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CHAPTER 7

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PAYMENTS

7.1 Terminology

7.1.1 Policy Terminology

The following terms are used throughout the policies and outlined in sections 7.2 through 7.7 of this manual.

Automated Disbursement (AD) - The AFS paper check that is printed and issued for a valid obligation of the state to a vendor.

Backup Withholding - Thirty and one half percent withheld from a vendor's payment because they failed to render a valid Taxpayer Identification Number (TIN), did not provide a (TIN) at all, or payments were under-stated. This withholding ensures that certain taxpayers report all taxable receipts on their tax returns.

Check Cancellation (CX) - This document cancels payments written in ISIS. This document is used by the State Treasurer's Office to reschedule or cancel PV documents.

Cleared (C) - This alpha character is used on the WREC table to inform the user that the check has been cleared through the bank.

Credit Memo - A payment voucher that is used to record overpayments to vendors or credits for goods that were returned to vendors.

Discount Type - A code used on payment voucher transactions to indicate that a discount may be taken against the line amount of the transaction if a corresponding cash disbursement is made within a specified number of days. Discount parameters, including number of days are defined by discount type on Discount Type Table (DISC).

Electronic Funds Transfer (EFT) - This payment process will electronically transfer monies from the state's bank account to the vendor's bank account.

Imprest Fund - A fund which is drawn upon working capital appropriations issued to the State Treasurer for the purpose of making disbursements requiring prompt cash outlay.

Internal Vouchers - This voucher ensures that both revenue and expenditure entries from an intra-governmental purchase and sale are recorded simultaneously by generating both the invoice and voucher transactions.

Lien/Levy - An amount withheld from a vendor's payment due to a delinquent debt owed to the Internal Revenue Service, the Department of Revenue and Taxation or a financial institution.

Manual Warrant (MW) - A document used to record checks in ISIS that have been written manually and generate manual checks and wire transfers.

Outstanding (O) - This alpha character is used on the WREC table to inform the user that the check has not cleared the bank.

Payment - The liquidation of a liability and the final event in the purchasing process.

Payment Voucher - Authorizes the spending of money and initiates automated check writing or electronic funds transfer procedures.

Petty Cash - This fund is used for the purpose of making change, purchasing items of small cost, payment of postage due, and for other nominal expenditures of a nonrecurring nature which cannot be administered economically and efficiently through customary purchasing practices.

Recurring Payment Voucher - This payment allows the user to enter information for a payment once, along with starting and ending dates and an indicator controlling how often the transaction should be generated.

Remittance - Additional information, such as invoice and account numbers, that is printed on the stub for AD's or transmitted to the vendor's financial institution for EFT's.

Stale Dated - An AFS check that has not been redeemed within 180 days of the check date.

Void (V) - This alpha character is used on the WREC table to inform the user that the check has been voided by the State Treasurer's Office.

7.1.2 Procedure Terminology

The following are the field definitions for each payment related document in the 700-705 procedures in this chapter:

7.1.2.1 Quick Payment Voucher (PVQ) 700

Field	Size	Description
DATE	6	Numeric – inferred. The date of record for the PVQ being entered.
ACCT PRD	4	Numeric – optional. The fiscal month and accounting year that the PVQ is being processed. If left blank, AFS will default to the current accounting period.
BFY	2	Numeric – optional. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS. If left blank, AFS will default to the current budget fiscal year.
ACT	1	Alpha – optional. If left blank, defaults to "E". Valid entries are: **"E"** (Original Entry) if this document is new. **"M"** (Modification) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines, or cancel a line.
VENDOR CODE	11	Numeric – required. Enter the code for the vendor to be paid as a result of this document. The code used must be active on the VEN2 table.
ACT DEL DT	6	Numeric – required. Enter the date that the goods or services were received, or "PREPAY" for those items allowed to be paid in advance.

Field	Size	Description
SCH PAY DATE	6	Numeric – optional. The date on which you would like this payment to be issued. If left blank, the system will default this date to 30 days from the document date.
NAME	30	Alpha – inferred. This field will be entered based on the vendor code.
OFF LIAB ACCT		Leave blank. This field is not used by the State of Louisiana.
ADDRESS		Alphanumeric – inferred. This field will be entered based on the vendor code.
DOCUMENT TOTAL	14	Numeric – required. Enter the net amount of all lines on the document.
CALC DOC TOTAL	14	Numeric – inferred. The system will compute the total of all lines.
FA IND		Leave blank. This field is not used by the State of Louisiana.
EFT IND	1	Alpha – inferred. This field indicates whether or not the payment will be made using EFT. Valid entries are: Yes "Y" or No "N".
APPLICATION TYPE	2	Alphanumeric – inferred. This field indicates whether or not the check will be single "AA" or consolidated "99".
SINGLE CHECK FLAG	1	Alpha – optional. This field indicates whether or not a single check or EFT will be produced. If a "Y" for yes is not entered, the system will default to "N" for no.
CHECK CATEGORY	2	Alphanumeric – inferred. This field indicates whether or not a single "AA" or a consolidated "99" check or EFT will be produced.

Field	Size	Description
LN NO	2	Numeric – required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid.
REF CD/ NUMBER/LN	2 + 3 + 11 + 2	Numeric – optional. This line is only used to reference lines previously recorded on a purchase order (PO). Enter the document code, number and line number of the PO being referenced.
COM LN		Leave blank. This field is not used by the State of Louisiana.
VI NUMBER/LN	12	Alphanumeric – optional. Enter the vendor invoice number associated with this payment voucher line.
DESCRIPTION	17	Alphanumeric – optional. This field is used to enter any comments or an account number because it will appear on the check stub. This information will assist the vendor in correctly applying the payment.
FUND	3	Numeric. This field is required for lines without an expenditure or revenue organization. This field is not required for lines with an expenditure or revenue organization. This field will be inferred is a PO is referenced in the REFERENCE NUMBER field.
AGCY	3	Numeric. This field is required for lines that do not reference a PO. Enter the applicable agency code for this line. This field will be inferred if a PO is referenced in the REFERENCE NUMBER field.
ORG	4	Numeric. This field is required for lines associated with regular appropriations and permanent appropriations that require organizations. Leave this field blank for lines associated with all capital outlay appropriations. This field will be inferred if a PO is referenced in the REFERENCE NUMBER field.

Field	Size	Description
SUB		Leave blank. This field is not used in the State of Louisiana.
APPR UNIT or	3	Numeric – This field is required for lines without a revenue expenditure organization. Enter the applicable appropriation unit code for this line. This field is inferred for lines with an expenditure or revenue organization. It is also inferred if a PO is referenced in the REFERENCE NUMBER field.
ACTV		Leave blank. This field is not used in the State of Louisiana.
FUNC		Leave blank. This field is not used in the State of Louisiana.
OBJ/SUB	4 + 2	Numeric – required (OBJ). Enter the applicable object code. This field is inferred if a PO is referenced in the REFERENCE NUMBER field. Enter the sub-object if applicable, otherwise, leave blank.
REV/SUB	4 + 2	Numeric – required for revenue transactions only. Enter the sub-rev if applicable, otherwise, leave blank.
JOB NO	8	Numeric – required only for capital outlay appropriations. The project number is entered on this line. This field is inferred if a PO is referenced in the REFERENCE NUMBER field.
RCAT	4	Alpha/numeric – optional. Enter the reporting category code applicable to this line, if it is not inferred by the organization code or PO that has been entered.
BS ACCT	4	Numeric – required only for balance sheet account transactions. Otherwise, leave blank.

Field	Size	Description
DISC TYPE	1	Alphanumeric – optional. Enter the appropriate discount policy type from the Discount Type (DISC) table, if a discount applies to this line. This field does not apply to balance sheet transactions and governmental refunds.
LINE AMOUNT	14	Numeric – required. Enter the dollar amount of this line. If this is a modification for a previous document, enter the amount of change over or under the previous amount.
I/D	1	Alpha – required only if this is a modification (Action field is "M"). Valid entries are "D" – Decrease and "I" - Increase. Leaving this field blank, will default to "I" if the Action field is "E". To record credit memos, "D" is a valid original entry, as long as the discount type is blank.
P/F	1	Alpha – optional. This field indicates whether the line is closing out a PO or authorizing a partial payment. A partial payment is a "P" and a final payment is an "F". Leave blank when no PO is referenced in the field for REFERENCE NUMBER.
QUANTITY		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.

7.1.2.2 Vendor Payment Voucher (P1) 701

Field	Size	Description
PV DATE	6	Numeric – inferred. The date of record for the P1 being entered.
ACCT PD	4	Numeric – optional. The fiscal month and accounting year that the P1 is being processed. If left blank, AFS will default to the current accounting period.

Field	Size	Description
BFY	2	Numeric – optional. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS. If left blank, AFS will default to the current budget fiscal year.
ACT	1	Alpha – optional. If left blank, defaults to "E". Valid entries are: **"E"** (Original Entry) if this document is new. **"M"** (Modification) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines, or cancel a line.
SINGLE CHECK	1	Alpha – optional. This field indicates whether or not a single check or EFT will be produced. If a "Y" for yes is not entered, the system will default to "N" for no.
TC		Leave blank. This field is not used by the State of Louisiana.
FA		Leave blank. This field is not used by the State of Louisiana.
EFT IND/TYPE	1/2	Alphanumeric – inferred. This field indicates whether or not the payment will be made using EFT (Yes "Y" or No "N") and whether or not the check will be single "AA" or consolidated "99".
CHECK CAT	2	Alphanumeric – inferred. This field indicates whether or not a single "AA" or a consolidated "99" check or EFT will be produced.
OFF LIAB ACCT		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
SCHED PAY DATE	6	Numeric – optional. The date on which you would like this payment to be issued. If left blank, the system will default this date to 30 days from the document date.
VENDOR	11	Numeric – required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid on the VEN2 table.
ACT DEL DT	6	Numeric – required. Enter the date that the goods or services were received, or "PREPAY" for those items allowed to be paid in advance.
DOC TOTAL	14	Numeric – required. Enter the net amount of all lines on the document.
NAME	30	Alpha – inferred. This field will be entered based on the vendor code.
USE TAX		Leave blank. This field is not used by the State of Louisiana.
ADDRESS		Alphanumeric – inferred. This field will be entered based on the vendor code.
CALC DOC TOTAL	14	Numeric – inferred. The system will compute the total of all lines.
FREIGHT IND		Leave blank. This field is not used by the State of Louisiana.
FREIGHT TOT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
TOT AMT		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
I/D		Leave blank. This field is not used by the State of Louisiana.
CAL AMT		This field is the system computed total of all lines. Do not code this field.
TOT QTY		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
CAL QTY		Leave blank. This field is not used by the State of Louisiana.
LN NO	2	Numeric – required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid.
REFERENCE CD	2	Alpha – optional. This line is only used to reference lines previously recorded on a PO. Enter the applicable document code of PO.
REFERENCE NUMBER	3 + 11	Alphanumeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the document number of the Document ID being referenced.
REFERENCE LN	2	Numeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the line number of the Document ID being referenced.
COM LN		Leave blank. This field is not used by the State of Louisiana.
VENDOR INVOICE	12	Alphanumeric – optional. Enter the vendor invoice number associated with this payment voucher line.
INV LN		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
FUND	3	Numeric. This field is required for lines without an expenditure or revenue organization. This field is not required for lines with an expenditure or revenue organization. This field will be inferred is a PO is referenced in the REFERENCE NUMBER field.
AGCY	3	Numeric . This field is required for lines that do not reference a PO. Enter the applicable agency code for this line. This field will be inferred if a PO is referenced in the REFERENCE NUMBER field.
ORG	4	Numeric – This field is required for lines associated with regular appropriations and permanent appropriations that require organizations. Leave this field blank for lines associated with all capital outlay appropriations. This field will be inferred if a PO is referenced in the REFERENCE NUMBER field.
SUB		Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	3	Numeric – This field is required for lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this line. This field is inferred for lines with an expenditure or revenue organization. It is also inferred if a PO is referenced in the REFERENCE NUMBER field.
ACTV		Leave blank. This field is not used in the State of Louisiana.
FUNC		Leave blank. This field is not used in the State of Louisiana.
OBJ/SUB	4 + 2	Numeric – required (OBJ). Enter the applicable object code. This field is inferred if a PO is referenced in the REFERENCE NUMBER field. Enter the sub-object if applicable, otherwise, leave blank.

RSRC/SUB	4 + 2	Numeric – required for revenue transactions only. Enter the sub-rev, if applicable, otherwise, leave blank.

Field	Size	Description
JOB/PROJ	8	Numeric – required only for capital outlay appropriations. The project number is entered on this line. This field is inferred if a PO is referenced in the REFERENCE NUMBER field.
RCAT	4	Alphanumeric – optional. Enter the reporting category code applicable to this line, if it is not inferred by the organization code or PO that has been entered.
BACC	4	Numeric – required only for balance sheet account transactions. Otherwise, leave blank.
DT	1	Alphanumeric – optional. Enter the appropriate discount policy type from the Discount Type (DISC) table, if a discount applies to this line. This field does not apply to balance sheet transactions and governmental refunds.
DESCRIPTION	17	Alphanumeric – optional. This field is used to enter any comments or an account number because it will appear on the check stub. This information will assist the vendor in correctly applying the payment.
QUANTITY		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
TAX CD		Leave blank. This field is not used by the State of Louisiana.
FREIGHT AMOUNT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
AMOUNT	14	Numeric – required. Enter the dollar amount of this line. If this is a modification for a previous document, enter the amount of change over or under the previous amount.
I/D	1	Alpha – required only if this is a modification (Action fields is "M"). Valid entries are "D" – Decrease and "I" - Increase. Leaving this field blank, will default to "I" if the Action field is "E". To record credit memos, "D" is a valid original entry, as long as the discount type is blank.
TAX AMOUNT		Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT	14	Numeric – inferred. This field is computed by system and includes any adjustments for this line.
P/F	1	Alpha – optional. This field indicates whether the line is closing out a PO or authorizing a partial payment. A partial payment is a "P" and a final payment is an "F". Leave blank when no PO is referenced in the field for REFERENCE NUMBER.

7.1.2.3 Payment Voucher (PV) 702

Field	Size	Description
PV DATE	6	Numeric – inferred. The date of record for the P1 being entered.
ACCTG PRD	4	Numeric – optional. The fiscal month and accounting year that the P1 is being processed. If left blank, AFS will default to the current accounting period.
BUDGET FY	2	Numeric – optional. The last two digits of the applicable

fiscal year to which the transaction will be recorded in AFS. If left blank, AFS will default to the current budget fiscal year.

Field	Size	Description
ACTION	1	Alpha – optional. If left blank, defaults to "E". Valid entries are: **"E"** (Original Entry) if this document is new. **"M"** (Modification) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines, or cancel a line.
PV TYPE	1	Numeric – required for intergovernmental transactions. Valid entries are: "1" Indicates that this payment is for an outside vendor. If left blank, the system will infer a "1". "2" Indicates that this payment is for a purchase/sale between governmental units, involving different funds. "3" Indicates that this payment is for a purchase/sale between governmental units, involving the same fund for the buyer and the seller.
ACT DEL DT	6	Numeric – required. Enter the date that the goods or services were received, or "PREPAY" for those items allowed to be paid in advance.
SCH PAY DATE	6	Numeric – optional. The date on which you would like this payment to be issued. If left blank, the system will default this date to 30 days from the document date.
OFF LIAB ACCT		Leave blank. This field is not used by the State of Louisiana.

