

Foundation Financial Information System



Spending Quick Reference Guide

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ARS Transactions Processed Directly in FFIS

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Commitments	AD700	RQ ¹ (Optional)	01	Commitment	Servicing Budget Fiscal Officer (SBFO), Location Area Officer (LAO)	Fund Holder	No
Major Construction	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	Facilities Division (FD), NFC Reporting Section 4 (RS4) for Beltsville Area (BA) & Plum Island Animal Disease Center (PIADC)	SF1442 Signed Contract	No
	AD757-01E	PV	01	Payment	FMD, RS4 (BA & PIADC)	ARS305 Signed & Approved Invoice	Yes

¹Use of an AD-700 is standard practice for all spending activities. However, entering an RQ document to commit funds within FFIS is optional and will be used when appropriate. If an RQ is entered, an MO document will be used to automatically liquidate the RQ; use of an M1 document will require manual liquidation of the RQ document. An M1 (non-referencing MO) will be used whenever an RQ is not appropriate.

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Property Leases	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, Pacific West Area (PWA), Southern Plains Area (SPA)	Real Property Officer (RPO)	No
	AD757-01E	PV (1 Time Payment)	01	Payment (Direct Entry)	RS4, PWA, SPA	Signed Lease	Yes
	AD757-01E	PV (Recurring)	01	Payment (REPV)	RS4, PWA, SPA	Signed Lease	Yes
Acquisition of Real Property	N/A	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	----- -----	No
	AD757-01A	NO (Non-Ref.)	01	Obligation & Payment	RS4, PWA, SPA	Public Voucher 1034	Yes
	AD757-01E	PV (Ref.)	01	Payment	RS4, PWA, SPA	Public Voucher 1034	Yes
Training	AD742/AD757-05A	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	Signed SF-182	No
	AD742-USDA and Non-USDA OPAC & CAPS	DD (OPAC Federal)	OP	Direct Disbursement	NFC	GOALS	No
	AD757-05A	PV (Non-Fed. Commercial)	01	Payment	RS4, PWA, SPA	N/A	Yes

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Contracts - service, supply, equipment, construction	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	SF1442, SF30, SF33, SF26 Award Document	No
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
	AD757-09A (Advance)	NO	AV	Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
	AD757-15B (Advance Liquidation)	NO	AV/01	Advance Liquidation/Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
Extramural Agreements and Grants	AD757-24E	MO (Ref.) M1 (Non-Ref.)	01 01	Obligation	RS4, PWA, SPA	ARS451 Signed Agreement	No
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	AR305 w/Approved Invoice	Yes
	AD757-08A (Advance)	NO	AV	Payment	RS4, PWA, SPA	ARS451	Yes
	AD757-14B (Advance Liquidation)	NO	AV/01	Advance Liquidation/Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
	AD757-16C (Letter of Credit)	ND	LC	No Check Disbursement	RS4	Front-end from HHS based on HHS 224 Reporting	No

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Research Support Agreement (RSA)	AD757-24E	MO (Ref.)	01	Obligation	RS4, PWA, SPA	OF347 Approval Document	No
		M1 (Non-Ref.)	01				
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	AR305 w/Approved Invoice	Yes
	AD757-06A (Advance)	NO	AV	Payment	RS4	ARS451	Yes
	AD757-12B (Advance Liquidation)	NO	AV/01	Advance Liquidation/Payment	RS4, PWA, SPA	ARS305 with Invoice	Yes
AD757-16C (Letter of Credit)	ND	LC	No Check Disbursement	RS4	Front-end from HHS based on HHS 224 Reporting	No	
Intergovernmental Personnel Act Agreement (IPA)	AD757-24E	MO (Ref.)	01	Obligation	RS4, PWA, SPA	OF69 Approval Document	No
		M1 (Non-Ref.)	01				
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	AR305 w/Approved Invoice	Yes

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Outgoing Interagency Agreements	AD757-24E	MO (Ref.)	01	Obligation	RS4, PWA, SPA	AD672 or Agency Approval Doc.	No
		M1 (Non-Ref.)	01				
	AD742-USDA & Non-USDA OPAC & CAPS	DD	OP	Direct Disbursement	NFC	GOALS	No
	AD757-05E DOD & Non-OPAC Agencies	PV	01	Payment	RS4, PWA, SPA	Invoice	Yes
Work Study Agreement	AD757-24E	MO (Ref.)	01	Obligation	RS4, PWA, SPA	Agreement	No
		M1 (Non-Ref.)	01				
	AD757-01E	PV	01	Payment	RS4, PWA, SPA	Invoice	Yes
Foreign Service Allowance and Benefits	AD757-01A	NO	01	Obligation & Payment	RS4	SF-1069 & SF-1170	Yes
Payroll Advance for Relocation Abroad	AD757-06A (Advance) ²	NO	AV	Obligation & Payment	RS4	----- -----	Yes
Nonexpenditure Transfer	AD757-02A, 02B, 02E, 02F	B2 (SV Clone)	TO	Std. Voucher Adjustment	RS4, SFBO, LAO	ARS-B2	Yes
Royalty Payments	AD757-01A	NO	01	Obligation & Payment	RS4	Request from Office of Technology Transfer	Yes

² Payroll advances for relocation abroad are liquidated through the ABCO system.

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Print Orders	GPO	MO (Ref.) M1 (Non-Ref.)	01	Obligation	RS4	SF1 ³	No
	OPAC	DD	OP	Direct Disbursement	NFC	GOALS	No
Miscellaneous Payments ⁴	AD757-01A	NO	01	Obligation and Payment	RS4, PWA, SPA	Public Voucher 1034 or any other approval document	Yes
Miscellaneous Disbursement by Foreign Embassies	Disbursement with Obligation						
	AD757-24E	M1 (Non-Ref.)	01	Obligation	RS4	Signed Agreement	No
	AD757-25E	ND	FP	Disbursement	RS4	SF-1221	No
	Disbursement Only						
	AD757-28C & AD757-17C	D2 (Non Referencing DD Clone)	OP	Non-224 Disbursement	RS4	SF-1221	No

³ SF1's are no longer entered into CAPS. All SF1's are to go to RS4 (including SPA and PWA.)

⁴ Miscellaneous payments include public vouchers, one time payments, interlibrary loan costs, U.S. Postmaster, small package couriers (UPS, FedEx), EEO cash settlements, civil rights claims, MSPB personnel cash settlements (including attorney fees associated with settlement), Tort claims under \$25,000.

