

MP Transactions Multiple Vendor Payment Voucher Input Form

MP Header Information:

FUNCTION:		DOCID: MP		AGC	XAGC0000001																																																
STATUS: ACCPT		BATID:		ORG:																																																	
H-		MULTIPLE VENDOR PAYMENT VOUCHER INPUT FORM																																																			
PV DATE:		ACCTG PRD:		BUDGET FY:																																																	
		OFF LIAB ACCT:		DOCUMENT TOTAL:		18,000.00																																															
				CALC DOC TOTAL:		18,000.00																																															
LINE DESCRIPTION:																																																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"></th> <th colspan="2"></th> <th colspan="2"></th> <th colspan="2">REV</th> <th colspan="2">REPT BS</th> </tr> <tr> <th>FUND</th> <th>AGCY</th> <th>ORG/SUB</th> <th>APPR</th> <th>UNIT</th> <th>ACTV</th> <th>FUNC</th> <th>OBJ/SUB</th> <th>SRC/SUB</th> <th>JOB/PROJ</th> <th>CATG</th> <th>ACCT</th> </tr> <tr> <th colspan="12">-----</th> </tr> </thead> <tbody> <tr> <td>1234</td> <td>123</td> <td>1234</td> <td>123</td> <td></td> <td></td> <td></td> <td>1100</td> <td>01</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>														REV		REPT BS		FUND	AGCY	ORG/SUB	APPR	UNIT	ACTV	FUNC	OBJ/SUB	SRC/SUB	JOB/PROJ	CATG	ACCT	-----												1234	123	1234	123				1100	01			
						REV		REPT BS																																													
FUND	AGCY	ORG/SUB	APPR	UNIT	ACTV	FUNC	OBJ/SUB	SRC/SUB	JOB/PROJ	CATG	ACCT																																										

1234	123	1234	123				1100	01																																													

A Multiple Vendor Payment Voucher (MP) transaction creates the Multi-Payee Payment Voucher Detail (PVV) documents.

Every vendor that is paid using a MP transaction **must** have the same:

- Accounting Period
- Budget Fiscal Year
- Account Coding (fund, agency, org, etc)

Normal payment voucher edits are performed on the MP transaction. However, the MP transaction does not update the AFNS tables and does not reduce the outstanding budget balance. Since the budget balance is not reduced at the time the MP transaction is accepted, a PVV (created once the MP has accepted) transaction can reject due to over obligating the budget.

A MP transaction does not update any AFNS tables when accepted. Once the MP transaction is accepted, it creates PVV transactions on the AFNS SUSF screen for each vendor (listed on the MP transaction). Once accepted, the PVV transaction will update AFNS tables and ledgers.

MP Line Information:

FUNCTION:		DOCID: MP	AGC	XAGC0000001					
STATUS: ACCPT		BATID:		ORG:		001-003 OF 010			
VENDOR CODE		INVOICE	LN	VOUCHER NUMBER	CAT	CHECK	SINGLE CHECK	DISC	SCHEDULED
VENDOR NAME		VENDOR ADDRESS			LINE AMOUNT				
01-	XXXXXXXXXX XX			XAGC0000001	18	Y			
	MADISON SCHOOL			17 COLLEGE ST					1,800.00
				MADISON			AL 35758		
02-	XXXXXXXXXX XX			XAGC0000002	18	Y			
	CHAFFEE ELEMENTARY SCHOOL			7900 WHITTIER RD					1,500.00
				HUNTSVILLE			AL 35802		
03-	XXXXXXXXXX XX			XAGC0000003	18	Y			
	CHALLENGER ELEMENTARY SCHOOL			13555 CHANEY THOMPSON RD					300.00
				HUNTSVILLE			AL 35803		

Required Fields:

- Vendor Code
- Voucher Number – Automatic numbering is valid
- Line Amount – Amount due to the vendor

Optional Fields:

- Invoice Number
- Check Category

All other fields leave blank

PVV Transactions – Created Once the MP Transaction Accepts

PVV Header/Line Information:

FUNCTION:		DOCID: PVV AGC XAGC0000001	
STATUS: SCHED		BATID:	
		ORG: 001-001 OF 001	
H- PAYMENT VOUCHER FROM MULTI-PAYEE VOUCHER INPUT FORM			
DATE: 07 14 XX		ACCT PRD: 04 XX	
		BFY: XX	
		ACT: E	
VENDOR CODE: XXXXXXXXXXXX XX		SCH PAY DATE:	
NAME: MADISON SCHOOL		OFF LIAB ACCT:	
ADDRESS: 17 COLLEGE ST		DOCUMENT TOTAL: 1,800.00	
		CALC DOC TOTAL: 1,800.00	
MADISON		AL 35758	
		FA IND:	
EFT IND: N		APPLICATION TYPE: SINGLE CHECK	
		FLAG: Y	
		CHECK CATEGORY: 18	
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 # RCAT BS ACCT	

DISC TYPE		LINE AMOUNT I/D P/F QUANTITY I/D	

01- 01			
1234 123 1234		123 1100 01	
		1,800.00	

Normal payment voucher edits are performed on the PVV transaction. As the PVV transactions are accepted, the system creates the on-line inquiry tables (OPVH/OPVL) and reduces the outstanding budget balance.

Once the MP transaction has accepted **no** changes are allowed to the MP transaction itself. Instead the corrections/changes will need to be made the PVV transaction (created when the MP transaction accepted). However, if the header information is incorrect, the PVV transaction will need to be deleted and a new Payment Voucher (PVV, PVQ, PV, or P1) will need to be entered with the correct information.

PVV transactions that have accepted and/or the voucher has printed, can only be modified/changed by entering one of the following types of transactions:

- PVV Payment Voucher from Multi-Payee Voucher Input Form
- PVQ Quick Payment Voucher Input Form
- PV Payment Voucher Input Form
- P1 Vendor Payment Voucher Input Form

PVV transactions that reject on the AFNS SUSF screen can only be corrected or deleted by going into the PVV transaction.