CGI Advantage® 4

Accounts Payable User Guide

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Accounts Payable Overview

The purpose of Accounts Payable (A/P) is to record and disburse payment for purchases of goods or services. A/P tends to be the final step in the purchasing chain of events and includes the following processing:

- Payments: Requests payment for goods received and services rendered. This process establishes a payable in the system and, if specified, liquidates the encumbrance.
- Payment Management: Review pending payments and place payments on hold based on specific criteria and reasons.
- Cash Management: Review pending payments and schedule payments based on available cash.
- Special A/P processing:
- Procurement Card: Supports credit card purchases, typically for small dollar payments.
- 1099/1042S Reporting: Sets up and collects 1099 data/transactions. Refer to the *Tax Reporting User Guide* for more in depth information.
- Retainage: Retains payments based on pre-established contract terms. Some specific contracts, holds percentage of each payment until the terms of the Award have been completed. At that point, final payment is either released to the vendor or a third party, or may be forfeited.

A/P is fully integrated with other areas of Advantage Financial, for example:

- Advantage Procurement - A/P overlaps with Advantage Procurement in the areas such as Matching and taking retainage on the Payment Request transactions as well as Procurement Card processing. Procurement Folder fields and a View Procurement Folder action added to A/P and Procurement transactions further establish a link between the Accounts Payable and Procurement sub-systems.
- Accounts Receivable - A/P overlaps with Accounts Receivable in the area of taking warrant intercepts against outstanding receivables and issuing customer refunds.
- Disbursements - A/P overlaps with Disbursements area when disbursements are issued against outstanding payments, when payments are rescheduled, and 1099 or 1042-S withholding are taken against a payment.

Business Process Life Cycle

The Accounts Payable life cycle includes the following business processes:

- Accounts Payable Setup

  Certain system setup and system configuration activities must be completed before the full functionality of Accounts Payable is available.

  Some setup is required establishing system-wide parameters, while other setup activities take place within the A/P subsystem itself.

  The result of the setup activities is to establish controls and inferences, as well as to define how certain processes within A/P, such as retainage and payment processes, will function.

- Paying Vendors

  A payment request authorizes the spending of money and initiates disbursement procedures. It establishes an accrued expenditure and disbursements payable. In Advantage Financial, the primary instruments to request payment are:

  - Commodity Payment Request (PRC)
  - Matching Payment Request (PRM)
  - General Accounting Expenditure (GAX)

- Disbursement

  Managing Payments

  Payments in Advantage Financial are scheduled for disbursement if they pass budgetary edits and common transaction edits (namely, vendor, accounting, etc.).

  Disbursement Management assures that high priority payments are disbursed before other lower priority payments. It is a particularly important function when dealing with cash constraints (for example, scheduled disbursement exceeding amount of available cash), or critical payments (for example, child welfare).

  Disbursement Management in Advantage Financial provides the means to manage disbursements at almost any level of detail, by providing the capability to reschedule, hold, or prioritize scheduled payments prior to the disbursement process.

- Retainage

  Advantage Financial allows for the withholding of a portion of progress payments, called Retainage, as security against the contractor's performance over the life of the Award. Retainage can be released over the life of the Award, or at the completion of the Award; whenever the terms of the Award have been satisfied.

  This process area includes:

  - Establishing Retainage (link to Procurement)
  - Taking Retainage
  - Tracking Retainage
  - Paying or Forfeiting Retainage

  For more information, refer to the Retainage topic in this user guide.

- 1099/1042-S

  1099 and 1042-S reporting is the process that reports vendor income to the Internal Revenue Service (IRS) for the calendar year.

  The transactions capture spending activity throughout the year in a central repository, the 1099 Journal. At calendar year end, the Offline 1099 Process takes the information, and, based on the reportability of the vendor and chart of accounts defined on the transaction, cumulates in data files that may be used in a third party tool to generate 1099/1042-S forms.

This process area includes:

- Capturing reportable transactions, reviewing form information, and making corrections.
- Provides files for use with third party tax reporting tools.
- Prints 1099 and 1042-S forms.
- Transmits 1099 and 1042-S data to the IRS.

For more information, refer to the "1099 Processing" topic in the *CGI Advantage - Tax Reporting User Guide*.

Advantage also supports the reporting of 1042-S form. Even though they are produced within the Offline 1099 Process, it has its own setup and criteria. For more information, refer to the "1042-S Processing" topic in the *CGI Advantage - Tax Reporting User Guide*.

› Procurement Folder Management Logic

Several Procurement Folder fields have been added to PR, AD, MD and DC Transaction Type pages: Procurement Folder, Procurement Type ID and Procurement Type and View Procurement Folder action.

- Transactions that belong to the PR Transaction Type display Procurement Folder fields on Commodity tab include: Commodity Based Payment Request (PRC); Commodity Encumbrance Correction (CEC); Commodity Based Internal Payment Request (PRCI); Matching Payment Request (PRM); Internal Matching Payment Request (PRMI); Negative (Inverse Reference) Matching Payment Request (PRN).

The following logic applies for the Procurement Folder logic:

If a PR Transaction Type transaction references another transaction that already contains a Procurement Folder, then on validate when transaction is in Draft phase, the system will infer a display only value from the same referenced transaction fields to the Procurement Folder and Procurement Type fields at the Commodity Line Level of the Payment Request transactions.

- If user creates a Delivery Order (DO) from the Shopper page, the referenced Master Agreement (MA) Transaction and Procurement Type ID/Procurement Type values is inferred to the same fields on DO Header and on validate of DO the system assigns a new unique Procurement Folder ID to the DO. If user then creates a Payment Request by using the copy forward feature from the DO, the system infers the Procurement Folder information (Procurement Folder; Procurement Type ID; and Procurement Type) from referenced DO to the same fields at the Commodity Line level of the Payment Request. This connects the Payment Request to the Delivery Order Folder not the MA Folder.
- If user creates a Payment Request from the Shopper page, the referenced Master Agreement (MA) Transaction information is inferred to the same fields on Payment Request Commodity Line Level; however, the system does not assign a unique Procurement Folder ID nor will the Procurement Type ID or Procurement Type values be inferred from the referenced MA. The Payment Request is not connected to a Procurement Folder in this example.

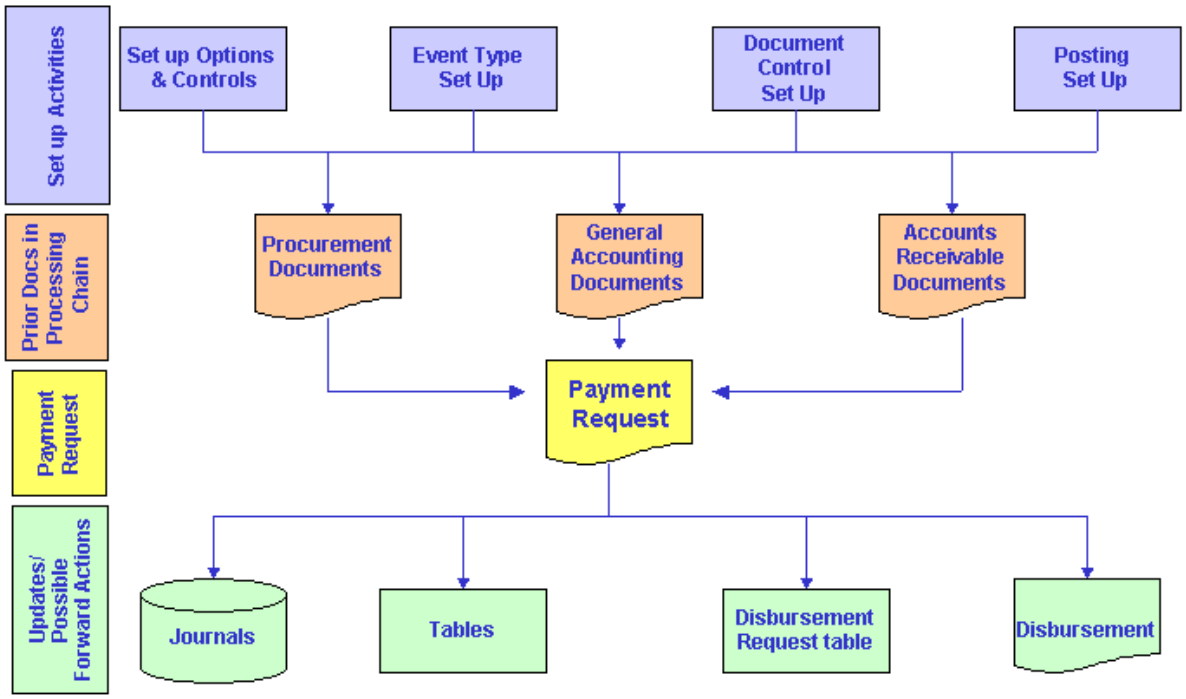
Once the Procurement Folder and Procurement Type fields are populated with the inferred values and the link to the referenced Procurement Folder has been established, the system will also update the Post-Award State view of the linked Procurement Folder with transaction information related to the Payment Request.

If one or more commodity lines of a Payment Request are linked to a Procurement Folder, that transaction will be listed in the Post-Award State view of the linked Procurement Folder. Since each Commodity Line on a Payment Request transaction is capable of referencing a transaction in a different Procurement Folder, there is the possibility that a single payment request transaction could be linked to more than one folder. If through transaction referencing an Accounts Payable transaction is linked to more than one Procurement Folder, then that transaction will appear in the Post-Award State View of each Procurement Folder it is linked to. If the user should modify the commodity line to $0.00 for the selected folder, the Payment Request appears as a modification in the Transaction tab of the Procurement Management page and will remain linked to the folder.

If the Payment Request references a procurement and the Procurement Folder fields are populated, the View Procurement Folder action is activated and displayed on the Commodity Line of the Payment Request Draft. Clicking on the View Procurement Folder action transitions the users directly from the transaction to the linked Procurement Folder record found on the Procurement Management page allowing users working within a given transaction to transition to the assigned Procurement Folder without having to navigate through page search.

When the View Procurement Folder hyperlink is clicked, the View Procurement Folder page transition will trigger the system to open the Procurement Management page in the ‘All States’ view filtered by the Procurement Folder value from the transitioning transaction. Users can then select the ‘Post-Award’ state from the Available States tab to review all relevant Post-Award transactions that have been processed for the selected folder. A ‘Back’ link on the Procurement Management page takes the user back to the transaction that they transitioned from. If Procurement Management is opened from page search and not through the use of the ‘View Procurement Folder’ link then the ‘Back’ link on Procurement Management will not be displayed.

If the AD, MD or DC transactions are referencing a transaction that has Procurement Folder fields populated, these values are inferred to the same fields on the accounting tab of the disbursement transactions. Once populated, activates the View Procurement Folder action link allowing users to transition to the Procurement Management page to view contents of the procurement folder. As described above, the Back link will allow users to transition back to the disbursement transaction header.



The Advantage Financial Accounts Payable Process

Payment Processing

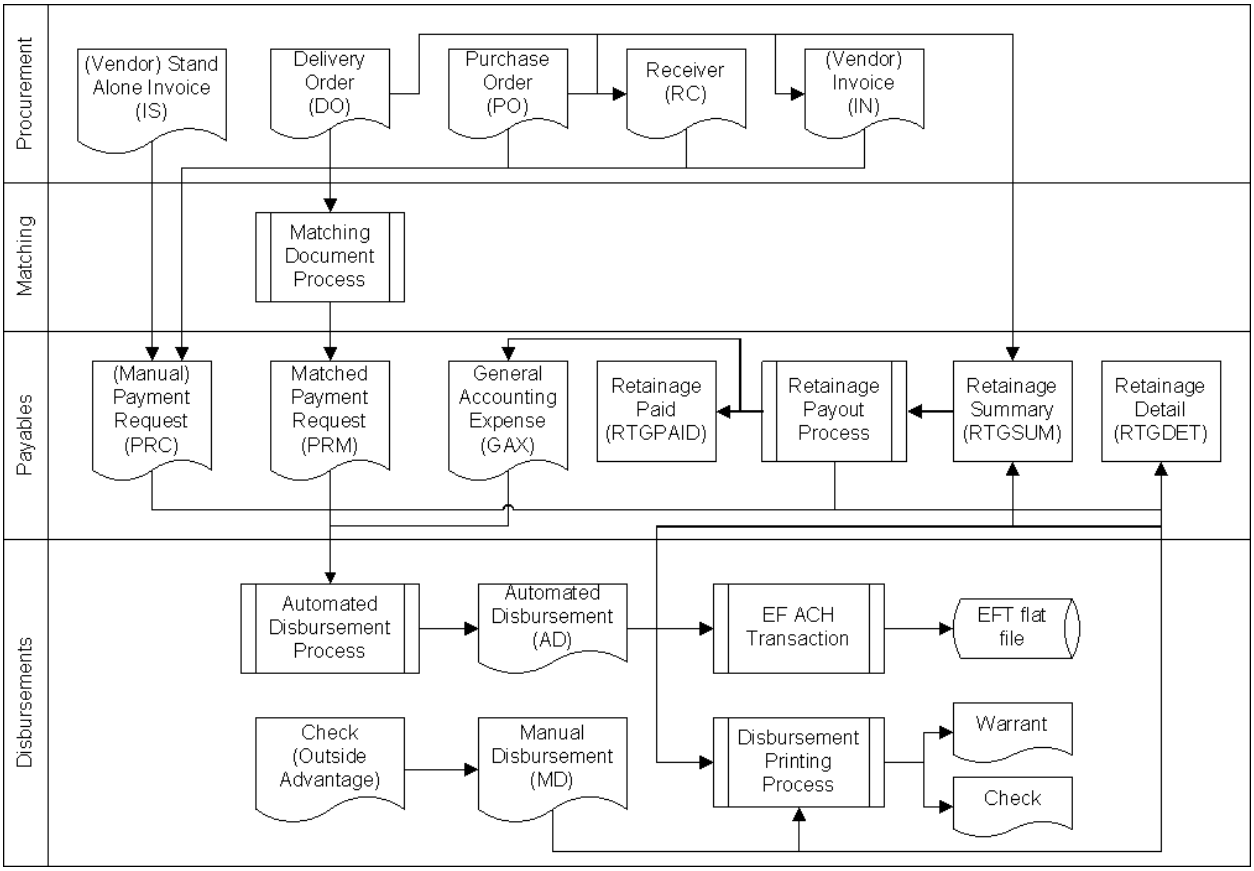
In Advantage Financial, payment processing can be broken down into the following events:

- Establishing a payable in the system
- Liquidating an encumbrance or pre-encumbrance (if specifically referenced)
- Triggering a disbursement request for payment or a transfer between the funds specified.

A payment request authorizes the spending of money and initiates disbursement procedures. It establishes an accrued expenditure and disbursements payable. In Advantage Financial, the primary instruments to request payment are:

- Commodity Payment Request (PRC)
- Matching Payment Request (PRM)
- General Accounting Expenditure (GAX)

Below is a detailed process flow of the system, showing the relationship among the transactions.


Procurement
(Vendor) Stand Alone Invoice (IS)
Delivery Order (DO)
Purchase Order (PO)
Receiver (RC)
(Vendor) Invoice (IN)
Matching
Matching Document Process
Payables
(Manual) Payment Request (PRC)
Matched Payment Request (PRM)
General Accounting Expense (GAX)
Retainage Paid (RTGPAID)
Retainage Payout Process
Retainage Summary (RTGSUM)
Retainage Detail (RTGDET)
Disbursements
Automated Disbursement Process
Automated Disbursement (AD)
EF ACH Transaction
EFT flat file
Check (Outside Advantage)
Manual Disbursement (MD)
Disbursement Printing Process
Warrant
Check

Common Terminology

This section contains an alphabetical list of terms that are common in Accounts Payable, and a definition for each one.

- COA Service Date Editing

  The Payment Request (PR) transaction type has a feature available to edit service dates against referenced service dates as well as dates defined for a fiscal year or budget fiscal year. Please refer to the Advanced - Unique Features for COA Service Date Editing in the Financial Administration User Guide for more information on this feature.

- Contract Withholding

  3402(t) Contract Withholding threshold and percentage can be set up on the 1099P table. If Contract Withholding is enabled, then vendors are subject to a percentage withholding for payments, with exceptions. Contract Withholding will reduce the payment amount made to the vendor. Refer to the “Contract Withholding” topic in the *CGI Advantage - Tax Reporting User Guide* for more information.

- Credit Memo

  A special type of request for payment where the amount is entered as a negative amount to offset any future positive request for payment.

- Disbursement

  Liquidates the payable, and generates payment. The payment may be in the form of a check, warrant, or Electronic Funds Transfer (EFT).

- Disbursement Correction

  The Disbursement Correction process is used to void, reprint or renumber a check after the disbursement process has completed but before payments are issued to vendors.

- Discounts

  For purposes of Advantage Financial, a discount is an amount of money that is deducted from the payment at the time of the Disbursement. Discounts may be defined by establishing a discount schedule, which consists of a Number of Days and a corresponding Discount Percentage. Discount schedules can be recorded when establishing the Vendor, when entering a Purchase Order (PO), when entering an Invoice (IN), or when entering a Payment Request (PRC or GAX).

- External Debt

  For purposes of Advantage Financial, external debt is defined as debt that is stored on the Intercept Request table that is not associated with a Receivable transaction within Advantage Financial.

- Intercept

  An intercept is when all or a portion of a payment to a vendor is offset due to an outstanding debt that is owed by that Vendor. This debt may either be internal (associated with a Receivable in Advantage) or an External Debt stored within Advantage.

- Interest

  Interest may be accrued and applied to payments that are determined to be late. The interest amount is added as an accounting line item on the Disbursement transaction and is included in the payment to the vendor.

- Internal Debt

  For purposes of Advantage Financial, Internal Debt is defined as debt that is associated with a Receivable transaction within ADVANTAGE Financial. Each debt is stored on the Intercept Request table.

- Procurement Card

  A Procurement Card is a charge card (i.e., Visa, MasterCard) that may be used to purchase goods for business purposes.

- Retainage

  Withholding of a portion of progress payments as security against the contractor's performance over the life of the Award.

- Use Tax

  A use tax is a type of excise tax levied in the United States. It is assessed upon otherwise "tax free" tangible personal property purchased by a resident of the assessing state for use, storage or consumption of goods in that state (not for resale), regardless of where the purchase took place. The use tax is typically assessed at the same rate as the sales tax that would have been owed (if any) had the same goods been purchased in the state of residence. Typical purchases that require payment of use tax include those done while traveling (for things carried or sent home), through mail order, or purchases via telephone or internet.

Transaction Information

The primary instrument that initiates payment processing is the Payment Request. Advantage Financial allows you to request payment by using one of the below payment Transaction Types:

- PR Transaction Type
- DRM Transaction Type
- ABS Transaction Type
- M1099 Transaction Type

Depending on how the rules and options are configured, the Payment Request transaction can perform several functions. These functions are strongly influenced by the Event Type selected on the accounting line, and the rules established on the Transaction Control table.

Related Topic(s):

- Transaction Code Glossary for Accounts Payable

Transaction Code Glossary

All Transactions Codes that can be utilized by the Accounts Payable area are listed below alphabetically by Transaction Name.

Transaction Name	Transaction Code	Transaction Type
1099 Maintenance	M1099	M1099
Check Fee Credit Memo	PCCF1	PR
Commodity Encumbrance Correction	CEC	PR
Commodity Payment Request	PRC	PR
Disbursement Request Modification	DRM	DRM
Electronic Payment Request	EPRC	PR
General Accounting Encumbrance Correction	GAEC	ABS
General Accounting Expenditure (GAX)	GAX	ABS

General Accounting Intercept Payment	GAIP	ABS
Interest Payment Request	IPR	ABS
Internal Payment Request - Commodity Based	PRCI	PR
Matching Payment Request	PRM	PR
Matching PR - Negative (Inverse Reference)	PRN	PR
Maximo Commodity Encumbrance Release	PRCMER	PR
Maximo Storeroom Receipt Asset Posting	PRCM	PR
Payment Request Match for Internal Vendors	PRMI	PR
PCard Payment Request	PRCC	PR
Pre-Processing PRC	PPPRC	PR
Retainage Payment Forfeiture	RTGPF	ABS

PR Transaction Type

Depending on how the rules and options are configured, the Payment Request transaction can perform several functions. These functions are strongly influenced by the Event Type selected on the accounting line, and the rules established on the Transaction Control table.

- Payment Request functions
  - Be the only transaction in an expenditure processing chain to pay for goods/services which will book the expenditure and establish a payable in the system
  - Reference another transaction, so that referencing portion is liquidated
  - Make a payment against multiple budgets that span multiple budget fiscal years
  - Support multiple vendors at the line level, allowing multiple vendors to be referenced within the same Payment Request transaction
  - Enter commodities and supporting commodity information, enabling direct payments (those with no supporting purchase order, as well as payments that reference prior transactions, for commodities to be processed within Advantage Financial

- Tracks the Fixed Asset Purchases by first identifying a fixed asset purchase at the time the payment request is accepted into the system based on the Commodity Code specified on the PRC Commodity Line.
- Create credit memo requests to offset future requests for payment
- Authorize payments for inventory items
- Authorize payment for fixed assets
- Take retainage based on terms established on a referenced order
- Liquidate a Purchase Order or Requisition without requesting a payment for corrections
- Correct a Purchase Order that will reopen a commodity line and accounting lines with an option to also create a credit memo. The Inverse choice in the Reference Type field enables this functionality
- Reference a Master Agreement directly without an order transaction, no liquidation needed
- Be part of match process, which determines its function within the processing chain
- Be used to process customer or deposit refunds
- Report on budget category and match requirements stipulated as part of a grant award

› Important concepts and features of commodity-based transactions

› Commodity Payment Request Event Types

The following are the nature of accounting activity associated with the Commodity Payment Request Transactions:

- **Payment Authorization** - Payment Authorization is used to pay for goods or services that have been received. An invoice or the match process usually precedes a payment authorization, however, the system also accepts direct or standalone payments. When a payment authorization event type is chosen, it may reverse the impacts of the prior transaction, if a transaction is referenced, or just recognize the expenditure if no references have been made.
- **Pre-payment -** Prepayments occur when payments are made to the vendor before the expenditure has occurred. In this situation, the cash is decreased and tracked using a predefined prepaid expense account (asset) until the expenditure event is incurred. When the expenditure is incurred, it is recognized in a separate transaction.

› Referencing Prior Transactions

In Advantage Financial, Payment Request transactions can reference other transactions, such as requisitions and awards. This will liquidate all, or a portion of, the pre-encumbrance and encumbrance, respectively. (Please note that if a Payment Request references a Master Agreement directly then

liquidation does not occur, since the Master Agreement does not contain accounting data.)

Referencing prior transactions allows for easy transaction entry because the information on the referenced transaction (such as funding distribution) is automatically inferred to the Payment Request.

- Referencing Master Agreement Transactions

  A Payment Request transaction can directly reference the Master Agreement (MA) transaction. The reference can only be done on the PRC in situations where users may need to directly pay a vendor without first needing to process an order transaction. This includes cases where goods or services are delivered on a regular basis based on a Master Agreement (for example, equipment rental), as well as cases where an order is placed directly over the phone. (Note: You cannot reference a Master Agreement Commodity Line that has the Inactive Line flag selected.) The Payment Master Agreement Reference field on the Procurement Transaction Control table determines which Payment Request transactions can reference a Master Agreement.

  Please refer to the Procurement Transaction Control topic in this user guide for setup information required for Payment Request transactions referencing MA transactions.

  Please refer to the "Master Agreement (MA)" topic in the *CGI Advantage - Procurement User Guide* for more information.

- Commodity Based Encumbrance Search

  The Commodity Based Encumbrance Search (ENCSRCH) page is used to search for an encumbrance based on vendor and transaction details and to create a Payment Request transaction for all or selected accounting lines. Refer to the "Commodity Based Encumbrance Search (ENCSRCH)" topic for more information.

- Modifying and Adjusting the Payment Request Transaction

  Sometimes it is necessary to change transaction information after it has been processed. Changes can only be made to the Payment Request transaction lines before it has been disbursed (paid by the Automated Disbursement process or a Manual Disbursement transaction). Once it has been disbursed, changes cannot be made until the check/warrant has been cancelled and the Payment Request transaction is re-opened.

  Any changes to the transaction after the Payment Request has been accepted by the system need to be made using the Transaction Modification action. All versions of the modification are stored in the Advantage system so you can track each change made after the Payment Request has been accepted. This history can be viewed on the Transaction History log.

  Modifications made to a Payment Request that references another transaction also impact the referencing transaction, depending on the changes made. If the changes do not impact the accounting entries or system maintained tables of the previous transaction, the changes are updated to the Payment Request only. If the payment has accounting

impacts to the referenced transaction, extra accounting entries will have to be posted and update the referenced transaction.

› Partial/Final Payments

Partial/Final payments can be done in two different situations:

- Disbursing a Payment Request: Since multiple vendors and disbursement options are allowed, the disbursement can occur on different days. Until all lines are disbursed, the Payment Request transaction is partially paid.
- Liquidating a referenced transaction can be performed as follows:

    1. More than one Payment Request liquidates a referenced transaction.
    2. Payment Request transaction partially references a transaction with the ”Final” Reference Type selected and the system forces to close out the referenced transaction by reversing un-referenced portion.

For more information about Partial/Final Payments, refer to the "Referencing" topic in the *CGI Advantage - Financial Administration User Guide*.

› Recurring Payments

Some payments may occur on a predefined frequency, such as monthly or quarterly. In Advantage Financial, these are known as recurring payments.

Recurring Payments can be created two ways in Advantage - either via Future Transaction Triggering, or by using the Schedule Invoice Generation functionality.

› Future Transaction Triggering

The PRC or GAX transaction can be used for establishing recurring payments.

In order to create a recurring payment, you can use the Future Transaction Triggering option. If this option is selected, it indicates that when this entry is triggered, the original transaction will be copied to create the new transaction. This type can be setup for any frequency. It is the only type that is valid for all of the recurring frequencies.

For more information, refer to the "Future Transaction Triggering” topic in the *CGI Advantage - Transactions User Guide*.

› Schedule Invoice Generation

Many government entities process similar, recurring payments to vendors for goods and services such as leases, rents, or health and human services contracts. Some of these recurring payments have predefined reconciliation periods when the

previous amount paid to a vendor during a certain period is reconciled against what was actually delivered. If necessary, the next payment to the vendor for this contract is adjusted to bring the two amounts into alignment. In some cases, these may be legislatively mandated payments made on a recurring schedule in advance of receiving a physical invoice for the services.

This process is used when vendor invoices are received on a monthly basis but payments may need to occur on a more frequent interval. In many cases, these arrangements are made with vendors whose primary or sole customer is the government. A primary feature of this process is that payments can be issued prior to receipt of an invoice. As a result, users can configure order transactions such that the system will initiate payments to vendors frequently enough to help them cover their operating costs. While vendors are required to send a periodic invoice detailing the actual services provided, a physical invoice is not a requirement for payment in these cases. However, once the invoice is received, the actual payment amounts must then be reconciled with the invoiced amounts.

Advantage Financial users will have the ability to designate an order/encumbrance as a recurring payment and choose a recurring payment schedule. The Scheduled Invoice Generation Chain Job, which can be run on demand, will generate invoice transactions for the recurring amount and on the schedule identified. The Matching Manager Chain Job, which can be run on demand, will then match the invoice to the order and generate payment request transactions.

Users will periodically reconcile entries on the Scheduled Invoice Generation table based on an indicator on the Schedule Sequence. Future invoice transactions are not generated for the referenced Order commodity line until the reconciling entries are made on the Schedule Invoice Generation table.

- **Recurring Payment Schedule (RPSCHD) Table** - The Recurring Payment Schedule table defines the payment schedules for recurring payments.

  Each Schedule can have multiple time periods, or sequences, defined to it. Having a Schedule split into multiple Sequences allows for specific Sequences to be defined as a Reconciling Period (when the schedule has a Recurring Payment Type of Reconciling).

  When an invoice is generated for a recurring payment during the dates of a Sequence flagged as a Reconciling Period, additional information is manually added to the Scheduled Invoice Generation table prior to the generation of the recurring invoice transaction.

A Schedule defined on the Recurring Payment Schedule table is entered on the header of Recurring Payment Order (RPO) transactions. RPO transactions update the Scheduled Invoice Generation table when submitted to Final and therefore the Schedule for each RPO is added to Schedule Invoice Generation along with other information about the RPO.

- **Scheduled Invoice Generation (SIG) Table** - The Scheduled Invoice Generation table provides a list of the past and the next scheduled recurring invoices to be generated. Scheduled Invoice Generation records cannot be modified once a Recurring Invoice transaction has been generated.

  This table allows you to link to the Scheduled Invoice Generation Management table to manage invoices scheduled for generation for recurring payments. You can also link to the Recurring Payment Schedule table.

- **Scheduled Invoice Generation Management (SIGM) Table** - The Scheduled Invoice Generation page is an alternate view of the Scheduled Invoice Generation table and is used to query and update multiple Schedule Invoice Generation records simultaneously. The Hold Payment, Single Payment and/or Disbursement Handling Code values can be updated from this table.

› Canceling Payment Requests

A Payment Request can be cancelled if the PR transaction was entered in error. The cancellation of the PR is accomplished through the Discard action of the transaction. PR transactions that are partially or fully paid cannot be cancelled. All cancellations will reverse the transaction's impact on all tables, and reverse ledger postings on the journals.

› Pay a Grant Funding Request

Once a grant is awarded, the most common next step is a request for funds. In general, these types of payments to a grantee follow normal payment processing. Payment requests can be entered manually (on the PRC or PRCI) or generated through matching (with the PRM). The accounting events on the payment requests depend on an internal or external grantee and what type of commodity line on the Grants Given (GG) award transaction is being paid.

There are three general scenarios for disbursement of grant funds:

- Full Advance – A grantor sends the fully awarded amount of funding to the grantee and the grantee sends reports back to the grantor on how the funding was expended.

- Partial Advance – A grantor sends an advance payment for a portion of the award to the grantee and the grantee sends reports back to the

grantor on how the advance was expended. Once the advance is fully expended, the grantee begins to bill the grantor for expenditure reimbursement until the award has been fully expended.

- Reimbursement – A grantor executes a grant award contract that has been approved by both the grantor and grantee. The grantee begins accounting for the expended funds and bills the grantor for reimbursement.

Two qualities unique to grants is the need to report on budget category and match requirements stipulated as part of the grant award. The grantor must break down the detail of the available funds and have the grantee submit requests on the amount expended per category. For example, the grantee may specify the reimbursement request for categories such as Administration and Travel. The budget category will need to use a single COA element that will be used across grants awards. It is important to note the following:

- The Grant Funding Request does not include accounting lines, but the budget category on the grant funding request instead maps to the appropriate code on the accounting line of the grant award in order to generate the payment request with the appropriate reference line.

- The match amount on the grant funding request is not a request for funds, but rather a report of the amount spent by the grantee to fulfill the grant award requirement.

Lines that require a grantee match should be set up on the grant award transaction using non-financial, reporting only event types. The match is not an encumbrance, nor is it expenditure at the time of payment, but needs to be captured as part of grants management so that it can be reported back to the federal government.

The Advantage Matching Manager can automatically generate payment requests through the use of the Matching Status and Matching Status Single Award Line pages, as well with the Matching Manager chain job. When the Matching Manager chain job is run, the first batch job goes through a process of ensuring that commodity lines have met all matching requirements based on their specific matching criteria. If all matching criteria have been met, then a subsequent batch job proceeds to generate XML that is used to create a Payment Request transaction referencing the matched Commodity Line. While the Advantage Matching Manager is the mechanism by which Payment Request transactions are created, it does not actually create the accounting lines for the Payment Request transaction; those are created via the PR Transaction processor logic.

To create the accounting lines, the system looks up the value in the Category field on the GFR transaction's Grant tab line and matches it to the corresponding Task Code on the accounting line of the Grant Award transaction. It then uses that accounting line data to generate the corresponding accounting line on the Payment Request transaction.

To create accounting lines that reference match event types, the system performs a lookup to the Event Type Defaults page when generating accounting lines if the referenced Award transaction has the Grantor flag

checked on the Procurement Transaction Control page. This lookup is based on the Transaction Type and referenced Event Type on the accounting line of the Grant Award transaction. It does this to determine if there is a specific matching Event Type that should be used based on the referenced Event Type. If a match based on Transaction Type and referenced Event Type is found, accounting lines on the Payment Request transaction are generated using the specified Transaction Event Type on the Event Type Defaults page. If there is no match on the Event Type Defaults page, the standard default event type for the payment request transaction is used. Please see "Pay a Grant Funding Request using the Matching process" under the Common Business Tasks topic for a detailed scenario on how this process works.

