
DISCLAIMER STATEMENT

The information in the following examples is fictitious and is only used for training purposes. To view your agency's data in AFNS, please use your agency's account coding (fund, agency, organization code, etc) and transaction numbers.

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EXAMPLE OF A QUICK PAYMENT VOUCHER (PVQ)

```

FUNCTION: NEW          DOCID: PVQ
STATUS:              BATID:
H-                QUICK PAYMENT VOUCHER INPUT FORM
DATE:              ACCT PRD:      BFY:      ACT:
VENDOR CODE:      SCH PAY DATE:
NAME:              OFF LIAB ACCT:
ADDRESS:           DOCUMENT TOTAL:
                                           CALC DOC TOTAL:
                                           FA IND:
EFT IND:  APPLICATION TYPE:  SINGLE CHECK FLAG:  CHECK CATEGORY:
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-

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

```

The Quick Payment Voucher Input Form (PVQ) transaction has just one screen. If additional lines are needed, simply press enter. For quick voucher entry use a PVQ. The PVQ transaction does **not** contain the internal input fields or any fields used by the Extended Purchasing Subsystem freight, tax, and discount computations.

EXAMPLE OF A PAYMENT VOUCHER (PV)

```

FUNCTION: NEW          DOCID: PV
STATUS:              BATID:              ORG:
H-                  PAYMENT VOUCHER INPUT FORM

PV DATE:            ACCTG PRD:          BUDGET FY:
ACTION:             PV TYPE:              SCH PAY DATE:
OFF LIAB ACCT:      FA IND:              DOCUMENT TOTAL:
EFT IND:            APPLICATION TYPE:     USE TAX AMT:
                                CALC DOC TOTAL:
VENDOR CODE:        CHECK CATEGORY:     SINGLE CHECK FLAG:
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:
A--*HD37-TYPE BATID/DOCID & PRESS ENTER
    
```

```

FUNCTION:              DOCID: PV
STATUS:              BATID:              ORG:          000-000 OF 000
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-
02-
    
```

The Payment Voucher Input Form (PV) transaction type has two screens. The PV transaction allows two accounting lines of data to be entered. For additional lines, simply press enter. A PV transaction may be used for referencing inventory purchase orders that are called Centralized Purchase Orders (PC's) or Decentralized Purchase Orders (PD's).

EXAMPLE OF A VENDOR PAYMENT VOUCHER (P1)

```

FUNCTION: NEW          DOCID: P1
STATUS:              BATID:              ORG:          000-000 OF 000
                VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE:            ACCT PD:            BFY:          ACT:          SINGLE CHECK:  TC:          FA:
EFT IND/TYPE:      /          CHECK CAT:      OFF LIAB ACCT:      SCHED PAY DATE:
VENDOR:
NAME:
ADDR:
:
:
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
-----

```

The Vendor Payment Voucher (P1) transaction type contains both header and line data on one screen. If additional lines are needed, simply press enter. The P1 transaction is designed specifically for purchases or credits from outside vendors.

EXAMPLE OF A MULTIPLE VENDOR PAYMENT VOUCHER (MP)

```

FUNCTION: NEW          DOCID: MP   AGC  XAGC0000001
STATUS:              BATID:              ORG:
H-                  MULTIPLE VENDOR PAYMENT VOUCHER INPUT FORM

PV DATE:            ACCTG PRD:            BUDGET FY:
                   OFF LIAB ACCT:        DOCUMENT TOTAL: 500.00
                                           CALC DOC TOTAL:

LINE DESCRIPTION:

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB  REV          REPT BS
-----
1234 123  1234   123                0500 99
    
```

```

FUNCTION:              DOCID: MP   AGC  XAGC0000001
STATUS:              BATID:              ORG:              000-000 OF 000
                   INV                CHECK SINGLE DISC SCHEDULED
VENDOR CODE  INVOICE  LN  VOUCHER NUMBER  CAT  CHECK  TYPE PYMT DATE
-----
VENDOR NAME                VENDOR ADDRESS                LINE AMOUNT
-----
01- 600053243 00                XAGC0000001                100.00
02- 630000425 00                XAGC0000002                100.00
03- 630512658 00                XAGC0000003                100.00
    
```

The Multiple Vendor Payment Voucher (MP) transaction type creates Multi-Payee Payment Voucher Detail (PVV) transactions with the same accounting distribution. The Multi-Payee Payment Voucher Detail (PVV) transactions are generated by the MP transaction and are placed on the SUSF screen with a scheduled status. At this point you are free to retrieve the transaction and make any necessary changes. **Multiple Vendor Payment Voucher (MP) transactions cannot be modified.** Any changes must be corrected on the PVV transaction once it's been created. The PVV transaction is immediately loaded to the SUSF screen when the MP has been given a FUNCTION of "run doc" or "r" for RUN. The next page illustrates the PVV transaction that will be created.