Type of Spending Activity	ARS Transactions Processed Directly in FFIS - Spending Chain						
	Current Process	Trans Code	Trans Type	Type of Transaction	Entered By	Source Document	On-Line Approval Required
Period End Estimates (Undelivered Orders)	PC-PEST	YE (SV Clone)	UN	Estimate for Undelivered Orders	RS4, SBFO, LAO	LOTS Report or FFIS Report Identifying RQ(s)	Yes
	PC-PEST	YE (SV Clone)	DE	Estimate for Accrued Expenditures	RS4, SBFO, LAO	LOTS Report	Yes
Greenbook Charges	Greenbook/Blue Book Estimates	M1	01	Obligation	Fiscal Operations Branch (FOB)	Greenbook Estimates	No
	OPAC	DD	OP	Direct Disbursement	NFC	GOALS	No
Security Clearances	OHRM Form	M1	01	Obligation	RS4	RS4, PWA, SPA	No
	OPAC	DD	OP	Direct Disbursement	NFC	GOALS	No
Indirect Program Support Costs (IPSC)	Agreement	B2	TO	Standard Voucher	SBF	Agreement	Yes
Sale of Assets	AD-742	SV	BV	Revenue Balance Sheet Transfer	RS4	Memo or Appropriate Documentation	Yes
Deposit Accounts	AD757-06A (Advance)	NO	AV	Payment	RS4	Statement	Yes
	AD757-12B (Advance Liquidation)	NO	AV/01	Advance Liquidation/Payment	RS4	ARS305 with Invoice	Yes

Requisition Document (RQ)

FFIS uses this document to:

- Record accounting information related to a commitment
- Record descriptive information about the commitment such as delivery location, delivery date, and requestor's name
- Draw down funds from available budget authority

This document updates the following tables:

- Requisition Header and Accounting Line Tables (REQH, REQL)
- Budget Execution tables
- General Ledger tables
- Document Cross Referencing Table (DXRF)
- Vendor Cross Referencing Table (VXRF)

Header Screen Required Fields for RQ Document

#	Field	Data	
1	DOCID	Trans Code	RQ
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme An RQ number example for all types of Spending: FY+Location Code+ User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter. (i.e. 21235000001)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	TRANS TYPE	01	
4	VENDOR CODE	Vendor Code All RQ documents require a vendor code (can be miscellaneous vendor) Miscellaneous vendor can only be used on an RQ	
5	DOCUMENT TOTAL	Document total (absolute value of the sum of the lines)	

```

COMMND:          DOCID: RQ      1
STATUS:          BATID:          SEC2:

                    REQUISITION DOCUMENT

RQ DATE:        ACTION:  ACCTG PD:  2    PRIORITY:    TRANS TYPE:  3

VENDOR CODE: 4   DOC TYPE:  BUYER:    BLANKET #:
NAME:           REQUESTED BY:
ADDRESS:        PHONE:
                DEL DATE:
                DEL BLDG/RM: /
CONTACT:        RESP PERSON:
PHONE:         COMMENTS:

BFYS:          FUND:          PRINT RQ:  DOCUMENT TOTAL:  5
  
```

Line Screen Required Fields for RQ
Document

#	Field	Data
1	LINE	Different 3-digit number for each line from 001 to 999
2	BUDGET FYS	Budget Fiscal Year
3	PROGRAM	Program Code
4	BOC	Budget Object Code
5	RPTG	Reporting Category (if applicable)
6	AMOUNT	Total cost of this line item
7	DESCRIPTION	Comments related to the line item (optional)

```

COMMND:          DOCID:          07/14/00 10:26:48
STATUS: ACCPT    BATID:          SEC2:          001-001 OF
001
01-
      LINE: 1          BUDGET FYS: 2          FUND:
    BUDGET ORG:          COST ORG:          PROGRAM: 3
      BOC: 4          JOB NO:          RPTG: 5
    AMOUNT: 6          I/D:
DESCRIPTION: 7
02-
      LINE:          BUDGET FYS:          FUND:
    BUDGET ORG:          COST ORG:          PROGRAM:
      BOC:          JOB NO:          RPTG:
    AMOUNT:          I/D:
DESCRIPTION:
03-
      LINE:          BUDGET FYS:          FUND:
    BUDGET ORG:          COST ORG:          PROGRAM:
      BOC:          JOB NO:          RPTG:
    AMOUNT:          I/D:
DESCRIPTION:

```

Create an RQ Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type RQ.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter. The RQ Header Screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen . . .	
5	Tab to the next field, and type the SEC1 code.
6	Tab to the next field, and type the document number.
7	Press Enter. THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to TRANS TYPE, and type in 01.
10	Tab to VENDOR CODE and enter the appropriate vendor code.
11	Tab to COMMENTS, and type in comments for this requisition document (optional).
12	Tab to DOCUMENT TOTAL and enter total amount of RQ.
13	Press Enter, and the RQ line screen appears.
In the line screen . . .	
14	In LINE type a 3-digit number for each line from 001 to 999.

Step	Action
15	In BUDGET FYS type in the beginning and ending budget fiscal years.
16	Tab to PROGRAM, and type in program code
17	In BOC type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT).
18	Tab to RPTG, and type a valid reporting category (if applicable).
19	Tab to AMOUNT, and type in the total amount for the line.
20	Tab to DESCRIPTION, and type in a description for this obligation line. (optional)
21	Repeat steps 13 -19 for remaining lines.
22	Press the HOME key and type E in COMMND.
23	Press Enter to edit the document. If errors are found the status is REJCT, if no errors the status is SCHED.
24	If there are no error messages at the bottom of the screen, press Home key and type R in COMMND.
25	Press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

Referencing Miscellaneous Order Document (MO)

FFIS uses this document to:

- Record obligations prior to the point that goods are received or services are rendered

This document updates the following tables:

- Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLL)
- Requisition Header and Accounting Line Tables (REQH, REQL)
- Budget Execution tables
- General Ledger tables
- Document Cross Referencing Table (DXRF)
- Vendor Cross Referencing Table (VXRF)

Header Screen Required Fields for MO Document

#	Field	Data	
1	DOCID	Trans Code	MO (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme An example for miscellaneous spending: Spending Type+Location Code+FY +Sequential No (i.e. TRN 6402 2 001) An example for a contract: Contract Type+GSA Activity Address Code +FY+Contract No (i.e. 53 3K15 2 1400)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	VENDOR CODE	Vendor code	
4	TRANS TYPE	01	
5	INVITATION #	Used as spill over for contract/agreement number	

```

COMMND:          DOCID: MO 1          06/16/00 13:27:00
STATUS: ACCPT    BATID:                SEC2:

                MISCELLANEOUS ORDER DOCUMENT

MO DATE:          ACTION:          ACCTG PD: 2
VENDOR CODE: 3    TRANS TYPE: 4      DOC TYPE:
NAME:
ADDRESS:          EFFECTIVE DATE:
                  END DATE:
                  NEG PYMT DAYS:
                  NO OF OPTIONS:
CONTACT:          RESP PERSON:
COMMENTS:
ALT PAYEE:      /
RCVR REQD:      INV REQD:          PURCH METHOD:          BUYER:
TEXT TYPE:      CONF ORDER:       INVITATION #: 5      PRINT PO:
ASSOC ORDER:
BFYS:           FUND:              DOCUMENT TOTAL: 7
                  REF REQ:
DISCOUNT %:    DAYS:
DISCOUNT %:    DAYS:
DISCOUNT %:    DAYS:
    
```

6	CONTRACT #	Contract/agreement number (If needed, use INVITATION # field for any characters that do not fit in this field)
7	DOCUMENT TOTAL	Document total

Line Screen Required Fields for MO Document

#	Field	Data
1	LINE	Different 3-digit number for each line from 001 to 999
2	REF REQ LINE	Transaction code and document number of the requisition being referenced, and accounting line number in the reference document of the line being referenced
3	AMOUNT	Total cost of this line item
4	P/F	Partial/Final indicator P (for a partial order), or F (for a final order)
5	DESCR	Description of transaction (optional)

```

COMMND:                DOCID: MO                06/16/00 13:38:37
STATUS: ACPT          BATID:                SEC2:                001-001 OF 001
01-
    LINE: 1          REF REQ-LINE: 2          BUDGET FYS:
    FUND:            ORG/SUB:                /          COST ORG/SUB:      /
    PGM:            BOC /SUB:                /          RPTG:              /
    JOB NO:        CLOSED BFYS:            CLOSED FUND:
    AMOUNT: 3      I/D: P/F: 4          ASSOC ORDER:
    DESCR: 5
02-
    LINE:            REF REQ-LINE:          BUDGET FYS:
    FUND:            BUDGET ORG/SUB:        /          COST ORG/SUB:      /
    PGM:            BOC /SUB:                /          RPTG:              /
    JOB NO:        CLOSED BFYS:            CLOSED FUND:
    AMOUNT:                I/D: P/F:          ASSOC ORDER:
    DESCR:
    
```

Create an MO Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type MO.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter. The MO header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen . . .	
5	Tab to the next field, and type in the SECL code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
10	Tab to TRANS TYPE, and type 01.
11	Tab to COMMENTS, and type in comments for this obligation document (optional).
12	Enter contract number in CONTRACT # field.
13	Enter any spill over characters from contract number in INVITATION # field
14	Tab to DOCUMENT TOTAL, and type in the document total (after calculating the line amounts).
15	Press Enter, and the MO line screen appears.