For detailed information on each of the tabs that exist on the PRC, refer to the following topics:

- Header
- Vendor
- Accounting Distribution
- Commodity
- Accounting

PR Delivered Transaction Codes

The PR Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Name	Transaction Code	Intended Use
Commodity Encumbrance Correction	CEC	The CEC transaction can be used to make encumbrance corrections. It will reopen the Purchase Order and correct the following: 1. Header: Closed Amount 2. Commodity Line: Closed Amount and Closed Quantity (General Information), Paid Quantity and Paid Amount (Matching) 3. Accounting Line: Line Closed Amount and Referenced Line Amount If the Invoiced Quantity/Invoiced Amount of the Purchase Order needs to be corrected, then a new Invoice transaction needs to be created with a reference type of Inverse. The IN transaction needs to be created before the CEC is created. The PO transaction will be referenced on the CEC in the

		Reference tab with a Reference Type of Inverse. The IN (with the Inverse reference) should be entered on the Invoice tab of the CEC transaction. Both the Reference and the Invoice sections are found on the Commodity Line.
Commodity Payment Request	PRC	A Commodity-based Payment Request (PRC) transaction records payment activity at the commodity level.
Electronic Payment Request	EPRC	The EPRC is created by the Electronic Payment Request Generation Chain Job to pay for electronic invoices.
Internal Payment Request - Commodity Based	PRCI	The PRCI transaction works like the PRC, but the PRCI is used to pay Internal Vendors and not for External Vendors. Once the PRCI is submitted, instead of the disbursement, there will be a transfer between the funds specified. The seller fund and detail accounting data is inferred from the Internal Vendor Accounting Data table for the vendor specified, if an entry exists, or the data can be entered manually. For posting logic, the bank account and event type information are also inferred from the Scheduled Invoice Generation table and can be modified manually on the PRCI, if required.
Matching Payment Request	PRM	A PRM transaction is similar to the PRC transaction; however, the transaction is only created as part of the Automated Match Process. The Matching Payment Request (PRM) uses the same structure as the Commodity-based Payment Request. This type of transaction is automatically generated from the match process (two-way or three-way) based on the rules that have been established for the matching process.
Matching PR - Negative (Inverse Reference)	PRN	The PRN transaction, a clone of CEC transaction code, will be used as the Inverse or "negative" payment request generated by the Matching Manager process. Matching Manager batch process will generate the PRN transaction if the IN transaction has a negative Invoiced Qty or negative Invoiced SC Amount, and the reference type is Inverse.

Maximo Commodity Encumbrance Release	PRCMER	The Maximo Commodity Encumbrance Release transaction (PRCMER) liquidates unused encumbrance in response to complete receipts actions in Maximo. The PRCMER is automatically created by the Integration Engine and does not create a payment.
Maximo Storeroom Receipt Asset Posting	PRCM	The Maximo Storeroom Receipt Asset Posting (PRCM) transaction updates the associated inventory Balance Sheet amount in response to receipts or returns entered in Maximo. The PRCM is automatically created by the Integration Engine and does not create a payment.
Payment Request Match for Internal Vendors	PRMI	The PRMI is generated by the Matching Manager. This page infers the seller fund and detail accounting, as well as bank account and event type information from the Internal Vendor Accounting Data table for the vendor specified. The PRMI works like the PRM for external vendors, but PRMI is for Internal Vendors and not for External Vendors, except, instead of the disbursement, there will be a transfer between the funds specified.
PCard Payment Request	PRCC	The PRCC is used to process payment requests for PCard transactions. The PRCC transaction is created via the PCard Chain.
Pre-Processing PRC	PPPRC	A cloned version of the PRC to clearly identify payments entered before the beginning of a year that will be released by the Extended Payment Request Scheduling process.

Tasks

- To create a PRC referencing a Master Agreement, go to Paying for Commodities Purchased with a Master Agreement.

Header

The Header tab contains information common to all lines, such as Record Date, Budget Fiscal Year, Accounting Period, and Bank Account. Refer to the "Header" topic in the *CGI Advantage - Transactions User Guide* for common information on the Header tab.

› Required/Conditionally Required Fields

The following fields are required if the PCard Payment flag is true.

- PCard Administrator

The Payee Vendor cannot be a Miscellaneous vendor.

The Header tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Level Actions" topic in the *CGI Advantage - Transactions User Guide* for information on actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load Accounting Profile** - When clicked, if an Accounting Profile exists on the Header, one line will be inserted on the Accounting Distribution tab for each Accounting Template for the corresponding Accounting Profile. Based on the values on the Accounting Profile table the Accounting Template and distribution percentage values will be established. Then, based on the Accounting Templates, there will be a lookup to the Accounting Template table to infer the Fund and Detail Accounting elements.

Vendor

The Vendor tab contains information specific to the vendor, such as Discount Terms, Disbursement Options, and address information. Refer to the "Vendor" topic in the *CGI Advantage - Transactions User Guide* for common information on the Vendor tab.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Address Line 1
- City
- State
- Zip

The following fields are required when the Address Override indication is *true,* otherwise the fields are prohibited. The set of override fields are delivered as hidden but can be made visible and used to contribute a different address than what was entered/inferred for the vendor. If the fields are used and should be blank if the override is not *true,* then a Configurable Validation is needed for the MD Vendor with the following Validation**:** (REMIT_ADV_FL == null or !REMIT_ADV_FL) and (!empty(REMIT_ADV_LN1) or !empty(REMIT_ADV_LN2) or !empty(REMIT_ADV_CITY) or !empty(REMIT_ADV_ZIP) or !empty(REMIT_ADV_ST) or !empty(REMIT_ADV_CTRY)) and a Validation Field of REMIT_ADV_FL.

- Address Override
- Override Addr 1
- Override Addr 2

- Override City
- Override Zip
- Override State
- Override Country

The following fields are conditionally required based on site specific setup on the Transaction Control table:

- Vendor Customer
- Legal Name
- Address Code
- Received Service From Date
- Received Service To Date

The following fields are required, and if left blank are automatically populated by Advantage:

- Disbursement Type
- Disbursement Format
- Scheduled Payment Date
- Disbursement Priority
- EFT Status

The **Generate EFT for Miscellaneous Vendor** field must be checked if EFTs need generated for a vendor that has the Miscellaneous flag checked on the Vendor/Customer table. If the **Generate EFT for Miscellaneous Vendor** flag is checked, then the following fields must be populated:

- ABA Number
- Account Type
- Account Number

Note:

- If applicable, Prenote/EFT information is inferred from the Vendor Address tab of the Vendor/Customer table if the Prenote/EFT fields of the Address Code are populated; otherwise, the values are inferred from the Vendor/Customer tab of the Vendor/Customer table.
- If the **Scheduled Payment Date** field is blank on Validate or Submit, then the **Method for Discount Calculation** parameter on the Application Parameters table is used in determining the logic to calculate the Scheduled Payment Date. Refer to the "Application Parameters" topic for more information.

- Upon the transaction being saved, the **Invoice Acceptance/Sign-Off Date** field is inferred from the referenced Invoice (IN) transaction. This inference only occurs if the Invoice Acceptance/Sign-Off Date field is populated on the referenced IN transaction. If you have entered a value in the Invoice Acceptance/Sign-Off Date field, this inference overwrites the value you have entered. If this occurs, an informational message is issued alerting you about the inference and overwritten value.

› Optional Features

Field Name	Required?	Field Description
Source System Name	Optional	An optional field that can be used for tracking the external system from which payment and disbursement information has been imported or interfaced. For this CVL to be used, records need to be added to the CVL_LEG_SRC_SYS_NM table. If capturing this data, similar updates to make the two fields visible need to be done for the various transaction codes in the Automatic Disbursement, Manual Disbursement, and Disbursement Reclassification transaction types as well as on the Disbursement Query, Disbursement Request, and Disbursement Request by Transaction pages.
Source System Reference Number	Optional	An optional field available for recording a reference number or ID from an external system, used to track the origin of payment and disbursement information that has been imported or interfaced. A Configurable Validation is required to make this field required when a Source System Name is supplied.

› Tax Adjustments

When sales or use tax is recorded for a purchase, the amount calculated by the vendor may be a couple of cents different from what is calculated in Advantage. An optional Tax Adjustment feature exists to ensure that the vendor is paid the amount of tax expected. Two vendor fields exist for this feature:

- Total Vendor Invoice Tax Amount allows a user to enter the invoiced tax amount from the vendor's invoice. The transaction will compare the entered amount with the Calculated Tax Before Adjustment amount.
- Calculated Tax Before Adjustment amount displays the total tax calculated by the system. If there is a difference between the entered and calculated amounts, the system will apply the tax difference to the first commodity line with tax. Additional details and other fields related to the tax adjustment feature are on the commodity line.

The Vendor tab contains the following actions/links:

› Row-Level actions/links

- **Adjust Tax Amount on Commodity Lines** - If Total Vendor Invoice Tax Amount is entered, this action will apply the tax difference between it and the Calculated Tax Before Adjustment amount to the first commodity line with tax. The action will update the Tax Adjustment indication, update the Tax Adjustment Amount, and add the Tax Adjustment Amount to the Total Tax Amount/Use Tax Amount and Item Amount accordingly for the commodity line. If Total Vendor Invoice Tax Amount is not entered and this action is selected, an error will be issued.

Accounting Distribution

The Accounting Distribution tab lists the funding distribution across multiple commodities. If you have multiple Commodity Lines that use the same funding distribution, you can enter the unique funding distribution once in this tab, associating each of them with a percentage. Once you have entered the initial set of accounting lines, the system automatically replicates these accounting lines for each of the commodities. Based on the percentages associated with each of the accounting lines, the system also automatically calculates the correct funding. This reduces data entry.

Refer to the "Accounting Distribution" topic in the *CGI Advantage - Transactions User Guide* for common information on the Accounting Distribution tab.

› Field Information

Debt ID – A Payment Request can indicate the Bond or Loan proceeds used for a payment. A Debt ID can also be entered for a manual payment of a Bond, Loan, or Lease cost. Only a Lease can generate Payment Request to make automatic payments. For a manual or automatic payment, **Schedule Number** and **Schedule Line** also have to be entered to ensure the Payment Request updates the **Transaction 1** field on the Schedule Detail record being paid. Please enter these values at the Accounting Line level. Please see the *Debt Management User Guide* for more information on the rules for Debt ID usage and requirements.

The Accounting Distribution tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Level Actions" topic in the *CGI Advantage - Transactions User Guide* for information on actions that apply to the entire transaction.

› Tab-Level actions/links

- **Distribute Accounting Lines** - When selected, one Accounting line will be inserted for each Commodity Line for the corresponding Accounting Distribution Line. The distribution percentages are applied to the Item Amount to arrive at the Accounting Line amount. The COA elements on the Accounting Distribution are passed on to the Accounting Line.

Commodity

The Commodity tab contains commodity information such as the Quantity, Unit Price, Commodity Code, and Description. Codes entered must be valid on the Commodity Code table. Commodity information can be inferred from the referenced transaction or directly entered on the Payment Request to record a purchase of goods or services. Most commodity information required is driven by the Line Type choices of

Item, Service, and Discount. You cannot have a reference to a commodity line that has the Inactive Line flag selected.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Commodity
- Line Type

The following fields are conditionally required based on site specific setup on the Transaction Control table:

- Commodity Line Description
- Quantity
- Unit of Measure
- Unit Price
- Contract Amount
- PCard ID
- Referenced Transaction Code
- Referenced Transaction Department
- Referenced Transaction ID
- Referenced Vendor Line
- Referenced Commodity Line
- Invoice Code
- Invoice Department
- Invoice ID
- Invoice Vendor Line
- Invoice Commodity Line
- Vendor Invoice Number
- Vendor Invoice Line
- Vendor Invoice Date
- Tracking Date

On transactions that belong to the PR Transaction Type, if the Line Type is *Service*, then the Quantity, Unit of Measure and Unit Price can optionally be populated; however, the Contract Amount is a required field and is not calculated from Quantity and Unit Price.

If Maximo is integrated with Advantage and the **Line Type** is *Item*, then the **External Item ID** field is required. If the commodity line references a Maximo-generated purchase order, then the **External Item ID** field on the PRC must match the **External Item ID** on the referenced PO commodity line.

Additional Information on the “Price” fields:

- When the Lock List Price is set to True on the referenced MA, you cannot change the List Price inferred from the catalog onto the Payment Request for line items associated with a Catalog Line Type. However, if the Allow Promotional Pricing flag is also selected on the Master Agreement, then the user can specify a lower price in the List Price field on the Payment Request than what is indicated in the Catalog List Price field on the MA.

- If the Line Type is Item, the Unit Price field can be changed from the referenced order. In this case, a warning message will be issued to inform you that the Unit Prices are different. If the referenced order is an MA and if tolerances have been established for the MA line then the Unit Price will not be re-inferred from the MA on Validate unless the Unit Price has been blanked out entirely. In which case, the original Unit Price is re-inferred.

- On Validate/Submit the Payment Request transaction verifies that the Unit Cost tolerances established on the referenced Master Agreement have not been exceeded. If the unit cost for item lines that reference a Master Agreement is either under or over the tolerance amounts an error message is generated.

› Tax Adjustments

When sales or use tax is recorded for a purchase, the amount calculated by the vendor may be a couple of cents different from what is calculated in Advantage. An optional Tax Adjustment feature exists to ensure that the vendor is paid the amount of tax expected. The following commodity fields exist for this feature:

- Tax Adjustment is an indication of the commodity line that received the tax difference value when the Calculated Tax Before Adjustment and Total Vendor Invoice Tax Amount on the header did not equal. By default, the Tax Adjustment was made to the first commodity line with tax. If desired, that indication can be manually transferred to another commodity line, but can only be selected on one commodity line.

  If the Payment Request references an invoice, the Tax Adjustment indication will be inferred from the invoice.

- Tax Adjusted Amount is the amount of tax difference between the user entered Total Vendor Invoice Tax Amount and the Calculated Tax Before Adjustment amount. The adjustment amount is combined with the previously calculated tax amount to become the final Tax Amount, unless the Adjust Use Tax Amount indication is true. In this case, the Use Tax Amount is adjusted instead.

- Adjust Use Tax Amount is an indication to apply the tax different to use tax only when the Tax Profile includes Use Tax.

- Tax Adjusted Amount is the difference between the Total Vendor Invoice Tax Amount and the Calculated Tax Before Adjustment amount.

  If the payment request references an invoice, this amount will be inferred from the invoice.

› Discount Terms

Discounts are defined by establishing a discount schedule, which consists of a Number of Days and a corresponding Discount Percentage. The Number of Days indicates the amount of days that can elapse between the Invoice Date and the disbursement date in order for the corresponding Discount Percentage to be applied to the payment. Because discounts can be entered on a schedule, multiple discount percentages can be defined based on different Numbers of Days.

When Disbursements processes a payment, the discount schedule is applied. If the payment day falls within one of the specified discounted number of days, then the

corresponding Discount Percentage is taken. For example, the following discount schedule is entered on the Business Line for an ABS transaction code:

Number of Days	Percentage
5	3.0000
15	2.0000

If a disbursement is made for the request from 6 to 15 days from the Vendor Invoice Date, then a 2% discount would be deducted from the payment. If paid on the same day or by 5 days from the Vendor Invoice Date, then a 3% discount would be deducted. If paid after 15 days, then there is no discount. Note: If a Vendor Invoice Date is not entered on the accounting line of the ABS transaction, the Record Date will be used to calculate the discount days.

When entering discount terms, skipping a row is not allowed. For example, terms cannot be entered for Days 1 and Days 3 without entering any for Days 2.

› Procurement Folder Management Logic

If a PR Transaction Type transaction references another transaction that already contains a Procurement Folder, then on validate when transaction is in Draft phase, the system will infer a display only value from the same referenced transaction fields to the Procurement Folder and Procurement Type fields at the Commodity Line Level of the Payment Request transactions.

- If a user creates a Delivery Order (DO) from the Shopper page, the referenced Master Agreement (MA) Transaction and Procurement Type ID/Procurement Type values is inferred to the same fields on DO Header and on validate of DO the system assigns a new unique Procurement Folder ID to the DO. If user then creates a Payment Request by using the copy forward feature from the DO, the system infers the Procurement Folder information (Procurement Folder; Procurement Type ID; and Procurement Type) from referenced DO to the same fields at the Commodity Line level of the Payment Request. This connects the Payment Request to the Delivery Order Folder not the MA Folder.

- If a user creates a Payment Request from the Shopper page, the referenced Master Agreement (MA) Transaction information is inferred to the same fields on Payment Request Commodity Line Level; however, the system does not assign a unique Procurement Folder ID nor will the Procurement Type ID or Procurement Type values be inferred from the referenced MA. The Payment Request is not connected to a Procurement Folder in this example.

Refer to the Shopper (SHOP) topic in the *CGI Advantage - Procurement User Guide* for more details on this page.

Once the Procurement Folder and Procurement Type fields are populated with the inferred values and the link to the referenced Procurement Folder has been established, the system will also update the Post-Award State view of the linked Procurement Folder with transaction information related to the Payment Request.

If one or more commodity lines of a Payment Request are linked to a Procurement Folder, that transaction will be listed in the Post-Award State view of the linked Procurement Folder. Since each Commodity Line on a Payment Request transaction is capable of referencing a transaction in a different Procurement Folder, there is the possibility that a single payment request transaction could be linked to more than one folder. If through transaction referencing an Accounts Payable transaction is linked to more than one Procurement Folder, then that transaction will appear in the Post-Award State View of each Procurement Folder it is linked to. If user should modify the commodity line to $0.00 for the selected folder, the Payment Request appears as a modification in the Transaction tab of the Procurement Management page and will remain linked to the folder.

- Tasks

  To enter or override retainage terms, refer to the "Entering or Overriding Retainage Terms on a Payment Request" topic.

The Commodity tab contains the following actions/links:

- Page-Level Actions

  Refer to the "Transaction Level Actions" topic in the *CGI Advantage - Transactions User Guide* for information on actions that apply to the entire transaction.

- Tab-Level actions/links

  - **Recalculate Accounting Line Amount** - When the Transaction Function is New or Modification, the new accounting line amount will be calculated by dividing the old AL amount by the old CL amount to get the original percentage. This percentage will then be multiplied by the new CL amount to determine the new accounting line amount.

  - **Matching Status** - This link transitions you to the Matching Status page and is filtered by the Commodity Referenced Transaction Code, Commodity Referenced Department, and Commodity Referenced ID of the referenced award transaction. If no match is found, then the Matching Status page is displayed with a blank record.

- Grid-Level actions/links

  Actions (such as Insert New Line) specific to this Transaction Type may be controlled by the Component Line Limiting feature of the application. To see information about transaction actions of this Transaction Type that may be controlled and recourses to take if a limit error is issued, refer to the "Line Number Limitations" topic in the *CGI Advantage - Transactions User Guide*.

Accounting

The Accounting tab records the funding distribution associated with a commodity. Fields in this tab include Event Type, Line Amount, Chart of Accounts fields that comprise a funding distribution, and additional reference information. Refer to the "Accounting" topic in the *CGI Advantage - Transactions User Guide* for common information on the Accounting tab.

- Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by Advantage:

- Event Type
- Bank Account

The following fields are conditionally required if a record is inserted on the tab:

- Sub Total Line Amount

The following fields are optional:

- Accounting Template
- Line Description
- Budget Fiscal Year
- Fiscal Year
- Period
- Special Instruction Code
- Disbursement Category
- Payment Type
- Interest Ineligible flag

Note: A commodity line containing an External Warehouse can only have one accounting line except for a modification down to $0.00.

DRM Transaction Type

Non commodity-based transactions are transactions that do not have a Commodity tab and therefore, cannot reference transactions with a Commodity line. Non commodity-based transactions are referred to as Accounting Based (ABS) transactions. The Disbursement Request Modification allows you to request certain fields on the Disbursement Request table to be modified after the payment request has been submitted to final. When the Disbursement Request transaction is submitted to final, the applicable fields on Disbursement Request will be updated. If allowed by Transaction Control (DCTRL) setting, the Disbursement Request transaction may be modified to make additional changes to Disbursement Request table records. Cancelling of the DRM transaction is disallowed because DRM cancellation does not update DISRQ records.

› Important features of non-commodity-based transactions

- These transactions have the ability to create a disbursement request.
- They are useful when a request for payment does not have to be at a commodity level of detail.
- They enable creating a payment request for forfeiture of retainage.

- They enable creating payment request for to an external entity for intercepted external debt.

› Important features of DRM

There are two types of payment request changes allowed on the DRM:

- You can choose to modify a payment request transaction for a specific vendor. This will affect all Accounting Lines for the vendor. More than one vendor line can be inserted on the DRM for this type of change.
- You can also use the DRM to modify the entire payment request transaction. This will affect all Accounting Lines for every vendor on the transaction.

The DRM has two tabs:

- Header
- Vendor

DRM Delivered Transaction Codes

The DRM Transaction Type has the following Transaction Code.

Name	Transaction Code	Intended Use
Disbursement Request Modification	DRM	The DRM allows you to request certain fields on the Disbursement Request (DISRQ) table to be modified after the Payment request has been submitted to final.

Tasks

DRM transaction can be created either by copy forward action from the PR/ABS transaction or by entering the **Transaction Code** and **Transaction Department** in the Transaction Catalog page. You can either manually enter the **Transaction ID** or select **Auto Numbering**. When a copy forward action is performed, only **Referenced Transaction Code**, **Referenced Transaction Department** and **Referenced Transaction ID** are copied forward to the resulting DRM transaction. If the DRM is for a specific vendor and not for modifying the entire payment request, you will enter the appropriate **Referenced Vendor Line**.

DRM Header

The Header tab has transaction information. It also contains the reason for the modification. DRM transactions must reference a payment request.

The Type of Payment Request Change option on the Header allows the selection of the type of change you are requesting.

- If *Transaction* is selected, data entry will not be allowed on the Vendor tab. Payee Assignment and Disbursement Options on the Header can be changed.
- If *Vendor Line* is selected, data entry will not be allowed in Payee Assignment and Disbursement Options fields on the Header. In this case, changes in Disbursement Options on the Vendor tab are allowed.

Disbursement Options apply to the whole transaction. The DRM transaction can be used to modify all the Disbursement Options or selected Disbursement Options. Values entered on the DRM transaction will replace the existing values on the Disbursement Request table. No history of the prior DISRQ values will be maintained. If the fields are blank (null) on the DRM transaction, the DRM transaction will not make any updates to the corresponding field on Disbursement Request record. If certain Disbursement Options need to be blanked out, the special value *BLNK* should be entered on the transaction. All check boxes in the Disbursement Options are CVL's with *No*, *Yes* and *No Change*. When a DRM transaction is submitted with a CVL value of *No Change*, the system will not make any update to the corresponding field in the Disbursement Request record. When a DRM transaction is submitted, the system will check for the appropriate entries on the Disbursement Request table for the referenced PR/ABS transaction and update those records. The **Scheduling Reason Code** will be set to *DRM* in the Disbursement Request table for that particular record. Upon validate/submit of a DRM transaction, any errors encountered on the DISRQ table will be returned to the DRM transaction.

DRM Vendor

The Vendor tab captures:

- Reference transaction information along with the Vendor Line Number and Vendor Name.
- Disbursement Options that apply to a particular vendor.
- Miscellaneous Vendor bank information.

› Required/Conditionally Required Fields

The **Generate EFT for Miscellaneous Vendor** field must be checked if EFTs need generated for a vendor that has the **Miscellaneous** flag checked on the Vendor/Customer table.

If the **Generate EFT for Miscellaneous Vendor** flag is checked, then the following fields must be populated:

- ABA Number
- Account Type
- Account Number

ABS Transaction Type

The ABS Transaction Type has several Transaction Codes that can be utilized by Accounts Payable.

ABS Delivered Transaction Codes

The ABS Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

For more information on the Transaction Codes listed below, please refer to the "ABS Transaction Type" topic in the *CGI Advantage - General Accounting User Guide*.

Name	Transaction Code	Intended Use
Check Fee Credit Memo	PCCF1	The Check Fee Credit Memo (PCCF1) transaction can only be generated by the Check Fee batch jobs. The PCCF1 transaction deducts check fees against future disbursements and moves the monies into a holding code.
General Accounting Encumbrance Correction	GAEC	This transaction performs corrections to encumbering GAE transactions when a referencing error was made to that GAE transaction. The correction transaction can re-open some or all of a closed amount, close out some or all of an open amount without a request for payment, or re-open a line while creating a credit memo simultaneously.
General Accounting Expenditure (GAX)	GAX	In Advantage Financial, you can use the General Accounting Expenditure (GAX) transaction for recording accounting based expenditures. Unlike the PRC, the General Accounting Expenditure (GAX) transaction does not have the capability to liquidate a commodity-based transaction. You can use the GAX to purchase goods in which you do not want to track commodity detail. You can also use the GAX transaction to establish disbursements payable for special accounts, such as generic liability, or equity accounts. Also, like the PRC, the GAX allows you to establish the vendor's disbursement options and scheduled payment date. The General Accounting Expenditure (GAX) transaction records payment activity at the object of expenditure level. It does not track activity down to the (lower) commodity level. Taxes, retainage, and procurement card activity is not tracked through the GAX transaction. As with the PRC, the vendor is at the line level, so multiple vendors are allowed on a single transaction.
General Accounting Intercept Payment	GAIP	Transaction codes in the Accounting Based Spending (ABS) transaction type can perform multiple accounting and non-accounting tasks. This one in particular

		displays all the options and other information needed to request payment to an external entity for intercepted external debt. In order to do so, this transaction displays a transaction section, Intercept/Details that no other ABS transaction code does. Unlike the other transactions in the ABS Transaction Type, it does not lend itself to performing other types of accounting or non-accounting activity because the Intercept/Details tab is a required tab of the transaction based on the Transaction Sub Type of *IT*.
Interest Payment Request	IPR	The Interest Payment Request transaction allows users to evaluate and assess interest on late payment requests to vendors. The IPR transaction is classified as an ABS Transaction Type with a sub type of IPR to record the interest in the system. The IPR transaction is generally created during the Automatic Interest Calculation batch process but can be manually created. It includes a protected flag to determine if the transaction has been generated manually or automatically.
Retainage Payment Forfeiture	RTGPF	The Retainage Payment Forfeiture transaction is generated by the Retainage Payout process. It is used to forfeit retainage when the request is entered on the Retainage Summary By Commodity Line page.

M1099 Transaction Type

The M1099 Transaction Type has one Transaction Code that can be utilized by Accounts Payable.

M1099 Delivered Transaction Codes

The M1099 Transaction Type has the following Transaction Code.

For more information on the Transaction Code listed below, please refer to the "M1099 Transaction Type" topic in the *CGI Advantage - Tax Reporting User Guide*.

Name	Transaction Code	Intended Use
1099 Maintenance	M1099	The 1099 Maintenance (M1099) transaction enables authorized users to create or modify 1099 Reported Income (1099R) table records.

Common Business Tasks

Select from the list of the common business tasks for detailed information:

- Create a Payment Request (PRC)
- Pay for commodities purchased with a Master Agreement (PRC)
- Pay for commodities using the Matching process
- Pay a Grant Funding Request using the Matching process
- Copy Forward from AD to Disbursement Revision (DX)

Create a Payment Request

To create a commodity based payment request, perform these steps:

1. Create a transaction with the **PRC** Transaction Code.
2. Complete the Header tab.
    - No particular Header field is mandatory nor is any required for this task. However, Transaction Name and/or Transaction Description can be conditionally required with the Transaction Control table.
    - If the current Application Date should not be used, then manually enter the correct date in the Record Date field.
    - If the default Fiscal Year should not be used, then manually enter the correct year, (that is, prior year or next year), in the Fiscal Year field. Any manually entered year will be used on all accounting lines unless manually entered at that level.
    - If the default Accounting Period should not be used, then manually enter the correct accounting period, (that is, prior period or next period), in the Period field. Any manually entered period will be used on all accounting lines unless manually entered at that level.
    - If you are making a payment to a payee, enter the payee vendor code on this tab. It is very important that the Disbursement Options of the payee be established on the Vendor/Customer table since these options will be used during the Automated Disbursement process to create the check to the payee vendor. The Disbursement Options of the vendors entered on the Vendor Lines are ignored when a payment is made to a payee vendor.
3. Complete the Vendor tab.
    a. Select a valid vendor.
    b. If the Vendor set-up has a default Payment address, then the address will automatically populate during transaction validation. Otherwise, you must select an address using the Address Code pick list. Note that only addresses with the Address Type of Payment can be used on the payment transactions. This is defined on the Vendor/Customer table. The inference of Vendor Name, Alias , and Address

information is also influenced by the Transaction Control setting Disable Vendor Information Inference flag.

c. If the Vendor Payment Address has an associated Contact, then the contact information will also infer during transaction validation. This is controlled by the Transaction Control setting Disable Contact Information Inference flag.

d. Enter Disbursement Options for the Vendor if needed or if it's not configured on the Vendor/Customer table. If configured on the Vendor/Customer table and the fields are left blank, the information will be inferred on Validate or Submit actions. If paying a third party or a payee, the Disbursement Options on the Vendor line are ignored. The disbursement options of the payee/3rd party from the Vendor/Customer table will be inferred to the Disbursement Request table upon submission of this document.

e. If Invoice Information is entered, this information will replicate to each Commodity line, if those fields are left blank on the Commodity line. Completing this section could be helpful to reduce data entry if the same invoice transaction will be used across multiple commodity lines.

f. Discount: Optional fields to record discount terms. Terms entered on the vendor level will be inferred to all commodity lines if the fields on the commodity lines are not completed.

g. The Schedule Payment Date indicates when a disbursement should be made. A date can be entered manually or system logic will default a value based on settings from one or more of these areas:

- Expense section of System-wide Options and Controls table for System Payment Lag
- Vendor Customer for Schedule Payment Day
- Object table for Payment Lag
- Accounting Line for Service To date
- Vendor Line for Discount Terms

A date manually entered should not be before the current application date, and if it is, a warning is issued. As with many Disbursement Options, this one cannot be changed on a modification transaction. The Disbursement Management page must be used to make a change. It can also be updated on the Disbursement Request table if you have proper security.

Upon Validate/Submit, after the Address ID on the Vendor Line is inferred, if they have not been manually entered, the system shall infer the Disbursement Type and Format values as follows:

- If Allow Prenote/EFT on Vendor Address is set to True on the Application Parameters table, the Transaction will take the Vendor and Address Code from the Vendor Line and look up the associated Vendor's Payment Address record on the Vendor Address table.

- If the EFT Status field is set to Eligible for EFT and the Generate EFT flag is set to true on the associated Payment Address, the system shall take the EFT Format value from the Vendors Payment Address record and retrieve the associated Disbursement Type value from the Disbursement Format table and populate the Disbursement Type and Format fields on the transaction.

- If the EFT status field is populated on the Vendors Payment Address record but not set to Eligible for EFT, the system shall infer the Default Type and Default Format from the Vendors Location record to the Disbursement Type and Format fields on the transaction.

Otherwise, if Allow Prenote/EFT on Vendor Address is set to False on the Application Parameters table, the system shall attempt to retrieve the EFT information from the Vendors Location record.

- If the EFT Status field is set to Eligible for EFT and the Generate EFT flag is set to true, the system shall take the EFT Format value and retrieve the associated Disbursement Type value from the Disbursement Format table and populate the Disbursement Type and Format fields on the transaction.

- If the EFT Status field is not set to Eligible for EFT, the system shall infer the Default Type and Default Format from the Vendors Location record to the Disbursement Type and Format fields on the transaction.

4. Complete the Commodity tab.

   a. Insert a Commodity line and populate required/necessary fields.

   b. Enter a Commodity Code, using the Commodity Code Pick List icon.

   c. (Optional) Enter the Contract Amount (if Item Type is Service) or Quantity, Unit Price, and Unit of Measure (if Item Type is Item) to be paid.

      Notes:

      - If left blank, Received Service From Date and Received Service To Date are inferred from the Record Date of the transaction.

      - Invoice Information may be required, as configured on the Transaction Control table. If you enter invoice information on the Vendor tab, transaction validation will infer this on the Commodity Invoice Information. If invoice information was not entered on the Vendor Line, you can enter it here. Otherwise, this section could be left empty.

      - When an IN Transaction is referenced on a Payment Request, the Vendor Invoice Number, Vendor Invoice Line Number and Vendor Invoice Date will be inferred from the referenced IN transaction.

