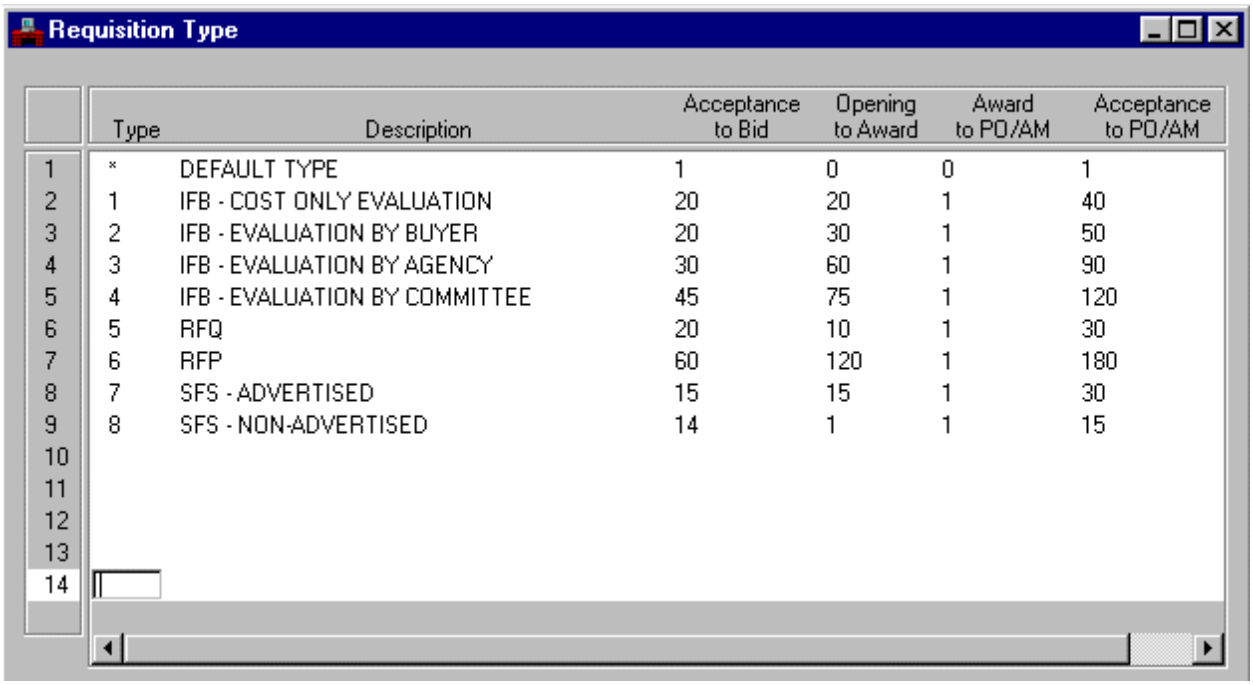
Requisition Type (TYPE)

Purpose

The Requisition Type (TYPE) table establishes tolerances from requisition processing to bid development and the subsequent awarding of purchase orders and Price Agreements (i.e., contracts). This table, in conjunction with the Milestone Performance Inquiry (MILE) table, provides management personnel within the Office of Administration/Division of Purchasing and Materials Management (OA/DPMM) with the capability to track buyers' bid activities and, if necessary, make adjustments to buyers' assignments. OA/DPMM is responsible for

maintaining the TYPE table. Other agencies have inquiry access only to this table. Non-Chapter 34 agencies may request OA/DPMM to add additional codes to facilitate internal requisition processing if necessary.

TYPE Coding Instructions



	Type	Description	Acceptance to Bid	Opening to Award	Award to PO/AM	Acceptance to PO/AM
1	*	DEFAULT TYPE	1	0	0	1
2	1	IFB - COST ONLY EVALUATION	20	20	1	40
3	2	IFB - EVALUATION BY BUYER	20	30	1	50
4	3	IFB - EVALUATION BY AGENCY	30	60	1	90
5	4	IFB - EVALUATION BY COMMITTEE	45	75	1	120
6	5	RFQ	20	10	1	30
7	6	RFP	60	120	1	180
8	7	SFS - ADVERTISED	15	15	1	30
9	8	SFS - NON-ADVERTISED	14	1	1	15
10						
11						
12						
13						
14						

Field Name	Length	Definition
Type	1	**Display Only.** Indicates the code value assigned to its corresponding description. The default entry is an asterisk (*****).
Description	30	**Display Only.** Indicates the description that corresponds to the Type code.
Acceptance to Bid	3	**Display Only.** Indicates the maximum number of days that should elapse between requisition document acceptance and the establishment of the bid.
Opening to Award	3	**Display Only.** Indicates the maximum number of days that should elapse between the opening of the bid and the awarding of the bid.
Award to PO/AM	3	**Display Only.** Indicates the maximum number of days that should elapse between the awarding of the bid and the issuance of the purchase order/Price Agreement Master (AM) document.

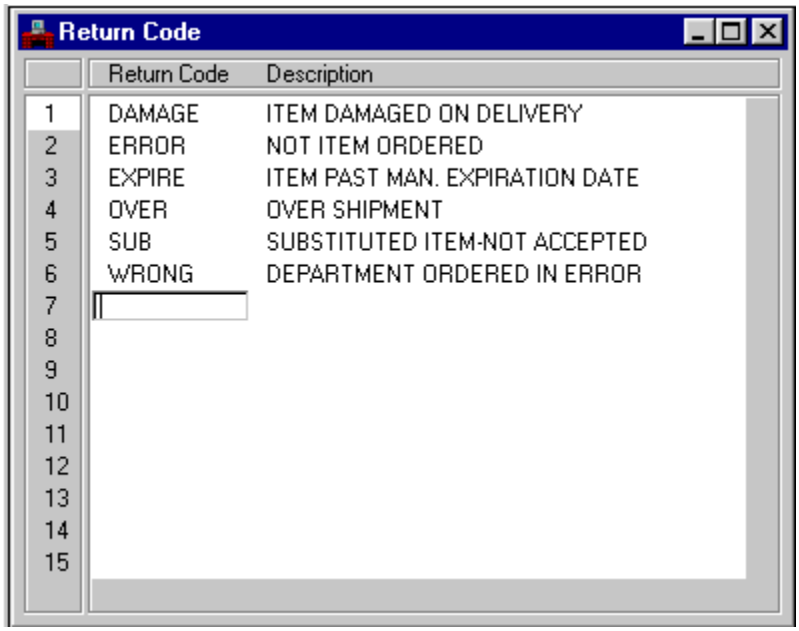
Acceptance to PO/AM	3	**Display Only.** Indicates the maximum number of days that should elapse between the requisition document acceptance and the issuanceof the purchase order/Price Agreement Master (AM) document.

Return Code (RETC)

Purpose

The Return Code (RETC) table is used to establish valid return codes and descriptions defining why the stock item is being returned to inventory.

RETC Coding Instructions



Field Name	Length	Definition
Return Code	6	**Requires Input.** Enter a short item name that describes the return code.
Description	30	**Requires Input.** Enter a detailed description that explains the return code.

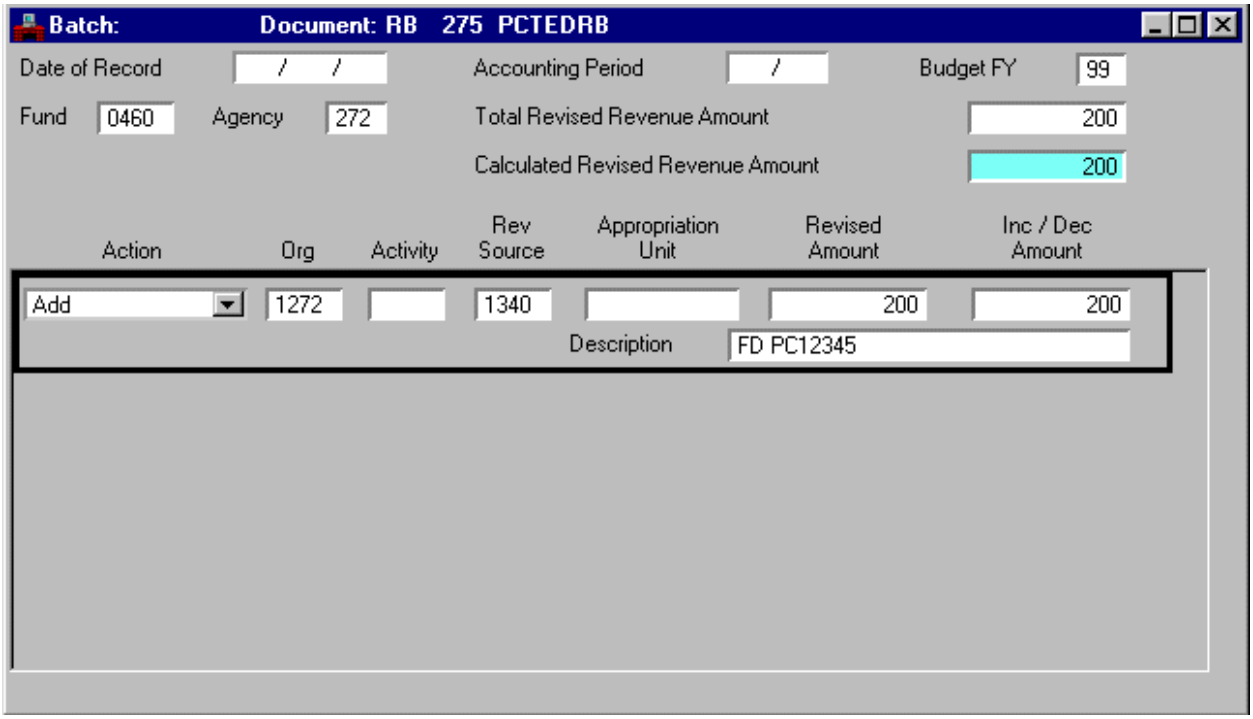
Revenue Budget (RB)

Subject to Change

Purpose

The Revenue Budget (RB) document is used to establish and maintain estimated receipts by revenue source.

RB Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4	**Input Optional**. If this RB is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2	**Requires Input.** Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4	**Requires Input**. Enter the code for the appropriate fund. Refer to Fund Index (FUND) for valid codes.

Agency	3	**Requires Input**. Enter the code for the appropriate agency. Refer to Agency Index (AGCY) or Fund Agency Index (FAGY) for valid codes.
Total Revised Revenue Amount	12	**Requires Input**. Enter the sum of the **Revised Amounts** for all lines in this document. Do not enter cents.
Calculated Revised Revenue Amount	12	**Display Only.** This is a system generated total of all the revised revenue amounts. It must equal the Total Revised Revenue Amount for the transaction to be accepted.
Action	1	**Input Optional.** Defaults to **Add**. Valid selections are: **Add –** Used to add a new revenue budget or reactivate an inactive revenue budget. **Modify** – Used to modify an existing revenue budget. **Deactivate** – Used to deactivate an existing revenue budget. No further revenue transactions may be recognized against this revenue budget. If modifying or deactivating a revenue budget, select the appropriate action.
Org	4	**Requires Input.** Enter the code for the appropriate organization. This organization must be designated as a revenue budget organization on the Organization Table. Refer to Organization (ORG2) for valid codes.
Activity	4	**Input Optional**. May be either required or not allowed based upon the Revenue Budget Activity Option on the Fund Agency (FGY2) table. If the control option for revenue budgets on the Fund Agency (FGY2) requires the use of an activity on budget and accounting, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If the control option for revenue budgets on the Fund Agency (FGY2) requires the use of activity on accounting or the use of activity is optional on accounting, do not enter data into this field.
Rev Source	4	**Requires Input.** Enter the code for the appropriate revenue source. Refer to Revenue Source Index (RSRC) for valid codes.

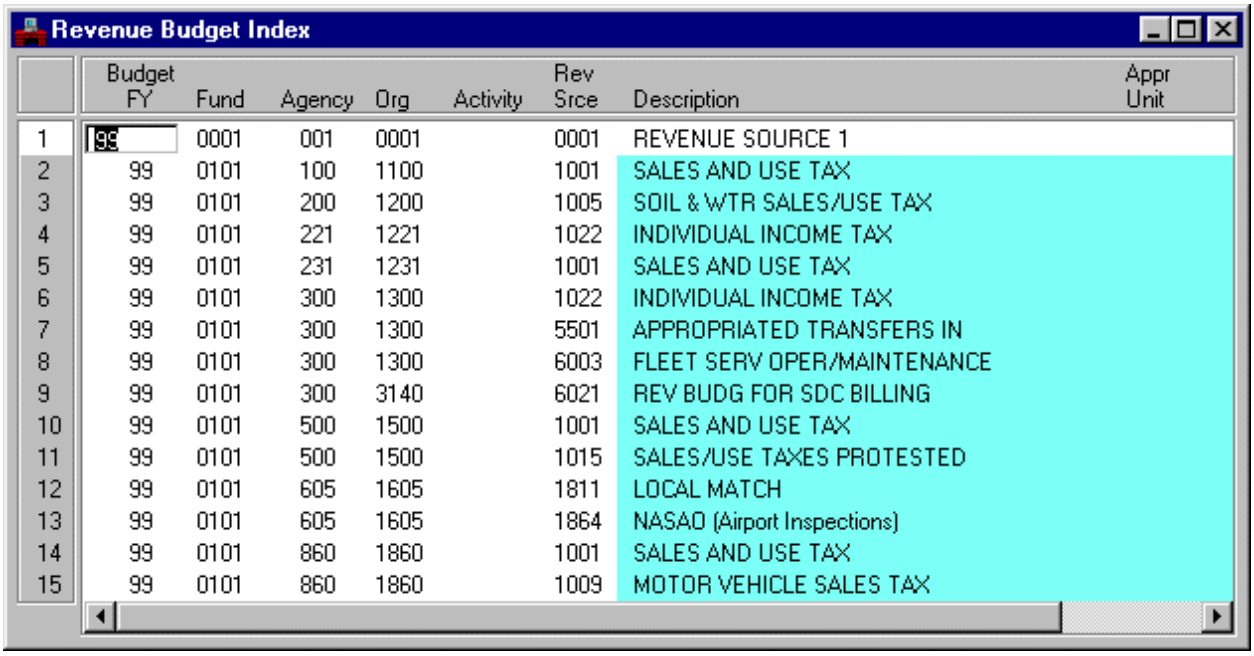
Appropriation Unit	9	**Not Applicable.** Do not enter data into this field.
Revised Amount	12	**Input Optional**. If adding a new revenue budget, enter the new amount for the revenue budget. Do not enter cents. If modifying an existing revenue budget, enter the revised amount for the revenue budget. Do not enter cents. If deactivating or reactivating a revenue budget, do not enter an amount for the revenue budget. The amount will default to zero.
Inc/Dec Amount	12	**Input Optional**. If adding a new revenue budget, enter the increased amount for the revenue budget. This is the same amount entered in the Revised Amount field. Do not enter cents. If modifying an existing revenue budget, enter the difference between the revised amount and the existing amount for the revenue budget. Refer to Revenue Budget Inquiry (REV2) to determine the existing revenue budget amount. If the net effect results in a negative number, do not enter the negative sign in this field. Do not enter cents. If deactivating or reactivating a revenue budget, do not enter an amount.
Description	25	**Input Optional.** Defaults to the description of the revenue source code. Refer to Revenue Source (RSR2) for valid descriptions. If a different description is desired, enter a new description.

Revenue Budget Index (REVB)

Purpose

The Revenue Budget Index (REVB) table is a listing of revenue budgets for a budget fiscal year. The index displays the name and status of the revenue budget. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, Activity, and Revenue Source) narrows the search for an inquiry.

REVB Coding Instructions



	Budget FY	Fund	Agency	Org	Activity	Rev Srce	Description	Appr Unit
1	99	0001	001	0001		0001	REVENUE SOURCE 1	
2	99	0101	100	1100		1001	SALES AND USE TAX	
3	99	0101	200	1200		1005	SOIL & WTR SALES/USE TAX	
4	99	0101	221	1221		1022	INDIVIDUAL INCOME TAX	
5	99	0101	231	1231		1001	SALES AND USE TAX	
6	99	0101	300	1300		1022	INDIVIDUAL INCOME TAX	
7	99	0101	300	1300		5501	APPROPRIATED TRANSFERS IN	
8	99	0101	300	1300		6003	FLEET SERV OPER/MAINTENANCE	
9	99	0101	300	3140		6021	REV BUDG FOR SDC BILLING	
10	99	0101	500	1500		1001	SALES AND USE TAX	
11	99	0101	500	1500		1015	SALES/USE TAXES PROTESTED	
12	99	0101	605	1605		1811	LOCAL MATCH	
13	99	0101	605	1605		1864	NASAO (Airport Inspections)	
14	99	0101	860	1860		1001	SALES AND USE TAX	
15	99	0101	860	1860		1009	MOTOR VEHICLE SALES TAX	

Field Name	Length	Definition
Budget FY	2	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Organization	4	Enter the code for the appropriate organization. Refer to Organization Index (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired organization.
Activity	4	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the revenue budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If an activity code is not entered, the beginning record of the inquiry is

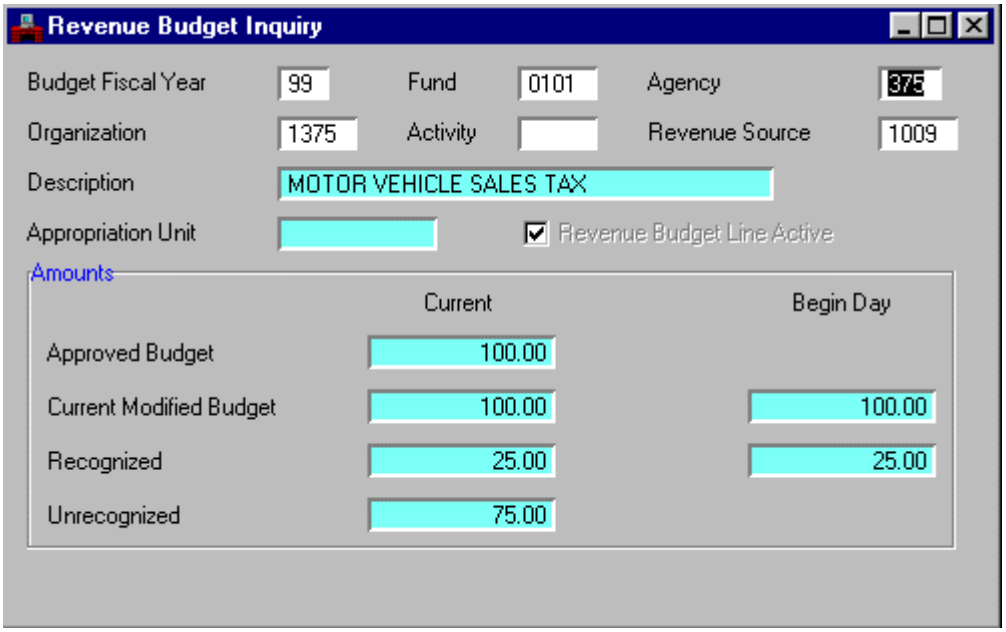
		the first record for the Budget Fiscal Year, Fund, Agency, and Organization combination, which may not be the desired activity.
Rev Srce	4	Enter the code for the appropriate revenue source. Refer to Revenue Budget Inquiry (REV2) for valid codes. If a revenue source is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, and if applicable the Activity combination, which may not be the desired revenue source.
Description	30	Displays a description of the revenue budget.
Appr Unit	9	**Not applicable.** The State of Missouri does not link receipts to appropriation units.
Status Ind	1	Displays “A” for active revenue budgets and “I” for revenue budgets. If a revenue budget is inactive, no further revenue may be recognized against the revenue budget.

Revenue Budget Inquiry (REV2)

Purpose

The Revenue Budget Inquiry (REV2) table is a financial summary for a revenue budget. The inquiry displays the revenue budget amount and the actual revenues recognized. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, Activity, and Revenue Source) narrows the search for an inquiry.

REV2 Coding Instructions



Field Name	Length	Definition
Budget Fiscal Year	2	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Organization	4	Enter the code for the appropriate organization. Refer to Organization Index (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired organization.
Activity	4	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the revenue budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid

		codes. If an activity code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, and Organization combination, which may not be the desired activity.
Revenue Source	4	Enter the code for the appropriate revenue source. Refer to Revenue Budget Inquiry (REV2) for valid codes. If a revenue source is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, and if applicable the Activity combination, which may not be the desired revenue source.
Description	30	Displays a description of the revenue budget.
Appropriation Unit	9	**Not applicable.** The State of Missouri does not link receipts to appropriation units.
Revenue Budget Line Active	1	Displays if the revenue budget is active. The Active box will be marked with an X if the revenue budget is active. If the revenue budget is not active, the box will be blank.
Approved Budget	14.2	Displays the budgeted amount for the revenue budget when the budget was approved.
Current Modified Budget	14.2	Displays the budgeted amount for the revenue budget. This field is updated with changes from revenue budget transactions processed after the budget was approved.
Current Modified Budget (Begin Day)	14.2	Displays the beginning day budgeted amount for the revenue budget.
Recognized	14.2	Displays the total revenue recognized against the revenue budget.
Recognized (Begin Day)	14.2	Displays the beginning day amount of revenue recognized against the revenue budget.
Unrecognized	14.2	Displays the unrecognized revenue balance for the revenue budget. The unrecognized balance is calculated using the following formula:

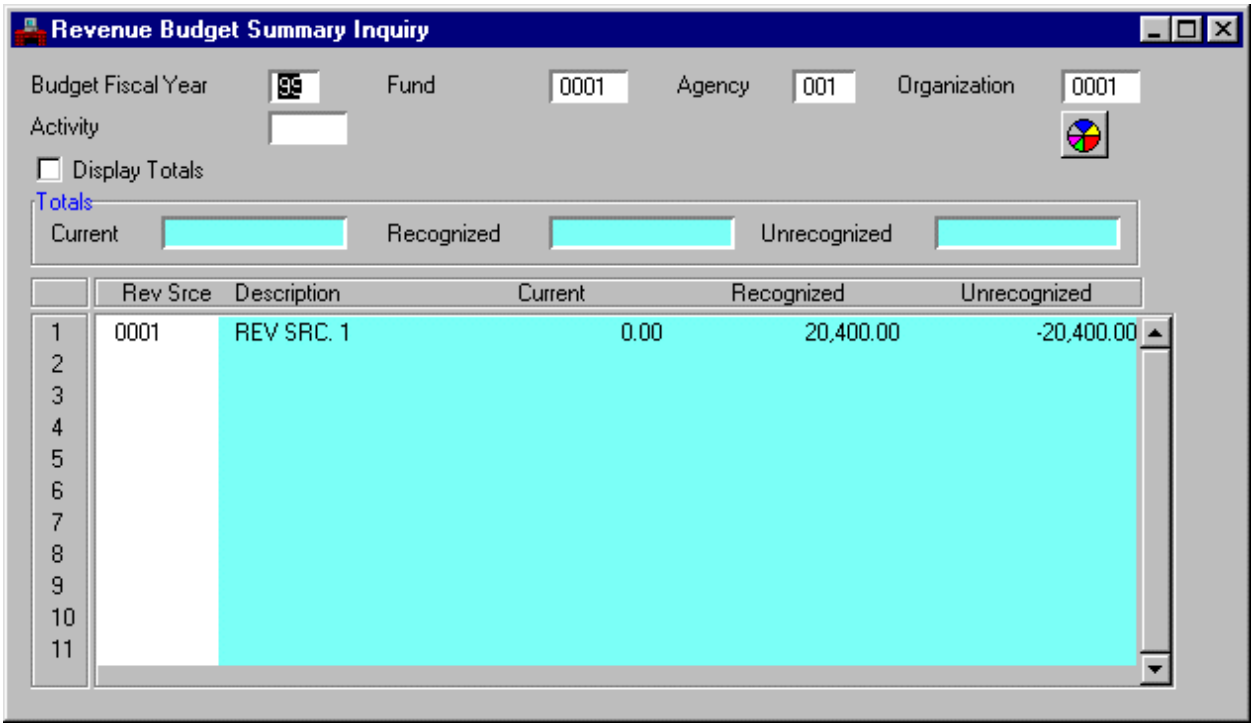
The Current Modified Budget amount less the Recognized amount.

Revenue Budget Summary Inquiry (RSUM)

Purpose

Revenue Budget Summary Inquiry (RSUM) table is a summarized listing of revenue budgets. The inquiry displays all revenue budgets established for a fund, agency and organization combination. The financial summary includes the revenue budget amount and the actual revenues recognized. Entering a key field or combination of key fields (Budget Fiscal Year, Fund, Agency, Organization, and Activity) narrows the search for an inquiry.

RSUM Coding Instructions



Field Name	Length	Definition
Budget Fiscal Year	2	Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4	Enter the code for the appropriate fund. Refer to Fund Index (FUND) table for valid codes. If a fund is not entered, the beginning

		record of the inquiry is the first record for the Budget Fiscal Year, which may not be the desired fund.
Agency	3	Enter the code for the appropriate agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes. If an agency is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year and Fund combination, which may not be the desired agency.
Organization	4	Enter the code for the appropriate organization. Refer to Organization Index (ORGN) for valid codes. If an organization is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund and Agency combination, which may not be the desired organization.
Activity	4	If the control option on the Fund Agency (FGY2) requires the use of an activity code on the revenue budget, enter the code for the appropriate activity. Refer to Activity Index (ACTV) for valid codes. If an activity code is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, and Organization combination, which may not be the desired activity.
Display Totals	1	Select the box to display revenue budget totals for a fund, agency, and organization combination. If applicable, displays totals for a fund, agency, organization and activity combination. The totals are displayed in the Current, Recognized, and Unrecognized fields.
Current (Total)	14.2	If the Displays Totals box is selected, displays the total budgeted amount of the revenue budgets. This field is updated with changes from revenue budget transactions processed after the budget was approved.
Recognized (Total)	14.2	If the Displays Totals box is selected, displays the total recognized amount of the revenue budgets.
Unrecognized (Total)	14.2	If the Displays Totals box is selected, displays the unrecognized amount of the revenue budgets.

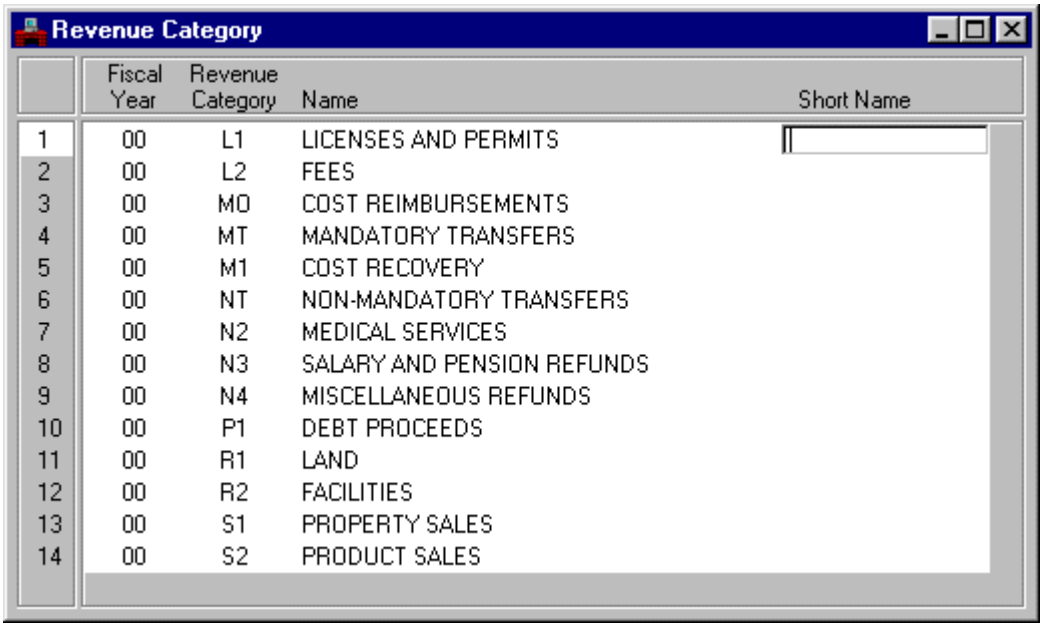
Rev Source	4	Enter the code for the appropriate revenue source. Refer to Revenue Budget Inquiry (REV2) for valid codes. If a revenue source is not entered, the beginning record of the inquiry is the first record for the Budget Fiscal Year, Fund, Agency, Organization, and if applicable the Activity combination, which may not be the desired revenue source.
Description	25	Displays the short name for the revenue source.
Current	14.2	Displays the budgeted amount for the revenue budget. This field is updated with changes from revenue budget transactions processed after the budget was approved.
Recognized	14.2	Displays the total revenue recognized against the revenue budget.
Unrecognized	14.2	Displays the unrecognized revenue balance for the revenue budget. The unrecognized balance is calculated using the following formula: The Current Modified Budget amount less the Recognized amount.

Revenue Category (RCAT)

Purpose

Revenue Category (RCAT) defines valid revenue category codes and is a roll-up level in the **Revenue Source** hierarchy. It is used to group similar revenue sources for GAAP financial reporting purposes and is used for CAFR reporting. The numbering scheme is defined by OA/ACC. The actual assignment of revenue sources into categories occurs in Revenue Source (RSR2).

RCAT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Revenue Category	2	**Requires Input.** Enter the **Revenue Category** value. If adding a new code, enter a new value; if changing or deleting an existing category, enter the affected value. The following categories are defined for system use: **MT** - Mandatory transfers **NT** - Non-mandatory transfers **DE** - Deductions
Name	30	**Requires Input.** Enter the revenue category **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

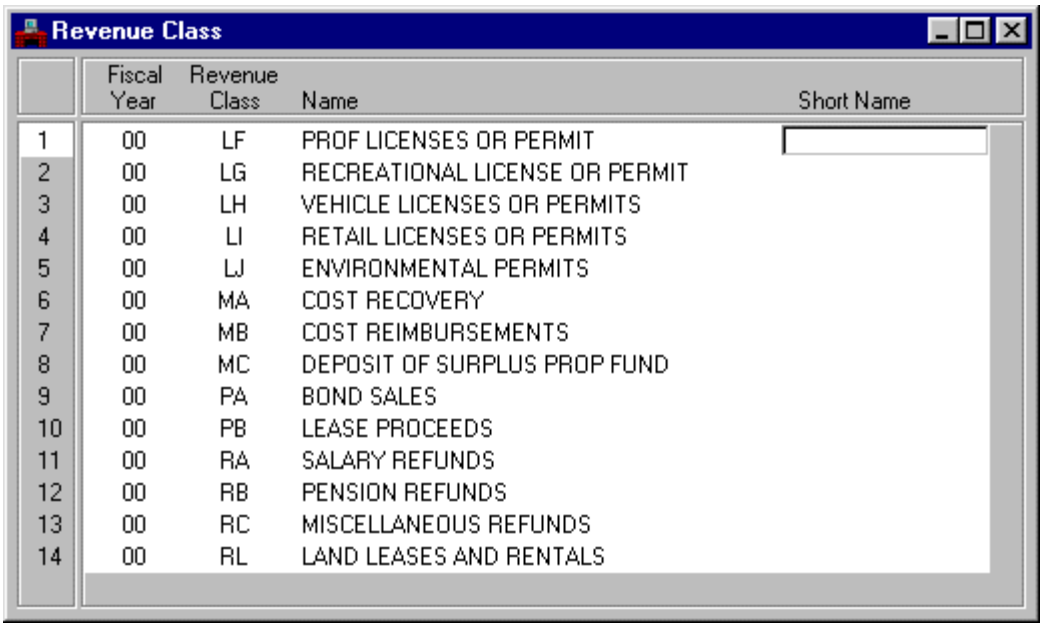
Revenue Class (RCLS)

Purpose

Revenue Class (RCLS) is used to define valid revenue class codes and is a roll-up level in the **Revenue Source** hierarchy. No revenue class has been defined for the State of

Missouri. The numbering scheme is defined by OA/ACC. The actual assignment of revenue sources into classes occurs on Revenue Source (RSR2).

RCLS Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Revenue Class	3	**Requires Input.** Enter the **Revenue Class** code. If adding a new code, enter a new value; if changing or deleting an existing class, enter the affected value.
Name	30	**Requires Input.** Enter the revenue class **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

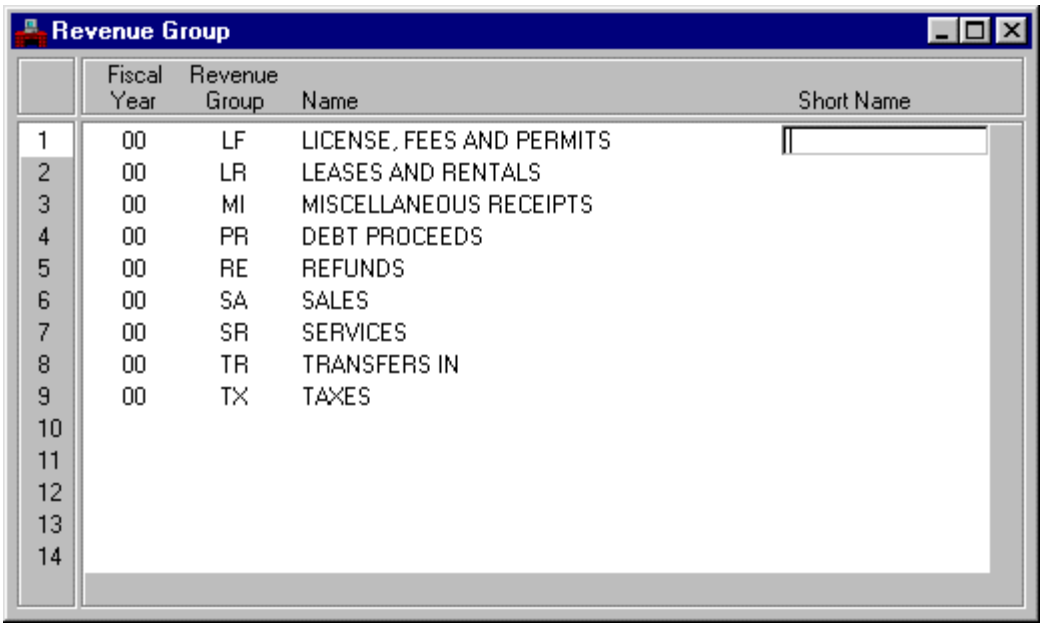
Revenue Group (RGRP)

Purpose

Revenue Group (RGRP) defines valid revenue group codes and is a roll-up level in the **Revenue Source** hierarchy. It is used to group similar revenue types for CAFR

reporting. The numbering scheme is defined by OA/ACC. The actual assignment of revenue types into groups occurs in Revenue Source (RSR2).

RGRP Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Revenue Group	2	**Requires Input.** Enter the **Revenue Group** value. If adding a new code, enter a new value; if changing or deleting an existing group, enter the affected value. The following groups are defined for system use: **TR** - Transfers In **PR** - Proceeds
Name	30	**Requires Input.** Enter the revenue group **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

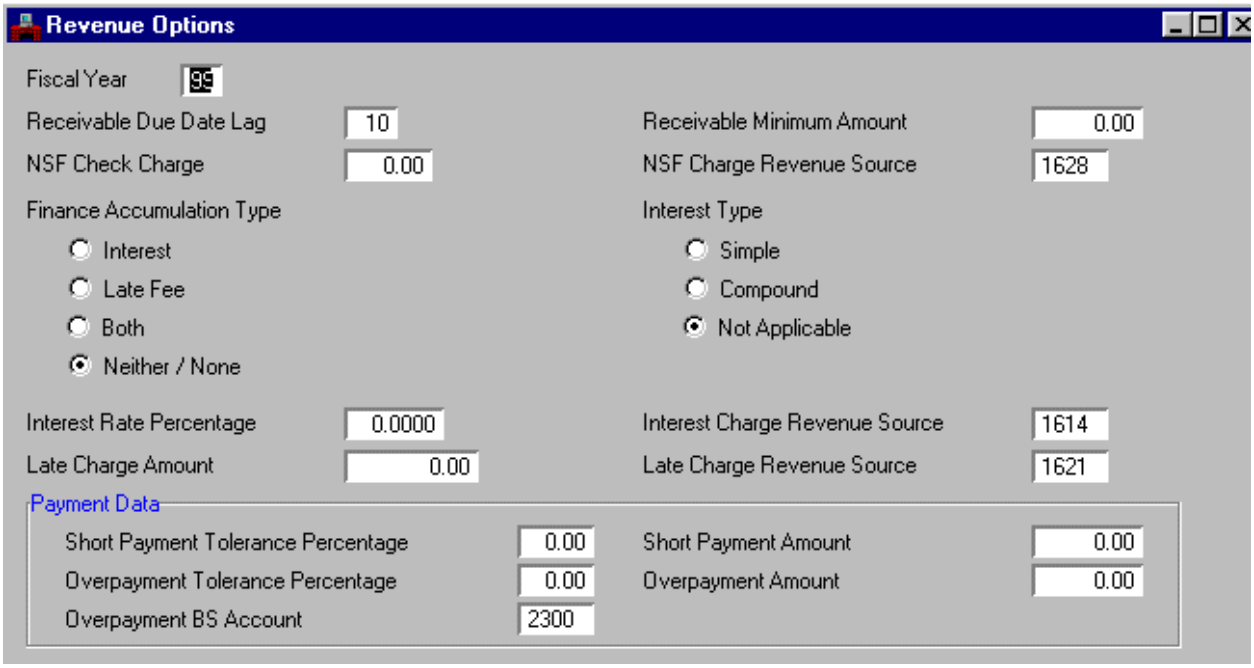
Revenue Options (ROPT)

Purpose

The Revenue Options Table (ROPT) establishes statewide revenue options and controls for the SAM II Accounts Receivables (AR) Subsystem. This table is set up once at implementation of SAM II and new Fiscal Year records are automatically created at beginning of each Fiscal Year. If the statewide policies change, this table needs to be re-evaluated.

This table is maintained by OA/ACC. The settings on this table can be overridden by state agencies on the Revenue Option By Agency/Revenue Source Table (ROAR).

ROPT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the fiscal year for which the revenue options and controls are valid. Agencies should access the current fiscal year or appropriate fiscal year for which they are entering Receivable (RE) transactions.
Receivable Due Date Lag	3	**Requires Input**. Enter the number of days past the date of record on the Receivable (RE) document that payment is due. The SAM II statewide setting will be 30 days.

Receivable Minimum Amount	8	**Requires Input**. Enter the minimum allowable Receivable amount be posted in SAM II. New Receivable (RE) documents will be rejected if the document total is less than this amount. The SAM II statewide setting will be $1.00.
NSF Check Charge	6	**Requires Input**. Enter the amount that will be charged for returned checks on a statewide basis when Non-sufficient Funds (NF) documents are processed. The SAM II setting will be $0.00.
NSF Charge Revenue Source	4	**Requires Input**. The system requires input in this field, but this feature will not be used in SAM II. Enter the Revenue Source code of 1628 (Insufficient Funds Charges).
Finance Accumulation Type	1	**Input Optional**. Defaults to Neither/None. Indicates the type of finance charge that will be applied against delinquent Receivables on a statewide basis. The options are Interest, Late Fee, Both (interest and late fee), and Neither/None.
Interest Type	1	**Input Optional**. Required if **Finance Accumulation Type** selected is Interest. Indicates the type of interest that will be charged on delinquent Receivables on a statewide basis. This can be either Simple or Compound. As the **Finance Accumulation Type** will be default to Neither/None in SAM II, this field will be set at Not Applicable.
Interest Rate Percentage	7.4	**Input Optional**. Required if **Finance Accumulation Type** is Interest. Indicates the annual percentage interest rate that will be applied against delinquent Receivables on a statewide basis. As the **Finance Accumulation Type** will be default to Neither/None for SAM II, this field will be left blank. Format is xx.xxxx, for example 5% would be entered as 5.0000.
Interest Charge Revenue Source	4	**Requires Input.** The system requires input in this field, but this feature will not be used in SAM II. Enter the Revenue Source code of 1614 (Interest On Receivables).
Late Charge Amount	10.2	**Input Optional**. Required if Late Fee is selected in **Finance Accumulation Type**. The amount of a one-time charge that will be applied against delinquent Receivables on a statewide

		basis. As the **Finance Accumulation Type** will be default to Neither/None for SAM II, this field will be left blank.
Late Charge Revenue Source	4	**Requires Input**. The system requires input in this field, but this feature will not be used in SAM II. Enter the Revenue Source code of 1621 (Penalties).
Allowance for Doubtful Accounts	4	**Requires Input.** Enter the valid asset [account type 1] or contra-asset [account type 1] on the Balance Sheet Account Table (BAC2).
Bad Debt Expense	4	**Requires Input.** Enter the object expense associated with Bade Debt. Must be valid on the Object (OBJ2) table.
Short Payment Tolerance Percentage	5	**Requires Input**. Enter the maximum percentage of payment under the billed amount that can be entered and still have SAM II accept it as payment in full and close the RE. **Short Payment Tolerance Percentage** will be set at 0% in SAM II. All Receivable balances will be required to be paid in full. Closing a partially paid Receivable will be done using a Receivable Credit Memo (RM) document to adjust the balance to zero or using the write-off procedures. See the Policies and Procedures for Adjusting Receivables and Write-Offs to determine the procedures to follow.
Short Payment Amount	8	**Requires Input.** Enter the maximum dollar amount of payment under the billed amount that can be entered and still have SAM II accept it as payment in full and close the RE. **Short Payment Amount** will be set at $0.00 in SAM II. All Receivable balances will be required to be paid in full. Closing a partially paid Receivable will be done using a Receivable Credit Memo (RM) document to adjust the balance to zero or using the write-off procedures. See the Policies and Procedures for Adjusting Receivables and Write-Offs to determine the procedures to follow.
Overpayment Tolerance Percentage	5	**Requires Input**. Enter the maximum percentage of payment over the billed amount that can be entered and not create a credit balance on the RE.**Overpayment Tolerance Percentage** will be set at 0%. Overpayment of a Receivable balance must be

		refunded to the Customer or recorded as deferred revenue. See the Policies and Procedures for Refund Processing and Deferred Revenue to determine the procedures to follow.
Overpayment Amount	8	**Requires Input**. Enter the maximum dollar amount of payment over the billed amount that can be entered and not create a credit balance on the RE.**Overpayment Amount** will be set at $0.00. Overpayment of a Receivable balance must be refunded to the Customer or recorded as deferred revenue. See the Policies and Procedures for Refund Processing and Deferred Revenue to determine the procedures to follow.
Overpayment BS Account	4	**Requires Input.** The system requires input in this field, but this feature will not be used in SAM II. Enter the balance sheet account of 2302 “Refund of Receivable Overpayments”.

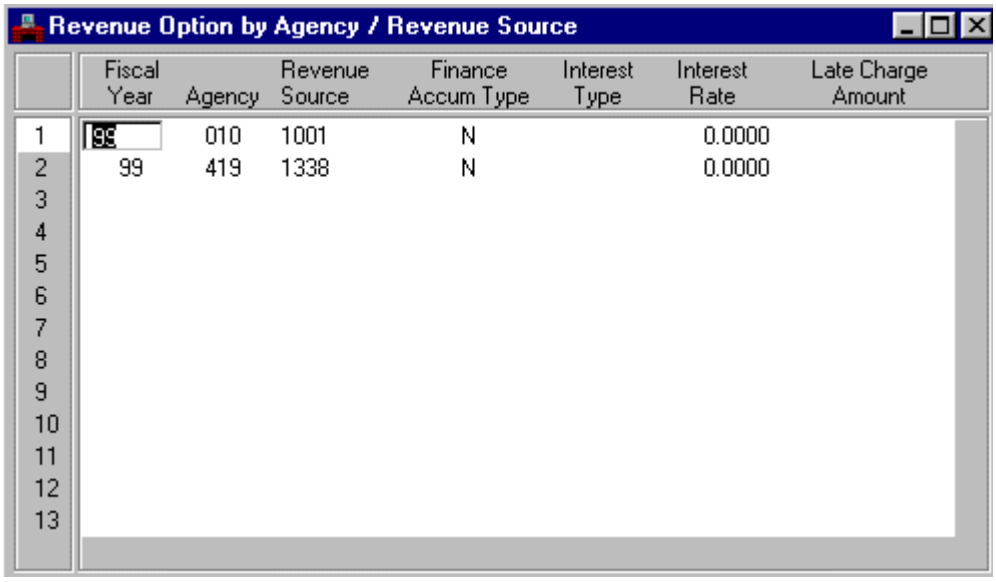
Revenue Options by Agency/Revenue Source (ROAR)

Purpose

The Revenue Options by Agency/Revenue Source Table (ROAR) provides state agencies with the ability to override, by agency and revenue source, the SAM II Accounts Receivable (AR) statewide settings on the Revenue Options Table (ROPT).

If an agency does not wish to use the statewide defaults, the agency will be responsible for determining and maintaining their own finance charge information. The **Agency** field will be used to establish security to the table.

ROAR Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input**. Enter the fiscal year for which the revenue options are valid.
Agency	3	**Requires Input**. Enter the code for the appropriate Agency for which the revenue options apply. Refer to the Agency Index Table (AGCY) or Fund Agency Index (FAGY) Table for valid codes.
Revenue Source	4	**Requires Input**. Enter the code for the appropriate Revenue Source for which the revenue options apply. Refer to Revenue Source Index (RSRC) Table for valid codes.
Finance Accum Type	1	**Input Optional**. Required if the agency is setting up finance charge penalties. Indicates the type of finance charge that will be applied against delinquent Receivables on an agency basis. The options are Interest, Late Fee, Both (interest and late fee), and Neither/None. The SAM II default will be Neither/None.
Interest Type	1	**Input Optional**. Required if **Finance Accumulation Type** is I (interest) or B (both). This specifies whether S (simple) or C (compound) interest is accrued.
Interest Rate	7.4	**Input Optional**. Required if **Finance Accumulation Type** is either I (interest) or B (both). Enter the annual percentage interest rate that will

		be applied against delinquent Receivables. Format is xx.xxxx, for example 5% would be entered as 5.0000.
Late Charge Amount	10	**Input Optional**. If either L (late fee) or B (both) is entered in the **Finance Accum Type** field, then enter the dollar amount of a one-time charge that will be applied against delinquent Receivables.

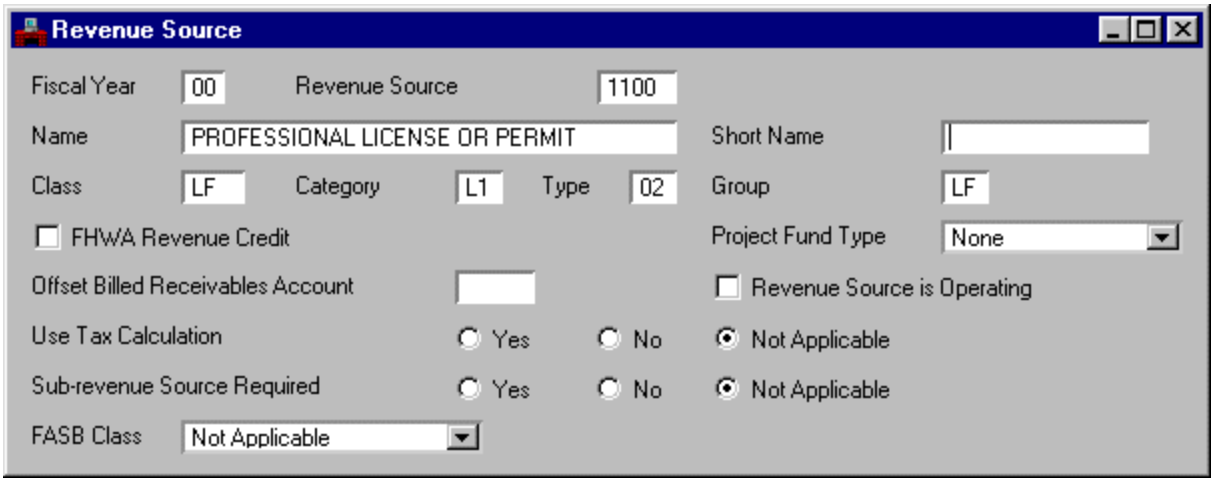
Revenue Source (RSR2)

Purpose

Revenue Source (RSR2) defines revenue sources that appear in the revenue budget and on revenue transactions. This table also establishes higher-level classifications of the revenue source codes and identifies the default balance sheet account charged to offset revenue recognition entries in the ledgers.

The revenue source is the starting point for a classification hierarchy that puts similar revenue sources together in progressively larger groups. The progression is as follows: 1) Sub-Revenue Source; 2) Revenue Source; 3) Revenue class; 4) Revenue category; 5) Revenue type; and 6) Revenue group. Revenue source is the level used in the budget. Similar revenue sources make a revenue class, and similar revenue classes make a revenue category. Sub-revenue source codes are a subdivision of revenue source codes. A revenue source code is always required on revenue related transactions.

RSR2 Coding Instructions



Field Name	Length	Definition

Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Revenue Source	4	**Requires Input.** Enter a **Revenue Source** code. If adding a new line, enter a new code; if changing or deleting an existing code, enter the affected value.
Name	30	**Requires Input.** Enter the revenue source **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.
Class	3	**Leave Blank.** No revenue **Class** defined for the State of Missouri.
Category	2	**Requires Input.** Enter the revenue **Category** code within which this revenue source will be reported. Refer to Revenue Category (RCAT) for valid values.
Type	2	**Requires Input.** Enter the revenue **Type** code within which this revenue source will be reported. Refer to Revenue Type (RTYP) for valid values.
Group	2	**Requires Input.** Enter the revenue **Group** code within which this revenue source will be reported. Refer to Revenue Group (RGRP) for valid values.
FHWA Revenue Credit	1	**Input Optional.** Enter **X** if this revenue source code is used for FHWA billing credits with the Project Billing Subsystem. If it is not used for **FHWA Revenue Credit** leave **[blank]**.
Project Fund Type	2	**Input Optional.** If this revenue source code is used for recording specific types of revenue to projects, enter the type from the list below. If it is not used for recording specific types of revenue enter **[blank] None**. Defaults to **None [blank]**. Valid entries include: Default **None [blank]** [01] Bond Funds [02] Federal Funds [03] Entity/State Funds [04] Local/Other Funds

Offset Billed Receivables Account	4	**Input Optional.** If this revenue source is not used for interagency transfers, leave **[blank]**. If this revenue source is used for Interagency transfers (IAT), enter the receivable balance sheet account that is to be used as the debit offset when billed receivables for this revenue source are recognized. This account will be used instead of the system wide billed receivable account established on **(ROAR)**. Use an account whose **Account Type** is **Asset [01]** on Balance Sheet Account (BAC2).
Revenue Source is Operating	1	**Input Required.** All revenue source codes that are added need to have the box set to **[X]** (yes).
Use Tax Calculation	1	**Input Optional.** Leave **[blank]** - **Not Applicable**. Default is **Not Applicable [blank]**.
Sub-Revenue Source Required	1	**Input Optional.** Set radial button to either **[No]** or **[Not Applicable]** if a sub-revenue source is not required to be entered when this revenue source is used on a transaction. Set radial button to **[Yes]** if a **Sub-Revenue Source is Required** when this revenue source is used on a transaction. Default is **Not Applicable [blank]**.
FASB Class	1	**Input Optional.** Default is **Not Applicable [blank]**. If **FASB/GASB Institution** on System Options (SOP2) is **FASB [F]**, valid values are: Unrestricted [U] Temporarily Restricted [T] Permanently Restricted [P] When **FASB/GASB** Institution is **GASB [G]**, select **Not Applicable [blank]**.
GASB Major	2	**Requires Input.** Enter the Major GASB Type for this Revenue Source. Must be valid on the GASB Major Type Table (GBMJ).
GASB Minor	2	**Conditional.** If the **GASB Major** field on Revenue Source (RSR2) is not spaces, enter the Minor GASB Type for this Revenue Source if applicable. Must be valid on the GASB Type Table (GASB).

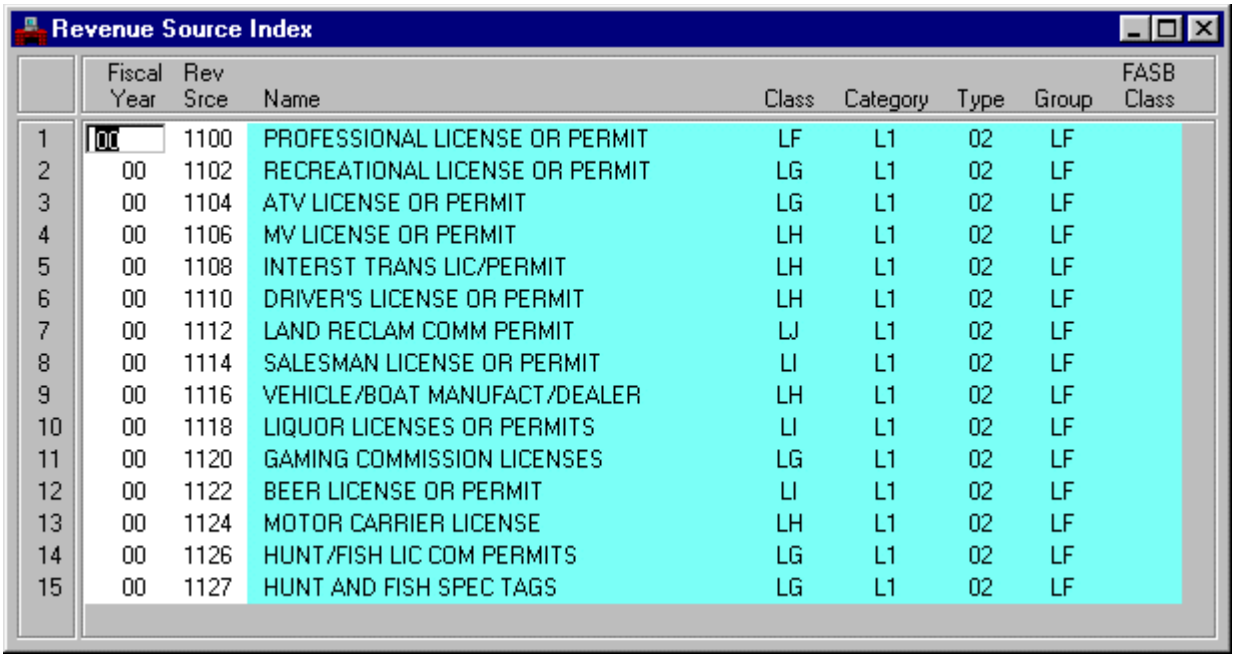
Revenue Source Index (RSRC)

Purpose

Revenue Source Index (RSRC) table displays revenue sources that may be used for recording revenue budgets and transactions. The Revenue Source Index (RSRC) also displays higher level classifications of the revenue source values.

The **Revenue Source** code is the starting point for a classification hierarchy that puts similar revenue sources together in progressively larger groups. The progression is as follows: 1) **Sub-Revenue Source**; 2) **Revenue Source**; 3) **Revenue Class**; 4) **Revenue Category**; 5) **Revenue Type**; and 6) **Revenue Group**.

RSRC Coding Instructions



	Fiscal Year	Rev Srce	Name	Class	Category	Type	Group	FASB Class
1	00	1100	PROFESSIONAL LICENSE OR PERMIT	LF	L1	02	LF	
2	00	1102	RECREATIONAL LICENSE OR PERMIT	LG	L1	02	LF	
3	00	1104	ATV LICENSE OR PERMIT	LG	L1	02	LF	
4	00	1106	MV LICENSE OR PERMIT	LH	L1	02	LF	
5	00	1108	INTERST TRANS LIC/PERMIT	LH	L1	02	LF	
6	00	1110	DRIVER'S LICENSE OR PERMIT	LH	L1	02	LF	
7	00	1112	LAND RECLAM COMM PERMIT	LJ	L1	02	LF	
8	00	1114	SALESMAN LICENSE OR PERMIT	LI	L1	02	LF	
9	00	1116	VEHICLE/BOAT MANUFACT/DEALER	LH	L1	02	LF	
10	00	1118	LIQUOR LICENSES OR PERMITS	LI	L1	02	LF	
11	00	1120	GAMING COMMISSION LICENSES	LG	L1	02	LF	
12	00	1122	BEER LICENSE OR PERMIT	LI	L1	02	LF	
13	00	1124	MOTOR CARRIER LICENSE	LH	L1	02	LF	
14	00	1126	HUNT/FISH LIC COM PERMITS	LG	L1	02	LF	
15	00	1127	HUNT AND FISH SPEC TAGS	LG	L1	02	LF	

Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Revenue Source	4	**Requires Input.** Enter a valid **Revenue Source** code.
Name	30	**Display Only.** The **Name** of the revenue source code from the Revenue Source (RSR2) table is displayed.

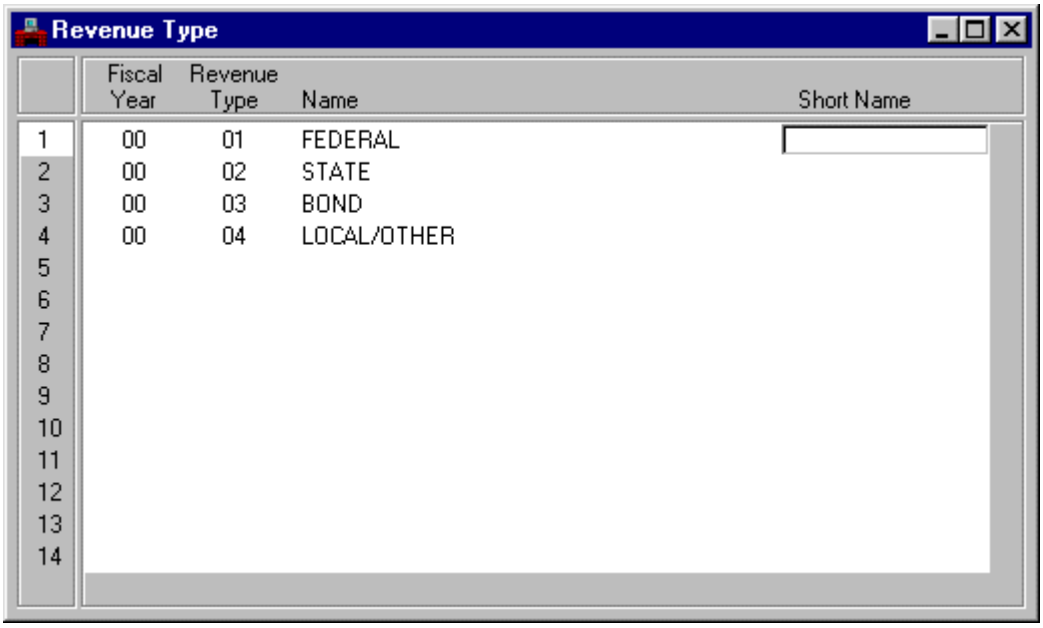
Class	3	**Display Only.** The **Revenue Class** associated with the revenue source code on the Revenue Source (RSR2) table is displayed.
Category	2	**Display Only.** The **Revenue Category** associated with the revenue source code on the Revenue Source (RSR2) table is displayed.
Type	2	**Display Only.** The **Revenue Type** associated with the revenue source code on the Revenue Source (RSR2) table is displayed.
Group	2	**Display Only.** The **Revenue Group** associated with the revenue source code on the Revenue Source (RSR2) table is displayed.
FASB Class	1	**Display Only.** Displays the setting for FASB Class. Valid values are: [U] Unrestricted [T] Temporarily Restricted [P] Permanently Restricted **[blank]** Not Applicable
GASB Major	2	**Not Applicable.** Do not enter data into this field.
GASB Minor	2	**Not Applicable.** Do not enter data into this field.

Revenue Type (RTYP)

Purpose

Revenue Type (RTYP) defines valid revenue type codes and is a roll-up level in the **Revenue Source** hierarchy. It is used to group similar revenue categories for CAFR reporting. The numbering scheme is defined by OA/ACC. The actual assignment of revenue categories into types occurs in Revenue Source (RSR2).

