

CGI Advantage[®] 4

Disbursement User Guide



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Business Area Overview

The purpose of Disbursement processing is to record and generate the disbursements for the purchases of goods or services. The Disbursement processing life cycle includes the following:

- [Managing the Disbursements](#)
- [Generating Disbursements](#): Liquidates the payable, and generates disbursement transactions. The disbursement transactions can be generated automatically or manually.
- [Printing the Check / Warrant](#) and generating the EF ACH files
- [Disbursement Correction](#)

Common Terminology

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

| [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#)
| [W](#) | [X](#) | [Y](#) | [Z](#) |

> **Accounting Profile**

Groups together multiple Accounting Templates, which are assigned accounting distribution percentages. A user can select Accounting Profiles on transactions to facilitate and standardize data entry.

> **Backup Withholding**

If the vendor is reportable, but has not provided complete, accurate tax information, backup withholding will reduce the payment amount made to the vendor based on a percentage fee. Factors that determine whether a disbursement qualifies for backup withholding include: the type of vendor income, whether the object or balance sheet account is reportable, and the eligibility of the vendor itself.

> **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 reduces the payment amount made to the vendor. Refer to the "Contract Withholding" topic in the *CGI Advantage Financial - Tax Reporting User Guide* for more information.

> **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 Check Correction refers to the process of voiding and/or renumbering the checks that are in the disbursement cycle and have not been posted to ledgers. In addition, the process allows the user to reprint physical checks printed on the pre-printed check stock after the Disbursement process is finished.

> **EFT**

Electronic Funds Transfer, or the electronic movement of data between banks, which results in a value transfer between accounts.

> **Hard Copy Disbursement Count**

A feature available to disbursements is to count the hard copy (non-EFT) automatic disbursements made. By just using counts, a central agency can thereby allocate the cost of issuing those disbursements to departments. The counts, however, can also be used to encourage vendors to register for EFT payments through warnings put in check stubs and even accessing a fee after a pre-defined number of disbursements for a Fiscal Year and Department have been reached for a Taxpayer Identification Number.

> Intercept

A payment to a vendor is offset and a portion of that payment is retained by the disbursing entity or remitted to a third party. Payments to a vendor may be intercepted on the basis of a Lien, a Tax Levy, a Garnishment, or a Receivable.

> Retainage

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

Manage Disbursements

Payments in Advantage Financial are scheduled for disbursement if they pass budgetary edits and common transaction edits (that is, vendor, accounting, and so forth). Disbursement Management is necessary to assure that, during the Automated Disbursement process, high priority payments are disbursed before lower priority payments. 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. Disbursement Management is an optional feature, and can be used regularly to control disbursements, or only at certain times (For example, at the end of a fiscal year when budgets are reaching their limits).

The Disbursement Management process provides the following functions:

- A means to view, in summary form, total dollar amounts of disbursements by priority and by schedule payment date.
- A means to raise visibility of high priority payments. This is accomplished through a priority field on the Disbursement Request (DISRQ) table, visible on and updateable by the Disbursement Management (DISBM) page and the Disbursement Management by Transaction (DISBMD) page. The Disbursement Request Modification transaction can also be used to update the priority of payment requests.
- Online visibility of outstanding payments by chart of account element, budget, scheduled payment date, vendor, hold type and priority.
- A simplified means of manually placing one or many disbursement requests on hold until there is enough cash to cover the disbursement run. At that time, the hold can be lifted from one or many disbursement requests.

This topic includes the following areas:

- [Viewing Scheduled Payments by Day](#)
- [Managing Individual/Grouped Scheduled Payment](#)
- [Disbursement Request Modification](#)
- [Restricting Payment from Disbursement Management](#)
- [Automated Payment Hold](#)

View Scheduled Payments by Day

Viewing scheduled payments by day is accomplished primarily through two views of payment request data. Both views use the [Disbursement Request](#) table as the input for generating daily totals of scheduled payments. The [Disbursement Daily Summary](#) page can help you can identify the total amount of disbursements that are generated for a particular date. The [Disbursement Daily Summary by Priority](#) page can help you can identify the total amount of disbursements that are generated for a particular priority and date.

Manage Individual/Grouped Scheduled Payments

The following pages and transactions are used to manage individual /grouped scheduled payments:

- [Disbursement Request Modification \(DRM\) transaction](#)
- [Disbursement Management](#)
- [Disbursement Management by Transaction](#)
- [Disbursement Priority](#)

Disbursement Request Modification

When a payment request transaction such as the PRC or GAX is processed to final, the transaction information along with the disbursement options from the payment requests are updated to the Disbursement Request (DISRQ) table. Once the payment request is submitted to Final, the disbursement options should not be modified on the transaction. If you modify any of the disbursement options, an overridable error is issued on the transaction. Also, you can directly update the Disbursement Request table with changes to disbursement options such as **Single Payment Indicator**, **Scheduled Payment Date**, **Disbursement Format**, **Disbursement Priority**, and so forth. These changes are not carried back to the payment request transactions.

Another method to update the disbursement options is processing the Disbursement Request Modification (DRM) transaction. This allows your site the ability to control updates through an approval process, while still allowing many users to make changes. The Disbursement Request Modification (DRM) transaction allows you to request changes to the Disbursement Request data, which may then be routed through the workflow process. The DRM transaction will update the corresponding DISRQ record when the transaction is processed to final. Even with the DRM transaction, none of the changes will be carried to the related PR/ABS transaction. Please refer to the "DRM Transaction Type" topic in the *Accounts Payable User Guide* for more information on this transaction.

When a check is cancelled and the payment request is reestablished on the Disbursement Request table, the transaction information is taken from the last version of the Payment Request. An application parameter called Create DISRQ records from Disbursement Transactions determines if the disbursement options should be inserted into Disbursement Request from the payment request or from the Disbursement transaction being cancelled. More information about this can be found in the "[Understand Disbursement Cancellation](#)" topic in this guide.

Restrict Payments from Disbursement Management

Another means of Disbursement Management is the ability to place high priority payments on Disbursement Hold Exclusion. There may be certain budgets, or chart of account elements that are of such high priority, that, once a payment is scheduled, it should never be held, rescheduled, or placed at a lower priority. If you choose to implement this feature, you can enter restricted chart of account elements or budget lines on the Disbursement Hold Exclusion (DISBMR) table. Refer to the "[Disbursement Hold Exclusion](#)" topic for more information.

Automated Payment Hold

The Automated Payment Hold Process provides enhanced payment hold controls and functionality. This includes the ability to track payment hold requests, removals, and ability to bypass holds at multiple

levels. Payment Hold tables provide an online view of payment holds and identify the number of days a payment hold has been held. Payment removals can identify if interest is applicable. Payment Hold requests can be controlled with workflow and security on the tables and transactions. Payment Hold Notices can also be generated to update Vendors regarding held payments.

Setup is required on the following pages:

- [Payment Hold Type \(PHLDT\)](#)
- [Payment Hold Type by Department](#)

The Payment Hold Activity (PHLDA) inquiry tracks held payment requests and tracks printing activities. Refer to the "[Payment Hold Activity](#)" topic for more information.

This section includes the following topics:

- [Payment Hold Requests](#)
- [Automated Payment Hold batch process](#)
- [Removal of Payment Holds](#)
- [Printing Payment Hold Notices](#)
- [Archive Payment Hold Notices](#)

The [Payment Hold Maintenance \(PHM\)](#) Transaction Type is used to request or remove holds at the **Hold Levels** of *Automated Vendor*, *Automated Award*, *Automated Payment Request*, *User Hold*, and *Disbursement Management Hold*.

