

DEPARTMENT OF ENTERPRISE SERVICES

ENTERPRISE TECHNOLOGY SOLUTIONS

Agency Financial Reporting System

Payment Maintenance Screen IN.2

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INTRODUCTION:

WHAT IS PAYMENT MAINTENANCE?

PAYMENT MAINTENANCE (IN.2 screen) is an AFRS system function for on-line entry of payment commands to control the due date, release or deletion of payment write transactions. Payment maintenance commands are applied during the AFRS nightly batch process and then deleted.

The payment-in-process transactions, which are controlled by the payment maintenance commands, are stored on the Payment Write File. The payment transactions on the Payment Write File are initially entered in AFRS by payment creating accounting transactions. The payment accounting transactions are identified on the transaction code decision table by having a value of 1 (warrant or ACH), 4 (Inter-fund Transfer), and 7 (IAP) in the payment field. Credit transactions in the payment process are marked with a 3, 5, or an 8. Non payment transactions have a value of 0 (zero) in the payment field. The Payment Write transactions result from payment producing transactions (such as transaction code (TC) 210 or 216). TC 210 has payment write value of 1 (debit) and TC 216 has a payment write value of 3 (credit).

If the payment write accounting transactions pass the edits during the AFRS nightly batch process, they will post the payment accrual activity to the AFRS master files and move to the Payment Write File. If these payment write transactions on the Payment Write File are released by a payment maintenance command(s) during the AFRS nightly batch process, they will print the agency's warrants, ACH's or IAP's. At the same time, the system creates a second set of AFRS accounting transactions which post the payment producing activity (liquidating the accrual and disbursing the funds) to the AFRS master files. These system-created AFRS accounting transactions are referred to as payment print "wrap around" transactions (the payment write transaction to TC 210 is TC 398). The AFRS wrap around transactions are automatically interfaced to AFRS on the next nightly batch process after the payment batch due date.

The default **PRINT DATE** the date of entry into AFRS. If the agency assigned a future Due Date they can change the print date at the batch level or the transaction level.

PAYMENT WRITE PROCESS

The sequence for processing payment write transactions is as follows: On workday 1, the Payment Write accounting transactions are input to AFRS. These Payment Write accounting transactions can be batched with non-payment write accounting transactions. The batch header contains the warrant batch due date, which if left blank, defaults to the current date. The system automatically defaults the **PRINT** command to the current date (workday 1). Warrants will be available and can be picked up at the Office of State Treasurer (OST) the next working day (workday 2). The ACH settlement date will be the second working/banking day after the day of input (workday 1).

If you wish to review a printed report of the payment write transactions before payments are released, you should input a future payment due date of at least the next working day (workday 2). The daily report for workday 1 will list the payment write transactions in daily report DWP8221 and on the Payment Write (WW) View (MI.7). The system entered **PRINT** command on *workday 2 will release the payments to print and warrants will be available and can be picked up at OST on *workday 3. (*These dates will vary according to the future due date the user enters.)

Time Period	Payment Write Process
Workday 1	<ul style="list-style-type: none"> • Before entering a batch, make sure a Statewide Vendor Number is available on the Statewide Vendor Table. • Prepare batch • Complete payment vouchers including: <ul style="list-style-type: none"> ○ Vendor Number ○ Payment Write transaction code (payment write indicator of 1, 4, or 7) ○ Coding elements required by the transaction code • Complete AFRS Batch Header with: <ul style="list-style-type: none"> ○ Enter the batch. ○ Payment due date <ul style="list-style-type: none"> § Blank = Default of TODAY (workday 1) § Future Due Date can be entered at the batch level or individual transaction and it will print on that date.
Night 1	<ul style="list-style-type: none"> • Payment Write transactions post <ul style="list-style-type: none"> ○ Warrants are printed ○ IFT's & IAP's are processed ○ ACH's are released
Workday 2	<ul style="list-style-type: none"> • Regular warrants are available. • Consolidated Mail Service mails inserted warrants.
Night 2	<ul style="list-style-type: none"> • Payment Print (Wrap) transactions post for payments printed on night 1. These were held for assignment of the payment number to be added to the transaction. • Payment Print (Wrap) transactions, which posted to AFRS, are posted to the Disbursement Reporting System.
Workday 3	<ul style="list-style-type: none"> • ACH Settlement Date

PAYMENT MAINTENANCE:

The purpose and functionality of the **Input/Correction Menu** screen (IN) is to access screens for financial transaction input and maintenance.

1. To access the **Input/Correction Menu** screen (IN):

Enter **IN** on the **AFRS Primary Menu**.