RTYP Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Revenue Type	2	**Requires Input.** Enter the **Revenue Type** value. If adding a new code, enter a new value; if changing or deleting an existing type, enter the affected value.
Name	30	**Requires Input.** Enter the revenue type **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

S

Service Contract (SC) Order

Purpose

The Service Contract (SC) Order Document is used to purchase supplies or services off an existing price agreement (contract) from vendors under a total cost, a guaranteed not-to-exceed, or a lump-sum amount basis. The SC document provides edits to enforce price

agreement terms relating to a maximum dollar amount during a price agreement time frame. These edits accomplish the following specific goals:

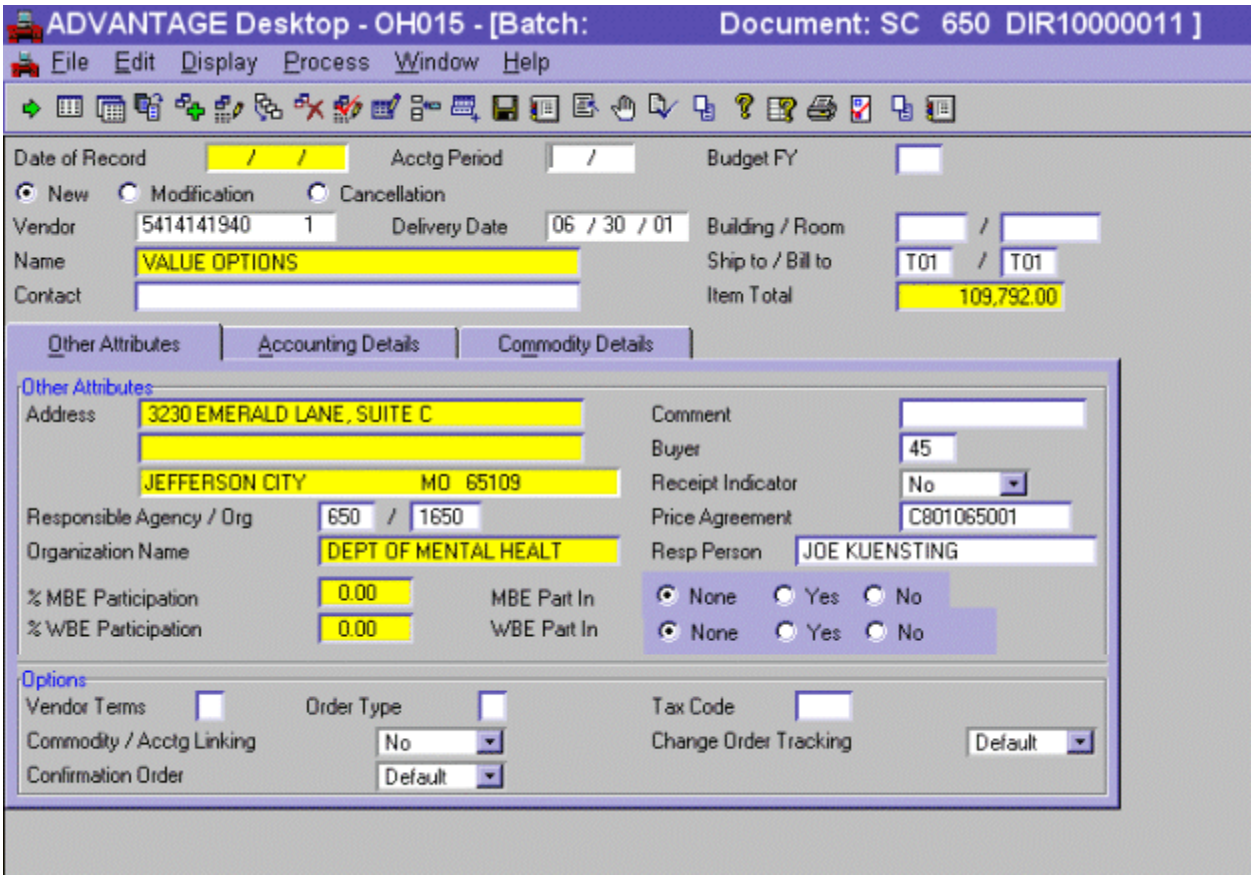
- A particular Service Contract Order can only reference vendors listed for that price agreement.
- The use of a particular price agreement can be restricted to a certain agency or multiple agencies.

The SC should not be used to order supplies or services that require Resource Manager approval.

Since the SC does not contain a field to designate FOB point, the desired FOB point must be entered on the Purchasing Text (PTEX) table as Commodity Line 000.

Refer to the procedures for Establishing A Service Contract (SC) Order Document, Modifying A Service Contract (SC) Order Document, or Canceling A Service Contract (SC) Order Document.

SC Coding Instructions



Header and Other Attributes View

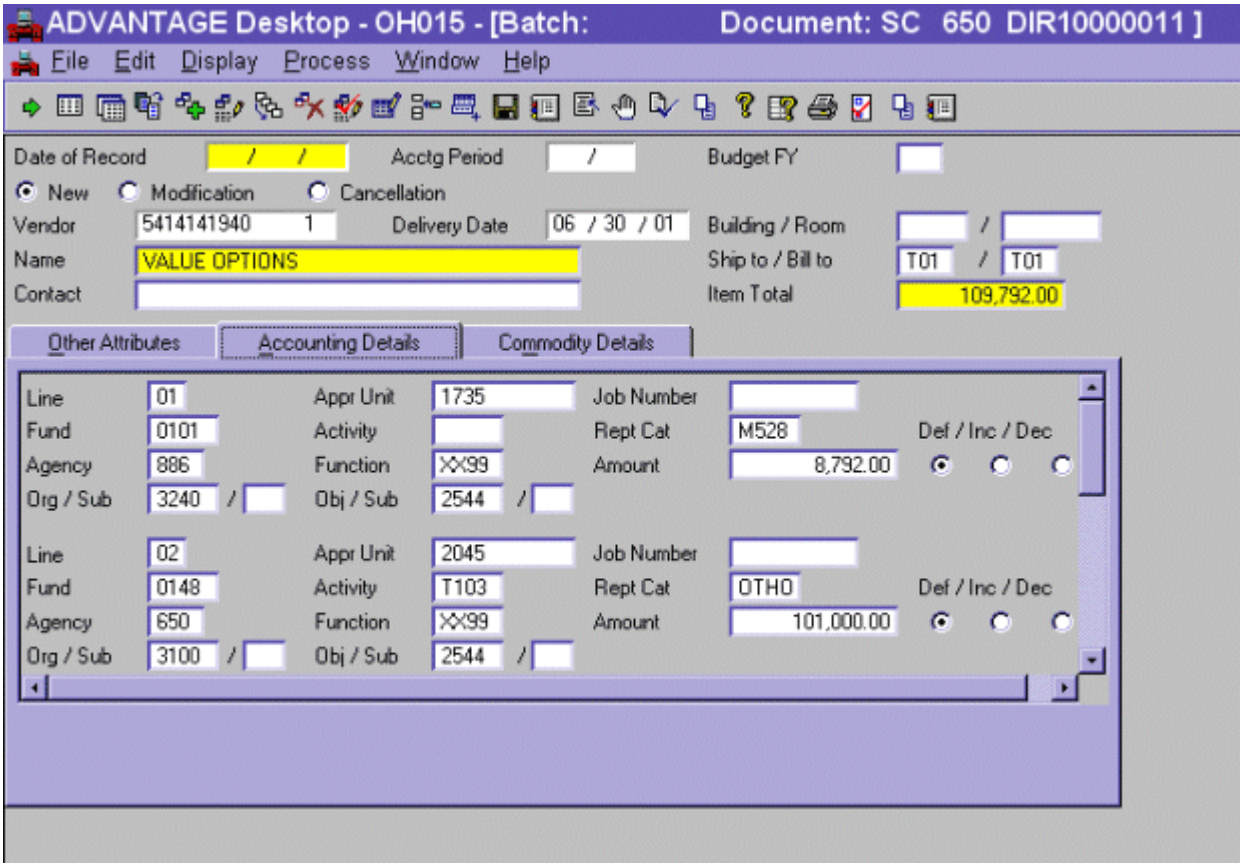
Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional.** If this SC is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period and nothing will appear in this field when the document is processed.
Budget FY	2	**Input Optional.** If this SC is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year and nothing will appear in this field when the document is processed.
New/Modification/ Cancellation	N/A	**Input Optional.** Defaults to New. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This action modifies the original or previously modified SC by allowing you to add lines or change the dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line and entering a new line with new codes and amounts. To cancel a line, decrease the dollar amount so the net is zero. If a particular accounting line has not been partially expensed, the same line number can be maintained if the accounting line is being modified. No other codes can be changed. Refer to Modifying A Service Contract (SC) Order Document procedures. • **Cancellation** - This action cancels the original SC. You cannot cancel a SC if it is referenced by a subsequent document unless the subsequent document(s) is

		canceled first. Refer to Canceling A Service Contract (SC) Order Document procedures.
Vendor	11	**Requires Input.** Enter the vendor code. Refer to Vendor (1 of 3) (VEN2) for valid codes. Ensure that the vendor is authorized to provide the commodity line items on the Price Agreement Vendor/Commodity (PAVC) table.
Delivery Date	6	**Requires Input.** Enter the date *(mm/dd/yy)* when you must receive the order.
Building/Room	4	**Input Optional.** If you wish to indicate a delivery location, enter a building identifier.
Building/**Room**	6	**Input Optional.** If you wish to indicate the room where delivery should take place, enter a room number.
Ship to/Bill to	3	**Requires Input.** Enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.
Ship to/**Bill to**	3	**Requires Input.** To indicate the appropriate billing location, enter the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.
Name	30	**Display Only.** Defaults to the name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Contact	30	**Input Optional.** If you wish to override the default vendor contact, enter the name of another individual representing the vendor. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only.** Defaults to the net total cost of all the commodity lines entered on this document.
Address	30X3	**Display Only.** Defaults to the address of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Responsible Agency/Org	3	**Requires Input.** The agency code of the agency authorized to process the SC must be entered. Refer to Agency Index (AGCY) for valid codes. The responsible agency code must

		exist on Price Agreement (PASC) in order to process the SC unless the price agreement is for statewide usage.
Responsible Agency/**Org**	4	**Requires Input.** Enter the code for the appropriate Responsible Organization within the responsible agency. Refer to Organization Index (ORGN) for valid codes.
Organization Name	19	**Display Only.** Defaults to the organization name inferred from Organization (ORG2) based on the responsible organization entered.
Comment	12	**Input Optional.** If entering S in the **Order Type** field, enter the appropriate instruction code from the Special Instruction (SPIS) table (e.g., special shipping instructions). If you wish to enter a notation you want associated with this order, enter such comment. If purchase is being processed pursuant to a Special Delegation of Authority (SDA), an Expenditure Registration System (ERS), or a Program Grant Authority (PGA), enter the appropriate SDA, ERS, or PGA number.
Buyer	2	**Input Optional.** Defaults to the Buyer code indicated on the Price Agreement Summary (PASM) table. You may override the default Buyer code. Refer to the Buyer (BUYT) table for valid values.
Receipt Indicator	N/A	**Input Optional.** If you want an automatic receiver document generated by the system, select **Yes**. If selection is not made, this field defaults to **Default**. You may select **Yes** only if an Automatic Receiver plan has been approved by OA/ACC for your agency.
Price Agreement	11	**Requires Input.** Enter the price agreement number that is associated with this SC. Refer to Price Agreement by Vendor Inquiry (PAVI), Price Agreement Vendor/Commodity (PAVC), or Price Agreement Summary (PASM) for valid values.
Resp Person	20	**Requires Input.** Enter the name and phone number of the agency person to whom you want questions addressed about the order.

% MBE Participation	5	**Display Only.** Defaults to the percentage of participation inferred from the price agreement that this SC document is being issued against.
MBE Subcontract Part Ind	N/A	**Display Only.** This box will be checked if MBE subcontracting participation is included in the referenced price agreement. If the box is checked but the % of participation is 00%, there is MBE subcontracting participation but the amount is unknown.
% WBE Participation	5	**Display Only.** Defaults to the percentage of participation inferred from the price agreement that this SC document is being issued against.
WBE Subcontract Part Ind	N/A	**Display Only.** This box will be checked if WBE subcontracting participation is included in the referenced price agreement. If the box is checked but the % of participation is 00%, there is WBE subcontracting participation but the amount is unknown.
Vendor Terms	1	**Input Optional.** If a discount is associated with the vendor terms for payment, enter the discount type. Refer to Discount Type (DISC) table for valid codes.
Order Type	1	**Input Optional.** If you want to print shipping or special instructions on the purchase order, enter **S**. If **S** is entered, you must enter the appropriate instruction code in the **Comment** field that validates against the Special Instructions (SPIS) table. If you want to define various types of purchase orders such as interagency orders, enter the one character code. Refer to Transaction Type (TRTT) for pre-defined codes.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Commodity/Acctg Linking	N/A	**Input Optional.** If you want to turn off the linking between accounting and commodity lines for this document only in order to allow allocation of multiple accounting lines to one commodity line, select **No**. If selection is not made, this field defaults to **Yes**. When linking is turned off, the related payment voucher (i.e., PVA) for that particular SC will not be automatically generated.

		If the purchase order relates to an Expenditure Registration System (ERS) or to a Program Grant Authority (PGA) select **No**.
Change Order Tracking	N/A	**Input Optional.** If this SC involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No**. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order.
Confirmation Order	N/A	**Input Optional.** If this is a confirming order, select **Yes** and a confirming order notification will be printed on the purchase order. If selection is not made, this field defaults to **Default**.

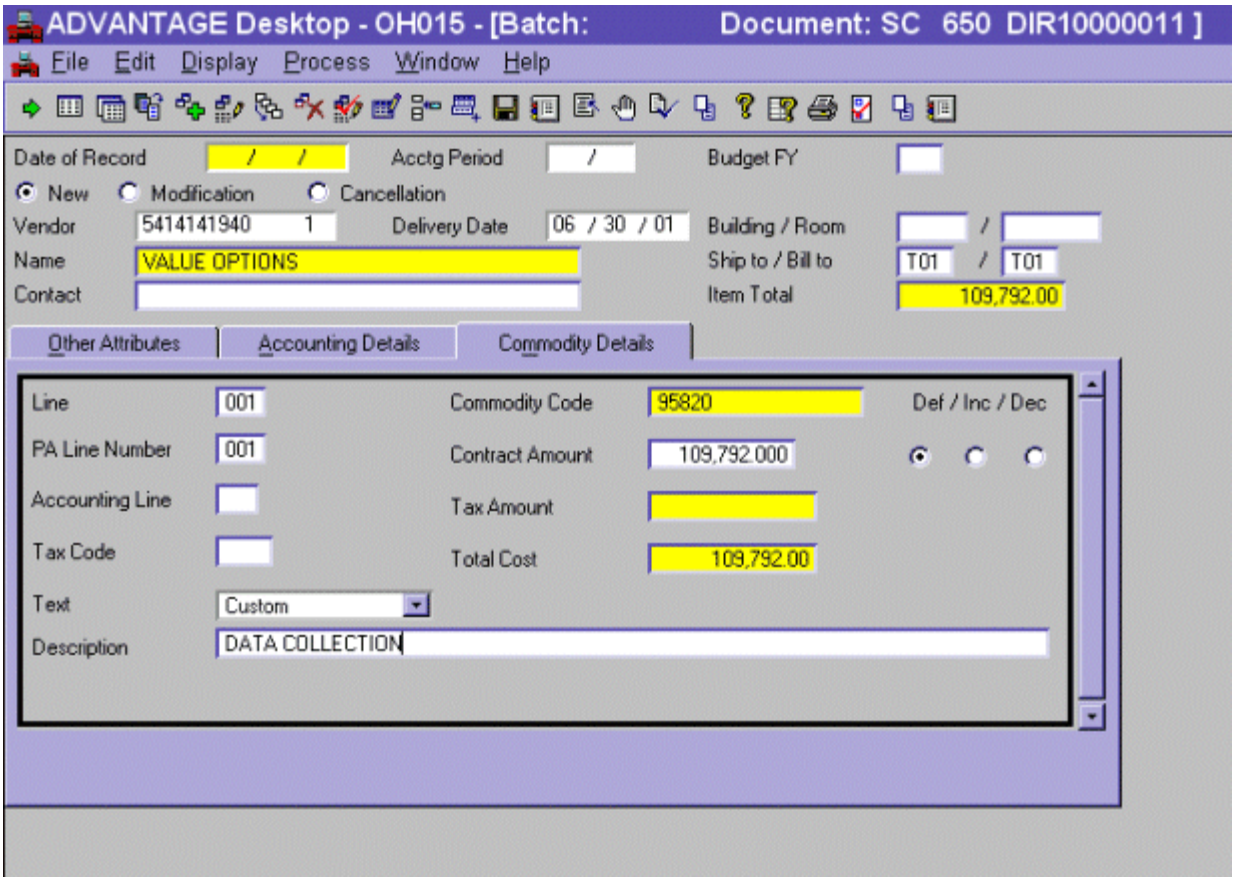


Accounting Details View

Field Name	Length	Definition
Line	2	**Requires Input.** Enter a two-digit number for each line on the document. Numbers from **01 to 99** are valid values.

Fund	4	**Requires Input.Fund Index (FUND) for valid codes.**
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes.
Sub-Organization (Org/**Sub**)	2	**Input Optional.** If the control option on Organization (ORG2) table (i.e., Sub-Organization Required on Spending) requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input.** Enter the code for the applicable Appropriation Unit. Refer to Appropriation Index (Extended) (EAPP) for valid codes.
Activity	4	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Obj/Sub)	4	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/**Sub**)	2	**Input Optional.** If the control option on the Expense Budget (EB) document was set to requires the use of a Sub-Object (refer to the Expense Budget Load Inquiry (EBLI) table) or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) for valid codes.
Job Number	8	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first character of this number must be the agency identifier. Refer to Chart of Accounts G/Job Number/Agency Identifier. If the project

		includes use of Capital Improvement Appropriations and the procurement is pursuant to RSMo Chapter 8, the Project Number must be assigned by OA Design and Construction (OA/D&C).
Rept Cat	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table, Federal Aid Budget Inquiry (FBLT) table, or Federal Aid Inference (FAIT) table for valid codes.
Amount	13	**Input Optional.** If linking is turned on, the system automatically calculates this field based on the amounts entered on the commodity lines. If linking is not used, the amount of the accounting lines must be manually calculated and entered. The sum of all accounting lines must equal the sum of all commodity lines.
Def/Inc/Dec	N/A	**Input Optional.** If establishing a SC, the **Default** radio button should be selected. If modifying **Amount**, select **Increase** or **Decrease**.

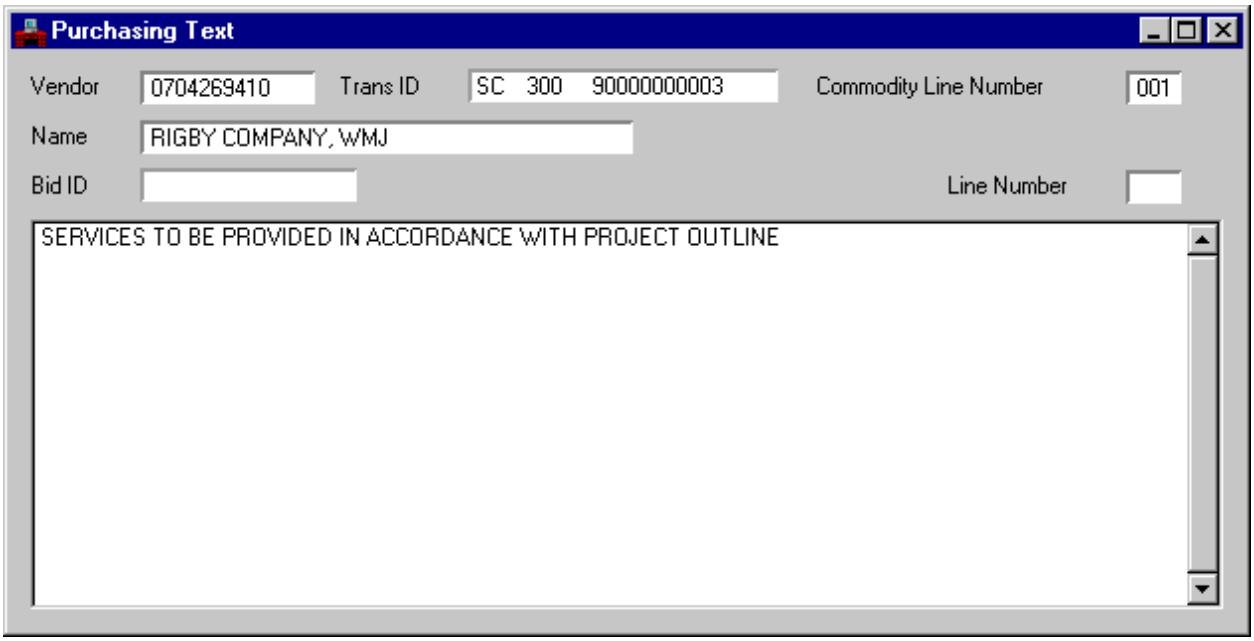


Commodity Details View

Field Name	Length	Definition
Line	3	**Requires Input.** Enter a three-digit number for each line on the document. Numbers from **001 - 999** are valid values.
PA Line Number	3	**Requires Input.** Enter the commodity line number from the price agreement for the supplies you wish to order. Refer to Price Agreement Vendor/Commodity (PAVC) for valid PA line numbers. **CHANGING A PA LINE NUMBER** If the PA Line Number entered needs to be changed after performing the PROCESS: EDIT, you will need to delete data and text which was automatically inferred from the originally referenced PA Line in order to update the SC with the data and text from the newly referenced PA Line. This should be done as follows:

		• Change the PA Line Number. • Delete the data in the **Description** field.
Accounting Line	2	**Input Optional.** Defaults to **01**. You can only use this field if you have Commodity/Accgt Linking turned on. If other than accounting line **01**, override the default line 01 and enter a valid accounting line number to associate the corresponding commodity line with an accounting line.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Text	N/A	**Input Optional.** Defaults to **None**. If text exists on the Price Agreement Commodity Text (PCTX) table for the referenced PA Line, then the text option will change to **Commodity** and the PTEX table will automatically populate with the PCTX text when the SC document is edited. If you want to associate additional text with this transaction, select the appropriate text: • **Standard** - Do not use this option on a SC document. • **Custom -** The text entered on the Purchasing Text (PTEX) table is used. To enter customized text, select Edit: Additional Description must be selected and the text must be typed on the Purchasing Text (PTEX) table. • **Commodity -** The text entered on the Price Agreement Commodity Text (PCTX) is used. To add additional text to the Price Agreement Commodity Text, select Edit: Additional Description and add the desired commodity text on the Purchasing Text (PTEX) table. • **No Change -** Select this option, if you are modifying the SC document and no changes are being made to the original text. NOTE: If you wish to populate the commodity text on the PTEX table so that you can edit it, complete and do a Process: Edit to the SC document. The commodity text will then appear on the

		PTEX table. Edit the text as desired, do a Modify: Change. Close the table, and then Process: Edit the document again.
Description	N/A	**Display Only.** Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed. Refer to CHANGING A PA LINE NUMBER above.
Commodity Code	14	**Display Only.** The commodity code for the referenced PA Line Number is inferred from the price agreement.
Contract Amount	11	**Requires Input.** Enter the total amount of the supplies ordered. A whole number will default to three decimal places. (For example, if 999999 is entered, the system will display it as 999,999.000 and if 99999.90 is entered, the system will display it as 99,999.900.) Maximum quantity allowed is 9999999.999.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Total Cost	13	**Display Only.** Defaults to the system-calculated total amount based on the **Contract Amount**. The **Contract Amount** and the **Total Cost** must be equal.



Additional Description - Purchasing Text (PTEX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

- **MODIFY: ADD** Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.
- **MODIFY: CHANGE** Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.
- **MODIFY: DELETE** CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Vendor	10	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the vendor number. If the table was accessed by using the Navigator Go To, you need to enter the vendor number.
Trans ID	16	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the purchase order number. If the table was accessed by using the Navigator Go To, you need to enter the purchase order number.
Commodity Line Number	3	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number If the table was accessed by using the Navigator Go To, you need to enter the commodity line number. To designate the FOB point and enter other header text that will print before the commodity lines on the purchase order, enter 000 as the Commodity Line Number.

Name	30	**Display Only.** Defaults to the vendor name associated with the SC document.
Bid ID	N/A	**Not Applicable.** Do not enter data into this field.
Line Number	N/A	**Not Applicable.** Do not enter data into this field.
Text	70	**Requires Input.** Enter specifications associated with the commodity line.

Shipping Address (SHIP)

Purpose

The Shipping Address (SHIP) is used on purchase order documents. When the system prints the purchase order, the address for delivery of the supplies is inferred from this window.

The coding instructions below explain what needs to be entered in the specific fields to request or execute an update to this table. If the user is using this table to obtain information, all fields except the "Ship Code" field are Display Only.

The Division of Purchasing is responsible for maintaining (i.e., adding, deleting, modifying entries) this table.

SHIP Coding Instructions



Field Name	Length	Definition
Ship Code	3	**Requires Input.** Enter the unique alphanumeric code that identifies the ship to location. The first digit must be the agency identifier code.
Name	30	**Requires Input.** Enter the name of the agency designated to receive the supplies.
Address (1-4)	30X4	**Requires Input.** Enter the address of the agency designated to receive the supplies. The city, state, and zip code must be on the fourth line.

Simplified Service Contract (SCS)

Purpose

Simplified Service Contract (SCS) Order documents are processed by agencies to purchase supplies or services in accordance with their local procurement authority. The SCS is used to make purchases that would normally be priced as a lump sum total price or a guaranteed-not-to-exceed price and does not involve firm, fixed unit prices, unit of measure and quantities.

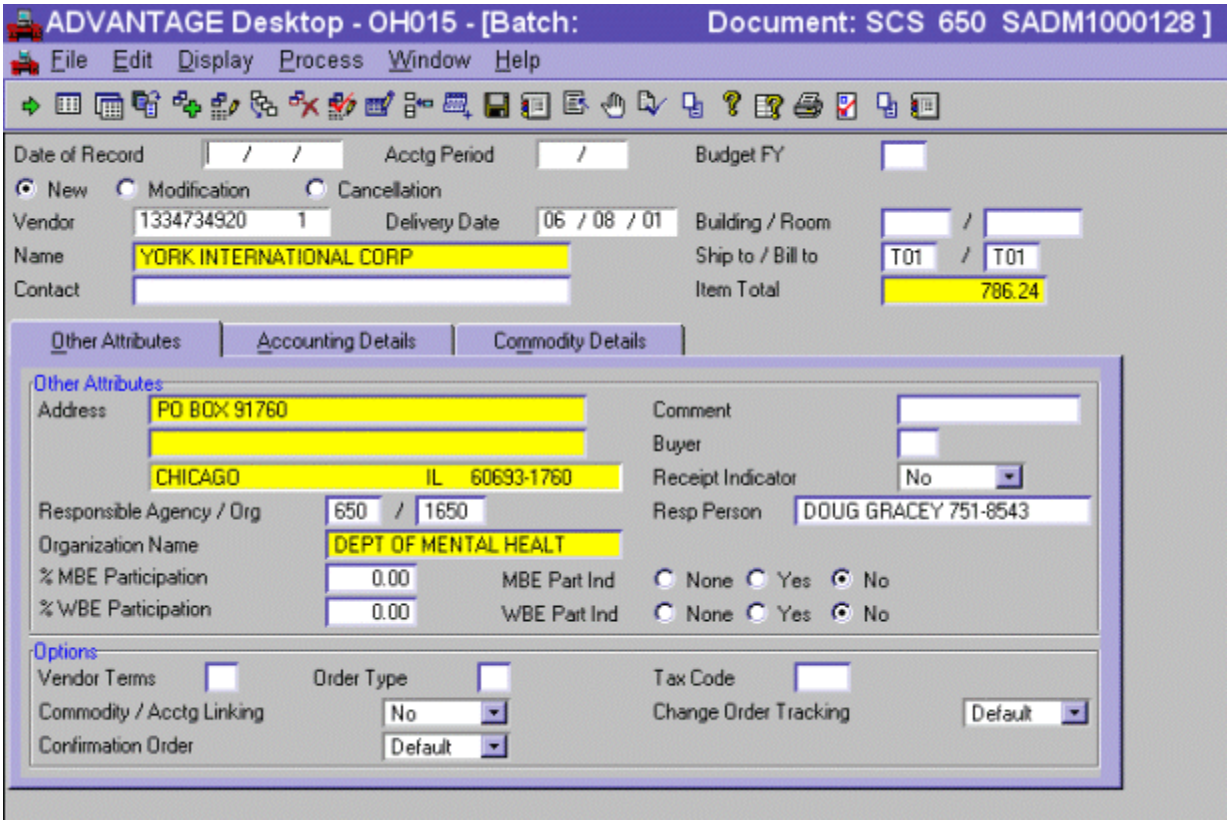
The SCS should not be used to order supplies or services that are available from a price agreement.

The SCS should not be used to order supplies or services that require Resource Manager approval.

Since the SCS does not contain a field to designate FOB point, the desired FOB point must be entered on the Purchasing Text (PTEX) table as Commodity Line 000.

Refer to the procedures for Establishing A Simplified Service Contract (SCS) Order Document, Modifying A Simplified Service Contract (SCS) Order Document, or Canceling A Simplified Service Contract (SCS) Order Document.

SCS Coding Instructions



Header and Other Attributes View

Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional.** If this SCS is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year *(mm/yy)* format. If left blank, this field defaults to the current accounting period and nothing will appear in this field when the document is processed.
Budget FY	2	**Input Optional.** If the SCS is being processed during the lapse period, enter the last two digits *(yy)* of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium If left blank, this field defaults to the current fiscal year and nothing will appear in this field when the document is processed.

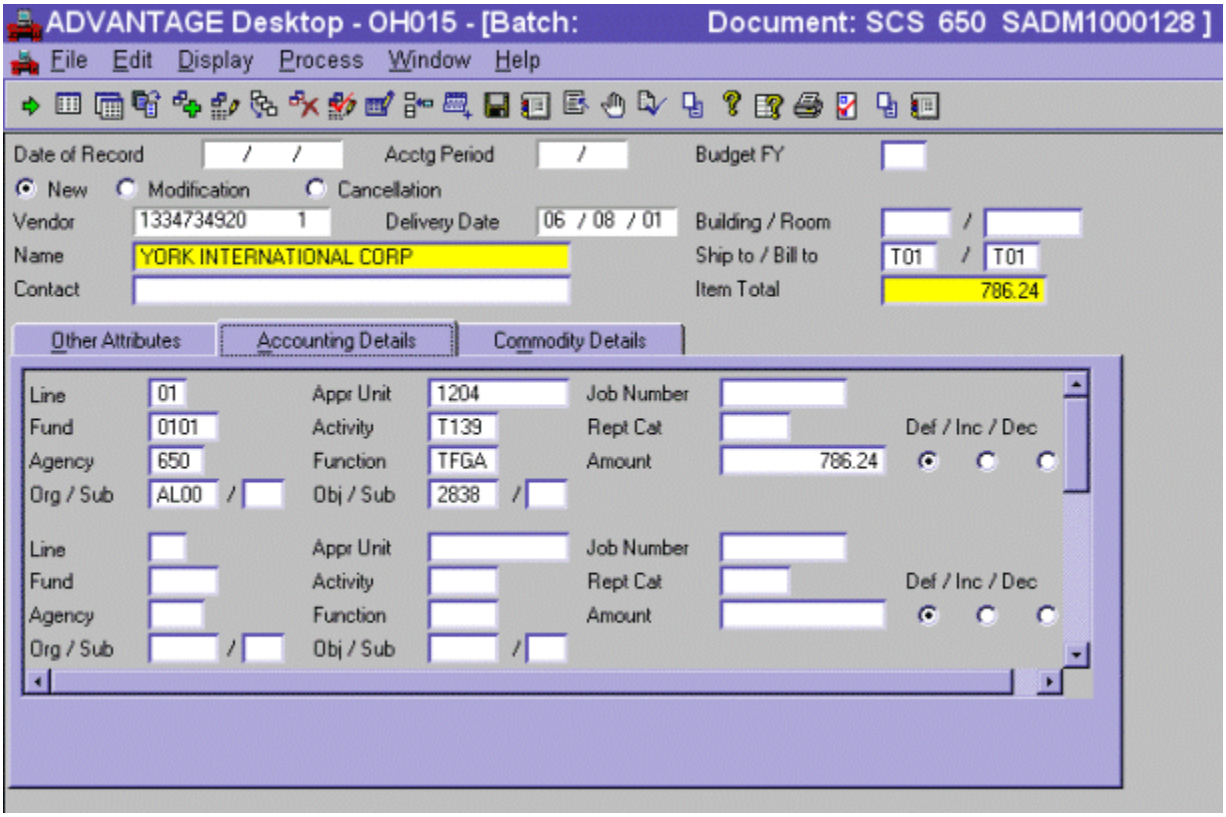
New/Modification/ Cancellation	N/A	**Input Optional.** Defaults to New. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This action modifies the original or previously modified SCS by allowing you to add lines or change the dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line and entering a new line with new codes and amounts. To cancel a line, decrease the dollar amount so the net is zero. If a particular accounting line has not been partially expensed, the same line number can be maintained if the accounting line is being modified. No other codes can be changed. Refer to Modifying a Simplified Service Contract Order (SCS) Document procedures. • **Cancellation** - This action cancels the original SCS. You cannot cancel a SCS if it is referenced by a subsequent document unless the subsequent document(s) is canceled first. Refer to Canceling a Simplified Service Contract Order (SCS) Document procedures.
Vendor	11	**Requires Input.** Enter the vendor code. Refer to Vendor (1 of 3) (VEN2) for valid codes.
Delivery Date	6	**Requires Input.** Enter the date *(mm/dd/yy)* when you must receive the order.
Building/Room	4	**Input Optional.** If you wish to indicate a delivery location, enter a building identifier.
Building/Room	6	**Input Optional.** If you wish to indicate the room where delivery should take place, enter a room number.
Name	30	**Display Only.** Defaults to the name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Ship to/Bill to	3	**Required Input.** Enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.

Ship to/**Bill to**	3	**Requires Input.** To indicate the billing location, enter the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.
Contact	30	**Input Optional.** If you wish to override the default vendor contact, enter the name of another individual representing the vendor. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only.** Defaults to the net total cost of all the commodity lines entered on this document.
Address	30X3	**Display Only.** Defaults to the address of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Responsible Agency/Org	3	**Requires Input.** The agency code of the agency authorized to process the SCS must be entered. Refer to Agency Index (AGCY) for valid codes.
Responsible Agency/**Org**	4	**Requires Input.** Enter the code for the appropriate Responsible Organization within the responsible agency. Refer to Organization Index (ORGN) for valid codes.
Organization Name	19	**Display Only.** Defaults to the organization name inferred from Organization (ORG2) based on the responsible organization entered.
% MBE Participation	5	**Input Optional.** If the purchase involves participation by an MBE subcontractor and the percentage is known, enter the percentage of MBE subcontracting participation. If the purchase involves participation by an MBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00.
MBE Subcontract Part Ind	N/A	**Input Optional.** If a percentage is entered in the % MBE Participation field, this field will default to **Yes**, which indicates MBE subcontracting participation is included in this purchase. If a percentage is not entered in the % MBE Participation field you may select **Yes** to indicate that MBE subcontracting participation is included in this purchase but the percentage of

		participation is not known. If a percentage is not entered in the % MBE Participation field and **Yes** is not selected, then this field will default to **No**, which indicates no MBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.
% WBE Participation	5	**Input Optional.** If the purchase involves participation by a WBE subcontractor and the percentage is known, enter the percentage of WBE subcontracting participation. If the purchase involves participation by a WBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00.
WBE Subcontractor Part Ind	N/A	**Input Optional.** If a percentage is entered in the % WBE Participation field, this field will default to **Yes**, which indicates WBE subcontracting participation is included in this purchase. If a percentage is not entered in the % WBE Participation field, you may select **Yes** to indicate that WBE subcontracting participation is included in this purchase but the percentage of participation is not known. If a percentage is not entered in the % WBE Participation field and Yes is not selected, then this field will default to **No**, which indicates no WBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.
Comment	12	**Input Optional.** If entering **S** in the **Order Type field**, enter the appropriate instruction code from the Special instruction (SPIS) table (e.g., special shipping instructions). If the purchase is being processed pursuant to a Special Delegation of Authority (SDA), an Expenditure Registration System (ERS), or a Program Grant Authority (PGA), enter the appropriate SDA, ERS, or PGA number.

		If you wish to enter a notation you want associated with this order, enter such comment.
Buyer	2	**Input Optional.** Enter the code of the buyer who is processing this order.
Receipt Indicator	N/A	**Input Optional.** If you want an automatic receiver document generated by the system, select **Yes**. If selection is not made, this field defaults to **Default**. You may select **Yes** only if an Automatic Receiver plan has been approved by OA/ACC for your agency.
Resp Person	20	**Requires Input.** Enter the name and phone number of the agency person to whom you want questions addressed about the order.
Vendor Terms	1	**Input Optional.** If a discount is associated with the vendor terms for payment, enter the discount type. Refer to Discount Type (DISC) table for valid codes.
Order Type	1	**Input Optional.** If you want to print shipping or special instructions on the purchase order, enter **S**. If **S** is entered, you must enter the appropriate instruction code in the **Comment** field that validates against the Special Instruction (SPIS) table. If you want to define various types of purchase orders such as, interagency, emergency, etc., enter the one-character code. Refer to Transaction Type (TRTT) for pre-defined codes.
Tax Code	N/A	**Not Applicable.** Do not enter any characters in the Tax Code field.
Commodity/Acctg Linking	N/A	**Input Optional.** If you want to turn off the linking between accounting and commodity lines for this document only in order to allow allocation of multiple accounting lines to one commodity line, select **No**. If selection is not made, this field defaults to **Yes**. When linking is turned off, the related payment voucher (i.e., PVA) for that particular SCS will not be automatically generated.

		If the purchase order relates to an Expenditure Registration System (ERS) or to a Program Grant Authority (PGA) select **No**.
Change Order Tracking	N/A	**Input Optional.** If this SCS involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No**. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order.
Confirmation Order	N/A	**Input Optional.** If this is a confirming order, select **Yes** and a confirming order notification will be printed on the purchase order. If selection is not made, this field defaults to **Default**. The default is **No**.

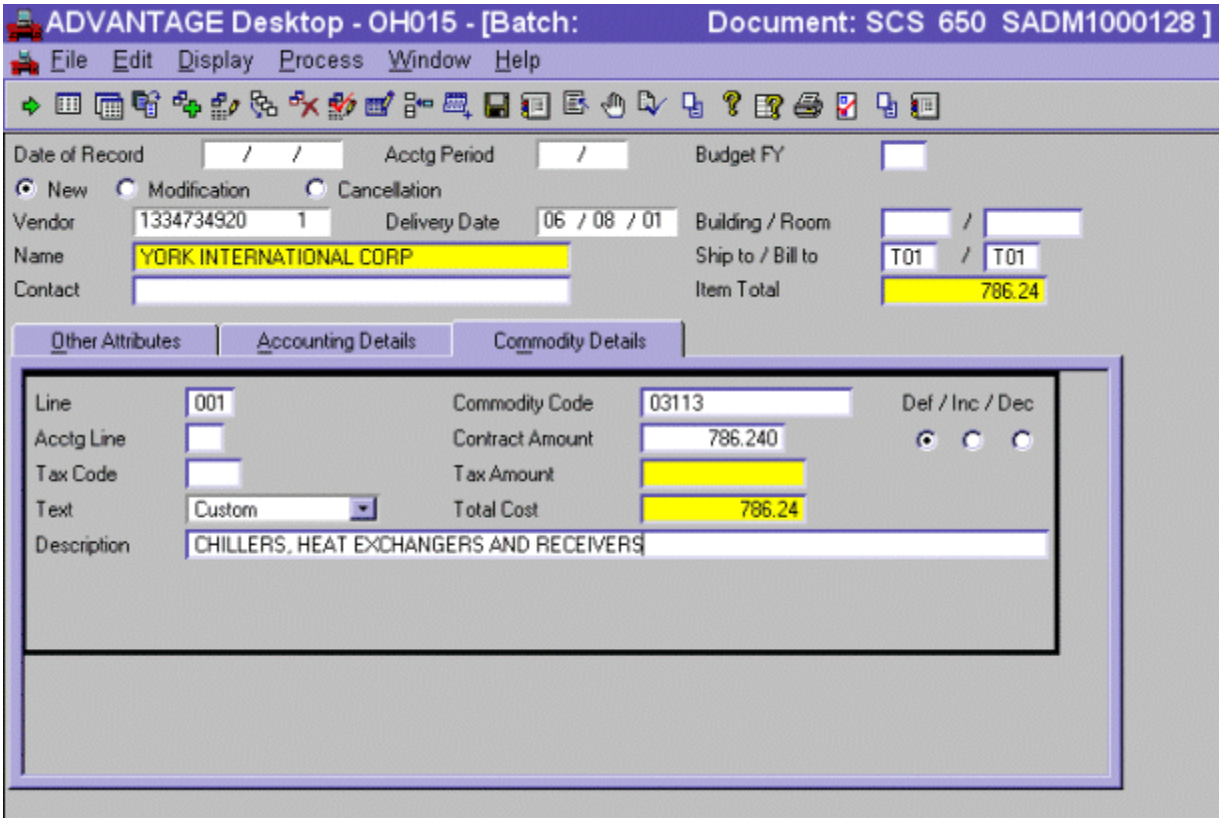


Accounting Details View

Field Name	Length	Definition
Line	2	**Requires Input.** Enter a two-digit number for each line on the document. Numbers from **01 to 99** are valid values.

Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) for valid codes.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization Org/Sub	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes.
Sub-Organization Org/Sub	2	**Input Optional.** If the control option on Organization (ORG2) table (i.e., Sub-Organization Required on Spending) requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input.** Enter the code for the applicable Appropriation Unit. Refer to Appropriation Index (Extended) (EAPP)(NOTE: links to "Appropriation Inquiry Extended (EAP2)" for valid codes.
Activity	4	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Obj/Sub)	4	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/**Sub)**	2	**Input Optional.** If the control option on the Expense Budget (EB) document was set to requires the use of a Sub-Object (refer to the Expense Budget Load Inquiry (EBLI) table) or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) for valid codes.
Job Number	8	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first character of this

		number must be the agency identifier. Refer to Chart of Accounts G/Job Number/Agency Identifier. If the project includes use of Capital Improvement Appropriations and the procurement is pursuant to RSMo Chapter 8, the Project Number must be assigned by or reported to OA Design and Construction (OA/D&C).
Rept Cat	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table, Federal Aid Budget Line Inquiry (FBLT), or Federal Aid Inference (FAIT) table for valid codes.
Amount	14	**Input Optional.** If linking is turned on, the system automatically calculates this field based on the amounts entered on the commodity lines. If linking is not used, the amount of the accounting line must be manually calculated and entered. The sum of all accounting lines must equal the sum of all commodity lines.
Def/Inc/Dec	N/A	**Input Optional**. If establishing a SCS, the **Def**ault radio button should be selected. If modifying Amount, select **Inc**rease or **Dec**rease.

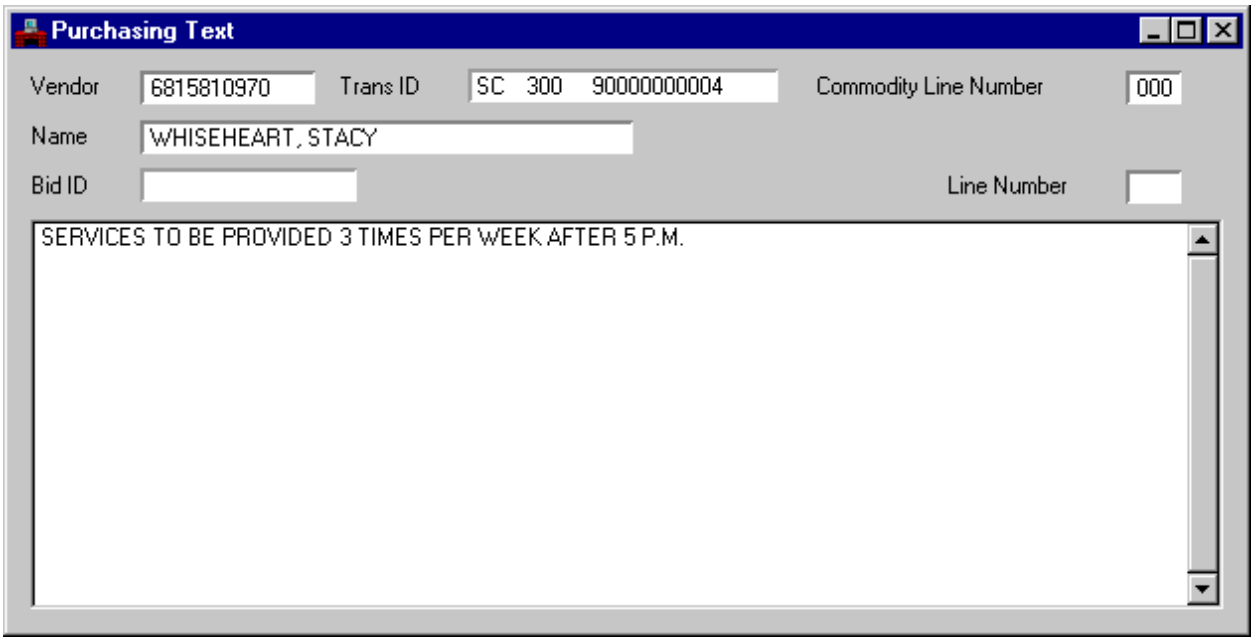


Commodity Details View

Field Name	Length	Definition
Line	3	**Requires Input.** Enter a three-digit number for each line on the document. Numbers from **001 - 999** are valid values.
Commodity Code	14	**Requires Input.** Enter the appropriate Commodity Code that identifies the goods or services ordered. Refer to Commodity Index (COMM), Commodity (COMT), or Commodity by Description Inquiry (CODX) for valid codes. NOTE: Commodity codes for inventory items can not appear on the same purchase order as commodity codes for non-inventory items.
Acctg Line	2	**Input Optional.** Defaults to **01**. You can only use this field if you have Commodity/Acctg Linking turned on. If other than accounting line **01**, override the default line 01 and enter a valid accounting line number to associate the corresponding commodity line with an accounting line.

Contract Amount	11	**Requires Input.** Enter the total amount of the supplies ordered. A whole number will default to three decimal places. (For example, if 999999 is entered, the system will display it as 999,999.000 and if 99999.90 is entered, the system will display it as 99,999.900.) Maximum quantity allowed is 9999999.999.
Def/Inc/Dec	N/A	**Input Optional.** If establishing a SCS, the **Def**ault radio button should be selected. If modifying **Amount**, select **Inc**rease or **Dec**rease.
Tax Code	N/A	**Not Applicable.** Not used by the State of Missouri.
Tax Amount	N/A	**Not Applicable.** Not used by the State of Missouri.
Text	N/A	**Input Optional.** Defaults to **None**. If you want to associate additional text with this transaction, select the appropriate text: • **Standard** - The text entered on Standard Specifications (STDS) for this commodity is used. To add additional text to the Standard Specifications, select **Edit: Additional Description** and type the text on the Purchasing Text (PTEX) table. • **Custom** - The text entered on the Purchasing Text (PTEX) table is used. To enter customized text, select Edit: Additional Description and type the text on the Purchasing Text (PTEX) table. • **Commodity** - Do not select this text type. • **No Change** - Select this option, if you are modifying the SCS document and no changes are being made to the original text. NOTE: If you wish to populate the standard text on the PTEX table so that you can edit it, complete and do a Process: Edit to the SCS document. The standard text will then appear on the PTEX table. Edit the text as desired, do a Modify: Change. Close the table, and then Process: Edit the document again.

Total Cost	13	**Display Only.** Defaults to the system-calculated total amount based on the **Contract Amount**. The **Contract Amount** and the **Total Cost** must be equal.
Description	N/A	**Display Only.** Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed. NOTE: If you change the commodity code after doing a document Process: Edit, you must delete the Description before doing the Process: Edit again in order to infer the correct description for the new commodity code.



Additional Description - Purchasing Text (PTEX)

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

- **MODIFY: ADD** Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.

- **MODIFY: CHANGE** Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.
- **MODIFY: DELETE** CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

Field Name	Length	Definition
Vendor	10	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the vendor number. If the table was accessed by using the Navigator Go To, you need to enter the vendor number.
Trans ID	16	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the purchase order number. If the table was accessed by using the Navigator Go To, you need to enter the purchase order number.
Commodity Line Number	3	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number If the table was accessed by using the Navigator Go To, you need to enter the commodity line number. To designate the FOB point and enter other header text that will print before the commodity lines on the purchase order (e.g., a bid identification number), enter **000** as the Commodity Line Number.
Name	30	**Display Only.** Defaults to the vendor name associated with the SCS document.
Bid ID	N/A	**Not Applicable.** Do not enter a Bid ID in this field. SCS documents have no reference field for bid documents.
Line Number	N/A	**Not Applicable.** Do not enter a Line Number in this field. SCS documents have no reference field for bid documents.

Text	**Requires Input.** Enter specifications associated with the commodity line.

Special Instruction (SPIS)

Purpose

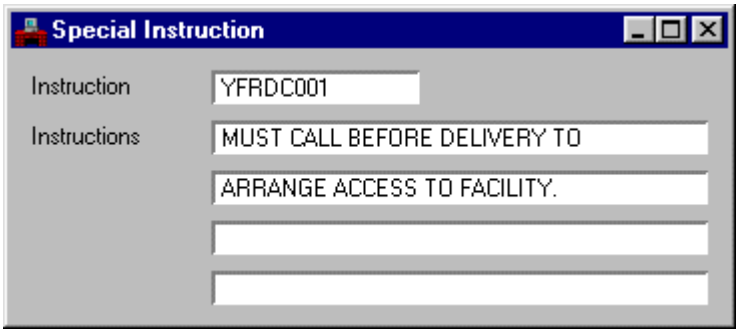
The Special Instructions (SPIS) table defines valid special instruction codes that may be used to print additional information on purchase orders or receivable invoices. The type of information included on this table could be shipping instructions for purchase orders or remit to instructions for receivable invoices.

Agencies will maintain the entries on this table for their own agency.

In order to facilitate searches of this table, codes must begin with the agency identifier code which is assigned to the agency. The first character of each of these codes will correspond to the department.

The agency will assign the remaining characters of the field. It is suggested that departments incorporate codes that designate specific locations within their department as part of the code.

SPIS Coding Instructions



Field Name	Length	Definition
Instruction	12	**Requires Input.** This is the code that identifies the Special Instruction. The first character of the code must be the agency identifier code. The agency will assign the remaining characters of the field. It is suggested that departments incorporate codes that designate specific locations within their department as part of the code.

Instructions	30X4	**Requires Input.** Enter the text of the special instructions exactly as it should appear on the receivable invoice or vendor purchase order. The instructions print as two lines. Lines 1 and 2 appear as the first line, and lines 3 and 4 appear as the second line.

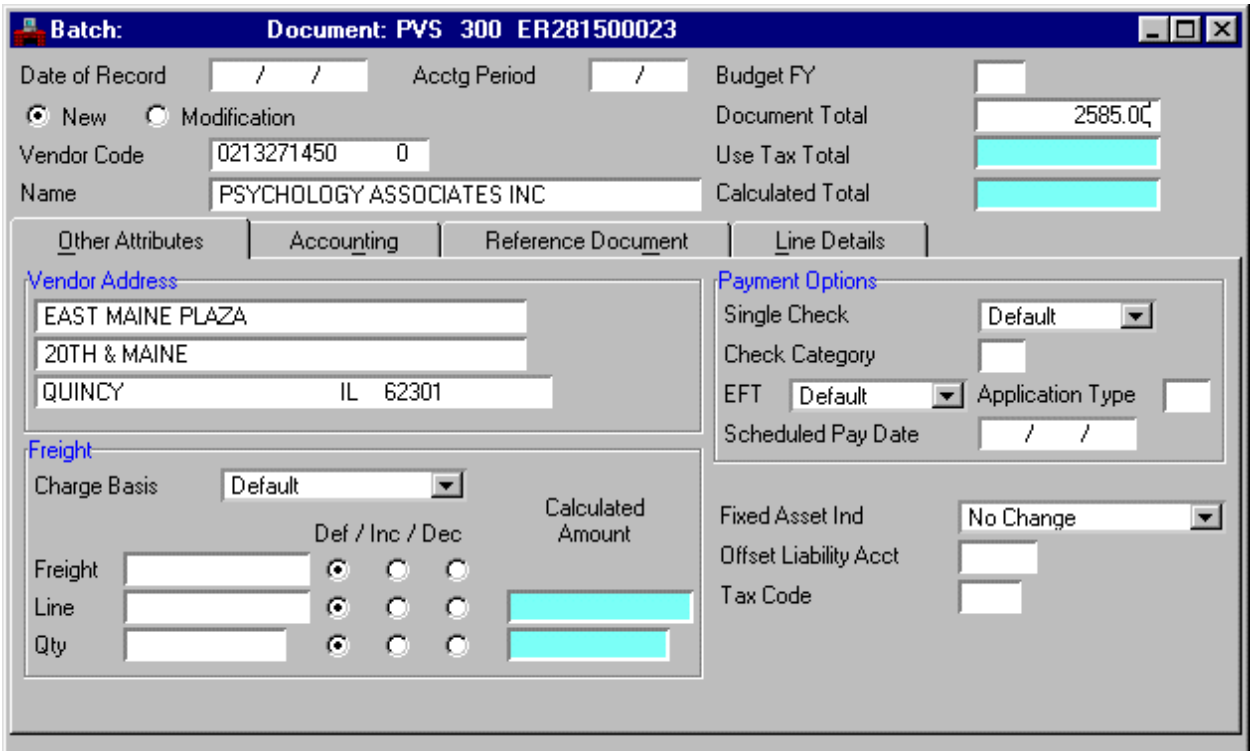
Special Payment Voucher (PVS)

Purpose

The Expenditure Registration System (ERS) was created to provide agencies with a method to process payments that are authorized by statute, such as payments for Medicaid Services, WIC Food Program, and Second Injury Fund. Program Grant Authority (PGA) gives agencies with statutory authority to issue grants the ability to process Grant payments. These payments are not subject to the procurement requirements of Chapter 34 RSMo. Refer to the Payment Document Processing procedures for more information about these payments.

Agencies will use a Special Payment Voucher (PVS) document for these payments with the E or P as the prefix for the document number. This allows ready identification of all payments made under that ERS or PGA. These payments can be encumbered, but the associated purchase order must be established with linking off to prevent the creation of an Automated Payment Voucher (PVA).

PVS Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. If a VIQ has been entered in SAM II for each invoice to be paid on the payment voucher, leave this field blank. If no VIQ has been entered in SAM II, enter the invoice date from the vendor invoice with one invoice for each payment voucher.
Acctg Period	4.0	**Input Optional.** Defaults to the current accounting period for the current fiscal year. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** Defaults to the current fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium.
New/Modification [Action]	1.0	**Input Optional.** Default is **New [E]**. Valid values are: • **New [E]** - Indicates that this is a new entry (new document).

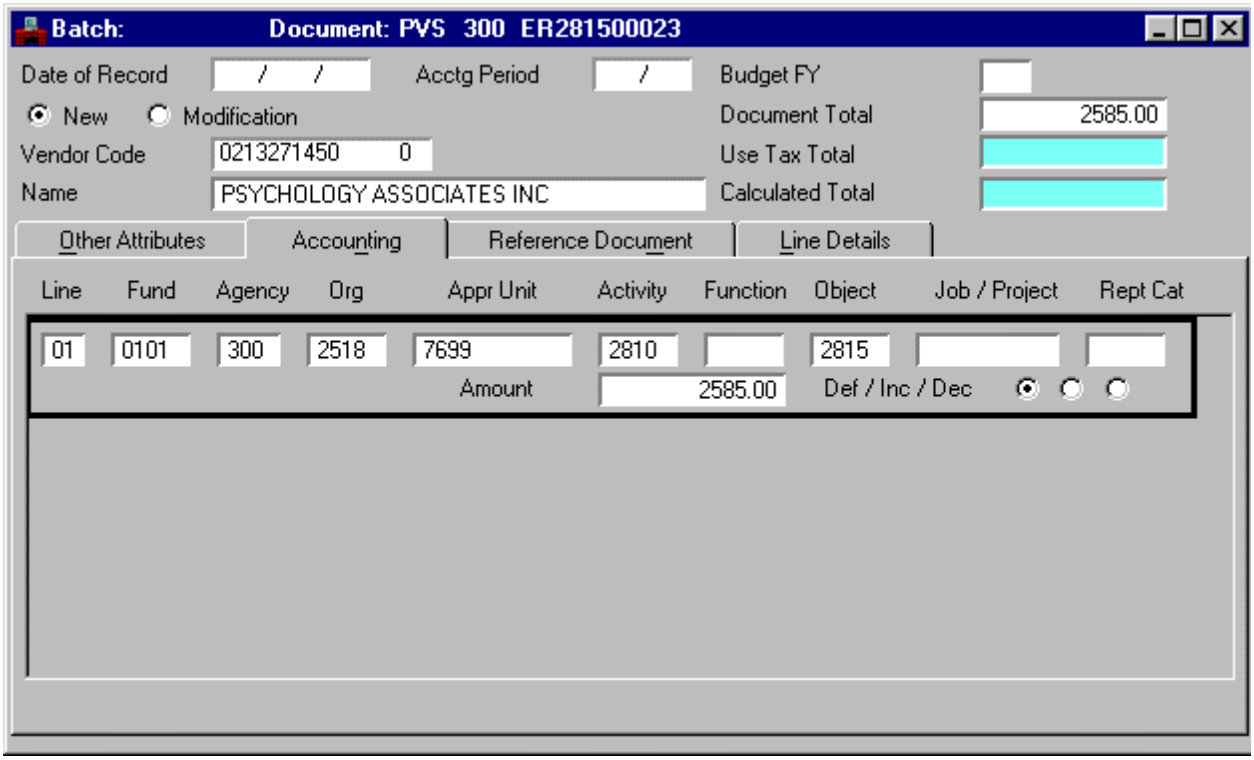
		• **Modification [M]** - This allows you to add lines to a previous document, change the amounts on existing lines (not accounting codes), or cancel a line (decrease a line amount to zero). To change accounting codes in an existing line, you must cancel the existing line and enter a new line with the new codes. A line is cancelled by decreasing the line amount to zero (select the decrease option on the **Def/Inc/Dec** field when a line amount is being decreased to zero). You can record both these lines on the same document.
Document Total	14.2	**Requires Input.** Enter the sum of all lines for this document.
Vendor Code	11.0	**Requires Input.** Enter the vendor code for the vendor you want to pay. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor code.
Use Tax Total	14.2	**Not Applicable.** Do not enter data in this field.
Name	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2). Required on vouchers when a Miscellaneous Vendor Code is used. For payments made with a Miscellaneous Vendor Code, enter the name you want printed on checks.
Calculated Total	14.2	**Display Only.** This field contains the system-computed total of the line amounts is displayed.
Vendor Address	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2). Required on vouchers when a Miscellaneous Vendor Code is used. For payments made with a Miscellaneous Vendor Code, enter the address you want printed on checks. Enter the mailing address for the vendor using the format recommended by the U.S. Post Office (USPS) in Publication 28, *Postal Addressing Standards*. Address lines appear on the checks exactly as they are entered.
Single Check	1.0	**Input Optional.** If the vendor requests a single check for this particular payment select **Yes**. If "Yes" is selected in this field, No must be selected in the **EFT Indicator field**.

		If left blank, this field defaults to **No**. However, if the **Single Check Requested** checkbox on the Vendor (1 of 3) (VEN2) table is selected, this field defaults to **Yes**.
Check Category	2.0	**Input Optional.** If agency distribution, enter the appropriated Check Category code. Refer to Check Category (CCAT) table for valid codes. If left blank, this field defaults to direct check distribution to the vendor by the State Treasurer's Office (STO). Also leave blank if an Electronic Funds Transfer (EFT) will be generated instead of a check.
EFT	1.0	**Input Optional.** Defaults to **Default [blank]**. Only enter if a vendor elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). A vendor is eligible for Electronic Funds Transfer (EFT) when **EFT Status** on Vendor (1 of 3) (VEN2) is **Active [A]**. Valid selections are **Default [blank], No Change [blank], Yes [Y],** or **No [N]**. This field is inferred from the referenced Quick Vendor Invoice (VIQ) as long as **EFT** is set to **Yes [Y]** on all of the invoices referencing this payment voucher. If **EFT** is not set to **Yes [Y]** on any of the related VIQ documents, you must manually set **EFT** to **Yes [Y]** on this document. If the vendor is eligible for electronic funds transfer and **EFT** is **Default [blank]** or there are no referenced VIQ documents, **EFT** defaults to **Yes [Y]** in the document header.
Application Type	2.0	**Input Optional.** When the **EFT** field is **Yes [Yes]**, this field defaults to the value from either the referenced Quick Vendor Invoice (VIQ) or the Vendor (1 of 3) (VEN2) table. The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When this field is blank and **EFT** is set to **Yes [Y],** the application type is automatically taken from the referenced Quick Vendor Invoice (VIQ), as long as the application types

		on all of the VIQ documents referenced on this payment voucher are the same. If **EFT** is set to **Yes [Y]** and there are no VIQ documents to take the application type from, the application type is automatically taken from **EFT Type** on Vendor (1 of 3) (VEN2), if one exists. Otherwise, the user must supply this field.
Scheduled Pay Date	6.0	**Input Optional.** If field is blank, default automatically assigns a date according to the following rules: • **Scheduled Payment Day** entered on Vendor (1 of 3) (VEN2) is used. • If the **Scheduled Payment Day** on Vendor (1 of 3) (VEN2) is blank, the system will default to the date of record of the payment voucher. • A **Scheduled Payment Date** can be entered two working days before you want the check for payment to be dated.
Charge Basis	1.0	**Not Applicable.** Do not enter data in this field.
Freight (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Freight(Def/Inc/Dec)	1.0	Defaults to **blank**.
Line (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Line(Def/Inc/Dec)	1.0	Defaults to **blank**.
Line (Calculated Amount)	14.2	**Not Applicable.** No amount will appear in this field.
Qty (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Qty(Def/Inc/Dec)	1.0	Defaults to **blank**.
Qty (Calculated Amount)	14.2	**Not Applicable.** No amount will appear in this field.
Fixed Asset Ind	1.0	**Input Optional.**

- **Create One Shell** - The system will create one Fixed Asset Acquisition (FA) document for each line once the corresponding Payment Voucher document is accepted by the system.
- **Create Multiple Shells** - The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity/SC$ Ordered** field for each line once the corresponding Payment Voucher document is accepted by the system.
- **No Change** - The system will not create any Fixed Asset Acquisition (FA) document. See Fixed Asset policy and procedures for established guidelines.