Payment Hold Requests

Payment hold requests can be created in multiple ways; however, all payment hold requests, removals, and bypass requests will be stored on the Payment Hold Maintenance (PHLDM) table.

The first way to request a hold is by using the Payment Hold by TIN (PHLDTIN) table, where Taxpayer information with owed debts is stored by **Taxpayer ID/TIN Type or by Vendor/Taxpayer ID/Tin Type**. The Payment Hold by TIN table may be updated online or via an interface file from external agencies. Records on the Payment Hold by TIN table will be processed by the Select Payment Hold by TIN batch job to identify matching records on the Vendor Customer (VCUST) table. If an active, valid Vendor (Miscellaneous and Internal must be *unchecked*) is located, a record is added to Payment Hold Maintenance table with a **Payment Hold Action** of *Request Hold*.

The second way to request a hold is to submit a Payment Hold Maintenance (PHM) transaction. Submit action for the PHM transaction will create a record on the Payment Hold Maintenance table, which will include the name of the User and Date the Hold was requested.

The third way to create a payment hold request is to cancel an AD or MD transaction type using Cancellation Types of *Hold* and *Payment Request*. The submit action will create payment request records for the referenced payment transactions on the Payment Hold Maintenance table, instead of checking the **User Hold** field and setting the **Hold Payment Reason** to "1" on DISRQ as currently being utilized.

The fourth way, is to select **User Hold** or **Disbursement Management Hold** on Disbursement Request (DISRQ) table, Disbursement Management (DISBM) page, or Disbursement Management by Transaction (DISBMD) page and the Save action will add a record to the Payment Hold Maintenance (PHLDM) table.

Automated Payment Hold Batch Process

The Automated Payment Hold batch process should be run prior to the Automated Disbursement (AD) Chain. The Automated Payment Hold batch process reads the records on the (PHLDM) table. Active payment hold requests will be sorted by Hold Level (excluding System Holds) and Priority. Automated Payment Hold tab has been added to the DISRQ page. Automated payment hold fields in the DISRQ Automated Payment Hold tab will identify the **Hold Level** and **Hold Type** with the highest priority for the *Automated Vendor*, **Automated Award**, **Automated Payment Request**, **User Hold** and **Disbursement Management Hold** levels. **Current Hold Level** and **Current Hold Type** will be selected from the top priority of the **Hold Type** and **Hold Level** fields that are populated on DISRQ. The Automated Payment Hold batch process will add a record to the Payment Hold Activity (PHLDA) table for the **Current Hold Type** and **Current Hold Level** when a record on DISRQ is found to be on hold. For detailed information on the Automated Payment Hold jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

The AD Chain batch process reads the **Automated Payment Hold** fields on the DISRQ table when records are being selected for disbursement. If the **Current Hold Type** and **Current Hold Level** fields are populated and the **Allow Bypass Requests** field is set to *No*, the undisbursed payment request will be excluded from disbursement and the **System Hold** field will be set to *True* and the **System Hold Reason** set to *Automated Payment Hold*. If the **Current Hold Type** and **Current Hold Level** fields are populated and the **Allow Bypass Requests** field is set to *Yes*, the undisbursed payment request will be selected for disbursement, provided no **System Hold** is received (a **System Hold** is set when an Accounting Line fails the AD Chain edits like the Vendor is found to be on hold or **Budget Amounts** are exceeded).

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

Removal of Payment Holds

The Removal of payment holds can be accomplished in multiple ways. First, the interface files can be loaded into the Payment Hold by TIN (PHLDTIN) table. The interface file will contain an existing record already on the Payment Hold by TIN table with the **Date Debt Added** field populated. The record is located on the Payment Hold by TIN table and the **Date Debt Removed** field is populated. The Select Payment Hold by TIN batch job is run which locates records on the Payment Hold Maintenance table to update the **Payment Hold Action to Remove Hold** and populate the **Hold Removal Date** with the date value from the Payment Hold by TIN **Date Debt Removed** field. Second, records can be manually updated on the Payment Hold by TIN table by authorized users by populating the **Date Debt Added** field only if the **Automated Payment Hold Source** is set to *Manual Entry* on the Payment Hold by TIN table. The Select Payment Hold by TIN batch job is run which locates records on the Payment Hold Maintenance table to update the **Payment Hold Action to Remove Hold** and populate the **Hold Removal Date** with the date value from the Payment Hold by TIN **Date Debt Removed** field. Third, a payment hold can be removed by submitting a Payment Hold Maintenance (PHM) transaction with a **Payment Hold Action of Remove Hold**. The Hold Removal Date will default in the Application Control Date. Fourth, the Save action on DISRQ, DISBM or DISBMD will update records on Payment Hold Maintenance table when **User Holds** and **Disbursement Management Holds** are deselected.

Payment Hold Notices can be generated to send to Vendors regarding undisbursed payment requests that are on hold. The **Print Payment Hold Notices** field set to *Yes* on the Hold Type by Department table will indicate if payment hold notices will be generated for a **Hold Type** code. The Payment Hold Notice Text table allows authorized users to create text to appear in the payment hold notices. The Print Payment Hold Notice History table will provide online information for Users regarding the **Reference Printed Payment Notice Number**, Address Information, Date and User to last request notice printing.

Scheduled Print Date will be provided for unprinted payment hold notices as well as the ability to request a reprint.

Payment Hold Archive batch process will be used to archive applicable records from the Payment Hold Maintenance, Payment Hold Activity, and Print Payment Hold Notice History tables. Applicable records on the payment hold tables can only be deleted after archiving has occurred on related existing baseline tables and in the Payment Hold Maintenance transaction.

Print Payment Held Notices

Payment Hold Notices can be generated to send to Vendors regarding undisbursed payment requests that are on hold. Print Payment Hold Notices field set to Yes on the Hold Type by Department table indicates if payment hold notices will be generated for a **Hold Type** code.

The Payment Hold Notice Text (PHLDNT) table allows authorized users to create text that will print on the payment hold notices. Payment Hold Notices are sent to taxpayers with outstanding debts and payments that are being held.

The Print Payment Hold Notice History (PHLDNH) table provides information regarding Reference **Printed Payment Notice Number**, Address Information, Date and User to last request notice printing. **Scheduled Print Date** is provided for unprinted payment hold notices as well as the ability to request a reprint.

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

Archive Payment Hold Notices

Payment Hold Archive batch process is used to archive applicable records from the Payment Hold Maintenance, Payment Hold Activity, and Print Payment Hold Notice History tables. Applicable records on the payment hold tables can only be deleted after archiving has occurred on related tables and the [Payment Hold Maintenance](#) transaction.

Generate Disbursements

In Advantage, disbursements can be generated either manually or through an automated batch process. Disbursements can be generated through an automated batch process called Automated Disbursement chain process. The Automated Disbursement chain process generates the payments in the form of Check or Warrant or Electronic Fund Transfers (EFTs).

Disbursements can also be generated manually by processing the Manual Disbursement transactions either referencing a transaction or with no reference. Manual disbursements will generate the payments only in the form of Check or Warrant.