FA IND	Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
DOCUMENT TOTAL	14	Numeric – required. Enter the net amount of all lines on the document.
EFT IND	1	Alpha – inferred. This field indicates whether or not the payment will be made using EFT. Valid entries are: Yes "Y" or No "N".
APPLICATION TYPE	2	Alphanumeric – inferred. This field indicates whether or not the check will be single "AA" or consolidated "99".
USE TAX AMT		Leave blank. This field is not used by the State of Louisiana.
CALC DOC TOTAL	14	Numeric – inferred. The system will compute the total of all lines.
VENDOR CODE	11	Numeric – required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid on the VEN2 table.
CHECK CATEGORY	2	Alphanumeric – inferred. This field indicates whether or not a single "AA" or a consolidated "99" check or EFT will be produced.
SINGLE CHECK FLAG	1	Alpha – optional. This field indicates whether or not a single check or EFT will be produced. If a "Y" for yes is not entered, the system will default to "N" for no.
VENDOR NAME	30	Leave blank. This field will be inferred from the vendor code.
TAX CODE		Leave blank. This field is not used by the State of Louisiana.
VENDOR ADDR		Leave blank. This field will be inferred from the vendor code.

FREIGHT IND		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
FREIGHT TOT		Leave blank. This field is not used by the State of Louisiana.
FREIGHT I/D		Leave blank. This field is not used by the State of Louisiana.
TOTAL AMT	14	Numeric – optional. Enter the total cost of all commodity lines, before tax and freight, but after discounts.
TOT AMT I/D	1	Alpha – optional. Enter "I" (increase) or "D" (decrease) only if the TOTAL AMT is being modified.
CALC TOT AMT	14	Numeric – inferred. The system will total all commodity lines.
TOTAL QTY		Leave blank. This field is not used by the State of Louisiana.
TOTAL QTY I/D		Leave blank. This field is not used by the State of Louisiana.
CALC TOT QTY		Leave blank. This field is not used by the State of Louisiana.
SELLER FUND	4	Alphanumeric – required only for PV Types 2 and 3 that do not have a revenue organization. Enter the fund code that applies to this document. Leave blank, if the payment is for an outside vendor.
SELLER AGCY	3	Numeric – required only for PV Types 2 and 3. Enter the agency code that applies to this document. Leave blank, if the payment is for an outside vendor.
SELLER ORG	4	Alphanumeric – required only for PV Types 2 and 3 that consist of regular and permanent appropriations and require

organizations. Enter the organization code that applies to this document. Leave blank, if the payment consists of

Field	Size	Description
SELLER ORG (cont'd)	4	balance sheet accounts or is associated with capital outlay appropriations.
SELLER SUB-ORG	2	Leave blank. This field is not used by the State of Louisiana.
SELLER APPR UNIT	3	Numeric – inferred. This field is only used for PV Types 2 and 3 that do not have a revenue organization. Leave blank if the payment is for an outside vendor or consists of balance sheet accounts.
SELLER ACTV	4	Leave blank. This field is required when dictated by state policy.
SELLER FUNC	4	Leave blank. This field is not used by the State of Louisiana.
SELLER REV SRC	4	Numeric – required only for PV Types 2 and 3 that consist of revenue transactions. Enter the revenue source code that applies to this payment. Leave blank if the payment is for an outside vendor or consists of balance sheet accounts.
SELLER SUB-REV	2	Numeric – optional for PV Types 2 and 3 that consist of revenue transactions. Enter the sub revenue source code that applies to this payment. Leave blank, it the payment is for an outside vendor.
SELLER JOB NO	8	Numeric – required only for PV Types 2 and 3 that consist of capital outlay appropriations. Enter the project number that applies to this document. Leave blank, if the payment is for an outside vendor or consists of regular and non-capital outlay permanent appropriations.

SELLER RCAT	4	Alphanumeric – optional for PV Types 2 and 3 that consist of revenue transactions. Enter the reporting category that applies to this document. This field is inferred from the Organization code if applicable. Leave blank for payments to outside vendors and balance sheet account transactions.

Field	Size	Description
SELLER OBJECT		Leave blank. This field is not used by the State of Louisiana.
SELLER SUB-OBJECT		Leave blank. This field is not used by the State of Louisiana.
SELLER OFF REC ACCT		Leave blank. This field is not used by the State of Louisiana.
SELLER BS ACCT	4	Numeric – required only for PV Types 2 and 3 that contain balance sheet account transactions. Enter the balance sheet account that applies to this document. Leave blank for payments to outside vendors and payments that include revenue source account transactions.
LN NO	2	Numeric – required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is modifying a line that was previously entered, the number entered must be the same as the one on the original line.
REFERENCE CD	2	Alpha – optional. This line is only used to reference lines previously recorded on a PO. Enter the applicable document code of PO.
REFERENCE NUMBER	3 + 11	Alphanumeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the document number of the Document ID being referenced.
REFERENCE LN	2	Numeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the line number of the Document ID being referenced.

Field	Size	Description
COM LN		Leave blank. This field is not used by the State of Louisiana.
VENDOR INVOICE	12	Alphanumeric – optional. Enter the vendor invoice number associated with this payment voucher line. Entering this
VENDOR INVOICE (cont'd)	12	number will avoid a delay in the vendor processing the payment because this number will appear on the remittance information.
INV LN		Leave blank. This field is not used by the State of Louisiana.
DESCRIPTION	17	Alphanumeric – optional. This field is used to enter any comments or an account number because it will appear on the remittance information. This information will also assist the vendor in correctly applying the payment.
DT	1	Alphanumeric – optional. Enter the appropriate discount policy type from the Discount Type (DISC) table, if a discount applies to this line. This field does not apply to balance sheet transactions and governmental refunds.
FUND	3	Numeric. This field is required for lines without an expenditure or revenue organization. This field is not required for lines with an expenditure or revenue organization. It will be inferred if a PO is referenced in the REFERENCE NUMBER field.
AGCY	3	Numeric. This field is required for lines that do not reference a PO. Enter the applicable agency code for this line. This field will be inferred if a PO is referenced in the REFERENCE NUMBER field.
ORG	4	Numeric – This field is required for lines associated with regular appropriations and permanent appropriations that require organizations. Leave this field blank for lines associated with all capital outlay appropriations. This field

		will be inferred if a PO is referenced in the REFERENCE NUMBER field.
SUB ORG		Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	3	Numeric – This field is required for lines without a revenue

Field	**Size**	**Description**
APPR UNIT (cont'd)	3	or expenditure organization. Enter the applicable appropriation unit code for this line. This field is inferred for lines with an expenditure or revenue organization. It is also inferred if a PO is referenced in the REFERENCE NUMBER field.
ACTV		Leave blank. This field is not used by the State of Louisiana.
FUNCTION		Leave blank. This field is not used by the State of Louisiana.
OBJ	4	Numeric – required. Enter the applicable object code. This field is inferred if a PO is referenced in the REFERENCE NUMBER field.
SUB OBJ	2	Numeric – optional. Enter the sub-object code if applicable. Leave blank, when a PO is referenced in the REFERENCE NUMBER field, it will be inferred.
REV SRC	4	Alphanumeric – required for revenue transactions only. Enter the revenue source code that applies to this line.
SUB REV	2	Numeric – optional on revenue transactions. Enter the sub-rev, if applicable, otherwise, leave blank.
JOB NO	8	Numeric – required only for capital outlay appropriations. The project number is entered on this line. This field is inferred if a PO is referenced in the REFERENCE NUMBER field.
REPT CAT	4	Alphanumeric – optional. Enter the reporting category code applicable to this line, if it is not inferred by the organization code or PO that has been entered.

BS ACCT	4	Numeric – required only for balance sheet account transactions. Otherwise, leave blank.
QUANTITY		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
I/D		Leave blank. This field is not used by the State of Louisiana.
FREIGHT AMOUNT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
AMOUNT	14	Numeric – required. Enter the dollar amount of this line. If this is a modification for a previous document, enter the amount of change over or under the previous amount.
I/D	1	Alpha – required only if this is a modification (Action field is "M"). Valid entries are "D" – Decrease and "I" - Increase. Leaving this field blank, will default to "I" if the Action field is "E". To record credit memos, "D" is a valid original entry, as long as the discount type is blank.
TAX CODE		Leave blank. This field is not used by the State of Louisiana.
TAX AMOUNT		Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT		Numeric – inferred. The system will compute the total for this line.
P/F	1	Alpha – optional. This field indicates whether the line is closing out a PO or authorizing a partial payment. A partial payment is a "P" and a final payment is an "F". Leave blank when no PO is referenced in the field for REFERENCE NUMBER.

7.1.2.4 Recurring Payment Voucher (REPV) 703

Field	Size	Description
VOUCHER NUMBER	9	Alphanumeric – required. Enter an alphanumeric identifier for this PV document. It will become the first nine digits of the document number. The last two digits will be added when the PV is generated.
VENDOR	11	Numeric – required. Enter a valid vendor code for the payment voucher.
TYPE	1	Numeric – required. Enter the type of PV. The valid entry is: "1" Indicates that this payment is for an outside vendor. If left blank, the system will infer a "1".
SUBMITTING AGCY	4	Numeric – required. Enter the code that you want to have as the agency in the document ID of the generated document. This agency must be valid for the entry start date's year.
START DATE	6	Numeric – required. Enter in MMDDYY format the calendar date on which documents should start being generated.
EXPR DATE	6	Numeric – Required when frequency type is M, B, E, or Q. Must be blank when frequency type is F. Enter, in MMDDYY format the calendar date on which documents should cease being generated.
LAST DATE	6	Numeric – inferred. The system updates this field with the date the most current payment voucher was generated.
FREQUENCY	1	Alpha – required. This field describes how often the document should be generated and added to SUSF. Valid codes are: F – One – time future document

Field	Size	Description
FREQUENCY (cont'd)	1	M– Monthly B – Bimonthly Q – Quarterly E – End of Quarter
SCHED PYMT DATE	6	Leave blank. The system will generate this date for the payment voucher based on the Frequency field.
SINGLE CHECK FLAG	1	Alpha – optional. This field indicates whether or not a single check or EFT will be produced. If a "Y" for yes is not entered, the system will default to "N" for no.
HEADER TAX CD		Leave blank. This field is not used by the State of Louisiana.
FIXED ASSET IND		Leave blank. This field is not used by the State of Louisiana.
OFFST LIAB ACCT		Leave blank. This field is not used by the State of Louisiana.
EFT IND/TYPE	1/2	Alphanumeric – inferred. This field indicates whether or not the payment will be made using EFT (Yes "Y" or No "N") and whether or not the check will be single "AA" or consolidated "99".
CHECK CAT		Leave blank. This field is not used on this transaction.
LN#	2	Numeric – required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. Two digits must be entered.
REF TRANS ID	2,3,11	Alphanumeric – This line is only used to reference lines previously recorded on a PO. Enter the applicable document code of PO.
LN #		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
COMM		Leave blank. This field is not used by the State of Louisiana.
VEND INVOICE	12	Numeric - Enter a partial valid vendor invoice number. Vendor invoice numbers must be unique. Therefore, every time this document is generated the number must be entered or made unique on SUSF before processing.
COMM		Leave blank. This field is not used by the State of Louisiana.
FUND	3	Numeric. This field is required for lines without an expenditure or revenue organization. This field will be inferred if a PO is referenced in the REFERENCE NUMBER field.
AGCY	3	Numeric – Required for payment voucher lines that do not reference a purchase order (PO) in the field for REF TRANS ID. The code used must be valid on AGC2.
ORG	4	Alphanumeric – Required for payment voucher lines associated with regular appropriations and permanent appropriations that require organizations. The code must be valid on ORG2.
APPR UNIT	3	Numeric – This field is required for lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for this line. This field is inferred for lines with an expenditure or revenue organization. It is also inferred if a PO is referenced in the REFERENCE NUMBER field.
ACTV		Leave blank. This field is not used by the State of Louisiana.
FUNC		Leave blank. This field is not used by the State of Louisiana.

Field	Size	Description
OBJ/SUB	4 + 2	Numeric – Required for expense/expenditure transactions. The code used must be valid on OBJ2.
REV/SUB	4 + 2	Numeric – Required for revenue transactions. Enter the sub-rev if applicable, otherwise, leave blank.
BS ACCT	4	Numeric – Required for balance sheet account transactions. Otherwise, leave blank.
REPT	4	Alphanumeric – optional. Enter the reporting category code applicable to this line, if it is not inferred by the organization code or PO that has been entered.
JOB/PROJ	8	Numeric – required only for capital outlay appropriations. The project number is entered on this line. This field is inferred if a PO is referenced in the REFERENCE NUMBER field.
QUANTITY		Leave blank. This field is not used by the State of Louisiana.
DISC TYPE	1	Alphanumeric – optional. Enter the appropriate discount policy type from the Discount Type (DISC) table, if a discount applies to this line. This field does not apply to balance sheet transactions and governmental refunds.
TAX CODE		Leave blank. This field is not used by the State of Louisiana.
LINE AMOUNT	14, 2	Numeric – Must be numeric with an optional decimal point Two digits must be coded for cents.
I/D	1	Alpha – required only if this is a modification. (Action field is "M"). Valid entries are "D" – Decrease and "I" – Increase. Leaving this field blank, will default to "I" if the Action field is "E".

Field	Size	Description
P/F	1	Alpha – optional. This field indicates whether the line is closing out a PO or authorizing a partial payment.
DESCRIPTION	16	Alphanumeric – optional. This field is used to enter any comments or an account number because it will appear on the remittance information. This information will also assist the vendor in correctly applying the payment.

7.1.2.5 Internal Vouchers (II) 704

Field	Size	Description
ACCTG PRD	4	Numeric – optional. The fiscal month and accounting year that the II is being processed. If left blank, AFS will default to the current accounting period.
BUDGET FY	2	Numeric – optional. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS. If left blank, AFS will default to the current budget fiscal year.
TYPE	1	Numeric - Required for intergovernmental transactions. Valid Entries are: "2" This Internal Voucher is used for a purchase/sale between governmental units, involving different funds. "3" This Internal Voucher is used for purchase/sale between governmental units, involving the same fund for the buyer and the seller. On modify transactions, this field must match the original transaction.
ACT DEL DATE	6	Alphanumeric - Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less

Field	Size	Description
ACT DEL DATE (cont'd)	6	than or equal to II DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For regular appropriations, the budget fiscal year cannot be less than the delivery date fiscal year.
TOTAL	14	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: 1) Add together all the increase amounts (the lines with "I" or blank in the I/D field). 2) Add together all the decrease amounts (the lines with "D" in the I/D field). 3) Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL.
SELLER FUND	3	Numeric. This field is required for lines without an expenditure or revenue organization.
SELLER AGCY	3	Required. Enter the applicable agency code for this Internal Voucher document. The code used must be valid on AGC2.
SELLER ORG	4	Required for documents associated with regular appropriations and permanent appropriations that require organizations. Enter the applicable organization code for this Internal Voucher document. This code must be valid on Organization (ORG2). Leave blank for Internal Voucher documents associated with all capital outlay appropriations.
SELLER REV SRC	4	Required. The code used must be valid on Revenue Source (RSR2).
SELLER SUB-REV	2	Numeric - Enter the sub-rev if applicable, otherwise, leave

blank.

Field	Size	Description
SELLER JOB NO	8	Alphanumeric - Required for Internal Voucher documents associated with all capital outlay appropriations. Enter the applicable project number for this Internal Voucher document. The code must be valid on Agency Project Inquiry (AGPR). Leave blank for Internal Voucher Documents associated with regular appropriations and non-capital outlay permanent appropriations.
SELLER RCAT	4	Alphanumeric – optional. Enter the reporting category code applicable to this line, if it is not inferred by the organization code that has been entered.
SELLER APPR UNIT	3	Numeric - Required for Internal Voucher documents that do not have a revenue organization. Enter the applicable appropriation unit code for this Internal Voucher document. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Internal Voucher documents with a revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
SELLER FUNC		Leave blank. This field is not used by the State of Louisiana.

BUYER INFORMATION

LN NO	2	Numeric - Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE CD	2	Numeric - Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document code of PO. Leave blank if this line does not reference lines previously recorded on a "PO". NOTE: If a prior year PO is referenced, all codes in the accounting

distribution must be valid for the prior year as well as for the current year.