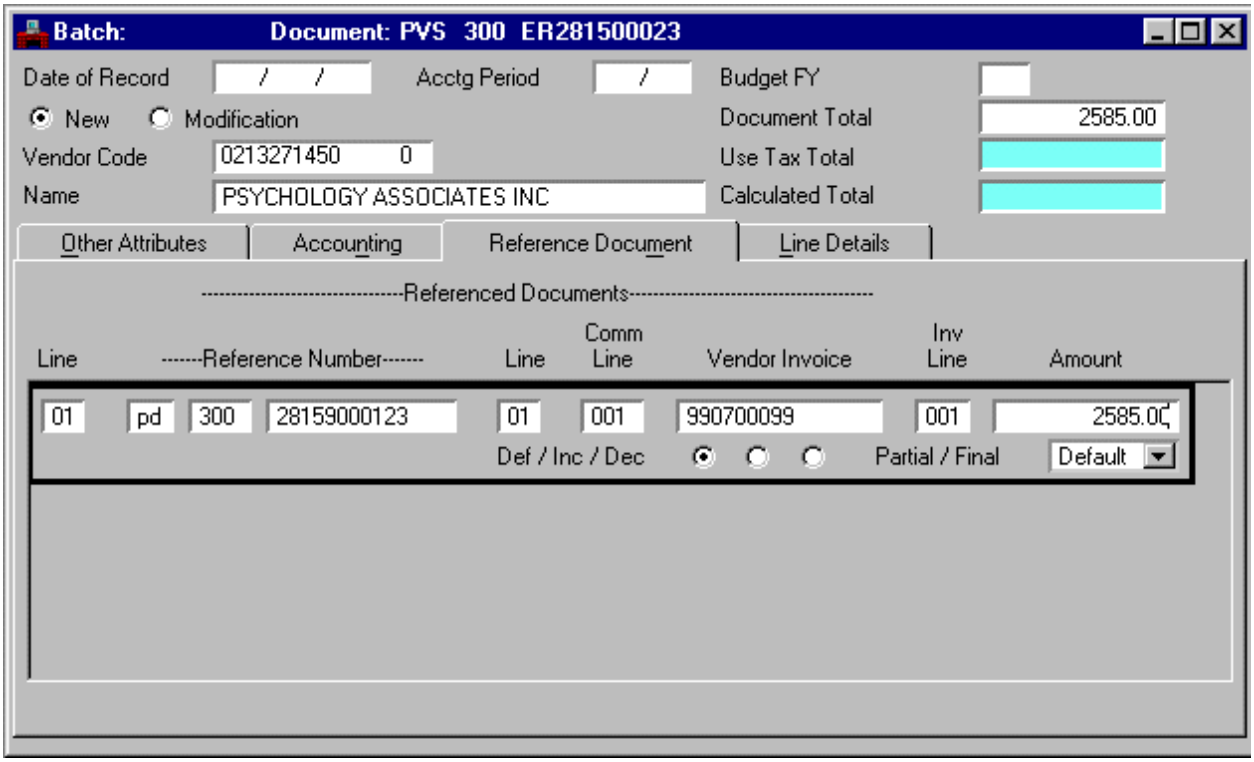
Offset Liability Acct	4.0	**Not Applicable.** Do not use this field.
Tax Code	3.0	**Not Applicable.** Do not use this field.



Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers **01 to 99** are valid. This is a key field on

		Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	4.0	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4.0	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes. Leave blank if processing non-appropriated payment.
Activity	4.0	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object	4.0	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Job / Project	6.0	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the project number must be assigned by OA, Design and Construction (D&C).
Rept Cat	4.0	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.

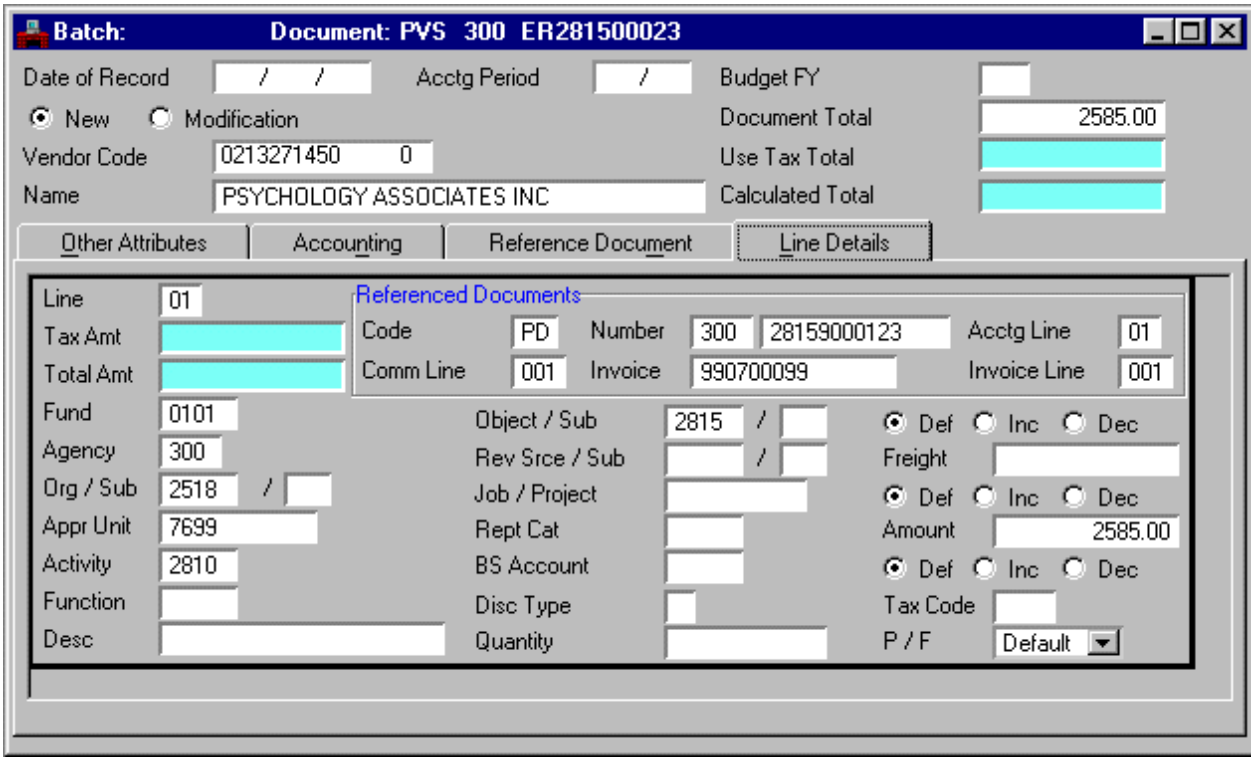
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional**. Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.



Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers **01 to 99** are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Number	16.0	**Input Optional.** Required if this line concerns items previously recorded on a purchase order; otherwise, it is blank. Enter the

		document code, agency and number of the document being referenced.
Line	2.0	**Input Optional.** Enter the purchase order accounting line number of the item being referenced.
Comm Line	3.0	**Input Optional.** Enter the commodity line number of the purchase order referenced.
Vendor Invoice	12.0	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. In rare cases where a vendor invoice number does not exist the agency would assign an invoice number. The invoice number could be the invoice date or some other unique code.
Inv Line	3.0	**Requires Input.** Enter the line number of the referenced VIQ, if one was entered.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank**]. Valid values on a new document are **Default [blank]** and **Increase [I].** Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Partial/Final	1.0	**Input Optional.** Defaults to Default [blank]. This field is used only when a purchase order is referenced. Valid values are: • **Default [blank]** - This will leave this field blank. • **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount).

- **Final [F]** - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F]** - if the total amount expensed is less than the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is more than the purchase order amount (the item cost more than expected). A maximum limit of $50.00 or 5% exists for how much the total amount expensed can exceed the purchase order amount.



Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers **01 to 99** are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Tax Amt	14.2	**Not Applicable.** Tax codes are not used within the State of Missouri.

Total Amt	14.2	**Display Only.** The total amount of this line is displayed. The system will calculate the total amount from the amount supplied and the calculated adjustment amount.
Reference Documents Code/Number	16.0	**Input Optional.** Required if this line concerns items previously recorded on a purchase order; otherwise, it is blank. Enter the document code, agency and number of the document being referenced.
Acctg Line	2.0	**Input Optional.** Enter the purchase order accounting line number of the item being referenced.
Comm Line	3.0	**Input Optional.** Enter the commodity line number of the purchase order referenced.
Invoice Number	12.0	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document. If a VIQ was not required, enter the vendor's invoice number. In rare cases where a vendor’s invoice number does not exist the agency would assign an invoice number. The invoice number could be the date or some unique code.
Invoice Line	3.0	**Input Optional.** Enter the line number of the referenced VIQ if one was entered.
Fund	4.0	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Organization (Org/Sub)	4.0	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/**Sub)**	2.0	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.

Appr Unit	9.0	**Input Optional.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes. Leave blank if processing non-appropriated payment.
Activity	4.0	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Desc (Description)	17.0	**Input Optional.** Enter general descriptive information to be recorded with this transaction.
Object (Object/Sub)	4.0	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/**Sub)**	2.0	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Rev Srce (Rev Srce/Sub)	4.0	**Not Applicable.** Do not enter data in this field.
Sub-Revenue (Rev Srce/**Sub)**	2.0	**Not Applicable.** Do not enter data in this field.
Job/Project	6.0	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the project number must be assigned by OA, Design and Construction (D&C).
Rept Cat	4.0	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.

BS Account	4.0	**Input Optional.** Default is inferred from Warehouse (WHS2) if this payment voucher references an EPS purchase order with a warehouse code or if the payment voucher is for the acquisition of a fixed asset. This field will also be used by OA/ACC to record amounts withheld for IRS levies and garnishments for Cole County Sheriff's office.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **[blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Disc Type	1.0	**Input Optional.** If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process determines whether the discount can actually be taken at the time the check is printed.
Quantity	12.0	**Input Optional.** Required if **Fixed Asset Indicator** is **Create Multiple Shells [Q]**. Otherwise, this field is optional. Enter the number of items paid for.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]**. Valid values on a modification document are **Increase [I]** if quantity is increasing or **Decrease [D]** if quantity is decreasing. If quantity is blank, select **Default [blank]**.
Freight	14.2	**Not Applicable.** Do not enter data in this field.
Def/Inc/Dec	1.0	**Not Applicable.** Do not use this field.
Tax Code	3.0	**Not Applicable.** Do not use this field.

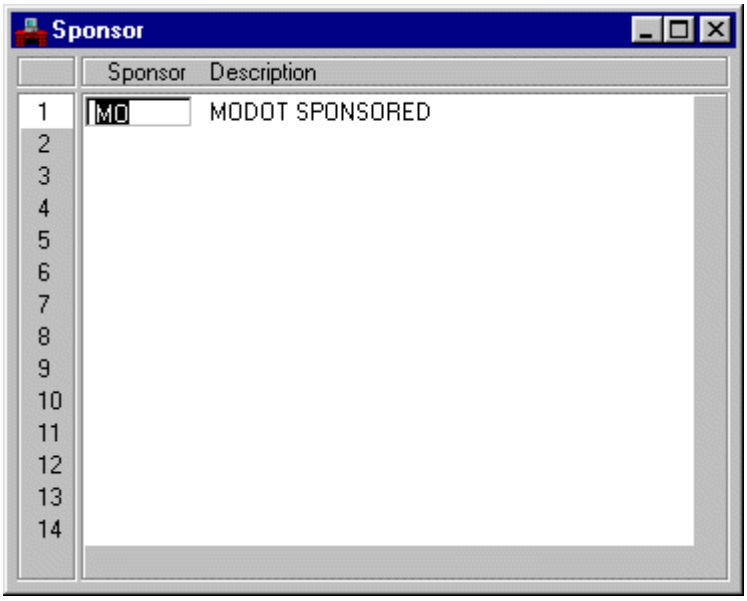
FA Type	1.0	**Not Applicable.** Do not use this field. **Input Optional.** Defaults to **Default [blank]**. This field is used only when a purchase order is referenced. Valid values are: • **Default [blank]** - This will leave this field blank. • **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount).
P/F	1.0	• **Final [F]** - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F]** - if the total amount expensed is less than the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is more than the purchase order amount (the item cost more than expected). A maximum limit of $50.00 or 5% exists for how much the total amount expensed can exceed the purchase order amount.

Sponsor (SPSR)

Purpose

Sponsor (SPSR) lists all the valid sponsor codes and their descriptions. It is used to validate sponsor codes entered in other reference windows and documents. This table is set up at the time the subsystem is installed and normally does not need modification.

SPSR Coding Instructions



Field Name	Length	Definition
Sponsor	2	**Requires Input.** Enter the code for the sponsor.
Description	30	**Input Optional.** Enter the description of the sponsor.

Standard Specifications (STDS)

Purpose

The Standard Specifications (STDS) table maintains text that is associated with standard specifications for a particular commodity. The system may infer the text contained in this table when entering text on purchasing-related documents.

The Office of Administration, Division of Purchasing and Materials Management (OA/DPMM) is responsible for maintaining the commodity code database. Agencies will have inquiry access only to STDS. Agencies can also use this table in conjunction with the Ad Hoc WORKFLOW procedure to request additions, modifications, or deletions of commodity code standard specifications.

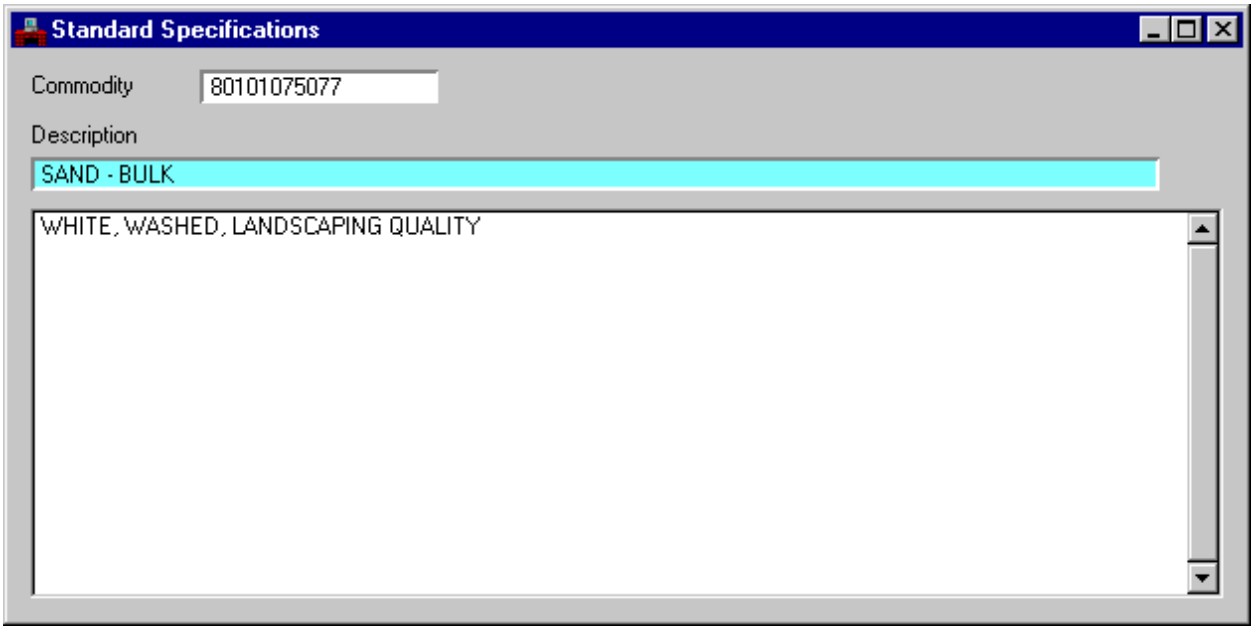
The coding instructions below explain what needs to be entered to request or establish standard specifications for a specific commodity code. If the user is using this table to obtain information, all fields except "Commodity" are Display Only.

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

- **MODIFY: ADD** Use this function only when establishing a new record. Do NOT use this function to add more text to an existing record.
- **MODIFY: CHANGE** Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.
- **MODIFY: DELETE** CAUTION -- Using this function will delete the entire text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

STDS Coding Instructions



Field Name	Length	Definition
Commodity	14	**Requires Input.** Enter the commodity code for which you desire to enter standard specifications.
Description	60	**Display Only.** Displays the description associated with the commodity code as inferred from Commodity (COMT).
Text		**Requires Input.** Enter standard specifications pertaining to the commodity code indicated above. These standard

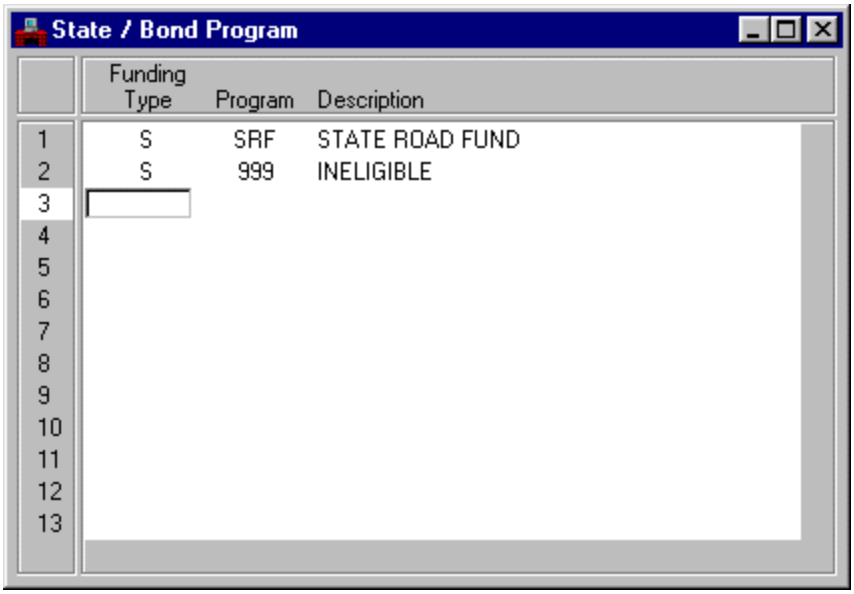
specifications may be inferred to purchase orders when appropriate.

State/Bond Program (SPRG)

Purpose

State/Bond Program (SPRG) is used to list all the valid combinations of state/bond funding types and program codes. It also provides the capability to include a description of the program codes.

SPRG Coding Instructions



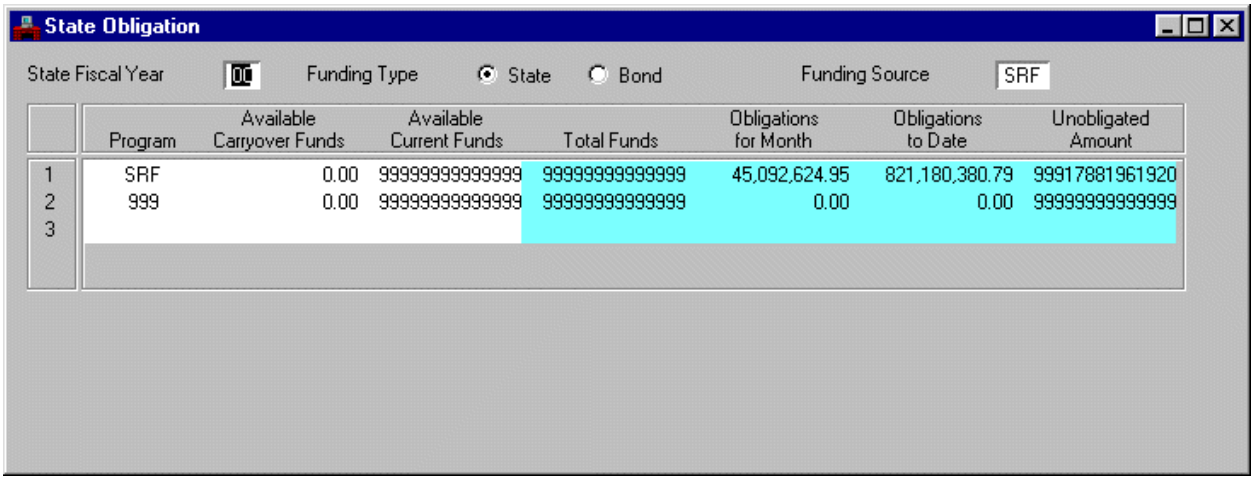
Field Name	Length	Definition
Funding Type	1	**Requires Input.** Enter the appropriate funding type. Valid values are **S** (state) or **B** (bond).
Program	3	**Requires Input.** Enter the program code. See Program/Provider (PGPV) for valid values.
Description	30	**Input Optional.** Enter the program description.

State Obligation Ledger (SOBL)

Purpose

State Obligation Ledger (SOBL) records the carryover and current apportionment amounts for each state and bond program by fiscal year. It also provides the actual obligations against these programs and the resulting unobligated amounts. The apportionment amounts are directly input by the user, while the rest of the information is updated by the system. The actual obligation fields are updated by the Project Participation (PZ) document. Each time a state or bond program is listed as one of the contributors in a Project Participation (PZ) document, the corresponding agreement amount is used to update the obligated amount for that program.

SOBL Coding Instructions



Field Name	Length	Definition
Federal Fiscal Year	2	**Input Required.** Enter the last two digits of the fiscal year for which the current apportionments are entered.
Funding Type	1	**Input Required.** Select the appropriate funding type. Valid values are **State [S]** or **Bond [B]**.
Funding Source	3	**Input Required.** Enter the funding source with which the state program is associated (e.g. 'SRF' - State Road Fund).
Program	3	**Input Required.** Enter the state or bond program. See State/Bond Program (SPRG) for valid values.
Available Carryover Funds	14	**Input Required.** Enter the apportionment amount that is carried over from the previous fiscal year.
Available Current Funds	14	**Input Required.** Enter the apportionment for the current fiscal year.

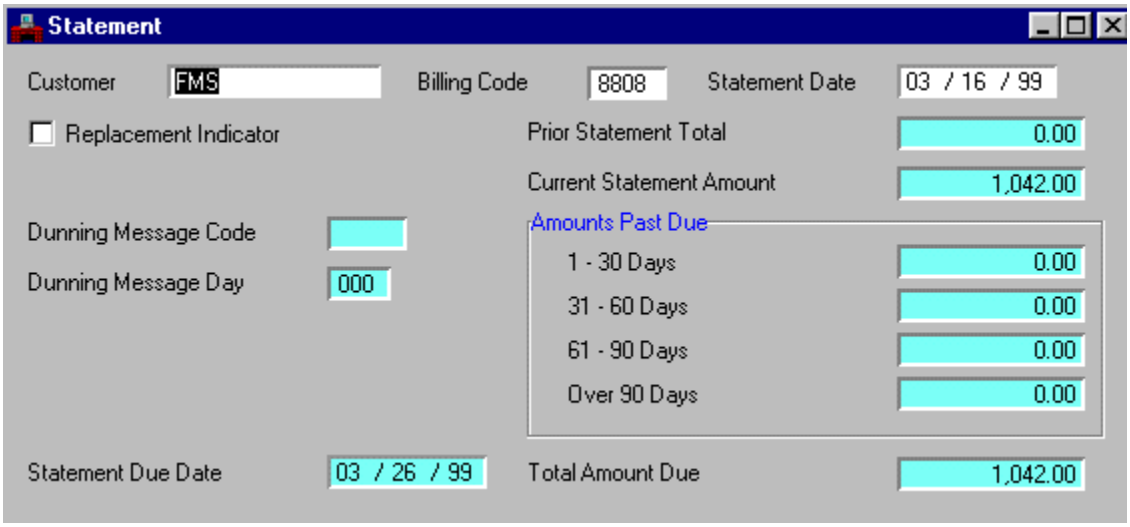
Total Funds	14	**Display Only.** The total apportionment is displayed. The total apportionment is the sum of the carryover and current apportionment.
Obligation for Month	14	**Display Only.** The total amount that has been obligated in the current month from the specified state or bond program is displayed.
Obligation for Fiscal Year	14	**Display Only.** The total amount that has been obligated in the current fiscal year from the specified federal program/sponsor is displayed.
Unobligated Apportionment	14	**Display Only.** The portion of the total apportionment that has not been obligated is displayed.

Statement (STMT)

Purpose

The **Statement Table (STMT)** displays general statement information about state Customers. The table can be also be used by agencies to generate SAM II Accounts Receivables Customer replacement statements.

STMT Coding Instructions



Field Name	Length	Definition

Customer	11.0	**Requires Input.** Enter the 11 digit Customer code corresponding to the Customer who will receive the statement. See Customer Information Inquiry 1 of 2 (CUST) for valid values or use Customer Name Inquiry (CUSN) to search for valid Customer codes using the Customer's name.
Billing Code	4.0	**Requires Input.** Enter the Billing Profile code corresponding to the specific statement. See Billing Profile (BPRO) for valid values.
Statement Date	6.0	**Requires Input.** Enter the statement cut-off date *(mm/dd/yy)*. This is the last date when the transaction is processed and can still appear on the statement.
Replacement Indicator	1.0	**Input Optional.** Default is blank; a replacement statement will not be generated. Click on checkbox to request the printing of a replacement statement.
Prior Statement Total	14.2	**Display Only.** Displays the Customer's balance at the beginning of the statement period.
Current Statement Amount	14.2	**Display Only.** Displays the Customer's balance at the end of the statement period. This is the sum of the prior statement total and all current period activity.
Dunning Message Code	4.0	**Display Only.** Displays the code of the Dunning Message printed on the statement if any amounts were past due.
Dunning Message Day	3.0	**Display Only.** Displays the number of days past due for which the printed **Dunning Message Code** was scheduled. This is based on the oldest Receivable past due on the statement.
1 - 30 Days	14.2	**Display Only.** Displays the sum of all Receivable balances that are 1 to 30 days past due.

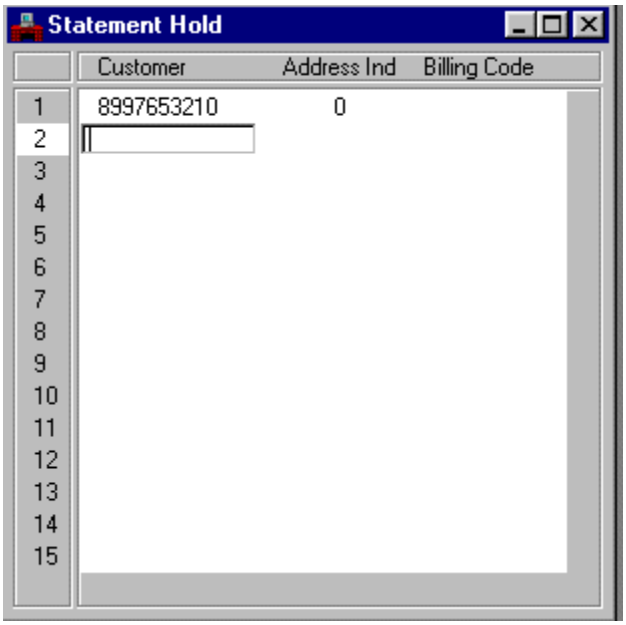
31 - 60 Days	14.2	**Display Only.** Displays the sum of all Receivable balances that are 31 to 60 days past due.
61 - 90 Days	14.2	**Display Only.** Displays the sum of all Receivable balances that are 61 to 90 days past due.
Over 90 Days	14.2	**Display Only.** Displays the sum of all Receivable balances that are greater than 90 days past due.
Statement Due Date	6.0	**Display Only.** Displays the receivable due date.
Total Amount Due	14.2	**Display Only.** Displays the total amount due from the Customer.

Statement Hold (STHD)

Purpose

The **Statement Hold (STHD)** table is maintained by OA/ACC. It is used to prevent SAM II Advanced Receivables Customer statements from printing. Agencies submit requests to add, change or delete information on these tables to OA/ACC using the Accounts Receivable Maintenance form.

STHD Coding Instructions



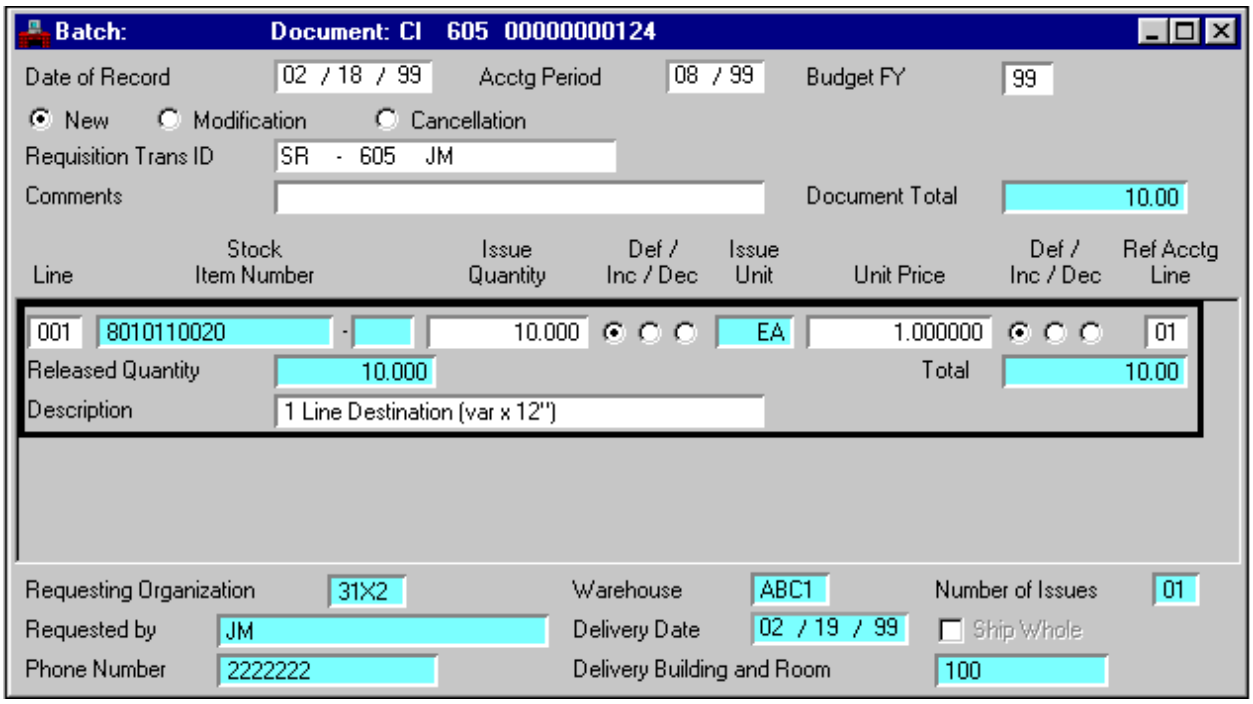
Field Name	Length	Definition
Customer	10.0	**Requires Input.** Enter the 10 digit code corresponding to the Customer you want to prevent the printing of accounts receivable statements for. See Customer Information (1 of 2) (CUST) for valid values.
Address Ind	1.0	**Requires Input.** Enter the alternate address indicator for the Customer code. This one character code is used along with the last character of the Customer code to indicate the Customer address for which statements should be suppressed.
Billing Code	4.0	**Input Optional.** Enter the Billing Profile code corresponding to the specific statement not to be printed. See Billing Profile (BPRO) for valid values. If blank, all statements for the Customer are suppressed.

Stock Issue Confirmation (CI)

Purpose

The Stock Issue Confirmation (CI) document recognizes that requisitioned items were removed from inventory and released to the requestor.

CI Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
Acctg Period	4	**Input Optional.** If left blank, this field defaults to the current accounting period. Nothing will appear in this field before processing the document.
Budget FY	2	**Input Optional.** If this CI is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification/Cancellation [Action]	...	**Requires Input.** Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This SR modifies a previous CI by allowing you to add lines or change the quantity and/or dollar amounts of existing

		lines. Accounting and/or commodity codes can only be changed by canceling the existing line's codes and entering a new line with new codes (a line is canceled by decreasing the line amount to zero). All other codes cannot be changed. • **Cancellation** - This CI cancels a previous CI. You cannot cancel a CI if it is referenced by a subsequent CI.
Requisition Trans ID	2.3.11	**Requires Input.** Enter the transaction identifier (document number) of the Stock Requisition (SR) document for which the issue was made.
Comments	30	**Input Optional.** Enter up to thirty characters of text you want associated with this order.
Document Total	11.2	**Display Only.** The sum of all lines for this document is displayed after processing the document.
Line	3	**Requires Input.** Enter a three-digit number for each line on the document. Numbers from **001 - 999** are valid.
Stock Item Number	14	**Display Only.** The Stock Item Number indicated on the Stock Requisition (SR) item line is displayed after processing the document.
Issue Quantity	7.3	**Requires Input.** Enter the quantity of stock items actually issued.
Def/Inc/Dec	...	**Input Optional.** Defaults to **Default**. Leave this option set at default.
Issue Unit	4	**Display Only.** The standard unit of issue from Inventory Inquiry (1 of 3) (INVN) is displayed for the ordered goods (for example, box, each, dozen). Refer to the Unit of Measure (UNIT) table for valid codes.

Unit Price	7.6	**Input Optional.** Defaults to the current unit price from INVN. Enter a unit price to override the default.
Def/Inc/Dec	...	**Input Optional.** Defaults to **Default**. Leave this option set at default.
Ref Acctg Line	2	**Input Optional.** Defaults to the first account distribution line entered on the SR document. If a different line is to be charged, enter the line number of the account distribution charged for this item.
Released Quantity	7.3	**Display Only.** The quantity released by the Pick and Issues (PI) document is displayed after processing the document.
Total	11.2	**Display Only.** The system computed total is displayed (unit price multiplied by the quantity) after processing the document.
Description	30	**Input Optional.** The stock item description from Inventory Inquiry (1 of 3) (INVN) is displayed in this field. Enter additional information as necessary.
Requesting Organization	4	**Display Only.** The requesting organization indicated on the SR document is displayed after processing the document.
Warehouse	4	**Display Only.** The warehouse indicated on the SR document is displayed after processing the document.
Number of Issues	2	**Display Only.** The number of issues made against the SR document is displayed after processing the document.
Requested by	20	**Display Only.** The name of the person requesting the stock items is displayed after processing the document.

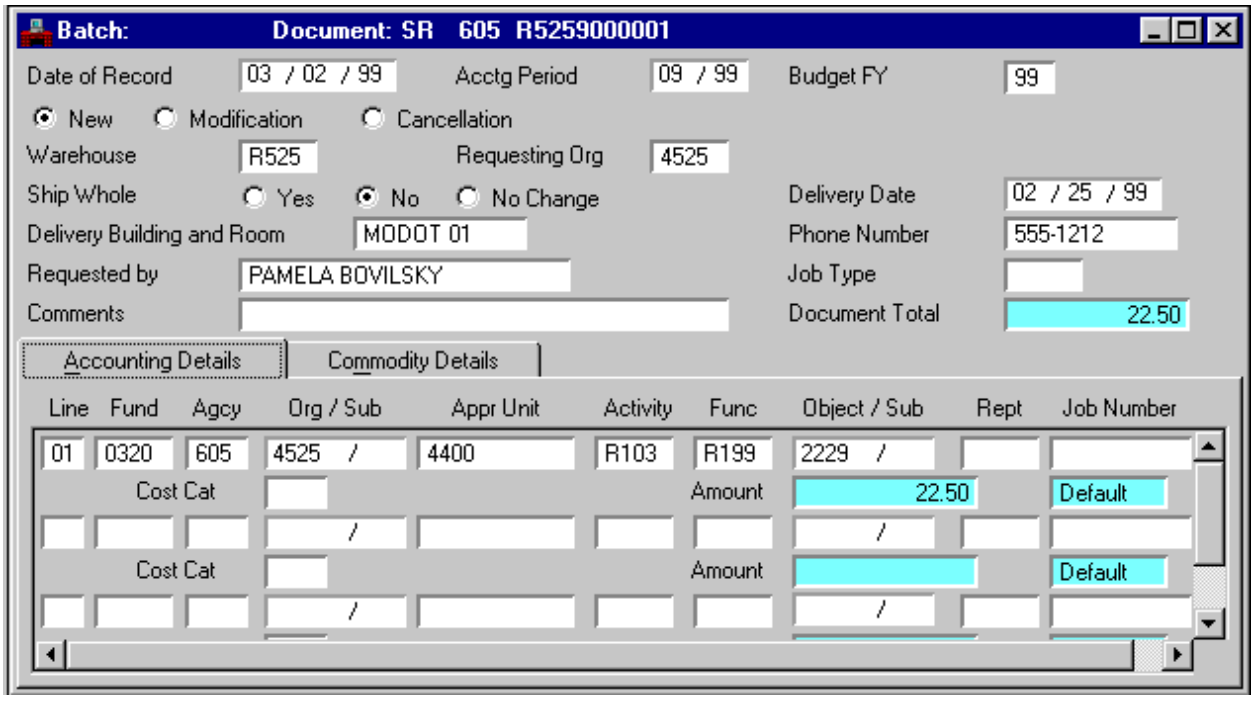
Delivery Date	6	**Display Only.** The delivery date indicated on the SR is displayed after processing the document.
Ship Whole	...	**Display Only.** If selected, you must ship the entire stock order at one time. You cannot ship partial orders. This information is inferred from the SR after processing the document.
Phone Number	13	**Display Only.** The phone number indicated on the SR is displayed after processing the document.
Delivery Building and Room	10	**Display Only.** The delivery building and room indicated on the SR is displayed after processing the document.

Stock Requisition (SR)

Purpose

The Stock Requisition (SR) document enables users to reserve quantities of stock items from the available supply of a designated warehouse.

SR Coding Instructions

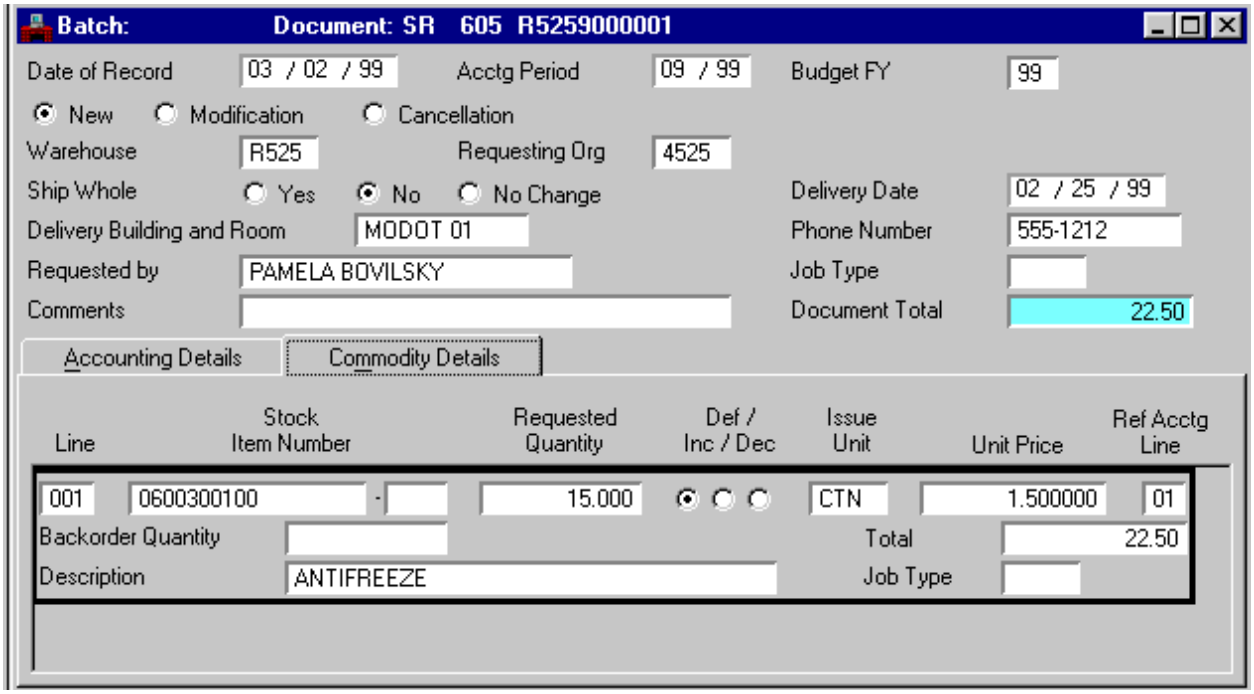


Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
Acctg Period	4	**Input Optional.** This field defaults to the current accounting period. Nothing will appear in this field before processing the document.
Budget FY	2	**Input Optional.** If this SR is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification/Cancellation	...	**Requires Input.** Select **New**.
Warehouse	4	**Requires Input.** Enter the warehouse where the stock items are stored. Refer to Warehouse Management Index (WHSE) for valid codes.
Requesting Org	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Ship Whole	...	**Input Optional.** Select **Yes** if partial shipments of the items requested are not allowed. Select **No** if partial shipments are allowed.
Delivery Date	6	**Requires Input.** Enter the future date (mm dd yy) when the buyer must receive the order from the warehouse.
Delivery Building and Room	10	**Requires Input.** Enter the building and room where the order is to be delivered.
Phone Number	13	**Requires Input.** Enter the phone number of the requesting person.

Requested by	20	**Requires Input.** Enter the name of the person to whom you want questions addressed about the order.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.
Comments	30	**Input Optional.** Enter up to thirty characters of text that you want associated with this order.
Document Total	11.2	**Display Only.** The sum of all items requested is displayed after processing the document.
Accounting Details View		
Line	2	**Requires Input.** Enter a two-digit number for each accounting line on the document. Numbers from **01 - 99** are valid.
Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Organization (Org/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization to be charged. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	4	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.

Activity	4	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Obj/Sub)	4	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/Sub)	2	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Rept	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) for valid codes.
Job Number	8	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project includes use of Capital Improvement Appropriations and the procurement is pursuant to RsMO Chapter 8, the Project Number must be assigned by OA Design and Construction (OA/D&C).
Cost Cat	3	**Not Applicable.** The State of Missouri will not use this field.
Amount	11.2	**Display Only.** The system computes and displays the cost that is charged to this account distribution

		from the item lines entered on the Commodity Details view of this document.
Def/Inc/Dec	...	**Display Only.** Valid values are **Default, Decrease,** or **Increase**. This field is inferred from the Commodity Details View.



Field Name	Length	Definition
Line	3	**Requires Input.** Enter a three-digit number for each line on the document. Numbers from **001 - 999** are valid.
Stock Item Number	14.3	**Requires Input.** Enter the stock item number that identifies the goods requested. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes.
Requested Quantity	7.3	**Requires Input.** Enter the quantity of the stock item requested.
Def/Inc/Dec	...	**Not Applicable.** Default is blank.
Issue Unit	4	**Display Only.** The standard unit of issue from the Inventory Inquiry (1 of 3) (INVN) entry is displayed in this field.
Unit Price	7.6	**Display Only.** The current unit price from INVN is displayed.

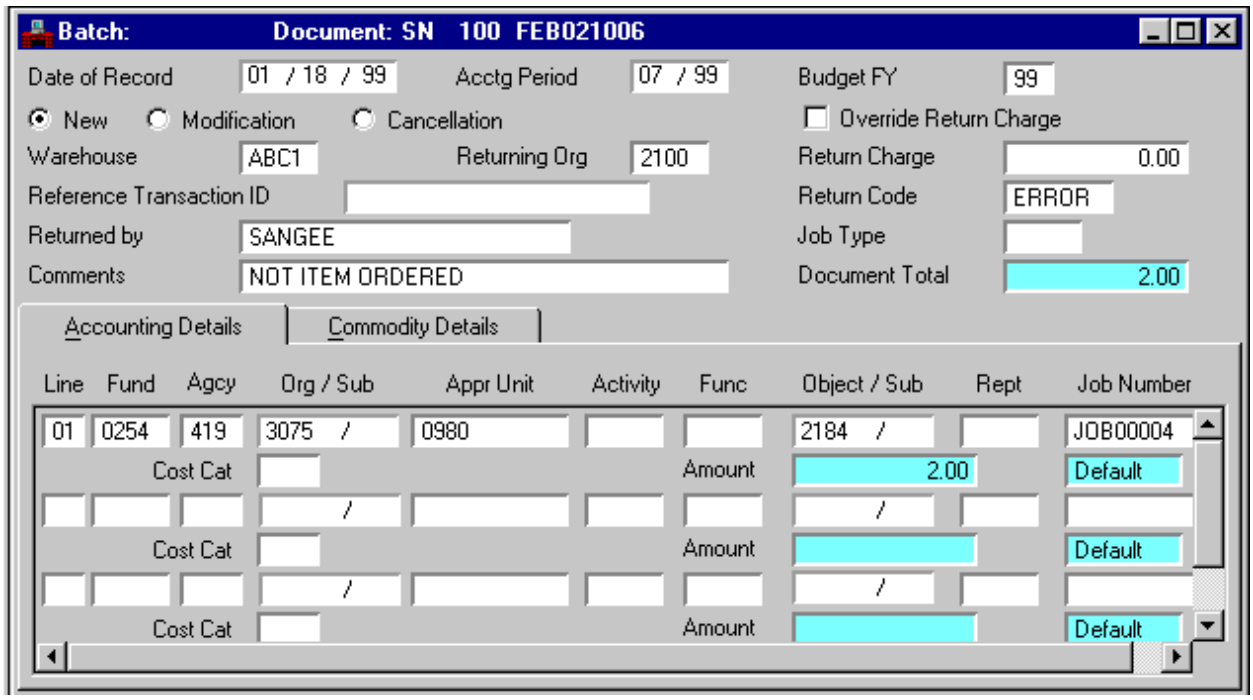
Ref Acctg Line	2	**Input Optional.** Defaults to the first account distribution line entered on the Accounting Details view of this document. If a different line number is to be charged for this stock item, enter the line number of the account distribution to be charged.
Backorder Quantity	7.3	**Display Only.** The quantity of the stock item that was back ordered to meet this requisition is displayed.
Total	11.2	**Display Only.** The system computes the total price by extending unit price multiplied by the quantity.
Description	30	**Display Only.** This description of the stock item is inferred from INV3.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.

Stock Return (SN)

Purpose

The Stock Return (SN) document allows users to return previously issued stock items to the inventory of the issuing warehouse, regardless of how the original issuance occurred (i.e., Over the Counter, Stock Requisition).

SN Coding Instructions



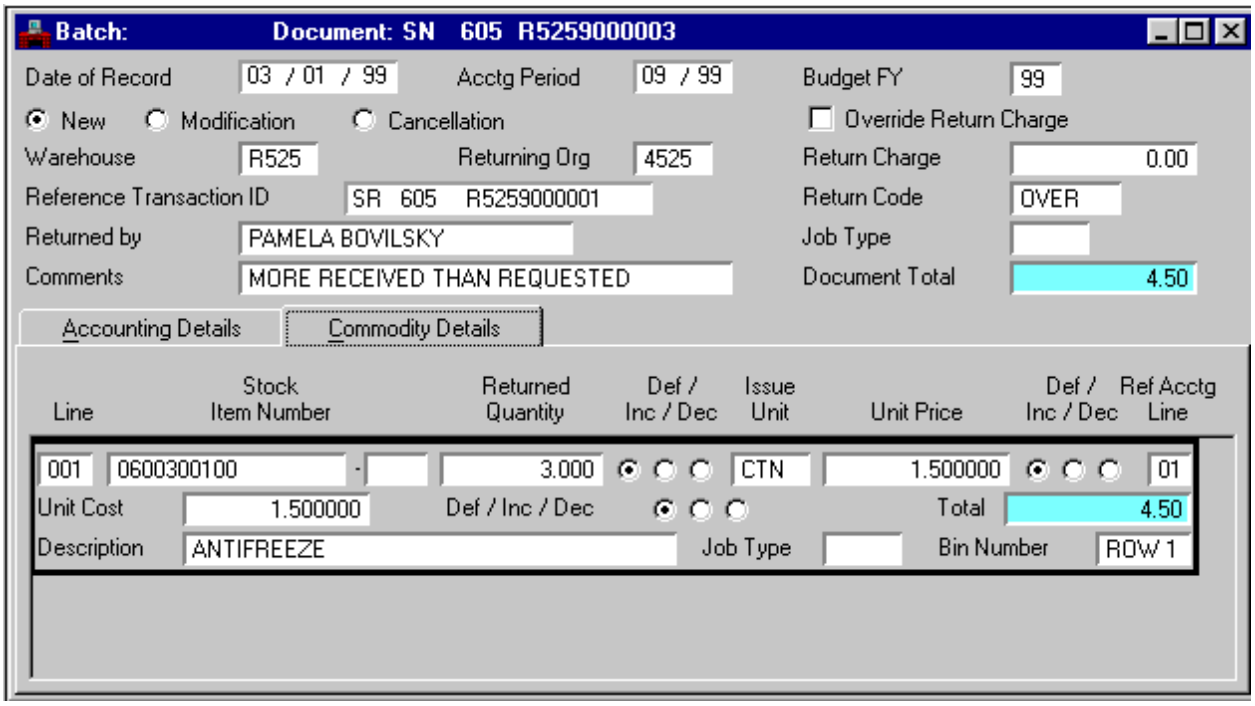
Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
Acctg Period	4	**Input Optional.** If left blank, this field defaults to the current accounting period. Nothing will appear in this field before processing the document.
Budget FY	2	**Input Optional.** If this SN is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification/Cancellation [Action]	...	**Requires Input.** Defaults to **New**. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This SN modifies a previous SN by allowing you to add lines or change the quantity and/or dollar amounts of

		existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line's codes and entering a new line with new codes (a line is canceled by decreasing the line amount to zero). All other codes cannot be changed. • **Cancellation** - This SN cancels a previous SN. You cannot cancel a SN if it is referenced by a subsequent SN.
Override Return Charge	...	**Input Optional.** Default is blank. Select if a specific return charge is entered to override the system computed amount.
Warehouse	4	**Requires Input.** Enter the code of the warehouse where the stock items are being returned. Refer to Warehouse Management Index (WHSE) for valid codes.
Returning Org	4	**Requires Input.** Enter the code for the organization returning the stock items. Refer to Organization Index (ORGN) for valid codes.
Return Charge	12.2	**Input Optional.** Default is computed from Inventory Inquiry (1 of 3) (INVN). Required if a return charge override is desired and if **Override Return Charge** is selected. Enter the amount of the return charge deducted from the credit to the returning organization for the returned items.
Reference Transaction ID	2.3.11	**Input Optional.** Enter the transaction code and number of the Stock Requisition (SR) document or Over the Counter (OC) document that originally issued the returned stock items, if known.
Return Code	6	**Requires Input.** Enter the code that describes the reason for return. Refer to Return Code (RETC) for valid codes.

Returned by	20	**Requires Input.** Enter the person who is returning the items.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.
Comments	30	**Input Optional.** Defaults to the description associated with the return code. Enter up to thirty characters of text you want associated with this order.
Document Total	11.2	**Display Only.** The system computed document total is displayed in this field after processing the document.
Accounting Details		***This information is taken from the original issuing document, if known (stock requisition or over the counter document).***
Line	2	**Requires Input.** Enter the two-digit number for each line on the document. Numbers from **01 - 99** are valid.
Fund	4	**Requires Input.** Enter the code for the appropriate Fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table for valid codes.
Organization (Org/Sub)	4	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Sub-Organization (Org/Sub)	2	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.

Appr Unit	4	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object (Obj/Sub)	4	**Requires Input.** Enter the code for the appropriate Object. Refer to Object Index (OBJT) table for valid codes.
Sub-Object (Obj/**Sub)**	2	**Input Optional.** If the control option on the Expense Budget line requires the use of a Sub-Object or an agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) table for valid codes.
Rept	4	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) for valid codes.
Job Number	8	**Input Optional.** If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts, Section I. If the project includes use of Capitol Improvement Appropriations and the procurement is pursuant to RsMO Chapter 8, the Project Number must be assigned by OA Design and Construction (OA/D&C).

Cost Cat	3	**Not Applicable.** The State of Missouri will not use this field.
Amount	11.2	**Display Only.** The system computes and displays the cost that is charged to this account distribution from the item lines after the document is processed.
Def/Inc/Dec	...	**Input Optional.** Defaults to **blank**. On a modification transaction, valid values are **Increase** or **Decrease**.



Field Name	Length	Definition
Line	3	**Requires Input.** Enter the three-digit number for each line on the document. Numbers from **001 - 999** are valid.
Stock Item Number	14	**Requires Input.** Enter the number that identifies the stock items being requested. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes.
Returned Quantity	12	**Requires Input.** Enter the number of stock items that are being returned to the warehouse.

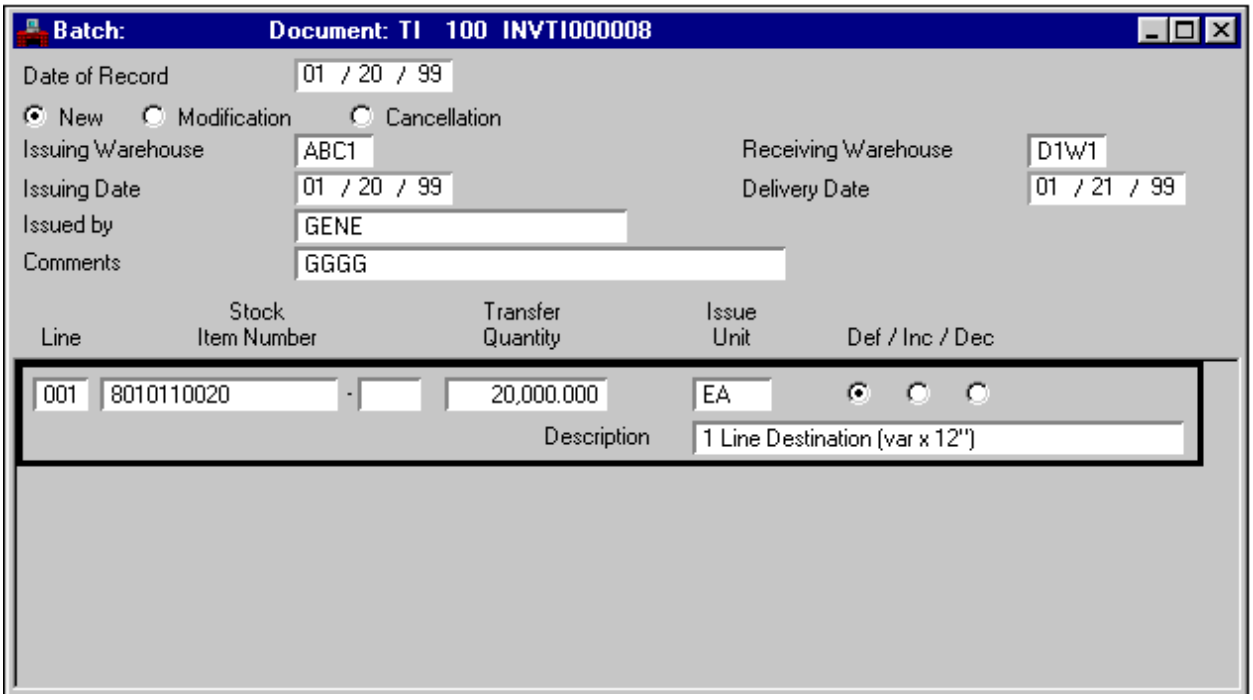
Def/Inc/Dec	...	**Input Optional.** Defaults to blank. On a modification transaction, select **Increase** or **Decrease** (reflects the change in quantity returned).
Issue Unit	4	**Display Only.** The standard unit of issue from INV3 is displayed after processing the document.
Unit Price	7.6	**Input Optional.** The current unit price for the stock item from INV3 is displayed after processing the document.
Def/Inc/Dec	...	**Input Optional.** On a modification transaction, valid values are **Increase** or **Decrease**.
Ref Acctg Line	2	**Input Optional.** Defaults to the first account distribution line entered on the Accounting Details view of the document. If a different line number is to be charged for this item, enter the line number of the account distribution charged.
Unit Cost	7.6	**Display Only.** The price for one unit of this stock item is displayed after processing the document.
Def/Inc/Dec	...	**Input Optional.** Default is blank. On a modification transaction, valid values are **Increase** or **Decrease** (reflects the change in quantity ordered).
Total	11.2	**Display Only.** The system computes the total price by extending unit cost multiplied by the quantity after processing the document.
Description	30	**Display Only.** The stock item description is inferred from INV3 and will be displayed after processing the document.
Job Type	4	**Not Applicable.** The State of Missouri will not use this field.
Bin Number	5	**Display Only.** The location of the item in the warehouse is displayed after processing the document.

Stock Transfer Issue (TI)

Purpose

The Stock Transfer Issue (TI) document initiates the physical transfer of stock items from one warehouse to another.

TI Coding Instructions



Field Name	Length	Definition
Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
New/Modification/Cancellation [Action]	…	**Input Optional.** Defaults to New. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This TI modifies a previous TI by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line's codes and entering a new line with new codes (a line is canceled by

		decreasing the line amount to zero). All other codes cannot be changed. • **Cancellation** - This TI cancels a previous TI. You cannot cancel a TI if it is referenced by a subsequent TI.
Issuing Warehouse	4	**Requires Input.** Enter the warehouse where the stock items are transferred from. Refer to Warehouse Management (WHS2) for valid codes.
Receiving Warehouse	4	**Requires Input.** Enter the warehouse where the stock items are transferred to. Refer to WHS2 for valid codes.
Issuing Date	6	**Requires Input.** Enter the date when the transfer was issued.
Delivery Date	6	**Requires Input.** Enter the date when you must receive the stock items by.
Issued by	20	**Requires Input.** Enter the name of the person responsible for issuing the transfer. This is the person filling the order at the issuing warehouse.
Comments	30	**Input Optional.** Enter up to thirty characters of text you want associated with the issue of the transferred goods.
Line	3	**Requires Input.** Enter the item line number associated with this item. Valid numbers are **001 - 999**.
Stock Item Number	14	**Requires Input.** Enter the number of the stock items being transferred. Refer to Inventory Inquiry (3 of 3) (INV3) for valid codes.
Transfer Quantity	7.3	**Requires Input.** Enter the quantity of stock items being transferred.

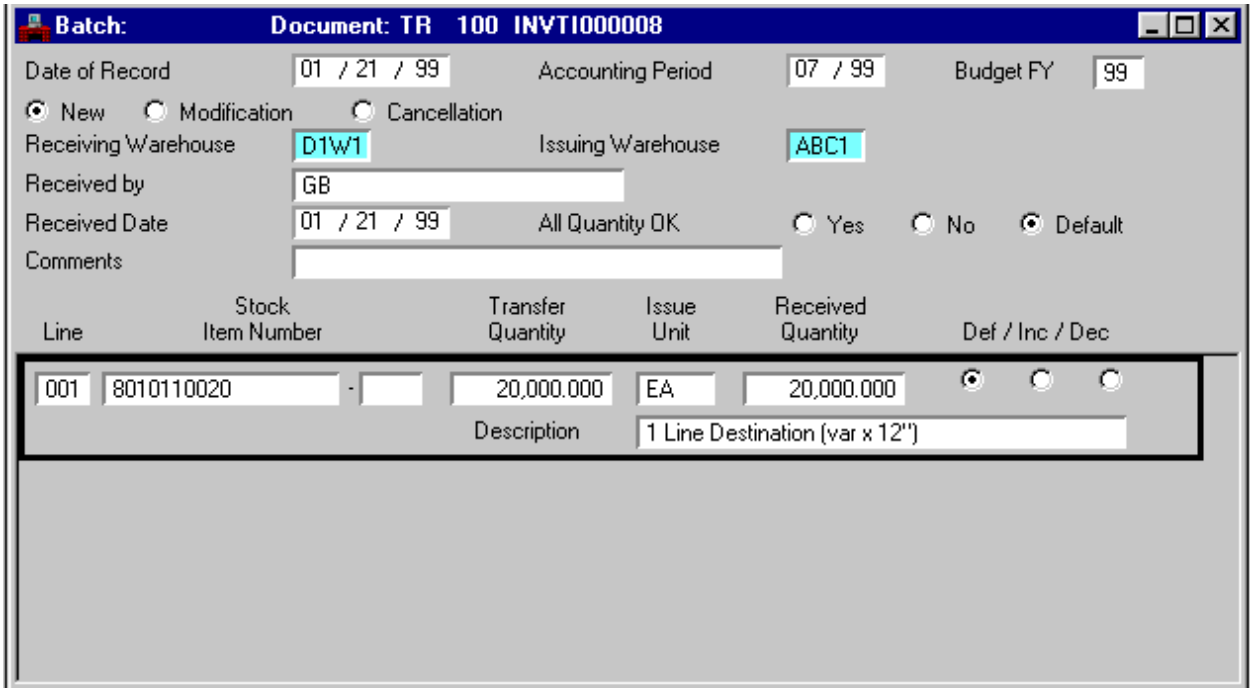
Issue Unit	4	**Display Only.** The issue unit of the stock item is inferred from INV3 and will be displayed after processing the document.
Def/Inc/Dec	...	**Input Optional.** Defaults to blank. On a modification transaction, valid values are **Increase** or **Decrease** (reflects the change in quantity requested).
Description	30	**Display Only.** The description of the stock item is inferred from INV3 and will be displayed after processing the document.

