Entering a NEW Invoice Transaction

INVOICE (IN) TRANSACTION   (Header)

```
  FUNCTION: NEW              DOCID: IN   AGC  XAGC0000001
   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:






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

FIELD	LENGTH	EXPLANATION
FUNCTION:	15	Enter 'new'
DOCID:		
Transaction Code	2	Enter 'in'
Agency Code	3	Enter the Department's agency code. Enter the dummy agency code (i.e. '999', '998' '997') when modifying an IN transaction and the invoice number is on the SUSF screen.

Document Number	11	1st Position
		   Enter the last digit of the current FY
		
		2nd, 3rd & 4th Positions
		   Enter the Department's agency code.
		
		5th – 11th Positions
		   These seven digits are up to the discretion of the department.
		
		This is an alpha/numeric field.
		
		Automatic numbering can be used for IN transactions. Automatic numbering will require the document number to be numeric.

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```
 FUNCTION:                   DOCID: IN   AGC  XAGCXXXXXX1
   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:
```

FIELD	LENGTH	EXPLANATION
INV DATE:	6 MM DD YY	**OPTIONAL** Leave Blank Defaults to current date Can not future date
ACCTG PRD:	4 FM YY	**OPTIONAL** Leave Blank Defaults to Current Accounting Period Can not future period
BUDGET FY:	2 YY	**OPTIONAL** Leave Blank Defaults to current FY Can not enter future BFY
CMIA SCHEDULE DATE:		Leave Blank Only used with Extended Budgeting

FIELD	LENGTH	EXPLANATION

ACTION:	1	Original Transactions
		   OPTIONAL
		   Leave blank -- Defaults to 'E'
		
		Modifying Transactions
		   REQUIRED
		   Enter 'm'

PROVIDER CODE:	11	**REQUIRED (Buyer's Code)** Must be valid on the PROV screen. FBTC and FGTC applications must call the AFNS Hotline to add new provider codes or to make corrections to existing records.
INVOICE TYPE:	1	**LEAVE BLANK**
COMMENTS:	12	**OPTIONAL** A descriptive note about this record
DOCUMENT TOTAL:	14	**REQUIRED** Enter the net amount of the invoice Must enter the two digits for the cents. The decimal (.) is optional.
OFF BILL REC ACCT:	4	**LEAVE BLANK** Defaults to the Accounts Receivable BS code on the System Special Accounts table. **Unless** the OFFSET BILL RECV ACCT field on the RSR2 table has a BS code then the system defaults to that code If BS code is entered the system uses the BS code from the IN transaction.
CALCULATED DOC TOTAL:	14	**DISPLAY ONLY** System-computed total of all the lines.

FIELD	LENGTH	EXPLANATION
PROVIDER NAME:	30	**LEAVE BLANK** Defaults to the name on the PROV table **If provider code and name are both entered the system uses the name from the IN transaction.**
PROVIDER ADDR: Line 1	30	**LEAVE BLANK** Defaults to line 1 on the PROV table If address line 1 is entered the system uses the address line 1 from the IN transaction.
PROVIDER ADDR: Line 2	30	**LEAVE BLANK** Defaults to line 2 on the PROV table If address line 2 is entered the system uses the address line 2 from the IN transaction.
PROVIDER ADDR: City	28	**LEAVE BLANK** Defaults to city on the PROV table If city is entered the system uses the city from the IN transaction.
PROVIDER ADDR: State	2	**LEAVE BLANK** Defaults to state on the PROV table If state is entered the system uses the state from the IN transaction.

PROVIDER ADDR:
  ZIP
	9	**LEAVE BLANK**
		Defaults to zip on the PROV table
		
		If zip is entered the system uses the zip from the IN transaction.
		
		  First five digits are **required**.
		  Last four digits are optional.

Press enter

IN TRANSACTION (Line)

```
 FUNCTION:                 DOCID: IN    AGC   XAGC0000001
   STATUS:                 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-

 06-
```

FIELD	LENGTH	EXPLANATION
LINE NO	2	**REQUIRED** 00 to 99 -- Valid number range. Enter a unique number for each line. Line number is used on cash receipts that reference the invoice.
FUND	4	**REQUIRED** Enter the AFNS fund number. Must be valid on the FUN2 and FGY2 tables.
AGENCY	3	**REQUIRED** Enter the agency code. Must be valid on the AGC2 and FGY2 tables.
ORG	4	**CONDITIONAL** Enter the organization code receiving the revenue. Must be valid on the ORG2 table. **REQUIRED** if the Revenue Budget ORGN Option is 'Y' on the FGY2. **OPTIONAL** otherwise. Used for reporting purposes only.

