Entering a NEW Payment Voucher

Purpose: To enter and process a Payment Voucher (PVQ) document.

Illustrates: Getting into the Document initially

Data entry

Perform a function of edit

Update tables by performing a function of run

```
ACTION: L  SCREEN: pvq  USERID: AFNS
FUNCTION:                 ORG:

                    D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                      PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
```

Once on the AFNS SUSF table, type an **‘L’** (leaf) in the action and **‘pvq’** in the screen id. Make sure the last position has been cleared.

Press **‘ENTER’**

```
FUNCTION: NEW            DOCID: PVQ  AGC  XAGC0000001
  STATUS:                BATID:                  ORG:          000-000 OF 000
 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 system enters ‘NEW’ in the function.

The **‘PVQ’** is brought forward. The agency code and voucher number must be entered before keying in the data.

Enter your agency’s code.

Enter your agency’s voucher number or use the ‘#’ sign for automatic numbering.

Press **‘ENTER’**

PVQ Header/Line Information:

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000001
  STATUS:                 BATID:                  ORG:          000-000 OF 000
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT:
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME:                                  OFF LIAB ACCT:
        ADDRESS:                                 DOCUMENT TOTAL: 150.00
                                                 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- 01
    1234 123  1234    123                 1000 04
              100.00
```

After entering your agency's accounting information, press '**ENTER**' for the next blank line and continue entering data on line two (02).

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000001
  STATUS:                 BATID:                  ORG:          000-000 OF 001
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT:
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME:                                  OFF LIAB ACCT:
         ADDRESS:                                 DOCUMENT TOTAL: 150.00
                                                  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- 02
     1234 123  1234    123                 0500 99
               50.00
```

Notice the top right corner of the screen print has **000-000 OF 001** which means the first line has been entered and the user is now ready to start entering the data on line two of the document.

The line number position is always constant on the screen and is a position marker. It is always followed by a dash (-), and the cursor will not move to it (i.e., you cannot type over it).

The Line Number field is a user input data field, which will always be entered by the user and will be used in updating the tables and ledgers when the document is accepted.

The header information is brought forward.

Type the second line's data – using your agency's information.

Press '**ENTER**'

```
FUNCTION: ed              DOCID: PVQ  AGC  XAGC0000001
  STATUS:                BATID:                  ORG:          000-000 OF 002
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT:
     VENDOR CODE: AGCY01000 00                       SCH PAY DATE:
            NAME:                                    OFF LIAB ACCT:
         ADDRESS:                                   DOCUMENT TOTAL: 150.00
                                                    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-
```

Now the PVQ screen has **000-000 OF 002**, which indicates line one and two have been entered and the system is ready for line three.

Once all information has been entered on the transaction, type '**ed**' in the function field. Remember an **'ed'** will perform an edit on the document data and display any errors.

Press '**ENTER**'

Processing Document to Update the Tables

```
FUNCTION: r                DOCID: PVQ  AGC  XAGC0000001
  STATUS: SCHED            BATID:                   ORG:          001-001 OF 002
H-                         QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:         150.00
                                                 CALC DOC TOTAL:         150.00
                 MONTGOMERY         AL 36130 0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: N  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- 01
    1234 123  1234     123                1000 04
                      100.00


A--*HP00-NO ERRORS DETECTED
```

The user is informed by the informative message at the bottom of the screen that no errors were found.

Notice the status field has **SCHED.** A status of SCHED means the document is **SCHED**uled for OFF-LINE processing.

The system updates the counter in the top right corner every time a new screen is displayed. This allows the user to keep track of the line number. For example, the above screen displays **001-001 OF 002**. This means line one is displayed; however, the document has a total of two lines.

This voucher will be used in the next exercise, which requires an **'r'** to be entered in the function so the system will update the tables.

Press '**ENTER**'

Scheduling for Update

```
FUNCTION:                 DOCID: PVQ  AGC  XAGC0000001
  STATUS: ACCPT           BATID:                  ORG:          001-001 OF 002
H-                        QUICK PAYMENT VOUCHER INPUT FORM
    DATE:             ACCT PRD:          BFY:       ACT: E
    VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
           NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
        ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:         150.00
                                                 CALC DOC TOTAL:         150.00
                 MONTGOMERY         AL 36130 0658        FA IND:
    EFT IND: N APPLICATION TYPE:    SINGLE CHECK FLAG: N  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- 01
    1234 123  1234    123                 1000 04
                      100.00