Step	Action
In the line screen . . .	
16	In LINE field type a 3-digit number for each line from 001 to 999.
17	In REF REQ-LINE field type in the trans code RQ, document number and line number.
18	Tab to AMOUNT, and type in the total amount for the line.
19	Tab to P/F, and enter the appropriate indicator. Type P if this is a partial order, or Type F if this is the final order placed against the requisition.
20	Tab to DESCR, and type in a description for this obligation line. (optional)
21	Repeat steps 16 - 20 for remaining lines.
22	Press Home key, and type E in COMMND.
23	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.
24	If there are no error messages at the bottom of the screen, press Home key and type R in COMMND.
25	Press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

Non-Referencing Miscellaneous Order Document (M1)

FFIS uses this document to:

- Record obligations prior to the point that goods are received or services are rendered

NOTE: An M1 document is a clone of the MO document and does not require referencing of an RQ.

This document updates the following tables:

- Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLL)
- Budget Execution tables
- General Ledger tables
- Document Cross Referencing Table (DXRF)
- Vendor Cross Referencing Table (VXRF)

Header Screen Required Fields for M1 Document

#	Field	Data	
1	DOCID	Trans Code	M1 (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme An example for miscellaneous spending: Spending Type+Location Code+FY +Sequential No (i.e. TRN 6402 2 001) An example for a contract: Contract Type+GSA Activity Address Code+FY+Contract No (i.e. 53 3K15 2 1400)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	VENDOR CODE	Vendor code	
4	TRANS TYPE	01	
5	INVITATION #	Used as spill over for contract/agreement number	
6	CONTRACT #	Contract/agreement number (If needed, use INVITATION # field for any characters that do not fit in this field)	

```

COMMND:          DOCID: M1  1          06/16/00 13:27:00
STATUS: ACCPT    BATID:                SEC2:

                MISCELLANEOUS ORDER DOCUMENT

MO DATE:                ACTION:          ACCTG PD: 2
VENDOR CODE: 3        TRANS TYPE: 4      DOC TYPE:
NAME:
ADDRESS:                EFFECTIVE DATE:
                        END DATE:
                        NEG PYMT DAYS:
                        NO OF OPTIONS:
CONTACT:                RESP PERSON:
COMMENTS:
ALT PAYEE:                /                BUYER:
RCVR REQD:                INV REQD:        PURCH METHOD:        PRINT PO:
TEXT TYPE:                CONF ORDER:    INVITATION #: 5
ASSOC ORDER:                CONTRACT #: 6
BFYS:                FUND:                DOCUMENT TOTAL: 7
                        REF REQ:        BLANKET NUMBER:
DISCOUNT %:                DAYS:
DISCOUNT %:                DAYS:
DISCOUNT %:                DAYS:
    
```

7	DOCUMENT TOTAL	Document total
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Line Screen Required Fields for M1 Document

#	Field	Data
1	LINE	Different 3-digit number for each line from 001 to 999
2	BUDGET FYS	Budget fiscal year
3	PGM	Program accounting code derived from ARS source document
4	BOC/SUB	Budget object code/Sub object code
5	AMOUNT	Total cost of this line item
6	DESCR	Description of transaction (optional)

```

COMMND:                DOCID: M1                06/16/00
13:38:37
STATUS: ACCPT          BATID:                SEC2:                001-001 OF
001
01-
    LINE: 1            REF REQ-LINE:                BUDGET FYS: 2
    FUND:              ORG/SUB:                /            COST ORG/SUB: /
    PGM: 3            BOC /SUB: 4                RPTG:
JOB NO:              CLOSED BFYS:                CLOSED FUND:
AMOUNT: 5            I/D: P/F:                ASSOC ORDER:
DESCR: 6
02-
    LINE:              REF REQ-LINE:                BUDGET FYS:
    FUND:              BUDGET ORG/SUB:                /            COST ORG/SUB: /
    PGM:              BOC /SUB:                /            RPTG:
    
```

Create an M1 Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type M1.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter. The M1 header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen . . .	
5	Tab to the next field, and type in the SECL code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
10	Tab to TRANS TYPE, and type 01.
11	Tab to COMMENTS, and type in comments for this obligation document (optional).
12	Enter contract number in CONTRACT # field.
13	Enter any spill over characters from contract number in INVITATION # field.
14	Tab to DOCUMENT TOTAL, and type in the document total (after calculating the line amounts).
15	Press Enter, and the MO line screen appears.

Step	Action
In the line screen . . .	
16	In LINE field type a 3-digit number for each line from 001 to 999.
17	In BUDGET FYS field type the budget fiscal year.
18	Tab to PGM, and type in program accounting code derived from ARS source document.
19	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT) Include Sub BOC for extramural agreements. For example, BOC 2559 requires a Sub BOC.
20	Tab to RPTG, and type a valid reporting category (if applicable).
21	Tab to AMOUNT, and type in the total amount for the line.
22	Tab to DESCR, and type in a description for this obligation line. (optional)
23	Repeat steps 16 - 22 for remaining lines.
24	Press Home key, and type E in COMMND.
25	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED.
26	Press Home key.
27	If there are no error messages at the bottom of the screen, type R in COMMND.

Step	Action
28	Press Enter to run this document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.

Payment Voucher Document (PV)

FFIS uses this document to:

- Record authorization of payment to a vendor for goods or services accepted and invoiced
- Record contract holdbacks (see contract holdback section)

This document updates the following tables:

- Voucher Header and Line Tables (PVHT, PVLT)
- Voucher Contract Holdback Table (PVCH)
- Unpaid Vouchers Table (UPVT)
- Treasury Schedule Header and Line Tables (TSCH, TSCL)
- Payment Voucher - Disbursement Document Cross-Reference Table (VXDD)
- Requisition Header and Line Tables (REQH,REQI)
- Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLL)
- Budget Execution tables
- General Ledger tables
- Document Cross Referencing Table (DXRF)
- Vendor Cross Referencing Table (VXRF)

Header Screen Required Fields for PV Document

#	Field	Data	
1	DOCID	Trans Code	PV (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme A PV number example for all types of Spending: FY+Location Code+ User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter. (i.e. 21235000001)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	E (enter new document) M (modify a document) X (cancel a document) (defaults to E if left blank)	
4	TRANS TYPE	Transaction type	
5	VENDOR INV #	Vendor invoice number (not required by FFIS, but recommended business practice for ARS)	