      - The Vendor Invoice Number may also be entered directly on a Payment Request if no IN Transaction is referenced. If a Vendor Invoice Number is entered without an associated IN Transaction, then an update will be made to the Vendor Invoice Registry table for the Vendor and Vendor Invoice Number combination. If entered directly onto the Payment Request, the Vendor/Vendor Invoice Number may already exist on the Vendor Invoice

Registry table. If the Vendor/ Vendor Invoice Number is found on the Vendor Invoice Registry table, an overridable error will be issued. The message exists to prevent the accidental payment of an invoice line more than once. When the transaction is submitted, the Dollar Amount of the original Vendor Invoice Registry record will be updated and the Multiple Reference flag will be checked to indicate the amount has been updated by more than one transaction.

- Fixed Asset Information: These fields are used to generate Fixed Asset Shell(s) for the Payment Request by the Fixed Asset Shell Generation process.

5. Complete the Accounting tab.
    a. Insert an Accounting line.
    b. (Optional) Enter an Event Type, using the Event Type pick list icon. If a default was selected on the Allowable Event Type for Transaction Codes table, then this value will infer during transaction validation when the Event Type is blank.
    c. Enter the Line Amount to be paid.

        Notes:

        - The Accounting tab's Total Line Amount must equal the total from the Commodity tab.
        - Fiscal Year and Period will default to the Application Date, unless otherwise entered.
        - Budget Fiscal Year will default to the Application Date or as configured on the Budget Fiscal Year Inference or BFY and Appropriation Inference tables unless otherwise entered.
        - The Disbursement Category would be inferred from the Vendor Line or from the Disbursement Category Inference and Combination Validation or the value provided on the Accounting Section based on the configuration on the Application Parameters table.
        - If budget lines are required, as defined on Budget Requirements table, the Fund and Detail Accounting elements must be valid budget lines for those budget structures. Alternatively, if an accounting template has been configured on the Accounting Template table, enter the Accounting Template Code.
6. **Validate** the transaction.
7. If errors exist, fix the errors and repeat step 6. If no errors exist, then continue with the next step.
8. Click the Submit button to submit the transaction.
9. Once the Payment Request is submitted, verify updates to the Disbursement Request page. Note the below about disbursement options and updates to the Disbursement Request page.
    - Regular payments: The disbursement options of the vendor should be inferred from the Vendor/Customer table if established. You can change or enter the values before submission and the transaction will retain your input. The disbursement options will be updated on the

Vendor line and once submitted, they will be updated to the Disbursement Request page. Note that one record will be created on Disbursement Request for each Accounting Line of the Payment Request.

- Payee payments: The payee vendor information will be updated to the Payee fields while the vendor information is updated to the Vendor fields. The disbursement options of the payee vendor will be updated to the Disbursement Control fields. Note that one record will be created on Disbursement Request for each Accounting Line of the Payment Request.
- Third Party payments: The Third Party Vendor information will be updated to the Payee fields while the vendor information is updated to the Vendor fields. The disbursement options of the third party vendor will be updated to the Disbursement Control fields. Note that one record will be created on DISRQ for each Accounting Line of the Payment Request

Note: For more information on the PR Transaction Type, refer to the following topics: Header, Vendor, Accounting Distribution, Commodity, and Accounting.

Pay for Commodities Purchased with a Master Agreement

To pay for commodities purchased with a Master Agreement, perform these steps:

1. Navigate to the Shopper page.
2. Search for the MA transaction for which PRC is to be created.
3. Select the lines of the MA. Indicate the quantity that you want to order in the Quantity field, and then select **Add to Cart**. For Services, indicate the amount in the SC Amount field and then select Add to Cart.
4. Click the **Proceed to Checkout** button. It transitions you to the Checkout page, which allows you to generate the appropriate transaction based on the items selected in your Shopping Cart.
5. On the Checkout page, enter the **Transaction Code** for the Payment Request (PRC) and the **Transaction Department Code**.
6. Enter a **Transaction ID** or click **Auto Numbering**.
7. Click the **Checkout** button.
8. Navigate to the Vendor line and enter **Disbursement Options**, if needed.
9. Navigate to the Commodity tab. Verify fields and update as needed.
10. Navigate to the Accounting tab and insert a new line or validate the transaction and the Accounting line will be created based on the information from the Commodity line and referenced transaction. If the Accounting line is not created from the Commodity line, insert the line and enter necessary information.
11. Validate the transaction.
12. If errors exist, fix the errors and repeat step 11. If no errors exist, then continue with the next step.
13. Submit the transaction.

Note: For more information on the PR Transaction Type, refer to the following topics: Header, Vendor, Accounting Distribution, Commodity, and Accounting.

Pay for Commodities Using the Matching Process

Payment Request transactions can be created by the Matching Manager chain job. The Matching Manager process initiates payments to Vendors when orders meet certain Matching criteria per commodity line item. This chain process generates and submits a Matching Payment Request (PRM), or Matching PR - Negative (PRN with an Inverse Reference Type), and/or Internal Matching Payment Request (PRMI).

Each transaction code is created under a different situation:

- The most common, the PRM, is created when the Invoice and/or Receiver that was matched contain a *Partial* or *Final* Reference Type.
- The PRN is created when the Invoice matched contains an Inverse Reference Type.
- The PRMI is created when the vendor matched is marked as an Internal Account on the Vendor Customer table.
- The Payment Request is created based on the Matching Level and Match Indicator established on the Commodity table, Procurement Transaction Control table, and/or System Options table. For more information on Matching settings refer to the "Matching" topic in the *CGI Advantage - Procurement User Guide*.

The following steps detail the way Payments can be generated for Purchase Orders that have Match Indicator of "Order-Invoice-Receipt" or "Order-Receipt" or "Order-Invoice".

1. Create a Purchase Order.
2. Create an Invoice Transaction.
3. Create a Receipt Transaction.
4. The Purchase Order, Invoice and Receipt update the Matching Status Award Tables - Match Status Award Line Table, Match Status Invoice Table and Match Status Invoice Header Table.
5. Run the Matching Transaction job.
6. If errors exist on the generated transactions, fix the errors and repeat Step 5 to run the Matching Transaction chain job.
    - Often times, the errors cannot be fixed on the generated Payment Request. You may need to fix the errors caused by the originating transactions (Purchase Order, Invoice, or Receiver).
    - With proper security, Disbursement Options of a Matching Payment Request can be changed on the Disbursement Request table after the transaction has been submitted.

Pay a Grant Funding Request using the Matching Process

Payment Request transactions to pay Grant Funding Requests can be created by the Matching Manager chain job. The Matching Manager process operates almost identically for Grant transactions as it does

for all other transactions. The only difference is that Commodity Lines from Grant Funding Request (GFR) transactions are all consolidated under a single Payment Request referencing the Grant Award transaction. When the Matching Manager selects the Invoice Transaction Type transaction Commodity Lines for processing, if the Transaction Sub Type is equal to GFR, the system consolidates any Commodity Lines that have the same Referenced Transaction Dept, Referenced Transaction Code, Referenced Transaction ID, and Referenced Commodity Line into one Payment Request transaction.

The following scenario details how this process is used to create Payment Request transactions for Grant Funding Requests.

A Volunteer Fire Assistance grant is awarded to “SG Fire Dept” and established on the Grant Given (GG) award transaction as shown below:

GG - DNR - 03292015XXXX1

VL		CL#	CL Description	CL Amount	AL#	Budget Category (Task Code)	Event Type	AL Amount
1	SG Fire Dept	1	VFA Grant (State)	$200,000.00	1	Personnel (101)	PR05	$9,000.00
					2	Fringes (102)	PR05	$7,000.00
					3	Travel (103)	PR05	$20,000.00
					4	CS&M (104)	PR05	$35,000.00
					5	Contractual (105)	PR05	$124,000.00
					6	Indirect (106)	PR05	$5,000.00
		2	VFA Grant (Local Match)	$150,000.00	1	Contractual (105)	CG05	$150,000.00
				$350,000.00				$350,000.00

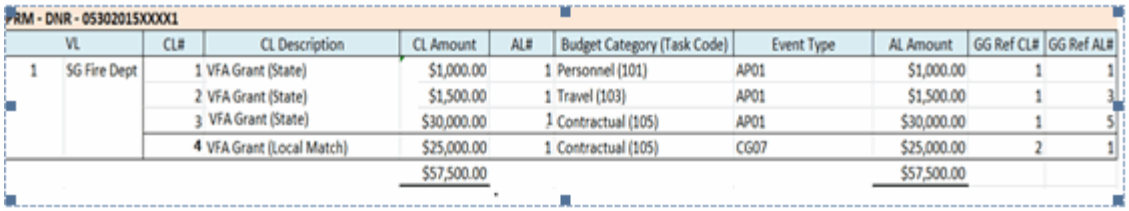
Two commodity lines are established on the Award transaction, one for the grant funds and the other for the grantee match. The grant funding line (CL#1) has 6 different accounting lines (AL) that are associated to a different budget category established as Task Codes. The grant match line (CL#2) is established with a match event type of CG05 (Expected Cash Match).

A grantee user from the SG Fire Dept logs into the Vendor Self Service application and creates a Grant Funding Request transaction by referencing the Grant Given transaction above. The grantee selects the appropriate budget categories using the Category dropdown field, enters the report amount for the match line, and submits the Grant Funding Request transaction that is then synced to Financial.

GFR - DNR - 05292015XXXX1

VL		CL#	CL Amount	Budget Category (Task Code)
1	SG Fire Dept	1	$1,000.00	Personnel
		2	$1,500.00	Travel
		3	$30,000.00	Contractual
		4	$25,000.00	Contractual
			$57,500.00	

When the Grant Funding Request transaction from Vendor Self Service gets synced over to Financial, and subsequently once the Advantage Matching Manager has been run (or a Payment Request is manually created referencing the Grant Funding Request transaction), the Payment Request Transaction processor reads the above transactions, accounts for the budget categories, and generates the appropriate accounting lines on the payment request based on the referenced lines of the Grant Given transaction. The accounting lines for CL#1 of the Payment Request are generated referencing the appropriate accounting lines of the Grant Given transaction based on the budget category (task code). The accounting line for CL#2 is generated with event type CG07 (Reported Cash Match) since it references event type CG05 (Expected Cash Match).



PRM - DNR - 05302015XXXX1

VL		CL#	CL Description	CL Amount	AL#	Budget Category (Task Code)	Event Type	AL Amount	GG Ref CL#	GG Ref AL#
1	SG Fire Dept	1	VFA Grant (State)	$1,000.00	1	Personnel (101)	AP01	$1,000.00	1	1
		2	VFA Grant (State)	$1,500.00	1	Travel (103)	AP01	$1,500.00	1	3
		3	VFA Grant (State)	$30,000.00	1	Contractual (105)	AP01	$30,000.00	1	5
		4	VFA Grant (Local Match)	$25,000.00	1	Contractual (105)	CG07	$25,000.00	2	1
				$57,500.00				$57,500.00		

From this example, you can see that Grant Funding Requests can contain multiple Grant tab lines that all reference a single Commodity Line on the Grant Award transaction. Subsequently, the Payment Request built from the Grant Funding Request transaction will contain multiple Commodity Lines referencing a single Award Commodity Line, each with a single accounting line. Accounting Line reference data is displayed on the Grant tab of the Grant Funding Request to ensure that the accounting line references are clear.

Copy Forward from AD to Disbursement Revision

The following case illustrates how to create a DX by copying forward from an AD transaction that booked an expenditure. The steps are no different if done from an EFT or MD transaction.

1. Open an AD that is in a *Final* Phase.
2. Click **Copy Forward**.
3. Enter the **Transaction Department Code** and **Transaction ID**.
4. Select **Target Transaction Code** *DX*.
5. Click **OK**. All data, relevant to the AD, is copied to the DX. The vendor line will contain the vendor code, address information, and contact information as entered on the disbursement.
6. The first accounting line(s) referred to as the back-out line will have a Line Amount equal to a calculation from the disbursement line using the following: -1 * (Line Amount – Retainage Amount + Interest/Penalty – Discount). All COA from the disbursement accounting line will be brought forward to the DX along with any Line Description and BFY into corresponding fields. The Transaction Code, Department, ID, Vendor Line, and Accounting Line of the disbursement will be placed in the respective reference fields and the Reference Type will be set to *Memo*.
7. The second accounting line for the line copied forward will have the same information, except the Line Amount will be of the opposite sign. This is referred to as the reposting line.
8. Change one or more COA fields on the reposting line. If doing a partial revision, change the Line Amount on both lines. If recording more than one reposting line, copy the initial one and make changes to the second one.
9. Validate the transaction.
10. If errors exist, fix the errors and repeat Step 9. If no errors exist, then continue with the next Step.
11. Submit the transaction.

Note: For more information on the DX Transaction Code, refer to the "ABS Transaction Type" topic in the *CGI Advantage - General Accounting User Guide.*

Retainage

The retainage functionality within Advantage includes setting contracts up with retainage, tracking all retainage withholding, payment of retainage, and forfeiture of retainage. This topic describes the retainage process and the means in which all the transactions are done in Advantage. The following items are covered in this topic:

- Retainage Setup
- Establish Retainage Terms
- Hold Retainage
- Entering or Overriding Retainage Terms on a Payment Request
- Retainage Released / Forfeited
- Collateral

Retainage Setup

In Advantage Financial, there are two places that need to be set up to use the retainage feature:

- Application Parameter (APPCTRL) - Verify the setting for the Retainage Forfeiture Option parameter.
- Retainage Fund Control (RTGFC)

Establish Retainage Terms

Retainage in Advantage Financial begins in the procurement cycle, but the accounting events occur within the accounts payable cycle. In order to initiate the retainage of funds, you must first establish the Retainage Terms on the Award transaction (namely, Purchase Order “PO”) at the Commodity Line level. Award transactions with retainage terms can be viewed by Commodity Line on the Retainage Summary table.

When an Award is established in Advantage Financial, it is determined if the Commodity(s) on the Award are subject to the withholding of retainage. If a commodity is subject to retainage, the Retainage Terms are established on the Award transaction. Retainage Terms must be established at the line level for each Commodity on the Award that is subject to Retainage. Any changes that need to be made to the Retainage Terms of a commodity line on an Award (prior to Award approval) must be changed on the Award transaction. Retainage Terms can be viewed on the Retainage Summary by Commodity Line table and Retainage Detail table. Once the Award has been approved and processed, Retainage Terms can be changed, by modifying the Award transaction.

Retainage can be withheld using one of, or a combination of the following methods:

- Percentage of Percent of Invoiced Amount - This method is implemented by filling in the greater than and less than or equal to percentage to retain in the Percentage rows. The retained amount cannot exceed the commodity line amount. Up to five ranges can be specified. For example, if less than 40% of an Award has been invoiced, 10% is withheld. If more than 40% but less than

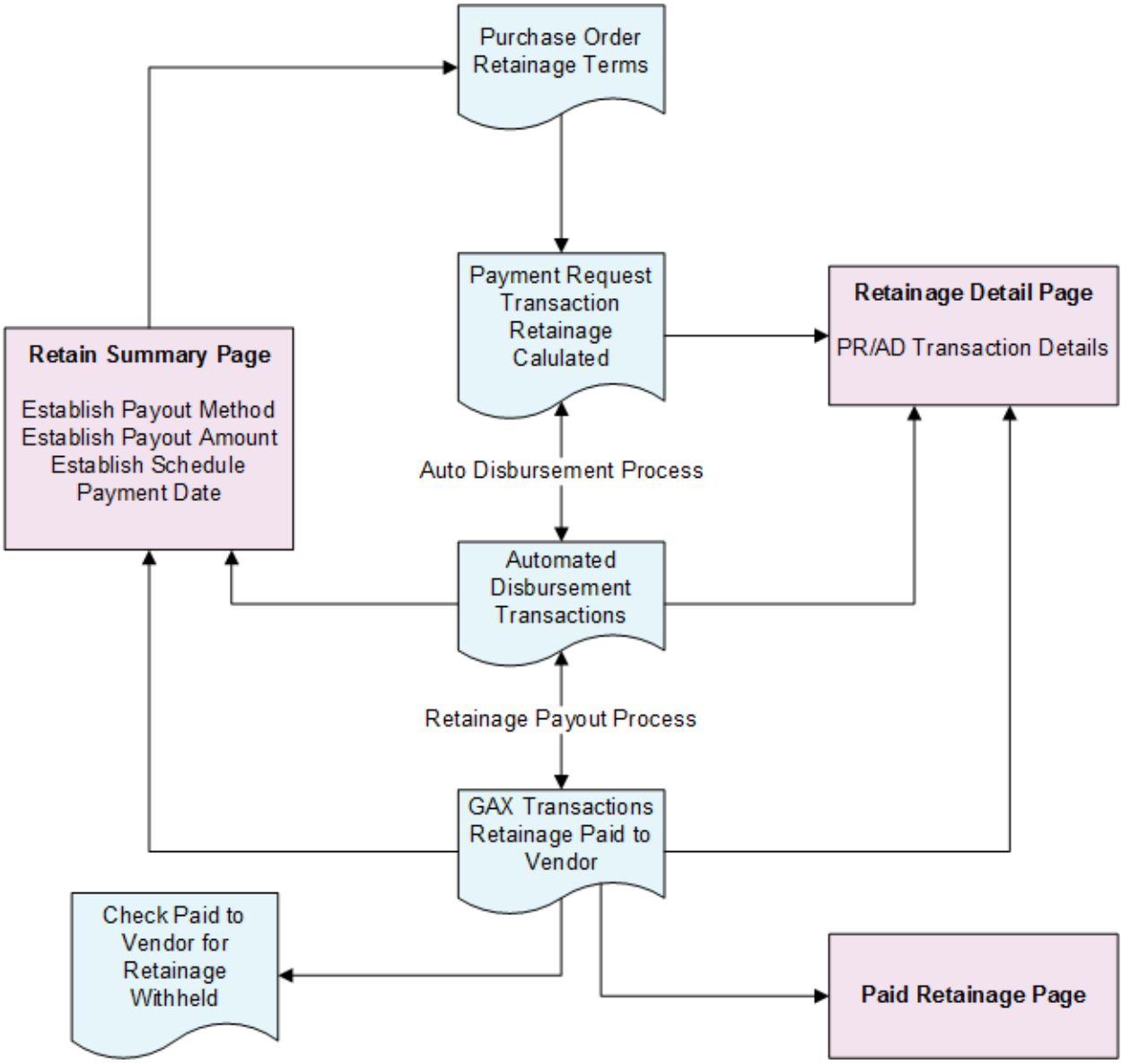
60% has been invoiced, 5% is withheld, etc. You must enter the percentages that are applicable.

- Percentage of Dollar Amount of Invoiced Amount - This method is implemented by filling in the greater than and less than or equal to percentage to retain in the Dollar rows. The retained amount cannot exceed the commodity line amount. Up to five ranges can be specified. For example, if the amount paid on an invoice is less than $25,000, retain 5%. If the total amount invoiced is greater than $25,000 but less than $100,000, retain 2%, etc. You must enter the percentages and dollar amounts that are applicable.
- Dollar Amount of Percentage Invoiced Amount and Dollar Amount of Dollar Invoiced Amount - For example, if invoice is less than 50%, retain $10,000 or Retain $10,000 if invoice is less than $50,000. This method is implemented by filling a dollar amount range and, instead of a retained amount, fill in a percentage to retain in the Retain % field. On the other hand, you can fill in a retainage percentage range and an amount in the Retain $ field.
- Lump Sum Figure - A one-time lump sum amount can be retained. If this method is used, you only need to enter a total dollar amount in the Retain Amount 1 field. When you enter a lump dollar amount, say $25,000, the system will retain all payments until this threshold is reached.

Refer to Retainage Summary by Commodity Line and Retainage Detail topics for more information on this page.

Hold Retainage

Although the retainage terms are established on the Award transaction, the actual withholding of Retainage in Advantage Financial occurs in the Payment Request and Automated Disbursements processes. Based on the information entered on the Award transaction, payments are made to the contractor for the invoice amount, less retainage withheld. The retainage is recorded as a liability until liquidated (for example, paid out to vendor or third party or forfeited to the public entity).



Retainage Process includes the following areas:

- Calculating Retainage

  In Advantage Financial, once the retainage terms have been defined, the holding of retainage is an automated process (refer to Automated Disbursements). When the vendor invoice is received, a Payment Request transaction is entered into the system. If the Payment Request references an Award, the Award number and commodity line number are entered on the commodity line of the Payment Request transaction. When the Payment Request is validated, the system verifies all information related to the Award. If the referenced Award commodity line is subject to retainage, the amount is automatically calculated on the Payment Request based on the retainage terms entered on the Award. When the payment transaction is submitted, the Retainage Amount is updated to the Pending Retainage field on the Retainage Summary by Award. Retainage Summary By

Commodity Line and the Retainage Detail pages. To manually enter or override retainage terms on the payment request transaction, refer to Entering or Overriding Retainage Terms tab.

- Holding Retainage during disbursements

  During the Automated Disbursements Process, retainage is withheld on the Disbursement (AD or EFT) transaction. The Retainage Amount is taken from the referenced payment transaction. The Retainage Amount is not recalculated during disbursements. When there is retainage on a disbursement transaction, a posting line is created for the Retainage Amount. When the disbursement transaction is submitted, the Retainage Withheld field is updated on the Retainage Summary by Award, Retainage Summary By Commodity Line and the Retainage Detail pages.

  If a Manual Disbursement (MD) transaction references the payment transaction that has retainage, a posting line will be created for the Retainage Amount. When the MD transaction is submitted, the Retainage Withheld field is updated on the Retainage Summary by Award, Retainage Summary By Commodity Line, and the Retainage Detail pages. When the MD references a payment request with retainage, the user has the option to exclude retainage from the check with the use of the Exclude Retainage check box. If the Exclude Retainage check box is selected on the Accounting Line of the MD, retainage from the referenced payment transaction will not be withheld. When the MD transaction is submitted, the Retainage Line Amount on the MD will be set to zero. The Total Retainage Withheld field will not be updated on the Retainage Summary By Commodity Line record and the Pending Retainage Amount will decrease by the amount of the referenced payment request.

Entering or Overriding Retainage Terms on a Payment Request

The Retainage Terms tab on the Payment Request transaction allows you to enter or override retainage terms. The **Retainage Adjustment Amount** and **Retainage Adjustment Percentage** fields enables you to either manually enter a retainage amount on a PRC that references a PO type transaction that does not contain Retainage Terms, or override (either as a dollar amount or percentage) the terms referenced from the award for that single payment request transaction. The **Original Retainage Amount** field will display the original commodity line retainage amount when retainage is entered/overridden on the payment request. Finally, the **Retainage Override** flag will be checked if a value is entered in either the **Retainage Adjustment Amount** or **Retainage Adjustment Percentage** fields. This update will be a powerful inference, meaning that as long as either field remains greater than zero, the system will enforce that the field is selected.

In cases where you wish to override the retainage terms with a "*0.00*" value on either the **Retainage Adjustment Amount** or **Retainage Adjustment Percentage** field; on validate, you must manually select the **Override** flag. In this situation, the system will update the originally calculated retainage amount to the **Original Retainage Amount** field, and set the original retainage amount on the commodity and accounting line to *zero* (*0.00*). Note that because no retainage is withheld from the payment, no record will be created or updated on the Retainage Detail record when the PRC is submitted to final.

If you decide not to override the referenced retainage terms and both the **Retainage Adjustment Amount** or **Retainage Adjustment Percentage** fields are blanked out; on validate, the system will leave the **Retainage Override** flag *unchecked*, reset the **Original Retainage Amount** value to "*0.00*" and recalculate the **Retainage Amount** based on the retainage terms on the referenced award transactions.

Only one field entry (**Retainage Adjustment Amount** or **Retainage Adjustment Percentage**), will be allowed on a single Retaining Commodity Line. When retainage terms are modified on a Payment Request transaction, the impact is only for that specific Payment Request. Any subsequent Payment Request transactions processed will adhere to the retainage terms established on the referenced award transactions.

- If the Retainage Adjustment is entered as a **percent** on the payment request, upon validate/submit, the system will calculate the dollar amount of retainage based on the specified percentage multiplied by the **Line Amount** on the Commodity Line.
- If the Retainage Adjustment is entered as a **dollar amount** on the payment request, upon validate/submit, the system will replace the calculated retainage amount with the dollar amount entered in the **Override Dollar Amount** field. The **Retainage Adjustment Amount** cannot exceed the **Commodity Line Amount**.

For example:

- A commodity line amount is for $20,000.00 and has retainage terms of 0-100% retain 25%.
- The first payment request created for $10,000.00 will automatically calculate $2,500.00 as the **Retainage Amount** because the transaction references a PO Transaction with Retainage terms. In addition, $7,500.00 will be calculated as the **Payment Amount**.
- If, after the first validate, the user enters 35.00 on the Percent field of the Retainage terms subsection and re-validates the transaction, the system will check the **Retainage Override** flag to indicate the term was overridden.
- The system will update the **Original Retainage Amount** with the $2,500.00 amount.
- The system will recalculate $3,500.00 as the **Retainage Amount** and $6,500.00 as the **Payment Amount**.
- When the payment request is submitted, the retainage posting routine for the payment transaction will perform the standard updates to the **Pending Retainage** and set the **Retainage Override** flag to *checked* on the Retainage Detail record, and update the **Pending Retainage** on the Retainage Summary By Commodity Line page.

Entering Retainage Terms on a Payment for a Contract with No Retainage Terms

In cases where a **Retainage Adjustment Amount** or **Retainage Adjustment Percentage** are entered on the Payment Request that references an Award without retainage terms previously established, the Payment Request transaction will create a new record on Retainage Summary By Commodity Line and issue a warning message. Upon a successful submission of the Payment Request, the transaction will create a new record on Retainage Detail table and update the **Pending Retainage Amount** and the **Retainage Override** flag. The Payment Request transaction will create a new record on the Retainage Summary By Commodity Line page for the referenced Award commodity line and update the **Commodity Line Amount**, T**otal Payments Associated with Retainage**, and **Pending Retainage Amount**. Because the PRC transaction will not update the retainage terms on the referenced Award's commodity line, the retainage terms fields (sections 1-5) for the new record on Retainage Summary By Commodity Line page will be set to '*0.00*'. Subsequent Payment Request transactions that reference the same Award will not automatically calculate retainage. The retainage entered on the Payment Request applies to that transaction only.

Retainage Released / Forfeited

In Advantage Financial, retainage can be paid out throughout the life of the Award, or upon completion of the Award. The accounting entries posted will vary depending on the payout method selected. The Retainage Payout process is a group of batch jobs that will automatically select and create transactions to release or forfeit retainage.

The Retainage Payout chain process will generate a Retainage Payment Forfeiture (RTGPF) transaction. The Payout Method, Schedule Payment Date, invoice as well as the other fields in the Payout Terms sections on Retainage Summary By Commodity Line page will be completed on the transaction through the batch process. The field values will be displayed on the corresponding tab of the transaction. For example, the Payout Method, Requested Schedule Payment Date, and request release amount will be updated to the transaction Header. The event type, based on the payout method selected, will be updated on the onto the accounting line tab.

Upon successful submission of the RTGPF transaction, the transaction will create new record(s) on the Retainage Released/Forfeited table and perform the standard transaction updates. Also, the transaction will update the corresponding records on the Retainage Detail and Retainage Released/Forfeited tables.

- The funding elements on the Payment Request are based on the original expenditure and/or the information stored on the Post Award transaction. For release of Retainage, the Retainage Payout process will use the FIFO (First In, First Out) method of retrieving the original expenditure accounting line. The first expenditure accounts in the retainage bucket are the first ones out of the bucket.
- All expenditures related to an Award with Retainage Terms are maintained in the system until the Award is closed.
- An Award is not considered closed until the Award terms have been satisfied and retainage has been fully paid out.
- All Payment Requests that reference an Award are linked to the Award, as long as the Award is still open. This will allow you to access the Payment Request for inquiry, as well as provide the payout process to retrieve the original expenditure and the retainage held against it. Each payout against the original expenditure should reduce the retainage withheld and the difference stored for the next payout cycle. If the Payment Request is ‘Memo’ referencing an Award that has retainage terms, the Payment Request should not calculate retainage.
- The retainage payout must be to the original expenditure accounts.
- Forfeiture of retainage is calculated based on the FIFO method or by the terms established on the Fund. This choice is entered by the Retainage Forfeiture Option on the Application Parameters table. Please see the "Retainage Setup" topic in this guide for more information.
- Once the **Schedule Payment Date**, **Payout Method**, and other parameters have been entered on the Retainage Summary By Commodity Line page, the Retainage Payout process begins the process of selecting the specific expenditures to liquidate for retainage. The Retainage Payout process provides a number of batch parameters to allow event type set up for different payout or forfeiture situations. Refer to the “Accounts Payable Accounting Model” topic in the *CGI Advantage - Financial Administration User Guide* for details on the various event types.
- Please note that Commodity Encumbrance Corrections with the *Inverse* Reference Type do not update retainage tracking. Such events have to manually accounted for in the payout or forfeiture

event. To assist with this analysis, there is the Retainage Suspect After Encumbrance Correction report. Refer to the *CGI Advantage - Accounts Payable Run Sheets Guide* for more information on this report.

Outputs of Retainage Payout Process

The output of the Retainage Payout process is a Retainage Payment Forfeiture (RTGPF) transaction. Assuming there are no errors, and no changes need to be made, the transaction is processed according to the individual transaction rules. When the output transactions are processed, the Retainage Released/Forfeited field on the Retainage pages are updated with the corresponding retainage released amount for the associated Award transactions and the Retainage Unpaid field displays the calculated result of Retainage Withheld minus Retainage Released Amount.

The Retainage Payout process will also make updates to the Retainage Released/Forfeited page with the amount of retainage released, Award transaction information, and Payment Request transaction information.

Collateral

Advantage Financial supports the capture of collateral in lieu of retainage withheld. When the vendor chooses to provide a collateral in lieu of retainage, a new record must be added to the Collateral Management (COLLM) table. The Collateral Management page will be used to record the collateral received for a Revenue Contract. A new record should be added by entering the **Award Transaction Code**, **Award Transaction Dept**, **Award Transaction Unit** (optional), **Award Transaction ID, Custodial Account Number**, **Required Market Value**, **Par Value**, and **Extended Description** (if necessary). The record's **Active** flag will automatically default to checked if a record has been set up on Retainage Summary By Commodity Line page to substitute collateral.

Advantage Financial will verify that the Award information entered (**Transaction Code**, **Transaction Dept**, and **Transaction ID**) corresponds to an existing (finalized) Award already in the system. If the Award exists, the record will be saved. The new Collateral Management record will provide a link to the Award based on the Award information as well as a link to Retainage Summary By Commodity Line page. If the Award does not exist or has not been finalized, the record cannot be saved on the Collateral Management table.

Once the Award terms have been met, or the withheld collateral for a revenue contract is to be returned to the vendor, the collateral will be released. The actual return of collateral will take place outside of the financial system. The recording for the release of collateral will be done by manually entering the **Amount of Last Collateral Release** amount and **Date of Last Release** on the Collateral Management table. Once the collateral is released to the vendor, the user will enter the **Collateral Released** amount and the **Date of Last Release**. When the entire collateral withheld amount has been released to the vendor, the user should *uncheck* the **Active** flag to indicate there will be no further activity for this record. No accounting entries will take place for the release of collateral.

Cross Year Payment Request

This section discusses an alternative system feature for payment accruals used in lieu of the Matching Fiscal Year to the Budget Fiscal Year parameter on the Application Parameters table.

This feature, the Cross Year Payment Request, has a unique feature whereby encumbrance liquidations occur with a prior Budget Fiscal Year, Fiscal Year and Accounting Period while the accrued expenditure and payable occur in the current Budget Fiscal Year, Fiscal Year and Period. This feature is triggered by a Payment Request determining if it is being processed in or after the 'Accounts Payable Period'.

The Accounts Payable Period (APP) field on the Spending BFY Stage Definitions table is used to specify whether the Stage Start and Stage End Dates are during or after the Accounts Payable Period. This field enforces certain inferences and edits for payment request transactions for PR Transaction Types and ABS Transaction Types with a Transaction Sub Type of GAX, TA, and TP. The system uses the transaction's Record Date to perform a lookup to the Spending BFY Stage Definition Table.

Payment requests may be affected by the Application Parameters called Accounts Payable Period Accounting Fiscal Year and Accounts Payable Period Accounting Period. If the Accounting Fiscal Year (AFY) > Budget Fiscal Year (BFY) on a liquidation posting line, the system sets the AFY and APD to the Accounts Payable Period Accounting Fiscal Year and Accounts Payable Period Accounting Fiscal Year parameters from the Application Parameters table. These values are discussed in the applicable situation below.