- [Understand the Automated Disbursement Process](#)
- [Automated Interest Calculation](#)
- [Disbursement Stub Summarization](#)
- [Disbursement Printing Process](#)
- [Electronic Disbursement Formatting Process](#)
- [Disbursement Correction Process](#)
- [Manual Disbursement](#)
- [Understand Disbursement Cancellation](#)

Understand the Automated Disbursement Process

Automated Disbursements is the process that disburses payments that have been authorized in Accounts Payable. The Automated Disbursements process selects authorized payments, edits payments for validity, processes payment adjustments, groups payment data, formats payments, and posts payment transactions. In short, it is the process that takes payment data (posted in the form of commodity based payment requests (PRC, PRM, and so forth) and accounting based payment request transactions (GAX, GAIP, and so forth)), and transforms them into a disbursement instrument.

Prior to running the AD Chain, you can ensure your payments have consistent Bank Accounts and/or consistent Single Payment flag settings. A **Bank Account Code** can be specified on the payment request Header level as well as the Accounting Line level. Either (or both) of these Bank Accounts may be different from the **Check/EFT Bank Account Code** associated with a referenced Fund code on the FUND table. The **Bank Account Code** from the Payment Request Accounting Line is stored on the Disbursement Request (DISRQ) table and used by the AD Chain to generate Check/EFT payments. Using the Disbursement Initialization batch job, your site may enforce that the Bank Accounts for the payments be consistent with the Bank Account from the Fund table. Specifying disbursements as single payments (that is, bypassing consolidation) may be specified at the time of the Payment Request or by changing the **Single Payment** flag on the disbursement requests using one of the Disbursement Management pages or transaction (DISRQ, DISBMD, or DRM transaction). The Single Payment flag can also be changed by the Disbursement Initialization batch job. For more details on this job, refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

Refer to the [Automated Disbursement Processing](#) topic for detailed information about the Automated Disbursements chain process.

Automated Disbursement Setup

The initial setup of the disbursement process requires the entry of values on the System Options and Special Accounts tables. These values control the accounting model implemented for disbursements, options used in disbursement processing, and Chart of Accounts (COA) elements to be used in the disbursement process. Structure also must be setup for the disbursement process by creating entries in the appropriate tables. Refer to the table details in their appropriate sections.

Pages outside of Disbursements:

- [Application Parameter](#)
- [System Options](#)
- [System Special Accounts](#)
- [Transaction Component Requirements](#) (in the Admin Application)

Disbursement pages or other pages related to disbursements:

- [1099 Processing Options and Controls](#)
- [ACH Configuration Pages](#)
- [Bank Account](#)
- [Check/EFT Sort Precedence](#)
- [Consolidation Objects Configuration](#)
- [Disbursement Category Table](#)
- [Disbursement Format](#)
- [Disbursement Handling](#)
- [Disbursement Hold Reason](#)
- [Disbursement Parameters](#)
- [Disbursement Request](#)
- [Intercept Options](#)
- [Payment Hold Options](#)
- [Scheduling Reason Code](#)
- [Vendor/Customer](#)

Automated Disbursement Processing

The Automated Disbursement Chain (AD Chain) in Advantage Financial 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. This process also generates the transactions to record the Intercept Transfers.

The Automated Disbursement process uses the Disbursement Parameters (DISPA) table to drive the selection of disbursement requests from the Disbursement Request (DISRQ) table. Each record on DISPA is a complete set of selection parameters. Individual records may be set as either Active or Inactive. When the Automated Disbursements process is initiated, each active record in the Disbursement Parameters (DISPA) table is evaluated as disbursement request selection criteria.

The batch process will determine if the records that remain on the DISRQ table, after the vendor editing steps complete, are eligible for any adjustments in the amount that will be disbursed. This includes calculations for discounts, tax, penalties, interest, 1099 backup withholding, contract withholding, 1042S withholding, and credit memos.

Below is a brief description. For detailed information on the Automated Disbursement Chain process (such as when to run, input, output, calculation logic, and process parameters) refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

- > Amount Calculation

The batch process will determine if the records that remain on the DISRQ table, after the vendor editing steps complete, are eligible for any adjustments in the amount that will be disbursed. This includes calculations for discounts, tax, penalties, interest, backup withholding, contract withholding, 1042S withholding, and credit memos.

- > Discounts

For the DISRQ records that contain a discount term with the Discount Always checkbox set to true, the batch process will use this discount term for calculating the discount.

For the DISRQ records that do not contain a discount term with the Discount Always checkbox set to True, the batch process will determine if any of the discount terms are still eligible for discount.

- > Tax

If discounts are taken for a record on the DISRQ and the tax type specified for the DISRQ record is a percentage tax (i.e., not a flat tax as a flat tax will result in the same amount), the batch process will determine if the tax amount needs to be recalculated for the new payment amount (i.e., Line Amount – Discount Amount). If the SOPT record for the current fiscal year has the Recalculate Tax check box set to true, then the DISRQ records that have a discount amount will have the Tax Amount recalculated (if one exists).

- > Penalties

DISRQ records that did not have discounts taken are considered for penalty payments.

If the SOPT record for the current fiscal year has the Calculate Penalties on Disbursement check box is set to *true*, then the DISRQ records are eligible to calculate a penalty amount.

- > Interest

The interest calculation within the AD chain will only be performed if the SOPT option **Calculate Interest Outside of Disbursement** is *unchecked* and **Calculate Interest on**

Disbursement is *checked*. Interest maybe calculated outside disbursement by [Automated Interest Calculation](#) process.

> Backup Withholding

DISRQ records are subject to backup withholding if a record meets the following criteria:

1. The Backup Withholding check box is set to *true* on the 1099P table AND
2. **One** of the conditions marked as A or B below is true:
 - The 1099 Backup Withholding Status CVL on the 1099I table is set to *Eligible* and the 1099 Reportable flag is checked for the record's Vendor, TIN and TIN Type combination (as defined on VCUST table), AND

For at least one of the following 4 COA elements (using this precedence order: Sub BSA, BSA, Sub Object, Object) the 1099 Income Code and Income Type fields are populated (as defined on SBSA, BSA, SOBJ, or SOBJ tables respectively), AND

Backup Withholding flag is *checked* for the corresponding Form Type and the 1099 Type of Income on TINC;

OR

- The 1099 Backup Withholding Status CVL on the 1099I table is set to a value other than *Eligible* and the 1099-INT Backup Withholding and the 1099 Reportable flags are *checked* for the record's Vendor, TIN and TIN Type combination (as defined on VCUST table), AND

For at least one of the following 4 COA elements (using this precedence order: Sub BSA, BSA, Sub Object, Object) the 1099 Income Code and Income Type fields are populated (as defined on SBSA, BSA, SOBJ, or SOBJ tables respectively), AND

For the reportable COA element (per previous condition) and the 1099 Type of Income it is associated with, the Form Type field on the respective COA table = I, AND

The Backup Withholding flag is *checked* for the corresponding Form Type and the 1099 Type of Income on TINC.

3. **No** matching record exists on 1099E table using any of the following 3 lookups based the Fiscal Year specified on the record's Accounting Line:
 - Actual Fund and Department from the Accounting Line;
 - Actual Fund, but Department is *ALL*;
 - Fund is *ALL* and actual Department.