Field	Size	Description
REFERENCE NUMBER	3+11	Required if this line is to reference lines previously recorded on a Purchase Order (PO). Enter the document number of the Document ID being referenced. Leave blank if this lines does not reference lines previously recorded on a PO.
REFERENCE LN	2	Required if this line is to reference a line previously recorded on a Purchase Order (PO). Enter the line number of the Document ID being referenced. Leave blank if this line does not reference a line previously recorded on a PO.
FUND	3	Required for Internal Voucher lines without an Expenditure organization. Enter the applicable Fund code for this Internal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Internal Voucher lines with an expenditure organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.
AGCY	3	Required for Internal Voucher lines that do not reference a Purchase Order (PO) in the field for REFERENCE NUMBER. Enter the applicable agency code for this Internal Voucher line. The code used must be valid on AGC2. Leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.
ORG	4	Required for Internal Voucher lines associated with Regular appropriations and permanent appropriations that Require organizations. Enter the applicable organization code for this internal voucher line. This code must be valid on Organization (ORG2). Leave blank for Internal Voucher lines associated with all capital outlay appropriations. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred from the referenced PO.

APPR UNIT	3	Required for Internal Voucher lines without an expenditure organization. Enter the applicable appropriation unit code

Field	Size	Description
APPR UNIT (cont'd)	3	for the Internal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Internal Voucher lines with an expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization.
OBJ	4	Required for expense/expenditure transactions. The code used must be valid on Object (OBJ2). Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO.
SUB OBJ	2	Required on expense/expenditure transactions if the sub-object option on Expense Budget Inquiry (EEX2) is "Y". Otherwise, optional on expense/expenditure transactions. Additionally, leave blank when a Purchase Order (PO) is referenced in the field for REFERENCE NUMBER. This field will be inferred when applicable for the referenced PO. If there is no sub-object coded on the referenced line, you can add one here.
JOB NO	8	Alphanumeric - Required for Internal Voucher documents associated with all capital outlay appropriations. Enter the applicable project number for this Internal Voucher document. The code must be valid on Agency Project Inquiry (AGPR). Leave blank for Internal Voucher Documents associated with regular appropriations and non-capital outlay permanent appropriations.
REPT CAT	4	Alphanumeric – optional. Enter the reporting category code applicable to this line, if it is not inferred by the organization code that has been entered.
BS ACCT	4	Numeric - Required for balance sheet account transactions. The code used must be valid on Balance Sheet Account

(BAC2). Leave blank for expenditure transactions.

Field	Size	Description
DESCRIPTION	16	Alphanumeric – optional. This field is used to enter any comments pertaining to this payment.
AMOUNT	14,2	Required. If adding a new line, enter the dollar amount of the item (s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount.
I/D	1	Alpha – required only if this is a modification. (Action field is "M"). Valid entries are "D" – Decrease and "I" – Increase. Leaving this field blank, will default to "I" if the Action field is "E".
P/F	1	Alpha – optional. This field indicates whether the line is closing out a PO or authorizing a partial payment.
VEND INVOICE	12	Alphanumeric - required. Enter the vendor invoice number. NOTE: If this document is modifying a previously accepted document, the vendor invoice number must be entered on the line being modified exactly as entered on the original document.

7.1.2.6 Manual Check Request Form (MW)

The following is a list of the field definitions used for a request for a manual check after an AFS payment document (P1, PV PVQ) was previously processed. Use the number of accounting lines required to complete the payment, when filling out this form. See Exhibit 7-23.

Field	Field Name	Field Description
1	PAGE	REQUIRED. Enter the page number for this manual check request as needed.

Field	Field Name	Field Description
2	CHECK OR NO CHECK OR WIRE TRANSFER	REQUIRED. Circle the "Check" field to indicate that this manual check request will result in a manual check.
3	STATE TREASURY USE ONLY	LEAVE BLANK.
4	REQUESTING AGENCY NAME	REQUIRED. Enter the name of the agency initiating this manual check request.
5	AGENCY NUMBER	REQUIRED. Field length 3. Data type: alphanumeric. Enter the agency number of the agency initiating this manual check request.
6	MW DATE	LEAVE BLANK.
7	ACCTG PRD	REQUIRED. Field length 4. Data type: numeric. Enter the accounting period to be used for this manual check request.
8	BUDGET FY	REQUIRED for capital outlay appropriations. LEAVE BLANK for regular appropriations. Field length 2. Data type: numeric. Enter the budget fiscal year to be used for this manual check request.
9	ACTION	LEAVE BLANK.
10	RECEIVING FUND	LEAVE BLANK.
11	BANK ACCT CODE	REQUIRED. Field length 2. Data type: alphanumeric. Enter the bank account code of the account from which the check will be issued for this manual check request.
12	CASH ACCT	LEAVE BLANK.
13	VENDOR CODE	REQUIRED. Field length 11. Data type:

Field	Field Name	Field Description
		alphanumeric. Enter the vendor code to be used for this manual check request.
14	VENDOR NAME	REQUIRED. Field length 30. Data type: alphanumeric. Enter the vendor name to be used for this manual check request.
15	VENDOR ADDRESS	REQUIRED. Enter the vendor address to be used for this manual check request.
16	COMMENTS	OPTIONAL. Field length 12. Data type: alphanumeric. Enter a brief description about this manual check request as needed.
17	DOCUMENT TOTAL	REQUIRED. Field length 14. Data type: numeric. Enter the total of all lines on this manual check request. This amount must include cents.
18	REFERENCED DOCUMENTS(S) CD	REQUIRED. Field length 2. Data type: alphabetic. Enter the PV transaction code for this manual check request line. This code is always "PV".
19	REFERENCED DOCUMENTS(S) AGY	REQUIRED. Field length 3. Data type: alphanumeric. Enter the agency code of the PV document number associated with this manual check request line.
20	REFERENCED DOCUMENT(S) NUMBER	REQUIRED. Field length 11. Data type: alphanumeric. Enter the document number of the PV associated with this manual check request line.
21	REFERENCED DOCUMENT(S) LN	REQUIRED. Field length 2. Data type: numeric. Enter the line number of the PV line associated with this manual check request line.
22	REFERENCED DOCUMENT(S) INVOICE	REQUIRED. Field length 12. Data type: alphanumeric. Enter the invoice number of the PV line associated with this manual check request line.

Field	Field Name	Field Description
23	FUND	LEAVE BLANK.
24	AGENCY	LEAVE BLANK.
25	ORG	LEAVE BLANK.
26	SUB ORG	LEAVE BLANK.
27	APPR UNIT	LEAVE BLANK.
28	ACTIVITY	LEAVE BLANK.
29	OBJ	LEAVE BLANK.
30	SUB OBJ	LEAVE BLANK.
31	REV SRC	LEAVE BLANK.
32	SUB REV	LEAVE BLANK.
33	JOB NO.	LEAVE BLANK.
34	REPT CATG	LEAVE BLANK.
35	BS ACCT	LEAVE BLANK.
36	ACT DEL DT	LEAVE BLANK.
37	DESCRIPTION	OPTIONAL. Field length 18. Data type: alphanumeric. Enter a brief description about the manual check request line as needed.
38	QUANTITY	LEAVE BLANK.
39	AMOUNT	REQUIRED. Field length 14. Data type: numeric. Enter the amount of this line. This amount must include cents.
40	I/D	LEAVE BLANK.

Field	Field Name	Field Description
41	P/F	LEAVE BLANK.
42	PREPARED BY DATE PHONE	REQUIRED. Enter the signature of the person who prepared this manual check request, the date, and their phone number.
43	APPROVED BY DATE PHONE	REQUIRED. Enter the signature of the person authorized to sign financial documents for the agency initiating this manual check request, the date, and their phone number.
44	OSRAP APPROVAL DATE PHONE	LEAVE BLANK.
45	STATE TREASURY APPROVAL DATE PHONE	LEAVE BLANK.

The following is a list of the field definitions used for a request for a manual check for an expense/expenditure when an AFS payment document (P1, PV PVQ) was not previously processed. Use the number of accounting lines required to complete the payment, when filling out this form. See Exhibit 7-23.

Field	Field Name	Field Description
1	PAGE	REQUIRED. Enter the page number for this manual check request as needed.
2	CHECK OR NO CHECK OR WIRE TRANSFER	REQUIRED. Circle the "Check" field to indicate that this manual check request will result in a manual check.
3	STATE	LEAVE BLANK.

	TREASURY USE ONLY	
4	REQUESTING AGENCY NAME	REQUIRED. Enter the name of the agency initiating this manual check request.

Field	Field Name	Field Description
5	AGENCY NUMBER	REQUIRED. Field length 3. Data type: alphanumeric. Enter the agency number of the agency initiating this manual check request.
6	MW DATE	LEAVE BLANK.
7	ACCTG PRD	REQUIRED. Field length 4. Data type: numeric. Enter the accounting period to be used for this manual check request.
8	BUDGET FY	REQUIRED for capital outlay appropriations. LEAVE BLANK for regular appropriations. Field length 2. Data type: numeric. Enter the budget fiscal year to be used for this manual check request.
9	ACTION	LEAVE BLANK.
10	RECEIVING FUND	LEAVE BLANK.
11	BANK ACCT CODE	REQUIRED. Field length 2. Data type: alphanumeric. Enter the bank account code of the account from which the check will be issued for this manual check request.
12	CASH ACCT	LEAVE BLANK.
13	VENDOR CODE	REQUIRED. Field length 11. Data type: alphanumeric. Enter the vendor code to be used for this manual check request.
14	VENDOR NAME	REQUIRED. Field length 30. Data type: alphanumeric. Enter the vendor name to be used for this manual check request.

15	VENDOR ADDRESS	REQUIRED. Enter the vendor address to be used for this manual check request.

Field	Field Name	Field Description
16	COMMENTS	OPTIONAL. Field length 12. Data type: alphanumeric. Enter a brief description about this manual check request as needed.
17	DOCUMENT TOTAL	REQUIRED. Field length 14. Data type: numeric. Enter the total of all lines on this manual check request. This amount must include cents.
18	REFERENCED DOCUMENTS(S) CD	LEAVE BLANK.
19	REFERENCED DOCUMENTS(S) AGY	LEAVE BLANK.
20	REFERENCED DOCUMENT(S) NUMBER	LEAVE BLANK.
21	REFERENCED DOCUMENT(S) LN	LEAVE BLANK.
22	REFERENCED DOCUMENT(S) INVOICE	LEAVE BLANK.
23	FUND	REQUIRED for manual check request lines without an expenditure organization (i.e., capital outlay appropriations or balance sheet accounts). LEAVE BLANK for manual check request lines with an expenditure organization (i.e., regular

appropriations). Field length 3. Data type: alphanumeric. Enter the fund code for this manual check request line.

Field	Field Name	Field Description
24	AGENCY	REQUIRED. Field length 3. Data type: alphanumeric. Enter the agency code for this manual check request line.
25	ORG	REQUIRED for manual check request lines associated with regular appropriations. LEAVE BLANK for manual check request lines associated with capital outlay appropriations or balance sheet accounts. Field length 4. Data type: alphanumeric. Enter the expenditure organization code for this manual check request line.
26	SUB ORG	LEAVE BLANK.
27	APPR UNIT	REQUIRED for manual check request lines without an expenditure organization (i.e., capital outlay appropriations). LEAVE BLANK for manual check request lines with an expenditure organization (i.e., regular appropriations), and balance sheet accounts. Field length 3. Data type: alphanumeric. Enter the appropriation unit code for this manual check request line.
28	ACTIVITY	LEAVE BLANK.
29	OBJ	REQUIRED for manual check request lines for an expense/expenditure. LEAVE BLANK for revenue or balance sheet account activity. Field length 4. Data type: alphanumeric. Enter the expenditure object account code for this manual check request line.

30	SUB OBJ	OPTIONAL. Field length 2. Data type: alphanumeric. Enter a sub-object for this manual check request line as needed.
31	REV SRC	LEAVE BLANK.
32	SUB REV	LEAVE BLANK.

Field	Field Name	Field Description
33	JOB NO.	REQUIRED for manual check request lines associated with capital outlay. LEAVE BLANK for non-capital outlay appropriations. Field length 8. Data type: alphanumeric. Enter the project number for this manual check request line.
34	REPT CATG	OPTIONAL. Field length 4. Data type: alphanumeric. Inferred from organization code if available. Enter the reporting category associated with this manual check request line as needed.
35	BS ACCT	LEAVE BLANK.
36	ACT DEL DT	REQUIRED. Field length 6. Data type: numeric. Enter the actual delivery date for this manual check request line.
37	DESCRIPTION	OPTIONAL. Field length 18. Data type: alphanumeric. Enter a brief description about the manual check request line as needed.
38	QUANTITY	LEAVE BLANK.
39	AMOUNT	REQUIRED. Field length 14. Data type: numeric. Enter the amount of this line. This amount must include cents.
40	I/D	LEAVE BLANK.
41	P/F	LEAVE BLANK.
42	PREPARED BY	REQUIRED. Enter the signature of the person who

	DATE PHONE	prepared this manual check request, the date, and their phone number.
43	APPROVED BY DATE PHONE	REQUIRED. Enter the signature of the person authorized to sign financial documents for the agency initiating this manual check request, the date, and their phone number.

Field	Field Name	Field Description
44	OSRAP APPROVAL DATE PHONE	LEAVE BLANK.
45	STATE TREASURY APPROVAL DATE PHONE	LEAVE BLANK.

7.2 Payments Overview

This section details the payment policies and definitions related to the payment process in ISIS. All agencies must comply with these policies. Any departure from these policies must be approved, in writing, by the Director of OSRAP.

7.2.1 Payment Policies

A payment, the liquidation of a liability and the final event in the purchasing process, can be entered through ISIS purchasing (AGPS) or AFS using a payment voucher. A payment voucher authorizes the spending of money and initiates automated disbursement (AD) or electronic funds transfer (EFT) procedures. Regardless of which system the payment is initiated in, it will be paid through AFS.

The following are examples of direct payments to vendors that could be made through AFS:

- Reimbursement of imprest account and Non-Zero Balance (ZBA) bank accounts

- Utilities
- Postage
- Interagency payments
- Payments under $500 not involving a purchase order and not commodity related
- Payments against a budget reservation (encumbering) AGPS purchase order which is not commodity-related (i.e., utilities)
- Payments for personal professional consulting and social service contract, if not using the Contract Financial Management System (CFMS)

- Payments for credit card purchases.

There are three ways a payment can be liquidated: a manual check, an AD, or an EFT.

A manual check is produced by the State Treasurer's Office (STO) as a result of an agency preparing a Manual Check Request form (MW). The MW must be approved by an authorized agency approver, and OSRAP (Transaction Processing Section) before the STO approves it and creates a check. If after a payment voucher is submitted, the items on it become urgent and a check must be generated immediately, the check can be produced manually and recorded on a manual warrant referencing the payment voucher. This will stop the automated disbursement process for that payment voucher.

An AD is a system generated check that is printed at the Office of Computering Services (OCS) Data Center on Tuesdays and Fridays, unless one of these days falls on a State holiday. OSRAP employees are responsible for monitoring all AFS check printing to verify that the checks are being printed in the proper format to be honored by the bank. The AD transaction code in ISIS is "AD" and the bank account code is "RJ".

An EFT is a system generated payment that transfers funds from the state's bank account to the vendor's bank account. The EFT disbursement process runs each weeknight and selects the payment vouchers that are to be issued through EFT. EFT's should arrive in the vendor's bank account no later than two working days from the check/warrant date. The only time there should be a delay in transmission is if a scheduled payment date falls on a Federal Reserve Bank Holiday or a State Holiday. The EFT transaction code in ISIS is "EF" and the bank account code is "FT". OSRAP employees are responsible for maintaining the EFT vendor records and monitoring the EFT transactions daily.