6	LOG DATE	Date stamped on invoice (required for Prompt Pay)
7	VENDOR CODE	Vendor code
8	DOCUMENT TOTAL	Total amount of payment

```

COMMND:          DOCID: PV   1          06/16/00 14:00:11
STATUS: ACCPT    BATID:          SEC2:
H-
                PAYMENT VOUCHER DOCUMENT

PV DATE:          ACCTG PD: 2          BUDGET FY:          FUND:
ACTION: 3          TRANS TYPE: 4  PROMPT PAY TYPE:          PV TYPE:
SCHED PYMT DATE:          DESCR:          D.O:          FA IND:
REF DOC #:          ACCP/DEL DATE:
VENDOR INV #: 5          INV DATE:          LOG DATE: 6
FY:          SCHEDULE CAT:          SCHEDULE TYP:          SCHEDULE NUMBER:
VENDOR CODE: 7          DOCUMENT TOTAL: 8
NAME:          AGREEMENT #:
ADDRESS1:          HOLDBACK TOT:
2:          PMT SEQUENCE #:
3:          INT REASON:
CHECK TYPE:          AGENCY HEAD APPROVAL:          DISC LOST REASON:
DISCOUNT %:          / AMOUNT:          DAYS:
DISCOUNT %:          / AMOUNT:          DAYS:
DISCOUNT %:          / AMOUNT:          DAYS:
COMMENTS TO PRINT:
    
```

Line Screen Required Fields for PV Document

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	Transaction type (not required if entered on header screen)
3	REF DOC #	Document ID to be referenced and line number
4	REF LINE	Line of accounting that is being referenced
5	AMOUNT	Total amount of this line item
6	P/F	P (for a partial payment), or F (for a final payment)

```

COMMND:          DOCID: PV          06/16/00 14:09:22
STATUS: ACCPT    BATID:              SEC2:          001-001 OF 001
01-
      LINE #: 1          TRANS TYPE: 2          LINE TYPE:
      REF DOC #: 3       REF LINE: 4          /          DATE:
VENDOR INV #/LINE:          INV DATE:          LOG DATE:

      BFY:              FUND:          BUDGET ORG/SUB:
COST ORG/SUB:          PROGRAM:          BOC/SUB:
      RPTG:              JOB:          REV SRCE/SUB:
      GL ACCOUNT:        CLOSED BFYS:          CLOSED FUND:

      AMOUNT: 5          I/D:              P/F: 6
      QUANTITY:          ADV:              INT REASON:
DESCRIPTION:          DISC LOST REASON:
RELATED GBL:          OUTS REF AMT:
DISCOUNT %:          / AMOUNT:          DAYS:
DISCOUNT %:          / AMOUNT:          DAYS:
DISCOUNT %:          / AMOUNT:          DAYS:
  
```

Create a PV Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type PV.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the PV header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the next field, and type in the SECL code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to ACTION, and type E (enter new document), or Type M (modify document), or Type X (cancel document).
10	Tab to TRANS TYPE and type 01 (if not entered here, must be entered on each line).
11	Enter VENDOR INV # (Not required by FFIS, but recommended business practice for ARS)
12	Tab to LOG DATE, and type in the date stamped on invoice (required for Prompt Pay).
13	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
14	Tab to DOCUMENT TOTAL, and type in the total amount of payment.
15	Press Enter, and the PV line screen appears.

Step	Action
In the line screen . . .	
16	In LINE type a 3-digit number for each line from 001 to 999.
17	In TRANS TYPE type 01 (not required if on header screen).
18	Tab to REF DOC # and type in the transaction code and the document number that is being referenced. After the transaction code is entered, the system will automatically tab over to the field for the document number.
19	Tab to REF LINE and enter the line of accounting that is being referenced.
20	Tab to AMOUNT, and type in the total amount for the line.
21	Tab to P/F , and type P (for a partial payment), or Type F (for a final payment).
22	Repeat steps 15 - 20 for remaining lines.
23	Press Home key, and type E in COMMND.
24	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
25	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.

Step	Action
26	<p>The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.</p> <p>If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.</p>

Non-Referencing Payment Document (NO)

FFIS uses this document to:

- Pay for an expense incurred

This document updates the following tables:

- Voucher Header and Line Tables (PVHT, PVLT)
- Voucher Contract Holdback Table (PVCH)
- Unpaid Vouchers Table (UPVT)
- Treasury Schedule Header and Line Tables (TSCH, TSCL)
- Payment Voucher – Disbursement Document Cross-Reference Table (VXDD)
- Budget Execution tables
- General Ledger tables
- Document Cross Referencing Table (DXRF)
- Vendor Cross Referencing Table (VXRF)

Header Screen Required Fields for NO Document

#	Field	Data	
1	DOCID	Trans Code	NO (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme An NO number example for all types of Spending: FY+Location Code+ User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter. (i.e. 21235000001)
2	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	ACTION	E (enter new document) M (modify a document) X (cancel a document) (defaults to E if left blank)	
4	TRANS TYPE	Transaction type	
5	VENDOR INV #	Vendor invoice number (Not required by FFIS, but recommended business practice for ARS)	

6	LOG DATE	Date stamped on invoice (required for Prompt Pay)
7	VENDOR CODE	Vendor code
8	DOCUMENT TOTAL	Total amount of payment

```

COMMND:                DOCID: NO 1                07/13/00
11:52:08
STATUS: ACCPT          BATID:                SEC2:
H-
                                PAYMENT VOUCHER DOCUMENT

PV DATE:                ACCTG PD: 2          BUDGET FY:          FUND:
ACTION: 3                TRANS TYPE: 4 PROMPT PAY TYPE:          PV TYPE:
SCHED PYMT DATE:        DESCR:                D.O:          FA IND:
REF DOC #:                VENDOR INV #: 5          INV DATE:          LOG DATE: 6
VENDOR INV #: 5          SCHEDULE CAT:          SCHEDULE TYP:          SCHEDULE NUMBER:
FY:                VENDOR CODE: 7          DOCUMENT TOTAL: 8
NAME:                ADDRESS1:                AGREEMENT #:
2:                3:                HOLDBACK TOT:
3:                PMT SEQUENCE #:
AGENCY HEAD APPROVAL:          INT REASON:
CHECK TYPE:                DISC LOST REASON:
DISCOUNT %:                / AMOUNT:                DAYS:
DISCOUNT %:                / AMOUNT:                DAYS:
DISCOUNT %:                / AMOUNT:                DAYS:
COMMENTS TO PRINT:
    
```

Line Screen Required Fields for NO Document

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	BFY	Budget fiscal year
3	PROGRAM	Program accounting code derived from ARS source document
4	BOC/SUB	Budget object code. BOC cannot be used for a payment advance.
5	RPTG	Reporting category (if applicable)
6	AMOUNT	Amount of line
7	I/D	I (for an increase) D (for a decrease)

```

COMMND:          DOCID:          07/13/00 11:53:36
STATUS: ACCPT    BATID:          SEC2:          001-001 OF 001
01-
      LINE #: 1          TRANS TYPE:          LINE TYPE:
      REF DOC #:          REF LINE:          DEL/ACCP DATE:
      VENDOR INV #/LINE:          INV DATE:          LOG DATE:

      BFY: 2          FUND:          BUDGET ORG/SUB:
      COST ORG/SUB:          PROGRAM: 3          BOC/SUB: 4
      RPTG: 5          JOB:          REV SRCE/SUB:
      GL ACCOUNT:          CLOSED BFYS:          CLOSED FUND:

      AMOUNT: 6          I/D: 7          P/F:
      QUANTITY:          ADV:          INT REASON:
      DESCRIPTION:          DISC LOST REASON:
      RELATED GBL:          OUTS REF AMT:          0.00
      DISCOUNT %:          / AMOUNT:          DAYS:
      DISCOUNT %:          / AMOUNT:          DAYS:
      DISCOUNT %:          / AMOUNT:          DAYS:
  
```

Create an NO Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type NO.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the NO header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the next field, and type in the SECL code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	Tab to ACCTG PD field and enter accounting period.
9	Tab to ACTION, and type E (enter new document), or Type M (modify document), or Type X (cancel document).
10	Tab to TRANS TYPE, and type in 01 for payment or AV for advance.
11	Tab to VENDOR INV #, and type in the appropriate vendor invoice number for which this is a payment. (Not required to process the document, but recommended as an ARS business practice.)
12	Tab to LOG DATE, and type the date stamped invoice or SF270 (required for Prompt Pay).
13	Tab to VENDOR CODE, and type in the appropriate vendor code from the Vendor Reference Table (VEND).
14	Tab to DOCUMENT TOTAL, and type in the total of all lines.