> 1042S Backup Withholding

DISRQ records are subject to 1042S withholding if a record meets ALL of the following criteria:

- The 1042S Withholding check box is set to *true* on the 1099P table for the Calendar Year defined by the disbursement record's Check Date.
- The 1042-S Ch.3 Recipient Code flag is *checked* for the Vendor Code on the VCUST table or the 1042-S Ch. 4 Status Code flag is *checked* for the Vendor Code on the VCUST table.
- The 1042-S Backup Withholding Status on 1042I is either *blank* or *Pending*.
- The 1042-S Recipient Account Number associated with the Vendor Code on the VCUST table has the 1042S Withholding check box set to *true* on the 1099 Reporting Information table.
- The Object, Balance Sheet Account, Sub-Object or Sub Balance Sheet Account contains a 1042 Income Code and Income Type (that is, it is 1042 Reportable).
- The combination of 1042-S Income Code, 1042-S Income Type associated with the applicable COA (Object, Sub Object, BSA or Sub BSA) and the 1042-S Ch.3 Recipient Code or 1042-S Ch. 4 Status Code associated with the Vendor Code is defined on the 1042-S Type of Income table with the Backup Withholding flag *checked*.

If the vendor is found to be eligible for 1042-S Withholding, the system will then retrieve the current applicable tax rate for this vendor as follows and calculate the actual 1042-S Withholding Amount of the Accounting Line:

If the vendor is determined to be a Ch. 3 vendor (that is, 1042-S Ch. 3 Recipient Code is selected on VCUST), then the system retrieves the 1042-S Tax Rate from the ICTX table for the combination of 1042-S Income Code (defined by eligible COA element), IRS Country of Residence and IRS Country Sub Code (defined on VCUST by the transaction's Vendor);

- If the 1042-S Backup Withholding Status on 1042I is set to *blank* and a matching record is found on ICTX table, then the value in the 1042-S Ch.3 Tax Rate field is inferred from the matching record to the 1042-S Tax Rate field on the Accounting Line of the AD Transaction and use the Tax Rate during calculation;
- If no matching record is found on ICTX, then the value in the 1042-S Backup Withholding Rate field on 1099P table (for the Calendar Year of the Record Date specified on the Header) is inferred to the 1042-S Tax Rate field on the Accounting Line of the AD Transaction and the Tax Rate is used during calculation.
- If the 1042-S Withholding Status on 1042I is set to *Pending*, a look up is not performed on ICTX. The value in the 1042-S Backup Withholding Rate on 1099P is inferred. This rate is used to calculate 1042-S backup withholding on the transaction.
- If the 1042-S Backup Withholding Status on 1042I is set to *Not Eligible*, then the 1042-S Backup Withholding Rate on 1099P is inferred, but the system does not calculate or withhold the backup withholding tax. The tax rate is used for reporting to the IRS.

If the vendor is determined to be a Ch. 4 vendor (that is, 1042-S Ch. 4 Status Code is selected on VCUST), then the system retrieves the 1042-S Tax Rate from the ICTX4 table for the combination of 1042-S Income Code (defined by eligible COA element), IRS

Country of Residence and IRS Country Sub Code (defined on VCUST by the transaction's Vendor);

- If the 1042-S Backup Withholding Status on 1042I is set to *blank* and a matching record is found on the ICTX4 table (based on 1042-S Income Code and IRS Country of Residence) then the tax rate from the matching record is inferred to the 1042-S Tax Rate field on the Accounting Line of the AD Transaction. This is the rate used if backup withholding calculation is required based on the 1042T BWH flag.
- If no matching record is found on ICTX4, then the value in the 1042-S Ch. 4 Tax Rate field on 1099P table (for the Calendar Year of the Record Date specified on the Header) is inferred to the 1042-S Tax Rate field on the Accounting Line of the AD transaction and use the Tax Rate during calculation.
- If the 1042-S Withholding Status on 1042I is set to *Pending* then the system does not perform a look up to ICTX4. The value in the 1042-S Chapter 4 Tax Rate on 1099P is inferred. This rate is used to calculate 1042-S backup withholding on the transaction.
- If the 1042-S Backup Withholding Status on 1042I is set to *Not Eligible*, then the 1042-S Ch. 4 Tax Rate on 1099P is inferred, but the system does not calculate or withhold the backup withholding tax. The tax rate is used for reporting to the IRS.

> Contract Withholding

1. A payment request line is exempt from Contract Withholding if the **Contract Withholding Exempt** check box is selected on DISRQ, Vendor, Object, Sub Object, Commodity, Program, Appropriation, Balance Sheet, or Sub Balance Sheet tables.
2. A payment request line is not eligible for Contract Withholding if any of the following conditions is satisfied:
 1. The payment request line is exempt from Contract Withholding (see above)
 2. The calculated Backup Withholding Amount or 1042S Withholding Amount is not zero.
 3. The Contract Withholding flag on 1099P is not selected for the year portion of the Application Date.
 4. The payment request line has Procurement Card Payment set to Yes on DISRQ and Apply Contract Withholding to PCard Payments is not selected on 1099P.

> Retainage

If the referenced Award contains applicable retainage terms, a portion of each vendor payment is withheld for retainage. The amount withheld is determined by retainage terms that are stored on the Award. Retainage amount is calculated on the PR transaction and not during the AD process. The AD process only uses the Retainage amount stored on the DISRQ record to make the adjustment.

> Credit Memo Adjustments

In Advantage, payment request accounting Lines with negative amounts are considered Credit Memo Lines. Credit memos are applied against the related positive payment request lines. There are two options you may use to control how credit memos are consolidated:

- The **PCard Consolidation Option** on the SOPT table controls Credit Memo consolidation and payment creation for non-single-check PCard payments.
- The Consolidate Credit Memo by Disbursement Grouping, Consolidate Credit Memo by AL Department, Consolidate Credit Memo by Payment Request Transaction Department, Include Address in Credit Memo Consolidation, and Match on Disbursement Priority fields on Disbursement Parameters control Credit Memo consolidation for non-PCard and non-single-check payments.

The system determines if selected DISRQ records are eligible for any credit memo adjustments in the amount that will be disbursed. The system consolidates credit memos (negative lines) based on certain criteria, groups positive lines based on payment grouping, and then compares each credit memos total to the related positive lines totals to determine if the credit memos can be liquidated fully by the positive line groupings. If so, the credit memos and related positive lines will be disbursed. If not, the credit memos and related positive lines will be placed on system hold.

When Credit Memos cannot be fully liquidated during Disbursements, the process puts the Credit Memo transactions on System Hold on DISRQ with one of the two possible Hold Reasons applied to the records:

- Credit Memo Not Fully Liquidated (9) – Which indicates that the amount of the Credit Memo exceeded the positive lines.
- Credit Memo Application Not Possible (16) – Which indicates that the Credit Memo maximum line amount is exceeded.

For more information on credit memo logic, refer to the Automated Disbursement Chain run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

› Disbursement Limit Check

The disbursement limit check step determines if the eligible DISRQ records meet the Disbursement Limit amount criteria defined on all active DISPA records.