Stock Transfer Receipt (TR)

Purpose

The Stock Transfer Receipt (TR) document completes the transfer of stock items from one warehouse to another.

TR Coding Instructions



Field Name	Length	Definition

Date of Record	6	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field before processing the document.
Accounting Period	4	**Input Optional.** If left blank, this field defaults to the current accounting period. Nothing will appear in this field before processing the document.
Budget FY	2	**Input Optional.** If this TR is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field defaults to the current fiscal year.
New/Modification/Cancellation [Action]	...	**Input Optional.** Defaults to New. Valid selections are: • **New** - This is a new document (new entry). • **Modification** - This TR modifies a previous TR by allowing you to add lines or change the quantity and/or dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line's codes and entering a new line with new codes (a line is canceled by decreasing the line amount to zero). All other codes cannot be changed. • **Cancellation** - This TR cancels a previous TR. You cannot cancel a TR if it is referenced by a subsequent TR.
Receiving Warehouse	4	**Display Only.** The receiving warehouse indicated on the Stock Transfer Issue (TI) document is displayed after processing the document.
Issuing Warehouse	4	**Display Only.** The issuing warehouse indicated on the TI document is displayed after processing the document.

Received by	20	**Requires Input.** Enter the name of the person who received the transferred stock items.
Received Date	6	**Requires Input.** Enter the date when the transferred stock items were received.
All Quantity OK	...	**Requires Input.** Enter **Yes** if the entire transfer was received and the quantity received is equal to the quantity issued for every stock item. Enter **No** if the entire transfer was not received. Line information for each stock item is not displayed if **Yes** is selected.
Comments	30	**Input Optional.** Enter up to thirty characters of text you want associated with the receipt of the transferred goods.
Line	3	**Input Optional.** If **All Quantity OK** field is **No**, enter the item line number associated with the item in question.
Stock Item Number	14	**Display Only.** The stock item code from the Stock Transfer Issue (TI) document line number indicated above is displayed. This field is blank if **All Quantity OK?** is **Yes**.
Transfer Quantity	7.3	**Display Only.** The quantity indicated on this item line of the Stock Transfer Issue (TI) document is displayed. This field is blank if **All Quantity OK?** Is **Yes**.
Issue Unit	4	**Display Only.** The standard unit of issue from Inventory Inquiry (1 of 3) (INVN) is displayed. This field is blank if **All Quantity OK?** is **Yes**.
Received Quantity	7.3	**Input Optional.** If **All Quantity OK?** is **No**, enter the quantity of the stock item received.
Def/Inc/Dec	...	**Input Optional.** Default is blank. On a modification transaction, valid values

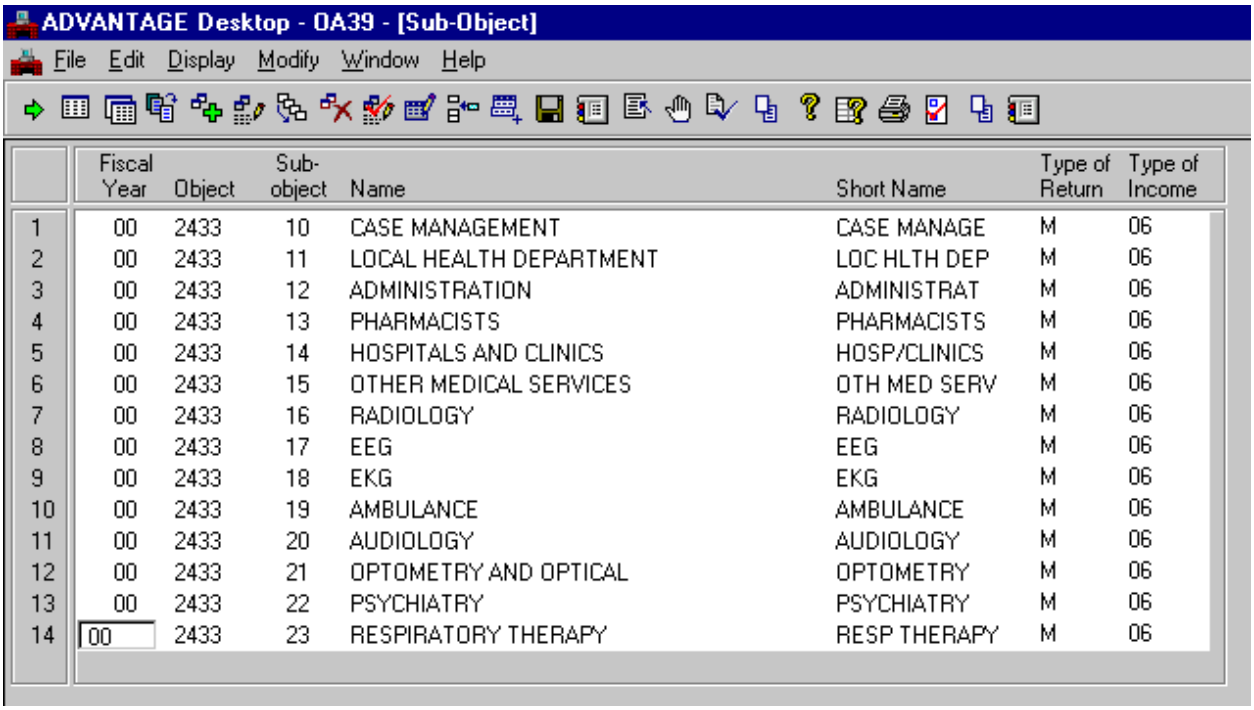
		are **Increase** or **Decrease** (reflects the change in quantity received).
Description	30	**Display Only.** The description of the stock item is inferred from INVN after processing the document. This field is blank if **All Quantity OK?** Is **Yes**.

Sub-Object (SOBJ)

Purpose

Sub-objects are used to further divide detail objects. An object may divide into any number of sub-objects or not divide at all. Sub-Object (SOBJ) defines valid sub-object values and establishes object/sub-object relationships.

SOBJ Coding Instructions



	Fiscal Year	Object	Sub-object	Name	Short Name	Type of Return	Type of Income
1	00	2433	10	CASE MANAGEMENT	CASE MANAGE	M	06
2	00	2433	11	LOCAL HEALTH DEPARTMENT	LOC HLTH DEP	M	06
3	00	2433	12	ADMINISTRATION	ADMINISTRAT	M	06
4	00	2433	13	PHARMACISTS	PHARMACISTS	M	06
5	00	2433	14	HOSPITALS AND CLINICS	HOSP/CLINICS	M	06
6	00	2433	15	OTHER MEDICAL SERVICES	OTH MED SERV	M	06
7	00	2433	16	RADIOLOGY	RADIOLOGY	M	06
8	00	2433	17	EEG	EEG	M	06
9	00	2433	18	EKG	EKG	M	06
10	00	2433	19	AMBULANCE	AMBULANCE	M	06
11	00	2433	20	AUDIOLOGY	AUDIOLOGY	M	06
12	00	2433	21	OPTOMETRY AND OPTICAL	OPTOMETRY	M	06
13	00	2433	22	PSYCHIATRY	PSYCHIATRY	M	06
14	00	2433	23	RESPIRATORY THERAPY	RESP THERAPY	M	06

Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Object	4	**Requires Input.** Enter an existing Object code from Object Index (OBJT).

Sub-Object	2	**Requires Input.** Enter the **Sub-Object** code. If adding a new code, enter a value that is unique within the object; if changing or deleting an existing **Sub-Object**, enter the affected code.
Name	30	**Requires Input.** Enter the sub-object **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.
Type of Return	1	**Input Optional.** Enter the type of return associated with this sub-object if the related expenses are reportable under IRS standards for 1099 reporting. Valid values are: • 1099-MISC [M] • 1099-INT [I] • 1099-G [G]
Type of Income	1	**Input Optional.** Required if a value was selected for the **Type of Return** field. Enter the type of income associated with the sub-object if related expenses are reportable under IRS standards for 1099 reporting. Valid values are: For 1099-MISC Returns: • Rents [1] • Royalties [2] • Prizes and Awards [3] • Fishing Boat Proceeds [5] • Medical & Health Care Payments [6] • Non-employee Compensation [7] • Substitute Payments in Lieu of Dividends & Interest [8] • Direct Sales of Consumer Product for Resale [9] • Payments to Attorneys and Golden Parachute Payments [13] ***Special Note:** The drop-down list does not currently include the text for the 1099-INT and 1099-G income types. When

setting the **Type of Income** field for 1099-INT and 1099-G return types, select the 1099-MISC text which corresponds to the numeric field value listed in brackets [ ].

For example, if the payments made with this sub-object code are to be reported on a 1099-INT and the type of income should be reported as Interest Income (**numeric field value = 1** (see list below)), choose Rents **[1]**.

For 1099-INT Returns:

- Interest Income [1]
- Early Withdrawal Penalty [2]
- Interest on U.S. Savings Bonds and Treasury Obligations [3]
- Foreign Tax Paid [5]

For 1099-G Returns:

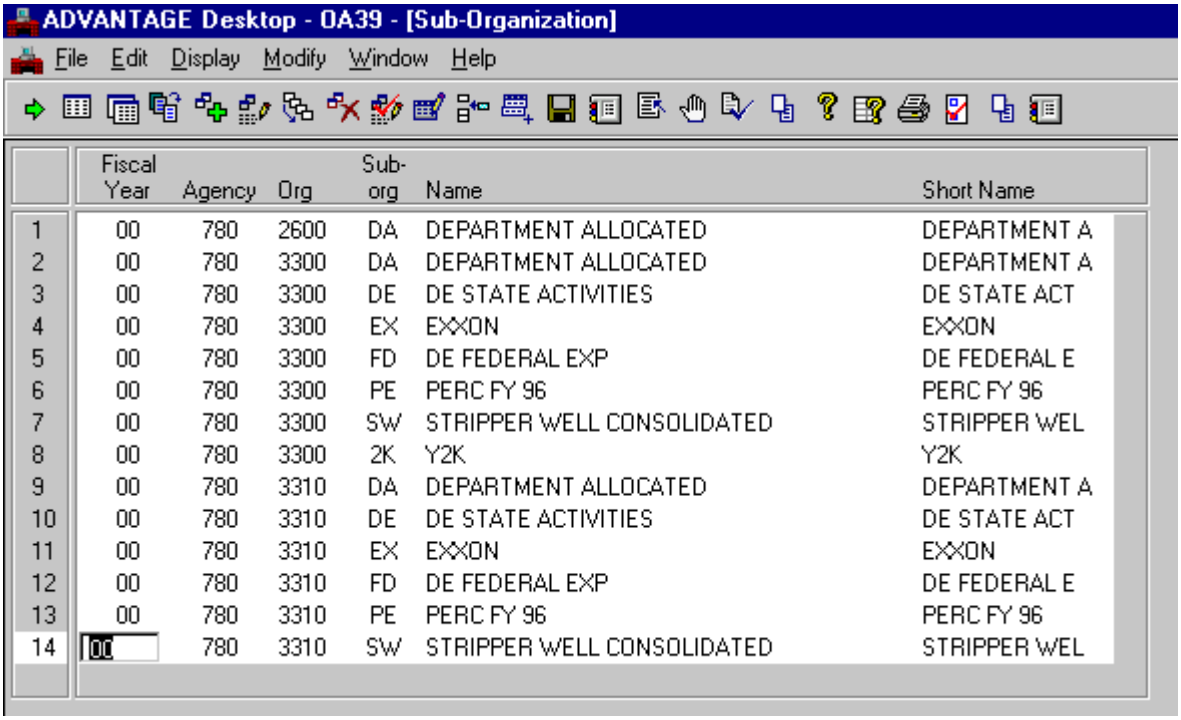
- Unemployment Compensation [1]
- State or Local Income Tax Refunds, Credits or Offsets [2]
- Taxable Grants [6]
- Agricultural Payments [7]

Sub-Organization (SORG)

Purpose

Sub organizations can be used to further breakdown or divide an organization. These sub organizations are used by an agency to allow reporting of sub divisions of organizations without the need to establish budgets, since expense budgets are established by organization. Sub-Organization (SORG) table defines valid sub organizations and establishes organization/sub organization relationships.

SORG Coding Instructions



	Fiscal Year	Agency	Org	Sub-org	Name	Short Name
1	00	780	2600	DA	DEPARTMENT ALLOCATED	DEPARTMENT A
2	00	780	3300	DA	DEPARTMENT ALLOCATED	DEPARTMENT A
3	00	780	3300	DE	DE STATE ACTIVITIES	DE STATE ACT
4	00	780	3300	EX	EXXON	EXXON
5	00	780	3300	FD	DE FEDERAL EXP	DE FEDERAL E
6	00	780	3300	PE	PERC FY 96	PERC FY 96
7	00	780	3300	SW	STRIPPER WELL CONSOLIDATED	STRIPPER WEL
8	00	780	3300	2K	Y2K	Y2K
9	00	780	3310	DA	DEPARTMENT ALLOCATED	DEPARTMENT A
10	00	780	3310	DE	DE STATE ACTIVITIES	DE STATE ACT
11	00	780	3310	EX	EXXON	EXXON
12	00	780	3310	FD	DE FEDERAL EXP	DE FEDERAL E
13	00	780	3310	PE	PERC FY 96	PERC FY 96
14	00	780	3310	SW	STRIPPER WELL CONSOLIDATED	STRIPPER WEL

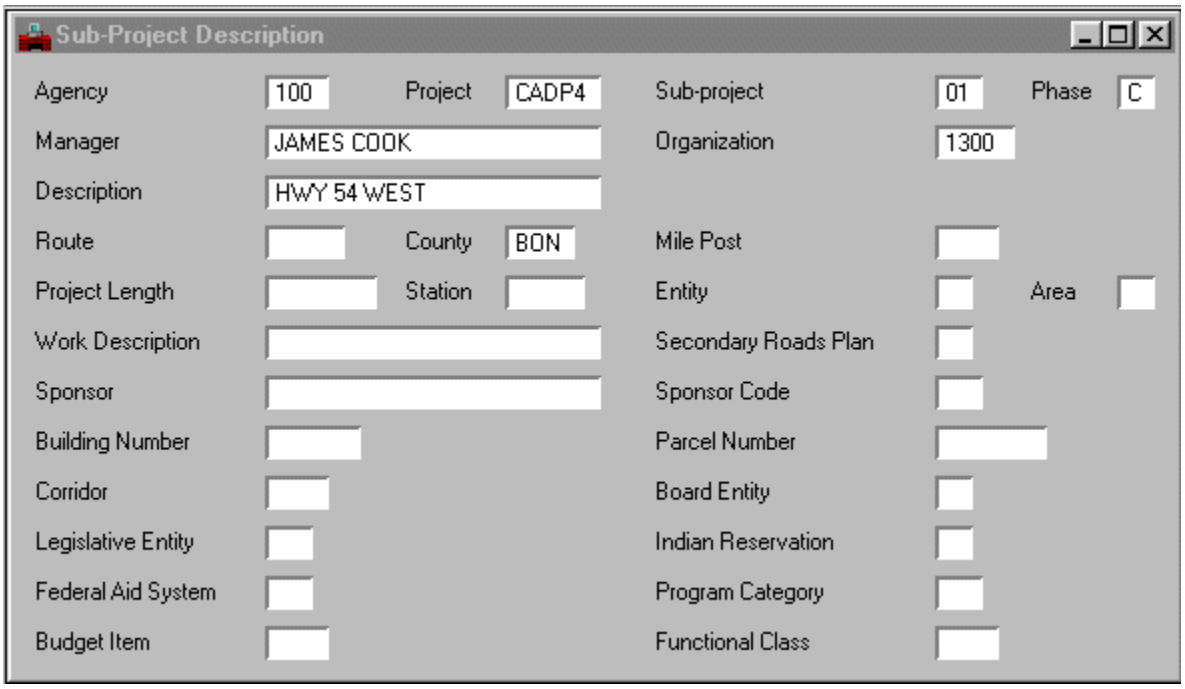
Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Agency	3	**Requires Input.** Enter an existing agency from Agency Index (AGCY).
Organization	4	**Requires Input.** Enter the **Organization** for which this sub organization will provide a further breakdown. The organization must exist on the Organization Index (ORGN).
Sub-Organization	2	**Requires Input.** Enter the **Sub-Organization** code. If adding a new code, enter a value that is unique within the organization; if changing or deleting an existing sub organization enter the affected code.
Name	30	**Requires Input.** Enter the sub-organization **Name** (up to thirty characters).
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

Sub-Project Description (SPDT)

Purpose

Sub-Project Description (SPDT) records descriptive information about each unique sub-project and phase combination. A line is added to this table when a new project, sub-project and phase is accepted by the financial system via the Project Management Master (PJ) document. The additional descriptive information is entered and maintained by the user.

SPDT Coding Instructions



Field Name	Length	Definition
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Project	5.0	**Requires Input.** Enter the project code identifying the Project. Refer to the Project Management Master (PJ) document for valid project number.
Sub-Project	2.0	**Requires Input.** Enter the code identifying the Subproject assigned through the Project Management Master (PJ) document.

Phase	1.0	**Requires Input.** Enter a code identifying a phase of the project. Refer to Project Phase (PRPH) table for valid codes.
Manager	20.0	**Input Optional.** Enter the name of the person managing the sub-project and phase.
Organization	4.0	**Requires Input.** Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) table for valid codes.
Description	20.0	**Input Optional.** Enter a description of the sub-project and phase.
Route	4.0	**Input Optional.** Enter the route number for this project, sub-project and phase. The code is entered through the Project Management Master (PJ) document, but can be changed or updated here by the user.
County	3.0	**Input Optional.** Enter the county location of the sub-project and phase.
Mile Post	3.0	**Input Optional.** Enter the mile post of the sub-project and phase.
Project Length	6.0	**Input Optional.** Enter the length of road for this sub-project and phase.
Station	4.0	**Input Optional.** Enter the engineering station number for the sub-project and phase.
Entity	1.0	**Input Optional.** Enter the engineering district for the sub-project and phase.
Area	1.0	**Input Optional.** Enter the engineering area for the sub-project and phase.
Work Description	20.0	**Input Optional.** Enter the type of work being accomplished.
Secondary Roads Plan	1.0	**Input Optional.** Enter the code that indicates that the project is administered by the state under the provisions of the secondary roads plan.

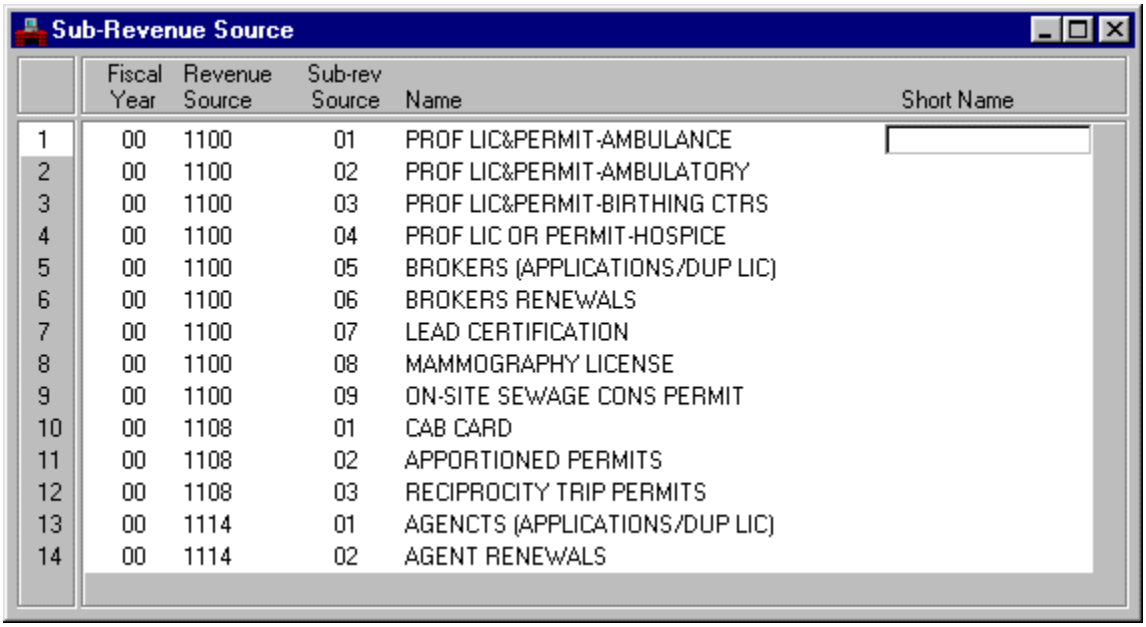
Sponsor	20.0	**Input Optional.** Enter a description of the sponsor for the sub-project or phase.
Sponsor Code	2.0	**Input Optional.** The sponsor code from the Project Participation (PZ) transaction is displayed.
Building Number	5.0	**Input Optional.** Enter the number assigned by the Fixed Asset Subsystem. It identifies the general location and specific building.
Parcel Number	6.0	**Input Optional.** Enter the code identifying individual parcels or plots of land. The number is assigned by row.
Corridor	3.0	**Input Optional.** Enter the urban corridor number for the sub-project and phase.
Board Entity	1.0	**Input Optional.** Enter the board district of the project, sub-project and phase.
Legislative Entity	2.0	**Input Optional.** Enter the Legislative District of the sub-project and phase.
Indian Reservation	1.0	**Input Optional.** Enter the code designating that the sub-project and phase is located on an Indian reservation.
Federal Aid System	2.0	**Input Optional.** Enter a code indicating that the sub-project/phase is a part of the federal aid system.
Program Category	2.0	**Input Optional.** Enter the major program/provider and funding category for the sub-project and phase.
Budget Item	3.0	**Input Optional.** Enter the budgeted authority number of either a highway or construction program item identified in the five-year program.
Functional Class	3.0	**Input Optional.** Enter the functional class code. This code is used to identify the type of area and the function of the roadway.

Sub-Revenue (SREV)

Purpose

Sub-revenue sources are used to further divide revenue sources. A revenue source may divide into any number of sub- revenue sources or not divide at all. Sub-Revenue Source Code defines valid sub-revenue source values and establishes revenue source/sub-revenue source relationships.

SREV Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Requires Input.** Enter the last two digits of the applicable **Fiscal Year**.
Revenue Source	4	**Requires Input.** Enter an existing **Revenue Source** code from Revenue Source Index (RSRC).
Sub-Revenue Source	2	**Requires Input.** Enter the **Sub-Revenue Source** code. If adding a new code, enter a value that is unique within the revenue source; if changing or deleting an existing **Sub-Revenue Source**, enter the affected code.
Name	30	**Requires Input.** Enter the sub-revenue source **Name**.
Short Name	12	**Requires Input.** Enter the name that you want to appear on reports when there is not enough room for the full name.

Summary Cash Management Inquiry (CMGT)

Purpose

To facilitate daily cash management review and analysis, SAM II allows for the inquiry of cash activity as affected by the current day's transaction processing. This information allows users to control cash outflow or to utilize cash inflow based upon real-time data.

The Summary Cash Management (CMGT) table displays cash activity for a specific fund or all funds. The table also displays transaction information for various cash flow categories. The user must refresh the table to view the effect of any new cash transactions.

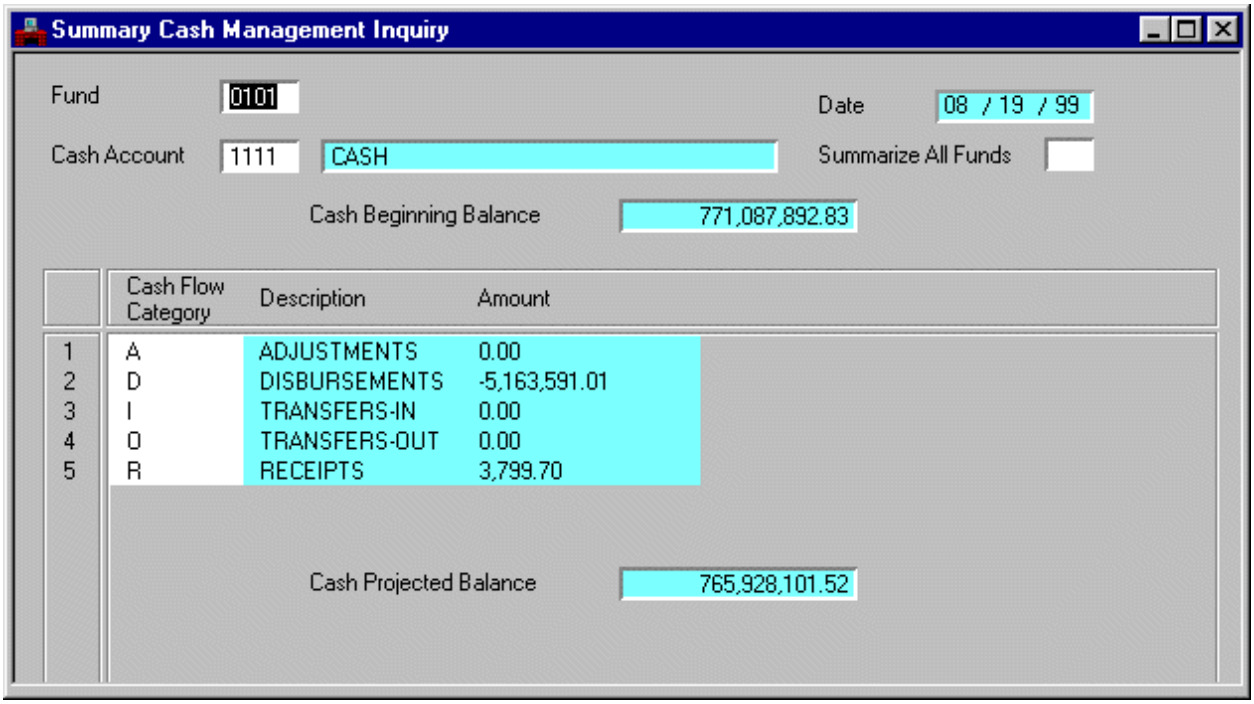
Transactions included on the CMGT table include:

- Documents accepted in the system throughout the day that directly affect a fund's cash balance.
- Any document that failed to get processed because of insufficient fund cash balance during the previous automated disbursement cycle.

CMGT does not include:

- Payments on SUSF not in accept (ACCPT) status.
- Interface transactions submitted that day for processing. NOTE: Interface transactions are included in the "Cash Beginning Balance" the morning after the files are inputed and accepted into Sam II.

CMGT Coding Instructions



Field Name	Length	Definition
Fund	4.0	**Requires Input.** Enter the valid fund code representing the fund for which the cash balance is desired. Refer to Fund Index (FUND) for valid values.
Date	6	**Display Only.** The current system date is displayed.
Cash Account	14.2	**Input Optional.** Enter a valid cash account. Refer to Balance Sheet Account Balance Fund Index (BBAL) to find the cash account used for a particular fund.
(Cash Account Description)	30.0	**Display Only.** The description of the Cash Account as inferred from the Balance Sheet Account (BACC) table. For summarized inquiries, the description is inferred from the description entered as a miscellaneous parameter on the Cash Management (CMGT) record of the Application Date (LDAT) table.
Summarize All Funds	1.0	**Input Optional.** If the **Fund** field is blank and a **Cash Account** is entered, enter **'Y'** to summarize all funds within the designated cash account.

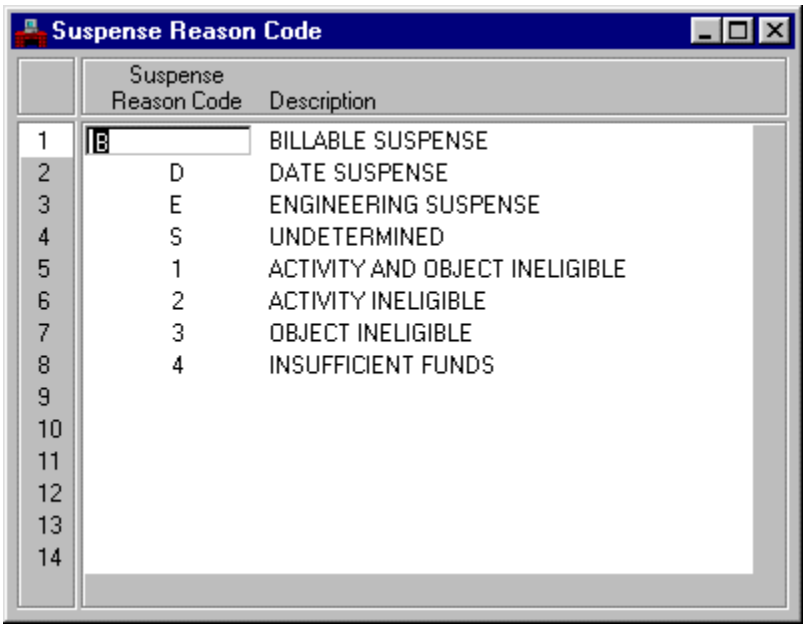
		If the **Fund** field is entered and the **Cash Account** is blank, enter **'Y'** to summarize all cash accounts for the designated fund. If both the **Fund** field and **Cash Account** fields are blank, entering **'Y'** will provide a Statewide cash total for all State and Non-State Funds. If you want to summarize all funds for a particular cash account, enter the cash account. If you want to summarize all funds for all cash accounts, spaces should be entered for both **Fund** and **Cash Account**.
Cash Beginning Balance	14.2	**Display Only.** The cash balance at the beginning of the day as inferred from the Balance Sheet Account Balance (BBAL) table.
Cash Flow Category	1.0	**Display Only.** Summary totals for the various categories of cash documents are displayed. Valid cash flow categories are: • A - Adjustments • D - Disbursements • I - Transfers-In • O - Transfers-Out • R - Receipts Please refer to the overview section of General Accounting Inquiry procedure for a list of documents included in each cash flow category.
Description	30.0	**Display Only.** The description associated with the cash flow category is displayed.
Amount	14.2	**Display Only.** The summarized total for the cash flow category is displayed. This is the current day's real-time running balance of cash transactions within the category.
Cash Projected Balance	14.2	**Display Only.** The real-time projected cash balance for the fund, cash account or summarized inquiry selection.

Suspense Reason Code (REAS)

Purpose

Suspense Reason Code (REAS) lists all the valid suspense reason codes and their descriptions. It is used to validate suspense reason codes entered in Transfer Eligibility Exception (TREX). This window should be set up at the time the subsystem is installed and normally does not need modification.

REAS Coding Instructions



Field Name	Length	Definition
Suspense Reason Code	1	**Requires Input.** Enter the suspense reason code.
Description	30	**Input Optional.** Enter the description or definition of the suspense reason code.

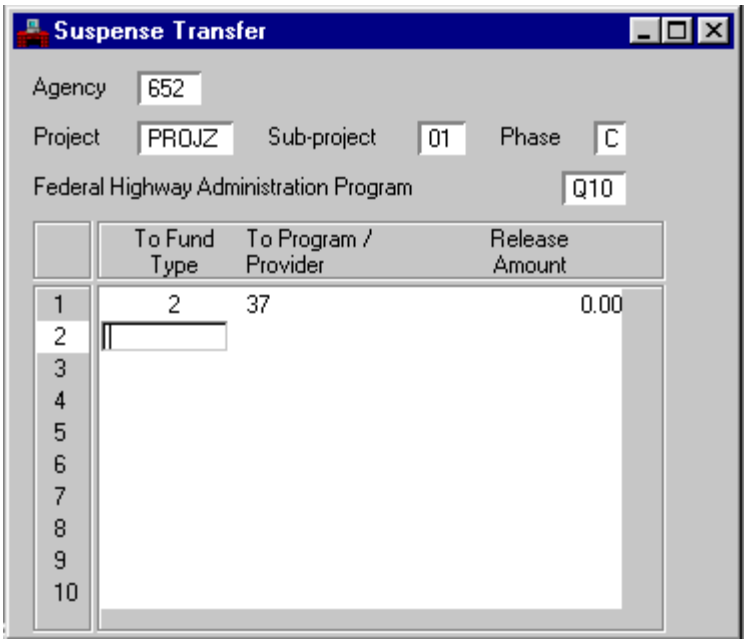
Suspense Reason Code (REAS)

Purpose

Suspense Transfer (SUTR) is used to transfer construction engineering (CE) overrun charges to another program/provider participating in the same project/sub-project/phase

combination. Each suspense transfer window is set up to enter a single transfer from one program to another. The user can enter an unlimited number of transfers into the window for processing during the next billing run. During a billing run, the suspense transfer window is processed after AFINPREP, which splits the transaction amounts among the participating program/providers. The transferred amounts recorded on the window are summarized for each program and this total is compared to the total suspended amount for the program. If the transferred total for any one program/provider exceeds its suspended or available amount, all transfers for that program/provider are rejected. If the total amount transferred to a program causes its construction engineering (CE) ceiling to be exceeded, update the relevant billing files (TPBILL, BFBILL, FEDSUSF) depending on the program/provider to which the amount is released. After the final billing run, the window is cleared. The user can change the entries on the window only after a billing memo (review) has run. Updates are made to the information in this table as needed to trigger desired cost transfers.

SUTR Coding Instructions



Field Name	Length	Definition
Agency	3	**Requires Input.** Enter the agency. See Project Budget Line (1 of 2) (PRBL) for valid values.
Project	5	**Requires Input.** Enter the project code. See Project Budget Line (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.

Sub-project	2	**Requires Input.** Enter the sub-project code. See Project Budget Line (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
Phase	1	**Requires Input.** Enter the phase code. See Project Budget Line (1 of 2) (PRBL) for valid values. The project/sub-project/phase combination must exist on PRBL.
FHWA Program	3	**Requires Input.** Enter the program from which the construction engineering (CE) overrun amount is being transferred.
To Fund Type	1	**Requires Input.** Enter the funding type of the program/provider to which the construction engineering (CE) overruns are transferred. There are four valid funding types: • **F** (Federal) • **S** (State) • **B** (Bond) • **O** (Other)
To Program/Provider	11	**Requires Input.** Enter the program/provider to which the construction engineering (CE) overruns are transferred. This program/provider has to be a valid funding source for the values entered in the **Project, Sub-Project,** and **Phase** fields.
Release Amount	14	**Requires Input.** Enter the amount being transferred to another program/provider.

T

Taxpayer ID Reorganization (TIRO)

Purpose

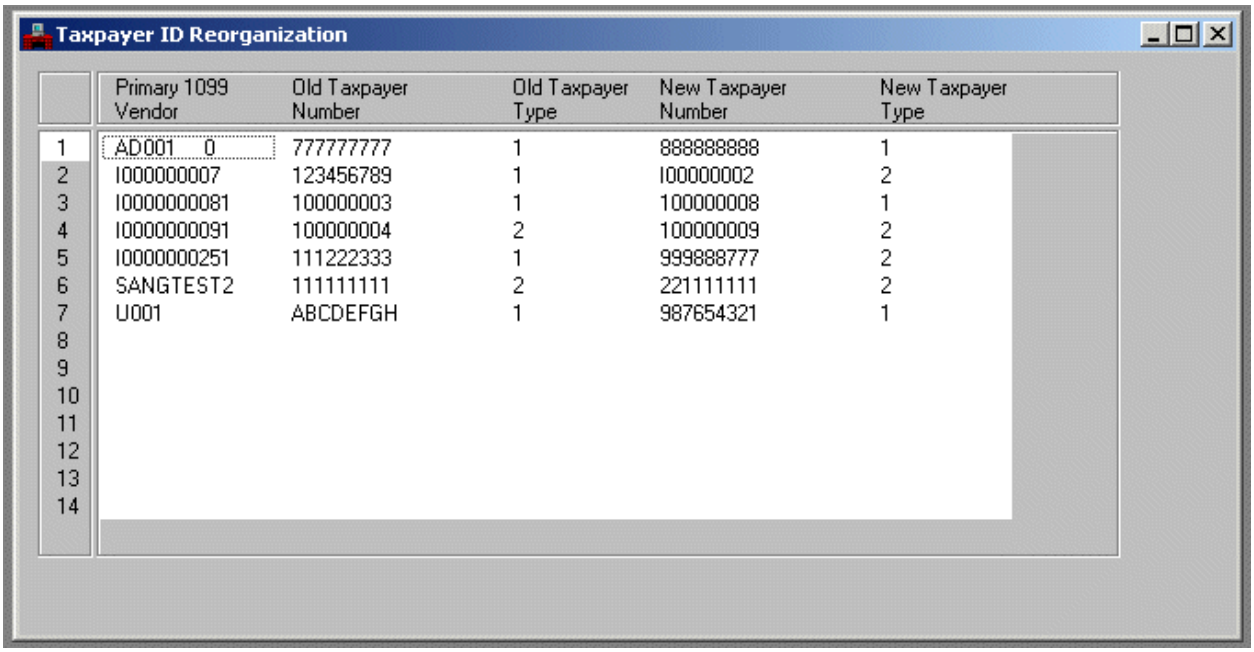
This table allows for the reorganization of all secondary vendors associated with a primary 1099 vendor whose Taxpayer Identification Number (TIN) and/or Taxpayer ID Type has changed.

Prior to entering a record on TIRO, the primary vendor record must be updated on Vendor (2 of 3) (VEN3). After entering records on the TIRO table, the related batch program must be run. When executed, the TIRO batch program reads this table and for each primary 1099 vendor entry, it changes the same information (i.e. Taxpayer ID Number and/or Taxpayer ID Type) for each associated secondary vendor. After the batch program is executed, all records on this table need to be deleted. (NOTE: This table should only be used when **all** related secondary vendor records are to be updated.)

It is important to note that the system **does not** automatically update the Vendor Income (VINC) table for changes in TIN or TIN type. Thus, any such changes made during the year require a manual update all VINC records that have the incorrect TIN and/or TIN type.

The State of Missouri uses the vendor's TIN as the vendor code. The State will only use the TIN reorganization feature when a Taxpayer ID Number of Taxpayer ID Type has changed for a vendor record which does not use the vendor's TIN as the vendor code (i.e. vendor codes which use the alternate coding scheme defined in the Establishing Vendor Codes section of the Vendor Activities Policies and Procedures).

TIRO Coding Instructions



Field Name Length Definition

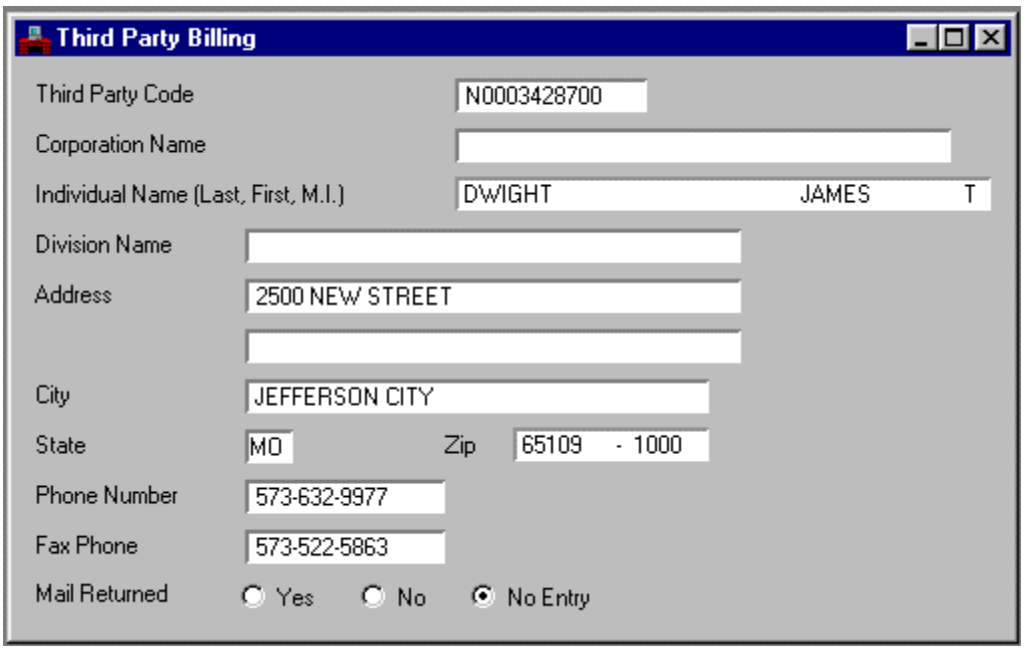
Primary Vendor	11.0	**Requires Input.** Enter the primary 1099 vendor code. Refer to the Vendor Index (VEND) table for valid values. The vendor record must be specified as a primary 1099 vendor on the Vendor (2 of 3) (VEN3) table.
Old Taxpayer Number	9.0	**Requires Input.** Enter the old Taxpayer ID number (TIN) for this primary 1099 vendor.
Old Taxpayer Type	1.0	**Requires Input.** Enter the old Taxpayer ID Type for this primary 1099 vendor.
New Taxpayer Number	9.0	**Input Optional.** The default is the Taxpayer ID Number from the Vendor (2 of 3) (VEN3) table. Enter the new Taxpayer ID number (TIN) if a TIN number change has occurred for this primary 1099 vendor.
New Taxpayer Type	1.0	**Input Optional.** The default is the Taxpayer ID Type from the Vendor (2 of 3) (VEN3) table. Enter the new Taxpayer ID Type if a Taxpayer ID Type change has occurred for this primary 1099 vendor.

Third Party Billing (TPAR)

Purpose

The Third Party Billing (TPAR) table contains a billing name and address of a party that will be billed on behalf of the Customer, such as an insurance carrier that is billed first for services rendered to a Customer.

TPAR Coding Instructions



Field Name	Length	Definition
Third Party Code	11	**Requires Input.** Enter the Tax Identification Number (TIN) or the code assigned by OA/ACC for the entity that assumed payments for the specified customer. This entity is referred to as the Third Party.
Corporation Name	30	**Input Optional**. Required if the **Individual Name** field is not completed. If the third party is a company or government, enter the customer name in this field.
Individual Name (Last, First, M.I.)	30	**Input Optional.** Required if the **Corporation Name** field is not entered. If the third party is an individual, enter the last name in the first section of the field, then tab. Enter the first name in the next section of the field, then tab. Enter the middle initial.
Division Name	30	**Input Optional.** Enter the company division, department or other additional name information.
Address	60	**Requires Input.** Enter the third party's street address.
City	28	**Requires Input.** Enter the third party's city.
State	2	**Requires Input.** Enter the third party's state.

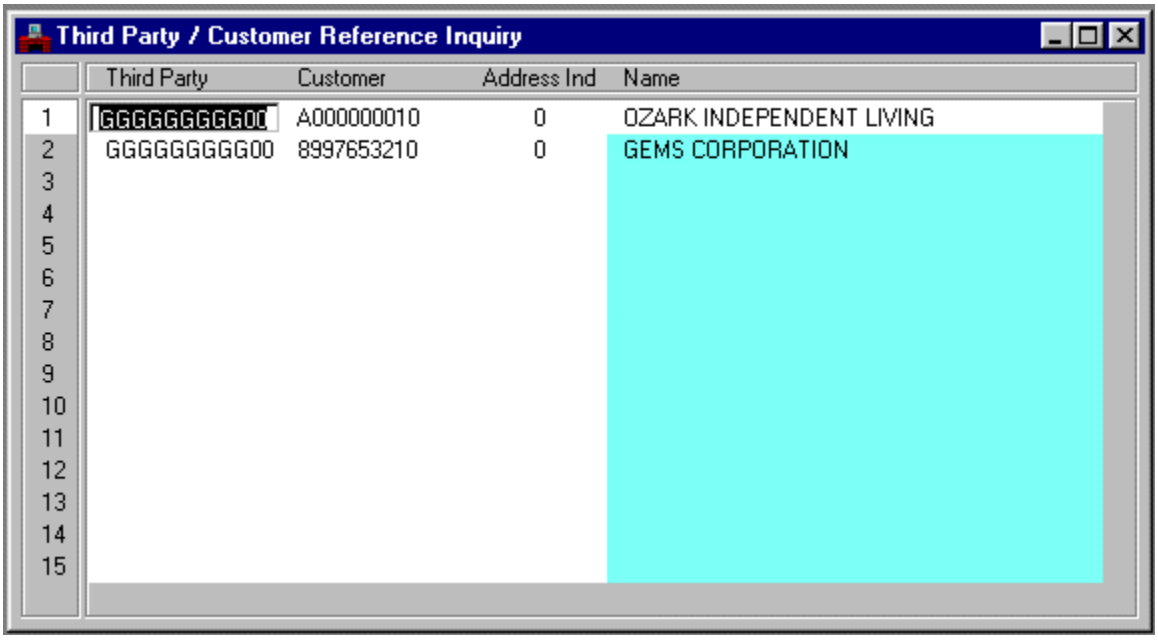
Zip	9	**Requires Input.** Enter the third party's zip code. The first five digits of the zip code are required and the last four are optional.
Phone Number	15	**Input Optional.** Enter the third party's telephone number.
Fax Phone	15	**Input Optional**. Enter the fax number for the third party.
Mail Returned	1	**Input Optional.** Select **Yes** to identify third party billing addresses that are no longer valid. The default is **No Entry** which is the equivalent of **No**.

Third Party/Customer Reference Inquiry (TPCU)

Purpose

Third Party/Customer Reference Inquiry (TPCU) provides a cross-reference between the third party code and the customer code. A single third party code can be used for billing many customers.

TPCU Coding Instructions



Field Name	Length	Definition

Third Party	11	**Requires Input.** Enter the number assigned as the third party code for a customer. See Third Party Billing (TPAR) for valid codes.
Customer	10	**Input Optional.** If known, enter the customer number whose bills are sent to the third party defined in the **Third Party** field. Otherwise, the correct customer number can be selected after a value is placed in the Third Party field and a browse is completed.
Address Ind	1	**Input Optional.** If known, enter a valid alternate address indicator to indicate which customer address should be used for inquiry.
Name	30	**Display Only.** The corresponding customer name is displayed.

Total Cost Purchase Order (PCT)

Purpose

Total Cost Purchase Order (PCT) documents are processed by the Office of Administration/Division of Purchasing and Materials Management (OA/DPMM) and the Division of Design and Construction (OA/D&C) and by state agencies which are not governed by the requirements of Chapter 34 RSMo or by the requirements of Chapter 8 RSMo.

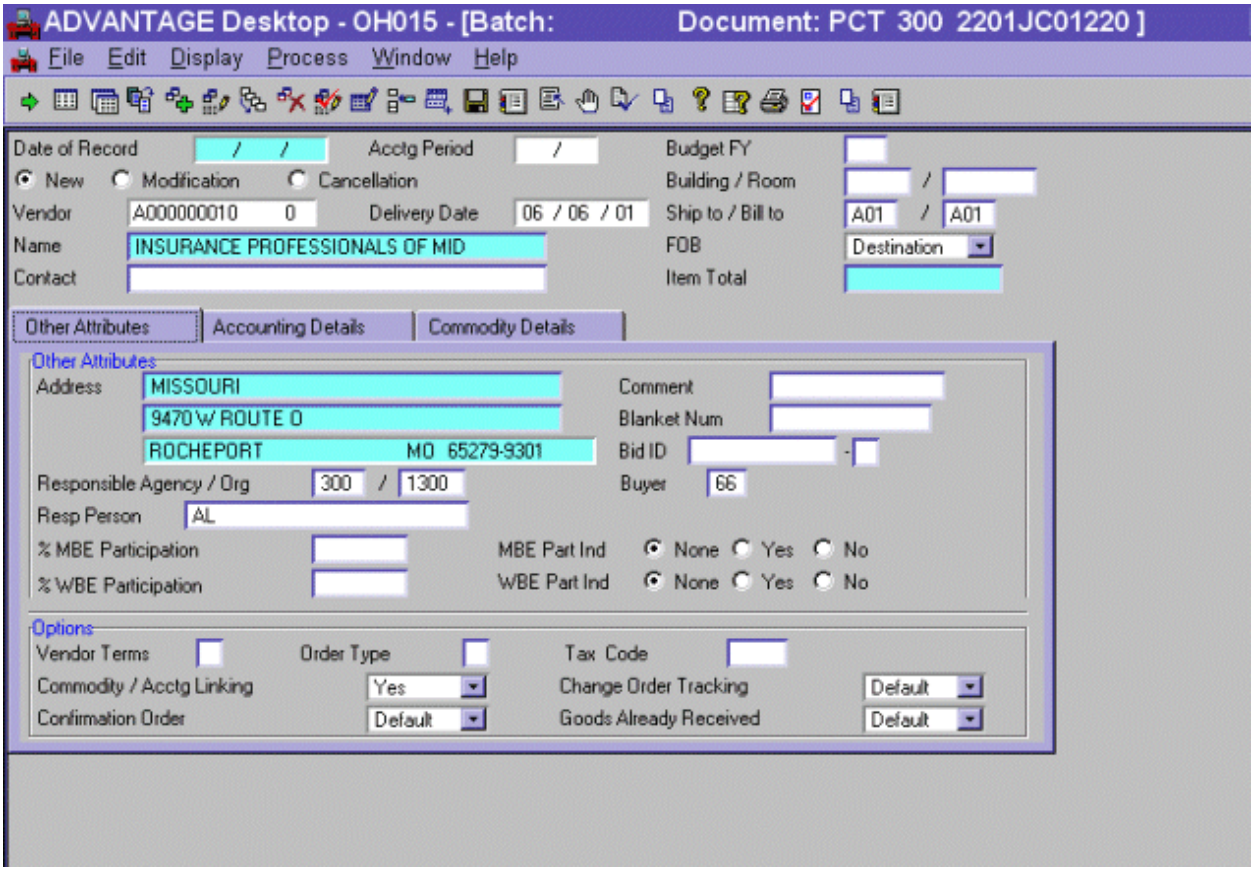
The PCT is used primarily for service-type purchases that do not include quantities, units of measure, nor unit prices. The pricing on the PCT is a total price or a guaranteed-not-to-exceed price.

The PCT should not be used to order supplies or services that are available from a price agreement.

The PCT should not be used to order supplies or services that require Resource Manager approval unless the PCT references a requisition that obtained such approval.

Refer to the procedures for Establishing A Total Cost Purchase Order (PCT) Document, Modifying A Total Cost Purchase Order (PCT) Document, or Canceling A Total Cost Purchase Order (PCT) Document.

PCT Coding Instructions



Field Name	Length	Definition
Header and Other Attributes View		
Date of Record	6	**Display Only**. Displays the date that the system accepts the document. Nothing will appear in this field when processing the document.
Acctg Period	4	**Input Optional**. If this PCT is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period and nothing will appear in this field when the document is processed.
Budget FY	2	**Input Optional**. If this PCT is being processed during the lapse period, enter the last two digits (yy) of the applicable fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium. If left blank, this field

		defaults to the current fiscal year. Nothing will appear in this field when the document is processed.
New/Modification/ Cancellation	N/A	Input Optional. Defaults to **New**. Valid selections are: **New** - This is a new document (new entry). **Modification -** This action modifies the original or previously modified PCT by allowing you to add lines or change the dollar amounts of existing lines. Accounting and/or commodity codes can only be changed by canceling the existing line and entering a new line with new codes and amounts. To cancel a line, decrease the dollar amount so the net is zero. If a particular accounting line has not been partially expensed, the same line number can be maintained if the accounting line is being modified. No other codes can be changed. Refer to Modifying A Total Cost Purchase Order (PCT) Document procedures. **Cancellation** - This action cancels the original PCT. You cannot cancel a PCT if it is referenced by a subsequent document unless the applicable subsequent document(s) is canceled first. Refer to Canceling A Total Cost Purchase Order (PCT) Document procedures.
Building/Room	4	**Input Optional**. If a Bid ID associated with an Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR) is referenced in the Bid ID field, the building identifier, if one exists, will be inferred from the associated Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR). If a Bid ID is not referenced in the Bid ID field and the requesting agency wishes to indicate a delivery location, enter that building identifier.
Building/Room	6	**Input Optional**. If a Bid ID associated with an Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR) is referenced in the Bid ID field, the room number, if one exists, will be inferred from the associated Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR). If a Bid ID is not referenced in the Bid ID field and the requesting agency

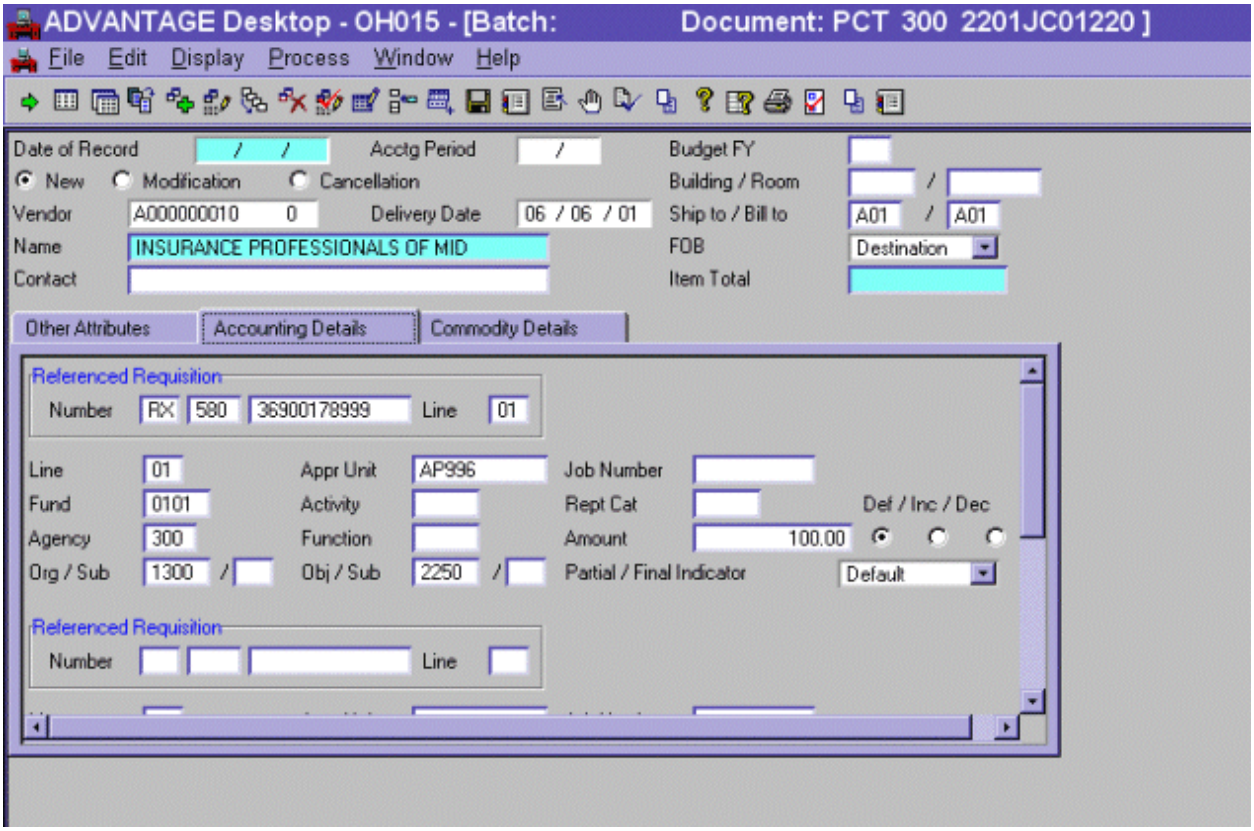
		wishes to indicate the Room where delivery should take place, enter that room number.
Vendor	11	**Requires Input**. Enter the vendor code. Refer to Vendor (1 of 3) (VEN2) for valid codes. If a bid was processed, then refer to Bid Response Input (BIDR) for valid codes.
Delivery Date	6	**Input Optional**. If a Bid ID is referenced in the Bid ID field, the Delivery Date, if one was entered, will be inferred from the Bid Tracking Header (BIDH). Otherwise, enter the date (*mm/dd/yy*) when the order must be received by the requesting agency.
Ship to/Bill to	3	**Input Optional**. If a Bid ID associated with an Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR) is referenced in the Bid ID field, the Ship to code will be inferred from the associated Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR). Otherwise, enter the code that represents the appropriate Ship to location. Refer to Shipping Address (SHIP) for valid codes.
Ship to/Bill to	3	**Input Optional**. If a Bid ID associated with an Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR) is referenced in the Bid ID field, the Bill to code will be inferred from the associated Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR). Otherwise, enter the code that represents the appropriate Bill to code. Refer to Billing Address (BILL) for valid codes.
Name	30	**Display Only**. Defaults to the name of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
FOB	N/A	**Input Optional**. If a Bid ID is referenced in the Bid ID field, the FOB point will be inferred, if one was entered, from the Bid Tracking Header (BIDH). Otherwise, select **Destination** or **Shipping** to designate the free on board point. Select **No Change** on a modification transaction unless you desire to change the original selection.
Contact	30	**Input Optional**. If the requesting agency wishes to override the default vendor contact, enter the name of the alternate vendor

		contact. If left blank, this field defaults to the vendor contact listed on Vendor (1 of 3) (VEN2).
Item Total	14	**Display Only**. Defaults to the net total cost of all the commodity lines entered on this document.
Address	30 X 3	**Display Only**. Defaults to the address of the vendor inferred from Vendor (1 of 3) (VEN2) based on the vendor code entered.
Responsible Agency/Org	3	**Requires Input**. The agency code of the agency authorized to process and modify the PCT must be entered. Refer to Agency Index (AGCY) for valid codes.
Responsible Agency/Org	4	**Requires Input**. Enter the organization code for the organization within the responsible agency. Refer to Organization Index (ORGN) for valid codes.
Comment	12	**Input Optional**. If entering **S** in the **Order Type** field, enter the appropriate instruction code from the Special Instruction (SPIS) table (e.g., special shipping instructions). If the requesting agency wants a notation associated with this order, enter such comment.
Blanket Num	11	**Input Optional**. If the requesting agency wishes to reference an agency-defined blanket number, enter that blanket number.
Bid ID	11	**Input Optional**. Required if this purchase order concerns items previously recorded on a bid; otherwise, leave blank. Enter the Bid ID corresponding to the bid for this order. Refer to Bid Master Requisition Inquiry (BDMR). The Bid ID is used in conjunction with the vendor code to look up the record on Bid Tracking Header (BIDH) so the delivery date and free on board point can be inferred on this order.
Buyer	2	**Requires Input**. Enter the buyer responsible for processing this PCT. Refer to Buyer (BUYT) for valid codes.
Resp Person	20	**Input Optional**. If a Bid ID associated with an Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR) is referenced in the Bid ID field, the name of the Responsible Person will be inferred from the associated Quick Requisition RXQ or Non-Pre-encumbering Requisition (NR). Otherwise,

		enter the name and phone number of the requesting agency person to whom questions should be addressed about the order.
% MBE Participation	5	**Input Optional**. If the purchase involves participation by an MBE subcontractor and the percentage is known, enter the percentage of MBE subcontracting participation. If the purchase involves participation by an MBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00
MBE Subcontract Part Ind	N/A	**Input Optional**. If a percentage is entered in the % MBE Participation field, this field will default to **Yes**, which indicates MBE subcontracting participation is included in this purchase. If a percentage is not entered in the % MBE Participation field, you may enter **Yes** to indicate that MBE subcontracting participation is included in this purchase but the percentage of participation is not known. If a percentage is not entered in the % MBE Participation field and **Yes** is not selected, then this field will default to **No**, which indicates no MBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.
% WBE Participation	5	**Input Optional**. If the purchase involves participation by a WBE subcontractor and the percentage is known, enter the percentage of WBE subcontracting participation. If the purchase involves participation by a WBE subcontractor but the percentage is not known, leave this field blank. A whole number will default to two decimal places. 10 percent should be entered as 10.00
WBE Subcontract Part Ind	N/A	**Input Optional**. If a percentage is entered in the % WBE Participation field, this field will default to **Yes**, which indicates WBE subcontracting participation is included in this purchase. If a percentage is not entered in the % WBE

		Participation field, you may select **Yes** to indicate that WBE subcontracting participation is included in this purchase but the percentage of participation is not known. If a percentage is not entered in the % WBE Participation field and **Yes** is not selected, then this field will default to **No**, which indicates no WBE subcontracting participation is included in this purchase. NOTE: If percentage of participation is entered during a modification, you must select **Yes**.
Vendor Terms	1	**Input Optional**. If a discount is associated with the vendor terms for payment, enter the discount type. Refer to Discount Type (DISC) table for valid codes.
		Input Optional. If the requesting agency wants shipping or special instructions printed on the purchase order, enter **S**. If **S** is entered, enter the appropriate instruction code in the **Comment** field that validates against the Special Instruction (SPIS) table.
Order Type	1	If the purchase order needs to be canceled and the referenced requisition(s) needs to be reopened, enter **R**. (Note: This option is only valid if every line on the purchase order contains a referenced requisition document.) If the type of purchase order needs to be defined; such as, single feasible source, the one-character code should be entered. Refer to Transaction Type (TRTT) for pre-defined codes.
Tax Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Commodity/Acctg Linking	N/A	**Input Optional**. If the requesting agency wants linking between accounting and commodity lines turned off in order to allow allocation of multiple accounting lines to one commodity line, select **No**. If selection is not made, this field defaults to **Yes**. When linking is turned off, the related payment voucher (i.e., PVA) for that particular PCT will not be automatically generated.

