

Non-Grant Use of RPTG

Reporting category codes (RPTG) are normally used in conjunction with the Grant Management Subsystem. However, Agencies can use RPTG codes as a financial tracking aid. To use this tool, the agency will need to decide how the RPTG codes will be used. They can be used to represent different facilities, different projects, different pools of money, etc. For most agencies, the AFNS staff will oversee the adding of Reporting Categories to the RPTG table in AFNS.

```

ACTION: S SCREEN: RPTG USERID: AFNS

                R E P O R T I N G   C A T E G O R Y

      FY  AGENCY  REPT          SOURCE OF          GRANT
      ==  =====  ===  -----  -----  -----
01- 10   XXX     1234  CONSTRUCTION FACILITY A      N
02- 10   XXX     5678  PAYROLL FACILITY A           N
03- 10   XXX     9876  UNIVERSITY ABC               N
04- 10   XXX     ARRA  ARRA FUNDS                   N
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
  
```

Once the RPTG codes are set up on the RPTG table, they can then be used on various accounting transactions. See examples below:

See the *first* line of the JV entry below to move expenditures out of the incorrect coding (without RPTG) ...(reducing expenditures).

```

FUNCTION:          DOCID: JV   XXX  0XXX0000001
STATUS: ACCPT     BATID:          ORG:          001-001 OF 002
H-                JOURNAL VOUCHER INPUT FORM
  JV DATE:        ACCTG PRD:    BUDGET FY:    REVERSAL DATE:
ACTION: E        BUDGET OVERRIDE IND:    COMMENTS:
  DEBIT DOC TOTAL:    1,003.79    CREDIT DOC TOTAL:    1,003.79
  CALC DEBIT TOTAL:    1,003.79    CALC CREDIT TOTAL:    1,003.79
AC                SUB          FUNC  OBJ SUB  BS  JOB
TP  FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
-----
INT  REF  BK    DEBIT          VENDOR / PROVIDER
FUND AGCY CD    AMOUNT    REPT CAT  CODE    NAME
-----
                CREDIT    CASH
DESCRIPTION    AMOUNT    IND
-----
22  0123  XXX  0678    ABC          0800 21
                1,003.79
  
```

See **second** line of the JV entry below to move expenditures into the correct coding, to include RPTG for better breakdown for reporting purposes (entry with RPTG increasing expenditures).

```

FUNCTION:                DOCID: JV   XXX  0XXX0000001
STATUS: ACCPT           BATID:                ORG:                002-002 OF 002
H-                      JOURNAL VOUCHER INPUT FORM
JV DATE:                ACCTG PRD:           BUDGET FY:           REVERSAL DATE:
ACTION: E               BUDGET OVERRIDE IND:           COMMENTS:
DEBIT DOC TOTAL:        1,003.79           CREDIT DOC TOTAL:        1,003.79
CALC DEBIT TOTAL:       1,003.79           CALC CREDIT TOTAL:       1,003.79
AC                      SUB                FUNC OBJ SUB   BS   JOB
TP FUND AGCY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER
-----
INT REF BK              DEBIT                VENDOR / PROVIDER
FUND AGCY CD           AMOUNT          REPT CAT CODE           NAME
-----
DESCRIPTION                CREDIT          CASH
                        AMOUNT          IND
-----
22 0456 XXX 0948      ABC                0800 21
                        1,003.79 5678

```

EXAMPLE: Using RPTG on a Payment Voucher -

```

FUNCTION:                DOCID: PVQ  XXX  0XXX0000084
STATUS: ACCPT           BATID:                ORG:                001-001 OF 001
H-                      QUICK PAYMENT VOUCHER INPUT FORM
DATE:                  ACCT PRD:           BFY:                ACT: E
VENDOR CODE: 630698545 01           SCH PAY DATE:
NAME: ALABAMA INDUSTRIAL DISTRIBUTOR OFF LIAB ACCT:
ADDRESS: COLDWATER INDUSTRIAL PK     DOCUMENT TOTAL:        100.20
      43 SHERMAN DRIVE                CALC DOC TOTAL:        100.20
      OXFORD                          AL 36203              FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: G1
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                JULY 2010           CONSTRUCTION
0456 XXX 0948      ABC                0900 48           1234
                        100.20

```

EXAMPLE: Using RPTG on an Invoice –

```

FUNCTION:          DOCID: IN   XXX  0XXX0000005
STATUS: ACCPT     BATID:          ORG:
H-                INVOICE INPUT FORM

  INV DATE:          ACCTG PRD:          BUDGET FY:
    CMIA SCHEDULE DATE:
ACTION: E         PROVIDER CODE: 12345678900    INVOICE TYPE:
COMMENTS:          DOCUMENT TOTAL:           20.00
OFF BILL REC ACCT:          CALCULATED DOC TOTAL:           20.00
  PROVIDER NAME: UNIVERSITY ABC
    ADDR: ATTN BILLING
          123 SOMEPLACE RD
          SOMEWHERE                      AL  ZIP: 123456745
    
```

```

FUNCTION:          DOCID: IN   XXX  0XXX0000005
STATUS: ACCPT     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   0123 XXX          0XXX
      9876          20.00   I  BILLING JULY 2010
02-
03-
04-
05-
06-
    
```

EXAMPLE: Using RPTG on a Cash Receipt (can be used on CR, C1 and CRQ documents)

```

FUNCTION:          DOCID: CR   XXX  0XXX0000031
STATUS: ACCPT     BATID:          ORG:           001-001 OF 001
01-
  LINE NUMBER: 01   REFERENCE DOC ID:          REF LINE NO:
VEND/PROV/CUST:          NAME:
BILLING CODE:
  FUND: 0123          AGENCY: XXX          ORG/SUB-ORG:
ACTIVITY:          REV/SUB-REV: 9999          APPR UNIT:
FUNCTION:          OBJ/SUB-OBJ:          JOB NUMBER:
  REPT CAT: ARRA          BS ACCOUNT:
DESCRIPTION:
  AMOUNT:          600.00   I/D:          P/F:
    
```