

**PAYMENT VOUCHER CODED TO MAJOR OBJECT CODES
1200, 1300, or 1400**

**PAYMENT VOUCHER FAILED TO INTEGRATE TO STAARS –
REQUIRES PROPERTY NUMBER IN THE DESCRIPTION FIELD**

Scenario: Agency entered a payment voucher with lines coded to Major Object codes 1200, 1300, or 1400 (which requires an acceptable property inventory number or capital asset number). The payment voucher was accepted in AFNS, but failed to integrate to STAARS during the Nightly Cycle. An error appeared on the 4B error report with the error message - PROPERTY NBR ERROR. This error occurs due to one of two reasons:

- The property number was keyed incorrectly on the payment voucher.
- The property number was not keyed in the ‘Description’ field of the payment voucher.

In order for the payment voucher to integrate to STAARS, the agency will need to follow the steps listed below.

STEP 1.

Enter a zero dollar payment voucher modification in AFNS.

Note: Use the *same* line number & account coding as the original payment voucher.

STEP 2.

Enter the correct property inventory or capital asset number in the description field (see below format), any referenced PO and/or invoice numbers, and a **zero dollar amount**.

State Auditory Asset QA19-0007852 (EXAMPLE of correct format)

OR

Non-State Auditory Asset Q061-B003201 (EXAMPLE of correct format)

(Note: Please see “Property Number Requirements” document for a more detailed explanation.)

STEP 3.

Edit the document (key in “ED” in the ‘FUNCTION’ field and press ENTER).

Once the payment voucher has been processed (status of ACCPT), any information currently in the ‘Description’ field of the payment voucher (AFNS OPVL table) will be replaced with the correct asset number indicated on this payment voucher modification (in the ‘Description’ field).

The payment voucher should now integrate to STAARS and the payment voucher can be sent to the Comptroller’s office for processing.