		If the purchase order relates to an Expenditure Registration System (ERS) or to a Program Grant Authority (PGA), select **No**. OA/DPMM will always select **No** when establishing a PCT on behalf of an agency.
Change Order Tracking	N/A	**Input Optional**. If this PCT involves a modification, select **Yes**. Do not leave at **Default**. Do not select **No**. Open Purchase Order Header Inquiry (OPPH) indicates the date of the last modification and the number of modifications made to the order.
Confirmation Order	N/A	**Input Optional**. If this is a confirming order, select **Yes** and a confirming order notification will be printed on the purchase order. If selection is not made, this field defaults to **Default**.
Goods Already Received	N/A	**Input Optional**. If the goods have already been received and the requesting agency wants an automatic receiver document generated by the system, select **Yes**. If selection is not made, this field defaults to **Default**. **Yes** may only be selected if an Automatic Receiver Plan has been approved by OA/ACC for the requesting agency.



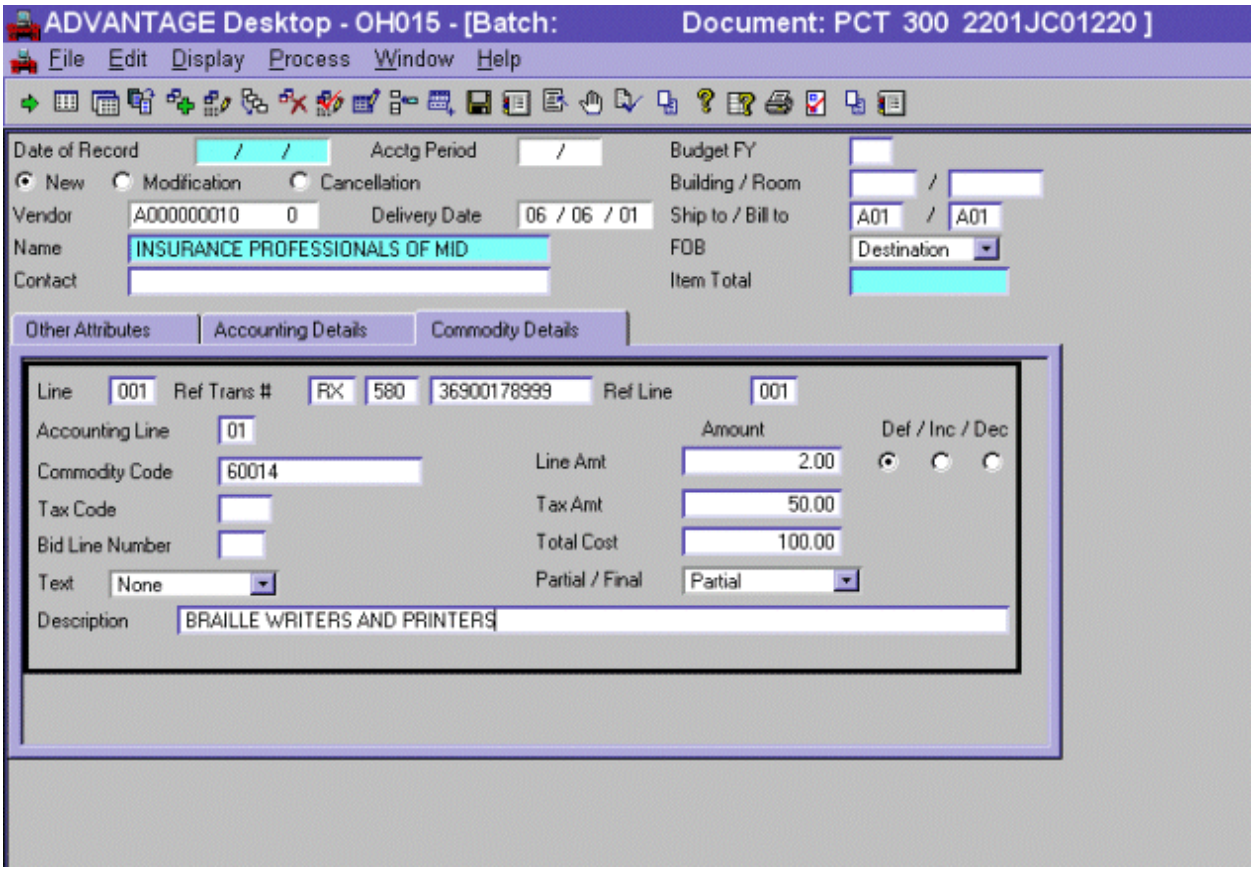
Field Name	Length	Definition
Accounting Details View		
Referenced Requisition Number	16	**Input Optional**. In order to close the requisition (either a Quick Requisition RXQ or an Non-Pre-encumbering Requisition (NR) which resulted in this purchase order, the requisition number must be entered in this field. Never reference an Quick Requisition RXQ which was established in a prior fiscal year.
Referenced Requisition Line	2	Input Optional. Required if an Quick Requisition RXQ is referenced. Enter the accounting line from the Quick Requisition RXQ which contains the accounting information you wish to infer to this PCT accounting line. If an Non-Pre-encumbering Requisition (NR) is being referenced, leave this field blank. If this line is a modification to a previously entered line, the same number as the one on the original document must be entered.
Line	2	**Requires Input**. Enter a two-digit number for each line on the document. Numbers from **01** to **99** are valid values.

Fund	4	Input Optional. If an Quick Requisition RXQ is not referenced, enter the code for the appropriate Fund. Refer to Fund Index (FUND) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Fund on the Quick Requisition RXQ.
Agency	3	Input Optional. If an Quick Requisition RXQ is not referenced, enter the code for the appropriate Agency. Refer to Agency Index (AGCY) or Fund Agency Index (FAGY) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Agency on the Quick Requisition RXQ.
Organization (Org/Sub)	4	**Input Optional**. If an Quick Requisition RXQ is not referenced, enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Organization on the Quick Requisition RXQ.
Sub-Organization (Org/Sub)	2	**Input Optional**. If an Quick Requisition RXQ is not referenced and the control option on Organization (ORG2) requires the use of a Sub-Organization or the requesting agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Sub-Organization on the Quick Requisition RXQ.
Appr Unit	9	**Input Optional**. If an Quick Requisition RXQ is not referenced, enter the code for the appropriate Appropriation Unit. Refer to Appropriation Index (Extended) (EAPP) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Appropriation Unit on the Quick Requisition RXQ.
Activity	4	**Input Optional**. If an Quick Requisition RXQ is not referenced and the control option on Fund Agency (FGY2) table requires the use of an Activity or the requesting agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) for valid codes. If an Quick Requisition RXQ is referenced,

		leave blank and this field will default to the corresponding Activity on the Quick Requisition RXQ.
Function	4	**Input Optional**. If an Quick Requisition RXQ is not referenced, enter the code for the appropriate Function. Refer to Function (FUNC) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Function on the Quick Requisition RXQ, if one was entered.
Object (Obj/Sub)	4	**Input Optional**. If an Quick Requisition RXQ is not referenced, enter the code for the appropriate Object. Refer to Object Index (OBJT) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Object on the requisition.
Sub-Object (Obj/Sub)	2	**Input Optional**. If an Quick Requisition RXQ is not referenced and the control option on the Expense Budget (EB) document was set to requires the use of a Sub-Object (refer to the Expense Budget Load Inquiry (EBLI) table) or the requesting agency chooses to use a Sub-Object, enter the appropriate Sub-Object. Refer to Sub-Object (SOBJ) for valid codes. If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Sub-Object on the Quick Requisition RXQ.
Job Number	8	**Input Optional**. If an Quick Requisition RXQ is not referenced and the requesting agency requires a Job or Project Number, enter the appropriate number. The first character of this number must be the agency identifier. Refer to Chart of Accounts G/Job Number/Agency Identifier. If the project includes use of Capital Improvement Appropriations pursuant to RSMo Chapter 8, the Project Number must be assigned by or reported to OA Design and Construction (OA/D&C). If an Quick Requisition RXQ is referenced, leave blank and this field will default to the corresponding Job or Project Number on the Quick Requisition RXQ.
Rept Cat	4	**Input Optional**. If an Quick Requisition RXQ is not referenced and if this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) and Federal Aid Budget Line Inquiry (FBLT), or Federal Aid Inference (FAIT) table for valid codes. If an Quick Requisition

		RXQ is referenced, leave blank and this field will default to the corresponding Report Category on the Quick Requisition RXQ.
Amount	12	**Input Optional**. If linking is turned on, the system automatically calculates this field based on the line amounts entered on the commodity lines. If linking is not used, the amount of the accounting line must be manually calculated and entered. The sum of all accounting lines must equal the sum of all commodity lines.
Def/Inc/Dec	N/A	**Input Optional**. If establishing a PCT, the **Def**ault radio button should be selected. If modifying **Amount**, select **Inc**rease or **Dec**rease.
		Input Optional. This field is used only when a requisition is referenced. If no selection is made, the system leaves the field value as **Default**.
Partial/Final Indicator	N/A	If the Amount entered for this line is less than the requisition line amount, the system automatically processes the document as Partial and the requisition line remains open. Therefore, manually selecting **Partial** in this field is optional but not necessary for partial processing. If the amount entered for this line equals the requisition line amount, the system automatically closes the requisition line. Manually selecting Final in this field when the line amounts are equal is optional but not necessary for final processing. If the amount entered for this line is less than the requisition line amount, and you want to force the requisition to close, select **Final**. If the amount entered for this line is more than the requisition line amount, you must select **Final**. NOTE: If multiple accounting lines are being entered that reference a Non-Pre-encumbering Requisition (NR) document,

select **Partial** for all but the last accounting line entered. Select **Final** for the last accounting line entered.



Field Name **Length** **Definition**

Commodity Details View

Line 3

Requires Input. Enter a three-digit number for each line on the document. Numbers from **001** - **999** are valid values.

Input Optional. If a Bid ID was referenced in the Bid ID field on the Other Attributes View, leave this field blank. The commodity details from the bid document will infer to this line.

Ref Trans # 16

If you did not reference a bid, you may reference the same requisition which was referenced on the Accounting Details View in order to infer the commodity details from the requisition to this line.

Ref Line	3	**Input Optional**. Required if a requisition is referenced. Enter the line number of the requisition that is being referenced. If you did not reference a requisition, leave blank.
Accounting Line	2	**Input Optional**. Defaults to **01**. This field can only be used if Commodity/Accounting Linking is turned on. If other than accounting line **01**, override the default line 01 and enter a valid accounting line number to associate the corresponding commodity line with an accounting line.
Commodity Code	14	**Input Optional**. If a bid or requisition is referenced, leave blank and this field will default to the corresponding Commodity Code on the bid or requisition. If a bid or requisition is not referenced, enter the code for the appropriate Commodity Code that identifies the supplies ordered. Refer to Commodity Index (COMM), Commodity (COMT), or Commodity by Description Inquiry (CODX) for valid codes. NOTE: Commodity codes for inventory items can not appear on the same purchase order as commodity codes for non-inventory items.
Tax Code	N/A	**Not Applicable**. Not used by the State of Missouri.
Bid Line Number	3	**Input Optional**. Required if a bid is referenced. Enter the line number of the bid that is being referenced.
Text	N/A	**Input Optional**. Defaults to **None.** If the requesting agency wants to associate additional text with this transaction, select the appropriate text. **Standard -** The text entered on Standard Specifications (STDS) for this commodity is used. To add additional text to the Standard Specifications, select **Edit**: **Additional Description** must be selected and the text must be typed on the Purchasing Text (PTEX) table. **Reference** - The text entered on Bid Text (BDTX) or Requisition Text (RXTX) is used depending on whether a bid or requisition is referenced. To infer bid text, select **Edit**: **Additional Description** must be selected and the bid number associated with

		the bid text must be entered in the Bid ID field and the appropriate bid line number must be entered in the Line Number field on the Purchasing Text (PTEX) table. To infer requisition text, the requisition transaction number must be entered in the Ref Trans # fields and the appropriate requisition line number must be entered in the Ref Line field on the **Commodity Details** Tab. **Custom -** The text entered on the Purchasing Text (PTEX) table is used. To enter customized text, select **Edit**: **Additional Description** and type the text on the Purchasing Text (PTEX) table. **No Change -** Select this option if the PCT document is being modified and no changes are being made to the original text. NOTE: If you wish to populate the standard or reference text on the Purchasing Text (PTEX) table so that you can edit it, complete and do a Process: Edit to the PCT document. The standard or reference text will then appear on the Purchasing Text (PTEX) table. Edit the text as desired, do a Modify: Change. Close the table, and then Process: Edit the document again.
Line Amt (Amount)	12	**Input Optional**. If a bid or requisition is referenced, leave blank and this field will default to the corresponding Quantity (Amount) on the bid or requisition. If you wish to enter a different Line Amount to override the bid or requisition Quantity, enter that amount. If a bid or requisition is not referenced, enter the quantity of supplies ordered. A whole number will default to two decimal places. (For example, if 999999 is entered, the system will display it as 9,999.99 and if 99999.90 is entered, the system will display it as 99,999.90.) Maximum quantity allowed is 9,999,999.99.
Line Amount (Def/Inc/Dec)	N/A	**Input Optional**. If establishing a PCT, the **Def**ault radio button should be selected. If modifying **Line Amount (Amount)**, select **Inc**rease or **Dec**rease.

Tax Amt	N/A	**Not Applicable**. Not used by the State of Missouri.
Total Cost (Amount)	12	**Display Only**. Defaults to the Line Amount. **Input Optional**. This field is used only when a bid or a requisition is referenced. If no selection is made, the system leaves the field value as **Default.** If the amount entered for this line is less than the referenced bid or requisition line quantity, the system automatically processes the document as Partial and the bid or requisition line remains open. Therefore, manually selecting Partial in this field is optional but not necessary for partial processing. This would leave the referenced document line open so that you may award the balance in the future.
Partial/Final	N/A	If the amount entered for this line equals the bid or requisition line quantity, the system automatically closes the bid or requisition line. Manually selecting **Final** in this field when the line quantities are equal is optional but not necessary for final processing. If the amount entered for this line is less than the bid or requisition line quantity, and you do not intend to award the balance in the future, select **Final**. If the amount entered for this line is more than the bid or requisition line quantity, you must select **Final**.
Description	N/A	**Display Only**. Defaults to the description entered on Commodity (COMT) for the commodity used on this line. The commodity description must not be changed. NOTE: If you change the commodity code after doing a document Process: Edit, you must delete the Description before doing the Process: Edit again in order to infer the correct description for the new commodity code.

Purchasing Text (PTEX)

Purpose

This table utilizes word wrap capabilities. Information can be entered into this table by using the same copy/paste functions that are commonly used in word processing applications.

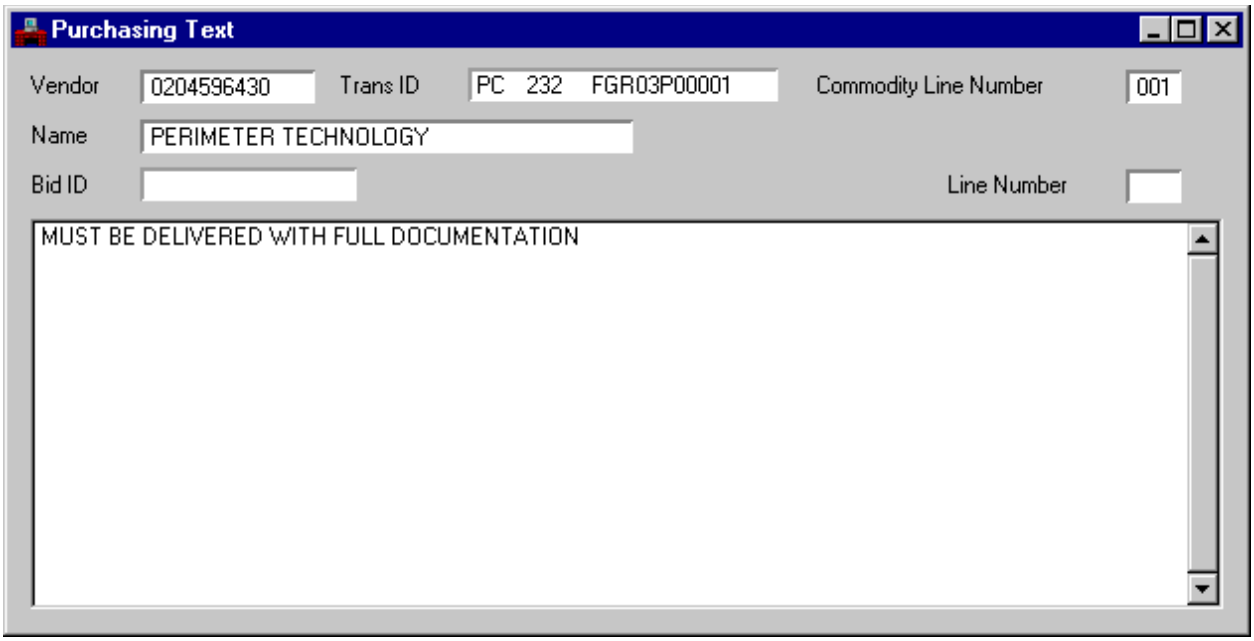
When adding, changing, or deleting text on this table, utilize the following processes from the SAM II toolbar:

MODIFY: ADD Use this function **only** when establishing a new record. Do NOT use this function to add more text to an existing record.

MODIFY: CHANGE Use this function for any changes made to the record. Insert additional text or delete text from the screen. Then process a MODIFY: CHANGE action.

MODIFY: DELETE CAUTION -- Using this function will delete the **entire** text record. If you just want to delete a portion of the text from this record, highlight the text you want to delete, use your delete key, and then process a MODIFY: CHANGE action.

PTEX Coding Instructions



Field Name	Length	Definition
Additional Description - Purchasing Text (PTEX)		
Vendor	10	**Input Optional.** If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated

		with the vendor number. If the table was accessed by using the Navigator Go To, you need to enter the vendor number.
Trans ID	16	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the purchase order number. If the table was accessed by using the Navigator Go To, you need to enter the purchase order number.
Commodity Line Number	3	**Input Optional**. If accessing this table through the "Edit: Additional Description" function of the document, this field will be populated with the commodity line number If the table was accessed by using the Navigator Go To, you need to enter the commodity line number. NOTE: If the requesting agency wants header text that will print in the description area before the commodity lines on the purchase order (e.g., special delivery instructions), enter **000** as the Commodity Line Number and the desired text.
Name	30	**Display Only**. Defaults to the vendor name associated with the PCT document.
Bid ID	11	**Input Optional**. If text from Bid Text (BDTX) is to be used, enter the bid number associated with the bid text.
Line Number	3	**Input Optional**. If text from Bid Text (BDTX) is to be used, enter the bid line number associated with the bid text.
Text	...	**Requires Input**. If text is not being inferred from the bid line, enter specifications associated with the commodity line.

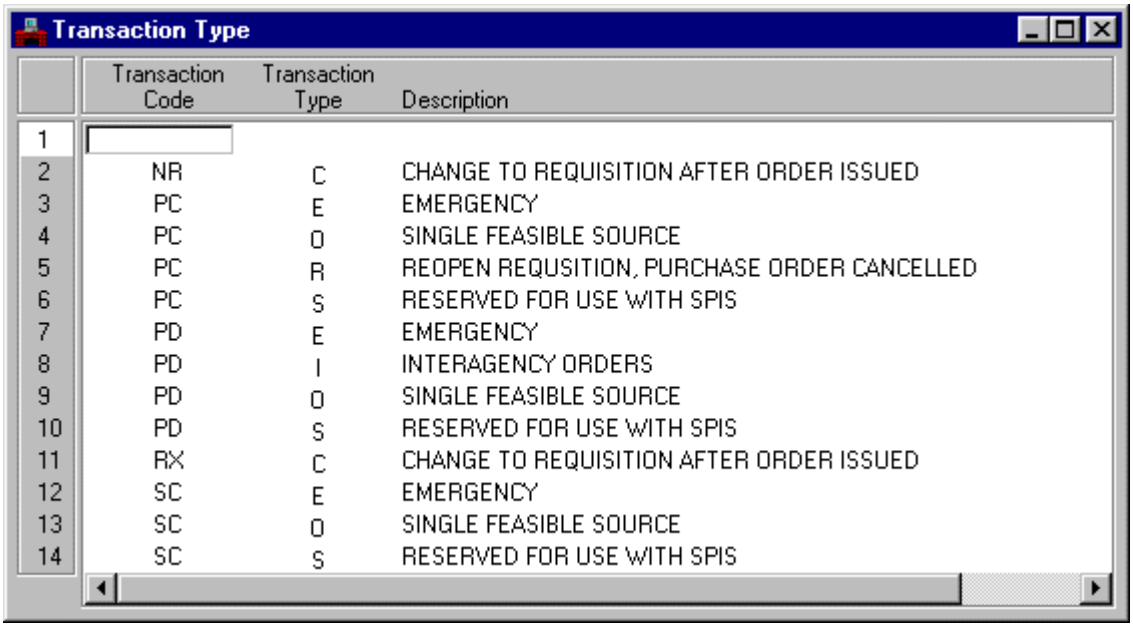
Transaction Type (TRTT)

Purpose

The Transaction Type (TRTT) table maintains the various transaction codes and types along with a corresponding description. This table provides a manual cross reference for all agencies. Certain codes are system-defined and cannot be changed (e.g., S is "RESERVED FOR USE WITH SPIS" [Special Shipping Instructions]).

Users have inquiry only access to this table.

TRTT Coding Instructions



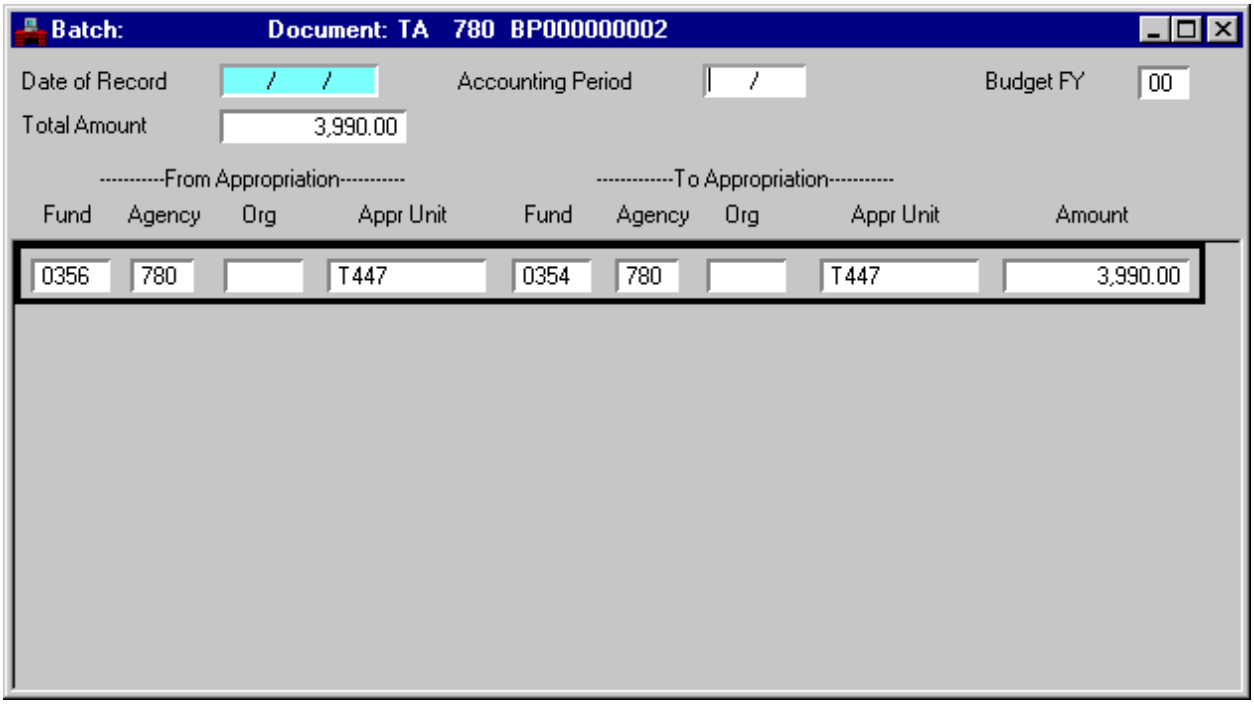
Field Name	Length	Definition
Transaction Code	2	**Input Optional.** You may enter a document ID to browse for transaction type code for a specific type of document.
Transaction Type	1	**Display Only.** Indicates the code assigned to its corresponding description.
Description	50	**Display Only.** Indicates the description that corresponds to the transaction type code.

Transfer Appropriation (TA)

Purpose

The Transfer Appropriation (TA) document is used to transfer appropriation authority between appropriation units within the same line item of a House Bill. Transfers can be made from one appropriation unit to another or from one appropriation unit to many appropriations units as long as the transfer occurs within the same line item of a House Bill.

TA Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional**. If this TA is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Requires Input.** Enter the last two digits (yy) of the applicable budget fiscal year.
Total Amount	14.2	**Requires Input**. Enter the sum of the **Amounts** for all lines of this document, including cents. If a number is entered without cents, the system assumes the cents. For example, if 50000 is entered the system will assume the number is 500.00.
Fund	4.0	**Requires Input**. Enter the code for the appropriate “transfer from” fund. Refer to Fund Index (FUND) table for valid codes.

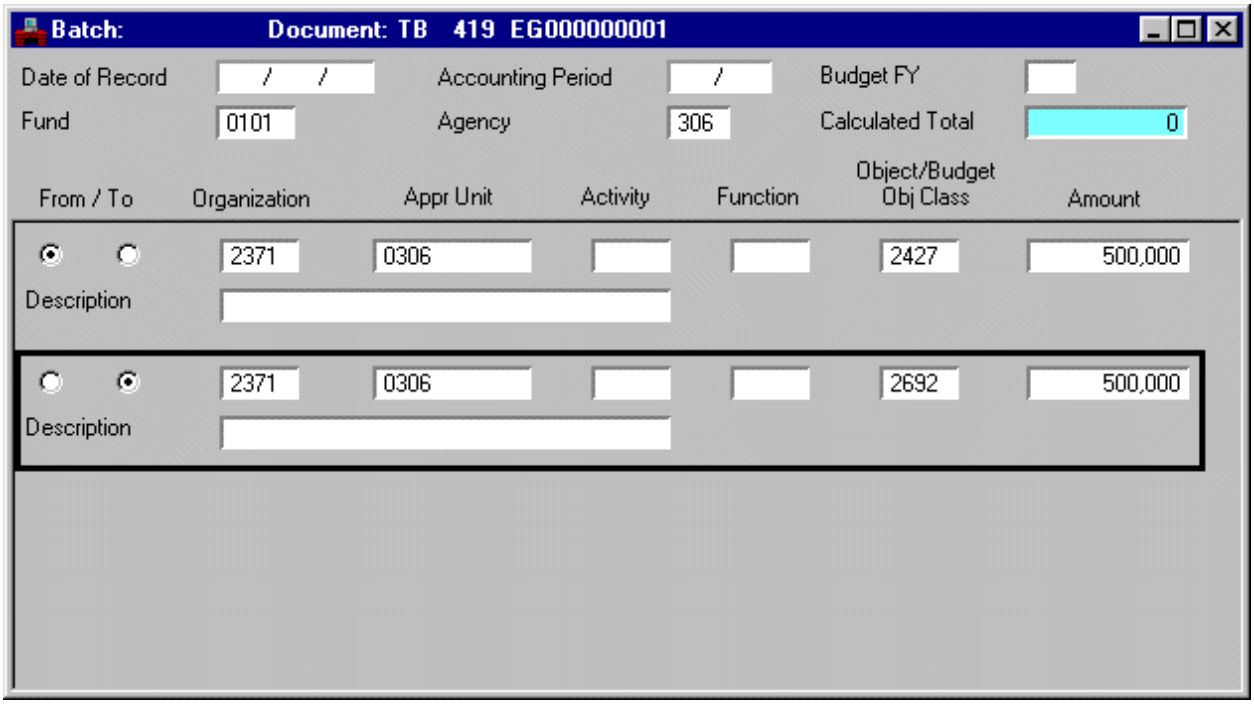
Agency	3.0	**Requires Input**. Enter the code for the appropriate "transfer from" agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4.0	**Not Applicable.** Do not enter data into this field.
Appr Unit	9.0	**Requires Input**. Enter the code for the appropriate "transfer from" appropriation unit. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Fund	4.0	**Requires Input**. Enter the code for the appropriate "transfer to" fund. Refer to Fund Index (FUND) table for valid codes.
Agency	3.0	**Requires Input**. Enter the code for the appropriate "transfer to" agency. Refer to Agency Index (AGCY) table or Fund Agency Index (FAGY) table for valid codes.
Org	4.0	**Not Applicable.** Do not enter data into this field.
Appr Unit	9.0	**Requires Input**. Enter the code for the appropriate "transfer to" appropriation unit. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Amount	14.2	**Requires Input**. Enter the amount being transferred, including cents. If a number is entered without cents, the system assumes the cents. For example, if 50000 is entered the system will assume the number is 500.00.

Transfer Budget (TB)

Purpose

The Transfer Budget (TB) document transfers amounts between expense budgets. An expense budget must exist and be active to transfer amounts. Refer to Expense Budget Inquiry (Extended) (EEX2) for expense budgets.

TB Coding Instructions



Field Name	Length	Definition
Date of Record	6.0	**Display Only**. Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional**. If this TB is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Requires Input.** Enter the last two digits (yy) of the applicable budget fiscal year.
Fund	4.0	**Requires Input**. Enter the code for the appropriate fund. Refer to Fund Index (FUND) for valid codes.
Agency	3.0	**Requires Input**. Enter the code for the appropriate agency. Refer to Agency Index (AGCY) or Fund Agency Index (FAGY) for valid codes.
Calculated Total	12.0	**Display Only.** This is a system generated total of all line amounts entered. The calculated total must equal zero for the transaction to be accepted.

From/To	1.0	**Input Optional**. Defaults to **From**. Selections include: **From** – Used to transfer an amount from an expense budget. **To** – Used to transfer an amount to an expense budget. If transferring an amount to an expense budget line, select **To**. There must be at least one **From** and one **To** for each document.
Organization	4.0	**Requires Input.** Enter the code for the appropriate "transfer from" or "transfer to" organization. This organization must be designated as an expense budget organization. Refer to Organization (ORG2) for valid codes.
Appr Unit	9.0	**Requires Input**. Enter the code for applicable "transfer from" or "transfer to" appropriation unit. Refer to Appropriation Index Extended (EAPP) for valid codes.
Activity	4.0	**Input Optional**. May be either required or not allowed based upon the Expense Budget Activity Option on the Fund Agency (FGY2) table. If the control option on the Fund Agency (FGY2) requires the use of an activity on budget and accounting, enter the code for the appropriate "transfer from" or "transfer to" activity. Refer to Activity Index (ACTV) for valid codes. If the control option on the Fund Agency (FGY2) requires the use of activity on accounting or the use of activity is optional on accounting, do not enter data into this field.
Function	4.0	**Input Optional**. May be either required or not allowed based upon the Expense Budget Function Option on the Fund Agency (FGY2) table. If the control option on the Fund Agency (FGY2) requires the use of a function on budget and accounting, enter the code for the appropriate "transfer from" or "transfer to" function. Refer to Function (FUNC) for valid codes. If the control option on the Fund Agency (FGY2) requires the use of function on accounting or the use of function is optional on accounting, do not enter data into this field.

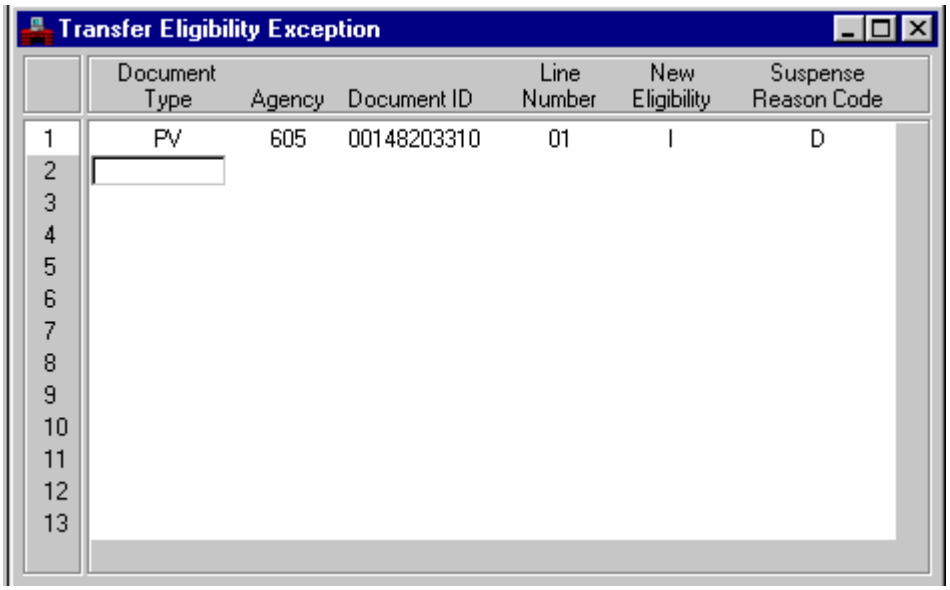
Object/Bgt Obj Cls	4.0	**Requires Input**. Enter the code for the appropriate “transfer from” or “transfer to” budget object class. Refer to Budget Object Class (BOBC) for valid codes.
Amount	12.0	**Requires Input**. Enter the “transfer from” amount or “transfer to” amount. Do not enter cents.

Transfer Eligibility Exception(TREX)

Purpose

Transfer Eligibility Exception (TREX) enables users to override the eligibility processing performed in the Project Billing process. The transaction line can be forced to be eligible or ineligible for the current billing cycle by making an entry on this window.

TREX Coding Instructions



Field Name	Length	Definition
Document Type	2	**Requires Input**. Enter the document type (e.g., ***PV*** for a Payment Voucher document).
Agency	3	**Requires Input**. Enter the agency on the document. See Agency Index (AGCY) for valid values. The agency must exist on Agency Index (AGCY).
Document ID	11	**Requires Input**. Enter the document number.

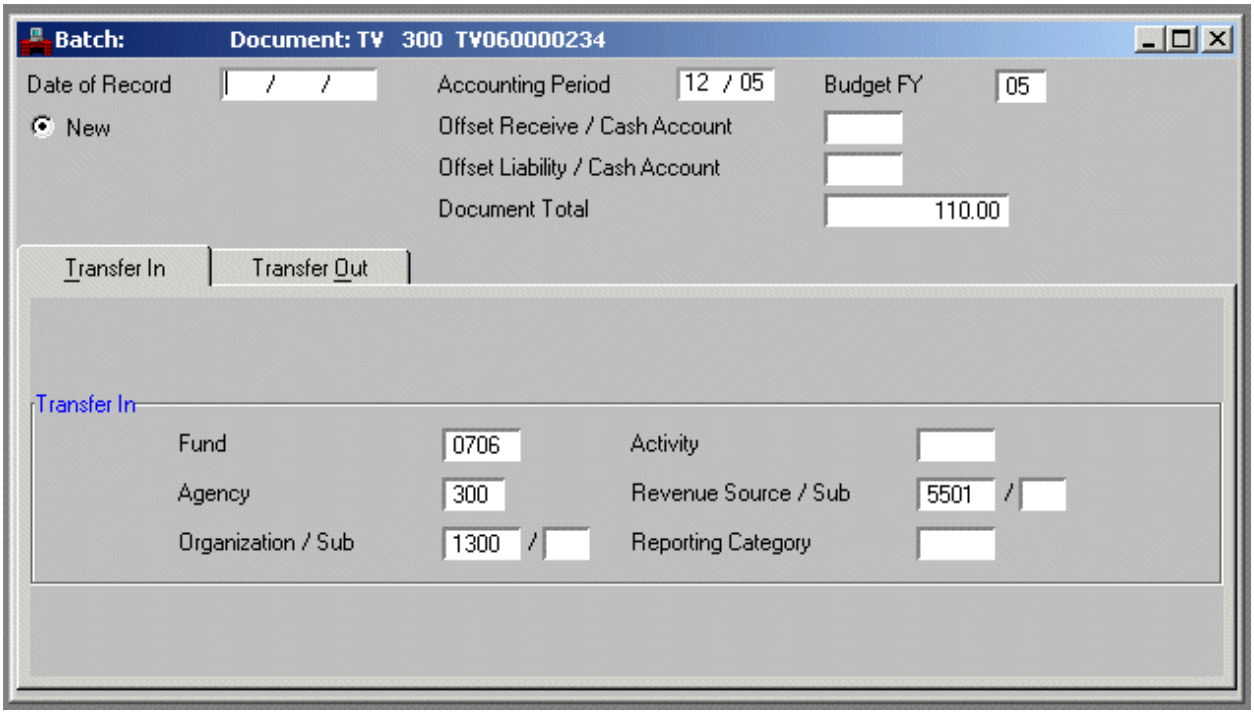
Line Number	2	**Requires Input**. Enter the line number of the document for which the billing eligibility will be overridden. Note that a document (e.g. payment voucher) may have multiple lines with only selected lines having billing eligibility overridden.
New Eligibility	1	**Requires Input**. Enter the code indicating eligibility. Valid values are: ***I*** - Eligible for reimbursement from state and bond funding types only. ***E*** - Eligible for reimbursement from all funding types (federal, state, bond and other).
Suspense Reason Code	1	**Requires Input**. Enter the suspense reason code. It must be a valid code on Suspense Reason Code (REAS).

Transfer Voucher (TV)

Purpose

Transfer Vouchers (TV), are used to transfer cash between funds as appropriated by the Legislature and approved by the Governor. Appropriated transfers are established through an appropriation bill and require an appropriation number, agency number and organization number. Revenue source code 5501 is used to record the revenue or transfer in. Object code 4001 is used for the expenditure or transfer out. The associated House Bill number is noted on the written request and entered in the **Description** field of the TV document for additional reference information. TV documents are entered by state agencies. Since the TV posts to the General Ledger as a PV Type 5, the TV document prefix is “TV” and the two digit fiscal year.

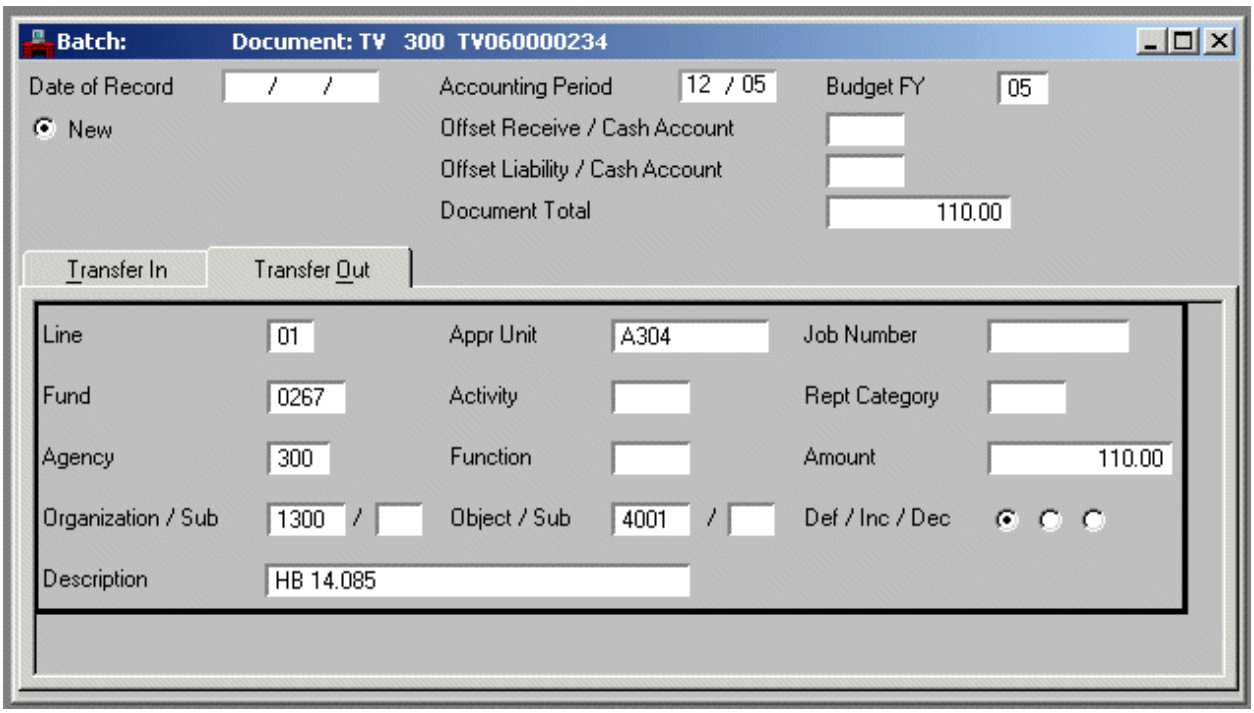
TV Coding Instructions



Field Name	Length	Definition
Transfer In View		
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. Nothing will appear in this field when processing the document.
Accounting Period	4.0	**Input Optional.** Leave this field blank except during the lapse period. If this TV is being processed during the lapse period, enter the applicable accounting period in fiscal month/fiscal year (mm/yy) format. If left blank, this field defaults to the current accounting period.
Budget FY	2.0	**Input Optional.** Leave this field blank except during the lapse period. If this TV is being processed during the lapse period, enter the applicable budget fiscal year. If left blank, this field defaults to the current budget fiscal year. You cannot enter future budget fiscal years.
New [Action]	1.0	**Input Optional.** Default is **New [E]. New [E]** indicates that this is a new entry (new document). Do not change the value of this field.

Offset Receive/Cash Account	4.0	**Not Applicable.** Do not enter data in this field.
Offset Liability/Cash Account	4.0	**Not Applicable.** Do not enter data in this field.
Document Total	14.2	**Requires Input.** Enter the total amount to be transferred between funds.
Fund	4.0	**Requires Input.** Enter the fund to which the cash is being transferred. See Fund Index (FUND) for valid values.
Agency	3.0	**Requires Input.** Enter the code for the appropriate Agency for this appropriated transfer as stated in the SAMII Financial Index of Appropriated Transfers. The Agency code entered on the Transfer In view is the same Agency code as that entered on the Transfer Out view.
Organization/Sub	4.0	**Requires Input.** Enter the code for the appropriate Organization for this appropriation as stated in the SAMII Financial Index of Appropriated Transfers. The Organization code entered on the Transfer In view is the same Organization code as that entered on the Transfer Out view.
Organization/Sub	2.0	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the code for the appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes. The Sub-Organization code entered on the Transfer In view is the same Sub-Organization code as that entered on the Transfer Out view.
Activity	4.0	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Revenue Source/Sub	4.0	**Requires Input.** Enter 5501. Revenue source code 5501 is used to record the transfer in.

Revenue Source/Sub	2.0	**Input Optional.** Leave this field blank.
Reporting Category	4.0	**Input Optional**. If this document records a revenue related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.



Field Name	Length	Definition
Transfer Out View		
Line	2.0	**Requires Input.** Enter a different two-digit number for each line on the document. Numbers **01** to **99** are valid. Start with 01 and number consecutively.
Fund	4.0	**Requires Input**. Enter the fund from which the cash is being transferred. SeeFund Index (FUND) for valid values.
Agency	3.0	**Requires Input.** Enter the same agency code for this appropriated transfer as was entered on the Transfer In side.
Organization/Sub	4.0	**Requires Input.** Enter the same organization code for this appropriated transfer as was entered on the Transfer In side.

Organization/Sub	2.0	**Input Optional.** If the control option on Organization (ORG2) table requires the use of a Sub-Organization or an agency chooses to use a Sub-Organization, enter the same sub-organization code for this appropriated transfer as was entered on the Transfer In side. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9.0	**Requires Input.** Enter the code for the applicable Appropriation. Refer to Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4.0	**Input Optional.** If the control option on Fund Agency (FGY2) table requires the use of an Activity or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4.0	**Input Optional.** Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
Object/Sub	4.0	**Requires Input**. Enter object code 4001. Expense object code 4001is used to record the expense or transfer out.
Object/Sub	2.0	**Input Optional.** Leave this field blank.
Job Number	8.0	**Input Optional**. If the agency requires a Job or Project Number, enter the appropriate number. The first digit of this number must be the agency identifier. Refer to Chart of Accounts. If the project is a Capital Improvements (CI) project delegated pursuant to Chapter 8, RSMo, the agency must report the project number to OA, Design and Construction (D&C).
Rept Category	4.0	**Input Optional.** If this document records an expenditure related to a grant, enter the appropriate Report Category code. Refer to Reporting Category (RPTG) table and Federal Aid Budget Inquiry (FBLT) table.
Amount	14.2	**Requires Input.** Enter the dollar amount of the transfer associated with this transfer out accounting line.

Def/Inc/Dec	N/A	**Input Optional.** Defaults to **Default [blank].** Select **Decrease [D]** to record reversals or corrections to previous Transfer Voucher (TV) documents.
Description	27.0	**Requires Input.** Enter the House Bill number of this Appropriated Transfer. The format is HB XX.XXX where the x's represent the House Bill Number.

U

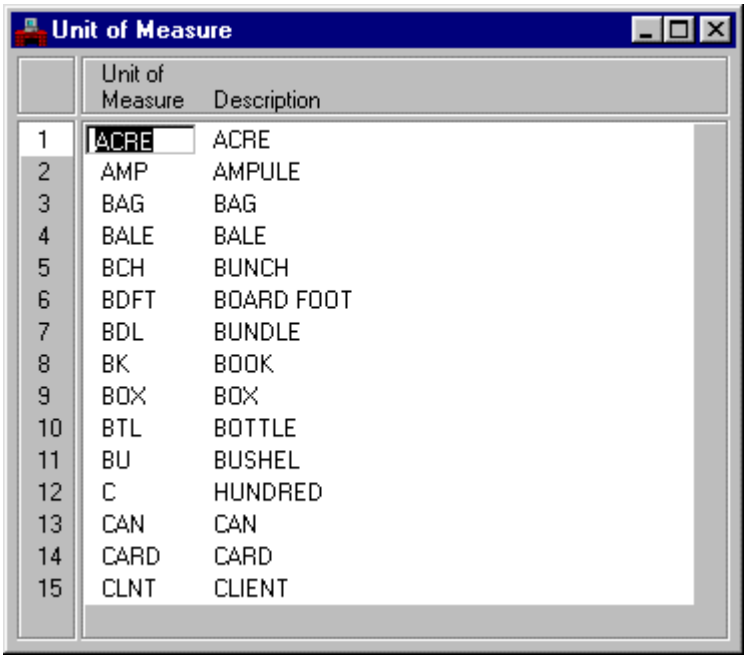
Unit of Measure (UNIT)

Purpose

The Unit of Measure (UNIT) table provides definitions of standard units. The UNIT table is maintained by the Office of Administration, Division of Purchasing and Materials Management (OA/DPMM). Any requests for additions or changes to the UNIT table must be submitted to OA/DPMM.

The coding instructions below explain what needs to be entered in the specific fields to request or execute an update to this table. If the user is using this table to obtain information, the first field is Input Optional for search purposes.

UNIT Coding Instructions



Field Name	Length	Definition
Unit of Measure	4	**Requires Input.** Enter up to four characters to establish a code.
Description	30	**Requires Input.** Enter the description associated with the unit of measure code.

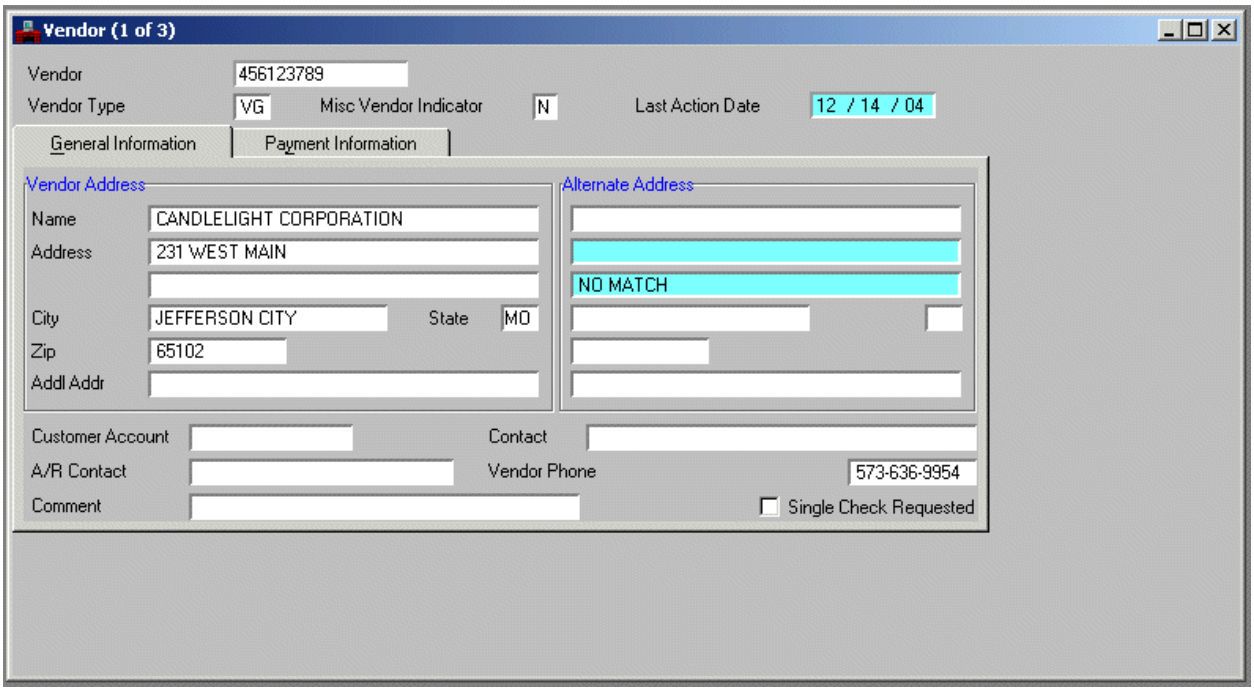
V

Vendor (1 of 3) (VEN2)

Purpose

Vendor (1 of 3) (VEN2) contains information for vendors, organizations, and persons to whom you want to make payments or from whom you will purchase.

VEN2 Coding Instructions



Field Name Length Definition

Input Required. Enter the vendor's tax identification number (TIN = SSN/FEIN). The TIN is a nine digit code. Do not enter dashes. Even though the vendor code will be an 11 digit number, do not enter a 10th and 11th digit. OA/ACC will assign the 10th and 11th digit when adding the vendor to the statewide vendor file. Please note: A valid TIN is required at the time the vendor is established. The vendor codes assigned by the On-line Bidding system will follow the same coding scheme.

Vendor 11.0 If a vendor's TIN is 42-1234567 the first vendor code established by OA/ACC in the system will be **42123456700**. Additional alternate addresses can be established and the last two digits of the vendor code will be different for each alternate address. The first nine digits of the vendor code will never change, because the first nine digits are the vendors tax id number.

Miscellaneous Vendors, Foreign Vendors, Inter-Agency and External State Agency Vendor codes, please refer to Vendor Activities for appropriate coding information for Vendor.

Vendor Type	2.0	**Input Required.** Enter a value, which identifies the type of vendor. Valid values are: **GI -** Government Internal State Agency **MS -** Miscellaneous Vendor Code - With prior approval from OA/Acct **SE -** State Employee **VG -** Vendor/General Address OA/ACC use only: **DV -** Vendor code to be deleted. Restricted to OA/ACC use only Interagency Vendors: I - Vendors are vendor type GI E - Vendors are vendor type GI
Misc Vendor Indicator	1.0	Indicates that this is a miscellaneous vendor. Default is **[blank]**. Select **[Y],** this field only when establishing a pre-approved miscellaneous vendor code. If left blank, this field is populated with [N] when the vendor record is added to the vendor file.
Last Action Date	6.0	This field indicates the last time this vendor was paid, the last time the vendor responded to a bid, or the last date the vendor record was updated.
Name	30.0	**Input Required.** Enter the name in accordance with the guidelines listed below. If two names are required on the payment, the name of the person whose social security number appears as the vendor number must be on the name line. The word “and” and the additional name must appear on the first address line. If this is a miscellaneous vendor, the name you enter here must represent the purpose of the miscellaneous code. For example: "Publication Refunds". For miscellaneous vendor codes only, the name entered here will <u>not</u> appear on a check.

There must be only one space after a comma. There is no comma before Inc.
Do not use an apostrophe in the vendor name.
Extraneous words, titles, and special characters (i.e., Mr., Mrs., Dr. MD, period, apostrophe) must be removed from the Payee Name Lines. A dash and an ampersand are the only acceptable special characters.
Use the accepted spelling for the company name.
Do not put spaces between initials, i.e. IBM not I B M.
An individual's name that is part of a company name should be formatted as the Company Name (Fred D Jones Auto Collection).
An individual's name only, should be formatted as Last Name, First Name Middle Name or Initial (Miller, Sam A).
When a vendor name is only two words including the word *the*, set the vendor up with those two words. (Example: The name of business is *The Hideaway*. This Vendor would be set up as *The Hideaway*.)
When a vendor name has more than two words including the word *the*, set the vendor up without the word 'the' in the name. (Example: The name of the business is *The Hideaway Place*. This vendor would be set up as *Hideaway Place*.)
Abbreviations should not be used unless absolutely necessary. Use the accepted abbreviation for the company name. Abbreviate the least significant words.
Do not abbreviate the first word of the vendor name.
Some acceptable abbreviations are:

Word	**Abbreviation**
And	&
Associates	Assoc
Association	Assn
Boulevard	Blvd
Company	Co
Corporation	Corp
Department	Dept
District	Dist
Division	Div
Drive	Dr

Highway	Hwy
Hospital	Hosp
Incorporated	Inc
Junior	Jr
Manufacturing	Mfg
National	Natl
Post Office	PO
Saint	St
Senior	Sr
Street	St
University	Univ

If an acronym is used to set up a state agency, use the following acronyms:

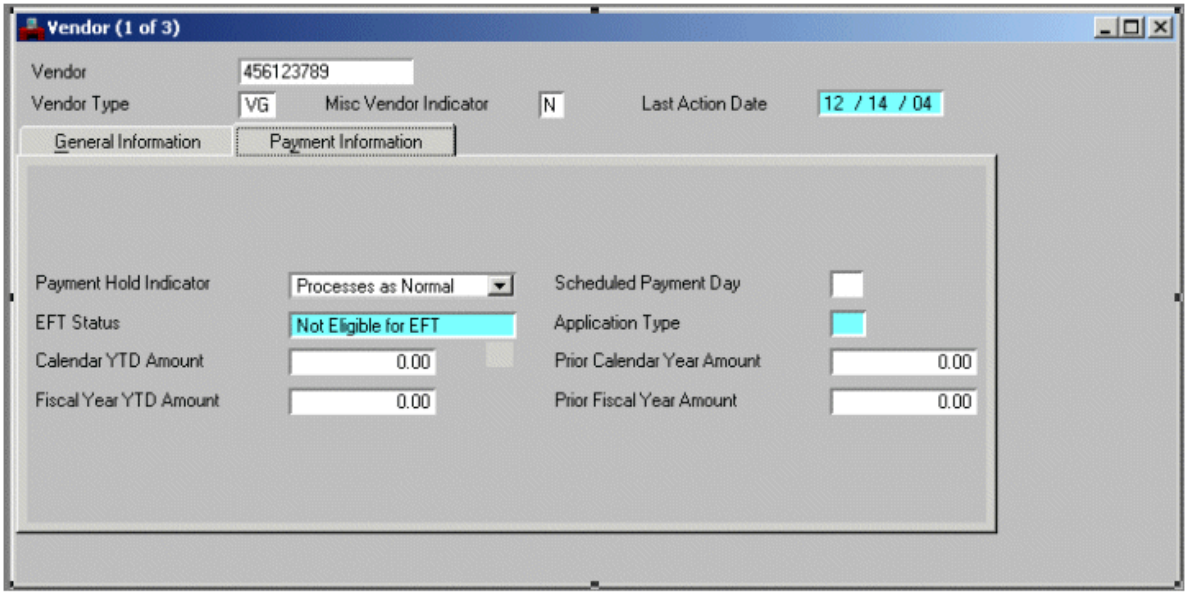
Legislature – LEGIS
Judiciary – JUD
Public Defender – PD
Governor – GOV
Lt. Governor – LTGOV
Secretary of State – SOS
State Auditor – SA
State Treasurer – STO
Attorney General – AG
Office of Administration – OA
Agriculture – AGRIC
Insurance – INS
Conservation – CONS
Corrections – CORR
Economic Development – DED
Elementary & Secondary Education – DESE
Higher Education – HE
Health & Senior Services – DHSS
Missouri Department of Transportation – MODOT
Labor & Industrial Relations – DOLIR
Mental Health – DMH
Natural Resources – DNR
Public Safety – DPS

		Revenue – DOR Social Services – DSS
Address, City, State, Zip	100.0	**Input Required.** Enter the mailing address for the vendor. Address lines appear on the checks exactly as they are entered. Leave blank for miscellaneous vendors. '**' will appear in the State field for vendor records that were initiated on the OLB system indicating that a country other than "United States" was selected in the Country field on the OLB Vendor Registration page. Maximum of 30 characters per line. Numeric street names should be coded as numbers, i.e. 123 E 10th St. If there is a street address and a PO Box, enter the street address on the 1st line and the PO Box on the line directly above the city. If there is a PO Box, the PO Box goes on the line directly above the city. Some acceptable abbreviations for addresses are:

Word	Abbreviation
And	&
Avenue	Ave
Boulevard	Blvd
District	Dist
Drive	Dr
Highway	Hwy
Post Office	PO
Saint	St
Street	St

Alternate Address	100.0	Do not enter data in this field. NOTE: Name of the country selected on the Vendor Registration page will appear on the Alternate Address City Line from the OLB registration.
Additional Address	30.0	Do not enter data in this field.
Customer Account	12.0	Do not enter data in this field.

Contact	30.0	Leave this field blank. If a vendor number is referred to another vendor number, enter information in this field. OA use only.
A/R Contact	20.0	Enter the name of a contact person in the vendor's accounts receivable department, if desired.
Vendor Phone	12.0	Enter the vendor's phone number (*nnn-nnn-nnnn*), if known.
Comment	30.0	If OT is entered in Report Indicator 8 on VEN3, enter the type of entity, such as church. Otherwise leave blank.
Single Check Requested	1.0	Leave this field blank. Default is blank [**N**]. NOTE: This field will be selected by OA/ACCT for all miscellaneous vendors. This field indicates the vendor's payment preference for a single check for each voucher or one summed check for multiple vouchers. If selected [**Y**], a single check will be produced for each voucher. If blank [**N**], one summed check will be produced for multiple vouchers.