Another consideration for cross year payment requests is the **Liquidation Lines** flag on the Budget Fiscal Year Staging Transaction Events table. The Budget Fiscal Year Staging functionality allows the rules against a referenced transaction to differ when it applies to liquidation lines versus the rules that apply when the referenced transaction is created or modified and has BFY Staging rules apply to its standard/non-standard posting lines. This logic is independent of the **Accounts Payable Period** field logic.

Important Note: Records with BFY *9999* will bypass the rules put in place for the Accounts Payable Period no matter what the Accounts Payable Period field is set to.

The following items are discussed in this topic:

- Payment Requests "During" the Accounts Payable Period Accounting Fiscal Year when BFY Does Not Equal 9999
- New payment transactions during the Accounts Payable Period
- Modified and Canceled Payment Request transactions during the Accounts Payable Period
- Payment Requests "After" the Accounts Payable Period when BFY Does Not Equal 9999
- Modified or Cancelled payment transactions "After" the Accounts Period

Payment Requests "During" the Accounts Payable Period Accounting Fiscal Year when BFY does not equal 9999

The **Accounts Payable Period** field on the BFY Stage Definition, with a value of 'During' determines how a non-capital fund (BFY not equal to 9999) payment request should have the liquidation posting lines AFY and APD set, while keeping the Accounting Fiscal Year defined/defaulted on the Accounting line for the non liquidation posting lines. This allows the liquidation lines to use a prior fiscal year and prior

accounting period and the non-liquidation lines to use a current fiscal year and accounting period. The *During* value also sets the BFY on the non-liquidation posting line as a current BFY.

You are able to process a non-capital fund payment request during the Accounts Payable Period in the same manner you do a current year payment request. The system recognizes that an entry is during the accounting payable period if the BFY Stage the transaction's record date falls in has the Accounts Payable Period field set to *During*.

The *During* APP transactions will liquidate the encumbrance in the prior accounting and budget fiscal year and post the entire expense to the current accounting and current budget fiscal year. Any modifications to a transaction that was created during the APP and is within the same Accounts Payable Period will post in the same manner.

New Payment Transactions During the Accounts Payable Period

A Payment Request is defined as "new" if it is a brand new transaction is being created, or a new accounting line is being created. This logic will occur when a new Payment Request transaction is created and all of the following criteria are met:

- The new payment transaction occurs during an Accounts Payable Period as defined on the Spending BFY Stage Definition Table (use the BFY from the referenced encumbrance for lookup, and verify the BFY Stage the transaction record date falls in has the **Accounts Payable Period** field set *During*) and
- The **BFY** of the transaction is not equal to '*9999*'.

If all of the above criteria are met, the application will do the following:

1. Accounting line logic:

   Disable the inference of the **BFY** from the referenced encumbrance. After the **AFY** is inferred on the Accounting Line, the system will then set the **BFY** to equal the **AFY**. Note the **AFY** and/or **BFY** values may be changed on the accounting line. BFY Staging shall be utilized to ensure that **AFY** = **BFY** for new payment requests during the Accounts Payable Period.

2. Posting line logic
   - Standard and Non Standard Posting lines:
     - The **BFY** value from the accounting line is then used on the non liquidation posting lines.
     - The **AFY** of the non-liquidation posting lines will come from the accounting line. In this case, the system will set it to the current **AFY** and APD.
   - Liquidation Posting lines:
     - Liquidation posting lines will continue to use the **BFY** of the referenced transaction.
     - If the **AFY > BFY** on a liquidation posting line then set the **AFY** and **APD** to the Accounts Payable Period Accounting Fiscal Year and Accounts Payable Period Accounting Period parameter values from Application Parameters table

If there is no referenced encumbrance, the payment request is considered a prior year payment once the new fiscal year starts.

Modified and Canceled Payment Request Transactions during the Accounts Payable Period

The logic below refers when a modified (modification to an existing accounting line) or canceled payment request is created and all of the following criteria are met:

- The modification or cancellation payment request occurs during the Accounts Payable Period defined on the Spending BFY Stage Definition Table (use the **BFY** from the referenced encumbrance for lookup and verify the BFY Stage the transaction record date falls in has the "Accounts Payable Period" field set *During*) and
- The **BFY** of the transaction is **not equal** to *9999*.

If all of the above criteria are met, the application will do the following:

1. Accounting line logic:

   Disable the inference of the **BFY** from the referenced encumbrance. After the **AFY** is inferred on the Accounting Line, the system will then set the **BFY** to **equal** the **AFY**. Note the **AFY** and/or **BFY** values may be changed on the accounting line. BFY Staging shall be utilized to ensure that **AFY = BFY** for new payment requests during the Accounts Payable Period.

2. Posting line logic
   - Standard and Non Standard Posting lines:
     - The BFY value from the accounting line is then used on the non-liquidation posting lines.
     - The AFY of the non-liquidation posting lines will come from the accounting line. In this case, the system will set it to the current AFY and APD.
   - Liquidation Posting lines:
     - Liquidation posting lines will use the **BFY** of the referenced transaction.
     - If the **AFY > BFY** on a liquidation posting line then set the **AFY** and **APD** to the Accounts Payable Period Accounting Fiscal Year and Accounts Payable Period Accounting Period parameter values from Application Parameter table.

A modification or cancellation to a payment request entered prior to the Accounts Payable Period produces liquidation lines that will post to the prior **AFY**, **APD**, and **BFY** and non-liquidation posting lines that will post to the current **AFY** and **APD** and **prior BFY**. BFY Staging rules will permit a decrease to Accrued Expenditure during this stage if the **AFY = BFY** or if the **AFY > BFY**.

Payment Requests "After" the Accounts Payable Period when BFY does not equal 9999

Sometimes there is a need to modify or cancel an outstanding payment request entered in the closed prior budget fiscal year during the current fiscal year. This topic will discuss the logic to allow this. Also, the application ensures that a payment request modification or cancellation after the Accounts Payable Period will increase fund balance in the current fiscal year, but not impact the budget in the current fiscal year.

A payment request modification decrease or cancellation is allowed in a BFY Stage defined as *After* the Accounts Payable Period (APP). A payment request modification increase is not allowed (except credit memo events) and is enforced through BFY Staging setup.

On validate or submit, the transaction will be identified as *After* the Accounts Payable Period (BFY Stage with Accounts Payable Period set to *After* and has a stage prior to it marked as *During*):

- The system will then set the **After Accounts Payable Period** check box value to *checked* (*True*) on the accounting line.
- The check box will not be *checked* (*True*) on all lines when the payment request is cancelled outside the APP.
- It will be *checked* (*True*) only on lines where the payment request **Line Amount does not equal** the payment request **Closed Amount**, and lines whose checkbox is not already *checked* (*True*) during a modification on that accounting line.
- When the **After Accounts Payable Period** is *checked* (*True*), the liquidation posting lines will set the posting amount to $0. Since the liquidation posting amount is $0, it will leave the encumbrance closed, while allowing for the reversal of the Accrued Expenditure to take place in the current **AFY** and prior **BFY**. Once such a modification or cancellation is completed, the transaction will never set the liquidation posting lines to an amount other than $0 (that is, close/reopen the encumbrance). This is enforced by having the **After Accounts Payable Period** checkbox protected. Version logic will enforce that all future versions of the PR and ABS transaction type have this protected flag checked (set to True). Note: When the After Accounts Payable Period checkbox is marked as *True*, not only will the liquidation posting lines be set to zero, but all updates to the referenced accounting line from the referencing accounting and posting line will be set to zero as well, with exception to the **Outyear Adjustment** field.
- The **After Accounts Payable Period** checkbox also triggers an update to the referenced encumbrance transactions **Outyear Adjustment Amount** by the amount of the payment request modification/cancellation. A decrease to a payment request amount will increase the encumbrance **Outyear Adjustment Amount** and vice versa for an increase to a payment request amount (that is, PRC changes from $150 to $50 then the **Outyear Adjustment Amount** on the encumbrance is incremented by $100).

No other amounts will be updated on the referenced encumbrance (that is, closed amount, line amount, and so forth).

Modified or Cancelled Payment Transactions "After" the Accounts Payable Period

This topic discusses the logic when a modified or cancelled payment request is created and all of the following criteria are met:

- The payment request occurs after the Accounts Payable Period defined on the BFY Stage Definition Table. The application will use the **BFY** from the referenced encumbrance to lookup and verify the BFY Stage the transaction record date falls in has the **Accounts Payable Period** field set to *After*.
- The **BFY** of the transaction is not equal to '*9999*'.

If all of the above criteria are met, the application will do the following for the Accounting Line:

- Set the **After Accounts Payable Period** check box value to *checked* (*True*) on the accounting line
- If the **After Accounts Payable Period** check box is *checked* (*True*), the application will do the following:
- The system will set the liquidation posting lines posting amount to $0.
- The **Outyear Adjustment** amount on the referenced encumbrance posting line will be updated (changed amount * -1) by the by the amount of the payment request modification/cancellation (a decrease of $150 in the payment request amount will trigger an increase of $150 to the **Outyear Adjustment** bucket on the referenced encumbrance).

Note: If the Payment Request is referencing a Master Agreement (MA), regardless of a final reference or final short reference, it will update the Total Ordered and Total Expended Amounts and Quantities on the MA.

If there is no referenced encumbrance, the payment request is considered a prior year payment once the new fiscal year starts.

Inquiries

The following are the Inquiries for Accounts Payable in Advantage:

Name	Page Code	Description
Backup Withholding Date Range Summary	BWRSI	This page enables you to search for records that have been stored on the Backup Withholding History Daily Balance table and view the summarized information in a single record.
Backup Withholding Notice Print History	BWNPH	This page stores historical information of printed First and Second Backup Withholding Notices. This table is populated by the Print Backup Withholding Notices batch process. You may also request that First or Second Backup Notices be reprinted from this page.
Backup Withholding Record Date	BWRDI	This page enables viewing information associated with federal backup withholding on the Backup Withholding History Daily Balance table.
Bank Account Balance	ABAL	This inquiry provides a snapshot of the Estimated Bank Balance in a bank account at a specific point in time. The point in time balance will be constrained by the rate at which updated account transaction information can be provided to you by the bank.
Bank Deposit Balance	BDB	This inquiry provides a snapshot of the daily bank deposit balances, which includes Open Deposits, Return Items. Adjustments, Total Bank Balance, Book Balance, and Variances.
Commodity Based Encumbrance Search	ENSRCH	This page allows searching for an encumbrance based on vendor and transaction details and to create a Payment Request transaction for all accounting lines or only the selected accounting lines.
Commodity Spend Analysis	CIPRCMPI	This inquiry allows researching spending on commodity codes. That spending can be viewed in many different ways including by vendor, by year, by month, and by the department and unit values used in the creation of Payment Request transactions.

Electronic Billing Inquiry	EBIT	This page captures the electronic invoice data from the Commodity lines of Invoice-Electronic (IE) transactions. Records cannot be manually modified/added/deleted directly on the table; instead, the table is only updated by the IE transaction, EPRC transaction, and the Electronic Payment Request Generation Chain Job.
Electronic Data Interchange Invoice File	EDIF	The Electronic Data Interchange Invoice File page allows you to see file detail information regarding EDI transactions processed by the system.
Electronic Data Interchange Invoice Header	EDIH	The Electronic Data Interchange Invoice Header page allows you to see invoice header information for EDI transactions loaded by the system.
Electronic Data Interchange Invoice Detail	EDID	The Electronic Data Interchange Invoice Detail page allows you to see EDI segment details for EDI transactions loaded by the system.
Intercept Activity	INTA	This page serves as the data source for intercept activity reporting including intercept activity associated with a payment provided in a particular Check Writer file, and allows you to view transaction detail information on payment offset activity for each individual claim. Refer to the "Intercept Activity (INTA)" topic in the *CGI Advantage - Intercept User Guide* for more information.
Intercept Activity Query	INTAQ	This page provides an alternate view of the Intercept Activity table. Refer to the “Intercept Activity Query (INTAQ)” topic in the *CGI Advantage - Intercept User Guide* for more information.
Interest Payment Request Inquiry	IPRINQ	The Interest Payment Request Inquiry (IPRINQ) provides you the ability to review and query Interest Payment Request (IPR) transactions.
Prenotes in Progress	PRNIP	This inquiry allows you to view the prenote status of vendors who are awaiting approval to receive payments electronically deposited directly to their bank accounts. The system updates this page automatically when you update the EFT status for a vendor to Prenote Requested on the Vendor/Customer table.

Retainage Detail	RTGDET	This page provides a detailed view of the amount of retainage withheld for each Payment Request commodity line.
Retainage Released/Forfeited	RTGPAID	This page lists all payout transactions that were created during the Retainage Payout process.
Retainage Summary by Award	RTGA	This page displays a commodity line that has retainage terms established or retainage withheld by a specific Payment Request transaction. The page displays the summarized retainage amounts by the Award totals.
Retainage Summary by Commodity Line	RTGSUM	This page stores the Award transaction and retainage terms if the Award is subject to retainage. RTGSUM is used to establish the payout of retainage, and to track the amount of retainage withheld, released, and forfeited against each commodity on the Award transaction that is subject to retainage.
Scheduled Invoice Generation	SIG	This page provides information about past and the next scheduled recurring invoices to be generated. Scheduled Invoice Generation records cannot be modified once a Recurring Invoice transaction has been generated.
Scheduled Invoice Generation Management	SIGM	This page allows you to manage recurring payments that are scheduled to have an Invoice generated during the Generate Recurring Invoice process.
Vendor Customer Archive	VCARCH	This inquiry allows you to view and query the list of Vendor/Customer Codes already archived or eligible to be archived, and is used by the Vendor Customer Archiving and Vendor Customer Archiving VSS Updates processes to communicate the list of Vendor/Customer codes to be archived between the Financial and Vendor Self Service (VSS) applications.
Vendor Invoice Registry	VIR	This page displays a list of each Vendor Invoice recorded in Advantage. The Vendor Invoice Registry is used to ensure that duplicate invoices are not recorded from the same vendor.

Vendor Payment History	VPAY	This inquiry allows you to search for specific information related to vendor payment transactions. The Vendor Payment History page allows you to query disbursement/payment information for transactions that belong to the AD, MD, DC, CR, RE, IET, and ITA Transaction Types.
Vendor Transaction History	VTH	This inquiry allows you to search for specific information related to vendor transactions. You can query information for all transactions that can be queried from Vendor Payment History. The Vendor Transaction History pages allows you to also query transactions of the RQ, PO, PR, ABS, JV and PYRL Transaction Types.

Backup Withholding Date Range Summary

The Backup Withholding Date Range Summary (BWRSI) page enables you to search for records that have been stored on the Backup Withholding History Daily Balance table and view the summarized information in a single record. By utilizing this page, you may also view information for withheld and paid amounts that have been summarized for all applicable records by Fund, Sub Fund, BSA and Sub BSA by a range of Record Dates, as well as Fiscal Year if a Fiscal Year is specified when searching.

Backup Withholding Notice Print History

The Backup Withholding Notice Print History (BWNPH) page stores historical information of printed First and Second Backup Withholding Notices. This page is populated by the Print Backup Withholding Notices process. You may also request that First or Second Backup Notices be reprinted from this page.

Backup Withholding Record Date

The Backup Withholding Record Date (BWRDI) page enables you to search for and view information associated with federal backup withholding on the Backup Withholding History Daily Balance table. Amounts for each record on this table are summarized by the Record Date, Fund, Sub Fund, BSA and Sub BSA. If the Fiscal Year is specified when searching, then each record returned by the search will also include summarization by the corresponding Fiscal Year.

You may perform a search on this page by leaving all search fields blank; as there are no required fields in order to perform a search, and in doing so, the system will return all records that exist on the Backup Withholding History Daily Balance page.

Bank Account Balance

The purpose of the Bank Account Balance (ABAL) inquiry is to provide the user with a snap shot of the Estimated Bank Balance in a bank account at a specific point in time. The point in time balance will be constrained by the rate at which updated account transaction information can be provided to the client by the bank. Records are inserted into the inquiry by the ABAL Process on what is likely to be a nightly basis

with possible exceptions around weekends and holidays. Furthermore, updates to this inquiry are only possible for banks with a Bank Account Status of *Active* or *Closing.*

› Field Information

The following table provides clarity for each section of fields that are not self-evident.

Field Name	Field Description
Beginning Balance	The Ending Book Balance from the prior record is set as the Beginning Balance of the next record.
Ending Book Balance	This amount is calculated as the Ending Book Balance from the previous day's transactions, adjusted for the Debits and Credits for the current day's transactions to estimate the balance within Advantage.
Estimated Bank Balance	This amount is calculated as the Ending Book Balance considering Outstanding Checks (Check Reconciliation data) and Outstanding Deposits (Deposit Reconciliation data) to estimate the balance at the bank.

› Page-level actions/links

- Bank - transitions to the Bank Account reference page.

Bank Deposit Balance

The Bank Deposit Balance (BDB) page provides the user with a snapshot for a Bank account on a given day. This includes Open Deposits, Return Items, Adjustments, Total Bank Balance, Book Balance, and Variances between the bank and Advantage. Records are inserted into the inquiry by the Update Bank Balance system process. If making updates from a BAI file provided by the bank, then the BAI to XML system process must be run first. Also, key to updates to this inquiry are running the Check Reconciliation and Deposit Reconciliation processes before the update to this inquiry. Furthermore, updates to this inquiry are only possible for banks with a Bank Account Status of *Active* or *Closing.*

The Update Bank Deposit Balance process loads data in Bank Deposit Balance and compares the information from the bank with the information on Deposit Reconciliation (DPREC) before populating the Bank Deposit Balance (BDB) page. If a Bank is specified as Auto Reconciliation equal *true* on the Bank Account Reference page, the opening and closing balances are recorded from the BAI file that is processed by the BAI to XML system process. If the Bank has Auto Reconciliation set to *false*, the opening and closing balances are recorded from the previous day’s transactions on Deposit Reconciliation.

› Field / Section Information

The following provides clarity for each section of fields that are not self-evident. When the BAI Deposit Configuration page is mentioned, it is best to search that page with the mentioned criteria to see the list of possibilities included in an amount.

Field Name	Field Description
Bank Balance	With Auto Reconciliation, amounts in this section come from the following BAI file fields to give the bank's balances and activity. • Bank Balance Beginning Balance = Bank Begin Amount • Receipts = Bank Receipt Amount • Issue = Bank Issue Amount • Closing Balance = Bank Close Amount • Variance: (Bank Balance Beginning Balance + Bank Balance Receipts + Bank Balance Issues) – (Bank Balance Closing Balance) Without Auto Reconciliation amounts are as follows: • Beginning Balance: Populated by previous day's Closing Balance • Receipts: The sum of positive Cash Receipts and Bank Transfer Transactions that are processed • Issues: The sum of negative Cash Receipts and Bank Transfer Transactions that are processed • Closing Balance: Beginning Balance + Receipts - Issues • Variance: (Bank Balance Beginning Balance + Bank Balance Receipts + Bank Balance Issues) – (Bank Balance Closing Balance)
Open Deposits	Amounts in this section are only populated if using Auto Reconciliation to give just the deposit activity from the bank. • Receipts are summed where the BAI Deposit Configuration file match has Activity Type of Debit and Reconciliation Category Type of *Open Deposit*. • Issues are summed where the BAI Deposit Configuration file match has Activity Type of Credit and Reconciliation Category Type of *Open Deposit*.
Returns	Amounts in this section are only populated if using Auto Reconciliation to give just return activity from the bank. • Receipts are summed where the BAI Deposit Configuration file match has Activity Type of *Debit* and Reconciliation Category Type of *Return*. • Issues are summed where the BAI Deposit Configuration file match has Activity Type of *Credit* and Reconciliation Category Type of *Return*.
Adjustments	Amounts in this section are only populated if using Auto Reconciliation to give just return activity from the bank. • Receipts are summed where the BAI Deposit Configuration file match has Activity Type of *Debit* and Reconciliation Category Type of *Adjustment*.

	• Issues are summed where the BAI Deposit Configuration file match has Activity Type of *Credit* and Reconciliation Category Type of *Adjustment*.
Total Bank Balance	This section is a summation of the previous 4 sections and only relevant if using Auto Reconciliation. • Beginning Balance: Bank Balance Beginning Balance + Open Deposits Beginning Balance + Returns Beginning Balance + Adjustments Beginning Balance • Receipts: Bank Balance Receipts + Open Deposits Receipts + Returns Receipts + Adjustments Receipts • Issues: Bank Balance Issues + Open Deposits Issues + Returns Issues + Adjustments Issues • Closing Balance: Bank Balance Closing Balance + Open Deposits Closing Balance + Returns Closing Balance + Adjustments Closing Balance • Variance: Total Bank Balance Beginning Balance + Total Bank Balance Receipts + Total Bank Balance Issues – Total Bank Balance Closing Balance
Book Balance	This section calculates what Advantage has for the bank account. • Beginning Balance: This is set by a previous run closing balance. • Receipts: The sum of positive Cash Receipts and Bank Transfer Transactions that are processed. • Issues: The sum of negative Cash Receipts and Bank Transfer Transactions that are processed • Closing Balance: Book Balance Beginning Balance + Book Balance Receipts + Book Balance Issues • Variance: Book Balance Beginning Balance + Book Balance Receipts + Book Balance Issues – Book Balance Closing Balance
Receipts to Issues Match	This section calculates the difference between what is in Advantage and what was reported by the bank. • Beginning Balance: Book Balance Beginning Balance – Total Bank Balance Beginning Balance • Receipts: Book Balance Receipts – Total Bank Balance Receipts • Issues: Book Balance Issues – Total Bank Balance Issues • Closing Balance: Book Balance Closing Balance - Total Bank Balance Closing Balance • Variance: Receipts to Issues Match Beginning Balance + Receipts to Issues Match Receipts + Receipts to Issues Match Issues – Receipts to Issues Match Closing Balance
Balance Variance	• Beginning Balance: Book Balance Beginning Balance - Total Bank Balance Beginning Balance • Receipts: Receipts to Issues Match Receipts + Receipts to Issues Match Issues

	• Issues: Receipts to Issues Match Receipts + Receipts to Issues Match Issues – Receipts to Issues Match Receipts + Receipts to Issues Match Issues • Closing Balance: Book Balance Closing Balance - Total Bank Balance Closing Balance • Variance: Book Balance Beginning Balance – Total Bank Balance Beginning Balance + Receipts to Issues Match Receipts + Receipts to Issues Match Issues + Receipts to Issues Match Receipts + Receipts to Issues Match Issues – Receipts to Issues Match Receipts + Receipts to Issues Match Issues – Book Balance Closing Balance – Total Bank Balance Closing Balance

› Page-level actions/links

- Bank - transitions to the Bank Account reference page.

Commodity Based Encumbrance Search

The Commodity Based Encumbrance Search (ENCSRCH) page is used to search for an encumbrance based on vendor and transaction details and to create a Payment Request transaction for the selected encumbrance.

In the Filters section of the page, you can select the **Apply** link to query the Transaction Catalog for all encumbrance transactions with a Transaction Type of PO (except for Commodity Based Transaction Lapse (CBDL) transactions) that match the search criteria for exact or wild card values. Pending and cancelled POs are not displayed in the search results.

You can create a Payment Request in one of two ways:

- To create a Payment Request for all accounting lines associated with the selected encumbrance, populate the required fields in the Create Payment Request section, then select **Create Payment Request**. The values entered are validated similar to when a payment transaction is being created using the **Copy Forward** action on an encumbrance transaction. A draft payment request transaction referencing all accounting lines associated with the selected encumbrance transaction is created. Note that similar to the general Copy Forward action, partial and closed accounting lines are processed based on the selected commodity line amounts and not on the selected accounting line amount.

- To create a Payment Request for specific accounting lines, select the encumbrance in the grid, then select the **Select Lines** action. This action transitions you to the Commodity Based Encumbrance Search – Select Lines page for the selected encumbrance transaction. Only one record can be selected at a time when using the **Select Lines** action.

On successfully creating the draft payment request transaction from either option, you are navigated to the transaction so that you can continue with processing the payment request.

Commodity Based Encumbrance Search - Select Lines

The Commodity Based Encumbrance Search – Select Lines (ENCSRCLN) page is accessed from the Commodity Based Encumbrance Search page by selecting an encumbrance and selecting the Select Lines action. This page includes criteria to further drill down the selected encumbrance at the commodity and accounting line levels. From the query results displayed on the page, you can create a payment

request for all or some of the accounting lines associated with a selected encumbrance. Initially, all commodity lines and accounting lines related to the selected encumbrance transaction are displayed in the grid.

On successfully creating the draft payment request transaction, you are navigated to the editable transaction so that you can continue with processing the payment request.

Commodity Spend Analysis

This configurable inquiry exists to research spending on commodity codes. That spending can be viewed in many different ways including by vendor, by year, by month, and by the department and unit values used in the creation of Payment Request transactions. The inquiry looks into the commodity line data of the Payment Request transaction type for those transactions that have been submitted to final and have not been cancelled. Only the most current version of the payment request will be selected. The query is simplified with the assumption that each payment request will be or has been disbursed to the vendor for the total recorded on the Payment Request. Any disbursement adjustments for interest, discounts, or penalties will not be reflected in the results. The date of the 'spend' is the Record Date from the Payment Request, although the disbursement may have been in a subsequent date.

Refer to the "Created Inquiry" topic in the Page/Table User Guide for additional information on configurable inquiries.

Electronic Billing Inquiry

The Electronic Billing Inquiry (EBIT) page captures the electronic invoice data from the Commodity lines of Invoice-Electronic (IE) transactions. The data on this table is then used by the Electronic Payment Request Generation Chain Job to generate Electronic Payment Request (EPRC) transactions. Records cannot be manually modified/added/deleted directly on the table; instead, the table is only updated by the IE transaction, EPRC transaction, and the Electronic Payment Request Generation Chain Job.

The EBIT table is updated by the IE transactions, EPRC transactions, and the Electronic Payment Request Generation process when the Utility Enabled parameter on the Application Parameters table is set to *True* on the Integration Parameters table for the Transaction Code and Transaction Department on the IE and/or EPRC. All of the fields on EBIT are non-editable

You can transition directly to the IE or EPRC transaction associated with the selected EBIT record by selecting the link in the grid.

Electronic Data Interchange Invoice File

The Electronic Data Interchange Invoice File (EDIF) page allows you to see file detail information regarding EDI transactions processed by the system. This page is read only and does not allow you to make updates to the data, insert new records, or delete existing records. The page is populated by the Load EDI Invoices chain job.

The **EDI Invoice Header** link transitions you to the Electronic Data Interchange Invoice Header page where the displayed results are filtered based on the record selected on the Electronic Data Interchange Invoice Header page. You can use the Back link to return to the Electronic Data Interchange Invoice Header page where the same record you had originally viewed is displayed.

Electronic Data Interchange Invoice Header

The Electronic Data Interchange Invoice Header (EDIH) page allows you to see invoice header information for EDI transactions loaded by the system. This page is read only and does not allow you to make updates to the data, insert new records, or delete existing records. The page is populated by the Load EDI Invoices chain job.

The **EDI Invoice File** link transitions you to the Electronic Data Interchange Invoice File (EDIF) page where the displayed results are filtered based on the record selected on the Electronic Data Interchange Invoice Header page. You can use the Back link to return to the Electronic Data Interchange Invoice Header page where the same record you had originally viewed is displayed.

The **EDI Invoice Detail** link transitions you to the Electronic Data Interchange Invoice Detail (EDID) page where the displayed results are filtered based on the record selected on the Electronic Data Interchange Invoice Header page. You can use the Back link to return to the Electronic Data Interchange Invoice Header page where the same record you had originally viewed is displayed.

The **Display Invoice** link transitions you to a window showing a readable invoice that pulls together Electronic Data Interchange Invoice Header and Detail data. If the EDIH Status is *Rejected* then it cannot be displayed.

Electronic Data Interchange Invoice Detail

The Electronic Data Interchange Invoice Detail (EDID) page allows you to see EDI segment details for EDI transactions loaded by the system. This page is read only and does not allow you to make updates to the data, insert new records, or delete existing records. The page is populated by the Load EDI Invoices chain job.

The **EDI Invoice Header** link transitions you to the Electronic Data Interchange Invoice Header page where the displayed results are filtered based on the record selected on the Electronic Data Interchange Invoice Detail page. You can use the Back link to return to the Electronic Data Interchange Invoice Detail page where the same record you had originally viewed is displayed.

Intercept Activity

The Intercept Activity (INTA) page serves as the data source for Internal Intercept and Federal Payment Offset activity reporting including intercept activity associated with a payment provided in a particular Check Writer file, and Federal Payment Offset activity associated with the Federal payments offset by State debts. The INTA page allows you to view transaction detail information on payment offset activity for each individual claim.

For Internal Intercept Activity, reference data is maintained on this page, and is updated by the Automated Disbursement and Disbursement Intercept process. All fields on this table, except **Cleared**, are system-maintained. The **Cleared** field is used to indicate that the item has been reconciled, that is, the cash has been physically transferred to the correct bank account. However, Check Writer disbursement transactions are not “true transactions”, therefore any links to these transactions will not work.

For Federal Payment Offset activity, the Federal Offset Information section stores and displays the Federal Payment Offset information and payment details. The information in this section is mainly populated based on the transfer transactions and Federal Offset Activity (FOTA) table.

The Reversal Information section is populated by the submission of the ITO/GAOP transactions that are used to process Federal Payment Offset reversals.

The Offset Fee section is populated by the Generate Federal Offset Payment to Entities batch process.

Intercept Activity Query

The Intercept Activity Query (INTAQ) page provides an alternate view of the Intercept Activity (INTA) table; it summarizes intercept activity including intercept activity associated with a particular Check Writer file by Intercept ID. This view is important for department activity to enable departments to easily and quickly obtain the relevant offset contact information associated with the intercepting receivable department. However, Check Writer disbursement transactions are not “true transactions”, therefore any links to these transactions will not work.

Interest Payment Request Inquiry

The Interest Payment Request Inquiry (IPRINQ) provides you the ability to review and query Interest Payment Request (IPR) transactions and the referenced payment request transactions and allow for matching payment requests and IPR transactions to be displayed as results. A new record on the IPRINQ will be created as part of the Automated Interest Calculation Batch Process. In addition, on submission of an automated or manual IPR transaction, and as part of the AD Chain update logic, certain fields will be updated on the IPRINQ page.

Prenotes in Progress

This page allows you to view the prenote status of vendors who are awaiting approval to receive payments electronically deposited directly to their bank accounts. The system updates this page automatically when you update the EFT Status for a vendor to Prenote Requested on the Vendor/Customer page. You are not allowed to add, modify, or delete information on this page.

Prenote records can be associated with a Vendor Location or a Vendor Address. If the prenote record is associated with a Vendor Location record, the Address ID field will be blank. If the prenote record is associated with a Vendor Address record, the field will display the Address ID associated with that record.

Retainage Detail

This page provides a detailed view of the amount of retainage withheld for each Payment Request commodity line. Each time a Payment Request is processed that references an Award with retainage terms, the Payment Request number is updated to the Retainage Detail page, with the corresponding commodity line, accounting line, and Pending Retainage amount. When an Automated Disbursement (AD) transaction is processed, the retainage amount that is actually withheld from the payment is updated to the Retainage Withheld field. Finally, when retainage is paid out, the amount paid for each accounting line is recorded. All fields on this table are protected and cannot be manually updated, except the Hold Retainage field.

The **Hold Retainage** field indicates whether the selected record has been kept on hold on the RTGDET page. By default, this field is not selected.

If this flag is selected, the respective RTGDET table record is not selected by the Retainage Payout process while releasing or forfeiting the retainage. This flag must be manually cleared, if and when the payment accounting line should be selected by the Retainage Payout process in subsequent

executions. If this flag is selected and the Retainage Outstanding amount is not greater than $0.00, then an error is issued. This flag can only be selected manually.

Calculated field:

Retainage Outstanding = Retainage Withheld – Retainage Released – Retainage Forfeited

The Retainage Detail (RTGDET) page is the secondary input to the Retainage Payout process. The Retainage Payout process uses the Payment Request detail data on this page to obtain the retainage information to create 'payout' transactions.

Please refer to the "Retainage" topic in this guide for more information on the complete retainage process.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. **If the Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

- The **Retainage Released/Forfeited** link allows you to transition to the page and query on desired records.
- The **Retainage Summary by Commodity Line** link allows you to transition to the page filtered by the selected award transaction and commodity line.
- The **Procurement Management** link allows you to transition to the Procurement Management (PRCUID) page in the All States view filtered by the selected Procurement.