EXAMPLE OF CASH RECEIPT (CR)

FUNCTION: NEW	DOCID: CR	
STATUS:	BATID:	ORG:
H-	CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	CMIA SCHEDULE DATE:	CASH ACCOUNT:
COMMENTS:	BANK ACCOUNT CODE:	
		DOCUMENT TOTAL:
		CALCULATED DOCUMENT TOTAL:

FUNCTION:	DOCID: CR		
STATUS:	BATID:	ORG:	000-000 OF 000
01-			
LINE NUMBER:	REFERENCE DOC ID:		REF LINE NO:
VEND/PROV/CUST:	NAME:		
BILLING CODE:			
FUND:	AGENCY:	ORG/SUB-ORG:	
ACTIVITY:	REV/SUB-REV:	APPR UNIT:	
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:	
REPT CAT:	BS ACCOUNT:		
DESCRIPTION:			
AMOUNT:	I/D:	P/F:	

The Cash Receipt Input Form (CR) transaction type has two screens. The header is on the first screen and the line detail is on the second screen. The CR transaction only has one accounting line. If additional lines are necessary, simply press enter.

EXAMPLE OF A QUICK CASH RECEIPT (CRQ)

```

FUNCTION:                DOCID: CRQ
STATUS:                  BATID:                ORG:                000-000 OF 000
H-                        QUICK CASH RECEIPT INPUT FORM
DEPOSIT DATE:           ACCT PRD:           BFY:           ACTION:
BANK CODE:              CASH ACCT:           COMMENTS:
                                           DOCUMENT TOTAL:
                                           CALCULATED DOCUMENT TOTAL:

LN  -----REFERENCE-----                REV SUB
NO CD      NUMBER      LN FUND AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT  FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT      I/D P/F DESCRIPTION
-----

01-

02-

```

The Quick Cash Receipt Input Form (CRQ) transaction type allows two accounting lines per screen to be entered. If additional lines are needed, simply press enter. For quick cash receipt entry use CRQ.

EXAMPLE OF A CASH RECEIPT (C1)

```

FUNCTION:          DOCID: C1
STATUS:           BATID:          ORG:
H-               CASH RECEIPT INPUT FORM

DEPOSIT DATE:    ACCTG PRD:        BUDGET FY:

ACTION:          BANK ACCOUNT CODE:  CASH ACCOUNT:

COMMENTS:

DOCUMENT TOTAL:
CALCULATED DOCUMENT TOTAL:
    
```

```

FUNCTION:          DOCID: C1
STATUS:           BATID:          ORG:          000-000 OF 000

LN REF  REF      REF          SUB      REV SUB
NO CD   NUMBER   LINE FUND AGCY  ORG/ORG ACTV  SRC/REV APPR UNIT FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT      I/D  P/F  DESCRIPTION
-----
01-
02-
03-
    
```

The Cash Receipt Input Form (C1) transaction type is very similar to the CR transaction except it gives the capability of entering three accounting lines on the second screen.

Notes:

- Once accepted, all three cash receipt transactions (CR, C1, and CRQ) will be recorded in the AFNS General Ledger as a CR transaction type and will post to the AFNS OCRH/OCRL tables.
- If transaction number begins with an 'OT', if there is '9' in the fifth position of the transaction number, or if the transaction is keyed in a special batch (999999, 888888, 777777, 666666), the transaction will **not** integrate to CAS.