Field Name	Length	Definition
Payment Hold Indicator	1.0	**Input Required**. All requests submitted must be set to **Processes as Normal** unless all vendor numbers for the same tax id are set to another payment hold or allows processing indicator

		option. See VTXT for reason vendor is on hold.
Scheduled Payment Day	2.0	Authorized users within OA/ACCT and OA/DPMM only use this field. Valid values are: **Stops Processing [Y] -** Stops the processing of any transaction for a particular vendor. **Allows Processing [P]** - Allows the processing of the payment voucher if it references an existing purchase order document. **Processes as Normal [N]** - Allows processing for all transactions. Leave this field blank. NOTE: When this field is left blank, the payment date defaults to the current system date or the Scheduled Payment Day entered on the Payment Voucher (PV) or Quick Vendor Invoice (VIQ). If OA/ACCT enters a date in this field for a statewide-approved reason, the day in the month the vendor is paid is defined in this record. When there is a date entered in this field, the date will be used on all payment vouchers for this vendor unless it is overridden on the Payment Voucher (PV) document or Quick Vendor Invoice (VIQ) document.
EFT Status	1.0	This field is inferred from Electronic Funds Transfer (1 of 2) (EFTT). Valid entries include: **Active [A] -** Allow funds to be electronically transferred via documents for this vendor. **Hold [H] -** Hold the EFT process for this vendor. Paper check will be received. **Not Eligible for EFT [N] -** This vendor is not eligible for Electronic Funds Transfer (EFT). **Prenote Processing Began [P]** - Prenote processing has begun. **Vendor not Considered [blank]**. - This vendor has not indicated a preference for EFT processing.
Application Type	2.0	This field displays a default Electronic Funds Transfer (EFTA) application type.

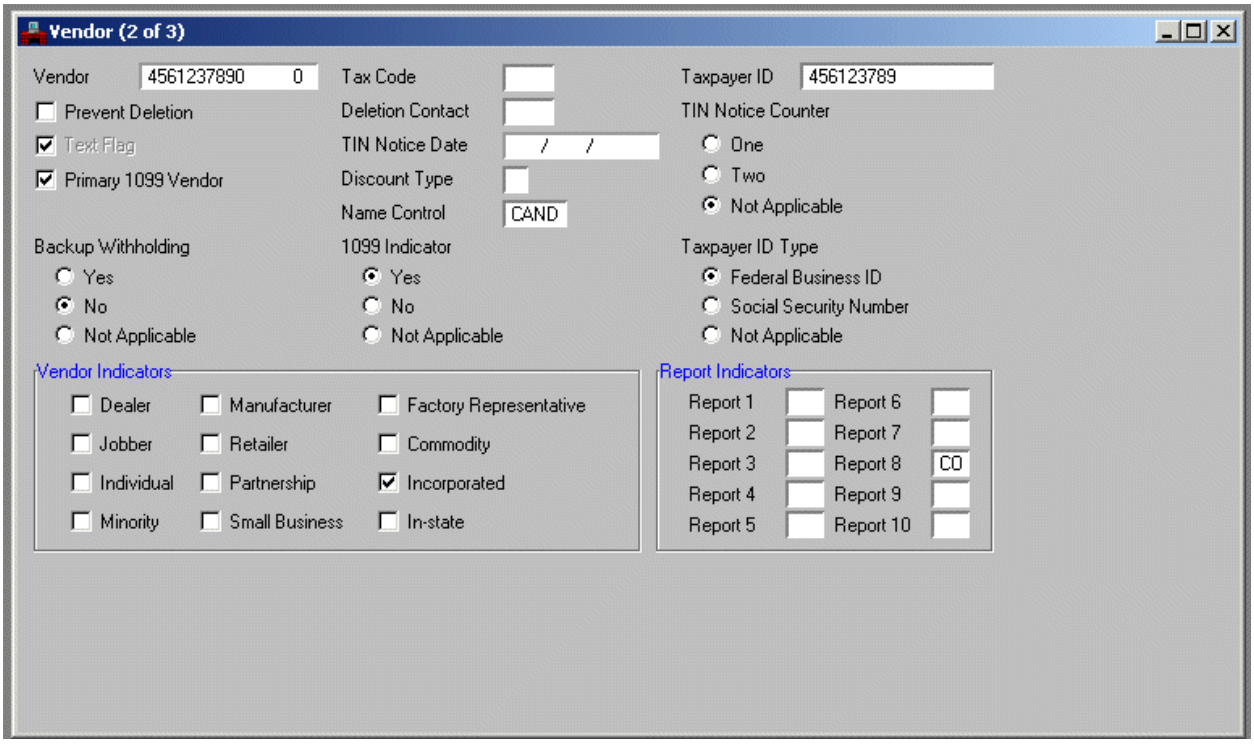
Calendar YTD Amount	11.2	This field tracks the amount paid to this vendor during this current calendar year. This field is updated through a job request submitted by OA at calendar year end.
Prior Calendar Year Amount	11.2	This field tracks the amount paid to this vendor during the previous calendar year. This field is updated at calendar year end through a job request submitted by OA.
Fiscal Year YTD Amount	11.2	This field tracks the amount paid to this vendor during the current fiscal year. This field is updated at fiscal year end through a job request submitted by OA.
Prior Fiscal Year Amount	11.2	This field tracks the amount paid to this vendor during the previous fiscal year. This field is updated at fiscal year end through a job request submitted by OA.

Vendor (2 OF 3) (VEN3)

Purpose

Vendor (2 of 3) (VEN3) defines status and demographic values for vendors, organizations, and persons to whom you want to make payments or from whom you will purchase. This screen is also used to indicate whether or not the vendor record is the primary vendor information for 1099 reporting purposes.

VEN3 Coding Instructions



Field Name	Length	Definition
Vendor	11.0	**Input Required.** Enter the vendor code.
Tax Code	3.0	Leave this field blank. This is the vendor's default tax value.
Taxpayer ID	14.0	**Input Required.** Enter the Employer's Identification Number (EIN) of the vendor as filed with the Internal Revenue Service (IRS) or Social Security Administration (SSA). If 1099 Indicator is Yes [Y], the system edits this field and issues a hard error if the field is not completed. For a foreign vendor without an IRS EIN, leave this field blank. Both I vendors and E Vendors EIN must be 446000987, unless otherwise pre-approved by the OA/ACC/Financial Manager.
Prevent Deletion	1.0	Restricted to OA/ACC and OA/OEO use only. OA/OEO will submit a request for changing

		this field after they have certified a Minority Business Enterprises (MBE) or Women-Owned Business Enterprises (WBE) vendor. Default is blank [N]. When this field is left blank, the vendor number is subject to the purge criteria for vendors. When this field is selected [Y], the vendor can not be deleted online or through the vendor purge process. When this field is selected, the removal of the prevent deletion flag can only be done online at the instruction of OA/OEO.
Deletion Contact	3.0	Restricted to OA/ACC and OA/OEO use only. Required if Prevent Deletion is selected [Y]. Enter three characters the system can use to identify the individual to contact for authorization or information on deleting this vendor. Enter "OEO" for minority vendors to indicate OA/OEO as the deletion contact. Remove "OEO" from this field only at the instruction of OA/OEO.
Text Flag	1.0	If indicated [Y], this vendor has text associated with it on Vendor Text (VTXT).
TIN Notice Date	8.0	Leave this field blank. This field will be automatically updated by the system. Required if TIN Notice Counter is entered. Enter the date in mm/dd/ccyy format (for example: 12/15/2004). The vendor is required to provide a taxpayer identification number (TIN) if 1099 reportable payments are made by the State. If the vendor has not provided the TIN or the State has been notified by the IRS that the TIN and vendor name do not match their files, the State is required to send a form for clarification of tax id number and name filed with the IRS. The calendar year date the mismatch tape applies

		to will automatically be entered when the program is run. Leave this field blank. Default is Not Applicable [blank]. Enter [1] when the first notice is received from the IRS. If another notice is received within three years of the first notice, enter [2]. A value of [2] caused the 1099 reporting process to update the Second TIN Notice box on the 1099 form for the primary 1099 vendor. NOTE: This field will be automatically updated by the system.
TIN Notice Counter	1.0	Procedurally required when a notice is received from the IRS indicating that the 1099 reportable vendor has provided an incorrect TIN. The number of notices received from the IRS is entered in this field and the calendar year the notice is received for is entered in the TIN Notice Date field. The IRS requires that the Second TIN Notice box on the 1099 form checked. The Second TIN Notice is also indicated on the magnetic media record if two or more notices have been received within the last three calendar years.
Primary 1099 Vendor	1.0	**Input Required.** Default is blank[N]. Leave blank[N] if the vendor record is not the primary vendor. Select [Y] for this field if the vendor record information is used for 1099 reporting. Primary vendors are those vendor records whose information will be used for 1099 reporting. The primary vendor is the vendor's name, tax id type and address filed with the Internal Revenue Service (IRS). Secondary vendors are those 1099 reportable vendors who are associated with a primary 1099 vendor (i.e. share the same TIN and Taxpayer ID Type) and whose income will be consolidated under the primary 1099 vendor.

Discount Type	1.0	Do not enter data in this field. This is the discount type offered by this vendor.
Name Control	4.0	**Input Required.** Enter the first four characters of the vendor name (if a business) or the first four characters of the vendor's last name (if an individual) as it appears on the first name line of the Vendor (1 of 3) (VEN2) screen. For example if the vendor name is The Hideaway enter THEH. If the vendor name is St. Bernards Building Fund enter STBE. If the vendor name is 11th Street Inc. enter 11th. If the vendor name is A & B Café enter A&BC. If the vendor name is Susan Smith, enter SMIT in the Name Control field. If the vendor name is Van Buren enter VANB. If the vendor name is LEE enter LEE (the fourth place is blank). If the vendor name is D'Allesandro enter DALL.
Backup Withholding	1.0	Set this field to **No**. NOTE: Default is Not Applicable [blank]. When this field is set to No, backup withholding will not occur when payments are made to the vendor. Backup withholding is currently not in place for the State of Missouri. If backup withholding is implemented at tome point in the future, OA/ACC will set this field to "Yes" if the IRS has notified the State to withhold taxes from the vendor's payments or if a notification has been received from the IRS that the information on our files does not match the information in their files.
1099 Indicator	1.0	**Input Required.** Select Yes [**Y**] for all vendors except: For governmental entities select the value of No [**N**]. Tax-exempt entities are set to No [**N**] when a tax-exempt letter is received by OA/ACC requesting a tax-exempt status. Foreign Vendors are set to No [**N**] only if there is not

		an EIN. I and E Vendors are set to **Not Applicable [blank].**
Taxpayer ID Type	1.0	When this field is Yes [**Y**], the system requires the state and valid format zip code. The system then edits **Taxpayer ID Type**, **Name Control** and **Taxpayer ID Number.** **Input Required.** Default is **Not Applicable [blank].** This field is required if the 1099 Indicator field is Yes **[Y].** When 1099 Indicator is Yes **[Y],** the system edits this field and issues a hard error if the information is invalid or the field is left blank. Valid selections are: Federal Business ID **[1],** Social Security Number **[2],** or Not Applicable **[blank].** **I v**endors and **E** vendors must be marked **Not Applicable [blank].**
Vendor Indicators: **Dealer, Manufacturer, Factory Representative, Jobber, Retailer, Commodity, Individual, Partnership, Incorporated, Minority, Small Business, In-State**	1.0	Default is cleared [**N**]. Select the checkboxes [**Y**] that apply to this vendor. The Incorporated vendor indicator is required for any vendor that is a corporation. The **Vendor Indicator** on the VEN4 table must be used to verify the vendor's current MBE/WBE/NP status. The MBE/WBE/NP Vendor Indicators may only be entered upon instruction from OA/OEO. **Input Required.** These fields are used to classify vendors for IRS 1099 reporting purposes. Valid values are defined on the Vendor Report Description (VRPD) table.
Report (1-10)	2.0	Report Indicator 6: OA/ACC Vendor File staff use Report Indicator 6 to identify vendors that have a garnishment or levy by entering "G" for garnishments and "I" for IRS Levy. Report Indicator 7: OA/ACC Vendor File staff use Report Indicator 7 to identify vendors that have submitted name and tax id number verification from either the IRS or Social Security Administration

(SSA). If verification has been received from the IRS, "I" will be entered in Report 7. If verification has been received from the SSA, "S" will be entered in Report 7.
Report Indicator 8 must be completed by the state agencies to identify the type of entity:

CO - Incorporated
FM - Federal/Military Government
IN - Individual
OT - Other
PT - Partnership
SE - State Employee
SL - State/Local Government
SP - Sole Proprietor
TE - Tax Exempt

Report Indicator 9 must be completed by OA/ACC with an 'R' if information is received from the vendor after the 1099s are created in January and before the IRS mismatch tape is ran in October. After the IRS mismatch tape is ran in October to the time the 1099s are created in January, this field must be blank.

These report indicators can be used as part of the Form 1099 Vendor Review/Audit processes. The **1099 Required** field will be selected as Yes [**Y**] on the VRPD table for those Report indicators defined to be used as part of the review/audit process. The system issues a warning message if the 1099 Indicator field on the VEN3 record is No [**N**] but the **1099 Required** field for the associated **Report (1-10)** field on the VRPD table is selected as Yes [**Y**].

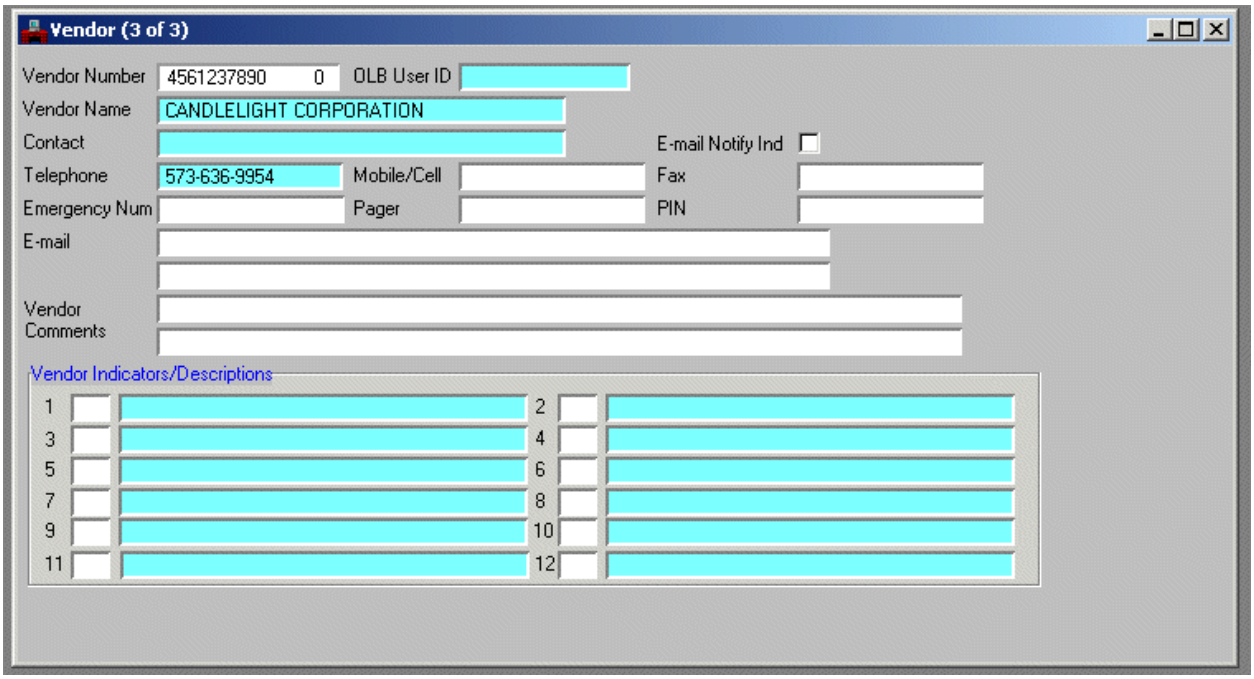
Vendor (3 OF 3) (VEN4)

Purpose

Vendor (3 of 3) (VEN4) further defines contact information and status values for vendors, organizations, and persons to whom you want to make payments or from whom you will purchase. This screen is primarily used in conjunction with the On-Line Bidding (OLB) system and Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WBE) or Not for Profit (NP) vendor information.

To ensure that all SAMII and OLB vendor screens/tables are synchronized, the VEN4 screen will allow only Change action. Authorized OA users will not be allowed to perform a Modify: Add or Modify: Delete action directly in this screen. If there is an OLB User ID displayed, additions or deletions of OLB field data (i.e. address, email address, phone, fax, pager, pin number(s), user ID, password, contact/accounts receivable contact, vendor comments and commodity codes) must not be done using a Modify: Change action. The vendor must update these fields using the Vendor Registration page. When a user adds a vendor record to the Vendor (1 of 3) (VEN2) table, a corresponding vendor record will be inserted in the VEN4 table. Similarly, when a vendor record is deleted from the Vendor (1 of 3) (VEN2) table, the corresponding record will be deleted from the VEN4 table.

VEN4 Coding Instructions



I am here

Field Name	Length	Definition

Vendor Number	11.0	**Input Required.** Enter the vendor code.
OLB User ID	8.0	Default is spaces if the vendor is not registered through the On-Line Bidding (OLB) system. Displays the OLB user ID the vendor established when the vendor has registered through OLB. The OLB nightly update process updates this field in SAMII.
Vendor Name	30.0	The vendor name is displayed from Vendor (1 of 3) (VEN2).
Contact	30.0	The name of the vendor's representative is displayed from Vendor (1 of 3) (VEN2).
E-mail Notify Ind	1.0	Default is blank [**N**]. If selected [**Y**], the field indicates the vendor should receive bid notifications at the displayed **E-mail** address. If not selected, a bid-mailing label may be printed for this vendor. The field is updated directly in SAMII or from the OLB nightly update process.
Telephone	12.0	The vendor's phone number is displayed from Vendor (1 of 3) (VEN2).
Mobile/Cell	12.0	Enter the vendor's mobile or cell phone number (*nnn-nnn-nnnn*), if known. The field is updated online in SAMII or from the OLB nightly update process. If there is an OLB User ID displayed, this field must be updated by the vendor using the Vendor Registration Update page.
Fax	12.0	Enter the vendor's fax number (*nnn-nnn-nnnn*), if known. The field is updated online in SAMII or from the OLB nightly update process. If there is an OLB User ID displayed, this field must be updated by the vendor using the Vendor Registration Update page.
Emergency Num	12.0	Enter a phone number that can be used as an emergency contact number (*nnn-nnn-nnnn*), if known. The field is updated online in SAMII or from the OLB nightly update process. If there is an OLB User ID displayed, this field must be updated by the vendor using the Vendor Registration Update page.
Pager	12.0	Enter the vendor's pager number (*nnn-nnn-nnnn*), if known. The field is updated online in SAMII or from the OLB nightly update

		process. If there is an OLB User ID displayed, this field must be updated by the vendor using the Vendor Registration Update page.
Pin	12.0	Enter a pager ID number, if known. The field is updated online in SAMII or from the OLB nightly update process. If there is an OLB User ID displayed, this field must be updated by the vendor using the Vendor Registration Update page.
E-mail	60.0	Defaults to blank. Enter the e-mail address of the vendor, if known. The field can be changed online in SAMII or from the OLB nightly update process. Only one email address may be entered. If there is an OLB User ID displayed, this field must be updated by the vendor using the Vendor Registration Update page.
Vendor Comments	60.0	Do not enter information in this field. This field will contain the type of entity when the vendor has registered through the On-Line Bidding system.
Vendor Indicators /Descriptions	2.0	Do not enter information in these fields. These fields are maintained by OA/OEO. The indicators are primarily used to track the MBE/WBE/NP status of the vendor. OA/OEO will submit the appropriate information for up to 12 different types for the vendor. The description associated with the vendor indicator code is inferred from the Vendor Indicator (VENI) table for the corresponding vendor indicator. The indicators to be entered must be submitted by OA/OEO after they have certified a Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WBE) vendor or a non-profit vendor.

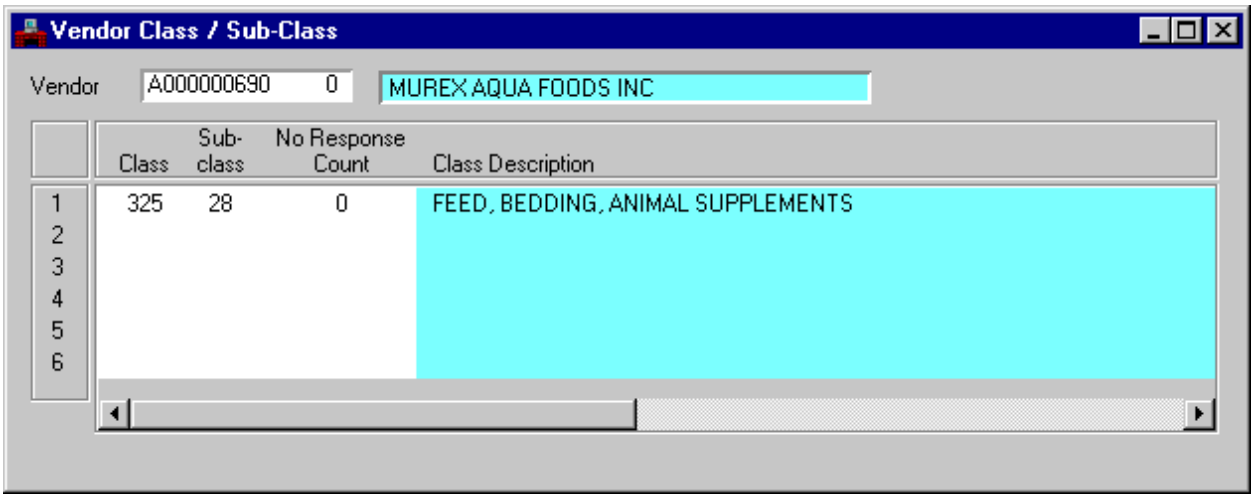
Vendor Class/Sub-Class (VCSC)

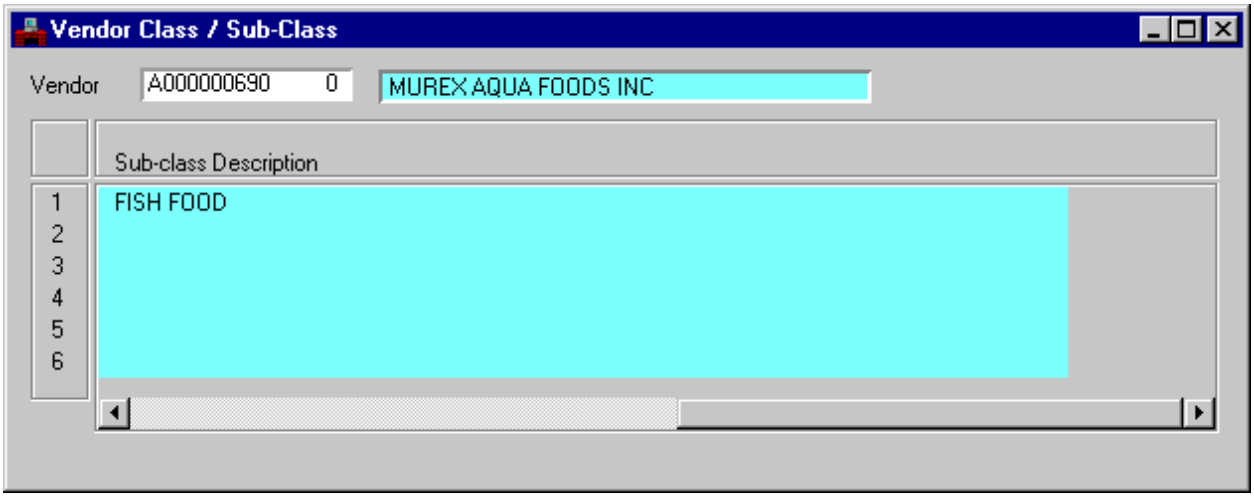
Purpose

Vendor Class/Sub-Class (VCSC) maintains a list of the commodity class/sub-class combinations that are supplied by each vendor. In addition to inquiry, this table is used to establish and change the relationship between the commodity class/subclass and the vendor.

Only certain authorized users can update this able. All users can use this table for inquiry purposes.

VCSC Coding Instructions





Field Name	Length	Definition
Vendor	11	**Requires Input.** Enter a valid code from Vendor (1 of 3) (VEN2). The system automatically displays the vendor name from the Vendor (1 of 3) (VEN2) table in the second field.
Class	3	**Requires Input.** If you are authorized and wish to add a commodity class code that this vendor can supply, enter the valid commodity class code. Refer to Commodity Class (COCL) for valid values. **Display Only**. Commodity class codes for supplies that can be provided by this vendor will be displayed.
Sub-Class	2	**Requires Input.** If you are authorized and wish to add a commodity sub-class code that this vendor can supply, enter the valid

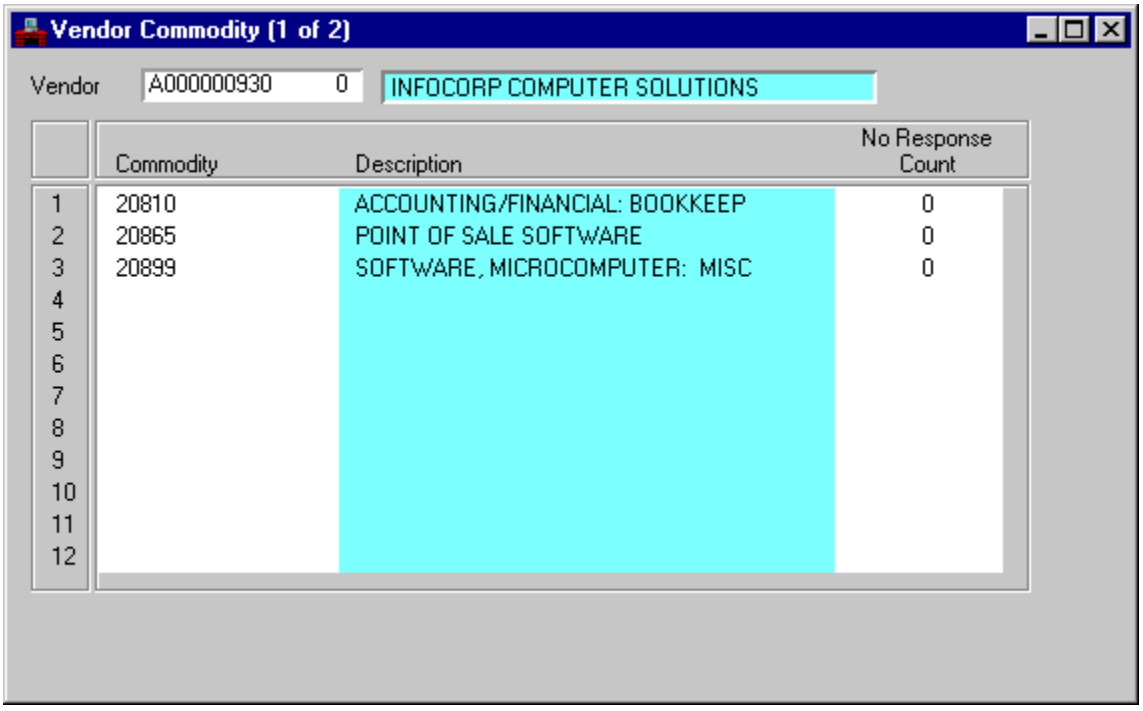
		commodity sub-class code. Refer to Commodity Sub-Class by Commodity Class (CSCC) for valid values. **Display Only**. Commodity sub-class codes for supplies that can be provided by this vendor will be displayed.
No Response Count	1	**Input Optional**. If you are authorized to do so, you may change the number of consecutive "no responses" to make the vendor status active or inactive. Valid values are numbers **0-9**. **Display Only**. Indicates the number of "No Responses" recorded on the Bid Tracking Line (BIDL) table for the vendor and corresponding commodity class/sub-class code.
Class Description	60	**Display Only**. Defaults to the class description on the Commodity Class (COCL) table.
Sub-Class Description	60	**Display Only**. Defaults to the sub-class description on the Commodity Sub-Class by Commodity Class (CSCC) table.

Vendor Commodity (1 of 2) (VCOM)

Purpose

The Vendor Commodity (1 of 2) (VCOM) table defines the list of commodities that a particular vendor can supply. VCOM is an alternate view of the Bidders (BIDD) table. VCOM can be used to inquire about the relationship between a vendor and the supplies or services that the particular vendor can provide.

VCOM Coding Instructions



Field Name	Length	Definition
Vendor	11	**Requires Input.** Enter the vendor code. Valid codes are defined on Vendor (1 of 3) (VEN2). The system automatically displays the corresponding name in the field to the right of the vendor code.
Commodity	14	**Display Only**. Commodity codes for supplies that can be provided by this vendor will be displayed.
Description	60	**Display Only.** Defaults to the description of the commodity as inferred from Commodity (COMT).
No Response Count	1	**Display Only.** Indicates the number of "No Responses" recorded on the Bid Tracking Line (BIDL) table for the vendor and corresponding commodity code.

Vendor Document Cross Reference Inquiry (VXRF)

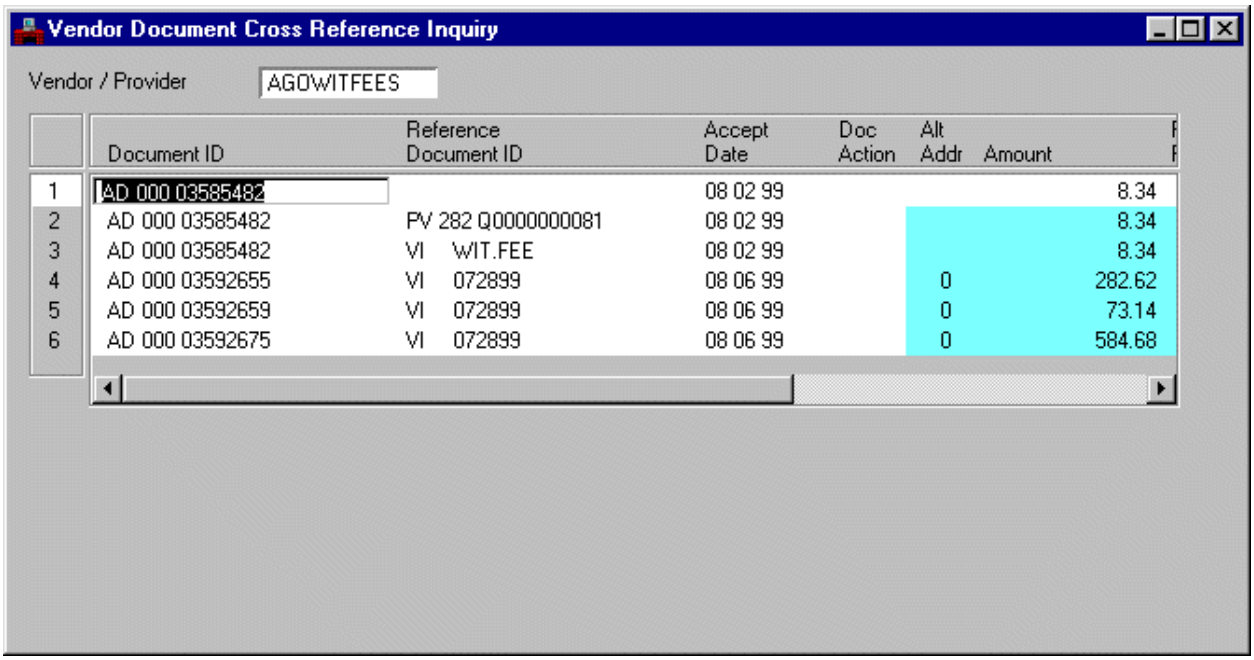
Purpose

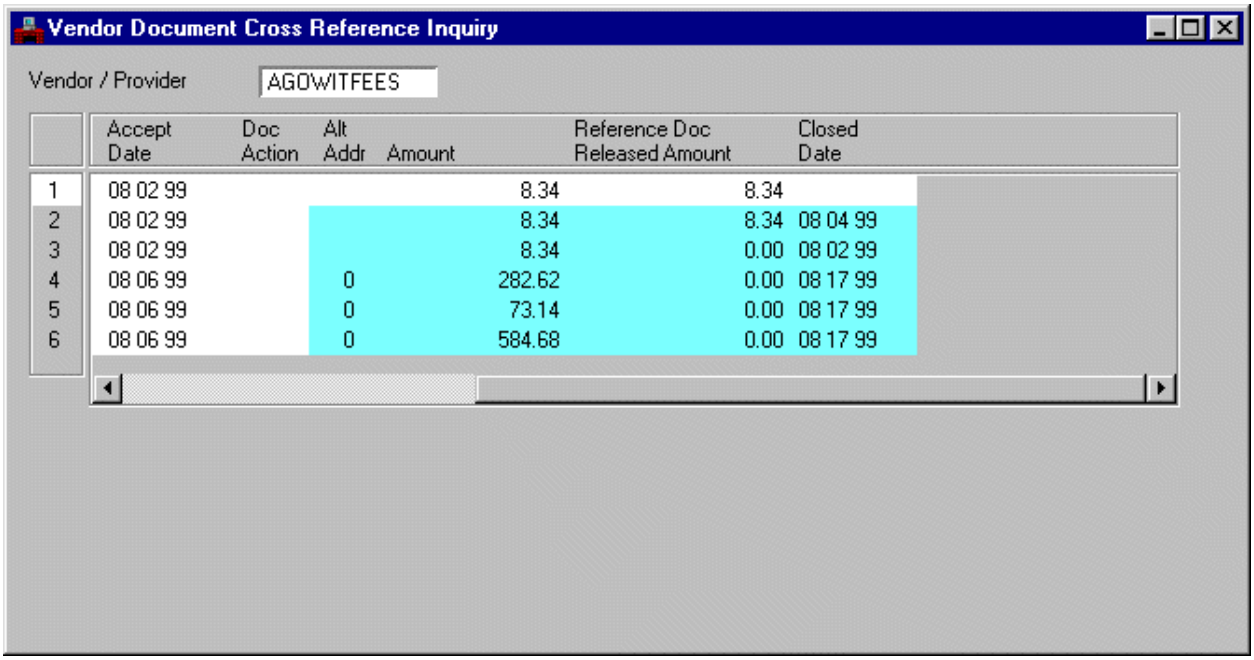
Vendor Document Cross Reference Inquiry (VXRF) provides information about all documents associated with the vendor. This table is also used to provide information about all documents associated with a provider/customer. Note: The State of Missouri uses the terminology Customer, not Provider, for all of the billing and collections functions

within SAM II. For each document associated with the vendor or customer, the acceptance date is displayed along with the document action and the dollar amount. Lines are added to this window when documents that include a vendor/customer (provider) code are accepted by the system. Information in this window is updated during the nightly cycle.

This table is useful for handling inquiries from the vendor. With the vendor code as the inquiry key, any one of the documents in the purchasing/payment process (i.e. purchase order, receiver, vendor invoice, payment voucher, check) can be used as an additional inquiry key to find the other related documents. For example, if a vendor calls to find out the status of a payment against an invoice he submitted but only knows the purchase order number, you can inquire using the vendor code and the purchase order number to find the associated Receiver (RC), Vendor Invoice (VI), Payment Voucher (PV) and Check/EFT (AD/EF).

VXRF Coding Instructions





Field Name	Length	Definition
Vendor/Provider	10.0	**Requires Input.** Enter the first 10 digits of the vendor code or the customer code. See Vendor (1 of 3) (VEN2) for valid values or use Vendor Name Inquiry (VNAM) to search for valid vendor codes using the vendor's name.

		See Customer Information (1 of 2)(CUST) for valid values or use Customer Name Inquiry (CUSN) to search for valid customer codes using the customer's name. NOTE: Provider is actually a Customer of the State of Missouri.
Document ID	16.0	**Input Optional.** The transaction code and unique ID for the document.
Reference Document ID	16.0	**Input Optional.** The ID of the referenced document (transaction code and document number) used on the document number in the previous field.
Accept Date	6.0	**Input Optional.** The date (*mm dd yy*) that the financial system accepted the document.
Doc Action	1.0	**Input Optional.** The action code used when the document was entered and accepted. **E -** A new document **M -** A modified document **X -** A cancelled document
Alt Addr	1.0	**Display Only.** Displays the **Alternate Address Indicator** if the vendor associated with the transaction creating this entry has an alternate address on Vendor (1 of 3) (VEN2).
Amount	14.2	**Display Only.** Displays the dollar amount associated with this entry. This amount is inferred from Document Cross Reference Inquiry (DXRF).
Reference Doc Released Amount	14.2	**Display Only.** Displays the dollar amount actually released when the document was referenced. This amount is inferred from Document Cross Reference Inquiry (DXRF).
Closed Date	6.0	**Display Only.** Where applicable, displays the date (*mm dd yy*) that the document was closed as defined on the open items table for that document type. This date is inferred from Document Cross Reference Inquiry (DXRF).

Vendor Income (VINC)

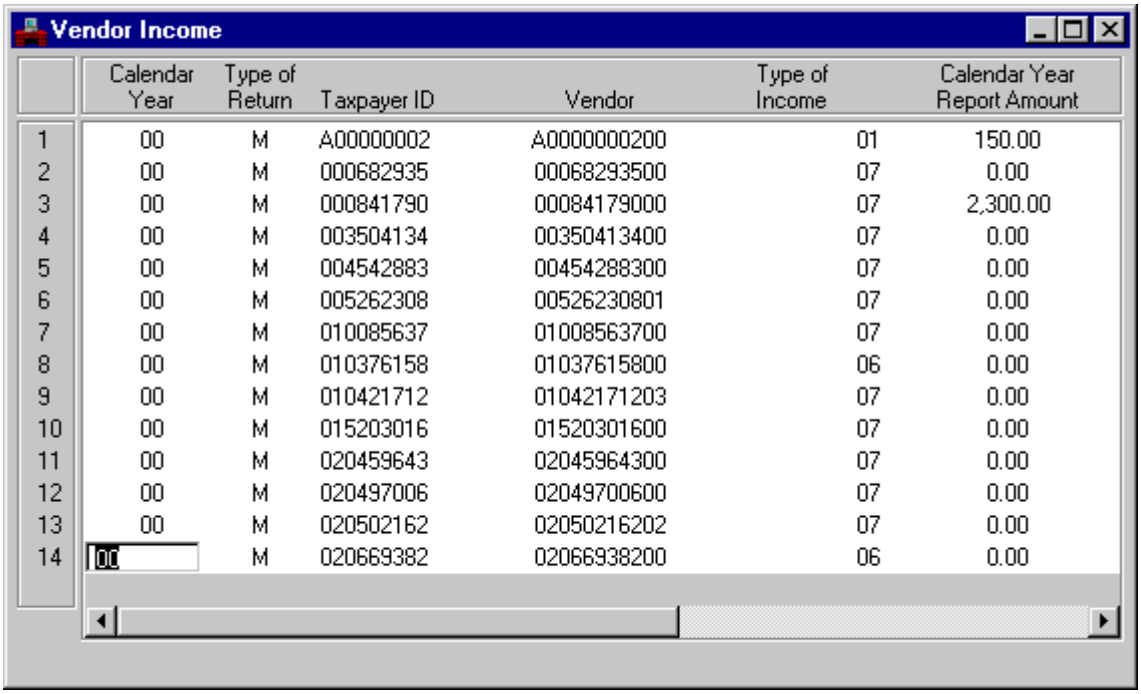
Purpose

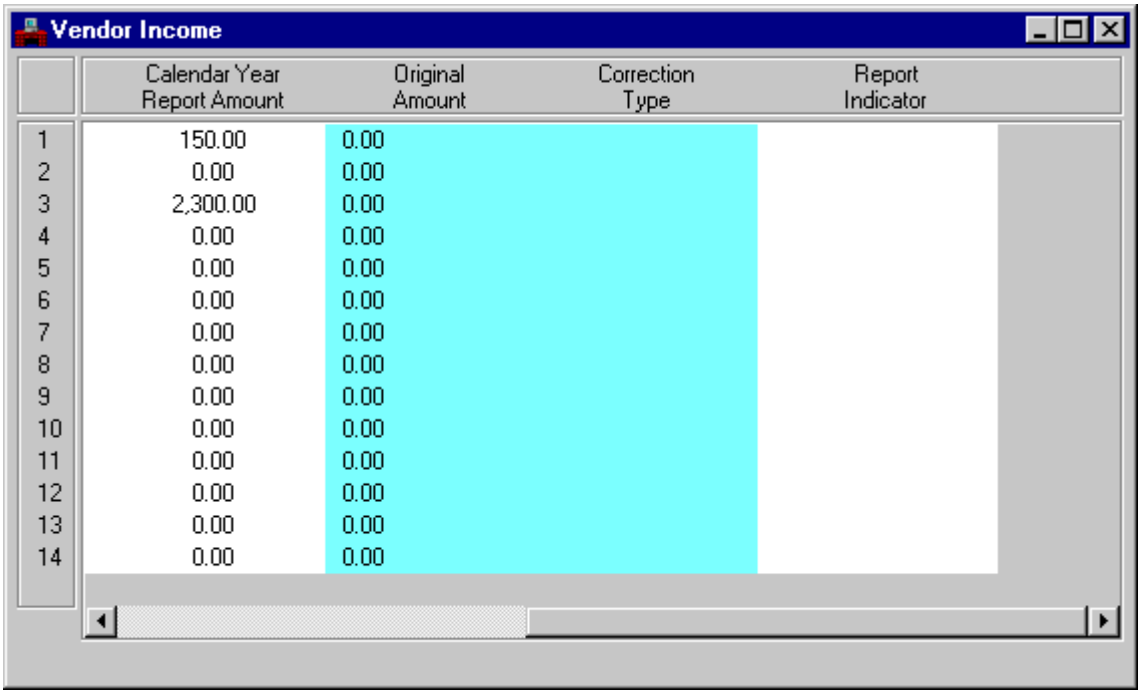
Vendor Income (VINC) shows amounts you must report under IRS 1099 guidelines. The amounts are broken down by calendar year, return type, vendor, and income type. Lines are updated or new lines are added when reportable expenditures are paid to the vendor. OA/ACC staff will have update access to the related Vendor Income Correction (VIC2) table to maintain 1099 information for disbursements made from systems outside of SAM II (e.g., State Fair, Highways, etc.).

An expense is considered reportable if the **1099 Indicator** is **Yes [Y]** on Vendor (2 of 3) (VEN3) for this vendor and it is associated with an object which has a 1099 type on Object (OBJ2).

Journal vouchers also update the information in this window if you enter a reportable object code AND a vendor code on a journal voucher document.

VINC Coding Instructions





Field Name	Length	Definition
Calendar Year	2.0	**Requires Input.** Enter the calendar year to which the reported amounts apply. The year entered must be a valid calendar year in *yy* format.

Type of Return	1.0	**Requires Input.** Enter the type of return associated with this vendor income record. Valid values are: 1099-MISC [M] 1099-INT [I] 1099-G [G]
Taxpayer ID	9.0	**Requires Input.** Enter the Taxpayer ID Number of the vendor.
Vendor	11.0	**Requires Input.** Enter the vendor code. See Vendor Index (VEND) for valid values.
Type of Income	**1.0**	**Input Optional.** Enter the type of income associated with the balance sheet account if related expenditures are reportable under IRS standards for 1099 reporting. Valid values are: For 1099-MISC Returns: Rents [1] Royalties [2] Prizes and Awards [3] Fishing Boat Proceeds [5] Medical & Health Care Payments [6] Non-employee Compensation [7] Substitute Payments in Lieu of Dividends & Interest [8] Direct Sales of Consumer Product for Resale [9] Payments to Attorneys and Golden Parachute Payments [13] For 1099-INT Returns: Interest Income [1] Early Withdrawal Penalty [2] Interest on U.S. Savings Bonds and Treasury Obligations [3] Foreign Tax Paid [5] For 1099-G Returns: Unemployment Compensation [1] State or Local Income Tax Refunds, Credits or Offsets [2] Taxable Grants [6] Agricultural Payments [7]

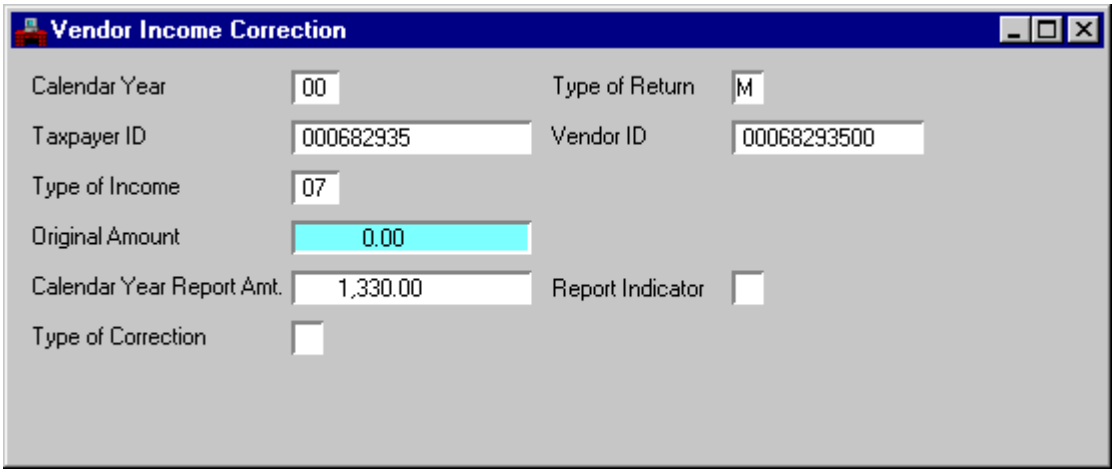
Calendar Year Report Amount	14.0	**Display Only.** This field displays the amount of reportable payments posted to this vendor.
Original Amount	14.0	**Display Only.** This field indicates the reportable amount posted to Vendor Income (VINC) for the original record before any corrections have been made. If $0.00, this vendor income record has not yet had 1099 processing applied.
Correction Type	1.0	**Display Only.** This field indicates what type of correction has been made to this record. Valid values are: **[1]** A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as an amount change. **[2]** A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as a Taxpayer ID Number (TIN) change. **[3]** A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as a Type of Return change.
Report Indicator	1.0	**Display Only.** This field indicates the processing status for this vendor income record. Valid values are: **[blank]** 1099 processing has not been applied on the record. **[F]** 1099 processing in Forms mode has been applied on the record. **[M]** Magnetic media has been generated. **[C]** Record has been corrected after magnetic media has been generated. **[D]** Duplicate form is required and no corrections have been made. **[N]** This is a new record which has been added when processing a correction transaction.

Vendor Income Correction (VIC2)

Purpose

This table facilitates corrections to the Vendor Income (VINC) table. This screen displays the original amount, calendar year report amount, type of correction and report indicator.

VIC2 Coding Instructions



Field Name	Length	Definition
Calendar Year	2.0	**Requires Input.** Enter the calendar year to which the reported amounts apply. The year entered must be a valid calendar year in *yy* format.
Type of Return	1.0	**Requires Input.** Enter the type of return associated with this vendor income record. Valid values are: 1099-MISC [M] 1099-INT [I] 1099-G [G]
Taxpayer ID Number	9.0	**Requires Input.** Enter the Taxpayer ID Number of the vendor.
Vendor ID	11.0	**Requires Input.** Enter the vendor code. See Vendor Index (VEND) for valid values.
Type of Income	**1.0**	**Requires Input.** Enter the type of income associated with this vendor income record. Valid values are:

		For 1099-MISC Returns: Rents [1] Royalties [2] Prizes and Awards [3] Fishing Boat Proceeds [5] Medical & Health Care Payments [6] Non-employee Compensation [7] Substitute Payments in Lieu of Dividends & Interest [8] Direct Sales of Consumer Product for Resale [9] Payments to Attorneys and Golden Parachute Payments [13] For 1099-INT Returns: Interest Income [1] Early Withdrawal Penalty [2] Interest on U.S. Savings Bonds and Treasury Obligations [3] Foreign Tax Paid [5] For 1099-G Returns: Unemployment Compensation [1] State or Local Income Tax Refunds, Credits or Offsets [2] Taxable Grants [6] Agricultural Payments [7]
Original Amount	14.0	**Display Only.** This field indicates the reportable amount posted to Vendor Income (VINC) for the original record before any corrections have been made. If $0.00, this vendor income record has not yet had 1099 processing applied.
Calendar Year Report Amount	14.0	**Input Optional.** Enter the calendar year-to-date amount to be reported on this vendor income record.
Report Indicator	1.0	**Input Optional.** Required if a type of correction has been entered and the record has had magnetic media generated. This field indicates the processing status for this vendor income record. Valid values are: **[blank]** 1099 processing has not been applied on the record. **[F]** 1099 processing in Forms mode has been applied on the record.

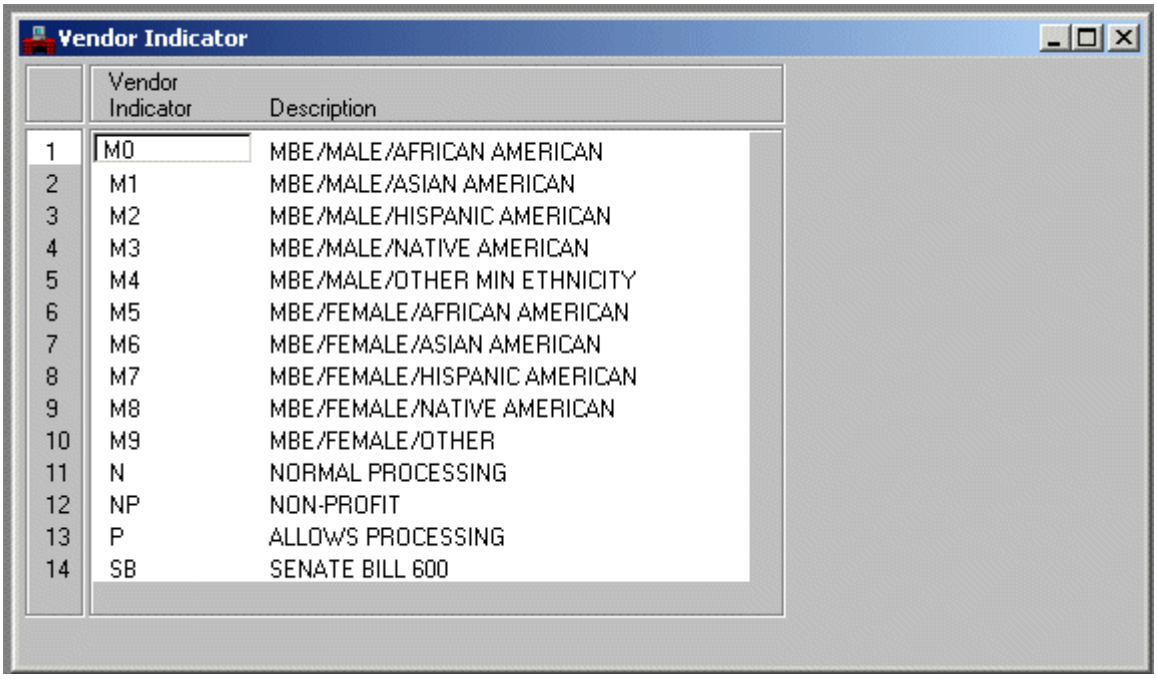
Type of Correction	1.0	**[M]** Magnetic media has been generated. **[C]** Record has been corrected after magnetic media has been generated. **[D]** Duplicate form is required and no corrections have been made. **[N]** This is a new record which has been added when processing a correction transaction. **Input Optional.** Required if the value entered in the corresponding **Report Indicator** field is set to **Corrected [C]** or **New [N]**. This field indicates that a correction is being made to a record that has already been sent to the IRS. Valid values are: **[1]** A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as an amount change. **Two [2]** A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as a Taxpayer ID Number (TIN) change. **Three [3]** A correction has been made which impacts the corresponding Original 1099 Information (TINF) record as a Type of Return change.

Vendor Indicator (VENI)

Purpose

The Vendor Indicator (VENI) table updates are requested by OA/OEO. OA/ACCT updates the table upon receipt of a request from OA/OEO. This table allows OA/OEO to define valid vendor indicator codes for the Vendor (3 of 3) (VEN4) table. The vendor indicator codes are primarily used to track the vendor's Minority Business Enterprise (MBE), Women-owned Business Enterprise (WBE) and/or Not for Profit (NP) status. The table allows add, change and delete action for authorized users. Agencies have inquiry access to the VENI table.

VENI Coding Instructions



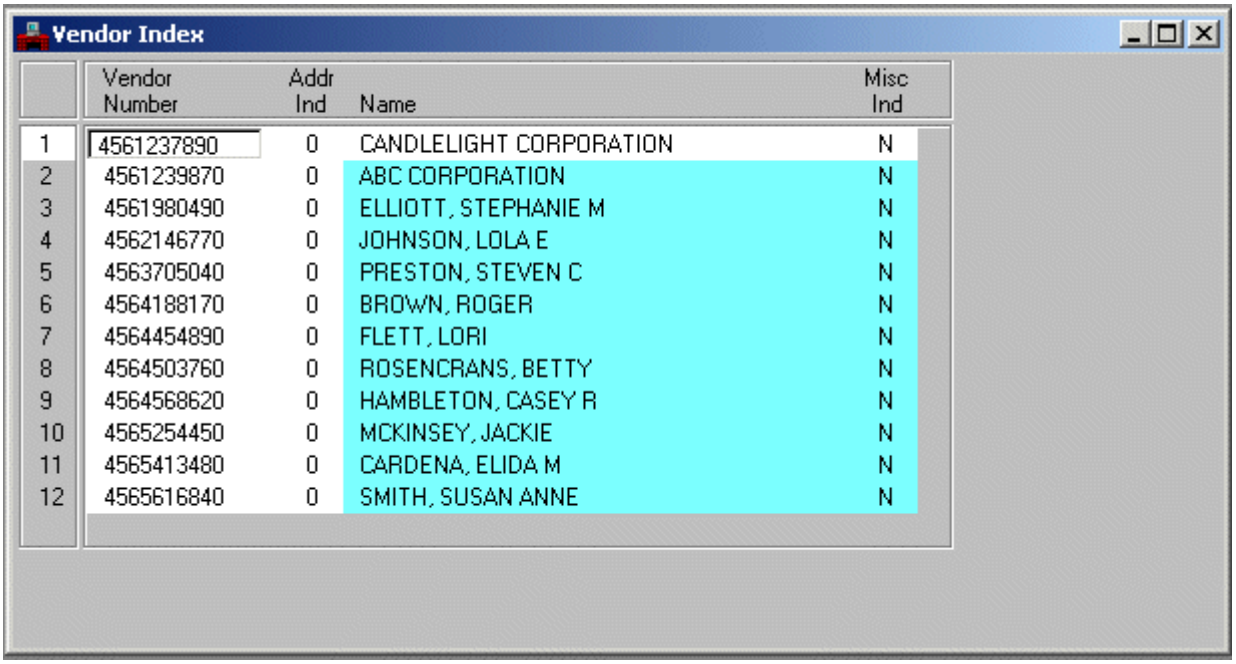
Field Name	Length	Definition
Vendor Indicator	2.0	**Input Required.** Enter a two digit alphanumeric code.
Description	30.0	Enter the associated description for the code, if desired.

Vendor Index (VEND)

Purpose

Vendor Index (VEND) displays Vendor Numbers for the vendors to whom you make purchases and payments.

VEND Coding Instructions



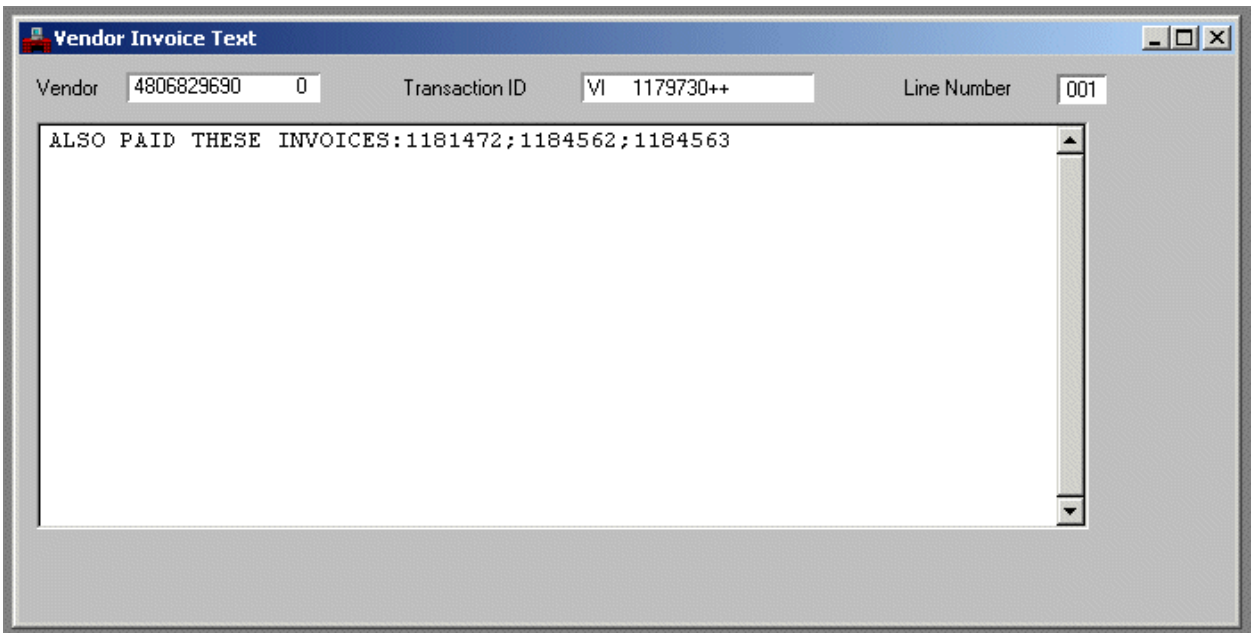
Field Name	Length	Definition
Vendor Number	10	**Input Optional. If known, you may enter a vendor number or a partial vendor number to start a search.**
Addr Ind	1	**Input Optional. If known, you may enter an alternate address indicator associated with the vendor number.**
Name	30	**Display Only. Displays the vendor name.**
Misc Ind	1	**Display Only. Indicates that this is a miscellaneous vendor. No [N] indicates this vendor is not a miscellaneous vendor. Yes [Y] indicates the vendor is a miscellaneous vendor. Refer to Vendor Table Maintenance procedures for more information about Miscellaneous Vendor Codes.**

Vendor Invoice Text (VITX)

Purpose

Vendor Invoice Text (VITX) stores text that is associated with Quick Vendor Invoice (VIQ) documents. Text contained in this table is associated with the referenced invoice transaction code and a commodity line number.

VITX Coding Instructions



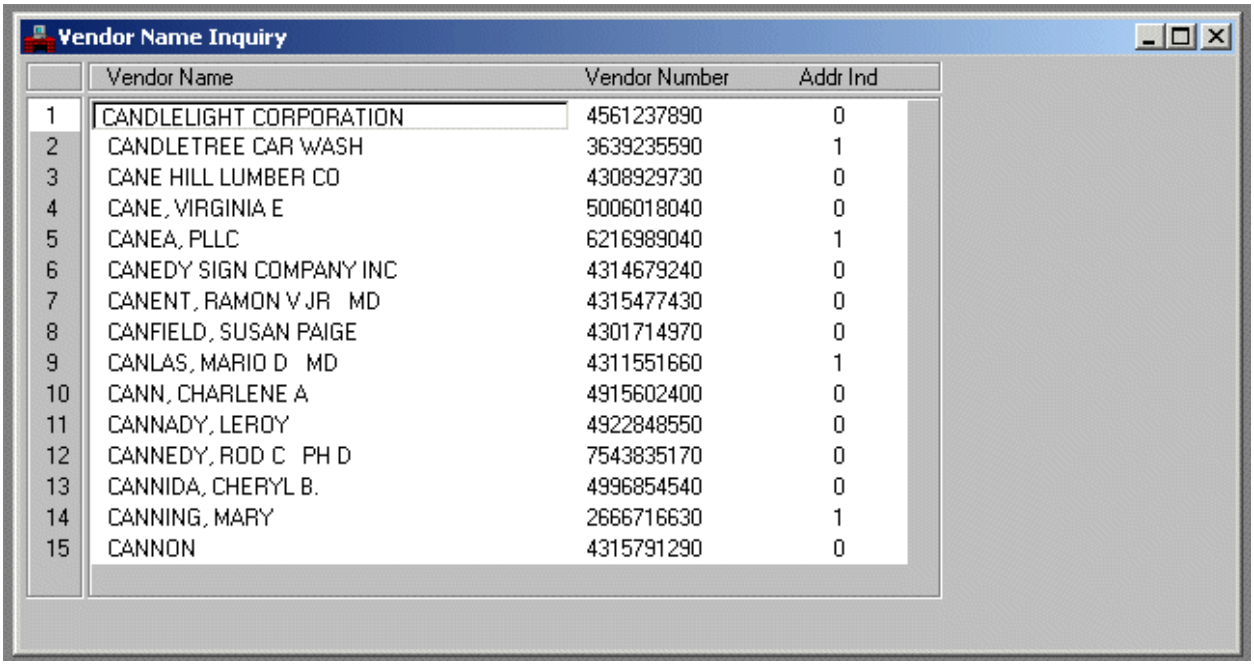
Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code used on the payment voucher document.
Transaction ID	14.0	**Input Optional.** Enter "VI" followed by the Vendor Invoice.
Line Number	3.0	**Input Optional.** Enter the associated line number for text.
Text	70.0	**Requires Input.** Enter descriptive text pertaining to the invoice transaction indicated above.