Retainage Released/Forfeited

In Advantage Financial, retainage can be paid out throughout the life of the Award, or upon completion of the Award. This page lists all payout transactions that were created during the Retainage Payout process to pay the vendor. It includes the amount of retainage released, Award transaction information, and Payment Request transaction information. It also displays the payout related information as well as the payout terms. All fields on this table are protected and cannot be manually updated.

Please refer to the "Retainage" topic in this guide for more information on the complete retainage process.

Retainage Summary by Award

The Retainage Summary by Award (RTGA) page displays an award that has retainage terms established or retainage withheld by a specific Payment Request transaction. The page displays the summarized retainage amounts at the Award level. It summarizes the totals from the Retainage Summary by Commodity Line table.

Retainage Summary by Commodity Line

This page displays the Award information and retainage terms at the Commodity Line level. It is also used to establish the payout of retainage, and to track the amount of retainage withheld against each commodity on the Award transaction that is subject to retainage. The Retainage Summary page is first updated when an Award transaction with Retainage Terms is submitted. During the Retainage Payout

process, the payment transactions (PR/GAX) and disbursement transactions (AD/EFT/MD) further update the Retainage Summary page. In addition, the Retainage Summary by Commodity Line page includes:

- Option to release the retainage. The fields used for the release of retainage by Commodity Line include the following:
  - **Payout Method**: the method to release retainage. Options include: Vendor, Third Party, Collateral Substitution, Forfeiture to Expenditure, Forfeiture to Revenue, and Forfeiture to Trust and Agency.
  - **Schedule Payment Date**: the date the payout transaction should be scheduled for payment. The date should be equal to the current or future date.
  - **Requested Retainage Released/Forfeiture Amount**: the amount to be released. It should be equal or less than the Total Retainage Withheld amount.
  - **Vendor Invoice information**: the referencing Vendor Invoice Number, Line Number, and Date if applicable.
  - **Tracking Date**: the Tracking Date if needed. The entered value will be updated to the payout transaction.
  - **Sign-Off Date**: the Sign-Off Date if needed. The entered value will be updated to the payout transaction.
  - **Payment Type**: the Payment Type if needed. The entered value will be updated to the payout transaction.
  - **3rd Party Vendor information**: 3rd party vendor code and Address ID if making payment to a third party vendor.
  - **Payment Address ID**: if the retainage payment should be to a specific address ID, enter the ID.
- Fields that display the Total Contract Amount, Total Contract Payments, Total Retainage Payable and Total Retainage Withheld by commodity line.

The Retainage Summary page is the primary input for the Retainage Payout process. Information on this page determines which records are selected during the payout process. In order to payout retainage on an Award, a Schedule Payment Date, Payout Amount, and Payout Method must be entered on the Retainage Summary By Commodity Line page. If any of these fields are not completed, the Retainage Payout process will be unable to process the record.

Please refer to the "Retainage" topic in this guide for more information on the complete retainage process.

Scheduled Invoice Generation

The Scheduled Invoice Generation (SIG) page provides information about past and the next scheduled recurring invoices to be generated. Scheduled Invoice Generation records cannot be modified once a Recurring Invoice transaction has been generated. This table allows you to link to the Scheduled Invoice Generation Management table to manage invoices scheduled for generation for recurring payments. You can also link to the Recurring Payment Schedule table.

Scheduled Invoice Generation Management

This page allows you to manage recurring payments that are scheduled to have an Invoice generated during the Generate Recurring Invoice process. Specific functionality of this page includes:

- The ability to view recurring payments scheduled for invoice generation.
- The ability to place a recurring payment on hold, which will hold payments until they are released, and/or mark a recurring payment for a single payment and/or specify a handling code for the recurring payment.

You can select records by individually selecting the check boxes next to the desired records. You can also click on the Select All (on this page) action, which will select all of the records that are visible in the grid on the Scheduled Invoice Generation Management page. If more than 10 records are listed in the search results, then choose the Next link, and either individually select the records, or click on the Select All (on this page) action. You can quickly clear all selected check boxes on the page by clicking on the Clear All (on this page) action. If more than 10 records are listed in the search results, then choose the Next link and click on the Clear All (on this page) action to clear all checked boxes on that page. The records selected can be put on hold, established for single payment or have a disbursement handling code defined.

How to search on SIGM page

Each of the fields in the Query tab of this page will further define your search criteria. For example, if you enter only a date in the Schedule Payment Date field and select Apply, your query will return records that have the specified Schedule Payment Date. If you enter a specific Schedule Payment Date and Vendor Code, your query will return all payments for that Vendor for that specific Schedule Payment Date.

In addition, when searching by Schedule Payment Date, you can search for a specific day, a range of days, or a number of individual days.

- To search for all payments scheduled for a specific day, for example June 1st 2002, you would enter 6/1/02.
- To search for all payments scheduled on or before June 1st 2002 you would enter <= 6/1/02.
- To search for all payments scheduled on or after June 1st 2002 you would enter >= 6/1/02.
- To search for all payments scheduled from June 1st until June 30th 2002 you would enter <=6/30/02 >=6/1/02
- To search for payments on June 1st, June 15th and June 27th you would enter 6/1/02, 6/15/02, 6/27/02.

Vendor Customer Archive

The Vendor Customer Archive table is updated by the Vendor Customer Archiving and Vendor Customer Archiving VSS Updates processes and is used to communicate a list of Vendor/Customer codes to be archived between the applications. Records on this table contain Vendor/Customer codes that are already archived or eligible to be archived.

The Vendor Customer Archive page can be used by users to review the list of Vendor Customer codes eligible for archiving after the Vendor Customer Archiving process has been run in Report Only mode.

Vendor Invoice Registry Inquiry

This page displays a list of each Vendor Invoice recorded in Advantage. The Vendor Invoice Registry is used to ensure that duplicate invoices are not recorded from the same vendor.

The following information is stored on this table:

- Vendor Code
- The Vendor's Invoice and line number
- The Advantage Invoice Transaction ID and line number
- Multiple Reference Indicator - to indicate whether this Invoice has been referenced multiple times
- Dollar Amount
- Last Reference Date

The Vendor Invoice Registry page contains the following actions/links:

› Row-level actions/links

- Vendor Transaction History - this link transitions you to the Vendor Transaction History page. The Vendor Code and Vendor Invoice Number on Vendor Transaction History record will be populated with the Vendor Code and Vendor Invoice Number from the selected Vendor Invoice Registry record. Once on Vendor Transaction History page, you will need to select the Apply link to perform a query.
- Vendor Payment History - this link transitions you to the Vendor Payment History page. The Vendor Code and Vendor Invoice Number on Vendor Payment History record will be populated with the Vendor Code and Vendor Invoice Number from the selected Vendor Invoice Registry record. Once on Vendor Payment History page, you may enter additional search fields and will need to select the Apply link to perform a query.

Vendor Payment History

The Vendor Payment History (VPAY) page allows you to search for specific information related to vendor payment transactions. If you accessed the Vendor Payment History from Page Search, then you must enter search criteria to view returned records. By entering specific search criteria in the Query tab and selecting the Apply action, results of your query are then displayed in the Results tab of the page. The number of records that will be returned is limited by the VTH Maximum Record Count parameter on the Application Parameters table. If the number of records in your results set exceeds this parameter, an error will be issued and you will be asked to refine your search criteria.

The Vendor Payment History page provides few features to assist you in your research or analysis:

- Search for payment details, status, and history (AD, MD, DC, CR, RE, IET, and ITA)
- Navigate to different pages within the application with the transaction filtered upon transition
- Navigate to different transactions from Vendor Payment History

- Calculate Amount totals based on search criteria
- Export search results to a spreadsheet

Note that the Vendor Payment History page only displays finalized transactions and does not display transactions in draft phase and transactions pending approval. The only exceptions are Cancellation versions of IET and ITA transactions, since a cancellation of these transactions represents a cancellation of an internal transfer rather than a transaction cancellation.

Initially records are sorted by Record Date. You can sort by other columns, by clicking on the column names that are underlined. Column sorts are allowed on the following fields:

- Record Date (default)
- Transaction Number
- Referenced Transaction Number
- Vendor Invoice Number
- Check Number
- Check Status

Certain transactions will not contain all data in the results section of the page. If the transaction does not contain the data, the fields will remain blank. For example, Purchase Order transactions will not have Check Number or Bank Account Code.

Displayed Fields – additional information:

- Transaction – This column includes the Transaction Code, Transaction Department, and Transaction ID. All transactions and referenced transactions contain a link to open the latest version of the transaction and view the transaction details. When you close the transaction, you are taken back to where you were when you left the VPAY page. For example, if you were on the second page of the results when the transaction link was selected, you will be taken back to the second page of the results when you close out of the transaction. If you click on a transaction link for a transaction that has been archived, an error message is received, indicating that the transaction cannot be opened.
- Phase – The Transaction Phase for the selected transaction (AD, MD, DC, RE, CR, IET, or ITA). The result is displayed as F for Final and C for Cancelled. Transactions in Draft or Pending Phase are not displayed. Only the latest final version of a transaction is displayed. For example, if there are three previous versions of the same transaction, only the last submitted version of the transaction is displayed. If the last transaction is a Cancellation version, no version of that transaction is displayed. The only exception to this rule is for Transaction Type AD and MD. For these two Transaction Types, it represents a check cancellation, not a transaction cancellation.

Special Actions

The Calculate Amount Total action and Total AL Amount field are located between the Query fields and the Results grid on VPAY. When the Calculate Amount Total action has been selected, the Line Amount of all of the result records are summed and displayed in the Total AL Amount field. In the case of Disbursement Transactions (AD and MD), transactions with a Phase of Cancelled are not included in the calculation.

Please note that if Row Level Security is turned on, then the number of rows returned will be filtered by the search criteria AND security role, but the total amount displayed will include the rows that are not displayed because of the Row Level Security restrictions; therefore, the manually calculated amount from records displayed may not match the Calculated Amount.

Finally, there is one more limit on the number of lines being summarized. The number of records totaled cannot exceed the limit specified for the Record Limit for Calculated Total Amount Action parameter on the Application Parameter (APPCTRL) table. If the limit is exceeded, an error is issued stating the user should revise the search criteria and click the Calculate Amount Total link again.

Please be aware that there are other places in the application that provide totals such as budget inquiry pages, ledger pages, and balance sheet balance tables. The Calculate Amount Totals feature has been supplied to get quick on-line totals of a limited number of records and that a report is often the best means to get totals without impacting the online application.

The VPAY page allows the results from a query to be downloaded to a csv file that can be opened in Microsoft Excel. To download the queried results, refer to the "Export Grid Results" topic in the *CGI Advantage Page/Table User Guide*.

Vendor Transaction History

The Vendor Transaction History (VTH) page allows you to search for specific information related to vendor transactions. It is primarily used to view payment status and history. By entering specific search criteria in the Query tab and selecting the Apply action, results of your query are then displayed in the Results tab of the page. Vendor Code is the only required search field. Other search fields on this page are optional and can be used for additional filtering. Every additional search field entered causes the search criteria to be narrowed. For example, a search on Vendor Code alone may return 50 records while a search on Vendor Code and Transaction Type may return 15 records.

The number of records that will be returned is limited by the VTH Maximum Record Count parameter on the Application Parameters table. If the number of records in your results set exceeds this parameter, an error will be issued and you will be asked to refine your search criteria.

The Vendor Transaction History page provides a few features to assist you in your research or analysis:

- Search for payment details, status, and history
- Transaction Types included in the query: RQ, PO, PR, ABS, AD, MD, DC, CR, RE, IET, ITA, JV, and PYRL
    - CR - only CR transactions with an Event Category of REF (Refund)
    - RE – only RE transactions with an Event Category of REF (Refund)
    - IET – only IET transactions where the Initiator Code on the transaction Header is equal to R (Receiver/Buyer). (Note: Includes Cancellation versions, since cancellation of these transactions represents a cancellation of an internal transfer rather than a transaction cancellation.)
    - ITA - only ITA transactions where the Initiator Code on the transaction Header is equal to R (Receiver/Buyer). (Note: Includes Cancellation versions, since cancellation of these transactions represents a cancellation of an internal transfer rather than a transaction cancellation.)

    - JV - if a Vendor Code has been used on the transaction
- Navigate to different pages within the application with the transaction filtered upon transition:
    - Vendor Invoice Registry
    - Paid Checks (refer to the “Paid Checks” topic in the Disbursements User Guide for more information)
    - Customer Information (refer to the "Customer Account Summary" topic in the Accounts Receivable User Guide for more information)
    - Lifecycle Inquiry (refer to the "Lifecycle Inquiry" topic in the Transactions User Guide for more information)
    - Vendor Payment History
- Navigate to different transactions from Vendor Transaction History via the hyperlink in the Transaction ID column
- Calculate Amount totals based on search criteria (total of accounting line amounts of all payments found). Disbursement Transactions (AD, EFT, and MD) with a Phase of *Cancelled* are not included in the calculation. When you refresh the page (by entering the new search criteria and clicking Apply), the **Calculate Amount Total** button needs to be clicked again to get the updated Total AL Amount.
- Download search results to a spreadsheet. To export the queried results, refer to the "Export Grid Results" topic in the *CGI Advantage Page/Table User Guide*.

Note that Vendor Transaction History page only displays finalized transactions and does not display transactions in a Draft Phase or transactions that are pending approval. The only exceptions are Cancellation versions of IET and ITA transactions, since a cancellation of these transactions represents a cancellation of an internal transfer rather than a transaction cancellation.

The Vendor Payment History page allows you to search for specific information related to vendor payment transactions. The difference between Vendor Transaction History and Vendor Payment History is that Vendor Payment History page only allows you to query disbursement/payment information (that is, transactions that belong to the AD, MD, DC, CR, RE, IET, and ITA Transaction Types). The Vendor Transaction History page allows you to also query transactions of the RQ, PO, PR and ABS Transaction Types.

Advanced - Setup

Options and controls with Advantage Financial allow you to tailor your system to meet your accounting procedures and reporting requirements. It is recommended that you do not change these options in the middle of the fiscal year. If changed, the integrity of your accounting records is jeopardized because the fiscal year will be governed by two different sets of accounting standards.

This topic includes the following areas:

- Application Parameters (APPCTRL)
- Integration Parameters (INTCTRL)
- System Options (SOPT)
- System Special Accounts (SPEC)
- Transaction Control (DCTRL)
- Procurement Transaction Control (PRDOC)
- Payment Control - Vendor/Customer (VCUST)
- Payment Tolerances
- Return Reason Codes (RETREAS)
- EWS Status Mapping (EWSSTA)
- Department/Object Payment Control (DOBJPC)
- Payment Scheduling and Interest Control (PSIC)
- Recurring Payment Schedule (RPSCHD)
- Extension Reason (EXTNRSN)
- Retainage Fund Control (RTGFC)
- Electronic Account and Address Crosswalk (EAAD)
- Electronic Account Profile (EAPRO)
- Electronic Billing Data Source (EBDS)
- Procurement Card Setup
- Virtual Card Payables

Refer to the following topics for setup that is related to the Accounts Payable area:

- Disbursement Setup - The disbursement process issues checks/warrants or EFT records for payments that have been authorized from the Purchasing and A/P process. Payments are selected for disbursement based on payment schedule dates, vendor terms, and discounts. The disbursement process records, monitors, and controls all activities associated with the

disbursement of funds. This includes generating checks/warrants/EFT/virtual card payments, and posting the activity to the ledgers and tables. Refer to the "Advanced - Setup" topic in the *CGI Advantage - Disbursements User Guide* for more information.

- 1099 Reporting Setup - In Advantage Financial, the 1099 Reporting Process includes defining reportability for Vendors defining types of income, and relating the income to the Chart of Accounts codes used during transaction processing. 1099 Reporting also includes the collection of information for events that are subject to 1099 reporting, backup withholding, and reporting the 1099 income to the Internal Revenue Service (IRS). Refer to the “1099 Reporting Setup” topic in the *CGI Advantage - Tax Reporting User Guide* for the list of pages that are used to set up 1099 Reporting.
- 1042-S Reporting Setup - In Advantage Financial, 1042-S reporting includes defining reportability for Vendors establishing income codes, tax rates, and allowable exemptions. It also includes the collection of information for events that are subject to 1042-S reporting, and reporting the income to the Internal Revenue Service (IRS). Refer to the “1042-S Reporting Setup” topic in the *CGI Advantage -Tax Reporting User Guide* for the list of setup pages necessary for 1042-S reporting.

Application Parameters

Although officially listed as an Infrastructure table, the Application Parameter table is one that is part of general system configuration. Options on this table are set once and do not vary by year, fund, department, transaction, or other factors. The table is very generic in its design so that it can host many different types of options with the Parameter Name and Parameter Value fields. Of the controls on this table, those listed below directly relate to the Accounts Payable area.

Note: Any changes to records on this table should be followed by a bounce of all servers used for Advantage Financial.

Accounts Payable Controls

Parameter	Description
Accounts Payable Period Fiscal Year (ACCT_PAY_PD_FY)	If a transaction code belonging to either the PR or ABS Transaction Type creates a liquidation posting line as part of an Accounting Line requesting payment where the Fiscal Year (FY) is greater than Budget Fiscal Year, then the FY on the liquidation posting line will be set to the year of this parameter. The parameter should be updated at the beginning of a new FY to equal that of the prior FY. This way, liquidations will post to the prior FY and the request for payment will book to the current FY.
Allow Prenote/EFT on Vendor Address	When set to true, this parameter allows EFT information to be populated at the

(ALW_EFT_ADDR)	address level of a Vendor/Customer Record. The default value for this parameter is True.
Allow Negative PR in P-Card Process (ALW_NEG_PR_PCARD)	This Parameter indicates whether a negative PR will be generated by the P Card process. If the parameter is set to *Yes*, the job will generate negative PR transactions. If the parameter is *No*, the job will not generate negative PR transactions.
Allow Cleared Date Before Issue Date (ALW_CLR_BEF_ISS)	When set to *True*, the Cleared Date can be prior to the Issue Date for all payment types. When set to *False*, the Cleared Date cannot be prior to the Issue Date for all payment types. If a check is processed by the Check Reconciliation process and the Cleared Date is prior to the Issue Date, then the check is logged as an exception. Also, manually updating the check's Cleared Date to less than the Issue Date on the CHREC table results in Error A3479 being issued: "The Cleared Date cannot be less than the Issued Date." The delivered value is *False*.
Always use EFT Number as Identification Number on the ACH File (IDENTIFICATION_NO)	Governs whether the Routing Number (if populated) on a vendor's Prenote/EFT information is inferred for the Identification Number data element in Record Type 6. If this parameter is equal to *True* then the EFT number is populated all the time for the Identification Number in the payment and reversal files. If this parameter is equal to *False* then the Routing Number (if populated) is used. If it is not populated then the EFT number is used.
Always Use Fund Bank Account Codes for Disbursements (ALWYS_USE_FUND_BANK_ACCT_CD_FOR_DISB)	Valid values *Yes* or *No*. If *Yes*, an error is issued if the Bank Account Code on the MD transaction is not equal to the Bank Account of the Fund on the Accounting Line (AL). The AD transaction uses this parameter to infer the Bank Account of the Fund on the AL when the Disbursement Type is changed from *EFT* to *Check*.

Assign Overflow Check Numbers For Preprinted Stock (ASSGN_OVERFLOW_CHK_NUMS_FOR_PRE_PRINTED_STK)	Valid values are *Yes* or *No*. Field indicates whether overflow check stubs are printed. For preprinted check stock, if overflow checks are not printed, only one check number is assigned to the disbursement.
Automated Payment Hold Option (AUTOMATED_PAYMENT_HOLD)	This parameter is used by the Automated Payment Hold batch process. When set to True, the batch process edits will be used to request and release payment holds. When the value is False, the batch edits will be bypassed and the system payment hold rules will be enforced.
Bank Code Inference (FUND_BANK_CD_INFERE)	If this value is set to true, populate appropriate bank code from the Fund table (Bank Code vs. EFT Bank Code) to all Accounting Lines on a payment request based on the Disbursement Format entered on the VL.
Check Assignment in AD Processing (BATCH_CHK_ASSIGN)	When parameter value is False, the check numbers will be assigned when the AD transaction is processed to final. When set to True, Check numbers will be assigned through the batch job "Check Number Assignment" in the AD chain.
Check Reconciliation Manual Update Tracking (CHK_RECON_MNL_UPD_TRKG)	Valid values are *Yes* and *No*. If set to *Yes*, and the Check Reconciliation, Paid Checks, or Check Exception table records are updated manually, the Reason for Change field is required and an audit record is written to the Check/Deposit Manual Update Tracking table. If set to *No* or left blank, then the Reason for Change field is not required and updates are not made on the Check/Deposit Manual Update Tracking table.
Concatenate Pay To Order Address (CONCAT_CHK_PRINT_ADDR)	This Y (Yes) or N (No) parameter is used by Disbursement Printing to determine whether or not to concatenate the Pay to Order Address fields into a single line labeled: PAY TO ORDER. Each field in the concatenation is separated by a tilde (~) character. If left blank, the process assumes N. In the concatenated form, the

	address takes up less space than separate lines. This parameter is for Multi Process Disbursement and Disbursement Printing. Check Writer Check Printing does not use this parameter.
Consolidate Check Stub at the Vendor Invoice Line Level (CONSOLIDATE_CHECK_STUB)	This parameter determines whether the Check Stub information should be printed at the accounting line level of the disbursement transaction (False) or should it be consolidated at vendor invoice line level (True). The default for this parameter is False.
Create DISRQ records from Disbursement Transactions (CREA_DISRQ_FRM_DISB_DOC)	This parameter controls what disbursement options are loaded to the Disbursement Request page upon the cancellation of a disbursement transaction. If this parameter is set to *False*, the system will obtain transaction information from the last accepted version of the transaction requesting payment (PR and ABS transaction types). If this parameter is set to *True*, the system will load values from the disbursement transaction upon cancellation. The system will update Disbursement Request with accounting lines from the disbursement transaction and a single entry will be made for each accounting line of a disbursement transaction. Commodity information will be obtained from the original Payment Request.
Deposit Reconciliation Manual Update Tracking (DPS_RECON_MNL_UPD_TRKG)	Valid values are *Yes* and *No*. If set to *Yes*, and the Deposit Reconciliation and Deposit Exception table records are updated manually, the Reason for Change field is required and an audit record is written to the Check/Deposit Manual Update Tracking table. If set to *No* or left blank, then the Reason for Change field is not required and updates are not made on the Check/Deposit Manual Update Tracking table.

Disbursement Category Inference (DISB_CAT_INFERE)	If this parameter is set to *true*, the Disbursement Category value entered on the vendor line of the PR will be pushed down to the Accounting Line (if populated on the VL) and will replace any value manually entered on the Accounting Line. If the Disbursement Category Inference parameter is *false*, then the Disbursement Category value on the Vendor Line of the PR will only be pushed down to the Accounting Line if the field is blank on the Accounting Line. Additionally, the Disbursement Category Inference parameter impacts the inference of Disbursement Category from the DISCIV table. If the parameter is set to true on Application Parameters table, the Disbursement Category value on the Accounting Line will be inferred from the Vendor Line only and no inference will occur from the Disbursement Category Inference and Combination Validation table. If the Disbursement Category Inference parameter is *false*, the Disbursement Category will be inferred from the Disbursement Category Inference and Combination Validation table based on the inference rules set on the Disbursement Category Inference and Combination Validation table.
EFT Number Use Date (EFT_NUM_USE_DATE)	For EFT payments generated by the Automated Disbursement (AD) Chain, if the EFT_NUM_USE_DATE (EFT Number Use Date) parameter on the Application Parameter table is set to *true* (or if a value is not provided), then the **Next Avail EFT No** on the Bank table will use the first 8 digits for the current date and the remainder of the digits a sequence number for the EFT Number generated by the AD Chain. If the EFT_NUM_USE_DATE parameter is set to *false*, then the **Next Avail EFT No** on the Bank table will not include the date in the EFT Number generated by the AD Chain but will use all allowed digits for the sequence number.
Matching Fiscal Year to the Budget Fiscal Year	When set to true, the system will default the Application Parameters ‘Fiscal Year to

(MATCH_BFY_FY)	be used when Matching Fiscal Year to the Budget Fiscal Year is set to true and APD parameter values to the accounting lines of all Payment Request transaction codes created from copy forward or the Matching process when the Budget Fiscal Year of a referenced Purchase Order accounting line is the prior Budget Fiscal Year. That comparison uses the default Fiscal Year of the Application Date to determine prior or current year. On a Payment Request created by the copy forward action the inferred values can be manually overridden when desired. There will be no inference if this parameter is set to *false*. Also, if the parameter is set to *true* there will be no inference if: • There is no referenced accounting line • The current Budget Fiscal Year is used • The payment request is on the Payroll (PYRL) transaction type • The payment request is on the Accounting Based Spending (ABS) transaction type • The Payment Request is created from the Matching Status page • The Payment Request is manually entered to reference a Purchase Order • The Budget Fiscal Year is 9999
Accounting Period used when the Matching Fiscal Year to the Budget Fiscal Year parameter on the Application Parameters table is set to *true* (MATCH_APD)	The default Accounting Period to be used on the accounting line when the Application Parameter table parameter ' Matching Fiscal Year to the Budget Fiscal Year' is set to *true*. The parameter must be set when 'Matching Fiscal Year to the Budget Fiscal Year' is *true.* The value in this parameter will have to change if Purchase Orders are left open and not rolled and the original APD is closed (for example, 12 is closed so 13 has to be used).
Fiscal Year used when MATCH_BFY_FY is set to *true*	The default Fiscal Year to be used on the accounting line when the parameter

(MATCH_FY)	Matching Fiscal Year to the Budget Fiscal Year is set to *true*. The parameter must be set when Matching Fiscal Year to the Budget Fiscal Year is *true*. The value in this parameter has to be adjusted with each passing year just as a new Fiscal Year starts. To forget to do so will result in transactions failing with a closed Fiscal Year being used and the FY < BFY condition that is typically prevented with BFY Staging.
Electronic Account Validation (Electronic_Account)	If this parameter is set to *True*, then the value in the Electronic Account field on the Electronic Account Profile page must be valid on the Electronic Account and Address Information page, and upon save, the address information associated with the Electronic Account and Address Crosswalk record is inferred to the display only address fields in the Account Address Information tab on the Electronic Account Profile table. If this parameter is set to *False*, then the value in the Electronic Account field on the Electronic Account Profile record is not validated against Electronic Account and Address Crosswalk table and no address information is inferred.
Method for Discount Calculation (INV_METH_DISC_CALC)	This parameter controls how the system calculates the Scheduled Payment Date on PR and ABS transactions. It also determines which date is used in discount calculation during the Automated Disbursement chain. This parameter can have one of three options: • 1 - Invoice Date Only: When this option is selected, the Invoice Date will be used by the PR and ABS transactions in the calculation of Schedule Payment Date, and by the Automated Disbursement process when calculating discounts. • 2 – Service To Date Only: When this option is selected, the Service To Date will be used by the PR and ABS transactions in the calculation of Schedule Payment Date, and by the

	Automated Disbursement process when calculating discounts. • 3 – Latter of Service To and Invoice Date: When this option is selected, the current baseline logic of considering the later of the Service To Date and Invoice Date will be used by the PR and ABS transaction in the calculation of Schedule Payment Date, and by the disbursement process when calculating discounts. Note: Should the parameter be missing, blank or invalid, the system will calculate the Schedule Payment Date and Discount Logic as if it were set to option *3 (Latter of Service To and Invoice Date)*.
Optional Sections in Disbursement Printing XML (OPTL_SECTS_IN_DISB_PRNT_XML)	This parameter indicates whether the optional sections should be included in the data file produced by Disbursement Print Process. • FOOTER: The output file contains the details of the FOOTER section. • BATCH_PAGES: The output file contains the details of the BATCH_PAGES section. • FOOTER, BATCH_PAGES: The output file contains both sections. • Blank: Both sections are excluded from the output file. This parameter is for Multi Process Disbursement and Disbursement Printing. Check Writer Check Printing does not use the parameter.
Require Consistent TIN/TIN Type between HQ and Locations (REQ_CONSISTENT_TIN_TINTYP_ACCRS_HQ_ACCT)	Valid values are True or False, and the default value is False. When set to True, the TIN/TIN Type combination on all Vendor/Customer Location records must be the same as the TIN/TIN Type on their respective Headquarters Accounts, if the Franchise Account flag is not selected.
Require Unique TIN/TIN Type across HQ Accounts (REQ_UNQ_TIN_TINTYP_ACCRS_HQ_ACCT)	Valid values are True or False, and the default value is False. When set to True, no

	two Headquarters records can have the same TIN/TIN Type combination.
Retain Discount from Cancelled Disbursement (RET_DISC_FROM_CANCELLED_DISB)	This parameter indicates Discount Terms on cancelled disbursement with Cancellation Type of Reschedule, Hold, or PR Cancellation will be retained for any re-issued disbursement. If *True*, the Discount Terms will be retained. If *False*, the Discount Terms will not be retained.
Retainage Forfeiture Option (RET_FORF_OPT)	This parameter provides the option to calculate the retainage forfeiture amount. Valid values are *1* or *2*. A value of *1* indicates that FIFO (first in first out) will be used to determine how retainage will be forfeited. A value of *2* indicates that Payout Method on the Retainage Fund Control table will be used to determine how the retainage will be forfeited.
Stub Line Adjustment Orientation (STUB_LN_ADJ_PRN_ORIENTATION)	Indicates whether adjustments (discounts, withholding, contract withholding, retainage, and so forth) are to be inserted onto the Stub Detail (STUBDET) page on a separate stub line with the setting of *V* (vertical) or on the same stub line as the payment amount with the setting of *H* (horizontal).
Tax information retention years (TAX_INFO_KEEP_YRS)	This parameter indicates the number of years to keep tax reporting records. This parameter is used by the Vendor Customer Archiving process when evaluating whether any tax reporting information retention requirements will prevent a vendor/customer from being selected for archiving.
Treasury Intercept Debt Entity System 1 (TRSRY_INTRCPT_DEBT_ENTY_SYS_1)	The values are used by the Treasury Offset process. It is composed of four fields, separated by a comma: System Name 1 (required), Department (required), Unit (optional), and Intercept RA Format (ASMT - assessment based or CASE - case based). Example with Unit: S1,D1,U1,ASMT and without Unit: S1,D1, ,ASMT.

Treasury Intercept Debt Entity System 2	(TRSRY_INTRCPT_DEBT_ENTY_SYS_2) The values are used by the Treasury Offset process. It is composed of four fields, separated by a comma: System Name 2 (required), Department (required), Unit (optional), and Intercept RA Format (ASMT - assessment based or CASE - case based). Example: S2,D2,U2,CASE
Treasury Intercept Debt Entity System 3	(TRSRY_INTRCPT_DEBT_ENTY_SYS_3) The values are used by the Treasury Offset process. It is composed of four fields, separated by a comma: System Name 3 (required), Department (required), Unit (optional), and Intercept RA Format (ASMT - assessment based or CASE - case based). Example: S3,D1,U1,ASMT
Treasury Intercept SOAP Header URL	(TRSRY_INTRCPT_SOAP_HDR_URL) Treasury Offset process uses this URL while defining the SOAP Action Header URL section in the SOAP Request. Example: www.SOAP_HDR_URL.com
SOAP Envelope Name URL	(TRSRY_INTRCPT_ENVLP_NMS_URL) Treasury Offset process uses this URL while defining the Envelope Name in SOAP Requests.
SOAP Body Name URL	(TRSRY_INTRCPT_BODY_NMS_URL) Treasury Offset process uses this URL while defining the Body Name in SOAP Requests.
SOAP XSD Name URL	(TRSRY_INTRCPT_XSD_NMS_URL) Treasury Offset process uses this URL while defining the XSD name in SOAP Requests.
SOAP Security URL	(TRSRY_INTRCPT_SOAP_SECURITY_URL) Treasury Offset process uses this URL while defining the SOAP Security section in SOAP Requests.
SOAP Username Token URL	(TRSRY_INTRCPT_SOAP_USER_TOKEN_URL) Treasury Offset process uses this

	URL while defining the SOAP Username Token section in SOAP Requests.
SOAP Password Text URL	(TRSRY_INTRCPT_SOAP_PSWD_URL) Treasury Offset process uses this URL while defining the SOPA Password section in SOAP Requests.
VTH Maximum Record Count (VTH_MAX_REC_COUNT)	This value limits the number of records that can be returned during queries made on the Vendor Transaction History and Vendor Payment History pages. This value also limits the number of records downloaded to a csv file when the Export > Viewable Columns, Export All > Viewable Columns, Export > Available Columns, and Export All > Available Columns options are selected via the Grid Actions menu. The default value for this parameter is *2000*.
RETIREE AED Object (RETIRE_AED_OBJ_CD)	Object code for the RETIREE AED used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
Retiree Amortization Equalization Disbursement Amount (RETIRE_AED_PC)	Entered as a percentage with three significant digits, a decimal point and two digits to the right, this field is used to calculate the Amortization Equal Disbursement percent for retiree billing. It can change on an annual basis. This is used by RETIRPAY to calculate the AED Amount.
RETIREE Employer Contribution Object (RETIRE_ER_CONTR_OBJ_CD)	Object code for the RETIREE ER Contribution used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
Retiree Employer Contribution Amount (RETIRE_ER_CONTR_PC)	Entered as a percentage with three significant digits, a decimal point and two digits to the right, this field is used to calculate the employer's contribution for retiree billing. It can change on an annual basis. This is used by RETIRPAY to

	calculate the Employer Contribution Amount.
RETIREE Balance Sheet Account (RETIRE_IET_BSA_CD)	Balance sheet account code used in first party accounting line for the RETIREE IET transaction. This is used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
RETIREE Department (RETIRE_IET_DEPT_CD)	Department code used in first party accounting line for the RETIREE IET transaction. This is used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
RETIREE Event Type ID (RETIRE_IET_EVNT_TYP_ID)	Event type ID used in Event Type in the Exchange Details of the RETIREE IET transaction. This is used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
RETIREE Fund (RETIRE_IET_FUND_CD)	Fund code used in first party accounting line for the RETIREE IET transaction. This is used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
RETIREE Unit (RETIRE_IET_UNIT_CD)	Unit code used in first party accounting line for the RETIREE IET transaction. This is used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
RETIREE SAED Object (RETIRE_SAED_OBJ_CD)	Object code for the RETIREE SAED used during the IET Transaction XML Generation of the Retiree Billing process to create Internal Exchange Transactions (IET).
Retiree Supplemental Amortization Equalization Disbursement Amt	Entered as a percentage with three significant digits, a decimal point and two digits to the right, this field is used to

(RETIRE_SAED_PC)	calculate the Supplemental Amortization Equal Disbursement percent for retiree billing. It can change on an annual basis. This is used by RETIRPAY to calculate the SAED Amount.

