Chapter 1 Concepts

OVERVIEW 2
Receipt, Invoice, and Payment Process 2
Order Amount Table 2
Order Quantity Table 2
Periodic Payment Table 2
Receipt Processing 3
Invoice Processing 3
Payment Processing 3

Terminology 4

Key Concepts 6
Overview 6
Receipt Processing 6
Invoice Processing 6
Payment Processing 6

Discussion of Transactions 7
Order Amount Table (OAMT/2) 7
Order Quantity Table (OQTY/2) 7
Periodic Payment Table (OPER) 7
Order Receiver Table(s) (OREC/ORLN) 7
Order Receiver Table Inquiry (ORAS/ORL2) 7
Order Invoice Table(s) (OINV/OILN) 8
Order Invoice Table Inquiry (OIAS/OIMI/OINI) 8
Order Payment Table(s) (OPAY/OPLN) 8
Order Payment Table Inquiry (OPAS/OPMI/OPST) 8

OVERVIEW

Receipt, Invoice, and Payment Process

The purposes of the Receipt, Invoice, and Payment process are:

- To facilitate order receipt, invoice and payment processing
- To facilitate the 2 and 3 way match processes
- To provide a means for the approval of payments sent to accounting and as necessary, approval of received goods or services

Order Amount Table

The purposes of Order Amount Table are:

- To facilitate order invoice and payment processing
- To provide a method of viewing order encumbrance and amount processed for payment against that encumbrance

Order Quantity Table

The purposes of Order Quantity Table are:

- To facilitate order line receipt, invoice and payment processing
- To provide a method of viewing quantities received and invoiced for an order line
- To provide a method of viewing the dollar amount invoiced and processed for payment for an order line

Periodic Payment Table

The purposes of Periodic Payment Table are:

- To provide a method for identifying order/order line(s) subject to periodic payment processing
- To provide a source of data to be used by the periodic payment process for generation of required receipt, invoice and payment record(s) for processing payment against a periodic payment order

Receipt Processing

The purposes of Receipt Processing are:

- To provide a method for recording of receipt of commodity item(s) for an order line
- To update the order quantity table to reflect current receipt quantity for an order line
- To provide for unique receipt processing for order document type(s) BPA, BPC and BPV

Invoice Processing

The purposes of Invoice Processing are:

- To provide a method for recording of invoicing of commodity item(s) for an order line
- To update the order quantity table to reflect current invoice quantity and amount for an order line
- To provide for unique invoice processing for order document type(s) BPA, BPC and BPV

Payment Processing

The purposes of Payment Processing are:

- To provide a method for approval of payment of commodity item(s) for an order line
- To update the order quantity table to reflect current payment amount for an order line
- To update the order amount table to reflect current processed payment amount for an order line
- To provide for unique payment processing for order document type(s) BPA, BPC and BPV

Terminology

The following terms are used throughout this unit:

Accounting Distribution Labels. This term is used to refer to the labels pulled from the accounting labels table (BLBL) to label the data entry fields of an accounting line record.

Accounting Period. This term is used to refer to the accounting period in which the payment should be posted in the financial system.

AGPS Invoice Number. This term is used to refer to an invoice identifier assigned by AGPS for receipt(s), invoice(s) and payment(s) processed against an order.

Amount. This term is used to refer to the amount of funding displayed in an Order Amount table (OAMT) record.

Amount Processed. This term is used to refer to the amount approved and processed for payment of an order line and displayed in the Order Amount table (OAMT) record.

Adjustment (Amount). This term is used to refer to amount of adjustment that may be made on an invoice line (OILN) record to account for extra expenses such as, shipping, packaging, etc.

Approved (Amount). This term is used to refer to the amount approved for payment of an order line and displayed in the Order Quantity table (OQTY) record.

Budget Fiscal Year. This term is used to refer to the budget fiscal in which the payment should be posted in the financial system.

Change Amount. This term is used to refer to the amount of change in accounting line amount. This amount will be displayed on the base record accounting line only (Change Number = 00).

Change Number. This term is used to refer to the number of a change to a base record, such as change 01, 02, etc.

Frequency. This term is used to refer an indicator that is used to identify the frequency for which an order line identified for periodic payment is to be processed, such as weekly, monthly, etc.

From Line. This term is used to refer to the starting order line of a range of order lines on an accounting distribution record for which funding is provided by that record.

Invoiced (Amount). This term is used to refer to the amount approved for invoicing of an order line and displayed in the Order Quantity table (OQTY) record.

Labels. See accounting distribution labels above.

Line Amount. This term is used to refer to the original amount of an accounting distribution record.

Line Number. This term is most often used to refer to the order line number when viewing the OQTY record. However it is used occasionally to refer to a basic accounting distribution record created for funding a requirement when viewing the OAMT record.

Net Amount. This term is used to refer to the computed amount of line amount plus change amount of an accounting line.

Part/Final (P/F). This term is used to refer to an indicator used to indicate partial or final receipt, invoicing or payment for an order.

Processed (Amount). This term is used to refer to the amount processed to accounting for payment of an order line and displayed in the Order Quantity table (OQTY) record.

Special Condition (Code). This term is used to refer to a code that is used to flag an order line for damage in shipment, special handling procedures, etc. This code will be used on the order receipt line record (ORLN) and order invoice line record (OILN) and may be found listed in BTAB Table SP.

