

CHECK CATEGORIES

The check category field has four functions.

- To **print regular payment vouchers**.
- To create **different batches (regular or travel payment vouchers)**. Each time the check category code changes, a different batch will be created. The payment voucher interface program allows 50 payment vouchers per batch for regular payment vouchers. Each time the payment voucher interface program reaches a count of 50 for regular payment vouchers a new batch is created.
- To create **Interfund payment vouchers**. Each time the check category code changes, a different batch will be created. The payment voucher interface program allows 50 Interfund payment vouchers per batch. Each time the payment voucher interface program reaches a count of 50 Interfund payment vouchers a new batch is created.
- To create **EFT payment vouchers**. Each time the check category code changes, a different batch will be created. The payment voucher interface program allows 50 payment vouchers per batch for regular EFT payment vouchers. Each time the payment voucher interface program reaches a count of 50 for regular EFT payment vouchers a new batch is created.

Note: The AFNS Check Category table (CCAT) is used to verify valid combinations.

REGULAR PAYMENT VOUCHERS

A check category field of blank, alphanumeric, or alpha will print regular payment vouchers.

Optional – Check Category code of GS – Use when reprinting regular payment vouchers that have been green slipped. Do **NOT** use GS for Interfund payment vouchers or EFT payment vouchers.

INTERFUND PAYMENT VOUCHERS

The below check category codes will print Interfund payment vouchers.

IA through IF & IL through IZ - Original Payment Vouchers (first time payment voucher sent to STAARS)

IG through IK - Green Slipped Interfund payment vouchers. STAARS requires green slipped reprinted payment vouchers to be in separate batches than the original Interfund payment vouchers.

STAARS will process all green slipped batches first.

Any day that agencies do not have reprinted green slipped Interfund payment vouchers, the agency may use the IG through IK check category codes to create different original Interfund payment voucher batches.

EFT PAYMENT VOUCHERS

EF or ET Regular Payment Vouchers

These codes can **only** be use for EFT payments. The check category of EF or ET for regular payment vouchers will dictate to the accounting system to create GAX3I documents to be sent to STAARS.

ADDING NEW AFNS CCAT TABLE CHECK CATEGORIES:

If new check category is for a non-Interfund payment/vendor, the new check category can be added to the AFNS CCAT table and used immediately.

However, if the new check category is for an Interfund payment/vendor (other than the Interfund check categories listed above under 'Interfund Payment Vouchers'), a request will need to be sent to the AFNS Hotline. Before the new Interfund check category can be used, it will need to be programmatically added and tested by the AFNS functional/technical staff.