7.2.1.1 Single and Consolidated payments

AD's and EFT's can be produced as single or consolidated payments in AFS.

Single payments are produced so that a vendor will receive one check or EFT for a specific payment, from one agency. The check category for single payments is "AA". The single AD's are delivered to the STO after they have been printed to be distributed to each agency. The agency is responsible for distributing single checks to the vendor. The single EFT's are transferred directly to the vendor's bank account as one payment.

Consolidated payments are produced so that a vendor will receive one check or EFT from multiple state agencies on the same date. The consolidated AD's are mailed directly to the vendor after they are printed at the OCS Data Center, by the Office of State Mail. The check category for consolidated payments is "99".

The following policy will apply for the use of single and consolidated payments in AFS:

1. The consolidated check will be used unless a special circumstance exists.

2. The single check option will only be used for special circumstances such as: a vendor requests a copy of the invoice with the payment, an imprest fund or travel account needs to be replenished immediately, or one agency's portion of a consolidated check that is being reissued needs to be voided.

7.2.1.2 Sales Tax Exemption

State agencies are exempt from State sales and use taxes in accordance with Act 1029 of the 1991 Regular Session. This exemption only applies to purchases of items for official State use. In all cases where sales are paid for by a check drawn upon the State Treasurer, or the official disbursing agent of any political subdivision, the sale will be considered as being made to the State of Louisiana or its political subdivision and will be exempt from tax.

7.2.1.3 Travel Reimbursements

Travel reimbursements will be made in accordance with the policies in PPM49 (as amended). Payments to state employees for travel reimbursement are made from imprest accounts which are subsequently reimbursed through ISIS. State employees should not be established as vendors in ISIS.

7.2.1.4 Imprest Fund

The purpose of the imprest fund is to facilitate employee travel reimbursements and travel advances. Section 39:242 of the Louisiana Revised Statutes provides authority to the Commissioner of Administration to grant authority to budget units to establish an imprest fund drawn upon working capital appropriations issued to the State Treasurer for the purpose of making disbursements requiring prompt cash outlay.

The imprest fund account should be administered by one person who will act as the custodian. The custodian must be a bonded employee and will be responsible for the balance of the account. The fund will consist of cash in the bank account and/or approved vouchers for disbursement made and pending reimbursements from the appropriated accounts. The reimbursement of the imprest fund account shall be made to the custodian of the imprest fund.

A monthly reconciliation of the imprest fund account shall be prepared by the agency within 15 days following receipt of the bank statement. Imprest funds advanced from any fund shall be carried in the books of the State as an asset of the fund. Upon determination that the need for the imprest fund no longer exists, such funds shall be remitted back to the STO in the full amount advanced within thirty days.

7.2.1.5 Petty Cash Fund

Any state agency may establish and maintain petty cash funds for the purpose of making changes, purchasing items of small cost, payment of postage due, and for other nominal expenditures of a non-recurring nature which cannot be administered economically and efficiently through customary purchasing practices. Petty cash funds may be established and maintained from monies which are appropriated to the agency for imprest funds. Before the establishment of the fund, the agency shall seek approval from the Commissioner of Administration.

A petty cash custodian should be established and must be a bonded employee separate from the custodian of the imprest fund. This custodian is held responsible for safeguarding the petty cash fund unless the funds are stolen due to criminal action or lost as the result of any other natural disaster (e.g., fire, etc.).

The petty cash fund must be kept intact and not commingled with any other funds (e.g., the agency's cash receipts for the day). The cash on hand plus vendor's invoices and/or petty cash vouchers plus reimbursements in transit must equal the amount of the established fund at all times. The agency's internal audit group will audit the petty cash fund on a regular basis. The fund is subject to audit at any time by the State's Legislative Auditor. Personal checks/employee advances (or any checks) are not to be cashed from the petty cash fund.

7.2.1.6 Interagency Transfers and Payments in AGPS/CFMS

It is the policy of the Division of Administration that agencies will use interagency transfers instead of issuing checks when paying another state agency. In order for all agencies to be in compliance with this policy, seller agencies should follow these instructions:

1. Each agency that has sold goods or services to other state agencies and received an AGPS Purchase Order or a CFMS contract number must establish a vendor code that has a location code of SA under their master FEIN on the VENC screen of AGPS. If a seller agency has more than one selling unit within their agency with different revenue accounting distribution information, they may set up additional vendor codes beginning with location code SB and continuing through SZ and additional AACG records.

2. A default accounting distribution must be added by the seller agency to the AACG screen of AGPS for the revenue classification. Only one AACG record can be established for each three or six digit AGPS AGCY record.

3. Seller agencies must provide OSRAP with a screen print of both the VENC and AACG screens.

It is the policy of the Division of Administration that if a payment originated in AGPS: an order must exist, an invoice and receiving action must have been entered, and the payment amount must be within the total order amount plus any allowable variance.

7.2.1.7 Returned Checks

A Return Service Request is printed on the AD's and some are returned to OSRAP for various reasons. If it is a single check, OSRAP sends the checks to the responsible agency to handle. If it is a consolidated check, OSRAP will obtain the necessary information from the agency to make corrections and return the payment to the vendor.

7.2.1.8 Aged Outstanding Checks

Aged Outstanding checks are defined as checks that have been outstanding from 30 to 180 days. An Aged Outstanding Check Report is available through the OSRAP web page at http://www.state.la.us/OSRAP/INDEX.HTM and is updated biweekly. It is the agency's responsibility to monitor this report and notify the vendors to see why checks were not cashed in a timely manner. Properly monitoring the outstanding checks will reduce the number of voids during the annual close as well as the number of checks going to Unclaimed Property.

7.2.1.9 Voiding Stale Dated Checks

Stale dated checks are defined as those checks that remain outstanding 181 days after the date on which the check was issued. OSRAP personnel will void stale dated checks within 5 days of the checks becoming stale dated. OSRAP will process a Check Cancellation Type 3 that voids the checks without reissuing as well as the J1 document(s). After the checks have been voided, it will be the decision and responsibility of the agency to issue a replacement check to the vendor, if needed. This process will also minimize the number of voids during the annual close process as well as decrease the number of checks going to Unclaimed Property.

7.2.1.10 Payment Maintenance

There are several BUNDL reports that agencies should review to verify that vendor payments processed with no problems. These reports are listed in Section 7.8. The J6 is used to correct errors made in recording the expenditure information on a payment. See Chapter 8 of the *OSRAP Policies and Procedures Manual* for more details.

7.2.2 Payment Voucher Policies (P1, PV, PVQ)

There are four different payment vouchers that can be used in AFS, the Payment Voucher (PV), the Vendor Payment Voucher (P1), the Quick Payment Voucher (PVQ) and the Internal Voucher (II). The P1, PV, and PVQ are used for purchases or credits from outside vendors. The agency decides which of these three payment vouchers to use based on preference.

The following policies will apply to payment vouchers in AFS:

1. The vendor code must be active, and

2. The invoice number and/or account number must be included to avoid a delay in processing by the vendor.

7.2.3 Recurring Payment Voucher Policies (REPV and RPV2)

The recurring payment transaction is useful for accounting events where the agency wants to eliminate the need to enter the payment vouchers each time a payment is scheduled. This facility is useful for accounting events such as rent payments, utility payments, revenue sharing distributions, leases, etc. The following policies will apply to recurring payment vouchers in AFS:

1. REPV is used for purchases to non-state vendors;

2. RPV2 is used for purchases between state agencies;

3. The vendor must receive payments on a scheduled basis;

4. The frequency type must be entered as monthly, bi-monthly, quarterly or end of the quarter, and

5. The information for each vendor must be entered with the start and end dates.

7.2.4 Internal Voucher Policies (II and J4)

The II transaction is used for internal purchases and sales between state agencies. The following policies will apply to interagency payment vouchers in AFS:

1. An II Type 2 must be used when a pre-approval agreement exists between both the buyer agency and the seller agency;

2. An II Type 3 must be used when a purchase or sale between both the buyer and seller agencies involves the same fund, and

3. The seller agency is responsible for processing the accounting information for the II Type 2 and the II Type 3 and verifying that the document is successful.

The following policies will apply to interagency journal vouchers in AFS:

1. The J4 will be used by agencies to process payments between agencies when the buyer and seller agencies **do not** have a prior approved contract or agreement. The seller agency will initiate the J4 and approve the transaction lines that it has security access to. The buyer agency must approve its coding lines before the J4 can be processed.

2. The seller agency will initiate the J4 for later approval and processing by the buyer agency. The transaction number for the J4 must begin with the buyer agency's three-character agency code. The seller agency is responsible for assigning the correct document number at the time the J4 is created.

See Chapter 8 of the *OSRAP Policies and Procedures Manual* for more details on the J4.

7.2.5 Manual Warrant Policies (MW)

The following policies will apply to manual warrants in AFS:

1. The agency completes an MW form and obtains agency, OSRAP and STO approval.

2. STO processes the form by coding the expenditure into ISIS and creates a paper check for the agency to send to the vendor.

7.3 Payment Cancellation Overview

Check cancellation is performed on an AD when a check is damaged in the mail, lost, stolen, stale dated, a duplicate payment or when an incorrect vendor is paid. There are two types of cancellations that can be used on a Check Cancellation Input Form (CX) – See Exhibit 7-20 and 7-22. A type 1 is a void and reissue and a type 3 is a void and do not reissue. A type 1 is typically used for replacement checks and a type 3 is used to void checks received in error, incorrect names, incorrect amounts or duplicate payments. A type 3 requires the preparation of a J1 to reverse the expenditure when the check was issued from an operating appropriation or a MW when the check was issued from a MOF appropriation. (See Chapter 8 of the *OSRAP Policies and Procedures Manual* for details on the preparation of a J1 and this type of MW).

The following policies will apply to check cancellations:

1. For single checks, the agency will prepare a Check Cancellation Input Form and send it to the STO;

2. For consolidated checks that have been lost, damaged, stolen, or stale dated , the agency will notify OSRAP. OSRAP will prepare the CX form and J1 if applicable, send it to the STO and notify all agencies involved;

3. For consolidated checks that have been received by the vendor and one agency has paid the wrong vendor or the wrong amount, it is that agency's responsibility to request a refund from the vendor for their portion of the check, and

4. For checks that were lost due to an incorrect address, please contact the OSRAP Vendor Section at (225) 342-6356 to have the vendor's address corrected before requesting that the check be reissued.

An EFT cancellation is performed when a vendor will not accept a payment from their financial institution and it is returned to the state's bank account. OSRAP receives notification that an EFT has been returned and notifies the vendor for an explanation. Since the funds were returned to the state's bank account the EFT has to be voided, whether it is reissued or not. OSRAP prepares the CX form and sends it to STO.

Agencies should monitor the WREC table for the status of payments. The status codes are: "O" – outstanding, "C" – cleared, "V" – voided and "X" – turned over to The Department of Revenue, Unclaimed Property Section. Annually, OSRAP sends out a Memorandum listing the checks issued through ISIS which have been outstanding for more than 180 days for each agency. After receiving this memorandum, each agency should make every effort to resolve each check listed whether through a void and reissue or a void. If the obligation for which the check was issued is still open and the agency can reissue the check to the vendor, do so at once. If the obligation is still outstanding and the vendor cannot be located, notify the STO so that the funds may be turned over to The Department of Revenue, Unclaimed Property Section.

7.4 Payment Components Overview

Before payments are generated, AFS considers discounts, credit memos, liens/levies and backup withholding. For cash disbursements, these components are shown on the check stub or EFT remittance.

7.4.1 Discounts

The following policies will apply to discounts in AFS:

1. The number of days is the time between the payment voucher's transaction date and the date the check or EFT is scheduled to be processed.

2. The discount will be taken, if the number of days between the voucher date and the scheduled payment date is not greater than the number of days on the Discount table in AFS (DISC). The discount is not taken, if the scheduled payment date does not occur before the last possible payment date on the Discount table.

7.4.2 Credit Memos

The following policies will apply to credit memos in AFS:

1. Credit memos will be applied against a vendor on an agency specific basis.

2. Credit memos will only reduce payments from the same agency that entered the credit, if the credit is recorded using the same check type and vendor code as the original payment.

3. Credit memos are recorded with a decrease line amount on an original entry payment voucher.

7.4.3 Liens/Levies

The following policies will apply to liens and levies in AFS:

1. Agencies that receive notification that a lien or levy has been issued against a vendor should enter a record on the VLLT screen and

2. Agencies should never change the remittance address of the vendor to reflect the address of the lien holder. AFS will withhold the amount specified on the VLLT screen from payments issued to the vendor until the entire amount of the lien or levy has been remitted to the lien holder.

7.4.4 Backup Withholding

The following policies will apply to backup withholding in AFS:

1. State agencies will withhold 30.5% from all payments to vendors subject to backup withholding in accordance with the Internal Revenue Service (IRS) Code and Regulations;

2. Agencies that do not withhold when required, or fail to obtain payee Taxpayer Identification Numbers (TINs), may be subject to penalties. The penalties levied for failure to comply with

3. IRS regulations will be paid from that agency's appropriation;

4. Agencies will be responsible for entering the Payment Voucher to generate a payment to reimburse the federal government for the backup withholding, and

5. In order to limit the need for backup withholding, it will be the Division of Administration policy that vendors will not be set up without a correct Taxpayer Identification Number (TIN). Agencies are subject to backup withholding requirements when:

    A. payee's Taxpayer Identification Number (TIN) has not been furnished to

the payer;

B. payee provides a clearly erroneous TIN (e.g., not nine numbers);
C. the IRS notifies payer that TIN provided by the payee is incorrect; or
D. in certain instances of past underreporting.

7.5 1099 Processing Overview

The 1099 process is based on the calendar year, January to December. This includes all transactions (payment vouchers, journal vouchers, manual warrants, check cancellations, cash receipts, etc.) in accounting periods 07 in one fiscal year through 06 of the following fiscal year. Each year, the IRS releases Instructions for Forms 1099, 1098, 5498 and W-2G that detail the reporting requirements for each calendar year. Agencies should obtain a copy of these instructions annually and comply.

The 1099 process is run during the December monthly close each year. This process creates the 1099 tables and BUNDL reports 4G01 and 4G02 (See Section 7.7). In January, 1099's are issued for 1099 vendors paid at least $600, or any amount if the vendor is subject to backup withholding.

OSRAP will print all 1099-G and 1099-MISC forms and mail to agencies on a single sheet of paper using the Convey Compliance software. The 1099 information will be filed with the IRS electronically by OSRAP after all agency corrections have been made.

The following policies will apply to 1099's:

1. Agencies should begin reviewing and processing manual additions, changes and deletions to their 1099 tables the day after the December monthly close through the close of business on the date assigned by OSRAP each year;

2. Agencies will copy and mail the 1099s to the vendors on or before January 31 each year, and

3. Agencies will send corrections to OSRAP to transmit to the IRS if they are not excessive (more than 20). Any excessive number of corrections will be done by the agency. The procedure for corrections is included in the Instructions for Forms 1099, 1098, 5498 and W-2G.

See Chapter 15 of the *OSRAP Policies and Procedures Manual* for more details on the 1099 Process.

7.6 Year End Processing Overview

In addition to the 12 accounting periods that make up a fiscal year (July – June), a 45 day period between July 1 and August 14 exists. This period is known as the thirteenth accounting period. The 13th period gives agencies an opportunity to make adjustments to transactions that were processed incorrectly during the fiscal year. It is very important for agencies to input the accounting period in every document processed during this period. OSRAP prepares memorandums annually that provide agencies with a detailed list of deadlines for the June 30th and August 14th Close processes. (See Chapter 16 of the *OSRAP Policies and Procedures Manual* for details on Close Processes)

A fourteenth period is available for use by OSRAP and STO only. This period is used to make additional adjustments to transactions previously recorded in error. After the 14th period is closed, no corrections will be able to affect the closed fiscal year.