 A--*HP20-DOCUMENT ACCEPTED
```

An **ACCPT** status indicates the document passed all edits and the document has updated the master tables.

The informative message at the bottom of the screen also informs the user the transaction is accepted.

Note: The same steps will need to be followed regardless if your agency is entering a PV, PVQ, PVV, or P1 transaction.

Modifying an EXISTING Payment Voucher

Purpose: To enter and process a payment voucher (PV) modification document.

Illustrates: How to Research

Creating a document from SUSF

Data entry

Perform a function of run

How to Research

I. If the original payment voucher transaction is still on the AFNS SUSF table please see the below instructions. If the original payment voucher transaction is no longer on the AFNS SUSF screen please see page 9.

Scan the AFNS SUSF screen for the original PV document entry. Accepted transactions stay on AFNS SUSF only five business days. This original entry gives the data that must be entered on the modifying transaction, such as the data listed below:

Vendor Code	Must be the same on original and Modifying voucher
Line No	To increase or decrease an existing line the correct line number must be used. To create a new line, assign the next line number.

Increasing or decreasing existing line:

Fund	Leave blank – system will infer the code
Agency	Leave blank – system will infer the code
ORG	Leave blank – system will infer the code
Sub-ORG	Leave blank – system will infer the code
Activity	Leave blank – system will infer the code
Object	Leave blank – system will infer the code
Sub-Object	Leave blank – system will infer the code
RSCR	Leave blank – system will infer the code
REPT-Category	Leave blank – system will infer the code
Amount	Enter the amount the PV is being increased or decreased
I/D	I = increase D = decrease

Creating a new line:

Fund	Enter fund number
Agency	Enter agency code
ORG	Enter organization code
Sub-ORG	Enter sub-organization code
Activity	Enter activity code
Object	Enter the object code
Sub-Object	Enter the sub-object code
RSCR	Enter revenue source code
REPT-Category	Enter reporting category
Amount	Enter the amount the PV is being increased
I/D	I = increase

How to Research

I. (CONTINUED)

If the original payment voucher entry is no longer on the AFNS SUSF screen the below instructions must be followed:

Research by viewing the AFNS OPVD/OPVH/OPVL Tables

```
ACTION: S SCREEN: OPVD USERID: AFNS

      O P E N   P V   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y

    VOUCHER NUMBER   VENDOR
    ===============  ===========
01- XAGC0000001
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

Enter ‘s’ in the ACTION

Key in the Payment Voucher Number in the VOUCHER NUMBER field.

Press ‘ENTER’

The Payment Voucher number should appear on the screen.

Enter an ‘L’ in the action and press ‘ENTER’ to display OPVH.

```
 ACTION: l SCREEN: OPVH USERID: AFNS

     O P E N   P A Y M E N T   V O U C H E R   H E A D E R   I N Q U I R Y

          VENDOR= AGCY0100000            VOUCHER NUMBER= XAGC0000001

            NAME: DEPT OF FINANCE
         ADDRESS: 100 NORTH UNION SUITE 230
                :
            CITY: MONTGOMERY           STATE: AL    ZIP: 36130

    VOUCHER DATE: 10 02 XX       VOUCHER TYPE: 1           EFT IND/TYPE: N /
 SCHED PYMT DATE: 10 05 XX          BUDGET FY: XX         HOLD PYMT IND:
OFFSET LIAB ACCT: 2005              ACCTG PRD: 13 XX        FREIGHT IND:
  CHECK CATEGORY: IF         LATEST BATCH NUM: 278257  SINGLE CHECK IND: Y

         VOUCHER AMOUNT:         150.50         TOTAL QUANTITY:        0.000
        DISCOUNT AMOUNT:           0.00         FREIGHT AMOUNT:           0.00
        WITHHELD AMOUNT:           0.00               TAX CODE:
```

Open Payment Voucher Header Inquiry (OPVH) gives the Vendor Number, the BFY, & the Outstanding Amount of the Payment Voucher. This information will be used in the Payment Voucher modification.