Integration Parameters

The Integration Parameters page is similar to the Application Parameters table. This table allows authorized users to configure different parameters keyed by **Department**, **Unit**, **Resource Name**, and **Parameter Name**. This table supports the ability to list **Department** and **Unit** as *ALL* or specify a specific **Department** and **Unit**, or a specific **Department** and a **Unit** of *All*. It does not allow a **Department** of *ALL* with a specific **Unit** to be entered.

Processes using this table first look for a specific **Department** and **Unit** and if that is not found, then the process looks for an *ALL* entry for **Unit** with a specific **Department**; otherwise, the process looks for an entry with a **Department** of *ALL* and a **Unit** of *All*. If the process still does not find an entry, then CGI Advantage assumes there are no integration parameters for this resource.

For reference data that is not keyed by **Department** or **Unit**, the *ALL* entry is used. The following INTCTRL parameters are used by the Accounts Payable area.

Parameter	Resource Name	Description
Utility Enabled (UTILITY_ENABLED)	EPRC	If the Utility Enabled flag is set *TRUE*, then additional edits are invoked on the Electronic Payment Request (EPRC) transaction. In addition, the Electronic Billing Inquiry (EBIT) table will be updated.
Utility Enabled (UTILITY_ENABLED)	IE	If the Utility Enabled flag is set *TRUE*, then additional edits are invoked on the Invoice-Electronic (IE) transaction. In addition, the Electronic Billing Inquiry (EBIT) table will be updated.

System Options

The System Options (SOPT) table controls the behavior of the system on a global level. These options may specify certain defaults or rules. Others may specify the type of accounting model to be implemented for disbursements, specific business rules to apply to disbursements, and parameters for the implementation of the business rules. These options are specified during the initial setup of Advantage Financial.

The following System Options fields are critical to Accounts Payable processing:

Option/Control	Description

Payment Request Default	This field is used as the default source for the Payment Type pick on the Master Agreement Search - Select Lines and Master Agreement Line Selection pages. This field is also used to determine the Transaction Code that is created when the Universal Requestor transaction has been submitted and the Create Payment check box has been selected for a Commodity Group that references a Master Agreement. The Payment Request Default field provides a pick to the Transaction Code field on the Procurement Transaction Control table and displays all records with a Transaction Sub Type of PRC where the value in the Payment Master Agreement Reference field is either Required or Optional.
Multiple 1099 Reporting Payees	When checked indicates whether or not the system will allow multiple 1099 Reporting Payers and/or transmitters.
Reporting Payer	The 1099 Reporting Payer indicates the party who is paying for services for which the 1099 forms and magnetic media that is being submitted to the IRS. The default is blank but this field is required if the Multiple 1099 Reporting Payers check box is not selected.
System Payment Lag	This field indicates the number of days from the transaction date when the payment should be made.
Number of Prenote Days	Indicates the number of prenote days that a financial institution has, to notify that the information for a vendor used for electronic funds transfer is incorrect. Default is zero. The value cannot be negative.
Allow Partial Payment of Award Line	This option controls whether the Matching process should generate a payment request for a matched award line that has been fully invoiced, that is, it controls if a payment can be made when the Invoiced amount has not final referenced the Order. • If the **Allow Partial Payment of Award Line** indicator is set to true (selected) and Ordered Quantity of 12; Received Quantity of 2 (Partial); Invoiced Quantity of 2 (Partial), the Matching Transaction job generates PRM for a Quantity of 2. • If the **Allow Partial Payment of Award Line** indicator is set to false (not selected) and Ordered Quantity of 12; Received Quantity of 2 (Partial); Invoiced Quantity of 2 (Partial), then no payment request is generated by the Matching process.
Do not Allow Partial Payment of Invoice	The Do not Allow Partial Payment of Invoice indicator, if selected, controls whether the Matching process should generate a payment request for a matched invoice that has been fully received, that is, if selected, a payment request can be made on an Invoice if the received amount is equal to or greater than the invoice. • If **Do not Allow Partial Payment of Invoice** indicator is set to *No* and Ordered Quantity is 12, Received Quantity is 2 (Partial), and Invoiced Quantity is 12 (Final), the Matching process will generate a payment request for a Quantity of 2.

	• If **Do not Allow Partial Payment of Invoice** indicator is set to *Yes* and Ordered Quantity is 12, Received Quantity is 2 (Partial), and Invoiced Quantity is 12 (Final), the Matching process will NOT generate a payment request because the Received Quantity is not equal to or greater than the Invoiced Amount. Refer to the "Do not Allow Partial Payment of Invoices on System Options" topic in the *CGI Advantage - Procurement User Guide* for several scenarios to illustrate this logic.
Payment Intercepts	Payments to a vendor may be intercepted if the vendor has an outstanding receivable in the system and the due date exceeds the number of Intercept Days specified on the Revenue tab of the SOPT table. Refer to the *CGI Advantage - Intercept User Guide* for more information on the intercept functionality available in Advantage.
Stale Date Disbursements	Indicates whether or not the system will stale date outstanding disbursements older than the number of days in the Stale Days field with the Stale Escheat batch process. When only the escheat or stale method is desired, error message A2409 ensures only one of the two is enabled. When using the system feature to do both methods with the Stale Process, Escheat Pre-Selection, and Escheat Update batch processes, the Severity of error A2409 has to be set to *Information* on the Messages (MESG) page to allow System Options setup.
Stale Days	The number of days that can pass before a disbursement is considered stale. Required if the stale date disbursements flag is selected. Default is zero. The value should not be negative.
Escheat Disbursements	Indicates whether or not the system will escheat outstanding disbursements older than the number of days in the Escheat Days field with the Stale Escheat batch process. When only the escheat or stale method is desired, error message A2409 ensures only one of the two is enabled. When using the system feature to do both methods with the Stale Process, Escheat Pre-Selection, and Escheat Update batch processes, the Severity of error A2409 has to be set to *Information* on the Messages (MESG) page to allow System Options setup.
Escheat Days	The number of days that can pass before a disbursement is considered escheat. Required if the escheat disbursements flag is selected. Default is zero. The value should not be negative.
Partial Payment of Invoices	When the Matching process should not generate a payment request for a matched award line that has not been fully invoiced, the Allow Partial Payment of Invoices feature should be used.
PR Update Inventory Flag	When set to Yes, the PR transactions would update extended cost when a PR is processed for a warehouse commodity.

Vendor Default Disbursement Format	On the System-wide Options and Controls table, this field defines for a fiscal year, the vendor disbursement format that will be defaulted to the Vendor/Customer table records when left blank.
Vendor Default EFT Format	On the System-wide Options and Controls table, this field defines for a fiscal year, the vendor electronic funds transfer format that will be defaulted to the Vendor/Customer table records when left blank.
Require UR Accounting	If this option is selected, then at least one Accounting Line must exist for each Commodity Line on the UR transaction.
Auto Submit From UR	If this option is selected, then when the UR becomes Final, all subsequent transactions will automatically be submitted.
PCard Consolidation Option	This field determines the basis on which the Procurement Card (PCard) Payment Requests should be consolidated. Valid values are Payee; Payee Administrator ID and Payee; Payee, Administrator ID & PCard ID. When the Payee is selected then the PCard Payment Requests are consolidated at the Payee level. When Payee & Administrator ID is selected then the consolidation takes place on the unique combination of Payee & Administrator ID. Similarly, when Payee, Administrator ID & PCard ID is selected, the PCard Payment Requests are consolidated on the unique combinations of Payee, Administrator ID & PCard ID.
Include $0 Line Amount on Summarized Stubs	This field indicates whether AD and MD transaction Accounting Lines, where the Line Amount is $0 (on the original AD or EFT line, before any adjustments are applied), will be selected for summarization by the Disbursement Stub Summarization process.
Include $0 Stub Line Net Amount on Summarized Stubs	This field indicates whether AD and MD transaction Accounting Lines, where the Line Amount is not zero but the Stub Line Net Amount is $0 (due to adjustments), will be selected for summarization by the Disbursement Stub Summarization process.

For more information about the System Options table, refer to the "System Options" topic in the *CGI Advantage - Financial Administration User Guide*.

System Special Accounts

In Advantage Financial, the System Special Accounts (SPEC) page allows you to define the default accounts and some special-purpose accounts by Fiscal Year that are used throughout the system. These accounts may be used by the application as default values for accounting line posting. These accounts may also inherit special constraints and behaviors. For example, only system-generated entries may be posted to the Disbursements Payable account and Warrants Payable account. However, it is not possible to enter these accounting elements in an accounting distribution of a transaction.

The System Special Accounts table provides fields to support Advantage Financial subsystems. For Accounts Payable in Advantage Financial, use the System Special Accounts table to code for the

Balance Sheet Accounts (and Sub Accounts). For more information about the System Special Accounts table, refer to the "Special Accounts & Special Fund Accounts" topic in the *CGI Advantage - Financial Administration User Guide*.

Pertaining to the Backup Withholding in the 1099 process the Backup Withholding On field value is inferred from the 1099 Processing options and Controls table.

Transaction Control

The Transaction Control (DCTRL) table is a powerful means of establishing a variety of budget, accounting, and general transaction control options. (For more information on the transaction control table, see System Overview). The following Transaction Control fields are critical to A/P processing:

- Journal Posting Control - Indicates how the journals should be posted on the specified transaction.
- Synchronous setting for a transaction code means that when an individual transaction for this transaction code reaches final status, its posting lines will be marked 'ready to post'. If real time journal posting is turned on, the transaction will post to all necessary journals upon being submitted to final status. If journal posting is not real time, which means it is scheduled to occur at regularly scheduled intervals, then the posting lines for that transaction code will be posted to journals next time the journal posting engine runs.
- The Asynchronous setting for a transaction code means that when an individual transaction for this transaction code reaches final status, its posting lines will be marked as 'not ready to post'. Posting lines for such a transaction code will never be posted to journals no matter how journal posting is run until a separate job is run to change those posting lines to 'ready to post.' (See Journal Posting Initiator for more information).
- Service Date Severity - Service dates (From Service Date, To Service Date) are used on the payment and disbursement transactions to identify when goods or services were received from the vendor. When set to No Error, service dates are inferred to the current date for the buyer if not manually entered. When set to Error, a user must manually enter service dates on the specified transaction.
- TIN Number & Type for Miscellaneous Vendor - This field controls the need for a taxpayer identification number (TIN) on a transaction when a miscellaneous vendor is used. Valid values are Not Required, Overrideable, Required, Required for Reportable Funding Only, and Overrideable for Reportable Funding Only.
- If the Required for Reportable Funding Only option is selected on the Transaction Control table for the ABS transaction, PR transaction or MD transaction, then entering the TIN number and TIN Type for a miscellaneous vendor will be required, if at least one element on the accounting line is 1099 reportable (Object, Sub Object, Balance Sheet Account or Sub Balance Sheet Account).
- If the Overrideable for Reportable Funding Only option is selected for the ABS transaction, PR transaction or MD transaction and the TIN number is not populated, then an overrideable error is issued.
- Vendor Invoice Required - If this field is selected, then a Vendor Invoice is required for the transaction code. Two transaction types edit against this flag, the PR - Payment Request and ABS - Accounting Based Spending.

- Vendor Invoice Line No Default - The Vendor Invoice Line No Default flag controls whether the Vendor Invoice Line Number should automatically default when a Vendor Invoice Number is entered on transactions of the PR, ABS, or MD transaction type. Valid options for this field are: Yes (selected) or No (not selected). The default value for this field is No (not selected).

- Vendor Invoice Date Required - The Vendor Invoice Date Required field controls whether the Vendor Invoice Date is required when a Vendor Invoice Number is entered on transactions of the PR, ABS, or MD transaction type. Valid options for this field are: Yes, No, or Default. If Default is set, the system will default the current Application Date to the Vendor Invoice Date field of the transaction if the Vendor Invoice Number is entered and the Vendor Invoice Date has not been entered (it is blank). The default value for this field is No.

- Include in VSS Financial Transactions - This flag determines if financial transactions with the selected Transaction Code are displayed to vendors in the Financial Transactions tab of VSS. The types of transactions that are displayed in VSS include agreements, scheduled payments, disbursements, and invoices. Vendors can inquire, view, download, print and create invoices via the VSS application.

- Allow PDF Print in VSS - This flag determines if a vendor can access a PDF file in VSS for transactions with the selected Transaction Code. This flag is only applicable for agreement and invoice transaction codes.

- Restrict VSS Access - Selection of the **Restrict VSS Access** flag prevents Vendor/Customer records from being displayed in the Vendor Self Service (VSS) application. The value in this field is inferred on the Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transaction types, if the **Restrict VSS Access** field on the transaction is blank.

Procurement Transaction Control

The Procurement Transaction Control (PRDOC) table is used to set options and establish required fields for the Procurement Transaction Codes. However, the Payment Request transaction can also be added to this table so that Payment Request transactions can directly reference a Master Agreement transaction. The following fields should be set up for the Payment Request transactions:

- Payment Master Agreement Reference - This field determines if a specific Payment Request Transaction Code may reference a Master Agreement. The field has the following values: Optional, Prohibited, and Required.

- If the Optional value has been selected the specified Payment Request Transaction will allow a Master Agreement reference to be entered.

- If the Prohibited option is selected, when the specified Payment Request Transaction is validated, the system will issue an error for each record in the vendor tab of the Payment Requests in which a Master Agreement reference has been entered.

- If the Required option has been selected, when the specified Payment Request transaction is validated, Advantage will issue an error for each record in the Vendor tab of the Payment Request that does not accurately reference a Master Agreement.

- A value of Optional or Required is not allowed in this field unless the transaction Sub-Type for the selected record is PRC.

- Generate PR Commodity Lines By - This field determines the order in which the commodity lines are generated on the Payment Request when it is created from either the Master Agreement

Commodity Search - Line Selection or the Master Agreement Line Section pages. Valid options for this field are: MA Commodity Line, Commodity Code, or Commodity Description.

Payment Control – Vendor/Customer

The vendor structure contains information that is specific to the processing of disbursements for individual vendors. The disbursement elements on a vendor record control what type of disbursement may be generated, if the vendor is currently eligible to receive a disbursement, vendor specific banking information, and default values for most elements of disbursement structure. Also, the Vendor/Customer table includes information about the vendor's discount terms, mailing address information, indicates if this vendor is a third party vendor, and if they are subject to 1099 reporting. References to these elements are made upon generation of the disbursement request and during the Automated Disbursements process.

This table allows the recording of areas of interest/commodities that the vendor offers. The vendor has the option of registering for specific commodity items, general commodity classes or both, depending on the option chosen for the Commodity Code Registration Level field on the System-wide Options and Controls table.

Each Vendor record can have one commodity selected as the default PCard commodity by selecting the Default PCard Commodity check box. Flagging a commodity as Default PCard Commodity will mean that, during the PCard Reconciliation process, the flagged Commodity Code will be used if no Commodity Code information is received in the bank file. This flag can only be selected for one commodity record per vendor. An error is received if you try to select this flag for more than one commodity for a Vendor/Customer Code.

This table has the following tabs:

- Vendor/Customer tab
- Address tab
- Commodity tab

› Important Field Information

- Miscellaneous Account - Indicates whether this record is for miscellaneous use and does not represent a specific vendor or customer.
- Third Party Flags - Indicates whether this record can be used as a third party for other vendor records.
- Never Archive - This flag should be selected if this vendor should not be archived by the Vendor Customer Archiving or Vendor Customer Archiving VSS Updates processes.
- Organization Type and Classification - You may choose the type of organization, two options are available (Individual, Company). You may choose one of the following choices (Individual, Sole Proprietorship, Partnership, Incorporated, Nonresident Alien, Trust, Foreign, State Government, Other Government, Other) to identify the Organization Classification for this record.
- Tax Profile - This field allows you to search the current Tax Profile Maintenance table for the appropriate tax profile code. If entered, the Tax Profile will default to the transactions.

For more information about Tax Profiles, refer to the "Tax Template (TAXPRFL)" topic in the *CGI Advantage - Procurement User Guide*.

- 1099 Reportable Indicator - This field specifies if the vendor is 1099 reportable. It will be inferred from the 1099 Reporting Information table upon the entry of a TIN Number/TIN Type.

- 1042-S Reportable Indicator - This field specifies if the vendor is 1042-S reportable. It will be inferred from the 1042-S Reporting Information table upon the entry of a TIN Number/TIN Type. Either 1042-S Ch. 3 Recipient Code or 1042-S Ch. 4 Status Code must be populated, if 1042-S Indicator is *Yes*. 1042-S Recipient Account Number, IRS Country of Residence and IRS Sub Country Code must also be entered for the 1042-S Reportable vendor.

- Disbursement Category - The Disbursement Category data structure is used to classify and/or consolidate payments. This field contains the default disbursement category value for disbursement requests generated for this vendor. This field is optional when creating a new vendor record.

- Default Priority - Allows you to assign a disbursement priority to the Vendor record. This field defaults to 99 but can be set to prioritize payments via a pick-list to the Disbursement Priority table.

- Default Format - The Disbursement Format data structure is used to define each electronic or hard copy format that may be produced by the disbursement process. This field contains the value indicating the default check/warrant format to be generated for disbursements for this vendor. This field is required when creating a new vendor record.

- Scheduled Payment Day - Allows you to select a specific day of the month for payments to be generated for this record. This field is optional when creating a new vendor record.

- Single Payment Indicator - When selected, this field indicates that payments to this vendor may not be consolidated and a single disbursement must be generated for each individual disbursement request. This field is optional when creating a new vendor record.

- Hold Payment fields - Allows you to determine whether payments should be held for this vendor. If the box is checked, payments to this vendor will be temporarily suspended. If the box is unchecked, payments to this vendor will process as normal. When Hold Payment is checked, the reason for holding the payment should be provided in the Hold Reason field.

- Prevent New Spending Fields - Allows you to determine whether to prevent new spending for this vendor. If this option is selected, all payments currently in the system will process, but you will be prevented from beginning new purchasing/payment transactions. A modification decrease or cancellation of an existing Payment Request is allowed regardless of the Prevent New Spending selections.

- Name on Check - Indicates which name to print on checks. Valid values are: Legal Name or DBA.

- Third Party fields - Allows to store the details of the vendor who would be a third party to this vendor.
- Generate EFT Payment – Marks this vendor as preferring payment via EFT.
- EFT Status - This field will contain a value that indicates the vendor's current eligibility to receive EFT payments.
- Bank Account details – These are the fields that store the ABA Number, Bank Name, Account type, Account Number and Routing ID Number of the Vendor. You can also specify the Foreign Bank information if the **EFT Format** is *IAT*.
- The EFT Status field indicates the vendors' current eligibility to receive EFT payments. Selecting the Generate EFT Payment option indicates that this vendor prefers payment via EFT. *Prenote/EFT information can only be entered in this tab for records with a Payment Address Type. Entities that have common banking information across multiple addresses should populate the Prenote/EFT section on the Vendor/Customer (location level) tab of the Vendor/Customer table. Prenote/EFT information at the Address level is read first. If the Prenote/EFT fields are populated, the Address level Prenote/EFT information is used; however, if the EFT information on the Address level is blank, then the Prenote/EFT information at the Location level is used. Note: The Allow Prenote/EFT on Vendor Address parameter on the Application Parameters table controls whether or not bank information can be entered at the Vendor Address level. The default value is Yes. If set to No, entry of data into the Prenote/EFT section of the Vendor Address table will not be allowed.
- Vendor Active Status - This field contains the value for the current payment eligibility status of the vendor. A Vendor is considered active if the Active Status is set to anything other than 'Not Active' on the Vendor Customer table. If this field is set to Not Active, no new disbursement requests may be created and no disbursements may be generated for this vendor. This flag is set on the Certification tab of the Vendor/Customer table.
- Remittance Advice Required and Format fields - Remittance Advice is a check stub that is generated and mailed to a vendor who has received an electronic payment. This information can be entered on the Vendor/Customer tab of the Vendor/Customer table or at the Address level. By specifying Remittance Advice information at the Address level, Remittance Advices can be generated for specific Payment Addresses that require a Remittance Advice.

Depending on your site's security setup, records can be added to the Vendor/Customer table manually or through a Vendor Customer Creation (VCC) transaction. Records can be modified on this table manually or through a Vendor Customer Modification (VCM) transaction. You can click the **Create New Record** or **Modify Existing Record** links to easily create these transactions. You can also create these transactions from the Transaction Catalog.

Payment Tolerances

Payment tolerance is the amount difference that the system will accept (over/under) in order to process the partial or final payment of a referenced transaction. Tolerances are applied at the accounting line level and can be set at several levels: system-wide, transaction, or fund. Tolerances can be applied at the

commodity line for both quantity and amount, depending on the terms of the award or requisition. Tolerance limits are based on the total activity against a referenced line.

Please refer to the "Tolerances" topic in the *CGI Advantage - Financial Administration User Guide* for more information on accounting line tolerances.

Return Reason Codes

The Return Reason Codes (RETREAS) page contains the valid return codes, messages, and explanations used by the bank to identify the reason for rejecting a vendor during prenote processing or Early Warning System (EWS) processing. These codes related to prenote processing are provided by the Automated Clearing House (ACH) Rules book. The codes are displayed on Vendor/Customer (VCUST) records for vendors that were rejected during prenote or EWS processing.

EWS Status Mapping

The EWS Status Mapping (EWSSTA) page provides the crosswalk of the bank's EWS status to the appropriate EFT Status in Advantage Financial. In conjunction with the records from RETREAS page, these records in EWSSTA are used by the EWS Transaction chain job. As part of the chain, the reply files from the bank are processed such that the vendors that are sent for EWS processing will be updated.

Department/Object Payment Control

The Department/Object Payment Control (DOBJPC) table is a reference table that is used to set up payment lags based on the Department and Object combination. The fields on this table are used by the Extended Payment Request Scheduling Batch Process during the calculation of Scheduled Payment Date.

Payment Scheduling and Interest Control

The Payment Scheduling and Interest Control (PSIC) table allow users to establish interest eligibility and disbursement scheduling controls for Payment Request at the Fund, Fund Group, Transaction Code, and Payment Type level used for interest calculations during the Automated Interest Calculation batch process to generate Interest Payment Request (IPR) transactions.

For any combination of the Fund, Fund Group, Transaction Code, and Payment Type fields, at least one must contain a value other than a wild card value of ALL (or D for Default on Payment Type field).

Recurring Payment Schedule

The Recurring Payment Schedule page allows you to establish schedules for recurring payments.

The Schedule Sequence grid allows you to define Sequences for specific Schedule codes.

Related Topic(s):

- Scheduled Invoice Generation (SIG)

Extension Reason

The Extension Reason (EXTNRSN) table allows you to define reasons why a payment has not been made in a timely manner.

Retainage Fund Control

When it is necessary, retainage may be forfeited. The Retainage Fund Controls (RTGFC) page allows users to establish retainage forfeiture rules on a specific Fund for any given Fiscal Year. The page includes two options for each value for the current Fiscal Year and prior Fiscal Year. The flags will be optional, but when populated and the Application Parameters Retainage Forfeiture option is set to 2, the two options will be used to determine whether the specified forfeiture is allowed (when indicator is set to true) or not allowed (when indicator is set to false) for the specific fund, for example:

Fiscal Year	Fund	Payout Method	Allow Current Year	Allow Prior Year
2008	400	Revenue	No	Yes
2008	400	Trust and Agency	No	Yes

For each forfeiture method, the user may specify if funds may be forfeited to the current Fiscal Year or the prior Fiscal Year, or both. If the Retainage Forfeiture Option on Application Parameters is set to 2, the rules will be read by the Retainage Summary By Commodity Line table on save when retainage forfeiture is setup. The retainage forfeiture rules will only be stored on this table. In cases where a user changes previously established forfeiture rules for a given Fund, Retainage Summary By Commodity Line table will read the modified rules the next time a retainage forfeiture is set up. The NYTI process will roll the set up established forward to the new Fiscal Year. The Retainage Payout process will check with this table for forfeiture rules when the Application Parameters parameter Retainage Forfeiture option is 2.

If the Fund rules are not established for every forfeiture method or if the Fund has no rules for any forfeiture method, then the system will use the First-In-First-Out (FIFO) method to forfeit retainage. For example, the following rules are established for a Fund:

Fiscal Year	Fund	Payout Method	Allow Current Year	Allow Prior Year
2007	001	Expenditure	Yes	No
2007	001	Revenue	Yes	Yes
2007	001	Forfeiture to Trust and Agency Fund	No	No

Since the Forfeiture Method of Forfeiture to Expenditure (as shown above) is set to allow forfeiture in the current fiscal year but prohibit forfeiture of retainage taken in a prior fiscal year, the user will only be allowed to setup for Forfeiture to Expenditure the amount of money that was retained in the current Fiscal Year.

Because the Forfeiture Method of Forfeiture to Revenue is set to allow forfeiture in the current fiscal year as well as the prior fiscal year, no constraints will apply when the user sets up the forfeiture on the Retainage Summary By Commodity Line page. The system will continue to use the FIFO method when forfeiting retainage. Therefore, the user will be able to set up for Forfeiture to Revenue the amount of money that was retained in the current and prior fiscal years.

The Forfeiture Method of Forfeiture to Trust and Agency Fund has no rules established to allow forfeiture in the current fiscal year or the prior fiscal year. No constraints will apply when the user sets up the forfeiture on the Retainage Summary By Commodity Line page; the system will use the FIFO method.

Electronic Account and Address Crosswalk

The Electronic Account and Address Crosswalk (EAAD) page stores electronic account and address information, and it allows you to link an account number with an address associated with that account. Records created on this table can be selected from the Electronic Account field on the Electronic Account Profile page. If the Electronic Account Validation (Electronic Account) parameter on the Application Parameters page is set to True, then the Electronic Account entered on the Electronic Account Profile record is validated against Electronic Account and Address Crosswalk table, and the associated address information is inferred to the Account Address Information tab on Electronic Account Profile table.

Electronic Account Profile

The Electronic Account Profile (EAPRO) page captures service providers' account level information. Information on this page is required when the Utility_Enabled parameter is used on the Integration Parameters table, and an Invoice transaction is processed with the same Transaction Code and Transaction Department as the Utility Enabled record on Integration Parameters table.

Account information is captured for each Electronic Account, Vendor, Address ID, and Commodity Code combination.

- If the Electronic Account Validation parameter on the Application Parameters page is set to *True*, then the value in the Electronic Account field must be valid on the Electronic Account and Address Crosswalk page, and upon save, the address information associated with the Electronic Account and Address Crosswalk record is inferred to the display only address fields in the Account Address Information tab on Electronic Account Profile table.

- If the Electronic Account Validation parameter on the Application Parameters page is set to *False*, then the value in the Electronic Account field is not validated against the Electronic Account and Address Crosswalk record and address information is not inferred. A unique Account Number must be entered.

The combination of Reference Transaction Code, Reference Transaction Dept, Reference Transaction ID, Reference Vendor Line, and Reference Commodity Line must be a valid transaction (Transaction Type of MA or PO) with a Phase of *Final*.

Electronic Billing Data Source

The Electronic Billing Data Source (EBDS) page captures the various types of data sources for Electronic Billing. Examples of data sources are: CD-ROM, EDI transfer, Web Downloads, and paper invoices. A record is required on this page in order to add a record to the Electronic Account Profile (EAPRO) table.

Procurement Card Setup

The following tables provide setup information for the Procurement Card functionality in Advantage. The tables are listed in alphabetical order.

- Paid Procurement Card Transaction (PRCUT)
- Procurement Card Configuration (PCNFG)
- Procurement Card Dispute Reason Code (PRCURCD)
- Procurement Card Reconciliation Status (PRCURST)
- Unprocessed Procurement Card Activity (PRCUU)
- Procurement Card Administration (PRCUA)
- Procurement Card Bin (PRCBIN)

Paid Procurement Card Transaction

The Paid Procurement Card Transaction (PRCUT) page stores all payment request transactions for purchases made with a Procurement Card. This page stores payment information by Administrator ID. Because this table is updated from the payment request transaction, nearly all fields on this table are protected with the exception of the Reconciliation Status field, Dispute Tracking fields, and the Comments field. The Reconciliation Status field indicates whether the transaction on the Payment Request commodity line has been reconciled with a receipt by the administrator. Any time this status is changed, the Last Action Date field will be updated automatically by the system.

If a Payment Request transaction is canceled, then the corresponding record on the Paid Procurement Card Transaction table is automatically deleted.

If a Travel Transaction Type transaction references the PCard transaction on PRCUT or a Payment Request transaction referencing a Travel Transaction Type transaction is submitted to Final, the Ref transaction fields are updated with the Travel Transaction Type transaction information. If a Purchase Order Transaction Type transaction is referenced on the Unprocessed Procurement Card Activity – Commodity Lines (PRCUUCL), when the PCard transaction is paid and the record is inserted on PRCUT, the Ref transaction fields are updated with the Purchase Order Transaction Type transaction information.

The PRCUT page contains an **Attachments** link. The Attachments link transitions you to the Reference Table Attachments page, which allows you to upload, search, download and delete attachments. If Attachments were initially added to the Unprocessed Procurement Card Activity record or to the Accounting Line of the PRCC transaction, these attachments will flow forward to the Paid Procurement Card Transaction page.

Procurement Card Configuration

The Procurement Card Configuration (PCNFG) table stores the procurement credit card configuration setup data that may be used to process a Procurement Card transaction. Use of this table is optional. If left blank, it will not be used by the associated Procurement Card reference tables, PR Transaction Type or PCard Chain process. This table has two sections:

- General Information – This tab captures high level information about the Procurement Card configuration record selected.
- Billing Cycle Information – This tab is used to designate individual billing cycles.

To maintain this table, authorized users must manually enter individual billing cycles for each instance that a payment will be required. For instance, if a payment is required each month, you must enter a line into the Billing Cycle Information tab for each month of the Fiscal Year. This allows for flexibility in your payment schedules and it allows you to easily change Scheduled Payment Dates for an individual month without changing that date for subsequent months.

Procurement Card Dispute Reason Code

The Procurement Card Dispute Reason Code (PRCURCD) table allows authorized users to add a record for each reason that a Procurement Card record can be disputed. The values entered on this table are viewable in the Dispute Reason Code pick field on the PCard Payment Request (PRCC) transaction, the Unprocessed Procurement Card Activity (PRCUU) page, and the Paid Procurement Card Transaction (PRCUT) page.