› Payment Intercepts

The Payment Intercept step determines if any outstanding receivables that have been identified for intercept are eligible for intercept against the records selected by the disbursement process and are currently on the DISRQ and not on system, user, or disbursement management hold. The Payment Intercept check box on SOPT must be set to true and the Intercept Selection batch parameter must have at least one value defined in order for any disbursement to take a payment intercept. The payment intercept process goes through the following steps:

- Select the eligible records from the Intercept Request Table (INTR)
- The batch process will determine which INTR records are eligible for intercept. The INTR records eligible for intercept are selected as follows:

- The Claim Status of the INTR record is set to active.
 - The INTR record must have an outstanding intercept amount.
 - Internal Debt Outstanding Intercept Amount = (INTR) Outstanding Amount – (INTR) Disbursement Intercept Amount
 - External Debt Outstanding Intercept Amount = (INTR) Outstanding Amount – (INTR) Disbursement Intercept Amount – (INTR) Transferred Amount
 - At least one of the Intercept Selection values from the AD Chain batch parameter (Intercept Selection field) must match an Intercept Selection value of the Entity associated with the debt record. The Intercept Selection value(s) for the Entity is recorded on the Entity (ENTY) table. If the Intercept Selection batch parameter is 'null' then no records will meet this condition resulting in all records on INTR being ineligible for intercept.
 - The INTR record does not meet the criteria of any active record on the Receivable Intercept Exception (INTREX) table.
 - If the Evaluate Intercept by Debt Type parameter on the Application Parameters (APPCTRL) table is Yes, then the job will verify if the INTR and DRL combination exists as an allowable payment/intercept combination on the Allowable Payments for Intercept by Debt Type (APIDT) table. If FY/Debt Type combination does exist on the APIDT and the INTR/DRL combination does not satisfy any APIDT record combination, the DRL record will be bypassed from intercept processing and will be processed for disbursement. Refer to the AD Chain run sheet in the *CGI Advantage Financial – Accounts Payable Run Sheets Guide* for more information. Also, refer to the “Allowable Payments for Intercept by Debt Type (APIDT)” topic of the *CGI Advantage - Intercept User Guide* for use of the parameter and the APIDT page.
- › Payment Grouping and Consolidation

After the Vendor editing and Amount calculation, the job groups selected DISRQ records into the following five categories:

- Payments to Miscellaneous Vendors – One check will be generated for each Vendor Line and the miscellaneous vendors payments will not grouped with any other payments.
- Payments to Non-Miscellaneous Vendors with Single Check – One Check / EFT will be generated for each Vendor line. The payments will be made in full for that Vendor line and no partial payments will be made.
- Payments to Non-Miscellaneous Vendors with Non-Single Check – Payments for the same Vendor will be consolidated across the payment requests. It is possible that one Check / EFT will be generated for more than one payment request transaction.
- Payments to Procurement Cards- The procurement card payments will be grouped and consolidated based on the SOPT option Pcard Consolidation Options.
- Payments to Third-Party / Payees – Payments to Third parties / Payees will be grouped and consolidated based on the Payee code.

Within each of these groups, the AD Chain batch process groups selected payment request accounting lines with positive amounts by the following consolidation fields:

- Disbursement Format
- Procurement Card Flag (set to "true" for only Procurement Card payment requests)
- Bank Account
- Cleared Date (applicable only for EFT payments)
- Disbursement Priority
- Consolidation Object 1 (i)
- Consolidation Object 2 (i)
- Handling Code
- Consolidation Object 3 (i)
- Consolidation Object 4 (i)
- Disbursement Category
- Payee Code
- Payee Legal Name
- Payee Address ID
- Payee Address Line 1
- Payee Address Line 2
- Payee City
- Payee State
- Payee Zip Code
- Payee Country
- Payee Email Address ID (ii)
- Payee Phone Number (ii)
- Payee Phone Extension (ii)
- Payee Fax Number (ii)
- Payee Fax Extension (ii)
- Payee Contact Name (ii)
- Payee County (ii)

- Payee Contact ID (ii)
- Vendor Code
- Vendor Legal Name
- Vendor Address ID
- Vendor Address Line 1
- Vendor Address Line 2
- Vendor City
- Vendor State
- Vendor Zip Code
- Vendor Country
- Vendor Email Address ID (ii)
- Vendor Phone Number (ii)
- Vendor Phone Extension (ii)
- Vendor Fax Number (ii)
- Vendor Fax Extension (ii)
- Vendor Contact Name (ii)
- Vendor County (ii)
- Vendor Contact ID (ii)
- Consolidation Object 5 (i)
- Consolidation Object 6 (i)
- APEVXW Check/EFT Number Flag (true or false) (iii)
- APEVXW Checks/EFT Status (disbursed or warranted) (iii)

The following fields are considered along with the above fields when consolidating payment requests for miscellaneous vendors or non-miscellaneous vendors with single check:

- PR Transaction Code
- PR Transaction Department Code
- PR Transaction ID

For each payment grouping, the job determines if the sum of Line Amount less Discount and Retainage over the records within the payment group is greater than or equal to the

1099P Contract Withholding Threshold. If not, Contract Withholding is reset to \$0 for the records within the payment group.

1. There are few options in baseline to populate Consolidation Object fields. Please refer to the “[Disbursement Request Table](#)” section and the “[Consolidation Objects Configuration](#)” section for more information.
2. The Advantage Disbursement Request (DISRQ) table does not store the payee fields: Payee Email Address ID, Payee Phone Number, Payee Phone Extension, Payee Fax Number, Payee Fax Extension, Payee Contact Name, Payee Country and Payee Contact ID.
3. The APEVXW Check/EFT Number Flag and APEVXW Check/EFT Status are populated from the Advantage AP Event Type Crosswalk (APEVXW) table. The inference is based on the Disbursement Transaction Type (i.e. “AD”), Disbursement Option specified on the SOPT table (for example, Check/EFT), Disbursement Type of referenced PR Accounting Line (for example, Check, EFT), and Event Type of referenced PR Accounting Line.

› Generation of Automated Disbursement Transactions

The Advantage Transaction Component Requirements (DCREQ) table can be used to limit the number of lines on any component per a transaction type. Limiting the number of accounting lines for generated AD transactions will prevent the creation of large AD transactions that can crash or cause performance degradation upon processing during the Automated Disbursement batch process, particularly, when utilizing multi-threading processing.

For eligible payment requests for consolidation, if the sum amount of accounting lines exceeds \$99,999,999.99 OR the number of accounting lines exceeds the maximum number of accounting lines specified for the Transaction Type “AD” on the DCREQ table, the AD Chain process will generate another AD transaction for the remainder accounting lines. Therefore, the accounting lines associated with a payment request could potentially be paid out by more than one AD transaction.

Note that the Contract Withholding Threshold will not be re-evaluated within each transaction because the evaluation is performed during Payment Grouping and is not affected by breaking up of the transaction due to the amount or line limitation. For example, an AD was to be created for \$100,001,000 but the application ACH limit is \$99,999,999. Two checks will be created; one for \$99,999,999 and another for second check will be created for \$1001. Both of these AD transactions will have Contract Withholding applied to them even though the second check is less than the \$10,000 Contract Withholding threshold.

The Advantage AD Chain batch process creates an XML file with generated AD and EFT transactions and assigns a unique Run ID for all generated AD and EFT transactions within each run.

› Updates Made by the AD XML Creation job

The following tables get updated during the AD chain:

- Disbursement Request Table: Selected for Disbursement Flag gets updated for those records that were selected for processing. When this flag is selected, modification to that DISRQ record is prohibited.

- Intercept Request Table: If intercepts are taken then the Intercepted bucket on the Intercept Required Table gets updated with the Intercepted amount.
- Disbursement Intercept Request Table: If intercepts are taken then records will be inserted into this table to track the intercept. This table is also as the input for generating the Intercept Transfer transactions.

Note: Even though the above jobs in the chain can be run individually by disabling other jobs, it is recommended to always run the entire chain. Please refer the *CGI Advantage Accounts Payable Run Sheets* guide for more information about how to run the AD Chain Job.

Automated Interest Calculation

The Automated Interest Calculation batch process creates Interest Payment Request (IPR) transactions to record interest on the Disbursement Request (DISRQ) table. This allows you to review, assess, and refute interest payments and track 1099 eligibility. The Automated Interest Calculation Chain selects specific disbursement transactions for which interest has not previously been calculated and using very specific criteria calculate interest on those disbursements.