7.7 Reports

The ISIS payment process generates several reports. These reports should be reviewed **weekly** by all state agencies. The reports are as follows:

1. Scheduled Payment Turnaround Report (1G06);
2. Unscheduled Payment Turnaround Report (1G07);
3. AD Discounts Taken/Lost Report (1G24);
4. EFT Scheduled Payment Turnaround Report (1G25);
5. EFT Unscheduled Payment Turnaround Report (1G26), and
6. EFT Discounts Taken/Lost Report (1G28).

The ISIS 1099 process also generates several reports. The reports are as follows:

1. 1099 Turnaround Report (4G01)
2. 1099 Adjusting Transactions by Vendor Report (4G02)

Reports 1G06 and 1G25 list, by agency, all outstanding payment vouchers that are scheduled to be paid on or before the date that falls on or before the date specified for voucher selection.

Reports 1G07 and 1G26 list all outstanding vouchers that are on hold and whose scheduled payment date does not satisfy the date specified for voucher selection. It also lists the reasons the payments are have not been generated.

Reports 1G24 and 1G28 list the discounts being taken and lost. If discounts are being lost on a regular basis, payment policies or discount types may need to be adjusted.

Reports 4G01 and 4G02 list detailed 1099 information for the calendar year. These reports are generated in June, November and January.

See the *ISIS/AFS Reports Manuals* for more detailed descriptions, samples of these reports and additional BUNDL reports that are generated.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 700
Procedure Name: Processing a Quick Payment Voucher.	**Date Issued:** 3/02 **Revision: 2** **Date: 08/03**

PURPOSE AND DESCRIPTION:

PROCEDURES

Before data is entered, you must first logon to AFS. This procedure is used to input a Quick Payment Voucher (PVQ). **Field definitions for the PVQ can be found in section 7.1.2.1 of this chapter. Policies regarding PVQ's can be found in section 7.2.1.1 of this chapter.**

Responsibility	**Action**
Authorized Agency Personnel	1. Accesses the VEN2 table in AFS to verify the vendor number is active. A. Types "**N**" in the ACTION. B. Types "**VEN2"** in the SCREEN. C. Presses <ENTER>. You will be at the designated table. D. Verifies that the status code is 1/ACTIVE E. If the status code is 1, go to number 2. If the status code is not 1, see *Chapter 18 of the OSRAP Policies and Procedures Manual* for details on finding the correct vendor number to use. 2. Accesses the Document Suspense A. Types "**N**" in the ACTION. B. Types "**SUSF"** in the SCREEN.

Responsibility	**Action**
Authorized Agency Personnel	C. Presses <ENTER>. You will be at the designated table.
	3. Creates a new PVQ
	A. Types "**NEW**" in the FUNCTION.
	B. Presses <TAB> to the DOCUMENT area.
	C. Types the following information in the corresponding fields under DOCUMENT
	1) Type "**PVQ**" in the TYPE field. 2) Type agency number in the AGCY field. 3) Type "**PVQ#**" in the NUMBER field. The number sign will automatically assign the next document number for your agency to this PVQ document. See Exhibit 7-1.
	4. Presses <ENTER>. The screen displays a new PVQ Document with information entered in the DOCUMENT fields.
	5. Enters values in the corresponding required fields of the document header:
	A. ACCT PRD

Responsibility	**Action**

Authorized Agency Personnel	B.	BFY
	C.	VENDOR CODE
	D.	ACT DEL DATE
	E.	SCH PAY DATE
	F.	DOCUMENT TOTAL
	G.	SINGLE CHECK FLAG
	6.	Enters the required values in the corresponding fields of the document detail lines:
	A.	LN NO
	B.	REF CD/NUMBER/LN – If applicable.
	C.	VI NUMBER/LN – Enter the invoice number.
	D.	DESCRIPTION – Enter the account number or any additional comments.
	E.	FUND
	F.	AGCY
	G.	ORG
	H.	APPR UNIT
Responsibility	**Action**	

Responsibility	**Action**
Authorized Agency Personnel	I. OBJ/SUB J. REV/SUB K. JOB NO L. RCAT M. BS ACCT N. DISC TYPE O. LINE AMOUNT P. I/D – If this is a modification. 7. Repeats Step 6 as needed. 8. Edits the document. A. Press <HOME> B. Types "**EDIT DOC**" C. Presses <ENTER>. **NOTE: Should the document contain errors, the data must be corrected, at this point. Error messages appear at the bottom of the screen along with the**
Authorized	**message "DOCUMENT ERRORS**

Agency Personnel

DETECTED". After the errors have been corrected, the document can be re-edited.

1) The screen will display the STATUS of "PEND1" in the document header. See Exhibit 7-2.

2) The DATE field shows the current date. This field is inferred by the system.

3) **"READY FOR APPROVAL"** (agency approval) message appears at the bottom of the screen, in addition to any warning messages. See Exhibit 7-2.

9. Types **"END"** in the FUNCTION to exit the PVQ document.

NOTE: You must exit the document so that another authorized person can approve the document. The system will not allow the same person to enter and approve the same document.

10. Presses <ENTER>. The screen displays the SUSF table. SUSF shows the PVQ document with the **"PEND1"** status.

Responsibility	**Action**
Authorized Agency Approver	11. Retrieves the **PVQ** document from SUSF.

A. Types **"S"** in the ACTION.

B. Presses <TAB> to go to the line where the document number appears.

C. Presses <ENTER>. **PVQ** document is displayed.

12. Reviews the document for accuracy and verifies the invoice number and total.

13. Types **"APPROVE DOC"** in the FUNCTION.

14. Presses <ENTER>. The PVQ now shows a STATUS of SCHEDULED. See Exhibit 7-3.

15. Types **"RUN DOC"** in the FUNCTION. Presses <ENTER>. The PVQ document now shows a STATUS of **ACCEPTED** in the document header. See Exhibit 7-4.

16. Types "**END**" in the FUNCTION and presses <ENTER> to exit the document. You will be returned to SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 701
Procedure Name: Processing a Vendor Payment Voucher.	**Date Issued:** 3/02 **Revision: 2** **Date: 08/03**

Before data is entered, you must first logon to AFS. This procedure is used to input a Vendor Payment Voucher (P1). **Field definitions for the P1 can be found in section 7.1.2.2 of this chapter. Policies regarding P1's can be found in section 7.2.1.1 of this chapter.**

Responsibility	**Action**
Authorized Agency Personnel	1. Accesses the VEN2 table in AFS to verify the vendor number is active. A. Types "**N**" in the ACTION. B. Types "**VEN2"** in the SCREEN. C. Presses <ENTER>. You will be at the designated table. D. Verifies that the status code is 1/ACTIVE E. If the status code is 1, go to number 2. If the status code is not 1, see *Chapter 18 of the OSRAP Policies and Procedures Manual* for details on finding the correct vendor number to use. 2. Accesses the Document Suspense A. Types "**N**" in the ACTION. B. Types "**SUSF"** in the SCREEN. C. Presses <ENTER>. You will be at the designated table.

Responsibility	**Action**
Authorized Agency Personnel	3. Creates a new P1 A. Types "**NEW**" in the FUNCTION. B. Presses <TAB> to the DOCUMENT area. C. Types the following information in the corresponding fields under DOCUMENT 1) Type "**P1**" in the TYPE field. 2) Type agency number in the AGCY field. 3) Type "**P1#**" in the NUMBER field. The number sign will automatically assign the next document number for your agency to this P1 document. See Exhibit 7-5. 4. Presses <ENTER>. The screen displays a new P1 Document with information entered in the DOCUMENT fields. 5. Enters values in the corresponding required fields of the document header: A. ACCT PD B. BFY C. SINGLE CHECK

Responsibility **Action**

Authorized Agency Personnel

D. SCHED PAY DATE

E. VENDOR

F. ACT DEL DATE

G. DOC TOTAL

6. Enters the required values in the corresponding fields of the document detail lines:

A. LN NO

B. REF ERENCE CD/NUMBER/LN – If applicable.

C. VENDOR INVOICE – Enter the invoice number.

D. FUND

E. AGCY

F. ORG

G. APPR UNIT

H. OBJ/SUB

I. RSRC/SUB

Responsibility **Action**

Authorized Agency Personnel

J. JOB/PROJ

K. RCAT

L. BACC

M. DT

N. DESCRIPTION – Enter the account number or any comments

O. AMOUNT

P. I/D – If this is a modification.

7. Repeats Step 6 as needed.

8. Edits the document.

A. Press <HOME>

B. Types "**EDIT DOC**"

C. Presses <ENTER>.

NOTE: Should the document contain errors, the data must be corrected, at this point. Error messages appear at the bottom of the screen along with the

Responsibility	**Action**
Authorized	**message "DOCUMENT ERRORS**

Agency Personnel

DETECTED". After the errors have been corrected, the document can be re-edited.

1) The screen will display the STATUS of "PEND1" in the document header. See Exhibit 7-6.

2) The DATE field shows the current date. This field is inferred by the system.

3) **"READY FOR APPROVAL"** (agency approval) message appears at the bottom of the screen, in addition to any warning messages. See Exhibit 7-6.

9. Types **"END"** in the FUNCTION to exit the P1 document.

NOTE: You must exit the document so that another authorized person can approve the document. The system will not allow the same person to enter and approve the same document.

10. Presses <ENTER>. The screen displays the SUSF table. SUSF shows the P1 document with the "**PEND1"** status.

Responsibility	**Action**
Authorized Agency Approver	11. Retrieves the **P1** document from SUSF.

A. Types **"S"** in the ACTION.

B. Presses <TAB> to go to the line where the document number appears.

C. Presses <ENTER>. **P1** document is displayed.

12. Reviews the document for accuracy and verifies the invoice number and total.

13. Types **"APPROVE DOC"** in the FUNCTION.

14. Presses <ENTER>. The P1 now shows a STATUS of SCHEDULED. See Exhibit 7-7.

15. Types **"RUN DOC"** in the FUNCTION. Presses <ENTER>. The P1 document now shows a STATUS of **ACCEPTED** in the document header. See Exhibit 7-8.

16. Types "**END**" in the FUNCTION and presses <ENTER> to exit the document. You will be returned to SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 702
Procedure Name: Processing a Payment Voucher.	**Date Issued:** 3/02
	Revision: 2 **Date: 08/03**

Before data is entered, you must first logon to AFS. This procedure is used to input a Vendor Payment Voucher (PV). **Field definitions for the PV can be found in section 7.1.2.3 of this chapter. Policies regarding PV's can be found in section 7.2.1.1 of this chapter.**

Responsibility	**Action**
Authorized Agency Personnel	1. Accesses the VEN2 table in AFS to verify the vendor number is active. A. Types "**N**" in the ACTION. B. Types "**VEN2"** in the SCREEN. C. Presses <ENTER>. You will be at the designated table. D. Verifies that the status code is 1/ACTIVE E. If the status code is 1, go to number 2. If the status code is not 1, see *Chapter 18 of the OSRAP Policies and Procedures Manual* for details on finding the correct vendor number to use. 2. Accesses the Document Suspense A. Types "**N**" in the ACTION. B. Types "**SUSF"** in the SCREEN. C. Presses <ENTER>. You will be at the designated table.

Responsibility	**Action**
Authorized Agency Personnel	3. Creates a new PV A. Types "**NEW**" in the FUNCTION. B. Presses <TAB> to the DOCUMENT area. C. Types the following information in the corresponding fields under DOCUMENT 1) Type "**PV**" in the TYPE field. 2) Type agency number in the AGCY field. 3) Type "**PV#**" in the NUMBER field. The number sign will automatically assign the next document number for your agency to this PV document. See Exhibit 7-9. 4. Presses <ENTER>. The screen displays a new PV Document with information entered in the DOCUMENT fields. 5. Enters values in the corresponding required fields of the document header: (See Exhibit 7-10) A. ACCTG PRD B. BUDGET FY C. PV TYPE

Responsibility	**Action**

Authorized
Agency Personnel

D. ACT DEL DT

E. SCH PAY DATE

F. VENDOR CODE

G. SINGLE CHECK FLAG

H. SELLER: FUND, AGY, ORG, APPR UNIT, REV SRC, SUB-REV, JOB NO, RCAT. BS ACCT – If applicable.

6. Presses <ENTER> to move to the document detail lines to enter the required values in the corresponding fields of the:

A. LN NO

B. REFERENCE CD/NUMBER/LN – If applicable.

C. VENDOR INVOICE – Enter the invoice number.

D. DESCRIPTION – Enter the account number or any comments

E. DT

F. FUND

Responsibility **Action**

Authorized Agency Personnel

G. AGY

H. ORG

I. APPR UNIT

J. OBJ/SUB OBJ

K. REV SRC/SUB REV

L. JOB NO

M. REPT CAT

N. BS ACCT

O. AMOUNT

P. I/D – If this is a modification.

7. Repeats Step 6 as needed.

8. Edits the document.

A. Press <HOME>

B. Types "**EDIT DOC**"

C. Presses <ENTER>.

Responsibility **Action**

Authorized **NOTE: Should the document contain**

Agency Personnel

errors, the data must be corrected, at this point. Error messages appear at the bottom of the screen along with the message "DOCUMENT ERRORS DETECTED". After the errors have been corrected, the document can be re-edited.

1) The screen will display the STATUS of "PEND1" in the document header. See Exhibit 7-11.

2) The DATE field shows the current date. This field is inferred by the system.

3) **"READY FOR APPROVAL"** (agency approval) message appears at the bottom of the screen, in addition to any warning messages. See Exhibit 7-11.

9. Types **"END"** in the FUNCTION to exit the PV document.

NOTE: You must exit the document so that another authorized person can approve the document. The system will not allow the same person to enter and approve the same document.

Responsibility	**Action**
Authorized Agency Approver	10. Presses <ENTER>. The screen displays the SUSF table. SUSF shows the PV document with the "**PEND1"** status.
	11. Retrieves the **PV** document from SUSF.
	A. Types **"S"** in the ACTION.
	B. Presses <TAB> to go to the line where the document number appears.
	C. Presses <ENTER>. **PV** document is displayed.
	12. Reviews the document for accuracy and verifies the invoice number and total.
	13. Types **"APPROVE DOC"** in the FUNCTION.
	14. Presses <ENTER>. The PV now shows a STATUS of SCHEDULED. See Exhibit 7-12.
	15. Types **"RUN DOC"** in the FUNCTION. Presses <ENTER>. The PV document now shows a STATUS of **ACCEPTED** in the document header. See Exhibit 7-13.
	16. Types "**END**" in the FUNCTION and presses <ENTER> to exit and return to SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 703
Procedure Name: Processing a Recurring Payment Voucher.	**Date Issued:** 3/02
	Revision: 2 **Date: 08/03**

Before data is entered, you must first logon to AFS. This procedure is used to input a Recurring Payment Voucher (REPV). **Field definitions for the REPV can be found in section 7.1.2.4 of this chapter. Policies regarding REPV's can be found in section 7.2.1.2 of this chapter.**

Responsibility	**Action**
Authorized Agency Personnel	1. Accesses the VEN2 table in AFS to verify the vendor number is active.
	A. Types "**N**" in the ACTION.
	B. Types "**VEN2"** in the SCREEN.
	C. Presses <ENTER>. You will be at the designated table.
	D. Verifies that the status code is 1/ACTIVE
	E. If the status code is 1, go to number 2. If the status code is not 1, see *Chapter 18 of the OSRAP Policies and Procedures Manual* for details on finding the correct vendor number to use.
	2. Accesses the Recurring Payment Voucher Table
	A. Types "**N**" in the ACTION.
	B. Types "**REPV"** in the SCREEN.
	C. Presses <ENTER>. You will be at the designated table.