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FIELD	LENGTH	EXPLANATION
SUB ORG	2	**OPTIONAL** Must be valid on the SORG table. An organization code is required if a sub-organization code is entered.
ACTIVITY	4	**CONDITIONAL** Enter the activity code receiving the revenue. Must be valid on the ACT2 table. **REQUIRED** if the Revenue Budget Activity Option is 'Y' or 'A' on the FGY2. **OPTIONAL** otherwise. Used for reporting purposes only.
REV SRCE	4	**CONDITIONAL** Enter the revenue source code that defines the type of revenue. Must be valid on the RSR2. **REQUIRED** for all revenue transactions except for lines that fall into the next statement. **LEAVE BLANK** on lines with a balance sheet code or lines for reimbursement of expenditures.
SUB REV	2	**CONDITIONAL** Must be valid on the SREV table. A revenue code is required if a sub-revenue code is entered. **OPTIONAL** Used for reporting purposes only. **LEAVE BLANK** on balance sheet and reimbursement of expenditure lines.
APPR UNIT	9	Display only
FUNCTION	4	**OPTIONAL** Must be valid on the FUNC table.

FIELD	LENGTH	EXPLANATION
OBJ	4	**CONDITIONAL** Must be valid on the OBJ2 table. **REQUIRED** on reimbursement of expenditure transactions. **LEAVE BLANK** on lines with a revenue source code.
SUB OBJ	2	**CONDITIONAL** Must be valid on the SOBJ table. An object code is required if a sub-object code is entered. **REQUIRED** on reimbursement of expenditure transactions. **LEAVE BLANK** on lines with a revenue source code.
JOB NUMBER	8	**OPTIONAL**
REPT CATG	4	**CONDITIONAL** Must be valid on the RPTG table. **OPTIONAL** unless the following applies. **REQUIRED** on _reimbursement of expenditure_ if the AGC2 table has a '3' in the REPT CAT REQD ON EXP field. **REQUIRED** on _revenue transactions_ if the AGC2 table has a 'Y' in the REPT CAT REQD ON REV field.
BS ACCT	4	**CONDITIONAL** Must be valid on the BAC2 table. **LEAVE BLANK** when a revenue source is entered.
TXT FLG	1	**LEAVE BLANK**

FIELD	LENGTH	EXPLANATION
AMOUNT	14	**REQUIRED** *Original Transaction Line* Enter the dollar amount of the item(s) described on this line. *Modifying Transaction Line* Enter the amount the invoice line will change by (over or under). Do not enter the positive/negative (+ or -) sign.

I/D	1	**CONDITIONAL**
		Valid codes are:
		  I = Increase
		  D = Decrease
		
		Original Transaction Line
		LEAVE BLANK will default to 'I'.
		Credits – must enter 'd'.
		
		Modifying Transaction Line
		REQUIRED

DESCRIPTION	30	**OPTIONAL** Enter any other information that is required or helpful by the department.

Note: When referencing a Revenue Source code, *only* the following account coding should be on the invoice (IN) transaction: Fund, Agency, and Revenue Source. If an agency requires an organization code on its AFNS Revenue Budget, the Fund, Agency, Organization, and Revenue Source account coding should be referenced on the IN transaction (with the CAS XWLK table set up to reflect the Fund, Agency, Organization on the AFNS side crossing to the Fund, Agency on the CAS side).

Edit – Scheduling the transaction:

    Enter 'ed' in the function
    Press enter

Run – Processing/Accepting the transaction:

    Enter 'r' in the function
    Press enter

Modifying an EXISTING Invoice Transaction

Purpose: To enter and process an invoice (IN) modification transaction.

Illustrates: How to Research

              Creating a document from SUSF

              Data entry

              Perform a function of run

HOW TO RESEARCH

I.   If original Invoice transaction is still on the AFNS SUSF screen see the
     following instructions. If the original Invoice transaction is no
     longer on the AFNS SUSF screen see page 11.

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

     Provider Code   Must be the same on original and modifying
     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.