Automated Interest Calculation batch process is initiated if the **Calculate Interest Outside of Disbursement** flag is *checked* on the System Options (SOPT) table. If this flag is *not checked*, the basic interest processing is performed by the Automated Disbursement (AD) chain.

Disbursement records are only processed by the Automated Interest Calculation batch process if they are eligible for interest and when the **Automated Interest Processing Completed** flag on the AD/EFT/MD Header is *unchecked* (set to False). If the **Interest Ineligible** flag is *unchecked* (False), the record will be evaluated for interest. It will be calculated for interest if the **Automated Interest Processing Completed** flag is *unchecked* (false). This ensures that the disbursement transaction has not been processed previously by the Automated Interest Calculation batch process. If a record is selected to be processed by the batch process, the **Automated Interest Processing** flag will be *checked* (set to True) once the processing is completed for that record.

The Disbursement Cash Management Options (DCMOPT) table contains options based on Fiscal Year that is used by the Automated Interest Calculation batch process. The fields are used by the batch process during the calculation of the Interest Amount and to set values for the default **Interest Object** field on the IPR transactions.

Payment Scheduling and Interest Control (PSIC) table is used for the calculation of the Interest Amount during the Automated Interest Calculation batch process. When records are added to this page, these fields are required: **Transaction Code**, **Fund**, **Fund Group** and **Payment Type**. For any combination of these fields, at least one must contain a value other than a wild card vale of *ALL* (or *D* for Default on the **Payment Type** field). The accounting line of the Payment Request and Interest Payment Request transactions contains the **Payment Type** field. If the **Payment Type** is entered on those transactions, the value is validated against PSIC page filtered by **Fund**, **Fund Group** rollup on the Fund table and **Transaction Code**. For *ALL* values on the **Fund**, **Fund Group** or **Transaction Code** fields, all **Fund**, **Fund Group** or **Transaction Code** values will be included on the Pick List and for the validation.

The Automated Interest Calculation chain job contains three batch jobs. For detailed information on the chain job (such as input, output, and process parameters), please refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide for more information about how to run the Automated Interest Calculation chain job.

Disbursement Stub Summarization

Check stub lines can be summarized on several fields in the Advantage application. The summarization fields defined on the Disbursement Format (DISF) page be used in the summarization process. A transaction routine, the Disbursement Stub Summarization routine, summarizes the Accounting Lines of applicable AD and MD transactions based on the setup of the Stub Detail Summarization fields on the DISF table. If the summarization **Retain** fields on the DISF table are set to **Yes** then the Accounting Lines of applicable AD, MD, and EFT transactions records will be summarized, retaining only the fields as specified on DISF, before they are inserted onto the Disbursement Stub Details (STUBDET) table.

The Disbursement Stub Detail (STUBDET) table is used to store summarized stub lines for printing, online inquiry, and sharing with the Payee Information Portal (PIP). The STUBDET table is a system-maintained table and therefore all of the fields on the associated page are display only. It is populated by the Disbursement Stub Summarization routine.

The **Stub Detail Line Count** field is used to store the total number of stub lines/remittance details associated with a disbursement check or EFT transaction. The **Stub Detail Line Count** is calculated at the time the disbursement transaction is successfully submitted to Final. The Disbursement Stub Summarization routine will update Stub Detail Line Count on submitted disbursement transactions to account for the fact that the Accounting Lines have been summarized.

The Disbursement Stub Summarization routine occurs from within a disbursement transaction (Transaction Types AD and MD) on successful submission to Final. Updates will vary based on the Transaction Function:

- If the **Transaction Function** is *New*, the transaction will insert records on the Disbursement Stub Details (STUBDET) table.
- If the **Transaction Function** is *Modification*, the transaction will first delete the existing records on the Disbursement Stub Details (STUBDET) table, and then insert new lines. Note: for the MD, the logic depends on other criteria using the **Adjusting Entry** and **Manual Check** flags.
- If the **Transaction Function** is *Cancellation*, the transaction will first delete the existing records on the Disbursement Stub Details (STUBDET) table. Note: The Disbursement Reclassification (DC) transaction will not delete the STUBDET records, since it only reclassifies the accounting for disbursements (for example, to "stale").

For AD and MD transactions, transaction Accounting Lines records are sorted and summarized based on parameters defined on the DISF, and inserted onto the Disbursement Stub Details (STUBDET). These records are used by the disbursement printing and exporting jobs to print the check, payment statements, and ACH addenda files or generate export check files with summarize stub lines.

- › Functions performed by the Disbursement Stub Summarization routine for the disbursement transaction:

When the disbursement **Transaction Function** is *Cancellation* or *Modification*, the routine will delete all STUBDET records for the disbursement transaction.

When the disbursement **Transaction Function** is *New* or *Modification*, the routine will do the following:

1. Selects or excludes \$0 disbursement Accounting Lines from summarization based on the system option **Include \$0 Line Amount on Summarized Stubs** on SOPT.

- If the value is set to *Yes*, the routine will include disbursement accounting lines in summarization where the **Line Amount** on the Accounting Line is equal to \$0 (not due to adjustments).
 - If the value is *No*, the routine will exclude the disbursement Accounting Lines where the **Line Amount** is equal to \$0 (not due to adjustments).
2. Selects or excludes \$0 net disbursement Accounting Lines from summarization based on the system option **Include \$0 Net Amount on Summarized Stubs** on SOPT.
- If the value is set to *Yes*, the routine will include disbursement Accounting Lines in summarization even if the **Net Amount** on the Accounting Line is equal to \$0 (due to adjustments).
 - If the value is *No*, the routine will exclude the disbursement Accounting Lines where the *Net Amount* is equal to \$0.
3. Performs a look up to the Disbursement Format (DISF) table for the **Disbursement Type/Disbursement Format** combination on the disbursement transaction to retrieve the sorting and summarization parameters specified on the DISF record.
4. Summarizes disbursement Accounting Lines on unique combinations of the retained fields, that is, where the DISF **Retain** summarization field is set to *Yes*. For reference, the summarization fields on the DISF are:
- Retain Vendor Invoice Number
 - Retain Vendor Invoice Line Number
 - Retain Payment Request Transaction
 - Retain Award Transaction
 - Retain Disbursement Accounting Line
 - If none of the retain fields are selected, a warning message will be issued indicating that none of the fields will be retained, but all of the fields will be summarized.
5. Sorts the summarized Accounting Lines using the sorting fields and sorting order defined on the DISF record. If a sorting field on DISF has the value of 0, do not sort the Accounting Lines based on that field.
6. For each summarized record, the routine will write STUBDET records as follows:
- If the **Stub Line Adjustment Printing Orientation** (APPCTRL) is set to *Vertical*, insert records as follows:
 - One (1) STUBDET record for the summarized for Line Amount; and
 - One (1) STUBDET record for each non-zero summarized adjustment amount (**Backup Withholding, Contract Withholding, Freight, Use Tax, Discount, Intercept, Default Intercept Fee, Supplementary Intercept Fee, Penalty, Interest and Retainage**, and so forth) is applied to the summarized record.