Step	Action
15	Press Enter and the PV line screen appears.
In the line screen...	
16	In LINE type a 3-digit number for each line from 001 to 999.
17	In BFY type in the budget fiscal year.
18	Tab to PROGRAM, and type in the program code associated with the fund code.
19	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT).
20	Tab to RPTG, and type in a reporting category if applicable.
21	Tab to AMOUNT, and type in the total amount for the line.
22	Tab to I/D and type I for Increase or D for Decrease.
23	Repeat steps 15 -21 for remaining lines.
24	Press Home key and type E in COMMND
25	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
26	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.

Step	Action
27	<p>The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.</p> <p>If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.</p>

Cancel a Document

Step	Action
1	Know the document ID for the document you wish to cancel.
2	Type N in ACTION (from any FFIS table screen).
3	Tab to TABLEID, and type SUSF.
4	Press Enter.
Create BATCH ID...	
5	Type NEW in FUNCTION.
6	<p>Tab to BATCH ID on LINE 00, and type in the Batch Identification Number.</p> <p>In the BATCH ID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original document used a SEC 1 of 01, use the trans code + 01. For example, to cancel a payment voucher enter <u>PV 01</u>).</p> <p>Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example, to cancel a payment voucher enter PV 01 + <u>LBA001</u>).</p>
7	Enter Document ID of document to be cancelled.
8	<p>Press Enter.</p> <p>A Document Batch Ticket appears.</p>
9	<p>Press Enter.</p> <p>A blank document with a batch ID and the original document ID assigned to it appears.</p>
Perform document cancellation...	

Step	Action
10	Tab to ACCTG PD field and enter accounting period.
11	Type X in ACTION of the header screen.
12	<p>If you are canceling a PV, enter Vendor Code from original PV.</p> <p>To cancel other documents, do not enter Vendor Code.</p>
13	Press the Home key.
14	Type EB (edit batch) in COMMND and press Enter.
15	<p>Type A in COMMND if the document requires approval.</p> <p>Payment vouchers require approval. Press Enter.</p>
16	Type RB (run batch) in COMMND and press Enter to run the document.



A document cannot be cancelled if it has been referenced by another document.

Modify a Document

What can and cannot be changed using a batch modification:

Can Be Changed:

- Document total
- Information fields in the header and lines
- Accounting lines added
- Dollar amount on accounting lines increased or decreased

Cannot Be Changed:

- The vendor (The exception is an RQ that identifies a miscellaneous vendor)
- Accounting information in the detail lines

Modify a Document, *continued*

Step	Action
1	Know the document ID for the document you wish to modify.
2	Type N in ACTION (from any FFIS table screen).
3	Tab to TABLEID, and type SUSF.
4	Press Enter.
Create BATCHID...	
5	Type NEW in FUNCTION.
6	Tab to BATCHID on LINE 00, and type in the Batch Identification Number. In the BATCHID field, the transaction and SEC1 (second field of the document ID) codes must be the same as the original document. (For example: if the original RQ document used a SEC 1 of 01, use RQ 01). Use user initials (two or three positions) + a sequential number (three or four positions) for the rest of the Batch Identification Number. (For example: RQ 01 + LBA001).
7	Enter DOCID of document to be modified.
8	Press Enter. A Document Batch Ticket appears.
9	Press Enter again. A blank document with a batch ID and the original document ID assigned to it appears.
Perform document modification...	
10	Tab to ACCTG PD field and enter accounting period.
11	Type M in ACTION of the header screen.

Step	Action
12	Tab to VENDOR CODE, and enter valid vendor code.
Type the modifications on either the header screen or the lines accordingly.	
13	Tab to DOCUMENT TOTAL, and enter the total amount.
14	Press ENTER.
Document line screen appears...	
15	In LINE # field enter a line number from 001to 999.
16	Tab to AMOUNT, and enter the line amount.
17	Tab to I/D, and type I or D to indicate an increase or decrease if there are changing dollar amounts.
To check for errors and process...	
18	Press the HOME key.
19	Type EB (edit batch) in COMMND.
20	Press Enter.
21	Type RB (run batch) in COMMND to run the document.
22	Press Enter.

Direct Disbursement Clone Document (ND)

FFIS uses this document to:

- Record payments, which will not be disbursed through FFIS
- Record an expenditure in the budget and general ledger

This document updates the following tables:

- Orders Header, Purchase Order Accounting Line Tables (OBLH, OBLL)
- Voucher Header and Line Tables (PVHT, PVLT)
- Payment Voucher-Disbursement Document Cross-Reference Table (VXDD)
- Requisition Header and Line Tables (REQH, REQL)
- Budget Execution tables
- General Ledger tables
- Document Cross Referencing Table (DXRF)
- Vendor Cross Referencing Table (VXRF)

Header Screen Required Fields for ND Document

#	Field	Data	
1	DOCID	Trans Code	ND (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	See section on document numbering scheme An ND number example for all types of Spending: FY+Location Code+ User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter. (i.e. 21235000001)
2	DD DATE (ND DATE)	This field is not required by FFIS. However, ARS policy requires the following dates be used: <ul style="list-style-type: none"> ▪ Letter of Credit = Draw down date of LC transaction ▪ Foreign Embassy = Accounting date on SF-1221 ▪ SF-1081 = SF-1081 accomplished date ▪ GOALS Charges = Date of GOALS charge for the transaction 	
3	ACCTG PD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	

4	TRANS TYPE	<ul style="list-style-type: none"> ▪ Letter of Credit = LC ▪ Foreign Embassy = FP ▪ SF-1081 = SF ▪ GOALS Charges = GC If you enter Trans Type on the Header Screen, it is not required on the Line Screen
5	COMMENTS	Comments specific to the document being processed (optional)
6	VENDOR CODE	Vendor code
7	DIRECT DISB #	Disbursement number
8	DOCUMENT TOTAL	Total amount of all lines

```

COMMND:          DOCID: 1          07/13/00 13:01:01
STATUS: ACCPT   BATID:          SEC2:
H-
                DIRECT DISBURSEMENT DOCUMENT

DD DATE: 2      ACCTG PD: 3      BUDGET FY:      FUND:
ACTION:         TRANS TYPE: 4      COMMENTS: 5
VENDOR CODE: 6      NAME:
DIRECT DISB #: 7      INTR-AGCY SYMBOL:
DISB OFFICE:         DOCUMENT TOTAL: 8
AGREEMENT #:         REF DOC #:
    
```