OR

From other AFRS screens, type **IN** into the transfer field **TR: ___** and press [Enter].

```
=== AFRS =(IN)===== INPUT/CORRECTION MENU ===== C105P05B ===
TR: _____ 9990

          1 -- CREATE BATCH HEADER

          2 -- PAYMENT MAINTENANCE

          3 -- VIEW BATCH HEADERS

SELECT FUNCTION: _

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

2. Select to enter Payment Maintenance Screen.
3. Press [Enter]

The **PAYMENT MAINTENANCE** screen has three levels of detail available for agencies to look up payment information and they are:

- PAYMENT MAINTENANCE – BATCH, IN.2
- PAYMENT MAINTENANCE – VENDOR, IN.2.1
- PAYMENT MAINTENANCE – TRANSACTION, IN.2.2

PAYMENT MAINTENANCE – BATCH (IN.2)

The **PAYMENT MAINTENANCE – BATCH** screen provides a high level view of payments that are still waiting to process or unable to complete processing because of an error. To access the Payment Maintenance-Batch screen you simply enter a “2” in the “SELECT FUNCTION” field and hit [ENTER]. This brings up the Payment Maintenance-Batch screen.

```
=== AFRS =(IN.2)===== PAYMENT MAINTENANCE-BATCH ===== C105P065 ===
TR: _____ AGENCY: 9990

FUNCTION: N (S=BATCH SEARCH, N=NEXT, B=BACK)
          YYMMDD
SEARCH OPTIONS: DATE: _____ TYPE: ___ BATCH NO: ____ DUP: __
ACTION OPTIONS: S=SELECT TO VIEW DETAILS, D=DELETE,
                C=CHANGE DUE DATE, R=RELEASE FOR PAYMENT

      BATCH  BATCH      TRAN      FISCAL  YYMMDD
      DATE  TYPE    NUM  DUP  TYPE  BIEN  MONTH  DUE DATE
--  100114  KE     071  0    B    11    07    100114
--  100602  KE     105  0    B    11    12    100602
--  100604  KE     106  0    B    11    12    100604
--  100614  KE     111  0    B    11    12    100614
--  100921  KE     142  0    B    11    15    100921
--  101013  KE     154  0    B    11    16    101013
--  101102  KQ     740  0    B    11    17    101102
--  101110  BA     253  0    B    11    17    101110
--  110803  CG     107  0    B    13    02    110803
--  110823  HM     107  0    B    13    02    110823

          F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
```

SEARCH OPTIONS:

You can search the IN.2 by one or a combination of the following:

1. Date (YYMMDD)
2. Type (Batch Type)
3. Batch No (Batch number)
4. Dup (Duplicate Indicator)

Enter an “S” (Batch Search) into the Function line. You will need to input your search options criteria. Some options are stand alone and others require certain fields and they break down as follows:

- Date {Batch} Only – system will display all records that are equal to or greater than the date entered.
- Date {Batch} & Type {Batch} – system will display all records that are equal to or greater than the date and all batch types that are equal or greater than the batch type entered.
- Type {Batch} Only – system will only that batch type
- Batch No and Dup are not allowed as standalone searches. Must be in combination with other fields.
- Date {Batch}, Type {Batch} & Batch No – system will display all that match the exact information, plus any next dup record.
- Date {Batch}, Type {Batch}, Batch No & Dup – system will display all that match the exact information.

ACTION OPTIONS:

There are four action options available from the IN.2 screen. Agencies can enter one of the following actions next to the batch:

- S = Select to View Details – This will take you to the next level of data within the batch which is the vendor.
- D = Delete – Certain batches can be deleted such as negative warrant batch or zero batch.
- C = Change Due Date – Allows you to extend a future date or move it up to an earlier date.
- R = Release for Payment – Batch has an incorrect future date and needs to be released immediately for the nightly processing.

NOTE: Only **one** action at a time is allowed. If more than one action is present the system will display the following error message: “ONLY ONE ACTION ALLOWED”. To continue simply remove all actions until only one is left.

PAYMENT MAINTENANCE – VENDOR (IN.2.1)

The PAYMENT MAINTENANCE-VENDOR (IN.2.1) screen provides a vendor level view of payments that are still waiting to process or unable to complete processing. To access the Payment Maintenance-Vendor screen you simply place an “S” in the Action line next to the batch you which to look at and hit [ENTER]. This brings up the Payment Maintenance-Vendor (IN.2.1) screen.

```

=== AFRS =(IN.2.1)===== PAYMENT MAINTENANCE-VENDOR ===== C105P066 ===
TR: _____ AGENCY: 9990
                BATCH: 101110 BA 253 0 B DUE DATE: 101110 (YYMMDD)
                                BIENNIUM: 11
FUNCTION: N (N=NEXT, B=BACK)          FM: 17

ACTION OPTIONS: S=SELECT TO VIEW DETAILS, D=DELETE,
                C=CHANGE DUE DATE, R=RELEASE FOR PAYMENT

                YYMMDD
A VENDOR #      VENDOR NAME          COUNT      AMOUNT      DUE DATE
_ SWV000207509  OKANOGAN_JUVENILE_&_  00002      0.00      101110
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
- _____  _____  .....  .....  _____
                F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
    