To Line. This term is used to refer to the ending order line of a range of order lines on an accounting distribution record for which funding is provided by that record.

Key Concepts

Overview

The receipt, invoice, and payment process is the mechanism for purchase orders by which the user verifies the receipt of the supplies or services, the vendor bills for the delivery, and the accounting system issues the check. The match between the purchase order, the receipt, and the invoice (3 way match) and the match between the purchase order and the receipt (2 way match) are accomplished electronically in AGPS.

Receipt Processing

Anytime after the issuance of a purchase order and delivery of the supplies or services, receipts can be recorded. There can be one or many receipts recorded against each purchase order. Each receipt must have a header and at least one receipt line record. The quantity received can be up to a per cent variance of the quantity ordered as specified in the requisitioning agency's header table record or installation table record.

Invoice Processing

Anytime after the issuance of a purchase order and shipment of the supplies or services, invoices can be recorded. There can be one or many invoices recorded against each purchase order. Each invoice must have a header and at least one invoice line record. The invoiced quantity can be up to a per cent variance of the quantity ordered as specified in the requisitioning agency's header table record or installation table record. The invoiced price can be up to the more restrictive of per cent and dollar amount variances of the ordered price as specified in the requisitioning agency's header table record or installation table record.

Payment Processing

Payments are processed electronically in AGPS normally by comparing the receipt record with the purchase order and then the invoice (3 way match). AGPS will not allow the approval of a payment that is not supported by a sufficient quantity received. Partial receipts and multiple invoices are common and can be easily handled by AGPS. Payments are made based on approved invoices. Payments may exceed the ordered amount in accordance with the variances discussed in Invoice Processing above.

Discussion of Transactions

Order Amount Table (OAMT/2)

The Order Amount Table is used by AGPS for the recording and maintenance of funding for an order. This same table is also used by the order invoice and payment process(es) as a source of data for verification of funding for an order. It also used as a method of viewing order encumbrance and amount processed for payment against that encumbrance.

Order Quantity Table (OQTY/2)

The Order Quantity Table is used by AGPS for the recording and maintenance of order line quantity information and to facilitate order line receipt, invoice and payment processing. Additionally, this table provides a method of viewing quantities received and invoiced for an order line and the dollar amount invoiced and processed for payment for an order line.

Periodic Payment Table (OPER)

The Periodic Payment Table (OPER) is used to identify order/order line(s) subject to periodic payment processing and the frequency of processing for payment. This table is then used as a source of data to be used by a periodic payment batch process for the generation of required receipt, invoice and payment record(s) for processing payment against a periodic payment order.

Order Receiver Table(s) (OREC/ORLN)

The Order Receiver Header and Line screens are used for recording of receipt of commodity item(s) for an order line(s). All order receipt actions for an order will be recorded using OREC and ORLN. Then when the record(s) is posted by status code change on OREC, update of the order quantity table occurs to reflect current receipt quantity for an order line. OREC is also used to create order payment records for select document types (such as CRO's) which can use the 2 way match process. OREC/ORLN is also used for receipt processing of blanket order document type(s).

Order Receiver Table Inquiry (ORAS/ORL2)

The Order Receiver Header and Line records may be inquired by other than the OREC screen. The user may use ORAS - Order Receipt by Agency and Status. This screen provides the user with the capability to inquire OREC records by the orders requisition agency, OREC status and order number. The user may use ORL2 - Order Receiver Line Table #2 to view order line receipt information.

Order Invoice Table(s) (OINV/OILN)

The Order Invoice Header and Order Invoice Line screens are used to record invoicing of commodity item(s) for an order line(s). All order invoice actions for an order will be recorded using OINV and OILN. Then when the record(s) is posted by status code change on OINV, update of the order quantity table occurs to reflect current invoice quantity and amount for an order line. OINV/OILN is also used for invoice processing of blanket order document type(s).

Order Invoice Table Inquiry (OIAS/OIMI/ OINI)

The Order Invoice Header record may be viewed by various screens other than OINV using different keys for inquiry of a record. These inquiry screens are as follows.

OIAS - Order Invoice by Agency and Status

OIMI - Invoice by AGPS Invoice Number

OINI - Order Invoice by Vendor Number Table

Order Payment Table(s) (OPAY/OPLN)

The Order Payment Header and Order Payment Line screens are used to maintain approval of payment of commodity item(s) for an order/order line. The OPAY and OPLN are created when the Order Invoice is posted through the 3 way match process or when receipts are posted through the 2 way match process. The OPAY and OPLN must be approved prior to processing of the payment to accounting. Then when the record(s) is posted, a batch process during nightly processing cycle will update the order quantity table records to reflect current payment amount processed for payment for each order line. Additionally, update of the order amount table occurs to reflect current processed payment amount for an order line. OPAY/OPLN is also used to approve payments for blanket order document type(s).

Order Payment Table Inquiry (OPAS/OPMI/ OPST)

The Order Payment Header record may be viewed by various screens other than OPAY using different keys for inquiry of a record. These inquiry screens are as follows.

OPAS - Order Payment by Agency and Status

OPMI - Order Payment by AGPS Invoice Number

OPST - Order Payment by Status