Line Screen Required Fields for ND Document

#	Field	Data
1	LINE #	Different 3-digit number for each line from 001 to 999
2	REF DOC #	Reference transaction code and document number of the document being referenced (Do not enter reference information on non-referencing NDs)
3	REF DOC LINE	Accounting line number in the referenced document of the line being referenced (Do not enter reference information on non-referencing NDs)
4	TRANS TYPE	<ul style="list-style-type: none"> ▪ Letter of Credit = LC ▪ Foreign Embassy = FP ▪ SF-1081 = SF ▪ GOALS Charges = GC If you enter Trans Type on the Header Screen, it is not required on the Line Screen
5	AMOUNT	Total amount of this line item
6	I/D	Increase/Decrease indicator
7	P/F	P (for a partial payment), or F (for a final payment) (Not required for non-referencing NDs)

```

COMMND:                DOCID: ND                07/13/00 13:01:15
STATUS: ACCTP          BATID:                SEC2:                001-001 OF 003
01-
  LINE #: 1      REF DOC #: 2      REF DOC LINE: 3
  ACCP DATE:                LOG DATE:
  VENDOR INV #/LINE:        INV DATE:
  TRANS TYPE: 4      BFY:          FUND:          BUDGET ORG/SUB:
  COST ORG/SUB:        PROGRAM:          BOC/SUB:
  JOB NUMBER:          RPTG:          GL ACCOUNT:
  REV SRCE/SUB:        CLOSED BFYS:        CLOSED FUND:
  DESCRIPTION:
  INT REASON:          AMOUNT: 5      I/D: 6      P/F: 7
  QUANTITY:          ADV:
  OUTS REF AMT:
  
```

Create an ND Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type ND.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the ND header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the next field, and type in the SECl code.
6	Tab to the next field, and type in the document number.
7	Press Enter.
8	In the DD DATE field enter: <ul style="list-style-type: none"> ▪ Letter of Credit = Draw down date of LC transaction ▪ Foreign Embassy = Accounting date on SF-1221 ▪ SF-1081 = SF-1081 accomplished date ▪ GOALS Charges = Date of GOALS charge for the transaction
9	Tab to ACCTG PD field and enter accounting period.
10	Tab to TRANS TYPE, and type: <ul style="list-style-type: none"> ▪ Letter of Credit = LC ▪ Foreign Embassy = FP ▪ SF-1081 = SF ▪ GOALS Charges = GC
11	Tab to COMMENTS, and type in the necessary comment. (optional)

Step	Action
12	Tab to VENDOR CODE, and type in appropriate vendor code, derived from the Vendor Reference Table (VEND).
13	Tab to DIRECT DISB #, and type in the disbursement number.
14	Tab to DOCUMENT TOTAL, and type in the total amount of payment.
15	Press Enter and the ND line screen appears.
In the line screen...	
16	In LINE # field type a 3-digit number for each line from 001 to 999.
17	Tab to REF DOC#, and type the trans code and document number of the obligation document being referenced. (Do not enter reference information on non-referencing NDs)
18	Tab to REF DOC LINE, and type in the document line number of the obligation document being referenced. (Do not enter reference information on non-referencing NDs)
19	Tab to TRANS TYPE, and type: <ul style="list-style-type: none"> ▪ Letter of Credit = LC ▪ Foreign Embassy = FP ▪ SF-1081 = SF ▪ GOALS Charges = GC (not required if TRANS TYPE was entered on the header screen)
20	Tab to BFY, and type in the budget fiscal year (not necessary if referencing another document).

Step	Action
21	Tab to FUND, and type in the fund (not necessary if referencing another document).
22	Tab to PROGRAM, and type in program accounting code (not necessary if referencing another document).

Create an ND Document (continued)

Step	Action
23	Tab to BOC/SUB, and type in the appropriate budget object code, derived from the Budget Object Code Table (BOCT) (not necessary if referencing another document).
24	Tab to AMOUNT, and type in the total amount for the line.
25	Tab to I/D, and type in the appropriate indicator. I for Increase, D for Decrease.
26	<p>Tab to P/F, and enter the appropriate indicator. (Not required for non-referencing NDs, defaults to P)</p> <p style="padding-left: 40px;">Type P if this is a partial payment, or Type F if this is the final payment.</p>
27	Repeat steps 14 - 24 for remaining lines.
28	Press Home key and type E in COMMND
29	<p>Press Enter to edit the document.</p> <p>If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED.</p>
30	Press Home key.
31	If there are no error messages at the bottom of the screen, type R in COMMND.
32	<p>Press Enter to run the document.</p> <p>If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.</p>

Standard Voucher Document (SV)

FFIS uses this document to:

- Record accounting events that occur on a regular basis (expensing a prepaid item, recording monthly accruals, making accounting adjustments, etc.)
- Expense previously recorded expenditures
- Modify closed documents
- Post payroll or other interface transactions
- Make revenue and expenditure adjustments

NOTE: An SV document has limited access and requires approval.

This document updates the following tables:

- Journal Voucher and Standard Journal Table (JVLT)
- Budget Execution tables
- Cross-reference tables
- General Ledger tables

Header Screen Required Fields for SV Document

#	Field	Data	
1	DOCID	Trans Code	SV (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	Location Code+system-generated sequential number (i.e. 6402 0000001)
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET INDICATOR (B)	E to record a payment or expenditure.	
4	DOCUMENT TOTAL	Total amount of payment.	

```

COMMND:          DOCID: 1
STATUS:          BATID:          SEC2:
H-
                STANDARD VOUCHER DOCUMENT

                SV DATE:          ACCOUNTING PERIOD: 2
                ACTION:          EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): 3
                BUDGET FYS:          FUND:
REVERSAL PERIOD:
                COMMENT:          BUDGET OVERRIDE IND:
                REF TRANS ID:

DOCUMENT TOTAL: 4

DESCRIPTION:
    
```

Line Screen Required Fields for SV Document

#	Field	Data
1	LINE NUMBER	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	Transaction type 01 for expenditure
3	EXP/REV/GL/BUD	Entry required on the line only if different from the header
4	BUDGET FYS	Budget fiscal year
5	PGM	Program code
6	BOC/REV SOURCE	Budget object code
7	RPTG	Reporting category (if applicable)
8	VENDOR	Vendor code If ARS cannot specify the vendor use: <ul style="list-style-type: none"> • MISCG (Federal) • MISCN (Non-Federal)
9	AMOUNT	Total amount of this line item

```

COMMND:          DOCID:          06/27/00 17:24:42
STATUS: ACCPT    BATID:          SEC2:          001-001 OF 002
01-
      LINE NUMBER:  1          TRANS TYPE:  2          EXP/REV/GL/BUD:  3
      BUDGET FYS:   4          FUND:          DIVISION:
      BUDGET ORG/SUB:      COST ORG/SUB:          PGM:  5
      BOC/REV SOURCE:  6      SUB BOC/SUB SRCE:  JOB:          RPTG:  7
      CLOSED BFYS:          CLOSED FUND:
      VENDOR:  8          NAME:          QUANT:
      SCHD FISC YR:      SCHD CAT:      SCHD TYP:      SCHD NO:
      D.O.:          GUEST SYMBOL:
      REF TRAN ID:          DOC TYP:  AGREE #:          ADV:
      INVOICE NO:          INVOICE DATE:          INVOICE LINE:
      AMOUNT:  9          INC/DEC IND:      ACC DATE:          OBL FY:
      DESCRIPTION:          TREAS NO:
  
```

Create an SV Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type SV.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter, and the SV header screen appears.
In the header screen...	
5	Tab to the next field, and type in the 2-digit SEC1 code 01.
6	Tab to the next field, and type in the document number.
7	Press Enter. THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCOUNTING PERIOD field and enter accounting period.
9	Tab to EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET (B) INDICATOR, and enter an E for a payment or expenditure.
10	Tab to DOCUMENT TOTAL, and type in the total amount of payment.
11	Press Enter and the SV line screen appears.
In the line screen...	
12	Tab to LINE NUMBER, and type in a 3-digit number for each line from 001 to 999.
13	Tab to TRANS TYPE and type 01 (for expenditure).
14	Tab to EXP/REV/GL/BUD and type E (for Expense).