Procurement Card Reconciliation Status

The Procurement Card Reconciliation Status (PRCURST) page contains all valid statuses for Procurement Card use (that is, Reconciled, Not Reconciled, No Receipt, Sales Tax, and Dispute). The values on this page are available in the Reconciliation Status field of the Unprocessed Procurement Card Activity (PRCUU) and Paid Procurement Card Transaction (PRCUT) pages. You can choose to add more status records as necessary. The Hold Payment flag indicates if the status is used, payments will be held (not created).

The Dispute flag allows you to define a Reconciliation Status as a Dispute status. If the Dispute flag is checked for a Reconciliation Status, then the Dispute Reason Code field must be populated on the Paid Procurement Card Transaction and Unprocessed Procurement Card Activity pages and on the PRCC transaction. If the Dispute flag is not checked for a Reconciliation Status, then the Dispute Reason Code field cannot be populated on the PRCUU or Paid Procurement Card Transaction pages, or the PRCC transaction.

Unprocessed Procurement Card Activity

The Unprocessed Procurement Card Activity (PRCUU) page contains procurement card transactions that have been received from the credit card company. The Procurement Card Load process reads the credit card file and loads activity records to this page.

While most of the fields are protected, there are several that may be updated. The Transaction Reference column is a hyperlink to the payment request transaction created by the PCard Chain.

The Attachments link allows attachments uploaded to a record to flow to the Procurement Card Payment Request (PRCC) transaction created and subsequently flow forward to the Paid Procurement Card Transaction (PRCUT) record once the transaction is finalized.

The PRCUU page contains a “child” table called Commodity Lines. This page can be accessed by selecting **Commodity Lines** from the Unprocessed Procurement Card Activity page. The PRCUU – Commodity Lines page allows you to capture a wide range of information about the individual Commodity Lines contained within the PCard transaction. Upon loading records to the PRCUU table, all records will

initially have associated records generated on the PRCUU – Commodity Lines page. These records will be generated using information from the bank file. If the bank file does not have Commodity Line information, or if the information it does contain is insufficient to generate all of the required information for the Commodity Line, then the system will infer whatever additional information is needed as necessary. For instance, the system will infer Commodity Code based on the Default PCard Commodity Code on the Vendor/Customer record; if unavailable, it will infer Commodity Code based on the Default PCard Commodity Code batch parameter.

The PRCUU – Commodity Lines page contains a "child" table called Accounting Lines. This page can be accessed by selecting **Accounting Lines** from Unprocessed Procurement Card Activity page. The PRCUU – Accounting Lines page captures Accounting Line information for the Commodity line selected on the PRCUU – Commodity Lines page. The Accounting Lines on the PRCUUAL page can be automatically generated upon Unprocessed Procurement Card Activity record creation if the **Load Accounting Lines to PRCUU** field on the PCNFG table is set to *Yes*. Otherwise, you are given the ability to manually insert Accounting Lines as necessary, or leave the PRCUU - Accounting Lines page blank and allow the PRCC transaction logic to generate the necessary accounting lines for the transaction based on the referenced Accounting Template or Accounting Profile.

PRCUU – Commodity Lines

The Unprocessed Procurement Card Activity – Commodity Lines page allows you to capture a wide range of information about the individual Commodity Lines contained within the PCard transaction. It also allows you to add, edit, and delete Commodity Lines so that less work is necessary downstream when the Payment Request transaction is created. For example, it is possible that the bank file may show one $150 Commodity line when there were actually three separate $50 items; with this flexibility, you can modify/add Commodity Lines to reflect that there are actually three separate items with distinct Commodity codes. The system will issue an error if the sum of the Commodity Lines does not equal the amount on the transaction record. Upon loading records to the Unprocessed Procurement Card Activity table, all records will initially have associated records generated on the PRCUU – Commodity Lines page. These records will be generated using information from the bank file. If the bank file does not have Commodity Line information, or if the information it does contain is insufficient to generate all of the required information for the Commodity Line, then the system will infer whatever additional information is needed as necessary. For instance, the system will infer Commodity Code based on the Default PCard Commodity Code on the VCUST record; if unavailable, it will infer Commodity Code based on the Default PCard Commodity Code batch parameter. When the Pay flag is checked on the Unprocessed Procurement Card Activity record and the PCard Chain job is run, the system will use the information contained on the PRCUU – Commodity Lines page to generate the Commodity Lines on the resulting PRCC transaction.

The Order Transaction Code, Order Transaction Dept, Order Transaction ID, Order Commodity Line, and Comments fields must be populated manually, while the Accounting Profile or Accounting Template fields are inferred from the Procurement Card Administration (PRCUA) table. The rest of the fields are populated by the bank file. If the bank file is missing information such as Commodity Code, then logic will infer the Commodity Code from the Default PCard Commodity specified on the Vendor record, or if none is specified then from the Default Commodity Code specified within the Batch job.

The PRCUU – Commodity Lines page contains a "child" table called Accounting Lines. This page can be accessed by selecting **Accounting Lines** from the Secondary Navigation Panel of the Unprocessed Procurement Card Activity page. The PRCUU – Accounting Lines page captures Accounting Line information for the Commodity line selected on the PRCUU – Commodity Lines page. If an order is referenced in the Order Transaction Code, Order Transaction Dept, and Order Transaction ID fields, then accounting line information is blanked out on the PRCUU - Accounting Lines page. Also, accounting lines

cannot be added for the commodity line. This ensures that upon creation of the PRCC transaction, the system will use the referenced Accounting Lines on the PO transaction.

PRCUU – Accounting Lines

The Unprocessed Procurement Card Activity – Accounting Lines page captures Accounting Line information for the Commodity line selected on the PRCUU – Commodity page. This page captures fund accounting and detailed accounting information. Authorized users can also create multiple accounting lines for a given Commodity Line. The Accounting Lines on the PRCUU – Accounting Lines page can be automatically generated via PCard Chain job (assuming the Load Accounting Lines to PRCUU flag is checked on the PCNFG table) based on the Accounting Template or Accounting Profile designated on the Procurement Card Administration (PRCUA) table. When the Pay flag is checked on the Unprocessed Procurement Card Activity record and the PCard Chain job is run, the system will use the information contained on the PRCUU – Accounting Lines page to generate the Accounting Lines on the resulting PRCC transaction.

If an order is referenced in the Order Transaction Code, Order Transaction Dept, and Order Transaction ID fields on the PRCUU – Commodity Lines page, then accounting line information is blanked out on the PRCUU - Accounting Lines page. Also, accounting lines cannot be added for the commodity line. This ensures that upon creation of the PRCC transaction, the system will use the referenced Accounting Lines on the PO transaction.

Procurement Card Administration

The Procurement Card Administration (PRCUA) page allows you to manage the Procurement Card process. This page is used to set up the Procurement Card ID, Card Number, an associated Accounting Template or Accounting Profile, Administrator information, Cardholder information, and to establish spending limits.

Procurement Card Bin

The Procurement Card Bin (PRCBIN) page allows you to establish valid combination for the following fields: PCard BIN, Account Number, and Administrator ID.

When the ‘Infer Account Number from PRCBIN' flag is checked on the Procurement Card Configuration (PCNFG) table, the Account Number on the Procurement Card Administration (PRCUA) table is inferred from the PRCBIN page based on PCard BIN and Administrator ID.

When the ‘Infer Account Number from PRCBIN' flag is unchecked on the Procurement Card Configuration (PCNFG) table, there is no inference of the Account Number on the Procurement Card Administration (PRCUA) table. The user has to manually enter the Account Number.

Virtual Card Payables

Virtual cards are a payment option made available by banks to replace traditional check or EFT payments to vendors. Virtual cards are sometimes also referred to as ePayments or ePayables. A vendor signs up for a virtual card and a virtual card is assigned to each vendor upon approval. Some advertised benefits of this payment option are efficiencies in manual paper payments elimination, improvement in cash flow and speed of payment, and minimization of fraud risk. The availability of this new payment option is configurable in the Advantage application through existing functionality; however, the generation of required electronic file content based on bank specific file requirements will require scripting at each site.

There are several available configurable options for tracking of virtual card payments, this section will focus on the most commonly utilized configuration and things to consider. The primary business process to consider is the bank requirement for virtual card payment files format transmission. If your bank requires a standard, Advantage support NACHA format for transmission of virtual card payments, your site should consider *Configurable Option 1: NACHA formatted transmission files.* If your bank requires a non-standard, unsupported format for transmission of virtual card payments, your site should consider *Configurable Option 2: Unsupported format transmission files*.

Configurable Option 1: NACHA Formatted Transmission File

Advantage fully supports generation of the NACHA formatted flat files (see the Electronic Disbursement Formatting Process section in the *CGI Advantage - Disbursement User Guide* for the supported formats). If your bank requires a standard NACHA format for the virtual payment files, the primary objective in configuration for accounts payable is to isolate virtual payment requests from the normal EFT payment requests. This can be done using a **Disbursement Category**. A vendor identified to require virtual card payment will be configured to generate an EFT payment with a Disbursement Category set to virtual payment on the vendor's Vendor/Customer record.

Additional business process changes are required to generate a separate EFACH transaction file for payment requests with the virtual card payment disbursement category. These changes are outlined in the "Virtual Card Payments" topic under the Advanced - Setup section in the *CGI Advantage - Disbursement User Guide*.

Configurable Option 2: Unsupported Format Transmission File

Advantage fully supports tracking and accounting of virtual card payment requests; however, it does not support bank-specific transmission file creations. If your bank requires an unsupported format for virtual card transmission files, the primary objective in configuration for accounts payable is to isolate virtual payment requests from the normal EFT payment requests. This can be done using a **Disbursement Format**. A vendor identified to require virtual card payment will be configured to generate an EFT payment with a Default EFT Format of virtual card payment on the vendor's Vendor/Customer record.

Additional business process changes are required to generate a separate EFACH transaction file for payment requests with the virtual card payment disbursement category. These changes are outlined in the "Virtual Card Payments" topic under the Advanced - Setup section in the *CGI Advantage - Disbursement User Guide*.

Advanced - Batch Processing

Batch Processing for Accounts Payable include the following categories:

- Batch Jobs
- Chain Jobs

Batch Jobs

The batch jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides *CGI Advantage - Accounts Payable Run Sheets and CGI Advantage Financial - Utilities Run Sheets*.

Job Name	Description	Batch Catalog Section
Automated Payment Hold	This process selects payment request lines from the Disbursement Request table to determine the corresponding active request/removal payment hold records from the Payment Hold Maintenance table. The process also applies a Hold Status at different Hold levels, identifies the highest priority Hold Type, and sets this as the new Current Hold Type and Hold Level. It also updates the Payment Hold Activity table to close the hold and update the number of days held.	AP
Backup Withholding History	This process will select applicable records associated with Backup withholding from the Accounting Journal and populate them in the Backup Withholding History Detail (BWNPH) table.	AP
Consolidation By Payment Request Department	This batch job will set the Disbursement Request records Consolidated Object 6 field with the Transaction Department Code from the Payment Request mapped to the respective Disbursement Request table records. This process automatically provides a mechanism within disbursement processing to consolidate payment requests based on the Payment Request Transaction Department Code. It will make use of one of the six (6) Consolidation Objects available fields on the Disbursement Request record for each payment request. Consolidation Objects are placeholders for fields not included in the standard consolidation that are part of the AD consolidation logic but are not utilized to group applicable payment requests.	AP

CTX EDI Formatting	This process generates the CTX Addenda Records based on the EDI ANSI ASC X12 820 Remittance Advice/Payment Order. This batch process is only applicable to EFT transactions with the Disbursement Format of 'CTX'.	AP
Disbursement Correction	The Check Correction process is used to void and/or renumber records that are in the disbursement cycle and have not been posted to ledgers. In addition, the process allows the user to reprint physical checks that were printed on pre-printed check stock (after the Disbursement process is finished).	AP
Disbursement Parameter Updates	Disbursement Parameter Update process automatically updates all active records on the Disbursement Parameters (DISPA) table with the 'To Date' selection criteria for the next disbursement process.	AP
Disbursement Printing	The Disbursement Printing job in Advantage prints checks, warrants, and remittance advices with check stub details.	AP
EFT ACH File Reversal	This process is used to correct the situation in which the entire ACH file with EFT payments was processed by the bank more than one time but the EFT payments were processed only once in Advantage Financial. The process should be run only if the EFT transactions were sent to the bank erroneously more than one time since this job is not going to make any updates to the any transaction or table in the application.	AP
Extended Payment Request Scheduling	This process sets and calculates the Schedule Payment Date, Disbursement Priority and Scheduling Reason code on the Disbursement Request table.	AP
Flat File To Xml	The PCard Flat to XML process converts the flat file sent by the credit card company into XML format. This job is part of the Procurement Card Chain job.	AP
Generate Positive Pay	The Generate Positive Pay batch process creates the Positive Pay files of disbursed and cancelled checks.	AP
Initiate Backup Withholding	The process will flag selected Taxpayer records on the 1099 Reporting Information (1099I) table as subject for Backup Withholding. The process will select applicable records from the 1099I table, for which the number of calendar days since the last B Notice was sent is greater than or equal to the number of Compliance Days (the number of Compliance Days	AP

	is defined on 1099 Processing Options and Control (1099P) table for the current Calendar Year). In addition to updating appropriate records on the 1099 Reporting Information table, the batch process will generate a Backup Withholding Initialization Report. This report will lists all records selected from the 1099 Reporting Information table and flagged as subjects to Backup Withholding (this means the report will reflect the state of the records after they have been updated by the Initiate Backup Withholding job).	
IRS TIN/Name Match Extract	This process extracts Taxpayer ID information from vendor registration information so that it can be matched to IRS records using the IRS TIN/Name Match e-Service. This job selects all eligible records from 1099 Reporting Information table where the Taxpayer ID and TIN Type are populated and the Send to IRS and 1099 Reportable flags are checked.	AP
IRS TIN/Name Match Update	This process updates entries on the 1099 Reporting Information (1099I) table based on the IRS TIN/Name Match Status file that is returned from the IRS TIN/Name Match e-service.	AP
Journal Posting Initiator	This process will read transactions with a specified Journal Posting Indicator of "Not Ready to Post", and update the Journal Posting Indicator to "Ready to Post". The process runs off of the user entered parameters.	AP
MultiProcess Disb Printing	This process multi-threads the printing process by spawning the Disbursement Printing job and prints the Checks, Warrants, and Remittance Advises in clusters.	AP
Offline 1099	The 1099 Reporting Process consolidates vendor income by predetermined criteria and generates IRS form and correction data files that can then be imported into a third party tool to generate 1099-MISC, 1099-INT, 1099-G, 1099-S and 1042-S forms as well as Magnetic Media records.	AP
Print Payment Hold Notice	This process prints Notice Letters for applicable held payment requests on the Payment Hold Activity table or for requested held payments on the Print Payment Hold Notice table. This process runs after executing the Automated Payment Hold batch process.	AP
Select Payment Hold by TIN	This process selects the records from the Payment Hold by TIN table to insert or update corresponding records to the Payment Hold Maintenance table.	AP

Treasury Offset	This process identifies scheduled payment requests that have a Tax Identification Number (TIN) and are eligible for offset. It creates an XML message for applicable taxpayers and calls a web service to an external agency, such as the Treasury, to check for outstanding debt. This occurs real time during the batch cycle and returns debt information for debtors utilizing a SOAP (Simple Object Access Protocol) request.	AP
Unprocessed Pcard Load	This process loads the XML file generated from the PCard Flat File to XML process (FlatToXml utility) to the Unprocessed Procurement Card Activity table. This job is part of the Procurement Card Chain job.	AP
Retiree VCUST Extract	This process extracts non-retired individuals from Vendor Customer (VCUST) records and writes them to a text file for exporting. This process is one of three that supports this specialized processing with an external payroll system.	AP

Chain Jobs

The jobs are listed in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides *CGI Advantage - Accounts Payable Run Sheets and CGI Advantage Financial - Utilities Run Sheets*.

Job Name	Description	Batch Catalog Section
AD Chain	The Automated Disbursement Chain (AD Chain) is a group of jobs that work together to create disbursement transactions from the payment request transactions. The Automated Disbursements process selects authorized payments, edits payments for validity, processes payment adjustments, groups the payments, formats payments, and posts payment transactions. In short, it is the process that takes payment data (posted in the form of a Commodity Payment Request, Matching Payment Request, or General Accounting Expenditure transaction), and transforms this into a disbursement instrument (in the form of a check/warrant or EFT record). This process also generates the transactions to record the Intercept Transfers.	AP

Automated Interest Calculation	The purpose of the Automated Interest Calculation batch process is to create Interest Payment Requests (IPR) on the Disbursement Request table (DISRQ) to allow you to review, assess, and refute interest payments and track 1099 eligibility.	AP
Check Recon Chain	The Check Reconciliation process maintains consistency between the bank's records and a client's disbursement records within Advantage Financial. The process updates a check's status (for example, from Disbursed to Paid or Cancelled), and checks for discrepancies between Advantage and the bank.	AP
Deposit Recon Chain	The Deposit Reconciliation process maintains consistency between the bank's records and a client's disbursement records within Advantage Financial. The process updates a deposit's status, (for example, from Outstanding to Confirmed or Cancelled), as well as checking for discrepancies between Advantage and the bank.	AP
Disbursement Discard Chain	This process discards unprocessed Manual Disbursements where each accounting line of the Manual Disbursement references a payment request and all of the referenced payment requests have already been disbursed, i.e., none of the referenced payment requests appear on the DISRQ table.	AP
Electronic Payment Request Generation Chain Job	This chain job uses the Electronic Billing Inquiry (EBIT) page and the Electronic Account Profile page as input to create the Electronic Payment Request (EPRC) transaction to pay for electronic invoices.	AP
EF ACH Transaction	Automated Clearing House (ACH) participants can electronically transfer payment data in a structured, machine retrievable data format that permits to be transferred without re-keying from a business application in one financial institution to a business application in another financial institution. This transfer process is called Electronic Funds Transfer (EFT). Note: You need to ensure that the CTX EDI Formatting Batch Process runs successfully before running the EF ACH Transaction job for EFT format CTX.	AP
EFT ACH Archive Process	This chain job involves two batch jobs: EFT/ACH Archive Record Selection and AMSFacilitator job. The first job in this chain performs the selection of eligible records. On successful selection of eligible records, the second job submits multiple	AP

	instances of the System Maintenance Utility (SMU) for archiving records selected by first job.	
EF ACH Reversal	This job generates an ACH file with requested EFT payments for reversal as well as initiates the cancellation of successfully reversed EFT payments by the bank. This process will insert EFT payments reversed successfully by the bank to the Disbursement Cancellation Parameters table in order to be cancelled by the Advantage 3 Mass Cancellation batch process.	AP
EWS Transaction	EWS Transaction is a chain job that supports the functionality in Advantage Financial to interface to the Early Warning System (EWS) used by certain banks, such as, J.P. Morgan Chase. This functionality works similar to the Prenote functionality insofar as EFT information must be verified through EWS prior to a vendor becoming eligible for EFT.	AP
Load EDI Invoices	This job processes an incoming EDI 810 file that is received from EDI enabled vendors. The job validates the transactions in the file, creates 997 and 824 responses (when appropriate), generates xml from the invoices that passed 997 and 824 validations, uploads the xml to Advantage, creates invoices from the xml, and creates an exception report for invoices that fail to submit to Final automatically. For detailed information on the EDI Invoice process, refer to the *CGI Advantage - EDI Invoice Implementation Guide*.	AP
Load Externally Intercepted Debt Table	Load Externally Intercepted Debt chain process is used to generate IT transactions to record the intercepts that occurred in the external payment system.	AP
Load Payment Hold by TIN	This chain job loads the records from the interface xml file into a temporary holding table. It then inserts or updates each record into the Payment Hold by TIN Table.	AP
Paid Check Archiving	This chain job archives records on the Paid Checks table that are no longer required. Note: The records can be restored by the Paid Check Table Restore batch job.	UTIL
Payment Hold Archive Process	This process selects records to archive from the Payment Hold Maintenance, Payment Hold Activity, and Print Payment Hold Notice tables and the Payment Hold Maintenance transactions. If the process is set to Report Only, then the records are only added to an XML file; otherwise, the XML file is created and the records are deleted.	AP

PCardChain	The Procurement Card Chain creates and processes payment requests for transactions purchased using a procurement card.	AP
Prenote ACH Transaction	A prenote is a record containing electronic funds transfer (EFT) information about a vendor such as Bank Account Number and Bank Name. This information is sent along with nightly payments to a Financial Institution, and notifies the Financial Institution of the intent to electronically deposit payments to one of its accounts and verifies that all the account information is correct.	AP
Print Backup Withholding Notices	This job prints Backup Withholding 1st and 2nd B Notices. The job will select records from the 1099 Reporting Information and Backup Withholding Notice Printing History tables for taxpayers, for whom the generation of the 1st or 2nd B Notice is required. Both tables will be updated by the process, as well as serve as input for identifying records that require printing (as per '1099I table setup) or were scheduled for re-printing (as per BWNPH table setup) of a corresponding B Notice.	AP
Retainage Payout Chain	Retainage Payout Chain creates transactions to payout or forfeit outstanding retainage.	AP
Scheduled Invoice Generation	Scheduled Invoice Generation is a schedule-based process, established when a Recurring Payment Order is entered in the system, that will generate payments to vendors according to the predefined schedule. The process generates Recurring Invoices for the recurring amount and on the schedule identified. The Matching Manager chain job will then match the invoice to the order and generate Payment Request transactions.	AP
Upload 1099 External Reported Income Process	The Upload 1099 External Reported Income Process uploads external 1099 reported income by 1099 Reporting Payer, Taxpayer ID Number and Type, updating the consolidated income on the 1099 External Reported Income Table (1099ER). The Offline 1099 Batch Process uses these records to create a text file that may be used by a third party tool to generate IRS forms or a data file (original submission and corrections).	AP
Vendor Customer Archiving	This process archives and deletes data from the Vendor/Customer setup tables as well as related inquiry tables (mostly from the Accounts Payable and Accounts Receivable areas) in Financial for those vendors/customers identified as being eligible for archival.	UTIL

Retiree Update	This process reads an external file with retiree Taxpayer Identification Number (TIN), their status, and their retirement date. It validates the existences of the records against the Vendor Customer (VCUST) page and creates an XML file of retiree data that is loaded to the RETIRTIN page. This process is one of three that supports this specialized processing with an external payroll system.	AP
Retiree Billing	The Retiree Billing chain identifies payments made to retirees from the 1099 Journal (J1099), calculates three types of fees, and creates Internal Exchange Transactions (IET) to record the fees associated with those payments. The process creates a file at the end with summary level payment data by TIN. This process is one of three that supports this specialized processing with an external payroll system.	AP

Vendor Payment Check Printing

The information found in this section supplements what is included in the Vendor Payment Check Printing run sheet in the *Accounts Payable Run Sheets* guide. Below are details of the database tables used by the chain process as well as the details of the check output files.

Database Tables Used by Vendor Payment Check Printing

The process uses six database tables to generate the print files. All are temporary tables with the exception of the Free Format Remittance Advice table.

Free Format Remittance Advice (R_FREE_FRMT_RA)

Free Format Remittance Advice stores stub information for payments created external to Advantage. Departments load data to the Free Format Remittance Advice table as needed by interface or direct uploads. Information on this table supplements configurations and payment request information entered into Advantage. The table has the following fields:

Field Attribute	Field Name	Type	Size
DOC_CAT	Document Category	VARCHAR	8
DOC_TYP	Document Type	VARCHAR	8
DOC_CD	Document Code	VARCHAR	8
DOC_DEPT_CD	Document Department	VARCHAR	4

DOC_UNIT_CD	Document Unit	VARCHAR	4
DOC_ID	Document ID	VARCHAR	20
DOC_VERS_NO	Document Version Number	INTEGER	3
STUB_LN_NO	Stub Line Number	INTEGER	3
DET_STUB_LN	Detail Stub Line	VARCHAR	78

Field Details:

- STUB_LN_NO: Set to 1 for the first stub line associated with interfaced payment request, and then increment it by 1 for subsequent stub lines for the same interface payment request. A payment request can be associated with up to 999 stub lines.
- DET_STUB_LN: The information provided on each stub line in the interface file is printed as is. Advantage does not reformat, alter or reorder any of the stub information.

Vendor Check Summary Temporary (R_VEND_CHK_SMRY)

Vendor Checks Summary stores the check information for vendor checks to be printed using the Standard Format or Free Format Remittance Advice. This table contains data from the AD Transactions (Header, Vendor, and Accounting components), Unit, Bank, Country, Free Format Remittance Advice, Intercept External Allocation, and Intercept Activity.

Field Attribute	Field Source	Field Name	Type	Size
FILE_ID	(determined by batch process)	File ID	VARCHAR	22
BANK_ACCT_CD	AD_DOC_HDR	Bank Account	VARCHAR	4
CHK_NO	AD_DOC_HDR	Check Number	VARCHAR	15
DOC_ID	AD_DOC_HDR	AD Doc ID	VARCHAR	20
DISB_FRMT	AD_DOC_HDR	Disbursement Format	VARCHAR	4
DISB_CAT	AD_DOC_HDR	Disbursement Category	VARCHAR	4

HDLG_CD	AD_DOC_ACTG	Handling Code	VARCHAR	2
CHK_EFT_ISS_DT	AD_DOC_HDR	Check Date	DATE	
CHK_AM	AD_DOC_HDR	Check Amount	DECIMAL	17,2
PYMT_AM_WRD	(determined by batch process)	Amount in Words	VARCHAR	120
VEND_CUST_CD or PYEE_VEND_CD	AD_DOC_VEND or AD_DOC_HDR	Vendor Code	VARCHAR	20
AD_ID	AD_DOC_VEND or AD_DOC_HDR	Vendor Address ID	VARCHAR	20
LGL_NM	AD_DOC_VEND or AD_DOC_HDR	Payee Legal Name	VARCHAR	60
ALIAS_NM	AD_DOC_VEND or AD_DOC_HDR	Payee Alias/DBA Name	VARCHAR	60
AD_LN_1	AD_DOC_VEND or AD_DOC_HDR	Payee Street Address Line 1	VARCHAR	75
AD_LN_2	AD_DOC_VEND or AD_DOC_HDR	Payee Street Address Line 2	VARCHAR	75
CITY	AD_DOC_VEND or AD_DOC_HDR	Payee City	VARCHAR	60
ST	AD_DOC_VEND or AD_DOC_HDR	Payee State	VARCHAR	2
ZIP	AD_DOC_VEND or AD_DOC_HDR	Payee Zip Code	VARCHAR	10

CTRY	AD_DOC_VEND or AD_DOC_HDR	Payee Country Code	VARCHAR	3
CTRY_NM	CTRY	Payee Country Name	VARCHAR	75
CNSD_1_OBJ	AD_DOC_HDR	(Based on configuration)	VARCHAR	4
CNSD_2_OBJ	AD_DOC_HDR	(Based on configuration)	VARCHAR	4
UNIT_NM	UNIT	Unit Name (name associated with the Referenced Transaction Unit)	VARCHAR	60
DSCR_EXT	UNIT	Description from UNIT table	VARCHAR	300
BANK_NO	BANK	Bank Routing Number	VARCHAR	9
BANK_ACCT_NO	BANK	Bank Account Number	VARCHAR	17
DISC_AM	AD_DOC_HDR	Total Discount Amount	DECIMAL	17,2
RTG_AM	AD_DOC_HDR	Total Retainage Amount	DECIMAL	17,2
BKUP_WHLD_AM	AD_DOC_HDR	Total Backup Withholding (B/W) Amount	DECIMAL	17,2
TOT_CASE_OFST_AM	The sum of the Intercepted amount (OFST_AM) values for the Payment Request on INTA when the Entity Code on INTA has the Intercept RA Format of	Total Offset Amount for Case-based RA	DECIMAL	17,2

	'CASE' on the batch parameter CASE_FRMT_ENTY_CD			
TOT_ASMT_OFST_AM	The sum of the Intercepted amount (OFST_AM) values for the Payment Request on INTA when the Entity Code on INTA has the Intercept RA Format of 'ASMT' on the batch parameter ASMT_FRMT_ENTY_CD	Total Offset Amount for Assessment-based RA	DECIMAL	17,2
CASE_OFST_FL	N/A **0** – Payment did not intercept RA debts **1** – Payment intercepted at least one RA debt	Offset Flag for Case-based RA: Indicates whether a payment is intercepted by at least one Case-based RA debt	INTEGER	1
ASMT_OFST_FL	N/A 0 – Payment did not intercept RA debts 1 – Payment intercepted at least one RA debt	Offset Flag for Assessment-based RA: Indicates whether a payment is intercepted by at least one Assessment-based RA debt	INTEGER	1
CNTAC_MSG_CASE	Batch Parameter	Contact Message for Case-based RA	VARCHAR	300
CNTAC_MSG_ASMT	Batch Parameter	Contact Message for Assessment-based RA	VARCHAR	300
FILE_TYP	(determined by batch process)	File Type	VARCHAR	2
CHK_SEQ_NO	(determined by batch process)	Check Sequence Number	VARCHAR	6

TOT_NO_STUB_LN	(determined by batch process)	Total Number of Stub Lines	INTEGER	3
TOT_NO_CHK_PG	(determined by batch process)	Total Number of Check Pages	INTEGER	3
RUN_ID	AD_DOC_HDR	Run ID	NUMBER	10

Field Details:

- DSCR_EXT: The Extended Description field on a Unit record serves to pass along disbursement contact information for the Unit should the vendor have questions.

Vendor Checks Detailed for Standard Format Remittance Advice (R_VEND_CHK_DET_STD)

The Vendor Checks Detailed for Standard Format Remittance Advice (RA) table stores the stub details for vendor checks to be printed using only the Standard Format Remittance Advice. The table contains fields from the AD Transactions (header, vendor, and accounting components) and the Vendor Checks Summary table.

Field Attribute	Field Source	Field Name	Type	Size
FILE_ID	(determined by batch process)	File ID	VARCHAR	22
BANK_ACCT_CD	AD_DOC_HDR	Bank Account	VARCHAR	4
CHK_NO	AD_DOC_HDR	Check Number	VARCHAR	15
DOC_ID	AD_DOC_HDR	AD Doc ID	VARCHAR	20
STUB_LN_NO	Calculated field for each check. It starts with 1 on each check and then is incremented by 1 for each subsequent stub line within the check.	Stub Line Number	INTEGER	3
STUB_LN_TYP	(determined by batch process)	Stub Line Type Possible values for this table are:	VARCHAR	1

		• P – Payment Reference Details • C – Check Description • T – Total Payment Amount. • A – Adjustment • N - Net Payment Amount • B – Blank line separator between payment information and Adjustment Amounts		
VEND_INV_NO	AD_DOC_ACTG	Vendor Invoice Number	VARCHAR	30
VEND_INV_DT	AD_DOC_ACTG	Vendor Invoice Date	DATE	
RFED_DOC_CD	AD_DOC_ACTG	Ref Payment Request Transaction Code	VARCHAR	8
RFED_DOC_DEPT_CD	AD_DOC_ACTG	Ref Payment Request Transaction Department	VARCHAR	4
RFED_DOC_ID	AD_DOC_ACTG	Ref Payment Request Transaction ID	VARCHAR	20
CHK_AM	AD_DOC_ACTG	Amount	DECIMAL	17,2
CHK_DSCR	(determined by batch process)	Check Description 1	VARCHAR	62

LN_AM	AD_DOC_HDR	Total Payment Amount	DECIMAL	17,2
DISC_AM	AD_DOC_HDR	Discount Amount	DECIMAL	17,2
RTG_AM	AD_DOC_HDR	Retainage Amount	DECIMAL	17,2
BKUP_WHLD_AM	AD_DOC_HDR	Backup Withholding Amount	DECIMAL	17,2
CHK_PG_NO	(determined by batch process)	Check Page Number	INTEGER	10

Field Details:

- CHK_DSCR - The text to be printed on the check stub where the value comes from the Check Description (CHK_DSCR) field on AD_DOC_ACTG populated from the 1st Accounting Line associated with a summarized stub line by Ref Doc Code, Ref Doc Department Code, Ref Doc ID, and Vendor Invoice Number. Nothing is populated if the Check Description of the first Accounting Line associated with a summarized stub line is blank. The contents of a Check Description, if populated, may be printed on a single stub line or multiple stub lines. The maximum number of characters allowed in each of these check description field is 62, and there is a maximum of 4 lines. If the Check Description field on AD_DOC_ACTG above contains greater than 62 characters, the second set of 62 characters is populated. Increment the Stub Line Number by 1. Repeat until all characters are exhausted. Stub Line Type is set as C.
- CHK_PG_NO - Calculated field for each check that starts with 1 per check and then is incremented by 1 for each subsequent check page within the check. This field is calculated after populating all the stub lines for a check. It is calculated for each stub line based on the total number of stub lines on the 1st page and the total number of stub lines on overflow pages. The first page has the number of lines specified in the STUB_LINES_FRST_PG batch parameter. Subsequent pages have the number specified in the STUB_LINES_ADD_PG batch parameter.