Responsibility	**Action**
Authorized Agency Personnel	3. Creates a REPV, Types "A" in the ACTION field.
	4. Presses <TAB> and enters values in the corresponding required fields of the header: (See Exhibit 7-14)
	A. VOUCHER NUMBER
	B. VENDOR
	C. TYPE
	D. SUBMITTING AGCY
	E. START DATE
	F. EXPR DATE
	G. FREQUENCY
	H. SCHED PYMT DATE
	I. SINGLE CHECK FLAG
	5. Presses <ENTER> to move to the detail lines to enter the required values in the corresponding fields:
	A. LN #
	B. REF TRANS ID – If applicable.

Responsibility	**Action**

Authorized Agency Personnel	C.	VEND INVOICE
	D.	FUND
	E.	AGCY
	F.	ORG
	G.	APPR UNIT
	H.	OBJ/SUB
	I.	REV/SUB
	J.	BS ACCT
	K.	REPT
	L.	JOB/PROJ
	M.	DISC TYPE
	N.	LINE AMOUNT
	O.	I/D
	P.	P/F
	Q.	DESCRIPTION
	6.	Presses <ENTER>.

Responsibility	**Action**

Authorized
Agency Personnel

NOTE: Should the document contain errors, the data must be corrected, at this point. Error messages appear at the bottom of the screen.

7. After any errors are corrected, the REPV TABLE shows ALL LINES ADDED. See Exhibit 7-14.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 704
Procedure Name: Processing an Internal Voucher.	**Date Issued:** 3/02 **Revision: 2** **Date: 08/03**

Before data is entered, you must first logon to AFS. This procedure is used to input an Internal Voucher (II). **Field definitions for the II can be found in section 7.1.2.5 of this chapter. Policies regarding II's can be found in section 7.2.1.3 of this chapter.**

Responsibility	**Action**
Authorized Seller Agency Personnel	1. Accesses the Document Suspense A. Types "**N**" in the ACTION. B. Types "**SUSF"** in the SCREEN. C. Presses <ENTER>. You will be at the designated table. 2. Creates a new II A. Types "**NEW**" in the FUNCTION. B. Presses <TAB> to the DOCUMENT area. C. Types the following information in the corresponding fields under DOCUMENT 1) Type "**II**" in the TYPE field. 2) Type agency number in the AGCY field. 3) Type "**II#**" in the NUMBER field. The number sign will automatically assign the next document number for your agency to this PV document. See Exhibit 7-15.

Responsibility	**Action**
Authorized Seller Agency Personnel	3. Presses <ENTER>. The screen displays a new II Document with information entered in the DOCUMENT fields.
	4. Enters values in the corresponding required fields of the document header: (See Exhibit 7-16)
	A. ACCTG PRD
	B. BUDGET FY
	C. TYPE
	D. ACTION
	E. ACT DEL DATE
	F. TOTAL
	SELLER'S
	G. FUND
	H. AGCY
	I. ORG
	J. REV SRC/SUB-REV
	K. JOB NO

Responsibility **Action**

Authorized Seller
Agency Personnel

L. RCAT

M. APPR UNIT

5. Presses <ENTER> to move to the BUYER's document detail lines to enter the required values in the corresponding fields of the:

A. LN NO

B. REFERENCE CD/NUMBER/LN – If applicable.

C. FUND

D. AGCY

E. ORG

F. APPR UNIT

G. OBJ/SUB OBJ

H. JOB NO

I. REPT CAT

J. BS ACCT

K. DESCRIPTION

Responsibility **Action**

Authorized Seller
Agency Personnel

L. AMOUNT

M. I/D

N. P/F

O. VEND INVOICE

6. Repeats Step 5 as needed.

7. Edits the document.

A. Press <HOME>

B. Types "**EDIT DOC**"

C. Presses <ENTER>.

NOTE: Should the document contain errors, the data must be corrected, at this point. Error messages appear at the bottom of the screen along with the message "DOCUMENT ERRORS DETECTED". After the errors have been corrected, the document can be re-edited.

1) The screen will display the STATUS of "PEND1" in the document header. See Exhibit 7-16.

Responsibility **Action**

2) The DATE field shows the current date.

Authorized Seller Agency Personnel

This field is inferred by the system.

3) **"READY FOR APPROVAL"** (agency approval) message appears at the bottom of the screen, in addition to any warning messages.

8. Types **"END"** in the FUNCTION to exit the II document.

NOTE: You must exit the document so that another authorized person can approve the document. The system will not allow the same person to enter and approve the document.

9. Presses <ENTER>. The screen displays the SUSF table. SUSF shows the PV document with the "**PEND1"** status.

Authorized Seller Agency Approver

10. Retrieves the **II** document from SUSF.

A. Types **"S"** in the ACTION.

B. Presses <TAB> to go to the line where the document number appears.

C. Presses <ENTER>. **II** document is displayed.

Responsibility **Action**

11. Reviews the document for accuracy and verifies the invoice number and total.

Authorized Seller
Agency Approver

12. Types **"APPROVE DOC"** in the FUNCTION.

13. Presses <ENTER>. The II now shows a STATUS of SCHEDULED. See Exhibit 7-17.

14. Types **"RUN DOC"** in the FUNCTION. Presses<ENTER>. The II document now shows a STATUS of **ACCEPTED** in the document header. See Exhibit 7-18.

15. Types "**END**" in the FUNCTION and presses <ENTER> to exit and return to SUSF.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 710
Procedure Name: Preparing a CX Type 1.	**Date Issued:** 3/02
	Revision: 2 **Date: 08/03**

PURPOSE AND DESCRIPTION:

This procedure is used to prepare a CX Type 1 form. CX Type 1's are typically used when a check has been lost, damaged, stolen, or stale dated and a replacement check needs to be issued to the vendor. These forms are located at http://www.state.la.us/OSRAP/INDEX.HTM in the Forms list. **Policies regarding CX's can be found in section 7.3 of this chapter.**

Responsibility	**Action**
Agency Personnel	1. Receives notification from a vendor (via mail or a phone call) stating that a check has not been received, or is damaged, stolen or stale dated.
	2. Reviews the WREC table to verify that the check is still "O" – outstanding. If the check is still outstanding and one agency paid the vendor on this check, go to number 3. If this is a multiple agency check, stop here and call the OSRAP Help Desk at (225) 342-1097. Give an OSRAP Employee the check number and the reason the check needs to be voided, they will handle the CX, mail it to the STO and notify all affected agencies.
	3. Prepares the CX Type 1 Form (See Exhibit 7-19)
	4. Enters the information in the required fields: A. AGENCY NAME B. AGENCY NUMBER C. ACCOUNTING PERIOD

Responsibility	**Action**

Agency Personnel	D.	BANK CODE
	E.	VENDOR CODE
	F.	CHECK NUMBER
	G.	CASH ACCOUNT
	H.	CHECK DATE
	I.	CHECK AMOUNT
	J.	REASON FOR CANCELLATION
	5.	Signs the form in the PREPARED BY field, include date and telephone number.
Authorized Agency Approver	6.	Reviews the form and signs in the APPROVED BY field, include date and telephone.
Agency Personnel	7.	Mails the form, and the check (if it was returned) to Trudy Jackson at the STO. (Messenger Mail: State Capitol, 3rd Floor)
STO	8.	Receives CX form.
	9.	Verifies that check is still outstanding.
	10.	If outstanding and no check is available, issue a stop pay order at the bank.

11. If check is available or when stop pay is verified, enters and approves CX in AFS. In AFS, the check is voided and the system issues another check.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 711
Procedure Name: Preparing a CX Type 3.	**Date Issued:**
	Revision: 2 **Date: 08/03**

PURPOSE AND DESCRIPTION:

This procedure is used to prepare a CX Type 3 form. CX Type 3's are typically used when a check has to be voided and the agency does not want the check to be reissued to the vendor. These forms are located at http://www.state.la.us/OSRAP/INDEX.HTM in the Forms list. See *Chapter 8 of the OSRAP Policies and Procedures Manual* for policies and procedures on preparing J1's to void checks. **Policies regarding CX's can be found in section 7.3 of this chapter.**

Responsibility	**Action**
Agency Personnel	1. Receives notification from a vendor (via mail or a phone call) stating that a check needs to be voided.
	2. Reviews the WREC table to verify that the check is still "O" – outstanding. If the check is still outstanding and one agency paid the vendor on this check, go to number 3. If this is a multiple agency check, stop here and call the OSRAP Help Desk at (225) 342-1097. Give an OSRAP Employee the check number and the reason the check needs to be voided, they will prepare the CX, mail it to the STO and notify all affected agencies.
	3. Prepares the CX Type 3 Form (See Exhibit 7-21)
	4. Enters the information in the required fields:
	A. AGENCY NAME
	B. AGENCY NUMBER
	C. ACCOUNTING PERIOD
	D. BANK CODE
	E. VENDOR CODE

Responsibility	**Action**
Agency Personnel	F. CHECK NUMBER
	G. CASH ACCOUNT
	H. J1 NUMBER
	I. CHECK AMOUNT
	J. REASON FOR CANCELLATION
	5. Signs the form in the PREPARED BY field, include date and telephone number.
Authorized Agency Approver	6. Reviews the form and signs in the APPROVED BY field, include date and telephone.
Agency Personnel	7. Mails the form, and the check (if it was returned) to Trudy Jackson at the STO. (Messenger Mail: State Capitol, 3rd Floor)
STO	8. Receives CX form.
	9. Verifies that check is still outstanding.
	10. If outstanding and no check is available, issue a stop pay order at the bank.
	11. If check is available or when stop pay is verified, enters and approves CX in AFS. In AFS, the check is voided.
	12. Mails the CX form to OSRAP (Transaction Processing).

Responsibility **Action**

OSRAP Analyst	13.	Receives CX forms from STO.
	14.	Retrieves J1 from SUSF.
	15.	Verifies coding of original PV.
	16.	Approves J1.
STO	17.	Approves and runs J1. At this point, the expenditures are returned and the result is that in ISIS it looks as if the check was never issued.

EXHIBITS

Exhibit 7-1

AFS DOCUMENT SUSPENSE FILE (SUSF)

```
ACTION: S  SCREEN: SUSF USERID: Z107E13        03/15/02  12:40:04 PM
 FUNCTION: NEW            ORG:

                      D O C U M E N T   S U S P E N S E

 S      BATCH                    DOCUMENT                                          PROCESS
 E ---------------------------- ---------------------------------                LAST    LAST      DATE
 L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER    (YYMMDD)
 -  ----  ----  ------  ----  ----  ------------  -----  -----  --------  ----------  ----------
                         PVQ   900     PVQ#
```

This is an example of the Document Suspense Screen. This is where a new PVQ document was created. A new document was created by typing PVQ in the TYPE field, typing the agency number in the AGCY field, and typing PVQ# in the NUMBER field.

NOTE: The number sign or pound sign automatically assigned the next available document number for your agency and transaction type to the AP document.

Exhibit 7-2

AFS QUICK PAYMENT VOUCHER DOCUMENT (PVQ)

```
FUNCTION:                    DOCID: PVQ  900  PVQ00000018                    03/15/02 12:42:08 PM
  STATUS:  PEND1             BATID:                        ORG:                     001-001 OF 001
H-                           QUICK PAYMENT VOUCHER INPUT FORM
    DATE: 03 15 02        ACCT PRD: 09 02          BFY: 02       ACT: E
    VENDOR CODE:   900900900 00   ACT DEL DT: 03 13 02    SCH PAY DATE:  03 15 02
             NAME:   LAWYERS OF AMERICA                     OFF LIAB ACCT:
          ADDRESS:  2401 COLLEGE DRIVE                   DOCUMENT TOTAL:                    10.00
                                                          CALC DOC TOTAL:                   10.00
                      BATON ROUGE         LA 70802                    FA IND:
    EFT IND:  N  APPLICATION TYPE:  AA  SINGLE CHECK FLAG:  Y  CHECK CATEGORY:  AA
    LN                              COM
    NO REF CD/NUMBER/LN        LN    VI NUMBER/LN       DESCRIPTION
    --       ---------------------     ---       ----------------      ----------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ----      ----      -------     ----    ----     ----    ----     -------      -------      ---   --     ----     -------
    DISC TYPE    LINE AMOUNT   I/D   P/F     QUANTITY    I/D
       --------          -----------        ---    ---         -------        ---
01- 01                                   MARCH2002458    OFFICE SUPPLIES
    900    900      1001     100                      3100                        3124
                          10.00


H--A924W-SING CHK FLAG < > DFLT ON VEN2                          H--*S401-READY FOR APPROVAL 1
01-HFL6W-FAIT ENTRY MISSING
```

This is an example of a PVQ document. The PVQ document displayed is at a PEND1 status and is ready for agency approval.

Exhibit 7-3

AFS QUICK PAYMENT VOUCHER DOCUMENT (PVQ)

```
FUNCTION:                    DOCID: PVQ  900  PVQ00000018                    03/15/02 12:58:20 PM
  STATUS:  SCHED             BATID:                      ORG:                     001-001 OF 001
H-                           QUICK PAYMENT VOUCHER INPUT FORM
    DATE: 03 15 02       ACCT PRD: 09 02        BFY: 02       ACT: E
    VENDOR CODE:   900900900 00   ACT DEL DT: 03 13 02    SCH PAY DATE:  03 15 02
            NAME:   LAWYERS OF AMERICA                     OFF LIAB ACCT:
         ADDRESS:  2401 COLLEGE DRIVE                   DOCUMENT TOTAL:                    10.00
                                                         CALC DOC TOTAL:                    10.00
                     BATON ROUGE         LA 70802                    FA IND:
    EFT IND:  N  APPLICATION TYPE:  AA  SINGLE CHECK FLAG:  Y  CHECK CATEGORY:  AA
    LN                              COM
    NO REF CD/NUMBER/LN        LN    VI NUMBER/LN       DESCRIPTION
    --      ---------------------      ---      ----------------      ----------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ----      ----      -------     ----   ----     ----   ----     -------      -------      ---   --     ----      -------
    DISC TYPE    LINE AMOUNT   I/D   P/F     QUANTITY    I/D
       --------          -----------        ---    ---         -------        ---
01- 01                                   MARCH2002458    OFFICE SUPPLIES
    900    900      1001     100                    3100                        3124
                          10.00


A--*S001-APPROVAL 1 APPLIED                                        A--*HS60-DOCUMENT MARKED FOR
READ ONLY
```

The status of the PVQ document changed to SCHED after the final document approval (Agency Authorized Approver) was applied.

Exhibit 7-4

AFS QUICK PAYMENT VOUCHER DOCUMENT (PVQ)

```
FUNCTION:                    DOCID: PVQ  900  PVQ00000018                    03/15/02 12:58:20 PM
  STATUS:  ACCPT             BATID:                        ORG:                     001-001 OF 001
H-                           QUICK PAYMENT VOUCHER INPUT FORM
    DATE: 03 15 02        ACCT PRD: 09 02          BFY: 02        ACT: E
    VENDOR CODE:   900900900 00   ACT DEL DT: 03 13 02    SCH PAY DATE:  03 15 02
            NAME:   LAWYERS OF AMERICA                      OFF LIAB ACCT:
         ADDRESS:  2401 COLLEGE DRIVE                   DOCUMENT TOTAL:                    10.00
                                                         CALC DOC TOTAL:                    10.00
                     BATON ROUGE          LA 70802                    FA IND:
    EFT IND:  N  APPLICATION TYPE:  AA  SINGLE CHECK FLAG:  Y  CHECK CATEGORY:  AA
    LN                              COM
    NO REF CD/NUMBER/LN        LN    VI NUMBER/LN       DESCRIPTION
    --       ---------------------     ---      ----------------      ----------------
    FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
    ----      ----      -------     ----   ----     ----   ----     -------      -------      ---   --     ----      -------
    DISC TYPE    LINE AMOUNT   I/D   P/F     QUANTITY    I/D
       --------          -----------        ---    ---         -------        ---
01- 01                                   MARCH2002458    OFFICE SUPPLIES
    900    900      1001     100                    3100                        3124
                          10.00


A--*HP20-DOCUMENT ACCEPTED                                  A--*HP01-WARNING MSGS; PLEASE REVIEW
H—A924W-SING CHK FLAG <> DFLT ON VEN2
```

The PVQ document was run successfully and the status changed to ACCPT. All appropriate AFS tables have been updated from the information entered on the PVQ document.