Step	Action
15	Tab to BUDGET FYS and type in the budget fiscal year.
16	Tab to PGM and type the program code if applicable.
17	Tab to BOC/REV SOURCE, and type in the budget object code. <ul style="list-style-type: none"> • A budget object code is required for expenditures. A revenue source is required for revenue adjustments. • A budget object code is not required for a balance sheet transfer
18	Tab to RPTG and type the reporting category if applicable.
19	Tab to VENDOR and type in vendor code.
20	Tab to AMOUNT, and type in the total amount for the line.
21	Repeat steps 12-20 for remaining lines.
22	Press Home key and type E in COMMND.
23	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
24	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.

Step	Action
25	<p>The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.</p> <p>If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.</p>

Standard Voucher Document (YE)

FFIS uses this document to:

- Record Period End Estimates

This document updates the following tables:

- Journal Voucher and Standard Journal Table (JVL)
- Budget Execution tables
- Cross-Reference tables
- General Ledger tables

Header Screen Required Fields for YE Document

#	Field	Data	
1	DOCID	Trans Code	YE (type of document)
		Secl Code	Division Code (Area) (i.e. 01)
		Document #	Location Code+system-generated sequential number (i.e. 64020000001)
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	REVERSAL PERIOD	Two-digit fiscal month and two-digit fiscal year (e.g., 05 02 for February 2002) in which the transaction will be automatically reversed.	
4	DOCUMENT TOTAL	Total amount of payment.	

```

COMMND:                                DOCID: 1                                06/27/00 17:24:00
STATUS: ACCPT                           BATID:                                SEC2:
H-
                                     STANDARD VOUCHER DOCUMENT

          SV DATE:                                ACCOUNTING PERIOD: 2
          ACTION: EXPENSE(E), REVENUE(R), GL(G), BUDGET(B):
          BUDGET FYS:                                FUND:
REVERSAL PERIOD: 3
          COMMENT:                                BUDGET OVERRIDE IND:
          REF TRANS ID:

DOCUMENT TOTAL: 4

DESCRIPTION:
    
```

Line Screen Required Fields for YE Document

#	Field	Data
1	LINE NUMBER	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	UN (for undelivered orders) DE (for delivered orders or accrued expenditures)
3	EXP/REV/GL/BUD	E (for expense)
4	BUDGET FYS	Budget fiscal year
5	PGM	Program code
6	BOC/REV SOURCE	Budget object code
7	RPTG	Reporting category (if applicable)
8	VENDOR	Vendor code If ARS cannot specify the vendor use: MISCG (Federal) MISCN (Non-Federal)
9	AMOUNT	Total amount of this line item
10	INC/DEC IND	I if the entered amount is an increase, D if the amount is a decrease.

```

COMMND:          DOCID:          06/27/00 17:24:42
STATUS:          BATID:          SEC2:          001-001 OF 002
01-
      LINE NUMBER: 1          TRANS TYPE: 2          EXP/REV/GL/BUD: 3
      BUDGET FYS: 4          FUND:          DIVISION:
      BUDGET ORG/SUB:          COST ORG/SUB:          PGM: 5
      BOC/REV SOURCE: 6          SUB BOC/SUB SRCE:          JOB:          RPTG: 7
      CLOSED BFYS:          CLOSED FUND:
      VENDOR: 8          NAME:          QUANT:
      SCHD FISC YR:          SCHD CAT:          SCHD TYP:          SCHD NO:
      D.O.:          GUEST SYMBOL:
      REF TRAN ID:          DOC TYP:          AGREE #:          ADV:
      INVOICE NO:          INVOICE DATE:          INVOICE LINE:
      AMOUNT: 9          INC/DEC IND: 10          ACC DATE:          OBL FY:
      DESCRIPTION:          TREAS NO:
  
```

Create a YE Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type YE.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter. The standard voucher header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the second field of the DOCID and type in the 2-digit SE1 (division code, e.g., 01).
6	Tab to the next field, and type in the document number.
7	Press Enter. THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCOUNTING PERIOD field and enter accounting period.
9	Tab to REVERSAL PERIOD and enter the two-digit fiscal month and two-digit fiscal year (e.g., 05 02 for February 2002) in which the transaction will be automatically reversed. Note: All period end estimates require a reversal period.
10	Tab to DOCUMENT TOTAL, and type in the document total (after calculating the line amounts).
11	Press Enter and the YE line screen appears.
In the line screen...	
12	In LINE NUMBER, type in a 3-digit number for each line from 001 to 999.

Step	Action
13	In TRANS TYPE field type the appropriate transaction type: DE - estimates for delivered orders, or UN - estimates for undelivered orders.
14	Tab to EXP/REV/GL/BUD and type E (for Expense).
15	Tab to BUDGET FYS and type in the budget fiscal year.
16	Tab to PGM and type the program code.
17	Tab to BOC/REV SOURCE, and type in the budget object code. A budget object code is required for expenditures.
18	Tab to RPTG and type in the reporting category if applicable.
19	Tab to VENDOR and type in vendor code.
20	Tab to AMOUNT, and type in the total amount for the line.
21	Tab to INC/DEC IND, and enter I if the entered amount is an increase, D if the amount is a decrease.
22	Repeat steps 12-21 for remaining lines.
23	Press Home key and type E in COMMND.
24	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
25	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.

Step	Action
26	<p>The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.</p> <p>If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.</p>

Standard Voucher Document (B2)

FFIS uses this document to:

- Expenditure/Revenue adjustments
- Zero balance adjustments
- Transfers between program codes

This document updates the following tables:

- Journal Voucher and Standard Journal Table (JVLT)
- Budget Execution tables
- Cross-Reference tables
- General Ledger tables

Header Screen Required Fields for B2 Document

#	Field	Data	
1	DOCID	Trans Code	B2 (type of document)
		Sec1 Code	Division Code (Area) (i.e. 01)
		Document #	Location Code+system-generated sequential number (i.e. 6402 0000001)
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 02 for February 2002)	
3	DOCUMENT TOTAL	Total amount of payment. (\$0.00)	

```

COMMND:          DOCID: 1          06/27/00 17:24:00
STATUS:          BATID:          SEC2:
H-
                STANDARD VOUCHER DOCUMENT

                SV DATE:          ACCOUNTING PERIOD: 2
                ACTION:          EXPENSE(E), REVENUE(R), GL(G), BUDGET(B):
                BUDGET FYS:          FUND:
REVERSAL PERIOD:
                COMMENT:          BUDGET OVERRIDE IND:
REF TRANS ID:
DOCUMENT TOTAL: 3
DESCRIPTION:
    
```