     <u>Increasing or decreasing existing line</u>:
     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
     RSCR   Leave blank – system will infer the code
     Obj   Leave blank – system will infer the code
     Sub-Obj   Leave blank – system will infer the code
     Amount   Enter the amount the IN is being increased
                            <u>**or**</u> decreased by
     I/D   I = increase   D = decrease

     <u>Creating a new line</u>:
     Fund   Enter fund number
     Agency   Enter agency code
     ORG   Enter organization code
     Sub-ORG   Enter sub-organization code
     Activity   Enter activity code
     RSCR   Enter revenue source code
     Obj   Enter the object code
     Sub-Obj   Enter the sub-object code
     Amount   Enter the amount the invoice is being increased
     I/D   I = increase

II. Original Invoice transaction that is no longer on the AFNS SUSF screen
     must follow the below instructions:

Research by viewing the AFNS OINH/OINL Tables

```
ACTION: S SCREEN: OINH USERID: AFNS

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

   INVOICE NUMBER=                                    TYPE:

  PROVIDER NUMBER:                          BUDGET FY:
            NAME:
         ADDRESS:
                :
      CITY/STATE:                                    ZIP:

        COMMENTS:                       CMIA SCHED DATE:

    INVOICE DATE:                        INVOICE AMOUNT:
     CLOSED DATE:                         CLOSED AMOUNT:




```

Enter 's' in the ACTION
Key in the Invoice Number in the INVOICE NUMBER field
Press 'ENTER'

Open Invoice Header Inquiry (OINH) gives the Provider Number and
Budget Fiscal Year which will be used on the modifying transaction.

After reviewing the data on OINH, enter an 'L' in the action and
press 'ENTER' to display OINL.

```
ACTION: S SCREEN: OINL USERID: AFNS

          O P E N   I N V O I C E   L I N E   I N Q U I R Y

   INVOICE NUMBER=                              LINE NUMBER=

           FUND:           AGENCY:           ORG/SUB-ORG:
      APPR UNIT:         ACTIVITY:              FUNCTION:
    OBJ/SUB-OBJ:      REV/SUB-REV:            BS ACCOUNT:
       REPT CAT:          JOB NO:               PROJECT:
                              OFFSET BILL RECV ACCT:

    LINE AMOUNT:
COLLECTED AMOUNT:
  CLOSED AMOUNT:

    DESCRIPTION:                              TEXT FLAG:
```

The Open Invoice Line Inquiry (OINL) table displays the following
data that will be used on the modifying transaction:

         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 an
IN modification on an existing line. The remaining fields will
have to be keyed manually.

Also the following fields will assist in entering the modifying
transaction.

Collected Amount   A cash receipt document updates this
                     field with the amount that was received by your
                     agency.

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

INTERFUND INVOICES:
For IN modifications, integration programs will check the IFSH
table to verify that the 'Voucher Pending' field is blank. An
invoice cannot be modified if the buyer agency has entered a
payment voucher referencing the IN transaction. Contact the AFNS
hotline for further instructions if this scenario occurs.

Creating an Invoice MODFICATION 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)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
                    IN   999  XAGC0000001
  .    .    .       AA   AGC  XAGC0000003  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGC0000038  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGC0000039  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI011704  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI011714  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI011715  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI011700  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI011705  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI011706  ACCPT 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI010255  SCHED 00000 XX0504 AFNS
  .    .    .       CR   AGC  XAGCI010276  SCHED 00000 XX0504 AFNS
```

To modify an invoice, the document ID **must** have the same invoice number. However, the system will <u>not</u> allow two documents on the AFNS SUSF screen with identical document IDs (example: IN AGC XAGC0000001). In order to create a modification to an invoice 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: IN 999 XAGC0000001).

Enter '**new**' in the function.

On the first line enter the following:

Enter '**in**' in the document type

Enter '**999**' for the agency

Enter document number '**XAGC0000001.**

Press '**ENTER**'

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Data Entry

IN Modification Document Created

```
  FUNCTION:                  DOCID: IN   999  XAGC0000001
   STATUS:                   BATID:                    ORG:
  H-                              INVOICE INPUT FORM

      INV DATE:          ACCTG PRD:          BUDGET FY:
             CMIA SCHEDULE DATE:
      ACTION: m     PROVIDER CODE: agcy0100000     INVOICE TYPE:
      COMMENTS: correction                   DOCUMENT TOTAL: 0.00
      OFF BILL REC ACCT:                 CALCULATED DOC TOTAL:
         PROVIDER NAME:
                 ADDR:

                                              ZIP:
```

The ACTION field in the Header Section has an **'m'** for modify.

Enter the provider code, must be the same as the original (see the AFNS OINH table).

Enter the amount the invoice is being increased **or** decreased by. Do **not** enter the positive/negative sign (+ or -).

NOTE: If decreasing an original line by one amount and increasing a new line with the same amount, the net result will be zero. Therefore, the IN document total for this modification will equal zero.

Press 'ENTER'

```
 FUNCTION:                   DOCID: IN   999  XAGC0000001
   STATUS:                   BATID:                    ORG:         001-001 OF 001