After reviewing the information on OPVH, enter an ‘L’ in the action & press ‘ENTER’ to display the OPVL.

```
ACTION: R SCREEN: OPVL USERID: AFNS

           O P E N   P V   L I N E   I N Q U I R Y   ( 1   O F   2 )

        VENDOR= AGCY0100000 VOUCHER NO= XAGC0000001
VENDOR INVOICE=                LINE NO: 01
   DESCRIPTION:

    FUND: 1234      AGENCY: 123     ORG/SUB-ORG: 1234      APPR UNIT: 123
ACTIVITY:         FUNCTION:         OBJ/SUB-OBJ: 1000 04     REV SRC:
 SUB-REV:       BS ACCOUNT:       REPT-CATEGORY:              JOB NO:
  PROJECT:                        FED AID NUMBER:

     QUANTITY:        0.000                 VOUCHER LINE AMOUNT:         100.00
DISCOUNT TYPE:                                 DISCOUNT AMOUNT:           0.00
      P/F IND:                              WITHHELD LINE AMOUNT:           0.00
                                                DISBURSED AMOUNT:           0.00
                                                   CLOSED AMOUNT:           0.00
  LAST CHECK/MW NO:                    DATE:           NO OF CHECKS WRITTEN:
REFERENCE TRANS ID:                    LINE:     COMM LINE:      DATE:
   REFERENCE VI ID:                              COMM LINE:      DATE:
```

Open PV Line Inquiry (OPVL) screen displays the following data that will be used on the modifying transaction:

Vendor Invoice
Line Number
* Fund
* Agency
* ORG/SUB-ORG
* Activity
* OBJ/SUB-OBJ
* REV
* REPT CAT
Line Amount

*Indicates the fields that will automatically be brought in with a PV modification on an existing line. The remaining fields will have to be keyed manually.

Press enter to see all Payment voucher lines on OPVL.

Also, the following field will assist in entering the modifying transaction.

Closed Amount	The system will not allow a modifying decrease transaction to accept when the Closed Amount equals the Line Amount.

II. Creating A PV Modification From the AFNS SUSF Screen

```
ACTION: R  SCREEN: SUSF USERID: AFNS
FUNCTION: new              ORG:

                     D O C U M E N T   S U S P E N S E

S      BATCH             DOCUMENT                                        PROCESS
E ---------------- ----------------------              LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER   (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                   pvq  999  XAGC0000001
  .    .    .      AA   AGC  XAGC0000003  ACCPT 00000 XX0504 AFNS
  .    .    .      CR   AGC  XAGC0000038  ACCPT 00000 XX0507 AFNS
  .    .    .      CR   AGC  XAGC0000039  ACCPT 00000 XX0507 AFNS
  .    .    .      CR   AGC  XAGCI011704  ACCPT 00000 XX0504 OFF-
  .    .    .      CR   AGC  XAGCI011714  ACCPT 00000 XX0507 OFF-
  .    .    .      CR   AGC  XAGCI011715  ACCPT 00000 XX0507 OFF-
  .    .    .      CR   AGC  XAGCI011700  ACCPT 00000 XX0503 OFF-
  .    .    .      CR   AGC  XAGCI011705  ACCPT 00000 XX0504 OFF-
  .    .    .      CR   AGC  XAGCI011706  ACCPT 00000 XX0504 OFF-
  .    .    .      CR   AGC  XAGCI010255  REJCT 00000 XX0103 AFNS
  .    .    .      CR   AGC  XAGCI010276  REJCT 00000 XX0918 OFF-
```

The AFNS SUSF screen is displayed.

To modify a payment voucher, the document ID **must** have the same payment voucher number. However, the system will <u>not</u> allow two documents on the AFNS SUSF table with identical document IDs (example: PVQ AGC XAGC0000001). In order to create a modification to a payment voucher and the original entry is still on the AFNS SUSF screen, the user must make the document ID unique by using a dummy agency code (example: PVQ 999 XAGC0000001).

Enter ‘**new**’ in the function.

On the first line enter the following:

Enter **‘pvq’** in the document type

Enter **‘999’** for the agency

Enter document number **‘XAGC0000001’**.