Vendor Name Inquiry (VNAM)

Purpose

Vendor Name Inquiry (VNAM) shows the vendors name and number in alphabetical order. It is updated when Vendor (1 of 3) (VEN2) is updated.

VNAM Coding Instructions



Field Name Length Definition

Vendor Name	30	**Input Required.** Enter the vendor's name as it is recorded on Vendor (1 of 3) (VEN2). Enter as little or as much of the vendor name as you want.
Vendor Number	10	Displays the vendor value that is associated with the vendor name on Vendor (1 of 3) (VEN2).
Addr Ind	1	Displays the Address Indicator associated with the vendor.

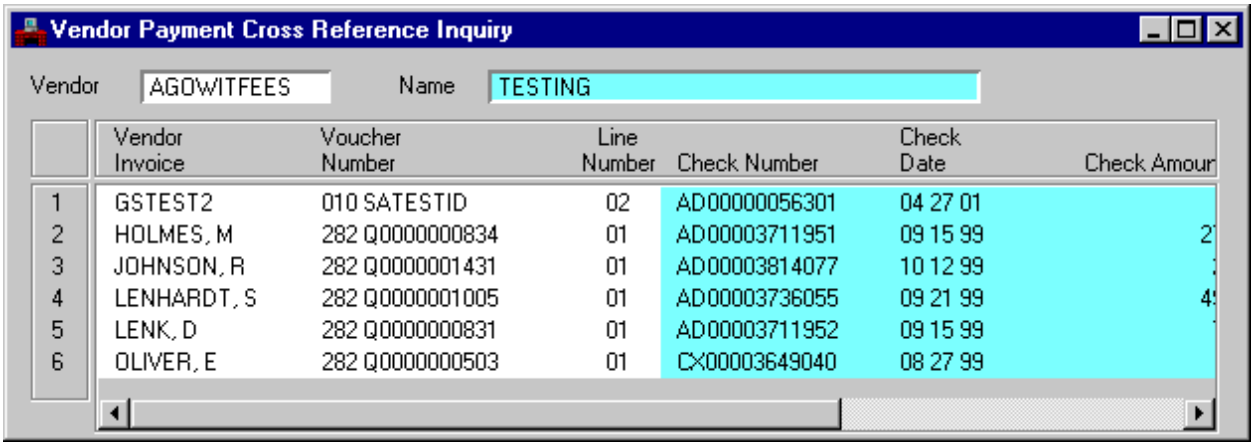
Vendor Payment Cross Reference Inquiry (PVIX)

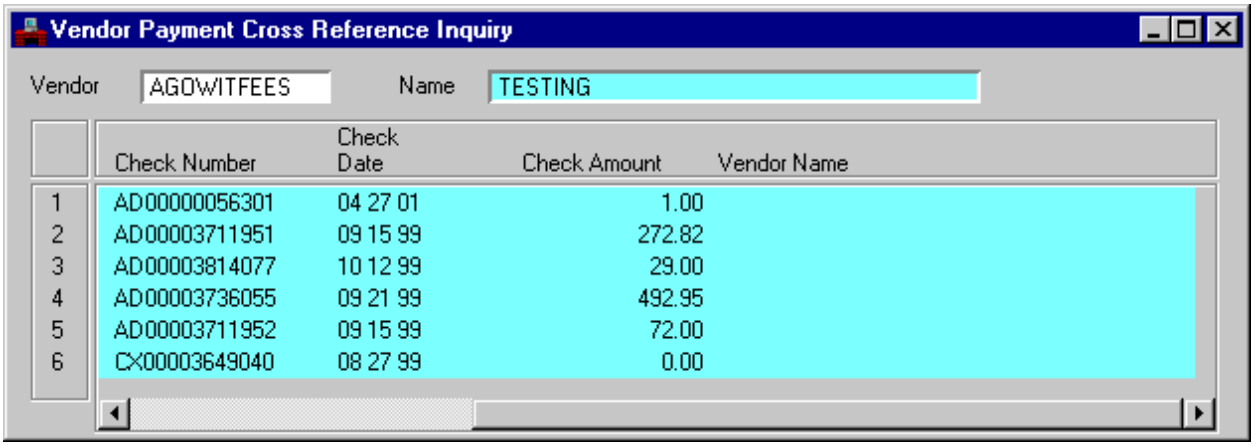
Purpose

Vendor Payment Cross Reference Inquiry (PVIX) is a cross reference of Open Payment Voucher Line Inquiry (OPVL). It displays only those payment voucher lines that have checks or manual warrants written against them. If a payment voucher has one check written

against all of its lines, it is summarized on this window. This window is organized by vendor code, so that all payment voucher lines are displayed for a particular vendor may be accessed sequentially. Since this is an alternate view of Open Payment Voucher Line Inquiry (OPVL), all updates and additions to this window are through Open Payment Voucher Line Inquiry (OPVL).

PVIX Coding Instructions





Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the vendor code. See Vendor (1 of 3) (VEN2) for valid values or use Vendor Name Inquiry (VNAM) to search for valid vendor codes using the vendor's name.
Name	20.0	**Display Only.** Default is inferred from Vendor (1 of 3) (VEN2). Displayed for non miscellaneous vendors only.

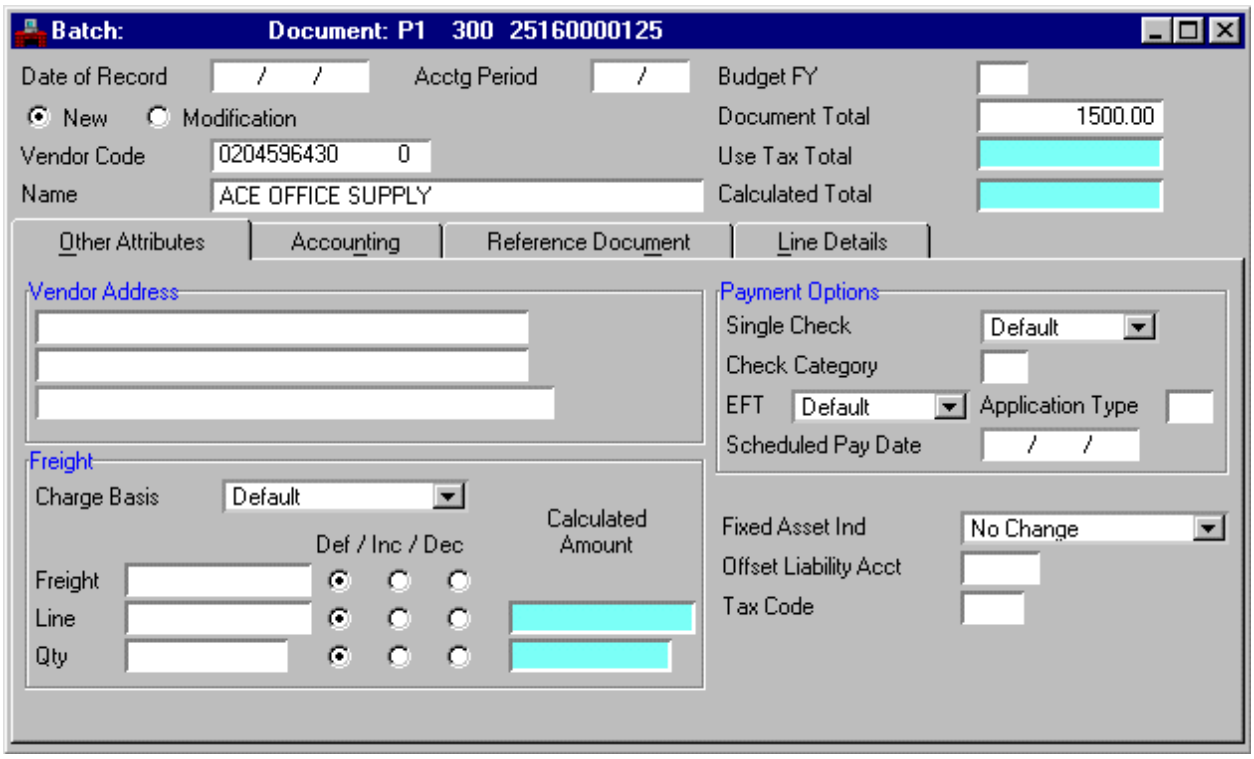
Vendor Invoice	12.0	**Input Optional.** Enter the Vendor Invoice number.
Voucher Number	14.0	**Input Optional.** Enter the Payment Voucher number.
Line Number	2.0	**Input Optional.** Enter the payment voucher line number.
Check Number	11.0	**Display Only.** The check, EFT or manual warrant number written against this payment voucher line(s) is displayed.
Check Date	6.0	**Display Only.** The check, EFT or manual warrant date (*mm dd yy*) is displayed.
Check Amount	14.2	**Display Only.** The amount of the check written against this payment voucher line(s) is displayed.
Vendor Name	20.0	**Display Only.** The vendor name for this payment voucher line is displayed. Displayed for miscellaneous vendors only.

Vendor Payment Voucher (P1)

Purpose

The Vendor Payment Voucher (P1) is used to liquidate an encumbered obligation. An encumbered obligation with linking off and/or more than one accounting line per commodity line does not generate an Automatic Payment Voucher (PVA) and therefore must be paid with a P1 document. A P1 must reference a purchase order and vendor invoice.

P1 Coding Instructions



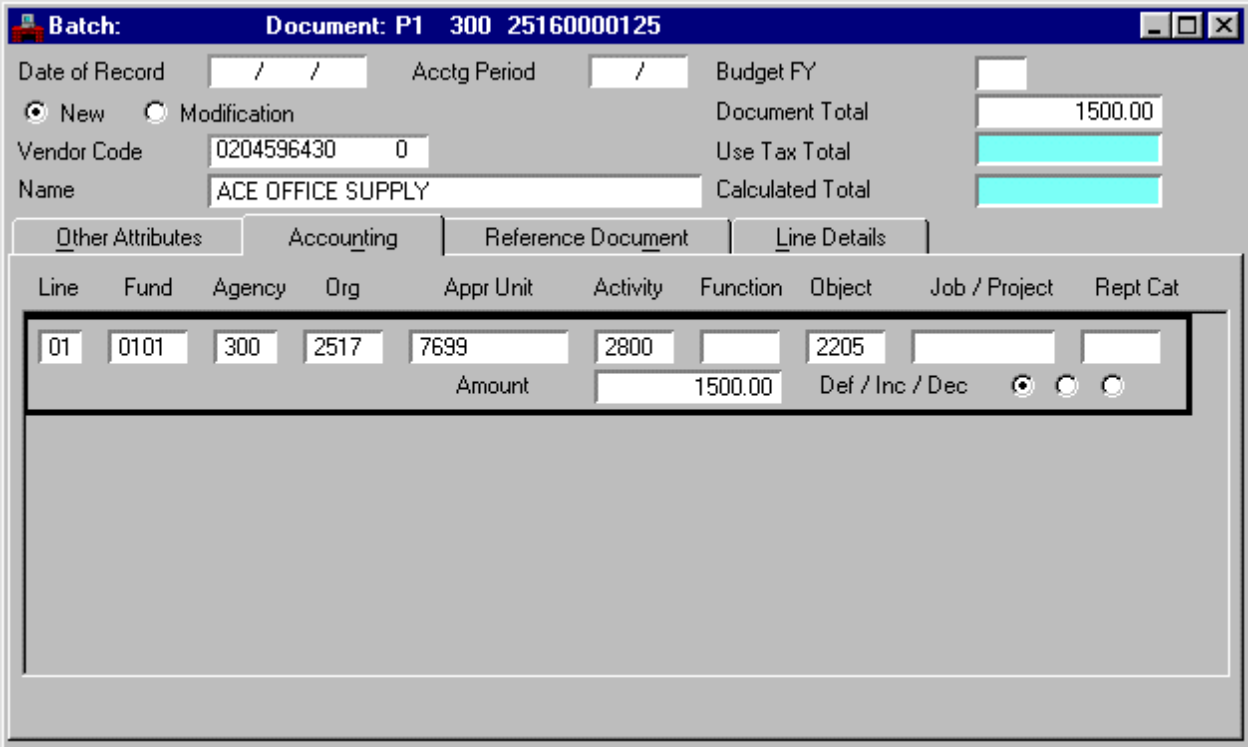
Field Name	Length	Definition
Date of Record	6.0	**Display Only.** Defaults to the date that the system accepts the document. If a VIQ has been entered in SAM II for each invoice to be paid on the payment voucher, leave this field blank. If no VIQ has been entered in SAM II, enter the invoice date from the vendor invoice with one invoice per payment voucher.
Acctg Period	4.0	**Input Optional.** Defaults to the current accounting period for the current fiscal year. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** Defaults to the current fiscal year. During the second year of a biennial appropriation, enter the first fiscal year of the biennium.
New/Modification [Action]	1.0	**Input Optional.** Default is **New [E].** Valid values are: **New [E] -** New document. **Modification [M] -** This allows you to add lines to a previous document, change the amounts on existing lines (not

		accounting codes), or cancel a line (decrease a line amount to zero). To change accounting codes in an existing line, you must cancel the existing line and enter a new line with the new codes. A line is cancelled by decreasing the line amount to zero (select the decrease option on the **Def/Inc/Dec** field when a line amount is being decreased to zero). You can enter both these lines on the same document.
Document Total	14.2	**Requires Input.** Enter the net amount of all lines on the document.
Vendor Code	11.0	**Requires Input.** Enter the vendor code for the vendor you want to pay. See Vendor Index (VEND) or use Vendor Name Inquiry (VNAM) to search for valid vendor code.
Use Tax Total	14.2	**Not Applicable.** Do not enter data in this field.
Name	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2).
Calculated Total	14.2	**Display Only.** This field contains the system-computed total of the line amounts.
Vendor Address	30.0	**Input Optional.** Default is inferred from Vendor (1 of 3) (VEN2).
Single Check	1.0	**Input Optional.** If a vendor requests a single check for this particular payment select **Yes**. If "Yes" is selected in this field, **No** must be selected in the **EFT Indicator** field. If left blank, this field defaults to **No**. However, if the **Single Check Requested** check on the Vendor (1 of 3) (VEN2) table is selected, this field defaults to **Yes**.
Check Category	2.0	**Input Optional.** If agency distribution, enter the appropriate Check Category (CCAT) table for valid codes. If left blank, this field defaults to direct check distribution to the vendor by the State Treasurers' Office (STO). Also, leave blank if Vendor (1 of 3) (VEN2) is set to allow an Electronic Funds Transfer (EFT) and your agency wants an EFT generated instead of a check.

		Input Optional. Defaults to **Default [blank]**. Only specify a choice in this field if a vendor elects to receive payments in a different manner than already specified on Vendor (1 of 3) (VEN2). A vendor is eligible for Electronic Funds Transfer (EFT) when **EFT Status** on Vendor (1 of 3) (VEN2) is **Active [A]**. Valid selections are **Default [blank]**, **No Change [blank]**, **Yes [Y]**, or **No [N]**.
EFT	1.0	This field is inferred from the referenced Quick Vendor Invoice (VIQ) as long as **EFT** is set to **Yes [Y]** on all of the VIQ documents referencing this payment voucher. If **EFT** is not set to **Yes [Y]** on any of the related VIQ documents, you must manually set **EFT** to **Yes [Y]** on this document. If the vendor is eligible for electronic funds transfer and **EFT** is **Default [blank]** or there are no referenced VIQ documents, **EFT** defaults to **Yes [Y]** in the document header. **Input Optional.** When the **EFT** field is **Yes [Yes]**, this field defaults to the value from either the referenced Quick Vendor Invoice (VIQ) or the Vendor (1 of 3) (VEN2) table.
Application Type	2.0	The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. See Electronic Funds Transfer Application Type (EFTA) for valid values. When this field is blank and **EFT** is set to **Yes [Y]**, the application type is automatically taken from the referenced Quick Vendor Invoice (VIQ), as long as the application types on all of the VIQ documents referenced on this payment voucher are the same. If **EFT** is set to **Yes [Y]** and there are no VIQ documents to take the application type from, the application type is automatically taken from **EFT Type** on Vendor (1 of 3) (VEN2), if one exists. Otherwise, the user must enter this field.
Scheduled Pay Date	6.0	**Input Optional.** If field is blank, default automatically assigns a date according to the following rules:

		Scheduled Payment Day is entered on Vendor (1 of 3) (VEN2) is used. If the **Scheduled Payment Day** on Vendor (1 of 3) (VEN2) is blank, the system default to the date of record of the payment voucher. A **Scheduled Payment Date** can be entered two working days before you want the check for payment to be dated.
Charge Basis	1.0	**Not Applicable.** Do not enter data in this field.
Freight (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Freight(Def/Inc/Dec)	1.0	**Not Applicable.** Do not enter data in this field.
Line (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Line(Def/Inc/Dec)	1.0	**Not Applicable.** Do not enter data in this field.
Line (Calculated Amount)	14.2	**Not Applicable.** No amount will appear in this field.
Qty (Amount)	14.2	**Not Applicable.** Do not enter data in this field.
Qty(Def/Inc/Dec)	1.0	**Not Applicable.** Do not enter data in this field.
Qty (Calculated Amount)	14.2	**Not Applicable.** No amount will appear in this field.
Fixed Asset Ind	1.0	**Input Optional.** Default is **No Change [blank]**. Valid values are: **Create One Shell** - The system will create one Fixed Asset Acquisition (FA) document for each line once the corresponding Payment Voucher document is accepted by the system. **Create Multiple Shells** - The system will create the quantity of Fixed Asset Acquisition (FA) documents specified in **Quantity/SC$ Ordered** field for each line once the corresponding Payment Voucher document is accepted by the system.

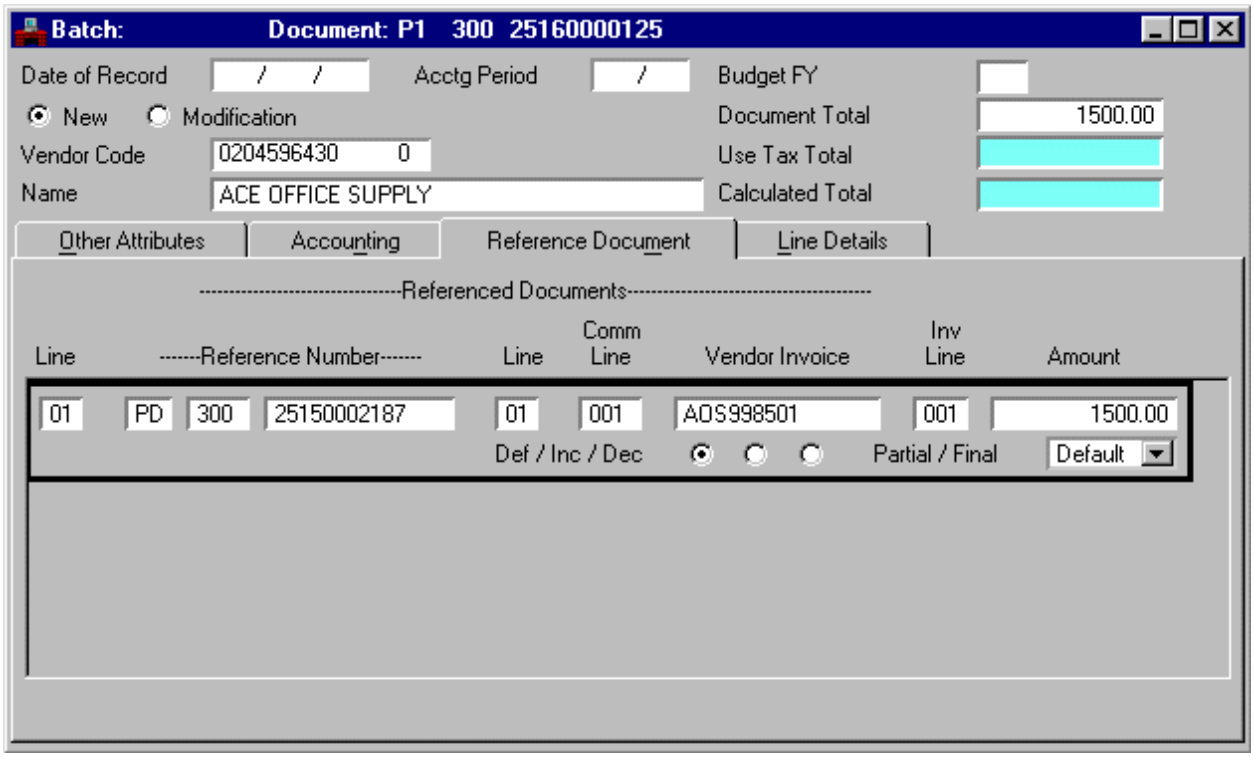
		No Change - The system will not create any Fixed Asset Acquisition (FA) documents. See Fixed Asset Policy and Procedures for established guidelines.
Offset Liability Acct	4.0	**Not Applicable.** Do not use this field.
Tax Code	3.0	**Not Applicable.** Do not use this field.



Field Name Length Definition

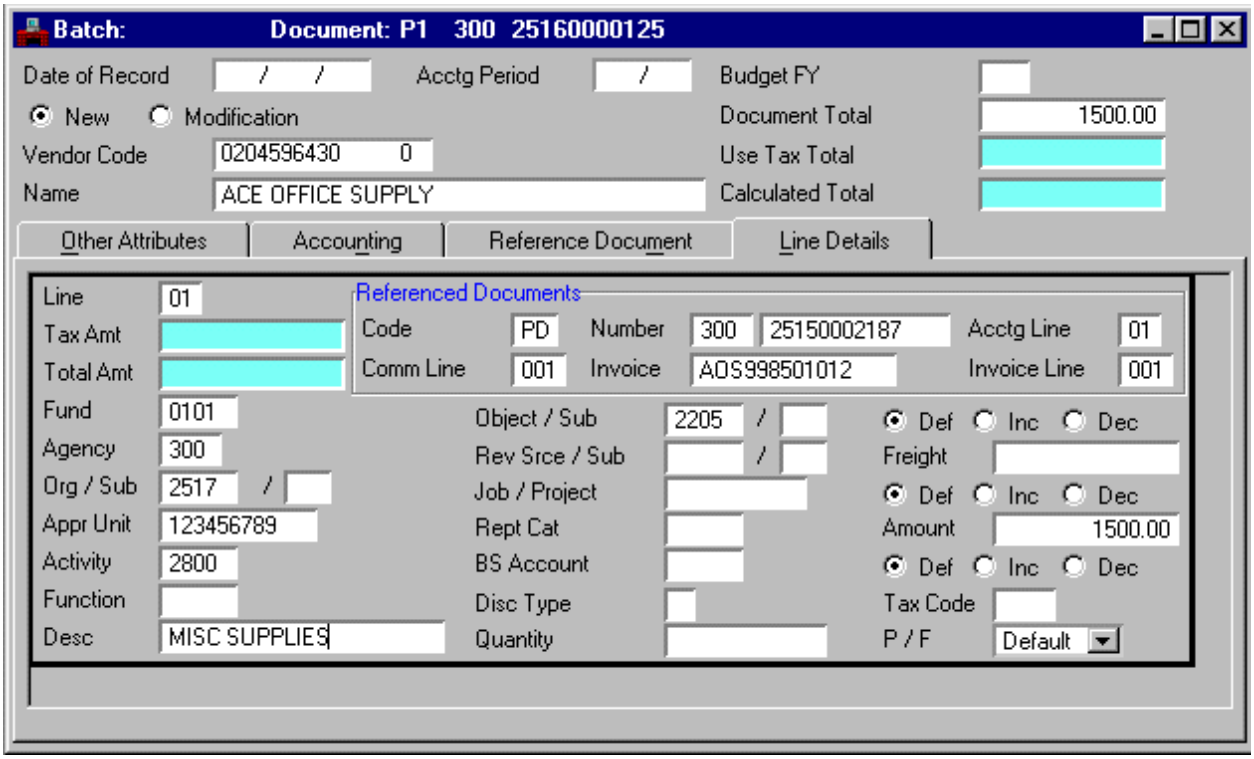
Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers **01** to **99** are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Fund	4.0	Defaults to fund code entered on referenced purchase order.
Agency	3.0	Defaults to agency code entered on referenced purchase order.
Org	4.0	Defaults to Organization code entered on referenced purchase order.
Appr Unit	9.0	Defaults to appropriation unit code entered on referenced purchase order.

Activity	4.0	Defaults to activity code entered on referenced purchase order.
Function	4.0	Defaults to function code entered on referenced purchase order.
Object	4.0	Defaults to object code entered on referenced purchase order.
Job / Project	6.0	Defaults to job/project code entered on referenced purchase order.
Rept Cat	4.0	Defaults to reporting category code entered on reference purchase order.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.



Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers **01** to **99** are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Reference Number	16.0	**Requires Input.** Enter the document code, agency and number of the document being referenced.
Line	2.0	**Requires Input.** Enter the purchase order accounting line number of the item being referenced.
Comm Line	3.0	**Requires Input.** Enter the commodity line number of the purchase order referenced.
Vendor Invoice	12.0	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document.
Inv Line	3.0	**Requires Input.** Enter the vendor invoices line number on the referenced VIQ.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Partial/Final	1.0	**Input Optional.** Defaults to **Default [blank]**. Valid values are: **Default [blank]** - This will leave this field blank. **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount).

Final [F] - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F]** - if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit of $50.00 or 5% exists for how much the total amount expensed can exceed the purchase order amount.



Field Name	Length	Definition
Line	2.0	**Requires Input.** Enter a different number for each line on the document. Numbers **01** to **99** are valid. This is a key field on Open Payment Voucher Line Inquiry (OPVL). It uniquely identifies the line from all other lines on the voucher.
Tax Amt	14.2	**Not Applicable.** Do not enter data in this field.
Total Amt	14.2	**Display Only.** The total amount of this line is displayed.

Reference Documents **Code and Number**	16.0	**Requires Input.** Enter the document code, agency and number of the document being referenced.
Acctg Line	2.0	**Requires Input.** Enter the purchase order accounting line number of the item being referenced.
Comm Line	3.0	**Requires Input.** Enter the commodity line number of the purchase order referenced.
Invoice	12.0	**Requires Input.** Enter the vendor's invoice number used on the associated Quick Vendor Invoice (VIQ) document.
Invoice Line	3.0	**Requires Input.** Enter the vendor invoice line number on the referenced VIQ.
Fund	4.0	Defaults to fund code entered on referenced purchase order.
Agency	3.0	Defaults to agency code entered on referenced purchase order.
Organization (Org/Sub)	4.0	Defaults to organization code entered on referenced purchase order.
Sub-Organization (Org/Sub)	2.0	Defaults to sub-organization(org/sub) code entered on referenced purchase order.
Appr Unit	9.0	Defaults to appropriation unit code entered on referenced purchase order.
Activity	4.0	Defaults to activity code entered on referenced purchase order.
Function	4.0	Defaults to function code entered on referenced purchase order.
FA Type	1.0	**Conditional.** This field is required for a Fixed Asset object. Enter the Fixed Asset Type. These values are user-defined values on Fixed Asset Type (FATP).
Desc	17.0	Defaults to desciption code entered on referenced purchase order.
Object (Object/Sub)	4.0	Defaults to object code entered on referenced purchase order.

Sub-Object (Object/Sub)	2.0	Defaults to sub-object agency code entered on referenced purchase order.
Rev Srce (Rev Srce/Sub**)**	4.0	**Not Applicable.** Do not enter data in this field.
Sub-Revenue **(Rev Srce/Sub)**	2.0	**Not Applicable.** Do not enter data in this field.
Job / Project	6.0	Defaults to job/project code entered on referenced purchase order.
Rept Cat	4.0	Defaults to reporting category code entered on referenced purchase order.
BS Account	4.0	Defaults to balance sheet account code entered on referenced purchase order.
Amount	14.2	**Requires Input.** Enter the amount associated with the payment line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not enter a positive/negative sign; the increase/decrease indicator determines whether this is added to or subtracted from the original amount.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are **Default [blank]** and **Increase [I]**. Valid values on a modification document are **Increase [I]** if **Amount** is increasing, or **Decrease [D]** if **Amount** is decreasing. If **Amount** is blank, select **Default [blank]**.
Disc Type	1.0	**Input Optional.** If a vendor discount policy applies to this voucher line, enter the appropriate discount type from Discount Type (DISC). The cash disbursement process determines whether the discount can actually be taken at the time the check is printed.
Quantity	12.0	**Input Optional.** Required if **Fixed Asset Indicator** is **Create Multiple Shells [Q]**. Enter the number of items, otherwise, this field is optional.
Def/Inc/Dec	1.0	**Input Optional.** Default is **Default [blank]**. Valid values on a new document are: **Default [blank]**. Valid values on a modification

		document are **Increase [I]** if Quanitity is increasing or **Decrease [D]** if Quantity is decreasing. If Quanitity is blank, select **Default [blank]**.
Freight	14.2	**Not Applicable.** Do not enter data in this field.
Def/Inc/Dec	1.0	**Not Applicable.** Do not enter data in this field.
Tax Code	3.0	**Not Applicable.** Do not use this field.
P/F	1.0	**Input Optional.** Defaults to **Default [blank]**. This field is used only when a purchase order is referenced. Valid values are: **Default [blank]** - This will leave this field blank. **Partial [P]** - Using this value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order line amount). **Final [F]** - If the total amount expensed equals the purchase order line amount, then the purchase order line is closed automatically, and this value is optional. Select **Final [F]** - if the total amount expensed is *less than* the purchase order amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is *more than* the purchase order amount (the item cost more than expected). A maximum limit of $50.00 or 5% exists for how much the total amount expensed can exceed the purchase order amount.

Vendor Performance Inquiry (1 of 2) (VPER)

Purpose

The Vendor Performance Inquiry (1 of 2) (VPER) table maintains historical information on all vendors. The Vendor Performance Program updates this table during the nightly cycle. Document processing also updates the year-to-date orders, the number of cancellations, the number of vendor cancelled lines and year-to-date order line fields. The total fields are rolled to the prior year totals (and the total fields re-initialized) by the Vendor Performance Rollover Program. Purchase Orders, Receiver Documents and Vendor Invoices all provide data which is displayed in this table. Totals for year-to-date and prior fiscal year are displayed.

The data compiled in the **PC** column include both Quick Centralized Purchase Order (PCQ) Documents and Total Cost Purchase Order (PCT) Documents.

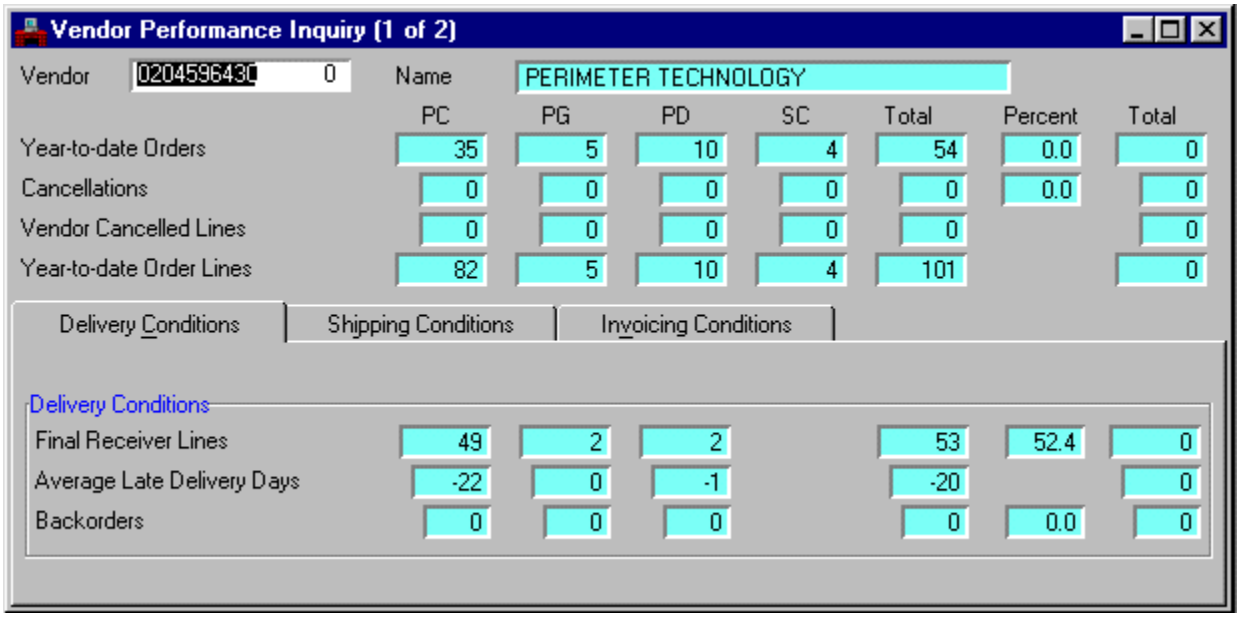
The data compiled in the **PG** column applies to Quick Price Agreement (PGQ) Documents.

The data compiled in the **PD** column applies to Quick Decentralized Purchase Order (PDQ) Documents.

The data compiled in the **SC** column include both Service Contract (SC) Documents and Simplified Service Contract (SCS) Documents.

The data compiled for **Delivery Conditions, Shipping Conditions, and Invoicing Conditions** apply only to PCQ, PDQ, and PGQ documents.

VPER Coding Instructions

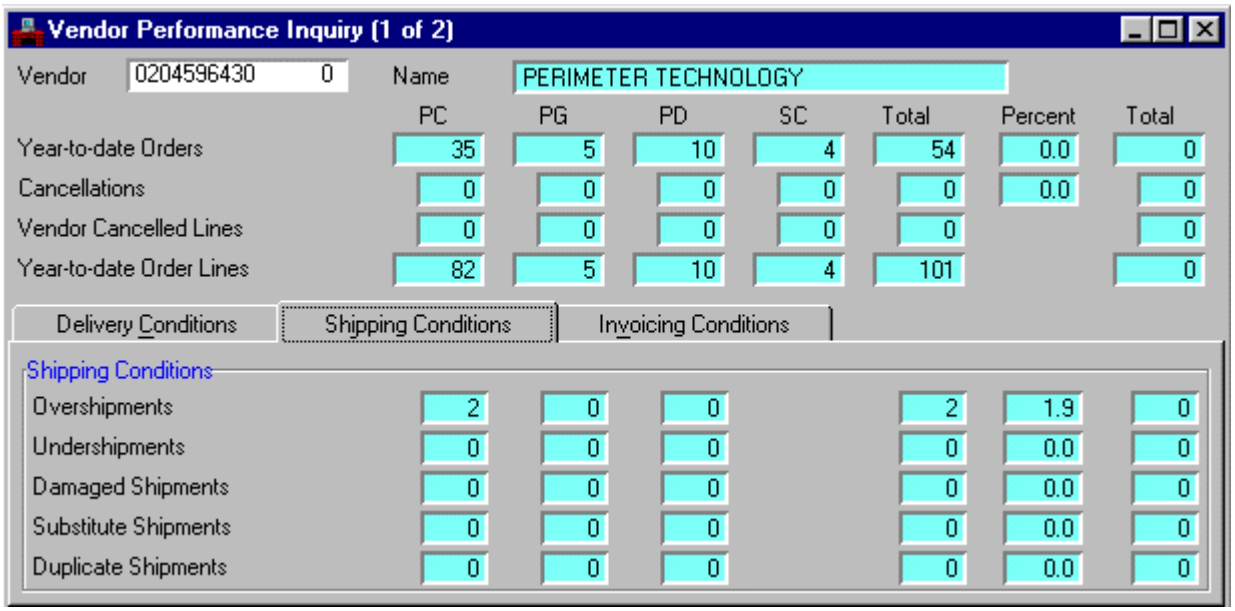


Field Name	Length	Definition
Header and Delivery Conditions View		
Vendor	11	**Requires Input.** Enter a valid vendor code. Refer to Vendor Index (VEND) for valid codes.

Name	30	**Display Only.** Displays the corresponding vendor name as inferred from Vendor Index (VEND).
Year-to-Date Orders (PC, PG, PD, and SC)	6	**Display Only.** The total number of purchase orders by order type is indicated.
Year-to-Date Orders (First Total Field)	6	**Display Only.** The total number of all types of purchase orders for the year-to-date is indicated.
Year-to-Date Orders (Percent)	4	**Display Only.** Total percent of cancelled orders for the year-to-date is indicated.
Year-to-Date Orders (Second Total Field)	6	**Display Only.** The total number of all types of purchase orders from the previous fiscal year is indicated.
Cancellations (PC, PG, PD, and SC)	4	**Display Only.** The total number of cancellations by purchase order type is indicated.
Cancellations (First Total Field)	4	**Display Only.** The total number of cancellations for all purchase order types for the year-to-date is indicated.
Cancellations (Percent)	4	**Display Only.** The computed percentage - number of purchase order lines canceled divided by the total number of processed order lines - for the year-to-date is indicated.
Cancellations (Second Total Field)	4	**Display Only.** The total number of purchase order cancellations from the previous fiscal year is indicated.
Vendor Cancelled Lines	4	**Display Only.** The total number of commodity lines cancelled by purchase order type is indicated.
Vendor Cancelled Lines (First Total Field)	4	**Display Only.** The total number of cancellations on a commodity line basis for all types of purchase orders for the year-to-date is indicated.
Vendor Cancelled Lines (Second Total Field)	4	**Display Only.** The total number of cancellations on a commodity line basis from the previous fiscal year is indicated.

Year-to-Date Order Lines (PC, PG, PD, and SC)	6	**Display Only.** The total number of commodity lines by purchase order type on a year-to-date basis is indicated.
Year-to-Date Order Lines (First Total Field)	6	**Display Only.** The total number of commodity lines for all types of purchase orders on a year-to-date basis is indicated.
Year-to-Date Order Lines (Second Total Field)	6	**Display Only.** The total number of commodity lines for all types of purchase orders from the previous fiscal year is indicated.
Final Receiver Lines (PC, PG, PD)	6	**Display Only.** The total number of finalized lines on Receiver (RC) Documents by purchase order type, for year-to-date is indicated.
Final Receiver Lines (First Total Field)	6	**Display Only.** The total number of finalized lines on Receiver (RC) Documents for all purchase order types is indicated.
Final Receiver Lines (Percent)	4	**Display Only.** The percentage of finalized commodity lines on Receiver (RC) Documents on a year-to-date basis is indicated.
Final Receiver Lines (Second Total Field)	6	**Display Only.** The total number of finalized commodity lines on Receiver (RC) Documents from the previous fiscal year is indicated.
Average Late Delivery Days	5	**Display Only.** The total average late delivery days by purchase order type, for year-to-date is indicated.
Average Late Delivery Days (First Total Field)	5	**Display Only.** The average late delivery days for all purchase order types combined, for year-to-date is indicated.
Average Late Delivery Days (Second Total Field)	5	**Display Only.** The average late delivery days for all purchase order types combined from the previous fiscal year is indicated.
Backorders	4	**Display Only.** The total number of backorders by purchase order type, for year-to-date is indicated.

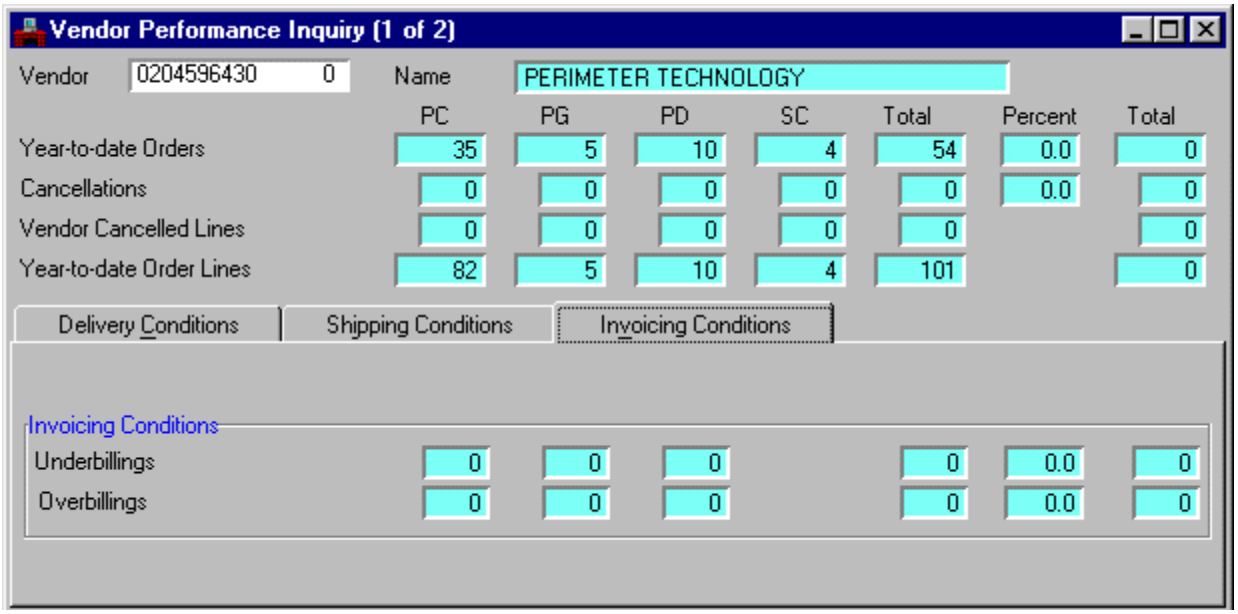
Backorders (First Total Field)	4	**Display Only.** The total number of backorders for all types of purchase orders, for year-to-date is indicated.
Backorders (Percent)	4	**Display Only.** The computed percentage - number of backorders divided by total number of orders - on a year-to-date basis is indicated.
Backorders (Second Total Field)	4	**Display Only.** The total number of backorders from the previous fiscal year is indicated.



Field Name	Length	Definition
Shipping Conditions View		
Overshipments (PC, PG, PD)	4	**Display Only.** The total number of overshipments by type of purchase order is indicated.
Overshipments (First Total Field)	4	**Display Only.** The total number of overshipments for all purchase order types, for year-to-day is indicated.
Overshipments (Percent)	4	**Display Only.** The computed percentage - number of overshipments divided by total number of shipments - on a year-to-date basis is indicated.
Overshipments (Second Total Field)	4	**Display Only.** The total number of overshipments from the previous fiscal year is indicated.

Undershipments (PC, PG, PD)	4	**Display Only.** The total number of undershipments for each purchase order document is indicated.
Undershipments (First Total Field)	4	**Display Only.** The total number of undershipments for all purchase order types, for year-to-date is indicated.
Undershipments (Percent)	4	**Display Only.** The computed percentage - number of undershipments divided by total number of shipments - on a year-to-date basis is indicated.
Undershipments (Second Total Field)	4	**Display Only.** The total number of undershipments from the previous fiscal year is displayed.
Damaged Shipments (PC, PG, PD)	4	**Display Only.** The total number of damaged shipments by type of purchase order, for year-to-date is indicated.
Damaged Shipments (First Total Field)	4	**Display Only.** The total number of damaged shipments for all types of purchase orders, for year-to-date is indicated.
Damaged Shipments (Percent)	4	**Display Only.** The computed percentage - number of damaged shipments divided by total shipments - on a year-to-date basis is indicated.
Damaged Shipments (Second Total Field)	4	**Display Only.** The total number of damaged shipments from the previous fiscal year is indicated.
Substitute Shipments	4	**Display Only.** The total number of substitute shipments by purchase order type, for year-to-date is indicated.
Substitute Shipments (First Total Field)	4	**Display Only.** The total number of substitute shipments for all type of purchase orders, for year-to-date is indicated.
Substitute Shipments (Percent)	4	**Display Only.** The computed percentage - number of substitute shipments divided by total shipments - on a year-to-date basis is indicated.
Substitute Shipments (Second Total Field)	4	**Display Only.** The total number of substitute shipments from the previous fiscal year is indicated.

Duplicate Shipments (PC, PG, PD)	4	**Display Only.** The total number of duplicate shipments by purchase order type for year-to-date is indicated.
Duplicate Shipments (First Total Field)	4	**Display Only.** The total number of duplicate shipments for all purchase order types for year-to-date is indicated.
Duplicate Shipments (Percent)	4	**Display Only.** The computed percentage - number of duplicate shipments divided by total shipments - is indicated.
Duplicate Shipments (Second Total Field)	4	**Display Only.** The total number of duplicate shipments from the previous fiscal year is indicated.



Field Name	Length	Definition
Invoicing Conditions View		
Underbillings (PC, PG, PD)	4	**Display Only.** The total number of underbillings by purchase order type, for year-to-date is indicated.
Underbillings (First Total Field)	4	**Display Only.** The total number of underbillings for all types of purchase orders, for year-to-date is indicated.
Underbillings (Percent)	4	**Display Only.** The computed percentage - number of underbillings divided by total number of purchase order - on a year-to-date basis is indicated.

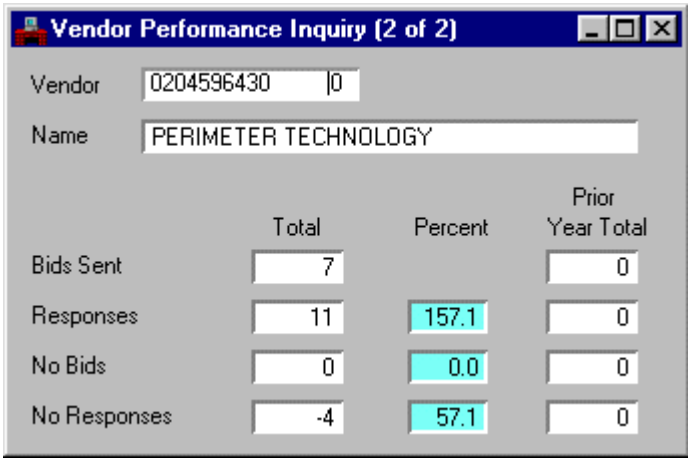
Underbillings (Second Total Field)	4	**Display Only.** The total number of underbillings from the previous fiscal year is indicated.
Overbillings (PC, PG, PD)	4	**Display Only.** The total number of overbillings by type of purchase order document, for year-to-date is indicated.
Overbillings (First Total Field)	4	**Display Only.** The total number of overbillings for all types of purchase orders, for year-to-date is indicated.
Overbillings (Percent)	4	**Display Only.** The computed percentage - number of overbillings divided by total number of purchase orders - on a year-to-date basis is indicated.
Overbillings (Second Total Field)	4	**Display Only.** The total number of overbillings from the previous fiscal year is indicated.

Vendor Performance Inquiry (2 of 2) (VPE2)

Purpose

The Vendor Performance Inquiry (2 of 2) (VPE2) table maintains information on all vendors based on information compiled by the bid tracking process. The Vendor Performance program adds and updates this table during the nightly cycle. The total fields are rolled to the prior year totals (and the total fields re-initialized) by the Vendor Performance Rollover program.

VPE2 Coding Instructions



Field Name	Length	Definition

Vendor	11	**Requires Input.** Enter the vendor code. Valid codes are defined on Vendor (1 of 3) (VEN2).
Name	30	**Display Only.** Displays the name associated with the vendor code as inferred from Vendor (1 of 3) (VEN2).
Bids Sent (Total)	6	**Display Only.** Indicates the number of bids sent to the vendor.
Bids Sent (Prior Year Total)	6	**Display Only.** Indicates the number of bids sent to the vendor during the previous fiscal year.
Responses (Total)	6	**Display Only.** Indicates the number of bids to which the vendor responded.
Responses (%)	**5**	**Display Only.** Indicates the percent of bids to which the vendor responded.
Responses (Prior Year Total)	6	**Display Only.** Indicates the number of bids to which the vendor responded during the previous fiscal year.
No Bids (Total)	6	**Display Only.** Indicates the number of "no bids" sent in by the vendor.
No Bids (%)	5	**Display Only.** Indicates the percent of "no bids" sent in by the vendor.
No Bids (Prior Year Total)	6	**Display Only.** Indicates the number of "no bids" sent in by the vendor during the previous fiscal year.
No Responses (Total)	6	**Display Only.** Indicates the number of "no responses" to bids associated with the vendor.
No Responses (%)	5	**Display Only.** Indicates the percent of "no responses" for the vendor.
No Responses (Prior Year Total)	6	**Display Only.** Indicates the number of "no responses" during the previous fiscal year associated with the vendor.

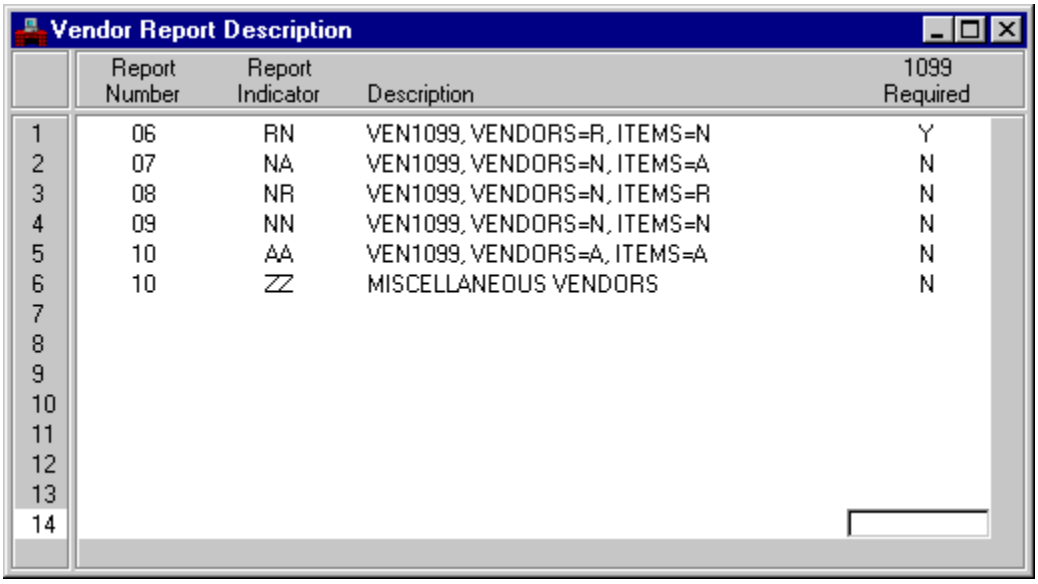
Vendor Report Description (VRPD)

Purpose

This table defines the valid values for the Report (1-10) fields selected on the Vendor (2 of 3) (VEN3) table. These fields are used to classify vendors for reporting purposes.

These report indicators can be used as part of the Form 1099 Vendor Review/Audit processes. The **1099 Required** field will be selected as **Yes [Y]** on this table for those **Report** indicators defined to be used as part of the review/audit process. The system issues a warning message if the **1099 Indicator** field on the VEN3 record is **No [N]** but the **1099 Required** field for the associated **Report (1-10)** field on the VRPD table is selected as **Yes [Y]**.

VRPD Coding Instructions



Field Name	Length	Definition
Report Number	2.0	**Requires Input.** Enter a number between 01 and 10 inclusive. This field is used for validation of the **Report (1-10)** indicator on the Vendor (2 of 3) (VEN3) table. The current valid values for the State of Missouri are: [06] Vendor Holds
Report Indicator	2.0	**Requires Input.** Enter a two digit alphanumeric value. This field is used for validation of the value entered in the **Report (1-10)** field on the Vendor (2 of 3) (VEN3) table.

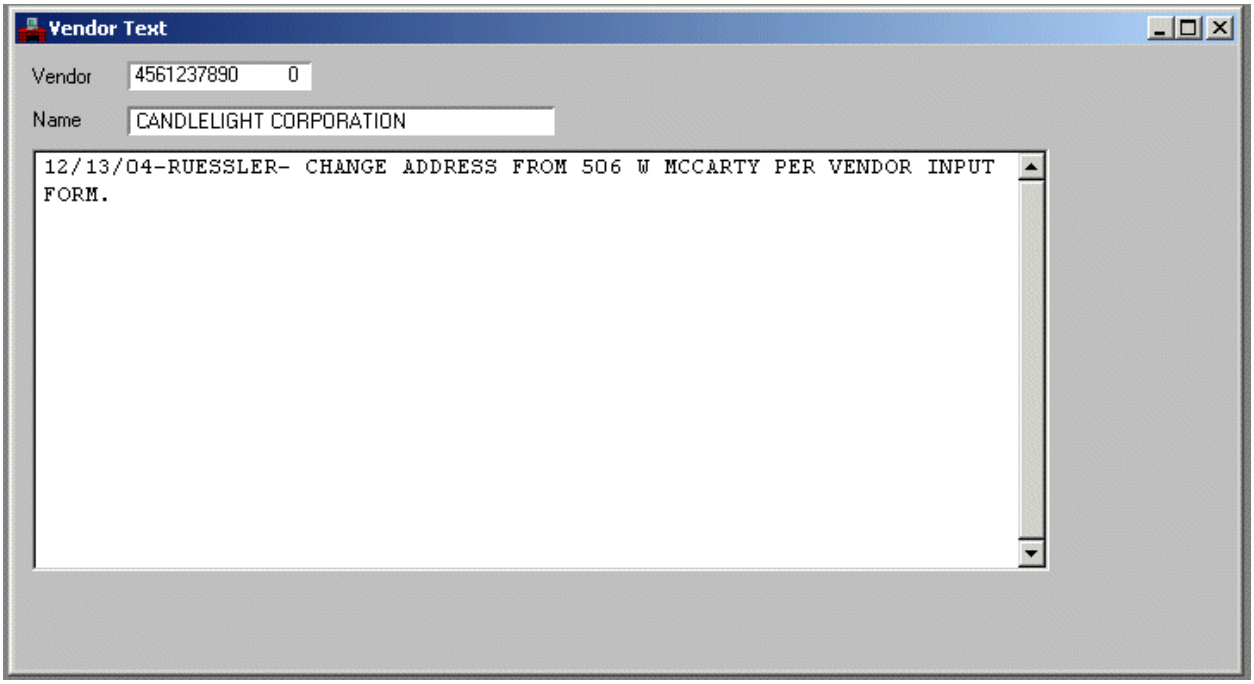
		The valid values for **Report Number (6)** are: [H] IRS Levy [R] Department of Revenue Hold
Description	30.0	**Requires Input.** Enter the description associated with the defined **Report Indicator**. Please refer to the example above.
1099 Required	1.0	**Input Optional.** Default is **No [N]**. Select **Yes [Y]** if the **1099 Indicator** on the Vendor (2 of 3) (VEN3) record should be **Yes [Y]** for any vendor referencing the **Report Number** and **Report Indicator**.

Vendor Text (VTXT)

Purpose

Vendor Text (VTXT) allows authorized OA users to record information about vendors. Agencies have inquiry access to the VTXT table.

VTXT Coding Instructions



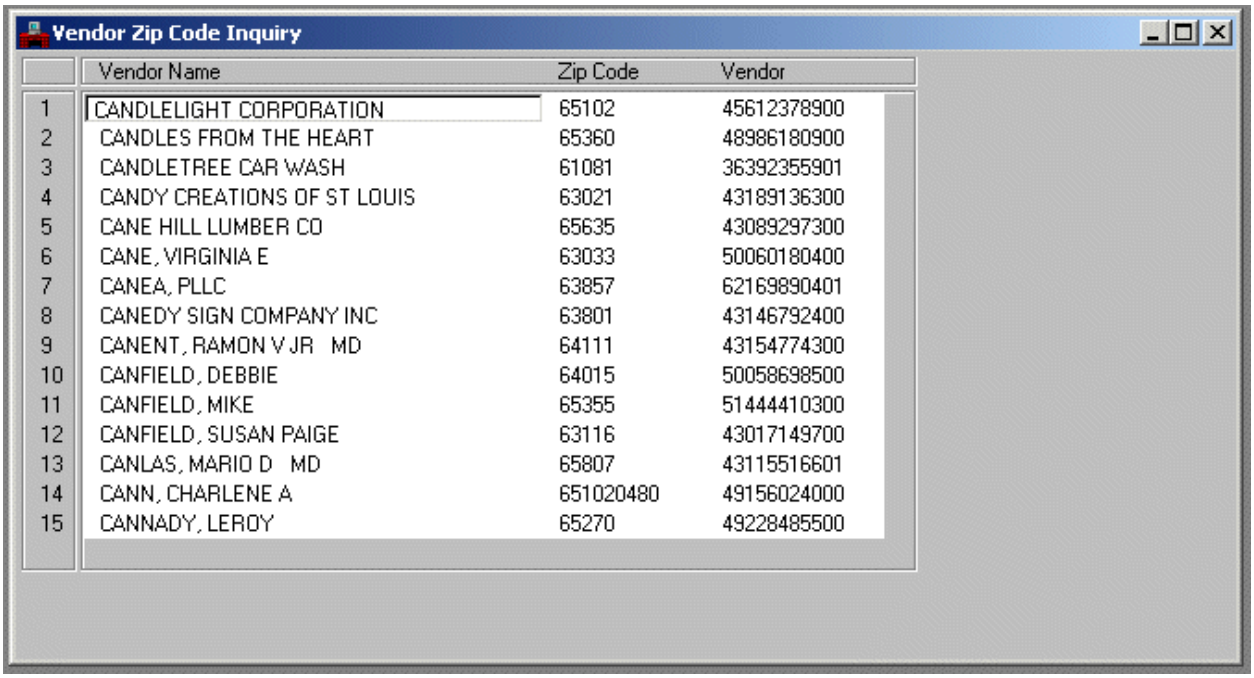
Field Name	Length	Definition
Vendor	11.0	**Input Required.** Enter the vendor code. See Vendor (1 of 3) (VEN2) for valid values or use Vendor Name Inquiry (VNAM) to search for valid vendor codes using the vendor's name.
Name	30.0	Default is inferred from Vendor (1 of 3) (VEN2).
Text	60.0	Displays text associated with the vendor.

Vendor Zip Code Inquiry (VZIP)

Purpose

Vendor Zip Code Inquiry (VZIP) provides a list of vendor zip codes. It is an alternate view of Vendor (1 of 3) (VEN2) and is an inquiry only table. It is typically used to find the zip code and specific vendor code associated with a vendor's name. You may inquire using the Vendor Name alone or with the Zip Code to find the associated Vendor code.

VZIP Coding Instructions



Field Name	Length	Definition

Vendor Name 30

Input Required. Enter the name of the vendor.

Zip Code 10

Enter 5 or 9 digit zip code, if desired.

Vendor 11

Displays the vendor code associated with the zip code.

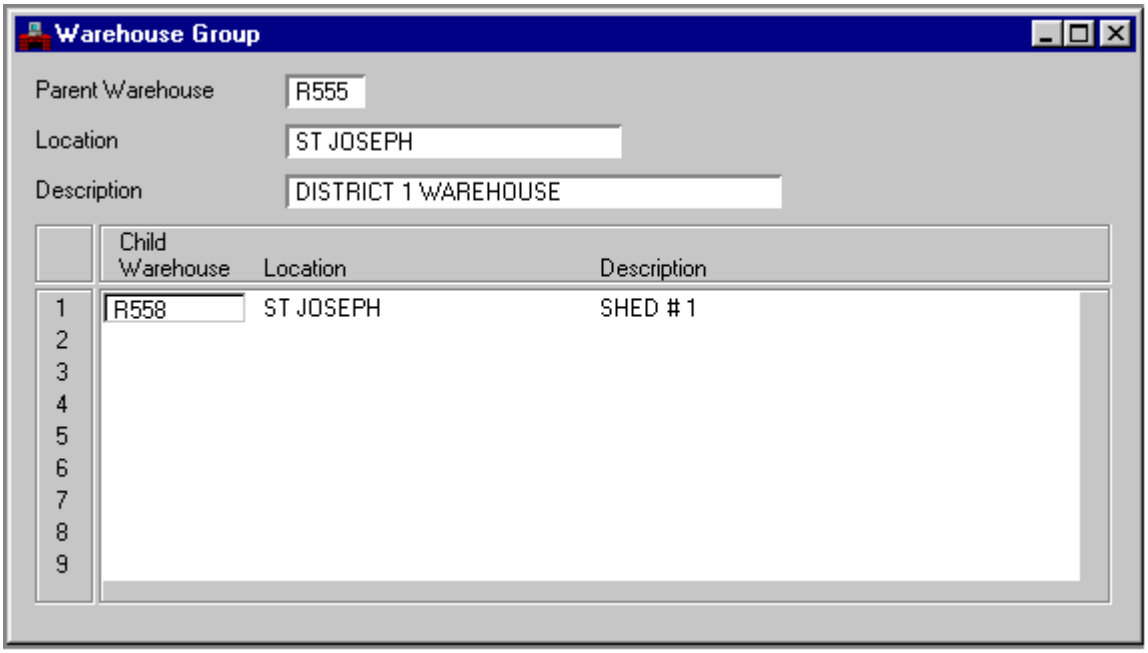
W

Warehouse Group (WHSG)

Purpose

Warehouse Hierarchies are established on the Warehouse Group (WHSG) table. Warehouse hierarchies specify relationships between each central warehouse and its corresponding satellite warehouses.