Exhibit 7-5

AFS DOCUMENT SUSPENSE FILE (SUSF)

```
ACTION: S  SCREEN: SUSF USERID: Z107E13        03/15/02  12:40:04 PM
 FUNCTION: NEW            ORG:

                      D O C U M E N T   S U S P E N S E

 S      BATCH                    DOCUMENT                                          PROCESS
 E ---------------------------- ------------------------------------          LAST   LAST      DATE
 L TYPE AGCY NUMBER TYPE AGCY   NUMBER    STAT  APPRV  DATE   USER    (YYMMDD)
 -  ----   ----   ------   ----   ----   ------------   -----   -----   --------  ----------   ----------
                          P1    900    P1#
```

This is an example of the Document Suspense Screen. This is where a new P1 document was created. A new document was created by typing P1 in the TYPE field, typing the agency number in the AGCY field, and typing P1# in the NUMBER field.

NOTE: The number sign or pound sign automatically assigned the next available document number for your agency and transaction type to the AP document.

Exhibit 7-6

AFS VENDOR PAYMENT VOUCHER (P1)

```
FUNCTION:                          DOCID: P1   900   P1000000053          03/15/02 01:24:46 PM
   STATUS: PEND1                   BATID:                      ORG:                 001-001 OF 001
                          VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:  03 15 02  ACCT PD:  09 02  BFY:  02  ACT:  E  SINGLE CHECK:  Y  TC:          FA:
EFT IND/TYPE:  N / AA  CHECK CAT:  AA   OFF LIAB ACCT:            SCHED PAY DATE:  03 15 02
VENDOR:  900900900 00     ACT DEL DATE:  03 10 02    DOC TOTAL:                   10.00
   NAME:  LAWYERS OF AMERICA                              USE TAX:                   0.00
   ADDR: 2401 COLLEGE DRIVE                          CALC DOC TOTAL:               10.00
         :                                          FREIGHT IND:
         : BATON ROUGE        LA 70802             FREIGHT TOT:                        I/D:
TOT AMT:                      I/D:      CAL AMT:
TOT QTY:                      I/D:      CAL QTY:
LN       REFERENCE            COM  VENDOR        INV
NO  CD NUMBER            LN LN    INVOICE        LN   FUND  AGCY  ORG/SUB  APPR UNIT  ACTV
--    --  --------------     --  ---    -----------    ---    ----   ----    -------    ---------    ----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT   DESCRIPTION            QUANTITY      I/D
----      -------     --------     --------     ----    ----   --    ----------------          ------------      ---
TAX CD FREIGHT AMOUNT I/D       AMOUNT      I/D    TAX AMOUNT      TOTAL AMOUNT   P/F
----   --       --------------       -       --------------     -     --------------          --------------      -
01                                  MARCH2002        900    900    1001      100
      3100                            3124            OFFICE SUPPLIES
                                          10.00                                          10.00
H--A924W-SING CHK FLAG < > DFLT ON VEN2                    H--*S401-READY FOR APPROVAL 1
01-HFL6W-FAIT ENTRY MISSING
```

This is an example of a P1 document. The P1 document displayed is at a PEND1 status and is ready for agency approval.

Exhibit 7-7

AFS VENDOR PAYMENT VOUCHER (P1)

```
FUNCTION:                          DOCID: P1   900   P1000000053          03/15/02 01:59:07 PM
   STATUS: SCHED                   BATID:                      ORG:                 001-001 OF 001
                          VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:  03 15 02  ACCT PD:  09 02  BFY:  02  ACT:  E  SINGLE CHECK:  Y  TC:          FA:
EFT IND/TYPE:  N / AA  CHECK CAT:  AA   OFF LIAB ACCT:            SCHED PAY DATE:  03 15 02
VENDOR:  900900900 00      ACT DEL DATE:  03 10 02    DOC TOTAL:                   10.00
   NAME:  LAWYERS OF AMERICA                              USE TAX:                    0.00
   ADDR: 2401 COLLEGE DRIVE                          CALC DOC TOTAL:                10.00
         :                                          FREIGHT IND:
         : BATON ROUGE        LA 70802             FREIGHT TOT:                        I/D:
TOT AMT:                      I/D:      CAL AMT:
TOT QTY:                      I/D:      CAL QTY:
LN       REFERENCE            COM  VENDOR        INV
NO  CD NUMBER            LN LN    INVOICE        LN    FUND  AGCY  ORG/SUB  APPR UNIT  ACTV
--    --  ---------------    --  ---    ------------    ---    ----    ----    -------    ---------    ----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT   DESCRIPTION              QUANTITY      I/D
----    -------    --------    --------    ----    ----    --    ----------------    ------------    ---
TAX CD FREIGHT AMOUNT I/D       AMOUNT      I/D    TAX AMOUNT      TOTAL AMOUNT   P/F
----    --    --------------    -    --------------    -    --------------    --------------    -
01                                MARCH2002        900    900    1001    100
      3100                          3124            OFFICE SUPPLIES
                                        10.00                                          10.00
A--*S001-APPROVAL 1 APPLIED                    A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The status of the P1 document changed to SCHED after the final document approval (Agency Authorized Approver) was applied.

Exhibit 7-8

AFS VENDOR PAYMENT VOUCHER (P1)

```
FUNCTION:                          DOCID: P1   900   P1000000053          03/15/02 01:59:39 PM
   STATUS: ACCPT                   BATID:                      ORG:                 001-001 OF 001
                          VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:  03 15 02  ACCT PD:  09 02  BFY:  02  ACT:  E  SINGLE CHECK:  Y  TC:          FA:
EFT IND/TYPE:  N / AA  CHECK CAT:  AA   OFF LIAB ACCT:            SCHED PAY DATE:  03 15 02
VENDOR:  900900900 00     ACT DEL DATE:  03 10 02    DOC TOTAL:                   10.00
   NAME:  LAWYERS OF AMERICA                              USE TAX:                   0.00
   ADDR: 2401 COLLEGE DRIVE                          CALC DOC TOTAL:                10.00
         :                                          FREIGHT IND:
         : BATON ROUGE        LA 70802             FREIGHT TOT:                        I/D:
TOT AMT:                      I/D:      CAL AMT:
TOT QTY:                      I/D:      CAL QTY:
LN       REFERENCE            COM  VENDOR        INV
NO  CD NUMBER            LN LN    INVOICE        LN    FUND  AGCY  ORG/SUB  APPR UNIT  ACTV
--    --  --------------     --  ---    ------------   ---    ----   ----    -------    ---------   ----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT   DESCRIPTION            QUANTITY      I/D
----      -------     --------     --------     ----    ----   --    ----------------          ------------      ---
TAX CD FREIGHT AMOUNT I/D       AMOUNT      I/D    TAX AMOUNT      TOTAL AMOUNT   P/F
----   --       --------------      -       --------------     -     --------------          --------------      -
01                                  MARCH2002        900    900    1001      100
      3100                            3124            OFFICE SUPPLIES
                                          10.00                                          10.00
A--*HP20-DOCUMENT ACCEPTED                          A--*HP01-WARNING MSGS; PLEASE REVIEW
H—A924W-SING CHK FLAG <> DFLT ON VEN2
```

The P1 document was run successfully and the status changed to ACCPT. All appropriate AFS tables have been updated from the information entered on the P1 document.

Exhibit 7-9

AFS DOCUMENT SUSPENSE FILE (SUSF)

```
ACTION: S  SCREEN: SUSF USERID: Z107E13        03/15/02  12:40:04 PM
 FUNCTION: NEW            ORG:

                      D O C U M E N T   S U S P E N S E

 S     BATCH                    DOCUMENT                                          PROCESS
 E ---------------------------- ----------------------------------                 LAST   LAST      DATE
 L TYPE AGCY NUMBER TYPE AGCY   NUMBER    STAT  APPRV  DATE   USER    (YYMMDD)
 -  ----   ----   ------   ----   ----   ------------   -----   -----   --------   ----------   ----------
                          PV    900    PV#
```

This is an example of the Document Suspense Screen. This is where a new PV document was created. A new document was created by typing PV in the TYPE field, typing the agency number in the AGCY field, and typing PV# in the NUMBER field.

NOTE: The number sign or pound sign automatically assigned the next available document number for your agency and transaction type to the AP document.

Exhibit 7-10

AFS PAYMENT VOUCHER (PV)

```
FUNCTION:                DOCID:  PV   900  PV000000022          03/18/02 08:34:40 AM
   STATUS:               BATID:                        ORG:
H-                       PAYMENT VOUCHER INPUT FORM

     PV DATE:          ACCTG PRD:  09 02  BUDGET FY:  02
    ACTION:          PV TYPE: 1  ACT DEL DT:  03 15 02    SCH PAY DATE:  03 18 02
    OFF LIAB ACCT:                FA IND:        DOCUMENT TOTAL:              10.00
          EFT  IND:     APPLICATION TYPE:           USE TAX AMT:
                                                   CALC DOC TOTAL:
      VENDOR  CODE: 900900900 00    CHECK CATEGORY:     SINGLE CHECK FLAG: Y
      VENDOR NAME:                                                                TAX CODE:
             ADDR1:
             ADDR2:
             ADDR3:
       FREIGHT  IND:                    FREIGHT TOT:                        FREIGHT I/D:
        TOTAL  AMT:                     TOT AMT I/D:      CALC TOT AMT:
        TOTAL  QTY:                     TOT QTY I/D:      CALC TOT QTY:
    SELLER:    FUND:               AGCY:                              ORG:     SUB-ORG:
         APPR UNIT:                ACTV:           FUNC:         REV SRC:     SUB-REV:
             JOB NO:               RCAT:                            OBJECT:     SUB-OBJ:
    OFF REC ACCT:             BS ACCT:
```

This is an example of the header page of a PV document.

Exhibit 7-11

AFS PAYMENT VOUCHER (PV)

```
FUNCTION:                    DOCID:  PV   900  PV000000022          03/18/02 09:00:26 AM
   STATUS: PEND1             BATID:                        ORG:
H-                           PAYMENT VOUCHER INPUT FORM

     PV DATE: 03 18 02  ACCTG PRD:  09 02  BUDGET FY:  02
    ACTION: E          PV TYPE: 1   ACT DEL DT:  03 15 02    SCH PAY DATE:  03 18 02
    OFF LIAB ACCT:                  FA IND:        DOCUMENT TOTAL:              15.00
          EFT  IND:  N  APPLICATION TYPE: AA          USE TAX AMT:                0.00
                                                    CALC DOC TOTAL:              15.00
      VENDOR  CODE: 900900900 00    CHECK CATEGORY: AA  SINGLE CHECK FLAG: Y
      VENDOR NAME:  LAWYERS OF AMERICA                                TAX CODE:
             ADDR1:   2401 COLLEGE DRIVE
             ADDR2:
             ADDR3:   BATON ROUGE          LA  70802
       FREIGHT  IND:                    FREIGHT TOT:                    FREIGHT I/D:
        TOTAL  AMT:                     TOT AMT I/D:      CALC TOT AMT:
        TOTAL  QTY:                     TOT QTY I/D:      CALC TOT QTY:
    SELLER:    FUND:               AGCY:                              ORG:     SUB-ORG:
          APPR UNIT:               ACTV:          FUNC:        REV SRC:     SUB-REV:
             JOB NO:               RCAT:                          OBJECT:     SUB-OBJ:
      OFF REC ACCT:            BS ACCT:



H—A924W-SING CHK FLAG <> DFLT ON VEN2        H--*S401-READY FOR APPROVAL 1
```

This is an example of the first page of a PV document. The PV document displayed is at a PEND1 status and is ready for agency approval.

Exhibit 7-11

AFS PAYMENT VOUCHER (PV)

```
FUNCTION:                          DOCID: PV   900  PV000000022          03/18/02 09:00:55 AM
  STATUS: PEND1                    BATID:                      ORG:                 001-001 OF 001
    LN      REFERENCE                 COM   VENDOR     INV
    NO CD NUMBER                   LN  LN      INVOICE      LN            DESCRIPTION
    --    --  ---------------       --    ---      ------------     ---            ----------------
    D                        SUB                      FUNC       SUB  REV  SUB
    T FUND AGCY ORG  ORG APPR UNIT ACTV  TION  OBJ  OBJ  SRC  REV JOB NO
    -    ----     ----       -------       ---------       ----       ----       -------       -------      --------
                   BS
    REPT  CAT  ACCT     QUANTITY       I/D   FREIGHT AMOUNT  I/D         AMOUNT      I/D
    --------          ----       --------------        -         --------------        -         --------------       -
    TAX CODE     TAX AMOUNT    TOTAL AMOUNT  P/F
    --------             --------------           --------------        -
 01- 01                                   2002090123          MARCH PAYMENT
       900   900     1001       100                        3100
    3124                                                                                    15.00
                                                 15.00
 02-



 01-HFL6W-FAIT ENTRY MISSING
```

This is an example of the second page of a PV document. The PV document displayed is at a PEND1 status and is ready for agency approval.

Exhibit 7-12

AFS PAYMENT VOUCHER (PV)

```
FUNCTION:                    DOCID:  PV   900  PV000000022          03/18/02 09:28:30 AM
   STATUS: SCHED             BATID:                        ORG:
H-                           PAYMENT VOUCHER INPUT FORM

     PV DATE: 03 18 02  ACCTG PRD:  09 02  BUDGET FY:  02
    ACTION: E           PV TYPE: 1   ACT DEL DT:  03 15 02    SCH PAY DATE:  03 18 02
    OFF LIAB ACCT:                   FA IND:        DOCUMENT TOTAL:              15.00
           EFT  IND:  N  APPLICATION TYPE: AA          USE TAX AMT:                0.00
                                                     CALC DOC TOTAL:              15.00
      VENDOR  CODE: 900900900 00    CHECK CATEGORY: AA  SINGLE CHECK FLAG: Y
      VENDOR NAME:  LAWYERS OF AMERICA                                TAX CODE:
             ADDR1:   2401 COLLEGE DRIVE
             ADDR2:
             ADDR3:   BATON ROUGE          LA  70802
       FREIGHT  IND:                    FREIGHT TOT:                      FREIGHT I/D:
        TOTAL  AMT:                     TOT AMT I/D:      CALC TOT AMT:
        TOTAL  QTY:                     TOT QTY I/D:      CALC TOT QTY:
    SELLER:    FUND:                AGCY:                              ORG:     SUB-ORG:
          APPR UNIT:                ACTV:           FUNC:         REV SRC:     SUB-REV:
             JOB NO:                RCAT:                           OBJECT:     SUB-OBJ:
      OFF REC ACCT:            BS ACCT:



A--*S001-APPROVAL 1 APPLIED                    A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The status of the PV document changed to SCHED after the final document approval (Agency Authorized Approver) was applied.