- If the **Stub Line Adjustment Printing Orientation** (APPCTRL) is set to *Horizontal*, it will insert one (1) STUBDET record for the summarized for Line Amount with each summarized adjustment amount (**Backup Withholding, Contract Withholding, Freight, Use Tax, Discount, Intercept, Default Intercept Fee, Supplementary Intercept Fee, Penalty, Interest and Retainage**, and so forth) is applied to the summarized record included on the single STUBDET record.
5. Updates the **Stub Detail Line Count** on the disbursement transaction Header. The Stub Detail Line Count is equal to the Total number of STUBDET records referencing the disbursement transaction.

Disbursement Printing Process

Once the AD transactions have been processed, all accepted AD transactions get passed to a printing process (Disbursement Printing Process), where a hard copy check (or warrant) is generated.

Advantage supports printing checks on plain as well as preprinted check stocks. The Advantage Disbursement Printing batch process is used to generate a check file that is Ftp'd onto the BIRT Print Server. The BIRT Print Server picks up the check file and merges the data into a form design as specified in the instruction (json) file that is Ftp'd along with the check file. The checks are then printed on the specified printer.

As stated earlier, the Disbursement Printing batch process will summarize stub lines in addition to detailed stub lines for submitted AD transactions based on the Consolidated Check Stub at the Vendor Invoice Line level application control parameter.

To print checks with detailed information, the new parameter 'Consolidated Check Stub at the Vendor Invoice Line Level' added to the APPCTRL table must be set to 'false'. In this case, the Disbursement Printing batch process will generate a single stub line for each AD accounting line as well as each adjustment (for example, discount, intercept) applied to every AD transaction accounting line (for, example, adjustment amount is not \$0) with the following information:

- Payment Request Number (Transaction Code, Transaction Dept, Code, and Transaction ID)
- Vendor Invoice Number
- Vendor Invoice Line Number
- Invoice Date
- Check Description on AD Accounting Line or Adjustment Description (for example, Discount, Intercept, Backup Withholding, and 3402(t) Contract Withholding)
- Line Amount on AD Accounting Line or Adjustment Amount (for example, Backup Withholding Amount, Contract Withholding Amount, Discount Amount, Intercept Amount)

To print checks with summarized information, the application control parameter must be set to *True*. In this case, the Disbursement Printing batch process will summarize the accounting lines of an AD transaction by the Vendor Invoice Number, Vendor Invoice Line Number and Payment Request Transaction ID then generate a single stub line for each summarized line as well as each adjustment (for example, discount, intercept) applied to summarized EFT accounting line (for example, adjustment amount is not \$0) with the following information:

- Payment Request Number (Transaction Code, Transaction Dept Code and Transaction ID)
- Vendor Invoice Number
- Vendor Invoice Line Number
- Invoice Date
- Check Description (the first non-blank Check Description) or Adjustment Description
- Summarized Line Amount or Summarized Adjustment Amount

For non-zero dollar checks, this printing process posts up to 35 stub lines per page and posts the remainder stub lines on subsequent pages. The process prints the actual check at the bottom of the first page and a voided check at the bottom of each subsequent page. The process also prints the payer and payee addresses information on the back of each page to mail them separately if desired.

The printing of \$0 checks is driven by the set of the 'Print \$0 Amount Check' on the System Options (SOPT). If this field is set to *True*, then the printing process will post up to 35 stub lines per page and post the remainder stub lines on subsequent pages. The process will print a voided check at the bottom of each page including the first page along with the payer and payee addresses information on the back of each page.

The process also prints Remittance Advices for the eligible EFT payments. Remittance Advices can be printed and mailed or sent as an Email Attachment or as an Email with embedded HTML based on the **Remittance Advice Transmission Mode** defined for the vendor defined on the Vendor Customer table.

Electronic Disbursement Formatting Process

Once the EF transactions have been processed, all accepted EF transactions are passed to an EFT file generation process (EF ACH Transaction job). This process generates an EFT file in record formats consistent with National Automated Clearing House Association (NACHA) aka the Electronic Payments Association standards. The formats supported by CGI Advantage Financial are:

- Cash Concentration and Disbursement (CCD+): Developed by NACHA for the electronic transfer of funds between companies and trading partners.
- Corporate Trade Exchange (CTX): An electronic funds transfer format compatible with ANSI ASC X12 that carries information about both payments and transferring values.
- Prearranged Payment or Deposit (PPD+): Developed by NACHA for the electronic transfer of funds between companies and trading partners.
- International ACH Transactions (IAT): Developed by NACHA for the electronic transfer of funds between countries.

This process only selects those EFT transactions that are greater than zero and includes them in the output file that will be sent to the Banks. For more information on this job, please refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide for more information about the EF ACH Transaction chain job.

ACH Configuration Pages

EFT ACH output file formats may differ from bank to bank. To meet each bank's requirements, three ACH configurable pages allow sites the ability to configure the structure of the ACH file(s) generated from the EF ACH Transaction process, Prenote ACH Transaction process, and CW ACH File Generation process with data requested by the banks. New records on the ACH pages must be delivered through database scripts as the Build XML File and Build Flat File jobs within these processes need to be updated for new information components. Two of the three pages allow updates that enable many common file differences.

- [ACH Attributes Definition](#)
- [ACH XML Configuration](#)
- [ACH Flat File Configuration](#)

The ACH pages are delivered with data values for the specified Record Types for these processes.

Process	Record Types	Supported ACH formats
EF ACH Transaction	5, 6, 7, 8, 9	CCD, PPD, CTX, IAT
Prenote ACH Transaction	5, 6	CCD, PPD, CTX
CW ACH File Generation	6	CCD, PPD, CTX

When data values are not found for Record Types on any of the ACH pages, all above stated processes still generates output file(s) with the existing default structure for the missing Record Types. These pages support all Record Types and formats, including IAT, which can be delivered with custom database scripts. Refer to the *Accounts Payable Run Sheet Guide* for additional information on these processes and how these ACH pages are used.

Configurations on these pages may look very technical as they provide control for batch processing. Assistance may be required to make any adjustments to the configurable reference pages. Such adjustments are done once and then not touched again until a NACHA change or change of banks. Take extra caution when making the configurations without CGI's guidance. Incorrect configuration can lead to non-compliance of the output files or issues with the processes.

ACH Attributes Definition

The ACH Attributes Definition (ACHATTR) page is the reference page where all attributes for the various record types and disbursement formats are defined. Each attribute can be listed multiple times depending on requirements, giving the ability to specify data needed by a bank.

- › [Field Information](#)

Field Name	Description
Catalog ID	The required catalog ID of the system batch job that will consume the setup. Currently, 174, 227, and 1300 are supported. Later development will enable other processes that build an ACH file to use the configuration.
Catalog Label	The job name that corresponds to the catalog ID.
Class Name	The class name that corresponds to the catalog ID.
Disbursement Format	The required disbursement format that uses the attribute: <i>CCD</i> , <i>PPD</i> , <i>CTX</i> , or <i>IAT</i> .
Record Name	The descriptive name given to the selected record type: <i>Batch Header</i> , <i>Entry Detail Credit</i> , <i>Entry Detail Debit</i> , <i>Credit Addenda</i> , <i>CTX EDI Addenda</i> , <i>Batch Control</i> , or <i>File Control</i> .
Record Type	The type of record in the ACH file: 5, 6, 7, 8, or 9.
Attribute Name	The required attribute name in the ACH file.
Definition Code	A code assigned to uniquely identify each record.
Description	Description of the definition code that details what the attribute is along with what specialized processing will occur for the attribute.

ACH XML Configuration

The ACH XML Configuration (ACHXML) page defines attributes with additional specifications that are used in the generation of the ACH XML file.

- › Field Information

Fields already detailed in a previous page have been omitted if they do not differ.