WHSG Coding Instructions



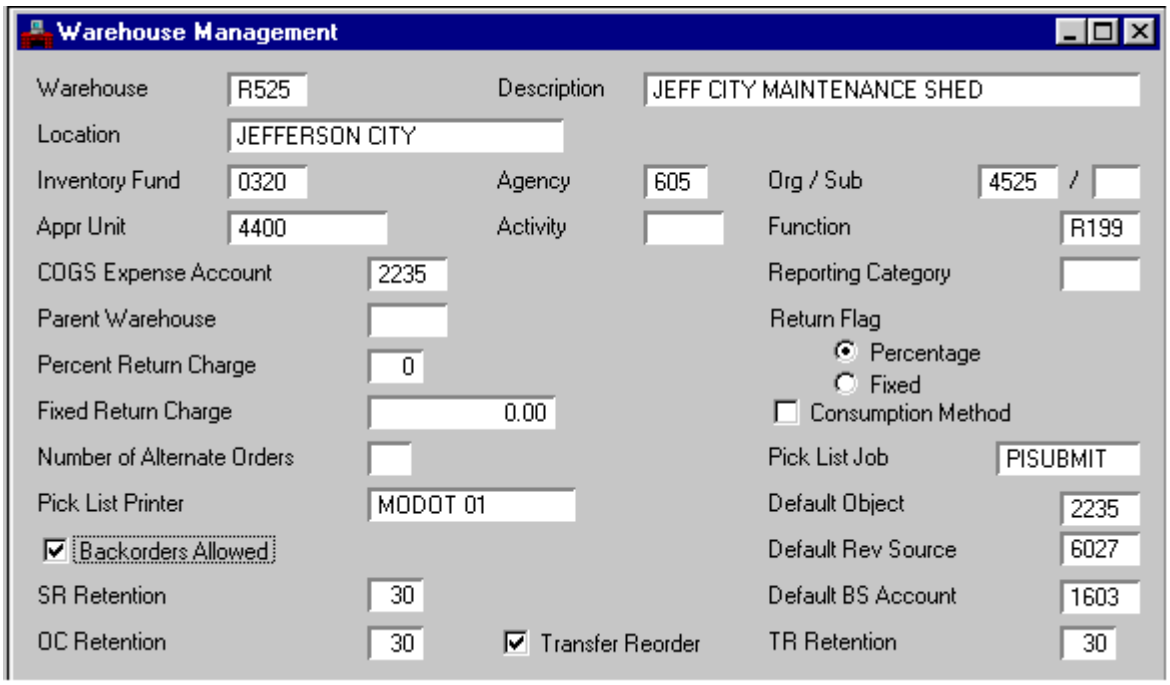
Field Name	Length	Definition
Parent Warehouse	4	**Requires Input**. Enter the warehouse code that is to serve as the "parent" warehouse. The parent warehouse is a central warehouse that has children (satellite) warehouses. Refer to Warehouse Management (WHS2) table for valid codes.
Location	20	**Display Only**. The location of the parent warehouse is inferred from WHS2.
Description	30	**Display Only**. The description of the parent warehouse is inferred from WHS2.
Child Warehouse	4	**Requires Input**. Enter the warehouse to act as the "child" or "satellite" warehouse. Refer to the WHS2 for valid codes.
Location	20	**Display Only**. The location of the child warehouse is inferred from WHS2.
Description	30	**Display Only**. The description of the child warehouse is inferred from WHS2.

Warehouse Management (WHS2)

Purpose

All warehouses in the Inventory Control Subsystem are established on the Warehouse Management (WHS2) table. The WHS2 table consists of detailed information for each warehouse. It displays general warehouse information as well as specific operating conditions and document retention information.

WHS2 Coding Instructions



Field Name	Length	Definition
Warehouse	4	**Requires Input**. Assign a 4-character warehouse code based on the following criteria: The first character must be the agency's statewide identifier as defined in the Chart of Accounts. The remaining three characters will be defined by the agency.
Description	30	**Requires Input**. Enter a detailed description of the warehouse.
Location	20	**Requires Input**. Enter the location of the warehouse, i.e., city and/or county.
Inventory Fund	4	**Requires Input**. Enter the inventory fund that is used for requisitions. Refer to Fund Index (FUND) for valid codes.
Agency	3	**Requires Input**. Enter the agency under which the warehouse operates. Refer to Agency Index (AGCY) for valid codes.
Organization Org/Sub	4	**Requires Input**. Enter the code for the appropriate Organization. Refer to Organization Index (ORGN) for valid codes.
Sub-Organization Org/Sub	2	**Input Optional**. If the control option on the Organization (ORG2) table requires the use of a Sub-Organization, or an agency chooses to use a Sub-Organization, enter the code for the

		appropriate Sub-Organization. Refer to Sub-Organization (SORG) table for valid codes.
Appr Unit	9	**Requires Input**. Enter the code for the applicable Appropriation. Refer to the Appropriation Index (Extended) (EAPP) table for valid codes.
Activity	4	**Input Optional**. If the control option on Fund Agency (FGY2) table requires the use of an Activity, or an agency chooses to use an Activity, enter the code for the appropriate Activity. Refer to Activity Index (ACTV) table for valid codes.
Function	4	**Requires Input**. Enter the code for the appropriate Function. Refer to Function (FUNC) table for valid codes.
COGS Expense Account	4	**Requires Input**. Enter the items that are booked against this Cost of Goods Sold (COGS) expense account upon issue. Refer to Object Index (OBJT) for valid codes.
Reporting Category	4	**Input Optional**. If this document records an expenditure related to a grant, enter the appropriate Reporting Category code. Refer to the Reporting Category (RPTG) table for valid codes.
Parent Warehouse	4	**Input Optional**. Enter the warehouse code for the parent warehouse, if applicable. Refer to Warehouse Group (WHSG) for valid codes.
Return Flag	...	**Input Optional**. Defaults to **Percentage**. Valid selections are: **Percentage -** a fee based on a percentage of the unit price will be charged if items are returned to the warehouse. **Fixed -** a fixed fee will be charged if items are returned to the warehouse.
Percent Return Charge	3	**Input Optional.** If the **Return Flag** is **Percentage,** enter a number to designate a percentage. This is the percentage fee that will be charged for the return of stock items to this warehouse. The fee is calculated based on a percentage (entered in this field) of the stock item's unit price.

Fixed Return Charge	3	**Input Optional**. If the **Return Flag** is **Fixed**, enter the amount to be charged for returning stock items to this warehouse.
Consumption Method	…	**Not Applicable**. The Consumption Method will not be used by the State of Missouri.
Number of Alternate Orders	2	**Input Optional**. Enter a number for the number of orders used to calculate average lead time.
Pick List Job	8	**Requires Input**. Enter the value of the key on JCL (JCLT) used to locate the commands that execute the pick list report.
Pick List Printer	12	**Requires Input**. Enter the printer ID for this warehouse. Defaults for pick and issue process.
Default Object	4	**Requires Input**. Enter the object code for which items are purchased from inventory. Refer to Object Index (OBJT) for valid values.
Backorders Allowed	…	**Input Optional**. Select if the warehouse permits backordering of its stock. If cleared, backordering is not permitted.
Default Rev Source	4	**Requires Input**. Enter the revenue source code for which items are issued from inventory. Refer to Revenue Source Index (RSRC) for valid codes.
SR Retention	3	**Requires Input**. Enter the number of days that the open stock requisition header and line records are stored online after their status is closed.
Default BS Account	4	**Requires Input**. Enter the balance sheet account for items stored in inventory. Refer to Balance Sheet Account Index (BACC) for valid codes.
OC Retention	3	**Requires Input**. Enter the number of days that the over the counter header and line records are stored online after their status is closed.
Transfer Reorder	…	**Input Optional**. Select to include transfer quantities on Inventory Inquiry (2 of 3) (INV2) for the warehouse issuing the items. This value causes the system to include transferred items when

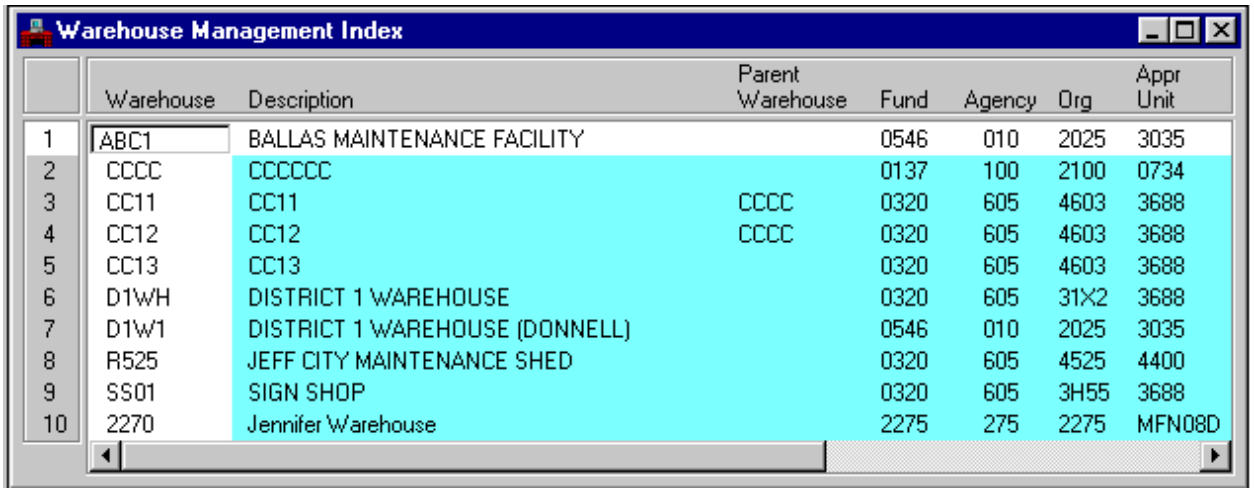
		calculating reorder quantities. Leave cleared if you want the system to ignore transferred items when calculating reorder quantities.
TR Retention	3	**Requires Input**. Enter the number of days that the transfer receipt header and line records are stored online after their status is closed.

Warehouse Management Index (WHSE)

Purpose

Warehouse Management Index (WHSE) consists of related information for each warehouse. This table is an alternate view of the Warehouse Management (WHS2) table.

WHSE Coding Instructions



	Warehouse	Description	Parent Warehouse	Fund	Agency	Org	Appr Unit
1	ABC1	BALLAS MAINTENANCE FACILITY		0546	010	2025	3035
2	CCCC	CCCCCC		0137	100	2100	0734
3	CC11	CC11	CCCC	0320	605	4603	3688
4	CC12	CC12	CCCC	0320	605	4603	3688
5	CC13	CC13		0320	605	4603	3688
6	D1WH	DISTRICT 1 WAREHOUSE		0320	605	31X2	3688
7	D1W1	DISTRICT 1 WAREHOUSE (DONNELL)		0546	010	2025	3035
8	R525	JEFF CITY MAINTENANCE SHED		0320	605	4525	4400
9	SS01	SIGN SHOP		0320	605	3H55	3688
10	2270	Jennifer Warehouse		2275	275	2275	MFN08D

Field Name	Length	Definition
Warehouse	4	**Requires Input**. Enter the warehouse code as defined on the Warehouse Management (WHS2) table.
Description	30	**Display Only**. A detailed description of the warehouse is inferred from WHS2.
Parent Warehouse	4	**Display Only**. The parent warehouse code is inferred from WHS2, if a parent exists for this warehouse.

Fund	4	**Display Only**. The fund code used in requisitions from this warehouse is inferred from WHS2.
Agency	3	**Display Only**. The agency code for which this warehouse operates is inferred from WHS2.
Org	4	**Display Only**. The code of the organization responsible for this warehouse is inferred from WHS2.
Appr Unit	4	**Display Only**. The appropriation unit code used in requisitions from this warehouse is inferred from WHS2.
Activity	4	**Display Only**. The activity code used in requisitions from this warehouse is inferred from WHS2.

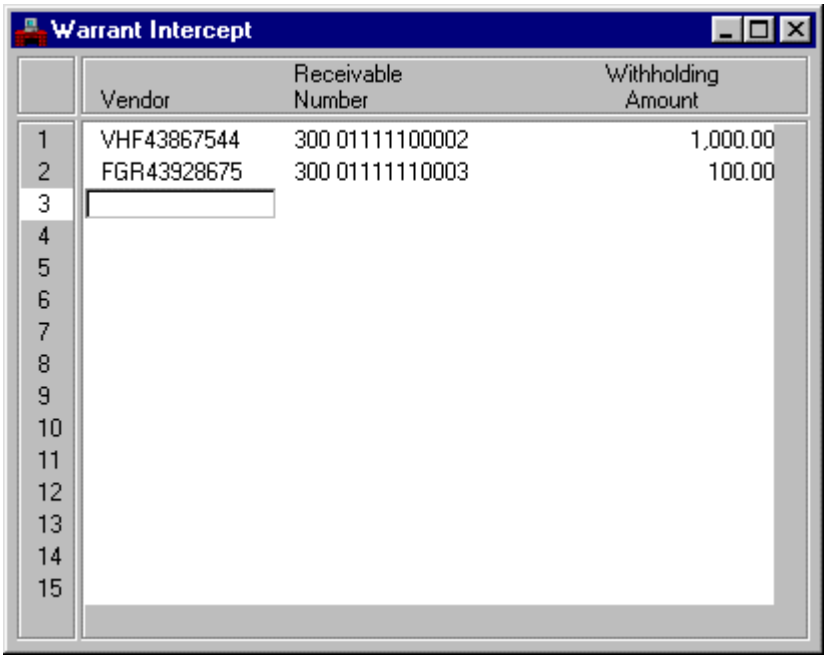
Warrant Intercept (WINT)

Purpose

The warrant intercept functionality may only be used when a state agency has a legally fixed debt and the legal authority (by ***RSMo*** statute, court ruling etc.) to intercept monies from a vendor. In addition, the agency must have a **detailed** receivable recorded in SAM II.

The **Warrant Intercept** (**WINT**) table is used to schedule and withhold full or partial payments from vendors who are also customers of the State of Missouri.

WINT Coding Instructions



Field Name	Length	Definition
Vendor	11.0	**Requires Input.** Enter the Vendor code that corresponds to the Customer code of the delinquent receivable(s). Note: The Vendor code entered in the WINT table must be exactly the same as the Vendor code entered on the VEN2 table that you want to intercept the payment.
Receivable Number	14.0	**Requires Input.** Enter the agency and document ID number of the detailed Receivable (RE) which is delinquent. Note: Only **detailed** receivables that are open can be used with the warrant intercept functionality. Refer to the Open Receivables by Customer Inquiry (OREC), Open Receivables by Due Date Inquiry (ORED) and Open Receivable Header Inquiry (OREH) tables to determine/verify the receivable due date, closed amount, outstanding balance and status.
Withholding Amount	14.2	**Requires Input.** Enter the amount to be withheld from the vendor's payment. Note: The withholding amount **can not** exceed the outstanding balance of the receivable.

Refer to the Open Receivables by Customer Inquiry (OREC), Open Receivables by Due Date Inquiry (ORED) and Open Receivable Header Inquiry (OREH) tables to determine/verify the closed amount and outstanding balance.

Warrant Reconciliation (WREC)

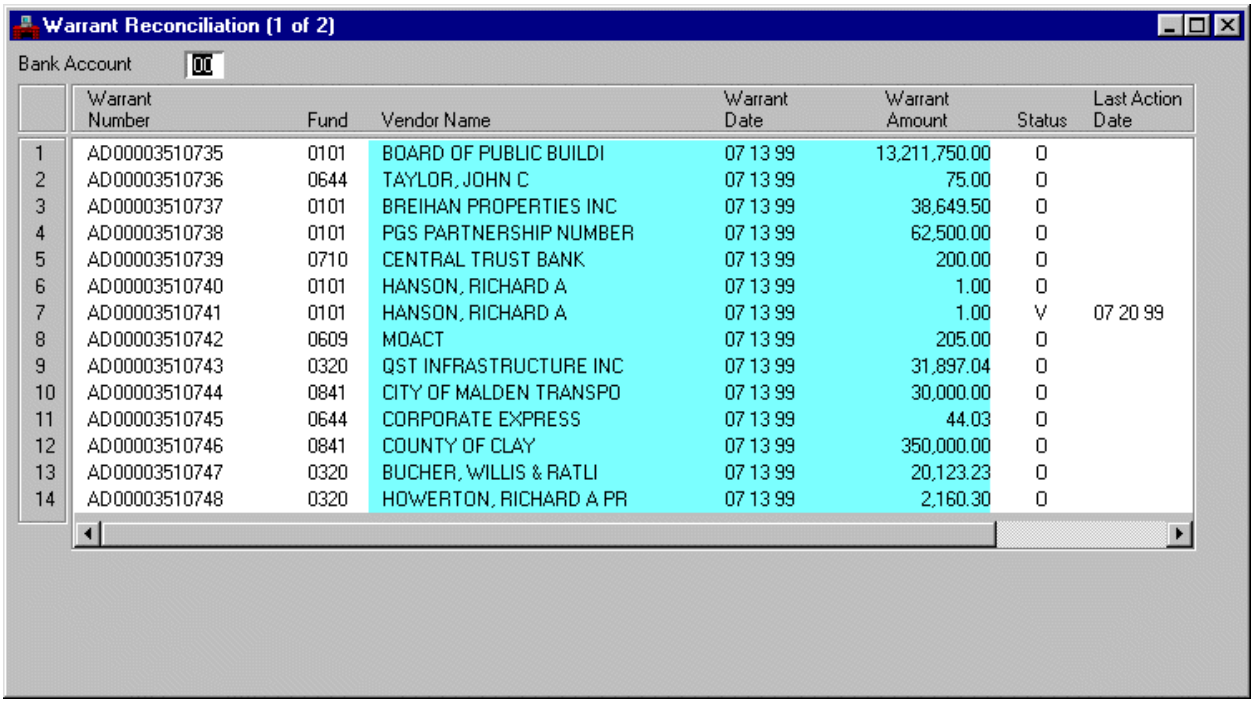
Purpose

The Warrant Reconciliation (WREC) table provides a list of Automated Disbursements, Manual Warrants and Electronic Funds Transfer (EFT) that the SAM II system has issued. The status of the check or EFT is automatically set to "**O**" (outstanding) when the check or EFT is issued. Checks voided during printing because of stub overflow are initially set to a status of "**V**" (voided/canceled). Please refer to Check and EFT Processes for more information about this process.

The status of a check or EFT is automatically changed to "**V**" (voided/canceled) when the system has accepted a Check Cancellation (CX) document. The status may also be changed to "**V**" manually by the Central Accounting Supervisor within OA/ACC when cancelling a check from a closed fiscal year or when canceling a manual check that does not reference a payment voucher. Please refer to the Check and EFT Cancellation procedures for more information.

The WREC table is not used for check or EFT reconciliation as the table is not updated when a check has been cleared by the bank or an EFT has been posted to a bank account. The State Treasurer's Office maintains separate procedures with the State's central bank for maintaining outstanding check information.

WREC Coding Instructions



	Warrant Number	Fund	Vendor Name	Warrant Date	Warrant Amount	Status	Last Action Date
1	AD00003510735	0101	BOARD OF PUBLIC BUILDI	07 13 99	13,211,750.00	0	
2	AD00003510736	0644	TAYLOR, JOHN C	07 13 99	75.00	0	
3	AD00003510737	0101	BREIHAN PROPERTIES INC	07 13 99	38,649.50	0	
4	AD00003510738	0101	PGS PARTNERSHIP NUMBER	07 13 99	62,500.00	0	
5	AD00003510739	0710	CENTRAL TRUST BANK	07 13 99	200.00	0	
6	AD00003510740	0101	HANSON, RICHARD A	07 13 99	1.00	0	
7	AD00003510741	0101	HANSON, RICHARD A	07 13 99	1.00	V	07 20 99
8	AD00003510742	0609	MOACT	07 13 99	205.00	0	
9	AD00003510743	0320	QST INFRASTRUCTURE INC	07 13 99	31,897.04	0	
10	AD00003510744	0841	CITY OF MALDEN TRANSPO	07 13 99	30,000.00	0	
11	AD00003510745	0644	CORPORATE EXPRESS	07 13 99	44.03	0	
12	AD00003510746	0841	COUNTY OF CLAY	07 13 99	350,000.00	0	
13	AD00003510747	0320	BUCHER, WILLIS & RATLI	07 13 99	20,123.23	0	
14	AD00003510748	0320	HOWERTON, RICHARD A PR	07 13 99	2,160.30	0	

Field Name	Length	Definition
Bank Account	2.0	**Requires Input.** Enter the Bank Account code that represents where the check, manual warrant or EFT was originally drawn against. Refer to the Chart of Accounts Guide or Bank Account (BANK) table for valid values.
Warrant Number	13.0	**Requires Input.** Enter the automated disbursements check number (prefixed by AD), manual check number (prefixed by MW), or EFT number (prefixed by EF).
Fund	4.0	**Input Optional.** If the fund used for the check or EFT is known, enter the fund.
Vendor Name	22.0	**Display Only.** Defaults to name of the vendor for whom the check or EFT was produced. This is the name used on the check or EFT. Only the first 22 characters may be displayed in this field, although 30 characters may be stored in the database and printed on the check.
Warrant Date	2.0	**Display Only.** Defaults to the check or EFT date.
Warrant Amount	14.0	**Display Only.** Defaults to the dollar amount drawn from a fund when the check or EFT was issued.

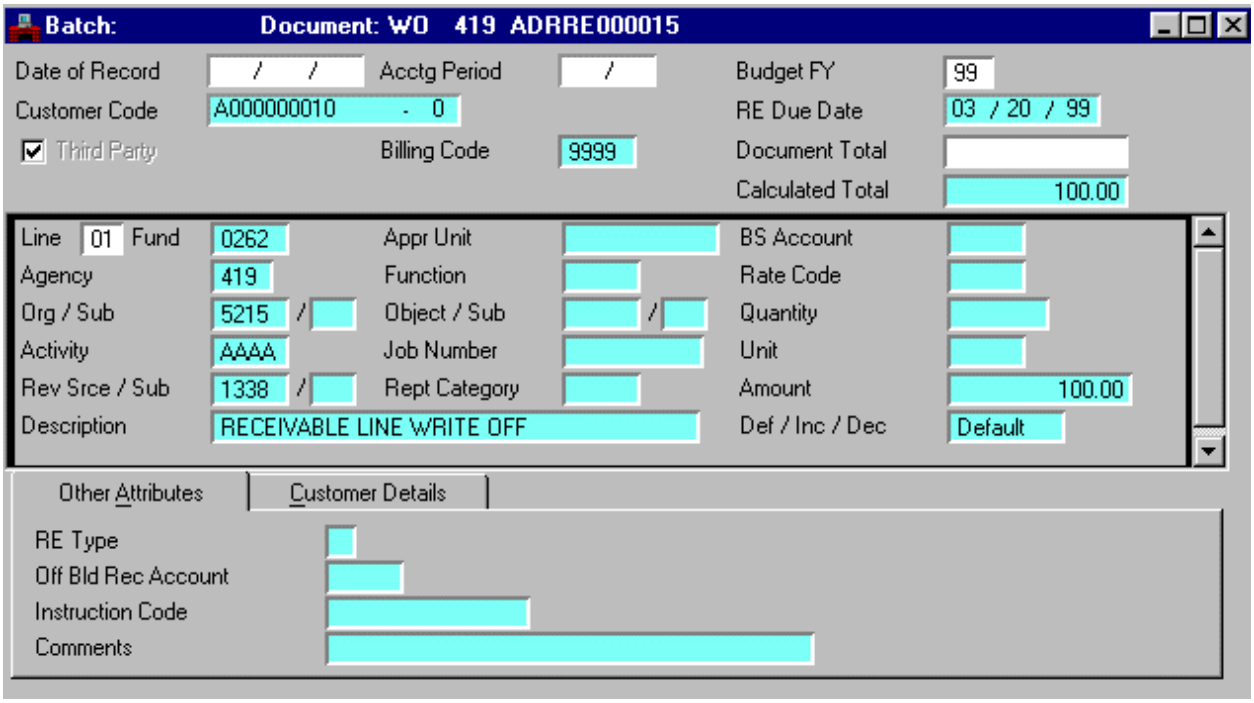
Status	1.0	**Input Optional**. If a MW which did not reference a payment voucher is cancelled, enter "**V**" (voided/canceled). Otherwise, this field defaults to "**O**" (outstanding) unless the check is the result of a stub overflow (refer to Check and EFT Processes procedures) in which case the default is "**V**" (voided/canceled).
Last Action Date	6.0	**Display Only.** Defaults to the date when the value in the **Status** field is changed. If the status is "**O**" (outstanding), the **Last Action Date** field is blank. If the status is "**V**" (voided/canceled), the value in this field will be the date the check was voided/canceled or the EFT was canceled.

Write-Off (WO)

Purpose

The Write-Off (WO) document allows the user to write off or cancel detailed Receivable (RE) documents. OA/ACC will load receivables that are 180 days past due into the Potential Uncollectible Receivable (PUNR) table when the Write-Off process is scheduled, normally at the end of the fiscal year. Agencies will enter an "S" on this table for Receivable that are to be written off. The Process Write-Offs (ARWO) job is run, which system generates a WO document that is loaded to Document Listing (SUSF). Agencies cannot enter this document online.

WO Coding Instructions

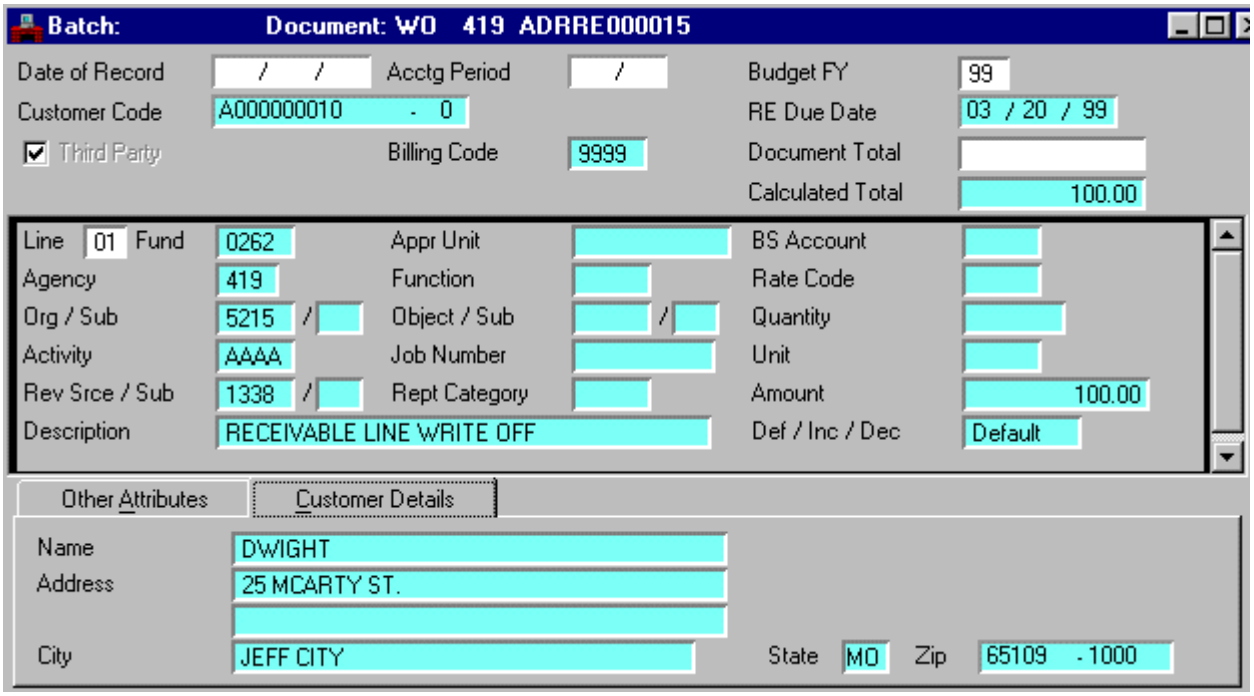


Field Name	Length	Definition
Date of Record	6.0	**Not Applicable**. Default to the date that the system accepts the document. Nothing will appear in this field when processing the document. Do not enter data into this field.
Accounting Period	4.0	**Input Optional.** Defaults to the current accounting period. Nothing will appear in this field when processing the document.
Budget FY	2.0	**Input Optional.** Defaults to the current fiscal year. Nothing will appear in this field when processing the document.
Customer Code	11.0	**Display Only**. Defaults to the customer whose bill is being written-off inferred from the original Receivable (RE) document.
RE Due Date	6.0	**Display Only.** Defaults to the original due date of the receivable. This is inferred from the original Receivable (RE) document.
Third Party	1.0	**Display Only**. Defaults from the original Receivable (RE) document. If on original RE document the Third Party checkbox was selected, it indicates a third party is used for billing the customer.

Billing Code	4.0	**Display Only**. Defaults to the billing code that identifies the billing profile for invoice or statement generation rom the original Receivable (RE) document.
Document Total	14.2	**Not Applicable**. Displays the sum of all lines for this document.
Calculated Total	14.2	**Display Only**. Defaults to the total of the line amounts computed by the system.
Line	2.0	**Display Only.** Defaults to the line number of the original Receivable (RE) that you want to modify.
Fund	4.0	**Display Only.** Defaults to the fund code for which revenue was earned from the original Receivable (RE).
Agency	3.0	**Display Only**. Defaults to the agency code for which the revenue was earned from the original Receivable (RE) line.
Org/Sub	4.0	**Display Only**. Defaults to the organization code from the original Receivable (RE) line.
Org/Sub	2.0	**Display Only**. Defaults to the sub-organization code from the original Receivable (RE) line.
Activity	4.0	**Display Only**. Defaults to the activity code from the original Receivable (RE) line.
Rev Srce/Sub	4.0	**Display Only.** Defaults to the revenue source code from the original Receivable (RE) line.
Rev Srce/Sub	2.0	**Display Only**. Defaults to the sub-revenue source code from the original Receivable (RE) line.
Description	30.0	**Display Only.** Defaults to the description from the original Receivable (RE).
Appr Unit	9.0	**Not Applicable**. Data was not applicable on the original Receivable (RE), therefore nothing will appear in this field.
Function	4.0	**Display Only**. Defaults to the function code from the original Receivable (RE) line.

Object/Sub	4.0	**Not Applicable.** Data was not applicable on the original Receivable (RE), therefore nothing will appear in this field.
Object/Sub	2.0	**Not Applicable.** Data was not applicable on the original Receivable (RE), therefore nothing will appear in this field.
Job Number	8.0	**Display Only**. Defaults to the job number from the original Receivable (RE) line.
Rept Category	4.0	**Display Only**. Defaults to the reporting category code from the original Receivable (RE) line.
BS Account	4.0	**Display Only**. Defaults to the balance sheet account code from the original Receivable (RE) line.
Rate Code	4.0	**Display Only**. Defaults to the rate code used to define the billing rate per unit of measure from the original Receivable (RE) document.
Quantity	7.0	Display Only. Defaults to the number of units purchased by the customer from the original Receivable (RE) document.
Unit	4.0	**Display Only**. Defaults to the unit of measure of the goods purchased by the customer from the original Receivable (RE) document.
Amount	14.2	**Display Only**. Defaults to the amount from the outstanding balance of the original Receivable (RE) line.
Def/Inc/Dec	1.0	**Display Only**. Defaults to **Default [blank]**.
Other Attributes Tab		
RE Type	1.0	**Display Only. S** (summary) indicates that a receivable is a summary receivable and not for billing to customers. This field is inferred from the original Receivable (RE) document.
Off Bld Rec Account	4.0	**Display Only**. Defaults to the balance sheet account code used to record the offset entry from the original Receivable (RE) document.
Instruction Code	12.0	**Display Only**. Defaults to the instruction code used to specify the special instructions you want printed on an invoice from the original Receivable (RE) document.

Comments	30.0	**Display Only**. Defaults to the comments from the original Receivable (RE) document.



Field Name	Length	Definition

Customer Details Tab

Name	30.0	**Display Only**. Defaults to the corresponding customer name from the original Receivable (RE) document.
Address, City, State, Zip	99.0	**Display Only**. Defaults to the customer address information from original Receivable (RE) document.

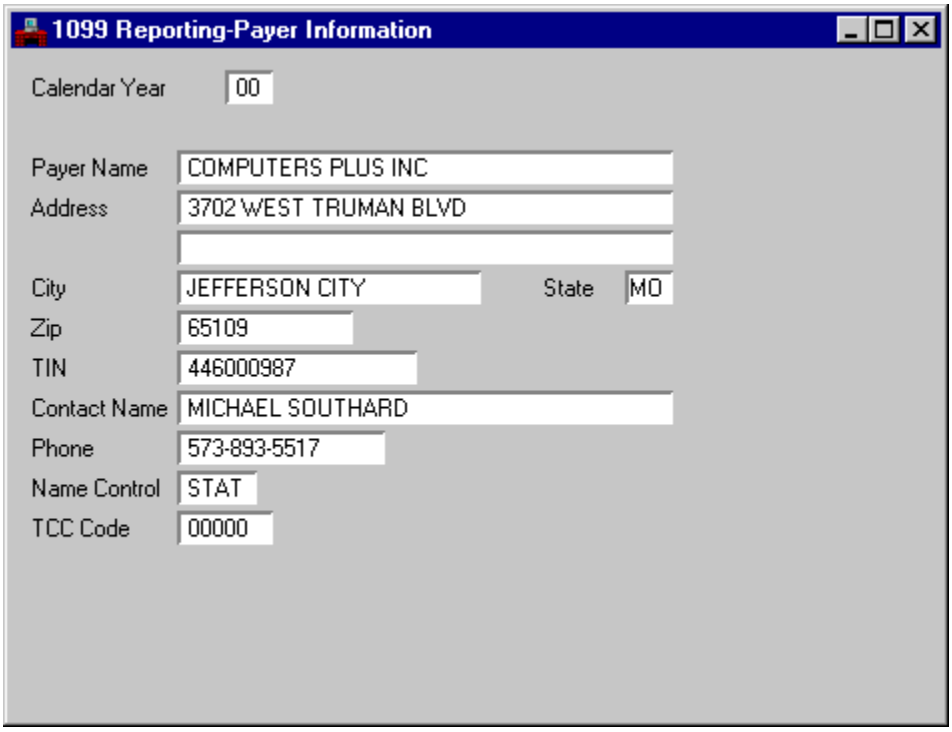
1099

1099 Reporting Payer (TRPT)

Purpose

This table is a control table that defines the payer information to be used for 1099 reporting purposes. The 1099 jobs, which create the magnetic media tape for the IRS, will use the information on this table to create the header information on the 1099 tape.

TRPT Coding Instructions



Field Name	Length	Definition
Calendar Year	2.0	**Requires Input.** Enter the calendar year to which the payer information applies. The year entered must be a valid calendar year in *yy* format.
Payer Name	30.0	**Requires Input.** Enter the payer name. For example, State of Missouri
Address	30.0	**Requires Input.** Enter the address of the payer. Address Line 2 is optional and is not required to be entered.
City	20.0	**Requires Input.** Enter the city of the payer.
State	2.0	**Requires Input.** Enter the state of the payer.
Zip Code	10.0	**Requires Input.** Enter the zip code of the payer. The zip code must be numeric and have at least 5 digits.
TIN	9.0	**Requires Input.** Enter the taxpayer identification number for the State of Missouri.
Contact Name	30.0	**Requires Input.** Enter the name of the Office of Administration, Division of Accounting, Central Accounting Supervisor.

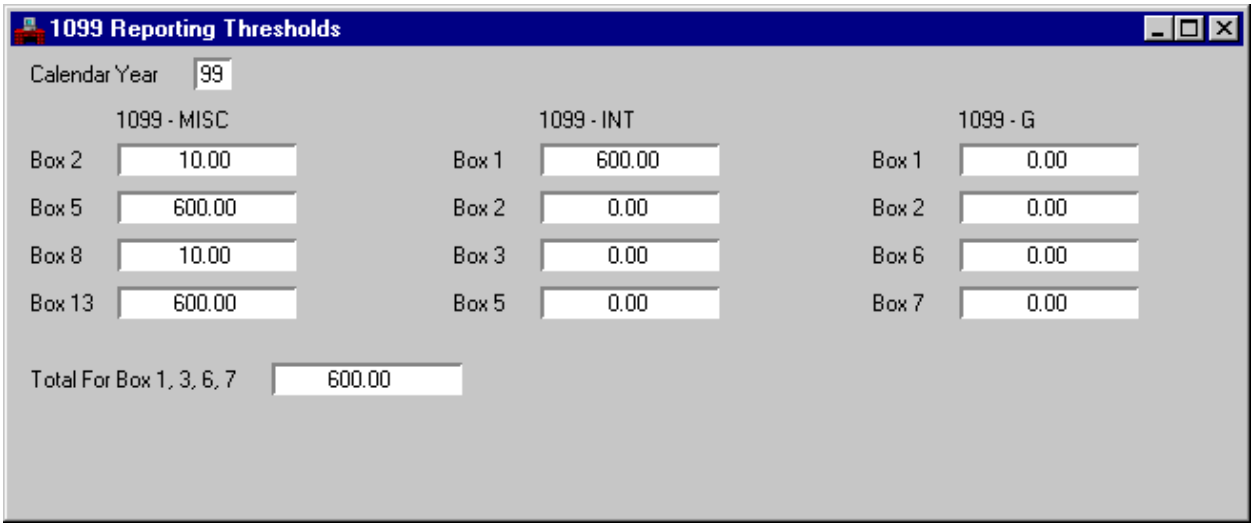
Phone	14.0	**Requires Input.** Enter the phone number for the Office of Administration, Division of Accounting, Central Accounting Supervisor.
Name Control	4.0	**Requires Input.** Used by the Internal Revenue Service to verify the name associated with the taxpayer identification number for the State of Missouri. Enter 'STAT'.
TCC Code	6.0	**Requires Input.** Enter the transmitter control code assigned by the Internal Revenue Service.

1099 Reporting Thresholds (TRP2)

Purpose

This table defines the threshold amounts for each type of return (i.e. 1099-MISC, 1099-INT and 1099-G) and its associated boxes (income types). A threshold amount represents the minimum amount of money that needs to be paid to a vendor in order for the vendor's income to be reported. The threshold amounts set on TRP2 must follow IRS guidelines and therefore should be verified annually when the IRS Instruction document is received.

TRP2 Coding Instructions



<><

Field Name Length Definition

Calendar Year	2.0	**Requires Input.** Enter the calendar year to which the payer information applies. The year entered must be a valid calendar year in *yy* format.
1099-MISC		
Box 2	14.0	**Requires Input.** Enter the threshold dollar limit for **Royalties**.
Box 5	14.0	**Not Applicable.** This field is for the threshold dollar limit for **Fishing Boat Proceeds**. The State of Missouri does not pay or report this type of income.
Box 8	14.0	**Requires Input.** Enter the threshold dollar limit for **Substitute Payments in Lieu of Dividends or Interest**.
Box 13	14.0	**Requires Input.** Enter the threshold dollar limit for **Payments to Attorneys and Golden Parachute Payments**.
Total for Box 1, 3, 6, 7	14.0	**Requires Input.** Enter the total threshold dollar limit for the sum of Box 1, Box 3, Box 6 and Box 7.
1099-INT		
Box 1	14.0	**Requires Input.** Enter the threshold dollar limit for **Interest Income**.
Box 2	14.0	**Requires Input.** Enter the threshold dollar limit for **Early Withdrawal Penalty**.
Box 3	14.0	**Requires Input.** Enter the threshold dollar limit for **Interest on U.S. Savings Bonds and Treasury Obligations**.
Box 5	14.0	**Requires Input.** Enter the threshold dollar limit for **Foreign Tax Paid**.
1099-G		
Box 1	14.0	**Requires Input.** Enter the threshold dollar limit for **Unemployment Compensation**.
Box 2	14.0	**Requires Input.** Enter the threshold dollar limit for **State or Local Income Tax Refunds, Credits, or Offsets**.
Box 6	14.0	**Requires Input.** Enter the threshold dollar limit for **Taxable Grants**.

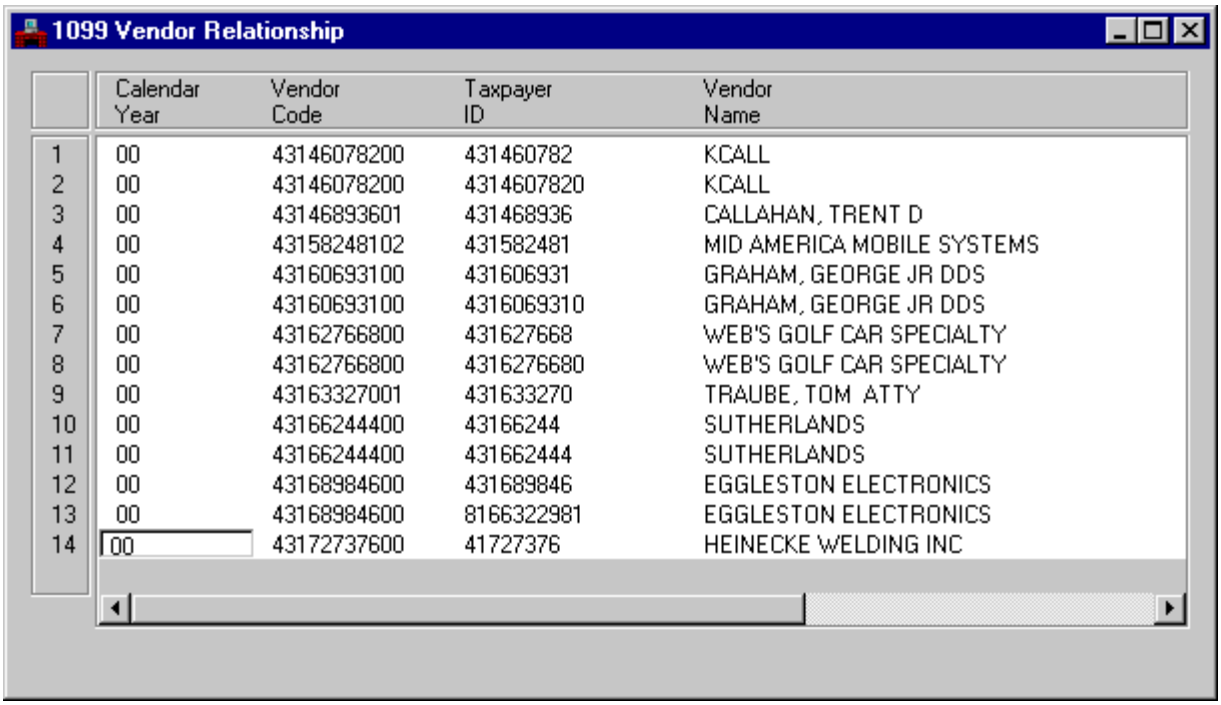
Box 7	14.0	**Requires Input.** Enter the threshold dollar limit for **Agricultural Payments**.

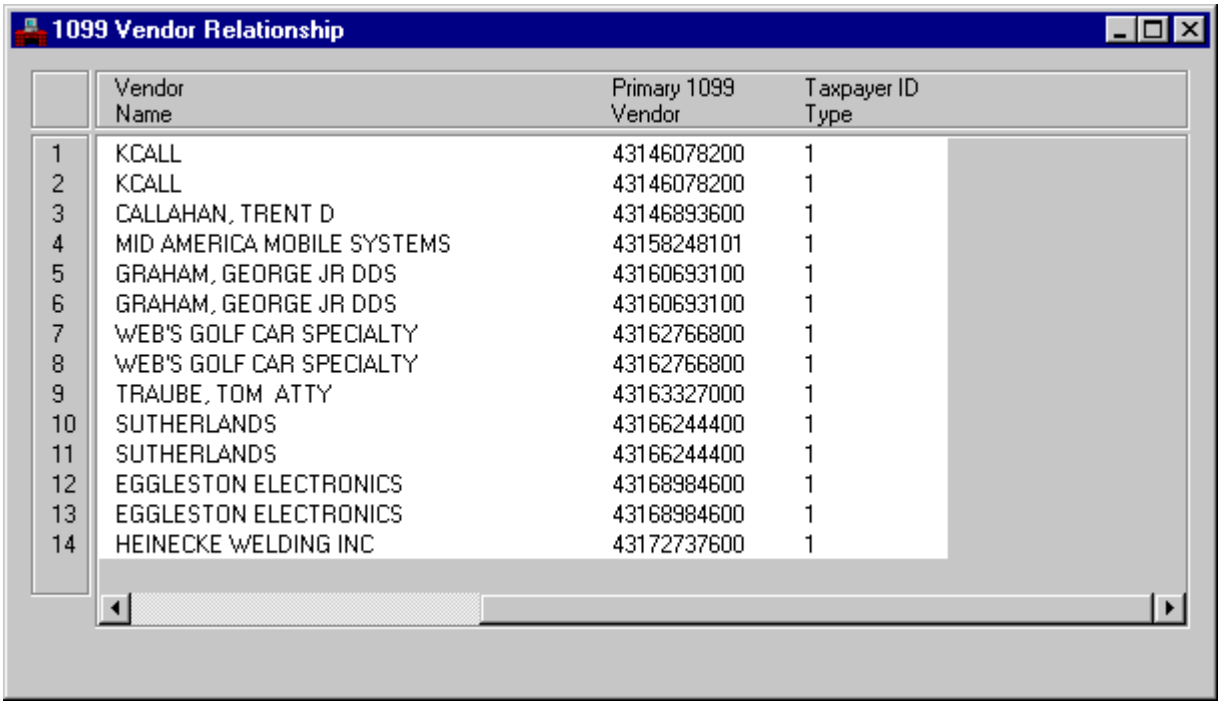
Vendor Relationship (TVRL)

Purpose

This table displays the relationship between primary and secondary vendors for the most recent 1099 reporting job run. This table is updated by the Form Generation Program, both before and after magnetic media processing. It is helpful when determining which vendor records were consolidated for 1099 reporting.

TVRL Coding Instructions





Field Name	Length	Definition
Calendar Year	2.0	**Requires Input.** Enter the calendar year to which the payer information applies. The year entered must be a valid calendar year in *yy* format.

Vendor	11.0	**Requires Input.** Enter the vendor code of the 1099 reportable vendor. Refer to the Vendor Index (VEND) table for valid values.
Taxpayer ID	9.0	**Requires Input.** Enter the designated taxpayer identification number (TIN) for the vendor.
Vendor Name	30.0	**Display Only.** The vendor name is displayed from Vendor Index (VEND).
Primary 1099 Vendor	11.0	**Display Only.** The vendor code of the primary 1099 vendor associated with this vendor is displayed. Primary vendors are those vendor records whose information will be used for 1099 reporting.
Taxpayer ID Type	1.0	**Display Only.** The TIN type of the vendor. Valid values are: [1] Federal Business ID [2] Social Security Number

Customer (C)/Vendor (V) Coding Standards

Field Name	Length	Definition
Alternate Customer (C)	11	• Maximum of 11 characters • **Do not use this field unless you have a legacy (outside) receivable system.**
Corporation Name (C, V)	30	• **Maximum of 30 characters. Enter the name as it appears on the supporting documentation.** • **An individual's name that is part of a company name, should be formatted as LAST NAME, FIRST NAME, MIDDLE NAME OR INITIAL, COMPANY NAME (Jones, Fred Auto Collection).** • **If a city, county, or state, use City of, County of, State of format i.e. City of Jefferson City.** • There must be only one space after a comma. There are no spaces before or after any other

		punctuation. This includes hyphens, slashes, and parentheses. • Omit the word "The" when it is followed by more than one word; Include "The" when it is followed by only one word. • **Use the accepted spelling for the company name.** • **Do not put spaces between initials, i.e. IBM not I B M.** • **Abbreviations should not be used unless absolutely necessary. Use the accepted abbreviation for the company name. Abbreviate the least significant words.** • **Accepted abbreviations are:** **Word** **Abbreviation** And & Associates Assoc Association Assn Boulevard Blvd Company Co Corporation Corp Department Dept District Dist Division Div Doctor Dr Drive Dr **Highway Hwy** **Hospital Hosp**

		Incorporated Inc Junior Jr Manufacturing Mfg Post Office PO Saint St Senior Sr Street St University Univ
Individual Name (Last, First, M.I.) (C)	30	Enter an abbreviated customer name to be used for reporting purposes. **Last Name** • **Maximum of 20 characters.** • **No comma after the name.** • Junior and Senior should follow the name with a space, no comma, i.e. Jones Jr not Jones, Jr. • DO NOT put anything other than a last name here **First Name** • **Maximum of 9 characters.** **MI (Middle Initial)** • **Maximum of 1 character.** • **Do not use titles.** • If you have two individuals for one customer number, put one in the Individual Name Field, and one in the Division Name Field.

		• Only fill out the Corporation Name Field or the Individual Name Field, NOT both.
Short Name (C)	12	• Maximum of 12 characters. • **MUST be filled out.** • **It is the name that is used for reporting purposes.** • Use an abbreviated name.
Division Name (C)	30	• Maximum of 30 characters. • **This is a display only field. It will not print in the address line.**
Address, City, State, Zip (C,V)	99	• **Maximum of 30 characters per line.** • **Numeric street names should be coded as numbers, i.e. 123 E 10th St.** • **Acceptable abbreviations for addresses are:** **Word** **Abbreviation** And & Avenue Ave Boulevard Blvd District Dist Drive Dr Highway Hwy Post Office PO Saint St Street St **CITY (C,V)**

		• **Maximum of 18 characters for vendor, and 28 characters for customer.** • **Enter the complete city name.** **STATE (C,V)** • **All State names must be abbreviated using the two digit standard abbreviation code.** • Refer to http://www.usps.com for state abbreviations. **ZIP CODE (C,V)** • Enter the 5-digit zip code. • Enter the 4-digit extension, if known.
Phone (C,V)	15	• Optional field. • **Format as 123-123-1234.**
Fax Phone (C)	15	• Optional field. • **Format as 123-123-1234.**
Contact Name (C,V)	30	• Maximum of 30 characters. • **Enter an individual's name if desired.** • **Optional field.**

Agency Security Request Form Instructions

SAM II Financial Security Request Form (MO 300-1765N)

Purpose

The Agency Security Request Form is used under the following conditions:

To request security for a new user.

To request a change in the security for an existing user.

To request a change in user name, mainframe ID or e-mail address.

To request addition of user ID to PRNT table for printing of on-demand purchase orders.

To request deletion of user if no longer employed with your agency, or has had a change in responsibilities and no longer needs system access.



Click on the icon above to see a full size version of the Agency Security Request Form. This document is in Adobe Acrobat 5.0 format.



Click on the icon above to see a full size version of the Central Processing Security Request Form. This document is in Adobe Acrobat 5.0 format.

MO 300-1765N Coding Instructions

Complete the following information about the user in the fields provided:

Field Name	Length	Definition
Last Name	**...**	This is a required field. Enter the last name of the user.
First Name	**...**	This is a required field. Enter the first name of the user.

Middle Initial	**...**	Enter the middle initial of the user.
Social Security	**...**	Enter the social security number of the user.
Agency	**3**	This is a required field. Enter the home agency code of the user.
Organization	**4**	This is a required field. Enter the home organization code of the user (i.e. the organization code for the division the user belongs to). This field is strictly for informational purposes and does NOT determine user's organization access. This field can be used to sort users by work area on the SAM II Financial Security Report.
Mainframe ID	**...**	This is a required field. Enter a valid RACF ID. Mainframe IDs are assigned by the agency RACF Coordinator.
E-mail Address	**...**	This is a required field. Enter the user's complete outlook/exchange/groupwise/lotus notes/cc mail/ or AS400 e-mail address. For example a complete e-mail address is John.Doe@oa.mo.gov.
Phone Number	**...**	Enter the telephone number of the user.
Workflow Work Group	**...**	For a new user or an existing user enter the name of the Workflow work group(s), if known, that the user needs to be added to. If the user needs to be removed from a work group(s), please note in this field or in the comments that the user needs to be removed from the work group (s) indicated. For delete requests, the user ID will automatically be removed from all Work Groups. The work group name can be found on the Workflow Rules Report.
*** _____ SAM II FIN WAREHOUSE**	**...**	Enter applicable value in the field marked by the '*':

		A=ADD (indicates adding access for a new user) C=CHANGE (indicates changing access for an existing user) D=DELETE (indicates deleting access for an existing user)
*** _____ SAM II BUDGET PREP (BRASS)**	**...**	Enter applicable value in the field marked by the '*': A=ADD (indicates adding access for a new user) D=DELETE (indicates deleting access for an existing user)
*** _____ INQUIRY ONLY ACCESS TO SAM II FINANCIAL DESKTOP** **(IF THIS BOX IS CHECKED, STOP. NO ADDITIONAL INFO IS NEEDED.)**	**...**	Enter applicable value in the field marked by the '*': A=ADD (indicates adding access for a new user) D=DELETE (indicates deleting access for an existing user)
*** _____ MOBIUS SAM II FINANCIAL Reports**	**...**	For view access to SAM II Financial reports through DocumentDirect. Enter applicable value in the field marked by the '*': A=ADD (indicates adding access for a new user) D=DELETE (indicates deleting access for an existing user)
SAM II FINANCIAL DESKTOP USER ACCESS LEVELS		
*** _____ SAM II FINANCIAL DESKTOP**	**...**	Enter applicable value in the field marked by the '*': A=ADD (indicates adding access for a new user) C=CHANGE (indicates changing access for an existing user

		D=DELETE (indicates deleting access for an existing user) If action is D no other information is needed. The user ID will be deleted from all applicable security tables and Workflow work groups.
Indicate using the codes defined below the type of actions the user should be able to perform for each functional area the user needs access to. ***NOTE:*** *All users will have statewide inquiry access for any functional area for which a more specific action is not indicated. If the request represents a change in security for an existing user, only the changes should be noted. It is not necessary or recommended to recreate the user's entire security needs. Adding the type of action being requested (add/change/delete) in the functional area needed will help to ensure the request is interpreted correctly.*		
Data Entry	**...**	Users with DE access will be able to perform the following actions for all documents included in the functional area: enter data, edit data, delete documents, and place documents on hold. Users with DE access will not be able to schedule or run a document unless the document does not require any approvals. Users with DE access will also have update access to any agency-maintained tables included within the functional area.
Approval 1	**...**	Users with A1 access will be able to apply and remove approval level 1, if required, for all documents included in the functional area. Users with A1 access will also be able to enter data into documents, edit documents, delete documents, and place documents on hold. However users with A1 access will not be able to approve any documents that they enter or edit unless they also have DE access. Users with A1 access will be able to schedule or run a document provided that approval level 1 is the only approval required for the document. Users with A1 access will also have update access to any

		agency-maintained tables included within the functional area.
Approval 2	**...**	Users with A2 access will be able to apply and remove approval level 2, if required, for all documents included in the functional area. Users with A2 access will also be able to enter data into documents, edit documents, delete documents, and place documents on hold. However users with A2 access will not be able to approve any documents that they enter or edit unless they also have DE access. In addition users with A2 access will not automatically have A1 access unless A1 access is also requested. Users with A2 access will be able to schedule or run a document provided that approval level 2 is the highest approval level required for the document and that approval level 1, if required, has been applied, or the user also has A1 access. Users with A2 access will also have update access to any agency-maintained tables included within the functional area.
Approval 3	**...**	Users with A3 access will be able to apply and remove approval level 3, if required, for all documents included in the functional area. Users with A3 access will also be able to enter data into documents, edit documents, delete documents, and place documents on hold. However users with A3 access will not be able to approve any documents that they enter or edit unless they also have DE access. In addition users with A3 access will not automatically have lower level approval unless lower level approval access is also requested. Users with A3 access will be able to schedule or run a document provided that approval level 3 is the highest approval level required for the document and that any lower approval levels that may be required have been

		applied, or the user also has access for the lower approval levels. Users with A3 access will also have update access to any agency-maintained tables included within the functional area.
Approval 4	**...**	Approval level 4 is reserved primarily for use by central processing authorities. Some agencies may have been granted permission to use approval level 4 within the agency. Access to approval level 4 would work in the same way as described above for approval levels 1, 2, and 3.
Approval 5	**...**	Approval level 5 has been reserved for use by central processing authorities. Agency users will not be granted A5 access.
Organization(s)	**...**	Indicate the highest level organization code that the user needs security for. The user will receive security for all orgs that report to the org indicated in this field unless noted. (i.e. For org 2000 the user will receive security for all 3rd, 4th, etc. level orgs that report to 2000. If this is not desired, provide a note such as 2000 except 3010.) This field can also be used to indicate additional agency codes that the user needs security access to.
Printer ID	**...**	Provide the printer ID (route code i.e. U257) assigned by SDC if the user is authorized to print on-demand purchase orders. Users will need at least data entry access for purchasing to print on-demand purchase orders.
Comments	**...**	Provide any comments necessary to help describe special security requests. A summary of the security being requested will help to make sure the request is interpreted correctly.

Employee Acknowledgement	...	Signature of the user for whom the request is being submitted.
Date	...	Enter the date that the form was signed by the user.
Agency Security Coordinator Acknowledgement	...	Signature of the person authorizing this security request.
Date	...	Enter the date that the form was signed by the agency security coordinator.
Telephone Number	...	Enter the telephone number of the person authorizing the security request.

Workflow Request Form Instructions

SAM II Financial Workflow Request Form (MO 300-1623N)

Purpose

The State of Missouri, Office of Administration, Workflow Request Form is used to request additions, modifications, and deletions of Workflow rules for the SAM II Financial system.



Click on the icon above to see a full size version of the Workflow Request Form. This document is in Adobe Acrobat 5.0 format.

MO 300-1623N Coding Instructions

Field Name	Length	Definition
Addition: Document Type	**...**	This is a two or three character abbreviation for the document(s) for which the rules are being added.
Addition: Org	**4**	This is the org entered by the initial user on the Batch/Document Entry Window. Only use this column if it is desired for the rule to use this information as criteria.
Addition: Condition	**...**	The condition is the rule's set of criteria. List the condition of the new rule, which should at least include the STATUS of the document.
Addition: R/N	**1-3**	This is the rule's action. **R** stands for Route. **N** stands for Notify. **R&N** stands for Route and Notify.
Addition: Destination	**...**	This is the recipient(s) of the document under the given criteria. List the users' Mainframe/RACF IDs or the name of an existing workgroup.
Addition: Effective Date	**...**	The date the new rule should be effective.
Modification: Document Type	**...**	This is a two or three character abbreviation for the document type(s) for which the rules are being modified.
Modification: Stage Name	**...**	Name of the stage where the rule being modified resides.
Modification: Rule Name	**...**	Name of the workgroup used by the rule(s) being modified.
Modification: Effective Date	**...**	The date the rule modification(s) should be effective.

Modification: Current Condition	**...**	Only Required if Condition is being changed. The condition of the rule(s) being modified as it currently appears on the Workflow Rules Report.
Modification: Current Action	**...**	Only Required if the Action is being changed. The action of the rule(s) being modified as it currently appears on the Workflow Rules Report.
Modification: Current Destination	**...**	Only Required if the Destination is being changed. The name of the workgroup used by the rule(s) being modified as it currently appears on the Workflow Rules Report.
Modification: Change Condition	**...**	Only Required if Condition is being changed. The new condition or a description of what is to be changed.
Modification: Change Action	**...**	Only Required if Action is being changed. The new action or a description of what is to be changed.
Modification: Change Destination	**...**	Only Required if Destination is being changed. Name of a different workgroup, text "new workgroup" followed by the User IDs to be specified in a new workgroup, or a description of what is to be changed about the rule's current workgroup.
Deletion: Document Type	**...**	This is a two or three character abbreviation for the document type(s) for which the rules are being deleted or disabled.
Deletion: Stage Name	**...**	Name of the stage where the rule(s) being deleted resides.
Deletion: Rule Name	**...**	Name of the workgroup used by the rule(s) being deleted.
Deletion: Disable/Delete	**6-7**	Whether the rule is to be deleted or disabled (turned off).

Deletion: Effective Date	**...**	The date the rule deletion(s)/disabling(s) should be effective.
Justification/Comments	**...**	Additional information desired by the agency or needed by the administrator. This can be a continuation of another section, explanation of a request, or justification for special requests.
Requested By	**...**	The name of the requestor.
Phone Number	**...**	Phone number that should be called if there are questions concerning the form in case contact by email is unsuccessful or the questions are in need of urgent response.
Agency	**...**	The numeric agency code(s) for which the request applies.
Date Submitted	**...**	Preferably the date the form was filled out for the approver to sign.
Approval Signature	**...**	The signature of the person authorized to submit Workflow Request forms for the agency.
Date	**...**	Preferably the date the approval signature was applied.