EXAMPLE OF A JOURNAL VOUCHER (JV)

FUNCTION:	DOCID: JV									
STATUS:	BATID:					ORG: 000-000 OF 000				
H-	JOURNAL VOUCHER INPUT FORM									
JV DATE:	ACCTG PRD:			BUDGET FY:			REVERSAL DATE:			
ACTION:	BUDGET OVERRIDE IND:					COMMENTS:				
	DEBIT DOC TOTAL:					CREDIT DOC TOTAL:				
	CALC DEBIT TOTAL:					CALC CREDIT TOTAL:				
AC	SUB					FUNC	OBJ	SUB	BS	JOB
TP	FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	REV O/R	ACCT NUMBER
---	---	---	---	---	---	---	---	---	---	---
INT	REF	BK	DEBIT			VENDOR / PROVIDER				
FUND	AGCY	CD	AMOUNT			REPT	CAT	CODE	NAME	
---	---	---	-----			-----		-----		
						CREDIT	CASH			
DESCRIPTION						AMOUNT	IND			
-----						-----	---			

The Journal Voucher Input Form (JV) transaction combines the header and the accounting line detail on one screen.

EXAMPLE OF A JOURNAL VOUCHER (J1)

```

FUNCTION: NEW          DOCID: J1
STATUS:              BATID:                ORG:
H-                  JOURNAL VOUCHER INPUT FORM
  JV DATE:          ACCTG PRD:      BUDGET FY:      REVERSAL DATE:
ACTION:            BUDGET OVERRIDE IND:      COMMENTS:
  DEBIT DOC TOTAL:                CREDIT DOC TOTAL:
  CALC DEBIT TOTAL:                CALC CREDIT TOTAL:
  
```

```

FUNCTION:              DOCID: J1
STATUS:              BATID:                ORG:                000-000 OF 000
AC                SUB          FUNC OBJ SUB  BS  JOB
TP  FUND  AGCY  ORG  ORG  APPR  UNIT  ACTV  TION  REV  O/R  ACCT  NUMBER
-----
INT  REF  BK      DEBIT          VENDOR / PROVIDER
FUND  AGCY  CD      AMOUNT          REPT  CAT  CODE          NAME
-----
                                CREDIT  CASH
DESCRIPTION          AMOUNT  IND
-----
  
```

The Journal Voucher Input Form (J1) transaction is used as an alternative transaction to the normal Journal Voucher Input Form (JV). It's used in the same way as a JV but is designed to be more convenient for small transactions.

Notes:

- Once accepted, both journal voucher transaction types (JV and J1) will be recorded in the AFNS General Ledger as a JV transaction type. There is not a designated table in AFNS for JVs to post.
- If transaction number begins with an 'OT', the transaction will **not** integrate to CAS.

EXAMPLE OF AN INVOICE (IN)

```

FUNCTION: NEW          DOCID: IN
STATUS:              BATID:          ORG:
H-                  INVOICE INPUT FORM

    INV DATE:          ACCTG PRD:      BUDGET FY:
        CMIA SCHEDULE DATE:
ACTION:              PROVIDER CODE:      INVOICE TYPE:
COMMENTS:            DOCUMENT TOTAL:
OFF BILL REC ACCT:      CALCULATED DOC TOTAL:
    PROVIDER NAME:
        ADDR:

                                ZIP:
  
```

```

FUNCTION:              DOCID: IN
STATUS: ACCPT        BATID:          ORG:          000-000 OF 000

    LINE              SUB              REV SUB              FUNC              SUB
    NO  FUND AGENCY ORG  ORG ACTIVITY SRCE REV APPR UNIT TION OBJ  OBJ
    -----
    JOB  REPT BS  TXT
    NUMBER CATG ACCT FLG      AMOUNT      I/D      DESCRIPTION
    -----
01-
02-
03-
04-
05-
  
```

The Invoice Input Form (PV) transaction type has two screens. The IN transaction allows five accounting lines of data to be entered. For additional lines, simply press enter.

Notes:

- Once accepted, invoice transactions will post to the AFNS OINH/OINL tables.
- No hard copy invoice is generated from this input form.
- If the invoice Provider Code is set up as Interfund on the AFNS PROV table (Interfund Activity Field is 'Y' for yes), the Invoice transaction will integrate to CAS. Once the paying agency's Payment Voucher has been processed in CAS,

the system will automatically generate an Interfund Cash Receipt transaction in AFNS to close out the Invoice.

- If the invoice Provider Code is **not** set up as Interfund on the AFNS PROV table (Interfund Activity Field is 'N' for no), the Invoice transaction will **not** integrate to CAS. Once the invoicing agency receives the invoice payment, the invoicing agency will need to enter Cash Receipt transaction directly into AFNS to close out the Invoice.