     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- 01
                                          10.00   d
 02- 02   1234   123                      7777
                                          10.00
 03-

 04-

 05-
```

Increasing or Decreasing Existing Line:
Enter the line number that is being changed

Enter the amount the invoice is being increased or decreased. Do not enter the positive/negative sign (+ or -).

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.

Creating a New Line:
Assign the next line number.

Fund	Enter fund number
Agency	Enter agency code
ORG	Enter organization code
Sub-ORG	Enter sub-organization code
Activity	Enter activity code
RSCR	Enter revenue source code
Obj	Enter the object code
Sub-Obj	Enter the sub-object code
Amount	Enter the amount the invoice is being increased
I/D	Blank – System defaults to 'I'.

INTERFUND INVOICES:
An IN transaction can only have multiple lines in AFNS **if** the CAS crosswalk tables (XWLK, OWLK, BRWK) list one set of account coding. All of the lines entered into AFNS must **all** cross to the same set of account coding in CAS (Fund, Agency, Org, Sub-Org, Activity, Appr, Object and Sub-Object).

```
 FUNCTION: ed                 DOCID: IN   999  XAGC0000001
   STATUS:                    BATID:                  ORG:      001-001 OF 001

     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- 01
                                  10.00  d
 02- 02   1234 123             7777
                                  10.00
 03-

 04-

 05-

 06-
```

Type an **'ed'** in the function to edit the document.

Press '**ENTER'**

```
 FUNCTION:                    DOCID: IN   999  XAGC0000001
   STATUS: SCHED              BATID:                  ORG:
 H-                          INVOICE INPUT FORM

     INV DATE:          ACCTG PRD:        BUDGET FY:
           CMIA SCHEDULE DATE:
     ACTION: M    PROVIDER CODE: AGCY0100000    INVOICE TYPE:
     COMMENTS: CORRECTION                    DOCUMENT TOTAL: 0.00
     OFF BILL REC ACCT:              CALCULATED DOC TOTAL: 0.00
       PROVIDER NAME: FINANCE
               ADDR: P O BOX 302602
                     100 N UNION STREET
                     MONTGOMERY, AL                ZIP: 36130-2602


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

The informative message of '**NO ERRORS DETECTED**' will appear when no errors are discovered.

Notes:
- If you get the warning message 01-A122W-NEW LINE ADDED TO IN and you were not adding another/new line to the invoice, please verify the information keyed on the invoice modification. This information can be viewed on the AFNS OINH and OINL tables.
- When referencing a Revenue Source code, *only* the following account coding should be on the invoice (IN) transaction: Fund, Agency, and Revenue Source. If an agency requires an organization code on its AFNS Revenue Budget, the Fund, Agency, Organization, and Revenue Source account coding should be referenced on the IN transaction (with the CAS XWLK table set up to reflect the Fund, Agency, Organization on the AFNS side crossing to the Fund, Agency on the CAS side).

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Perform A Function Of Run

The document can be processed through nightly cycle or the function of 'r' (run) can be performed on the document.

Example below:

```
 FUNCTION: R                DOCID: IN   999  XAGC0000001
   STATUS: SCHED        BATID:                    ORG:
 H-                              INVOICE INPUT FORM

     INV DATE:         ACCTG PRD:        BUDGET FY:
           CMIA SCHEDULE DATE:
     ACTION: M     PROVIDER CODE: AGCY0100000    INVOICE TYPE:
     COMMENTS: CORRECTION                   DOCUMENT TOTAL: 0.00
     OFF BILL REC ACCT:             CALCULATED DOC TOTAL: 0.00
         PROVIDER NAME: FINANCE
                   ADDR: P O BOX 302602
                         100 N UNION STREET
                         MONTGOMERY, AL              ZIP: 36130-2602


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

Press 'ENTER'

```
 FUNCTION:                  DOCID: IN   999  XAGC0000001
   STATUS: ACCPT        BATID:                    ORG:
 H-                              INVOICE INPUT FORM

     INV DATE:         ACCTG PRD:        BUDGET FY:
           CMIA SCHEDULE DATE:
     ACTION: M     PROVIDER CODE: AGCY0100000    INVOICE TYPE:
     COMMENTS: CORRECTION                   DOCUMENT TOTAL: 0.00
     OFF BILL REC ACCT:             CALCULATED DOC TOTAL: 0.00
         PROVIDER NAME: FINANCE
                   ADDR: P O BOX 302602
                         100 N UNION STREET
                         MONTGOMERY, AL              ZIP: 36130-2602




    A--*HP20-DOCUMENT ACCEPTED
```