```

On this screen you will see the following information:

1. Vendor # = Can be blank or filled in with a Statewide Vendor number, Employee number or Pseudo number
2. Vendor Name = Can be blank or filled in
3. Count = Number of transaction associated with the Vendor Name & Number will appear
4. Amount = Dollar amount associated with each vendor
5. Due Date = Shows when payment will be processed

ACTION OPTIONS:

There are four action options available from the IN.2.1 screen. Agencies can enter one of the following actions next to the batch:

- S = Select to View Details – This will take you to the next level of data within the batch which is the vendor.
- D = Delete – Certain batches can be deleted such as negative warrant batch or zero batch.
- C = Change Due Date – Allows you to extend a future date or move it up to an earlier date.
- R = Release for Payment – Batch has an incorrect future date and needs to be released immediately for the nightly processing.

NOTE: Only **one** action at a time is allowed. If more than one action is present the system will display the following error message: “ONLY ONE ACTION ALLOWED”. To continue simply remove all actions until only one is left.

PAYMENT MAINTENANCE – TRANSACTION (IN.2.2)

The PAYMENT MAINTENANCE-TRANSACTION screen provides a transaction level view of the payments at the vendor name level that are still waiting to process or unable to complete processing. To access the Payment Maintenance-Transaction screen you simply place an “S” in the Action line next to the vendor on the Payment Maintenance-Vendor (IN.2.1) that you wish to look at and hit [ENTER]. This brings up the Payment Maintenance-Transaction (IN.2.2) screen.

```

=== AFRS =(IN.2.2)===== PAYMENT MAINTENANCE-TRANSACTION ===== C105P067 ===
TR: _____ AGENCY: 9990
          BATCH: 101110 BA 253 0 B DUE DATE: 101110 (YYMMDD)
          VENDOR #: SWV000207509
          VENDOR NAME: OKANOGAN JUVENILE &
FUNCTION: N (N=NEXT, B=BACK)

ACTION OPTIONS: C=CHANGE DUE DATE, D=DELETE, R=RELEASE FOR PAYMENT

          YYMMDD
A  SEQ  BI  FM  PT  AMOUNT  DUE DATE  ST
-  00005 11 17  E    85.47   101110   V
-  00006 11 17  E    85.47- 101110   V
-  _____  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____  _____
-  _____  _____  _____  _____  _____  _____
          F3=RETURN, F12=MESSAGE, PAUSE/BREAK=EXIT
    
```

At the top of this screen you will see the following information:

- Batch Header information
- Due Date (YYMMDD)
- Vendor # (Valid values are Statewide Vendor number, Employee Number, Pseudo Number or Blank)
- Vendor Name (Vendor name can be blank for Journal Voucher adjustments)
- Function

ACTION OPTIONS:

There are three action options available from the IN.2.2 screen. Agencies can enter one of the following actions next to the batch:

- D = Delete – Certain batches can be deleted such as negative warrant batch or zero batch.
- C = Change Due Date – Allows you to extend a future date or move it up to an earlier date.
- R = Release for Payment – Batch has an incorrect future date and needs to be released immediately for the nightly processing.

NOTE: Only **one** action at a time is allowed. If more than one action is present the system will display the following error message: “ONLY ONE ACTION ALLOWED”. To continue simply remove all actions until only one is left.

The transaction detail that is available on this screen is as follows:

1. SEQ = Sequence number within the batch
2. BI = Biennium
3. FM = Fiscal Month
4. PT = Payment Type
 - a. E=EFT
 - b. I=Inserted
 - c. R=Regular
 - d. J=IAP
 - e. T=IFT
5. Amount = Dollar amount associated with each transaction
6. Due Date = YYMMDD
7. ST = Status of the transaction and will be one of the following:
 - a. D = Future Due Date
 - b. E = Associated Transaction on Error File
 - c. F = IFT out of balance (not equal to “0”)
 - d. P = Payroll date not met (NOTE: Changes, deletes, or release is not allowed with this status type. ONLY DES can perform these functions with the assistance/direction of OFM Statewide Accounting.
 - e. V = Negative Payment Amount

PROCESSING:

MULTIPLE VENDOR ENTRIES PER PAYMENT

Multiple payment write transactions within the same batch when released at the same time will combine payments together if the vendor information is identical. The combining of payment write transactions will create one vendor payment. Each payment write transaction retains its input batch identification. For payments made by warrant, the combining will only occur within the same batch. If the vendor information is identical in two different warrant producing batches that are released at the same time, then two payments will be produced, one for each batch for the vendor. The vendor information that must be identical is the vendor name and the vendor address 1 and city, and if entered, the vendor number and vendor number suffix. The other transaction coding information such as fund, appropriation, and program may be different and will not affect the combining of payment write transactions.

(NOTE: Payments by ACH and IAP will combine batches and list each agency, contact phone number and batch type on the remittance advice.)

PAYMENTS FROM MULTIPLE FUNDS

The maximum number of funds allowed for a payment to a single vendor is ninety nine (99). If an agency enters payment write transactions to more than 99 different funds in a batch for a vendor and releases these transactions together for payment write, then two payments will be created. One payment is for the first 99 funds and the other payment is for anything over 99.

Treasury and treasury trust fund types **can be** combined on the same payment. Local fund and treasury fund types **cannot be** combined to create one payment.