Vendor Checks Detailed for Free Format Remittance Advice (R_VEND_CHK_DET_FRE)

The Vendor Checks Detailed for Free Format Remittance Advice (RA) table stores the stub details for vendor checks to be printed using the Free Format Remittance Advice. The table contains fields from the AD Transactions (Header, Vendor, and Accounting tabs), Vendor Checks Summary, and Free Format Remittance Advice.

Field Attribute	Field Source	Field Name	Type	Size
FILE_ID	(determined by batch process)	File ID	VARCHAR	22

BANK_ACCT_CD	AD_DOC_HDR	Bank Account	VARCHAR	4
CHK_NO	AD_DOC_HDR	Check Number	VARCHAR	15
DOC_ID	AD_DOC_HDR	AD Doc ID	VARCHAR	20
STUB_LN_NO	(determined by batch process)	Stub Line Number	INTEGER	3
STUB_LN_TYP	(determined by batch process)	Stub Line Type	VARCHAR	1
DET_STUB_LN	R_FREE_FRMT_RA	Remittance Advice Line	VARCHAR	100
LN_AM	AD_DOC_HDR	Total Payment Amount	DECIMAL	17,2
DISC_AM	AD_DOC_HDR	Discount Amount	DECIMAL	17,2
RTG_AM	AD_DOC_HDR	Retainage Amount	DECIMAL	17,2
BKUP_WHLD_AM	AD_DOC_HDR	Backup Withholding Amount	DECIMAL	17,2
CHK_PG_NO	(determined by batch process)	Check Page Number	INTEGER	10
Calculated field for each check that starts with 1 per check and then is incremented by 1 for each subsequent check page within the check. This field is calculated after populating all stub lines for a check. It is calculated for each stub line based on the total number of stub lines on the 1st page and the total number of stub lines on overflow pages. The first page has the number of lines specified in the STUB_LINES_FRST_PG parameter. Subsequent pages have the number specified in the STUB_LINES_ADD_PG parameter.				

Field Details:

- CHK_PG_NO - Calculated field for each check that starts with 1 per check and then is incremented by 1 for each subsequent check page within the check. This field is calculated after populating all the stub lines for a check. It is calculated for each stub line

based on the total number of stub lines on the 1st page and the total number of stub lines on overflow pages. The first page has the number of lines specified in the STUB_LINES_FRST_PG parameter. Subsequent pages have the number specified in the STUB_LINES_ADD_PG parameter.

Vendor Offset Staging (R_VEND_CHK_OFST)

The Vendor Offset table stores the intercepted debts' stub details intercepted by vendor checks. The checks are printed using Remittance Advice Formats that are designated for Case-based Remittance Advance debts and Assessment-based Remittance Advice debts. Each of the Case-based and Assessment-based debts will have different Remittance Advice layouts. This table is populated if the Total Intercepted Amount for a warrant on the AD Transaction Header is greater than $0. The table contains fields from AD Transactions (header and vendor components), Intercept Activity (AP_INCT_ACTV), Vendor Check Summary, Intercept Request (R_AP_INCT_RQST), and Debt Type (R_DEBT_TYP).

Field Attribute	Field Source	Field Name	Type	Size
FILE_ID	(determined by batch process)	File ID	VARCHAR	22
BANK_ACCT_CD	AD_DOC_HDR	Bank Account	VARCHAR	4
CHK_NO	AD_DOC_HDR	Check Number	VARCHAR	15
DOC_ID	AD_DOC_HDR	AD Doc ID	VARCHAR	20
OFST_RA_FRMT	(determined by batch process)	Offset RA Format	VARCHAR	4
INT_STUB_LN_NO	(determined by batch process)	Intercepted Stub Line Number	INTEGER	3
ENTY_CD	AP_INCT_ACTV	Entity	VARCHAR	4
DEBT_TYP_CD	AP_INCT_ACTV	Debt Type	VARCHAR	4
RE_DOC_ID	AP_INCT_ACTV	RE Debt ID	VARCHAR	20
OFST_AM	AP_INCT_ACTV	Intercepted Amount	DECIMAL	17,2
TIN	AP_INCT_ACTV	TIN	VARCHAR	9

LAST_NM	R_AP_INCT_RQST	Last Name	VARCHAR	30
FRST_NM	R_AP_INCT_RQST	First Name	VARCHAR	30
DEBT_TYP_NM	R_DEBT_TYP	Debt Name/Kind of debt: Only first 30 characters are used.	VARCHAR	30
DUE_DT	R_AP_INCT_RQST	Due Date	DATE	

Field Details:

- OFST_RA_FRMT – If the Entity Code of the debt is setup with the Intercept RA Format of ASMT (that is, Assessment-based Remittance Advice) on the batch parameter ASMT_FRMT_ENTY_CD, then OFST_RA_FRMT is ASMT. If the Entity Code of the debt is setup with the Intercept RA Format of CASE (that is, Case-based Remittance Advice) on the batch parameter CASE_FRMT_ENTY_CD, then OFST_RA_FRMT is CASE.
- INT_STUB_LN_NO - Calculated field for each check that starts with 1 on each check (combination of Bank Account/Check Number/AD Doc ID/Offset RA Format) and then is incremented by 1 for each subsequent stub line with the same combination of Bank Account/Check Number/AD Doc ID/Offset RA Format.
- LAST_NM - While this is the Last Name field in the application, this field has a different purpose: For Assessment-based Remittance Advice debts, this is the Account Name. For Case-based Remittance Advice debts, this is the Defendant Name.
- FRST_NM - While this is the First Name field in the application, this field has a different purpose: For Assessment-based Remittance Advice debts, this is the Assessment No. For Case-based Remittance Advice debts, this is the Plaintiff & Court Name. This field has 40 characters in Advantage. Only the first 30 bytes of this field are used.
- DUE_DT - Calculated field for each check that starts with 1 on each check (combination of Bank Account/Check Number/AD Doc ID/Offset RA Format) and then is incremented by 1 for each subsequent stub line with the same combination of Bank Account/Check Number/AD Doc ID/Offset RA Format.

Temporary Vendor Check (R_TEMP_VEND_CHK)

The temporary table, R_TEMP_VEND_CHK, is used by the process to improve performance. The table gets its values from the Vendor Checks Summary table and has the following fields:

Field Attribute	Field Name	Type	Size
DOC_ID	Document ID	VARCHAR	20
BANK_ACCT_CD	Bank Account	VARCHAR	4

CHK_NO	Check Number	VARCHAR	15
SEQ_NO	Sequence Number	VARCHAR	6
FILE_TYP	File Type	VARCHAR	2
DISB_FRMT	Disbursement Format	VARCHAR	4

Print Files Created by Vendor Payment Check Printing

The second job in the chain produces the check files. Each page of the remittance advice has a different layout. This section describes the files that are created.

All check stubs have the same basic layout with header information containing Bank ID, Vendor number, Agency Number and Name, Check Number, and Check Date at the top followed by a stub line section followed by the check itself.

Check files write out data for check layout with four pages:

- Page 1

  Page 1 includes the following sections:

  - Header
    - Contains Bank ID, Vendor Number, Transaction Unit Code and Name, Check Number and Check Date.
    - The Unit Code displayed in the header comes from the Referenced Transaction Unit Code of the referenced payment request transaction along with the Unit's Name.
  - Stub
    - Contains a maximum of 37 lines. If applicable for Page 1, adjustments for Total Discount, Retainage, Backup Withholding, and Intercept Amount as well as the Net Payment Amount row are included as part of these 37 lines.
  - Check Total
    - The check total is displayed as "Continued…" when all stub lines have not been printed on the page.
  - Standard Message
    - Inferred from the Extended Description field on the Unit table based on the Document Unit Code of the payment request. Payments are not be consolidated across payment request transaction department codes (and related transaction unit codes) upon issuance.

- Check

› Page 2

Page 2 includes the following sections:

- Header
  - Contains Bank ID, Vendor Number, Transaction Unit Code and Name, Check Number and Check Date.
  - The Unit Code displayed in the header comes from the Transaction Unit Code of the referenced payment request transaction along with the Unit's Name.
- Stub
  - Contains a maximum of 66 lines. Adjustments for Total Discount, Retainage, Backup Withholding, and Intercept Amount as well as the Net Payment Amount row are included as part of these 66 lines.
- Check Total
  - The check total is displayed as "Continued…" when all stub lines have not been printed on the page.
- Standard Message
  - Inferred from the Extended Description field on the Unit table based on the Transaction Unit Code of the payment request. Payments are not be consolidated across payment request transaction department codes (and related transaction unit codes) upon issuance.

› Page 3

Page 3 has the following sections for intercepted debts associated with Entity Codes set with the Intercept Remittance Advice Format of CASE (Case-based Remittance Advice) on Entity (ENTY).

- Header
  - Contains Bank ID, Vendor Number, Check Number, and Check Date.
- Stub
  - Contains a maximum of 66 lines.
  - Maximum number of individual debt lines is 62.
  - The intercepted debts are populated from the Intercept Activity (INTA) and Intercept Request (INTR).
  - If the number of lines for the intercepted debts exceeds 62, a line is printed that says "Additional debts have been offset but are not displayed."
- Check Total

- The check total is displayed as "Continued…" when all stub lines have not been printed on the page.

- Standard Message
  - Inferred from the text entered on the batch parameter CASE_RA_CNTAC_MSG.

› Page 4

Page 4 has the following sections for intercepted debts associated with Entity Codes set with the Intercept Remittance Advice Format of 'ASMT' (Assessment-based Remittance Advice) on the Entity (ENTY) table):

- Header
  - Contains Bank ID, Vendor Number, Check Number, and Check Date.
- Stub
  - Contains a maximum of 66 lines.
  - Maximum number of individual debt lines is 62.
  - The intercepted debts are populated from the Intercept Activity (INTA) and Intercept Request (INTR).
  - If the number of lines for the intercepted debts exceeds 62, a line prints that says "Additional debts have been offset but are not displayed."
- Check Total
  - The check total displays on this page.
- Standard Message
  - Inferred from text entered on the batch parameter ASMT_RA_CNTAC_MSG.

The check files are written out with numerous layouts, also called overlays. The files include the following:

- Check format for Page 1
- Stub format for pages greater than 1
- Stub format for intercepted debts

Check File Specifications - Standard and Free Formats - Page 1

Each fixed-length file for the Standard and Free Formats - Page 1 contains the following left-justified data and configured to use a Standard Format - Page 1 and Free Format - Page 1 overlays, that are external to Advantage. The first page allows for 37 rows because of the check. Any rows beyond 37 are written to another page of the remittance advice.

Field Name	Format	Size	Start	End	Description	Source Field Name/Logic
Grouping						
File Type	Alphanumeric	2	1	2	Valid values: • ZC - $0 Checks • RS - Regular - Single Page • RM - Regular - Multiple Page • ER - Extended Remittances	FILE_TYP
Disbursement Format	Alphanumeric	4	3	6	Valid values: • STD - Standard Format • FRE - Free Format	DISB_FRMT
Overlay Format	Alphanumeric	4	7	10	*Valid values:* • STD1 - Standard Format First Page Overlay • FRE1 - Free Format First Page Overlay	If DISB_FRMT = STD, then Overlay Format = STD1. If DISB_FRMT = FRE, then Overlay Format = FRE1.

Page Number	Alphanumeric	3	11	13	This is always the first page so set to 1.	
Total Page Numbers	Alphanumeric	3	14	16	Total number of check pages from the summary staging table.	TOT_NO_CHK_PG
Check Sub						
Header						
Bank ID	Alphanumeric 999	4	17	20		BANK_ACCT_CD
Vendor No.	Alphanumeric	20	21	40		VEND_CUST_CD
Check No.	Alphanumeric 999999999	15	41	55	Only uses the last 9 digits of the CHK_NO field, followed by spaces.	CHK_NO
Check Date	MM/DD/YYYY	10	56	65		CHK_EFT_ISS_DT
Agency	Alphanumeric	4	66	69		CNSD_2_OBJ (must be configured)
Agency Name	Alphanumeric	60	70	129	The name associated with the Unit.	UNIT_NM
Stub Line						
Stub Line	Alphanumeric	3700	130	3829	This field has 100 characters per stub line. There can	See stub line logic information below this table.

					be a maximum number of occurrences on page 1 of 37 lines.	
Check Total	Alphanumeric $999,999,999,999,999.99	23	3830	3852	Payment due to the vendor. • If not last check page, the following text is written: Continued … • If last check page, write out: Total Check Amount (Formatted)	CHK_AM
Standard Message	Alphanumeric	300	3853	4152	Extended Description of the Unit Code. There will be 4 lines within this message with a maximum of 75 characters on each line. Based on the Transaction Unit Code of referenced Payment Request	DSCR_EXT
Check Section						
Check Information						

Vendor No.	Alphanumeric	20	4153	4172		VEND_CUST_CD
Agency	Alphanumeric	4	4173	4176		CNSD_2_OBJ (must be configured)
Bank ID	Alphanumeric	4	4177	4180		BANK_ACCT_CD
Check No.	Alphanumeric 999999999	15	4181	4195	The check number is trimmed to use only the last 9 digits of the CHK_NO field. The 9 digits of the CHK_NO field is followed by spaces.	CHK_NO
Date	MM/DD/YYYY	10	4196	4205		CHK_EFT_ISS_DT
Amount	Alphanumeric $999,999,999,999,999.99	23	4206	4228		CHK_AM
Amount in Words	Alphanumeric in all capitals	120	4229	4348	This is the payment amount written in words.	PYMT_AM_WRD
Seq No.	Alphanumeric	6	4349	4354	Check sequence number assigned upon creating check files. Starts as “000001” and is incremented by “1”.	CHK_SEQ_NO
Payee Information						

Legal Name	Alphanumeric in all capitals	60	4355	4414	The legally defined name of the company or individual.	LGL_NM
Alias/DBA	Alphanumeric in all capitals	60	4415	4474	The alternate name of the company or individual.	ALIAS_NM
Address 1	Alphanumeric in all capitals	75	4475	4549	The first line of the mailing address.	AD_LN_1
Address 2	Alphanumeric in all capitals	75	4550	4624	The second line of the mailing address.	AD_LN_2
City	Alphanumeric in all capitals	60	4625	4684	The city name associated with the address.	CITY
State	Alphanumeric in all capitals	2	4685	4686	The state or province associated with the address.	ST
Zip	Alphanumeric For US based addresses, the format is either 99999 or 99999-9999	10	4687	4696	The zip code or postal code associated with the address.	ZIP
Country Name	Alphanumeric in all capitals	75	4697	4771	The unique identification name associated with the country.	CTRY_NM
MCR Information						
Check Number	Alphanumeric 999999999	15	4772	4786	If check numbers are not supplied for check payments	CHK_EFT_NO

					by submitting agencies, they will be assigned by Advantage upon processing.	
ABA Number	Alphanumeric 999999999	9	4787	4795	Routing Number or ABA Number of the vendor's Bank Account Number.	BANK_NO
Bank Account Number	Alphanumeric	17	4796	4812	Bank Account Number of the vendor (left justified).	BANK_ACCT_NO

Check File Specifications - Standard and Free Formats - Page # > 1

If the remittance advice requires more than one page, it will print on additional pages. Each additional page allows for 66 rows. Each fixed-length file for the Standard and Free Formats - Page #>1 contains the following left-justified data and is configured to use the Standard Format - Page #>1 and Free Format - Page #>1 overlays that is external to Advantage.

Field Name	Format	Size	Start	End	Description	Source Field Name/Logic
Grouping						
File Type	Alphanumeric	2	1	2	Valid values: • ZC - $0 Checks • RS - Regular - Single Page • RM - Regular - Multiple Page • ER - Extended Remittances	FILE_TYP
Disbursement Format	Alphanumeric	4	3	6	Valid values: • STD - Standard Format	DISB_FRMT

					• FRE - Free Format	
Overlay Format	Alphanumeric	4	7	10	Valid values: • STD2 - Standard Format 2 or more Pages Overlay • FRE2 - Free Format 2 or more Pages Overlay	• If DISB_FRMT = STD, then Overlay Format = STD2. • If DISB_FRMT = FRE, then Overlay Format = FRE2.
Page Number	Alphanumeric	3	11	13	Based on the Total number of Stub detail lines and which stub lines are being processed.	
Total Page Numbers	Alphanumeric	3	14	16	Total number of check pages from the summary staging table.	TOT_NO_CHK_PG
Check Sub						
Header						
Bank ID	Alphanumeric 999	4	17	20		BANK_ACCT_CD
Vendor No.	Alphanumeric	20	21	40		VEND_CUST_CD
Check No.	Alphanumeric 999999999	15	41	55	The last 9 digits of the CHK_NO field. The 9 digits of	CHK_NO

					the CHK_NO field followed by spaces.	
Check Date	MM/DD/YYYY	10	56	65		CHK_EFT_ISS_DT
Agency	Alphanumeric	4	66	69		CNSD_2_OBJ (must be configured)
Agency Name	Alphanumeric	60	70	129	The name associated with the Unit.	UNIT_NM
Stub Line						
Stub Line	Alphanumeric	6600	130	6729	Populated/formatted exactly like they were on Page 1; however, there are a greater number of rows on overflow pages. There will be MAX_CHAR_STUB_LN characters by STUB_LINES_ADD_PG rows in this field. Planned values are 100 characters by 66 rows. Any unused leading and trailing characters are set to spaces.	See stub line logic information below this table.
Check Total	Alphanumeric $999,999,999,999,999.99	23	6730	6752	Payment due to the vendor. • If not last check page, populate with the following text: Continued… • If last check page, populate with: Total Check Amount (Formatted)	CHK_AM

					Logic to determine if this is the last page: • If the CHK_PG_NO = TOT_NO_CHK_PG, then this is the last page.	
Standard Message	Alphanumeric	300	6753	7052	Extended Description of the Unit Code. There will be 4 lines within this message with a maximum of 75 characters on each line.	DSCR_EXT

Check File Specifications - Intercepted Debts

If the payment has intercepted any portion of the payment, the debt details writes to the file with details for the remittance advice. The Case-based and Assessment-based Remittance Advice overlays are used for intercepted debts. The maximum number of stub lines on each of the Case-based and Assessment-based Remittance Advice for intercepted debts will be 66, and the maximum number of individual debt lines will be 62. There will be 132 characters in each line. Each of the overlays will contain columns headers for the respective data.

Each fixed-length file is populated from the Intercepted Vendor Checks table and will contain the following left-justified data:

Field Name	Format	Size	Start	End	Description	Source Field Name/Logic
Grouping						
File Type	Alphanumeric	2	1	2	Valid values: • ZC - $0 Checks • RS - Regular - Single Page • RM - Regular - Multiple Page • ER - Extended Remittances	FILE_TYP

Disbursement Format	Alphanumeric	4	3	6	Valid values: • STD – Standard Format • FRE – Free Format	DISB_FRMT
Overlay Format	Alphanumeric	4	7	10	Valid values: • CASE - Case-based RA Overlay • ASMT - Assessment-based RA Overlay	If OFST_RA_FRMT = 'CASE', then use the Case-based RA Overlay. If OFST_RA_FRMT = 'ASMT', then use the Assessment-based RA Overlay.
Page Number	Alphanumeric	3	11	13	Check page number from the detailed staging table.	CHK_PG_NO
Total Page Numbers	Alphanumeric	3	14	16	Total number of check pages from the summary staging table.	TOT_NO_CHK_PG
Check Sub						
Header						
Bank ID	Alphanumeric 999	4	17	20		BANK_ACCT_CD
Vendor No.	Alphanumeric	20	21	40		VEND_CUST_CD
Check No.	Alphanumeric 999999999	15	41	55	The last 9 digits of the CHK_NO field followed by spaces.	CHK_NO
Check Date	MM/DD/YYYY	10	56	65		CHK_EFT_ISS_DT
Stub Line						

Remittance Advice Line	Alphanumeric	7260	66	7325	There will be 66 rows with 110 characters each in this field. If there are no stub lines for the referenced payment request, no stub line will be created for the check.	
Check Total	Alphanumeric $999,999,999,999,999.99	23	7326	348	Payment due to the vendor. • If not last check page, populate with the following text: Continued… • If last check page, populate with: Total Check Amount (Formatted) Logic to determine if this is the last page: • If the CHK_PG_NO = TOT_NO_CHK_PG, then this is the last page.	CHK_AM
Standard Message	Alphanumeric	300	7349	7648	Contact message text for intercepted remittance advice. There can be 4 lines within this message with a maximum of 75 characters on each line. • For Case-based RA intercepted debts, the CNTAC_MSG_CASE is populated from batch parameter CASE_RA_CNTAC_MSG.	• CNTAC_MSG_CASE is used with Case-based Overlay. • CNTAC_MSG_ASMT is used with Assessment-based Overlay.

					• For Assessment-based RA intercepted debts, the CNTAC_MSG_ASMT is populated from batch parameter ASMT_RA_CNTAC_MSG.	

Advantage will populate and format the fields from the Intercepted Vendor Checks table systematically based on the table below. Any unused leading and trailing characters are set to spaces.

Set # 1: Case-based Remittance Advice for Intercepted Debts

- Defendant Name (LAST_NM)
- Plaintiff & Court Name (FRST_NM)
- Case No. (RE_DOC_ID)
- Amount Offset (OFST_AM) (to be displayed as a negative value on the stub)

Set # 2: Assessment-based Remittance Advice for Intercepted Debts

- Account Name (LAST_NM)
- Type of Debt (DEBT_TYP_NM)
- Due Date (DUE_DT)
- Assessment No. (RE_DOC_ID)
- Amount Offset (OFST_AM) (displayed as a negative value on the stub)

There are blank lines at rows 63 and 65. At row 64, if more than 62 debts intercepted for the check, the following line is written: "Additional debts have been offset but are not displayed." If 62 debts or less are intercepted for the check, row 64 will be blank.

For Case-based Remittance Advice, only the first 11 bytes of the RE Doc ID on Intercept Activity (INTA / AP_INCT_ACTV) will be populated on the Stub Line.

For Assessment-based Remittance Advice, the RE Doc ID on Intercept Activity (INTA / AP_INCT_ACTV) is populated on the Stub Line as follows:

- Only the first 7 bytes of the RE Doc ID, if it begins (that is, 1st byte) with an alphabet.
- Only the first 10 bytes of the RE Doc ID, if it begins (that is, 1st byte) with a number.

After each of the check files are laid out by the batch process, the last step breaks them into 8 separate files by File Type and Disbursement Format.

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage, if installed at your site. Refer to one of the following topics for more information.

- CGI Advantage Financial Reports
- CGI infoAdvantage
- CGI Advantage Insight

CGI Advantage Financial Reports

For detailed information on the reports (such as input, output, and process parameters), refer to the associated run sheet in the *CGI Advantage - Accounts Payable Run Sheets guide*.

Report Name	Description	Catalog Section
1099 Exception Report	The 1099 Exception Report is created by the1099 Offline Batch Process and displays duplicate input records. Records with the same Calendar Year, TIN, Form Type, and 1099 Payer are written to the 1099 Exception Report along with the message, “Duplicate record exists on 1099R table.” Records that are displayed on this report require research to verify if the records are incorrect and if manual correction is needed.	AP
1099 Miscellaneous Vendor Report	The 1099 Miscellaneous Vendor Report details Miscellaneous Vendor records on the 1099 Journal that contain reportable income and no TIN information. This report allows you to Audit these transactions and manually process corrections to the 1099 Reported Income table to issue forms to these vendors if they choose to do so. The report consolidates miscellaneous vendor data by Type of Income, as well as by Vendor Legal Name and Address. Both Legal Name and Address fields are required to prevent two miscellaneous vendors with the same name from being reported together. This report does not take 1099 Type of Income Thresholds into account. Instead, this report will show any miscellaneous vendor income that is reportable, regardless of threshold.	AP
1099/1042-S Transaction Report	The 1099/1042-S Transaction Report captures all 1099 transactions, including Journal Voucher transactions and Disbursement Cancellations, for 1099 Reportable Vendors.	AP
1099-S Transactions by Vendor Report	The 1099-S Transactions by Vendor Report is created by the 1099 Offline Batch Process when it is run in Testing, Magnetic Media, Corrections and Report modes to list all 1099-S	AP

	transactions. This report will generate when the 1099 Transactions By Vendor check box on the 1099 Processing Options and controls (1099P) table is *selected,* the 1099-S Reporting indicator is set to *Property* on the 1099 Reported Income table, and 1099-S transactions have to be added to 1099 Reported Income table manually.	
Backup Withholding Detail Report By Accounting Distribution	This report provides detail information by accounting distribution for all backup withholding offsets within a specified date range. This information will be used as an organization's backup withholding offset activity audit trail.	AP
Backup Withholding Detail Report By TIN	The Withholding Detail by TIN report provides detail information by Taxpayer Identification Number and 1099 Form Type for all backup withholding offsets within a specified date range. This report is used as a Vendor Backup Withholding Offset activity audit trail.	AP
Backup Withholding Summary Report By Reporting Period	This report provides summary information by date for all backup withholding offset amounts within a given date range. This report will be used for providing information relating to remittance schedule to the (IRS) Internal Revenue Service.	AP
Contract Withholding Detail Report by Accounting Distribution	This report provides detail information by accounting distribution for all contract withholding offsets within a specified date range. This information is used as an organization's Contract Withholding offset activity audit trail. The report job reads the 1099 Journal for posting pair K.	AP
Contract Withholding Detail Report by Tax Identification Number (TIN)	This report provides detail information by TIN for all contract withholding offsets within a specified date range. The report job reads the 1099 Journal for posting pair 'K'. This report is used as a vendor Contract Withholding offset activity audit trail.	AP
Contract Withholding Summary Report by Reporting Period	This report provides summary information by date for all 3402(t) Contract Withholding offset amounts within a given date range. The report reads the 1099 Journal as input. This report is used for providing information relating to remittance schedule to the (IRS) Internal Revenue Service. The report is sorted by Transaction Record Date.	AP
Non-Reconciled Procurement Card Transaction by Status	This report is generated as part of the Procurement Card Payment Creation process. The report displays procurement	AP

	card transaction activities that have not been reconciled with a cardholder receipt.	
Retainage Suspect After Encumbrance Correction	The Retainage Suspect After Encumbrance Correction report exists because the chart of accounts elements (COA) on the accounting line of a purchase order move to a referencing payment request, then to a disbursement transaction, where retainage is recorded. If the COA, namely the Fund should have been different on the disbursement because the wrong purchase order was referenced, retainage will be recorded into the Retainage Liability account under a different Fund. That money liability will sit there until the retainage is paid out to the vendor or forfeited by the vendor. Purchase orders with retainage terms create retainage table entries where subsequent payment requests and disbursements make updates to track retainage from being withheld until being returned or forfeited. When an encumbrance correction is done for an encumbrance commodity line that has retainage terms, there may be retainage table entries that are not as accurate as they could have been initially. As a result of this retainage issue, Retainage Suspect After Encumbrance Correction report is provided that will identify encumbrance corrections that may have had retainage impacts so that those users responsible for retainage management can be notified and act accordingly. The job selects Final and Historical Final records in the Payment Request accounting line catalog that have the transaction code specified in the parameters. If a Start Date is specified, the job will select records in the Payment Request accounting line catalog with a Transaction Last Date value equal to or after the Start Date. The Transaction Last Date is the date the payment request accounting line went to Final status. If a Start Date is not specified, the job will select all Final and Historical Final records in the Payment Request accounting line catalog. The job compares the referenced purchase order transaction information from these selected Payment request accounting lines to the Retainage Detail Table. If the referenced purchase order line that was corrected is listed in the retainage detail table, then that record is selected for the report.	AP
Review Payment for Offset	The Review Payment for Offset report allows a site to review payments that may potentially be offset based on the active records on the Disbursement Parameters table. This report compares transactions on the Disbursement Request table with records on the Intercept Request table to determine if the DISRQ records are eligible for intercept based on the active records on the Disbursement Parameters table. The Review Payments for Offset report is run prior to the Disbursement	

	process in order to determine the volume of payments that may be intercepted during the disbursement process. This report is sorted by Vendor and then Bank Account.	
Scheduled and Unscheduled Payment Report	The Scheduled Payment report lists the payments that will be picked up by Automated Disbursement process. The Unscheduled Payment report lists the payments that will not be picked up by Automated Disbursement process. These reports should be run before the Automated Disbursement process. This allows you to determine if you need to make any corrections or reschedule any payment requests.	AP
System Hold Report	This report lists all of the accounting lines that were selected by the Automated Disbursement run that were not able to be liquidated during that run and were put on System Hold. This report also displays the reason (system hold reason) why the records could not be liquidated. This report uses the Disbursement Request and Disbursement Parameters (DISPA) tables as input to generate the report by retrieving the records that are on System Hold on the Disbursement Request table that are associated with Active records on the Disbursement Parameters table. Once the System Hold records are selected from the Disbursement Request table, the system performs a lookup for the records on the Disbursement Parameters table based on the Bank Account of the selected records, and retrieves the Credit Memo Consolidation Options selected on those records and generates the output.	AP
Upload 1099 External Reported Income Exception Report	The Upload 1099 External Reported Income Exception Report is created by the Upload 1099 External Reported Income Process and displays duplicate input records. Records with the same Calendar Year, TIN, Form Type, and Reporting Payer are written to the Upload 1099 External Reported Income Exception Report. Records that are displayed on this report require research to verify if the records are incorrect and if manual correction is needed.	AP
Vendor Customer Archiving Facilitator Report	This report is produced by the Post Archive Process job step in the Vendor Customer Archiving chain when run in *Full* mode. The report lists each table with records archived, the number of records archived, and the filename containing the archived records.	Utilities

Vendor Customer Archiving Statistics Report for Financial	This report is produced by the Archive Preprocessing job step in the Vendor Customer Archiving chain when run in *Full* mode. The report lists each table in the Table Parameter File along with the number of records from that table that are eligible to be archived or deleted.	Utilities

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.
- Reports - The sample reports and templates can be found under the CGI Resource Library link: https://sdc.cgi.com/aal/

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Advanced - Unique Features

The following functionality is only applicable for your site if the associated functionality fits a very specific set of circumstances. Please refer to each topic for more information.

Retiree Payment Tracking

The tracking of payments to former employees of a state, city, county, or school district is supported through a number of pages and system processes within Advantage. Tracking begins with the Retired Employee and Retirement Date indications on the Vendor/Customer (VCUST) page as the associated creation and maintenance transactions. Use of the feature begins by making these fields visible and populating them for existing and new retirees.

After setup on Vendor/Customer, the retired employee is then setup on the Retiree TIN (RETIRTIN) page that is required to connect a Headquarter Taxpayer Identification Number (TIN) for a retiree. Updated records on RETIRTIN are automatically updated to VCUST.

The Retiree Pay (RETIRPAY) page is similar to the 1099 Reporting Journal to track retiree payments. It has all the same fields, however, RETIRPAY has these additional fields:

- Employer Contribution Amount
- AED (Amortization Equal Disbursement) Amount
- SAED (Supplemental Amortization Equal Disbursement) Amount

The amounts are calculated as follows when the record is inserted or updated on the page:

- Employer Contribution Amount = Posting Amount x RETIRE_ER_CONTR_PC from APPCTRL
- AED Amount = Posting Amount x RETIRE_AED_PC from APPCTRL
- SAED Amount = Posting Amount x SAED Amount RETIRE_SAED_PC from APPCTRL

There are three batch processes that utilize the RETIRTIN and RETIRPAY pages to update the vendor records for retiree status and create Internal Exchange Transactions (IET) to reimburse portions of the retiree payments.

- Retiree VCUST Extract process
- Retiree Update process
- Retiree Billing process

Refer to the *Accounts Payable Run Sheet Guide* for more information on these processes.

Warrant Writer Outstanding

The Warrant Writer Outstanding (WWOUTS) page is a stand-alone page used for capturing details of redeemed and outstanding warrants. The Disbursement, Clearance, and Accounting details can be captured for each Warrant at an accounting line level. Warrant details can be loaded to the page through interfaces or other data upload mechanism. The page is delivered hidden and needs to be marked as Searchable on Application Page Registration (APGS).

Frequently Asked Questions

This topic contains a list of frequently asked questions and answers for the Accounts Payable area.

- How do I create a Payment Request transaction?

  Please refer to the "Create a Payment Request (PRC)" task for instructions.

- How do I set up a vendor for 1099 reporting?

  Please refer to the "1099 Reporting Setup" topic in the Tax Reporting User Guide for instructions.