Press ‘**ENTER**’

Modification Document Created

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000001
  STATUS:                 BATID:                  ORG:          000-000 OF 000
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: m
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME:                                  OFF LIAB ACCT:
         ADDRESS:                                 DOCUMENT TOTAL: 100.00
                                                  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- 01
     1234 123  1234                        1000 04
               100.00           d
```

Enter the needed data.

The quick payment voucher input (PVQ) allows only one accounting line per screen.

Note: The ACTION field in the Header Section has an **‘m’** for modify.

Modifying Transactions

The system requires the ‘I/D’ field to have a ‘d’ when decreasing.

The system defaults to ‘I’ when the ‘I/D’ field is blank.

Press ‘**ENTER**’

```
FUNCTION: ed              DOCID: PVQ  999  XAGC0000001
  STATUS:                 BATID:                   ORG:          000-000 OF 000
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: m
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME:                                   OFF LIAB ACCT:
         ADDRESS:                                  DOCUMENT TOTAL:   0.00
                                                   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- 01
     1234 123  1234                        1000 04
               100.00           d
```

Enter the above data.

Type an **‘ed’** in the function to edit the document.

Press **‘ENTER’**

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000001
  STATUS: SCHED           BATID:                   ORG:          001-001 OF 001
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: M
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
         ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:           0.00
                                                  CALC DOC TOTAL:          0.00
                  MONTGOMERY         AL 36130 0658       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- 01
     1234 123  1234                        1000 04
               100.00           D


 A--*HP01-WARNING MSGS: PLEASE REVIEW
```

All warning messages should be reviewed.

To view an explanation of the warning messages or error messages, use the arrow key on the keyboard or use the mouse to move the cursor anywhere on the message. In the above example, the cursor was placed under the ‘A’.

Press ‘**ENTER**’

Viewing the Error Message Table (EMEX)

```
ACTION: e SCREEN: EMEX USERID: AFNS

              E R R O R   M E S S A G E   E X P L A N A T I O N

ERROR CODE= *HP01                 ERROR MESSAGE: WARNING MSGS; PLEASE REVIEW
         The batch or document has passed all edits but the
         system has issued one or more warnings.  Review the
         batch or document before it is run.
```

The Error Message Explanation (EMEX) table is displayed.

The detail explanation informs the user that the document passed all edits, however the user should review the whole document and decide if the document needs to be changed or can it be accepted with the existing warning message.

To exit EMEX, enter **‘e’** in the function.

Press ‘**ENTER**’

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000001
  STATUS: SCHED           BATID:                   ORG:          001-001 OF 001
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: M
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME: DEPT OF FINANCE                   OFF LIAB ACCT:
         ADDRESS: P O BOX 300658                   DOCUMENT TOTAL:          0.00
                                                   CALC DOC TOTAL:          0.00
                  MONTGOMERY         AL 36130 0658       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- 01
     1234 123  1234                        1000 04
               100.00           D


 A--*HP01-WARNING MSGS; PLEASE REVIEW
```

To view the actual warning message, press ‘**ENTER**’.

Document Accepted

```
FUNCTION:                 DOCID: PVQ  999  XAGC0000001
  STATUS: SCHED           BATID:                  ORG:          001-001 OF 001
 H-                        QUICK PAYMENT VOUCHER INPUT FORM
     DATE:             ACCT PRD:          BFY:       ACT: M
     VENDOR CODE: AGCY01000 00                      SCH PAY DATE:
            NAME: DEPT OF FINANCE                  OFF LIAB ACCT:
         ADDRESS: P O BOX 300658                  DOCUMENT TOTAL:          0.00
                                                  CALC DOC TOTAL:          0.00
                  MONTGOMERY         AL 36130 0658       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- 01
     1234 123  1234                        1000 04
               100.00           D


 01-A686W-NEW LINE ADDED TO PV
```

'A686**W**-NEW LINE ADDED TO PV' will appear every time a new line is added to an existing document. Even though there is a warning on the document, it **will not** prevent the voucher from updating.

The only time the message 'A686**W**-NEW LINE ADDED TO PV' should appear is if a new line does need to be added to the payment voucher. For example: if need to split the money into two separate lines. Then the original line would be modified down by the amount in question & a new line would be added for the amount.

The message 'A686**W**-NEW LINE ADDED TO PV' should **never** appear if the payment voucher is being modified down to zero. If this message appears something was keyed differently than what was on the original line. For example: if the invoice number was keyed incorrectly, a new line will be added to the payment voucher with a negative amount.

The lines will need to be reviewed on OPVL to check for errors. Correct the errors on the payment voucher & perform another edit.

The status of the document is SCHED (scheduled for off-line processing).

Enter an **‘e’** in the function.

Press ‘**ENTER**’ to return to SUSF.

Note: The same steps will need to be followed regardless if your agency is entering a PV, PVQ, PVV, or P1 transaction.