Exhibit 7-13

AFS PAYMENT VOUCHER (PV)

```
FUNCTION:                    DOCID:  PV   900  PV000000022          03/18/02 09:29:38 AM
   STATUS: ACCPT             BATID:                        ORG:
H-                           PAYMENT VOUCHER INPUT FORM

     PV DATE: 03 18 02  ACCTG PRD:  09 02  BUDGET FY:  02
    ACTION: E          PV TYPE: 1   ACT DEL DT:  03 15 02    SCH PAY DATE:  03 18 02
    OFF LIAB ACCT:                   FA IND:        DOCUMENT TOTAL:              15.00
           EFT  IND:  N  APPLICATION TYPE: AA          USE TAX AMT:                0.00
                                                     CALC DOC TOTAL:              15.00
      VENDOR  CODE: 900900900 00    CHECK CATEGORY: AA  SINGLE CHECK FLAG: Y
      VENDOR NAME:  LAWYERS OF AMERICA                                TAX CODE:
             ADDR1:   2401 COLLEGE DRIVE
             ADDR2:
             ADDR3:   BATON ROUGE          LA  70802
       FREIGHT  IND:                    FREIGHT TOT:                      FREIGHT I/D:
        TOTAL  AMT:                     TOT AMT I/D:      CALC TOT AMT:
        TOTAL  QTY:                     TOT QTY I/D:      CALC TOT QTY:
    SELLER:    FUND:                AGCY:                              ORG:     SUB-ORG:
          APPR UNIT:                ACTV:           FUNC:         REV SRC:     SUB-REV:
             JOB NO:                RCAT:                            OBJECT:     SUB-OBJ:
      OFF REC ACCT:            BS ACCT:



A--*HP20-DOCUMENT ACCEPTED
```

The PV document was run successfully and the status changed to ACCPT. All appropriate AFS tables have been updated from the information entered on the PV document.

Exhibit 7-14

RECURRING PAYMENT VOUCHER

```
ACTION: A SCREEN: REPV USERID: Z107E13                    03/22/02  02:13:08 PM

                    R E C U R R I N G   P A Y M E N T   V O U C H E R

VOUCHER NUMBER= COPIER      VENDOR: 900900900 00  TYPE: 1      SUBMITTING AGCY: 900
      START DATE: 04 01 02 EXPR DATE: 04 01 03 LAST DATE:                FREQUENCY: M

SCHED PYMT DATE: 04 01 02                SINGLE CHECK FLAG: Y         HEADER TAX CD:
FIXED ASSET IND:     OFFST LIAB ACCT:            EFT IND/TYPE:                CHECK CAT:

LN  #      REF TRANS ID       LN # COMM VEND INVOICE COMM FUND AGCY ORG/SUB APPR UNIT
= = = =   ------------------        ----      ----         ------------       ----      ----     ----        -------      ---------
ACTV FUNC OBJ/SUB REV/SUB BS ACCT REPT JOB/PROJ  QUANTITY          DISC TYPE
----       ----      -------        -------       -------     ----       --------      ------------                ---------
TAX CODE LINE AMOUNT     I/D  P/F     DESCRIPTION
--------         --------------           ---   ---        ----------------
01                                                OSRAP COPIER         900    900    1001       100
              3100                                3124                                  1
             100.00                              APRIL 2002 PYMT


01-HFL6W FAIT ENTRY MISSING                                  01-*L031 ALL LINES ADDED
```

Exhibit 7-15

AFS DOCUMENT SUSPENSE FILE (SUSF)

```
ACTION: S  SCREEN: SUSF USERID: Z107E13        03/21/02  01:38:22 PM
 FUNCTION: NEW            ORG:

                      D O C U M E N T   S U S P E N S E

 S      BATCH                    DOCUMENT                                          PROCESS
 E ---------------------------- ------------------------------------                LAST   LAST      DATE
 L TYPE AGCY NUMBER TYPE AGCY   NUMBER    STAT  APPRV  DATE   USER    (YYMMDD)
 -  ----   ----   ------   ----   ----   ------------   -----   -----   --------   ----------   ----------
                          II     900    II#
```

This is an example of the Document Suspense Screen. This is where a new II document was created. A new document was created by typing II in the TYPE field, typing the agency number in the AGCY field, and typing II# in the NUMBER field.

NOTE: The number sign or pound sign automatically assigned the next available document number for your agency and transaction type to the AP document.

INTERNAL VOUCHER INPUT FORM (II)

```
FUNCTION:                    DOCID: II   900  II000000005              03/21/02 03:01:40 PM
   STATUS: PEND1             BATID:                    ORG:
H-                             INTERNAL VOUCHER INPUT FORM

      II DATE: 03 21 02       ACCTG PRD: 09 02        BUDGET FY: 02       TYPE: 2

      ACTION: E  OFFSET REC/CASH ACCT:                OFFSET LIAB/CASH ACCT:

      ACT DEL DATE: 03 15 02              CALC DOC TOTAL:                10.00

      SELLER --                                      TOTAL:                10.00

        FUND: 900          AGCY: 900      ORG: IA01 SUB-ORG:        ACTV:

        REV SRC: 1940  SUB-REV:           JOB NO:                     RCAT:

        APPR UNIT: 003                    FUNC:

 H--*S401-READY FOR APPROVAL 1
```

This is an example of the header page of a II document. The II document displayed is at a PEND1 status and is ready for agency approval.

INTERNAL VOUCHER INPUT FORM (II)

```
FUNCTION:                    DOCID: II   900  II000000005          03/21/02 03:02:18 PM
   STATUS: PEND1             BATID:                   ORG:                 001-001 OF 001
      BUYER--
      LN        REFERENCE                          SUB                              SUB
      NO   CD   NUMBER     LN  FUND  AGCY  ORG  ORG   APPR UNIT ACTV FUNC OBJ OBJ
      ---  --   ---------- --  ----  ----  -------  ---------  ----  ----  -------
                REPT  BS
      JOB NO    CAT   ACCT DESCRIPTION          AMOUNT      I/D  P/F  VEND  INVOICE
      --------  ----  ---- ----------          ----------  ---  ---  ------ ----------
01-   01                   107   107   0001      100                BETH  3100
                           OFFICE SUPPLIES          10.00
02-

03-

04-

05-

06-
```

This is an example of the second page of a II document. The II document displayed is at a PEND1 status and is ready for agency approval.

INTERNAL VOUCHER INPUT FORM (II)

```
FUNCTION:                    DOCID: II   900  II000000005              03/21/02 03:01:40 PM
   STATUS: SCHED             BATID:                    ORG:
H-                             INTERNAL VOUCHER INPUT FORM

      II DATE: 03 21 02       ACCTG PRD: 09 02        BUDGET FY: 02       TYPE: 2

      ACTION: E  OFFSET REC/CASH ACCT:                OFFSET LIAB/CASH ACCT:

      ACT DEL DATE: 03 15 02              CALC DOC TOTAL:                10.00

      SELLER --                                     TOTAL:                10.00

        FUND: 900          AGCY: 900      ORG: IA01 SUB-ORG:        ACTV:

        REV SRC: 1940  SUB-REV:           JOB NO:                     RCAT:

        APPR UNIT: 003                    FUNC:

A--*S001-APPROVAL 1 APPLIED                A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

The status of the II document changed to SCHED after the final document approval (Agency Authorized Approver) was applied.

INTERNAL VOUCHER INPUT FORM (II)

```
FUNCTION:                    DOCID: II   900  II000000005          03/21/02 03:02:18 PM
   STATUS: SCHED             BATID:                   ORG:                  001-001 OF 001
      BUYER--
      LN        REFERENCE                          SUB                                  SUB
      NO   CD   NUMBER     LN  FUND  AGCY  ORG  ORG   APPR UNIT ACTV FUNC OBJ OBJ
      ---  --   ---------- --  ----  ----  -------  ---------  ----  ----  -------
                REPT  BS
      JOB NO    CAT   ACCT DESCRIPTION          AMOUNT      I/D  P/F  VEND  INVOICE
      --------  ----  ---- ----------          ----------  ---  ---  ------ ----------
01-   01                   107   107   0001      100                BETH  3100
                           OFFICE SUPPLIES          10.00
02-

03-

04-

05-

06-
```

INTERNAL VOUCHER INPUT FORM (II)

```
FUNCTION:                    DOCID: II   900  II000000005              03/21/02 03:01:40 PM
   STATUS: ACCPT             BATID:                    ORG:
H-                             INTERNAL VOUCHER INPUT FORM

      II DATE: 03 21 02       ACCTG PRD: 09 02        BUDGET FY: 02       TYPE: 2

      ACTION: E  OFFSET REC/CASH ACCT:                OFFSET LIAB/CASH ACCT:

      ACT DEL DATE: 03 15 02              CALC DOC TOTAL:                10.00

      SELLER --                                     TOTAL:                10.00

        FUND: 900          AGCY: 900      ORG: IA01 SUB-ORG:        ACTV:

        REV SRC: 1940  SUB-REV:           JOB NO:                     RCAT:

        APPR UNIT: 003                    FUNC:

A--*HP20-DOCUMENT ACCEPTED
```

The II document was run successfully and the status changed to ACCPT. All appropriate AFS tables have been updated from the information entered on the II Document.

INTERNAL VOUCHER INPUT FORM (II)

```
FUNCTION:                          DOCID: II   900  II000000005              03/21/02 03:02:18 PM
   STATUS: ACCPT                   BATID:                    ORG:                    001-001 OF 001
      BUYER--
      LN        REFERENCE                                SUB                                  SUB
      NO   CD   NUMBER      LN  FUND  AGCY  ORG  ORG   APPR UNIT ACTV FUNC OBJ OBJ
      ---   --  ---------------  --  ----  ----  -------  ---------  ----  ----  -------
                REPT  BS
      JOB NO    CAT   ACCT DESCRIPTION          AMOUNT      I/D  P/F  VEND  INVOICE
      --------  ----  ----  ----------------  --------------  ---  ---  ------------
01-   01                    107   107   0001      100                BETH  3100
                            OFFICE SUPPLIES          10.00
02-

03-

04-

05-

06-
```

Exhibit 7-19

WREC TABLE

```
ACTION: R SCREEN: WREC USERID: Z107E13          03/26/02  09:24:51 AM

      W A R R A N T   R E C O N C I L I A T I O N   ( 1   O F   2 )

BANK ACCOUNT CODE= RJ
                                                   WARRANT                    LAST ACT
WARRANT NO      FUND VENDOR NAME                   DATE       AMOUNT STAT  DATE
= = = = = = = = = = = = ----------------------------------   --------------  --------------- ------  ----------
AD00000002199  900   LAWYERS OF AMERICA          03 20 02        10.00   O
AD00000002200  900   LAWYERS OF AMERICA          03 20 02        15.00   O
AD00000002201  900   LAWYERS OF AMERICA          03 20 02        10.00   O
AD00000002202  107   YOCAN MEDICAL SYSTEMS       03 20 02        25.00   O
AD00000002203  107   LOUISIANA STATE UNIVER      03 20 02         5.00   O

08-*L009 HEADER CHANGE
```

This is an example of the WREC table. Check number 00000002199 is outstanding, therefore, the agency can prepare a CX Type 1 to have this check reissued.

Exhibit 7-20

ISIS (CX)
3-99

CHECK CANCELLATION INPUT FORM

AGENCY NAME: OSRAP	AGENCY NUMBER: 900
ACCOUNTING PERIOD: 09 02	BANK CODE: RJ

CANCEL TYPE 1 - VOID AND REISSUE

VENDOR CODE	EFT IND	CHECK NUMBER	MW NUMBER	CASH ACCOUNT	CHECK DATE	CHECK AMOUNT
90090090000		2199		6000	3/20/2002	$ 10.00

REASON FOR CANCELLATION: This check was damaged at the post office and the micro-coding was torn when the vendor received it.

CANCEL TYPE 3 - VOID DO NOT REISSUE

VENDOR CODE	EFT IND	CHECK NUMBER	REVENUE CODE	CASH ACCOUNT	J1 NUMBER	CHECK AMOUNT

REASON FOR CANCELLATION:

PREPARED BY:	*Angela Murphy*	***APPROVED BY:***	*Gary Andrus*
DATE:	*3/26/02*	***DATE:***	*3/26/02*
PHONE NUMBER:	*342-1097*	***PHONE NUMBER:***	*342-1097*

Exhibit 7-21

WREC TABLE

ACTION: R SCREEN: WREC USERID: Z107E13 03/26/02 09:24:51 AM

W A R R A N T R E C O N C I L I A T I O N (1 O F 2)

BANK ACCOUNT CODE= RJ

WARRANT NO	FUND	VENDOR NAME	WARRANT DATE	AMOUNT	STAT	LAST ACT DATE
AD00000002200	900	LAWYERS OF AMERICA	03 20 02	15.00	O	
AD00000002201	900	LAWYERS OF AMERICA	03 20 02	10.00	O	
AD00000002202	107	YOCAN MEDICAL SYSTEMS	03 20 02	25.00	O	
AD00000002203	107	LOUISIANA STATE UNIVER	03 20 02	5.00	O	

08-*L009 HEADER CHANGE

This is an example of the WREC table. Check number 00000002200 is outstanding, therefore, the agency can prepare a CX Type 3 and a J1 to have this check voided.

Exhibit 7-22

ISIS (CX)
3-99

CHECK CANCELLATION INPUT FORM

AGENCY NAME: OSRAP	AGENCY NUMBER: 900
ACCOUNTING PERIOD: 09 02	BANK CODE: RJ

CANCEL TYPE 1 - VOID AND REISSUE

VENDOR CODE	EFT IND	CHECK NUMBER	MW NUMBER	CASH ACCOUNT	CHECK DATE	CHECK AMOUNT

REASON FOR CANCELLATION:

CANCEL TYPE 3 - VOID DO NOT REISSUE

VENDOR CODE	EFT IND	CHECK NUMBER	REVENUE CODE	CASH ACCOUNT	J1 NUMBER	CHECK AMOUNT
90090090000		2200		6000	900 #1800	$ 15.00

REASON FOR CANCELLATION: This check was paid to the wrong vendor.

PREPARED BY:	*Angela Murphy*	***APPROVED BY:***	*Gary Andrus*
DATE:	*3/26/02*	***DATE:***	*3/26/02*
PHONE NUMBER:	*342-1097*	***PHONE NUMBER:***	*342-1097*

Exhibit 7-23

State of Louisiana

MANUAL CHECK REQUEST (MW)

ISIS MW-1 (7/98)

PAGE (1) OF

SEND TO: Office of Statewide Reporting & Accounting Policy

STATE TREASURY USE ONLY (3)

(2) Circle one: CHECK NO CHECK OR WIRE TRANSFER

DOCUMENT #

REQUESTING AGENCY NAME (4) # (5)

CHECK #

MW DATE: (6) / /	ACCT PRD: (7) /	BUDGET FY: (8)

ACTION: (9)	RECEIVING FD: (10)	BANK ACCT CODE: (11)	CASH ACCT: (12)

VENDOR CODE: (13)	VENDOR NAME: (14)
REMARKS: (16)	VENDOR ADDRESS: (15)
	DOCUMENT TOTAL: (17)

REFERENCED DOCUMENT(S)

CD	AGY	Number	LN	Invoice	Fund	AGY	Orgn	Sub Org	Appr	Activity
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)

Function	Object	Sub Obj	Rev Src	Sub Rev	Job No	Rpt Cat	BS Acct	Act Del Date
	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)

Description	Quantity	Amount	I/D	P/F
(37)	(38)	$ (39)	(40)	(41)

REFERENCED DOCUMENT(S)

CD	AGY	Number	LN	Invoice	Fund	AGY	Orgn	Sub Org	Appr	Activity
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)

Function	Object	Sub Obj	Rev Src	Sub Rev	Job No	Rpt Cat	BS Acct	Act Del Date
	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)

Description	Quantity	Amount	I/D	P/F
(37)	(38)	$ (39)	(40)	(41)

REFERENCED DOCUMENT(S)

CD	AGY	Number	LN	Invoice	Fund	AGY	Orgn	Sub Org	Appr	Activity
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)

Function	Object	Sub Obj	Rev Src	Sub Rev	Job No	Rpt Cat	BS Acct	Act Del Date
	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)

Description	Quantity	Amount	I/D	P/F
(37)	(38)	$ (39)	(40)	(41)

Prepared by: (42)	Date: (42)	Phone: (42)
Approved by: (43)	Date: (43)	Phone: (43)
OSRAP Approval: (44)	Date: (44)	(44)
State Treasury Approval (45)	Date: (45)	(45)