Line Screen Required Fields for B2
Document

#	Field	Data
1	LINE NUMBER	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	TO for expenditure or FI for sales revenue
3	EXP/REV/GL/ BUD	E for expense or R for revenue
4	BUDGET FYS	Budget fiscal year
5	PGM	Program code
6	BOC/REV SOURCE	Budget object code for expense Revenue Source Code for revenue
7	RPTG	Reporting category (if applicable)
8	VENDOR	Vendor code If ARS cannot specify the vendor use: MISCG (Federal) MISCN (Non-Federal)
9	AMOUNT	Total amount of this line item
10	INC/DEC IND	I if the entered amount is an increase, D if the amount is a decrease.

```

COMMND:                DOCID:                06/27/00 17:24:42
STATUS: ACCPT          BATID:                SEC2:                001-001 OF 002
01-
      LINE NUMBER: 1                TRANS TYPE: 2                EXP/REV/GL/BUD: 3
      BUDGET FYS: 4                FUND:                DIVISION:
BUDGET ORG/SUB:                COST ORG/SUB:                PGM: 5
BOC/REV SOURCE: 6                SUB BOC/SUB SRCE:                JOB:                RPTG: 7
      CLOSED BFYS:                CLOSED FUND:
VENDOR: 8                NAME:                QUANT:
SCHD FISC YR:                SCHD CAT:                SCHD TYP:                SCHD NO:
D.O.:                GUEST SYMBOL:
REF TRAN ID:                DOC TYP:                AGREE #:                ADV:
INVOICE NO:                INVOICE DATE:                INVOICE LINE:
AMOUNT: 9                INC/DEC IND: 10                ACC DATE:                OBL FY:
DESCRIPTION:                TREAS NO:
  
```

Create a B2 Document

Step	Action
1	Type L in ACTION (from any FFIS table screen).
2	In TABLEID field type B2.
3	Press the spacebar twice to clear possible remaining data.
4	Press Enter. The standard voucher header screen appears. You will see the prompt at the bottom of the screen: TYPE BATID/DOCID AND PRESS ENTER.
In the header screen...	
5	Tab to the second field of the DOCID and type in the 2-digit SEC1 (division code).
6	Tab to the next field, and type in the document number.
7	Press Enter. THIS IS A VERY IMPORTANT STEP - YOU MUST PRESS ENTER AT THIS POINT BEFORE CONTINUING.
8	Tab to ACCOUNTING PERIOD and enter accounting period.
9	Tab to DOCUMENT TOTAL, and type in 0.00 for the total amount.
10	Press Enter, and the B2 line screen appears.
In the line screen...	
11	In the LINE NUMBER field, type a 3-digit number for each line from 001 to 999.
12	In the TRANS TYPE field type the appropriate transaction type TO (Expense Adjustments) or FI (Sales Revenue).

Step	Action
13	Tab to EXP/REV/GL/BUD and type E for Expense or R for Revenue.
14	Tab to BUDGET FYS and type in the budget fiscal year.
15	Tab to PGM and type the program code.
16	Tab to BOC/REV SOURCE, and type in the budget object code or a revenue source code. A budget object code is required for expenditures and a revenue source code is used for revenue.
17	Tab to RPTG and type in the reporting category if applicable.
18	Tab to VENDOR and type in the vendor code (if ARS cannot specify the vendor, use MISCG or MISCN).
19	Tab to AMOUNT, and type in the total amount for the line.
20	Tab to INC/DEC IND, and enter I if the entered amount is an increase, D if the amount is a decrease.
21	Repeat steps 11-20 for remaining lines.
22	Press Home key and type E in COMMND.
23	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is SCHED, if document requires approval the status is PEND1.
24	If the document requires approval, and there are no error messages at the bottom of the screen, close the document and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.

Step	Action
25	<p>The person who approves the document may be able to type R in COMMND and press Enter to run the document. Otherwise, have the person close the document. Open the document, type R in COMMND, and press Enter to run the document.</p> <p>If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.</p>

ARS Spending Document Numbering Scheme

ARS Spending Document Numbering Scheme		
Type of Payment	FFIS Documents Used	Document Number
All types of commitments	RQ	<p>Position 1: FY Positions 2 - 5: Location Code Positions 6 - 11: User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.</p> <p>Example: 2 1235 000001</p>
All types of payments and direct disbursements (except REPV entries, see below)	PV, NO, ND	<p>Position 1: FY Positions 2 - 5: Location Code Positions 6 - 11: User Defined or System-Generated Sequential No If using system-generated number, type the fiscal year, the location code, the pound sign (#) and press Enter.</p> <p>Example: 2 1235 000001</p>
Contracts	MO, M1	<p>Position 1 - 2: Contract Type (see following table in guide for contract type codes) Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 11: User Defined Contract No (4 digit, last two digits are 00)</p> <p>Example: 53 3K15 2 1400</p>

ARS Spending Document Numbering Scheme		
Type of Payment	FFIS Documents Used	Document Number
Indefinite Quantity Contracts	MO, M1	Position 1 - 2: Contract Type (see following table in this guide) Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 9: Contract No (2 digit) Positions 10 - 11: Task Order No Example: 53 3K15 2 1403
Purchase Order Type 45	MO, M1	Position 1 - 2: Type 45 PO Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 11: User Defined Sequential No (4 digit) Example: 45 3K15 2 0001
Agreements	MO, M1	Position 1 - 2: Agreement Type (see following table in this guide) Positions 3 - 6: Location Code Position 7: FY Positions 8 - 11: User Defined Sequential No (4 digit) Example: 58 1907 2 0056 Foreign: 58 3625 2 F028
Research Support Agreement Task Orders	MO, M1	Position 1: T (Task Order) Position 2: FY Positions 3 - 6: Location Code Position 7-10: User Defined Sequential No (4 digit) Example: T 2 5310 0089

ARS Spending Document Numbering Scheme		
Type of Payment	FFIS Documents Used	Document Number
Miscellaneous Spending	MO, M1	Position 1 - 3: Spending Type (3 alpha characters, see following table in this guide for spending type codes) Positions 4 - 7: Location Code Positions 8: FY Positions 9 - 11: User Defined Sequential No (3 digit) Example: TRN 6402 2 056
Recurring Payment Vouchers	REPV, PV, NO	Position 1 - 2: Contract/Agreement Type Positions 3 - 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 - 9: User Defined Sequential No (2 digit) (Can be alpha-numeric) Positions 10 - 11: Do not enter anything in the last two positions. When the document is generated, FFIS automatically inserts the calendar month (2 digit) Example: 53 3K15 2 01
Standard Voucher Documents	SV, B2, YE	Position 1 - 4: Location Code Positions 5 - 11: System-Generated Sequential No (type # to enact) Example: 6402 0000001
All Batch Documents		Position 1 - 3: User's Initials Positions 4 - 6: User Defined Sequential No (3 digit) Example: LBA001

ARS Spending Document Numbering Scheme, continued

The following **contract/agreement types** will be used in ARS's document numbering scheme.

Contract/Agreement Type	Code
Construction	50
Service	53
Supply	54
Lease	57
Agreement	58
Grant	59
Interagency (new format)	60
IPA (new format)	69
Work Study (new)	56
POs	4X (40 for Type 40, 41 for Type 41, etc.)

The following **spending types** will be used in ARS's document numbering scheme.

Spending Type	Code
Training	TRN
Embassy Transactions	EMB
Security Clearance	SEC
Foreign Service Allowance	FSA
Payroll Advance (relocation abroad)	ADV
Royalties	ROY
Honoraria	HON
Print Order	PRN
Professional Liability Ins	PRF
Attorney Fees	ATT
Settlement (MSPB, EEO, etc.)	SET
Tort	TRT
Public Voucher	PUB
Greenbook	GRN
Deposit Accounts	DEP
Interlibrary Loans	ILL