Field Name	Description
HealthCare	An indication that payments that are related to healthcare: <i>Yes</i> , <i>No</i> , or <i>NA (not applicable)</i> .
Sequence	Specifies the order of an attribute in the record. This is an adjustment point.

Field Name	Description
Length	Specifies the length of an attribute in a record. This is an adjustment point.
Default Value	Specifies the default value of an attribute so that if a value is not provided in the disbursement, a value will be used. The field supports the varchar type. This is an adjustment point.
Filler Value	For fields that need filler when the data supplied does not completely fill the length of the attribute, this field contains the type of filler. Leave blank for a blank space in the file, or specify a varchar type with a length of 1 such as 0. This is an adjustment point.
Definition Code	A code assigned to uniquely identify each record, that will infer from the ACH Attributes Definition page when left blank. This is an adjustment point.

ACH Flat File Configuration

The ACH Flat File Configuration (ACHFF) page is the reference page that defines the formula of fields/attributes written to the ACH output flat file.

Formula updates are delivered with custom database scripts for each Record Type and ACH formats.

- › Field Information

Fields already detailed in a previous page have been omitted if they do not differ.

Field Name	Description
Formula	Specifies structure of attributes written in the flat file for each record within the formatting convention of <data attribute 1> + <data attribute 2> in the order written. Other formulas can get more complex with 'if statements.'

Disbursement Correction Process

Once payments have been processed and disbursements generated as a result of the Automated Disbursement process, checks are produced. If any mistakes or errors occur to the disbursement records during the disbursement printing, Disbursement Correction allows revision of disbursement output or postings. The Disbursement 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 you to reprint physical checks printed on the pre-printed check stock after the Disbursement process is finished. The MD transactions are not eligible for Disbursement Correction process.

The Disbursement Correction (DISBCP) table is used for all of the correction actions. Correction can be invoked after the disbursement process but before the Journal updates, because the Journal can be updated only by the transactions and not by any of the offline processes. At the end of the process, a record is added to the Check Reconciliation (CHREC) table, for example marking checks as void and adding check numbers that have been renumbered. The Disbursement Correction process does not update the BANK table with the next available check number. This must be done manually.

Disbursement Correction consists of the following actions for Automated Disbursement (AD and EFT) transactions:

> **Void**

- After evaluation of the printing of disbursement records, you may need to void certain check numbers. The void of a check may be required if the check was used to test the alignment of the printer before printing a series of checks. Voids also may be required if incorrect parameters were used reflecting incorrect check numbers, etc. Check voiding allows you to mark certain check numbers as 'Void' on the Check Reconciliation (CHREC) table.
- If the record does not exist on the Check Reconciliation table, the check can be voided on the Disbursement Correction table with the **Correction Type** of *Void*. Once a record exists on the Check Reconciliation table, the check may be manually voided on the Check Reconciliation table using the **Check Status Update** link. (Note that if a check's status is changed to Void on the Check Reconciliation table, no accounting changes will be made in the system. A JV must be processed in order to make any accounting related changes.) A check can also be voided as part of the Disbursement Correction in conjunction with one of the Renumber Correction Type such as Void/Renumber or Void/Renumber/Reprint (see below for these Correction Types).

> **Void/Renumber/Reprint**

- Another option to correct damaged checks is to Void/Renumber/Reprint the checks. Because this part of the process takes place after Automated Disbursement chain, this process may only be utilized if the check being reprinted was first issued on preprinted check stock. Checks that were printed using plain check stock may be reprinted using the 'Reprint' Correction Type. The New Start Number entered cannot exist on CHREC.
- The *Void/Renumber/Reprint* action will result in an update of 'Void' in the Check Status field for the renumbered check on CHREC. It will update the Print Status Indicator on the disbursement transaction to Ready for Reprint. This Correction Type is not allowed once the disbursement transaction has been posted to journals.

> **Renumber**

- After the disbursement process, you may also need to renumber checks. Check renumbering is necessary after viewing the Check Register, when the incorrect check numbers have been assigned to a disbursement. For example, check 420 might need to be renumbered to 402 because it was incorrectly entered as the Next Check Number on the Bank (BANK) page. This action can work in conjunction with one another to correct applicable checks before printing the checks. The New Start Number entered cannot exist on CHREC.

- The *Renumber* Correction Type should only be used if the Disbursement Printing job has not been executed. The Disbursement Printing job creates the .xml file that is used as input in the print server. If the Disbursement Printing job has been executed, the 'Renumber' Correction Type should not be used because this type does not recreate a new .xml file, which is needed to reflect the new check number when the check is physically printed. If Disbursement Printing has already been executed and you choose to use this Correction Type, you must also insert a record for the **Correction Type** of *Reprint* on this table so that the new checks numbers are update to the .xml file when the Disbursement Correction process is executed.
- The *Renumber* action will result in an update of *Renumbered* in the Check Status field for the renumbered check on CHREC. The *Renumber* Correction Type is not allowed once the disbursement transaction has been posted to journals.

> **Void/Renumber**

- Voiding and renumbering actions may be necessary if the Next Check Number was incorrectly entered on the Bank (BANK) page. This action can work in conjunction with one another to correct disbursement records. The Void/Renumber type allows you to renumber the checks and mark the renumbered check as Void on CHREC. The New Start Number entered cannot exist on CHREC.
- The *Void/Renumber* Correction Type should only be used if the Disbursement Printing job has not been executed. The Disbursement Printing job creates the .xml file that is used as input in the print server. If the Disbursement Printing job has been executed, the Void/Renumber Correction Type should not be used because this type does not recreate a new .xml file, which is needed to reflect the new check number when the check is physically printed. If Disbursement Printing has already been executed and you choose to use this Correction Type, you must also insert a record for the Correction Type of *Reprint* on this table so that the new checks numbers are update to the .xml file when the Disbursement Correction process is executed.
- The *Void/Renumber* action will result in an update of *Void* in the **Check Status** field for the renumbered check on CHREC. This Correction Type is not allowed once the disbursement transaction has been posted to journals.

> **Undo Void**

If you have performed the Void action by mistake, you can execute this action to undo the *Void* action. This action removes the voided records from the Check Reconciliation (CHREC) table.

> **Reprint**

The need to reprint occurs when a check/warrant is damaged or destroyed during the printing process and requires replacement. Reprint is allowed for both preprinted and plain check stock types. The Reprint Correction Type does not make any updates to CHREC. It will update the **Print Status Indicator** on the disbursement transaction to Ready for Reprint.

Manual Disbursement

Sometimes a department receives request for an emergency check, sometimes called an on-demand check or warrant. On-demand checks are usually issued immediately, when the recipient of the check or warrant cannot wait for the normal disbursement. In Advantage Financial, the above situation can be handled in two ways: issue an on-demand check from the system or manually write/type a check. Manually writing/typing a check can be handled with one transaction, the Manual Disbursement transaction.

The Manual Disbursement transaction can be used to do the following:

- To record manually written checks or warrants in the system after they have been written. In this case, the Manual Check flag must be *selected*, the Bank Account must be populated with appropriate bank account, and check number must be populated with appropriate check number on the MD transaction.
- To enter the Manual Disbursement first then submit the check data to be printed on the physical check. In this case, the Manual Check flag must be *unchecked*, the Bank Account must be populated with appropriate bank account, and check number must be left blank on the MD transaction. The Check Number will be assigned based on the Next Alternate Check Number or Next Check Number of respective Bank Code on the Bank table when the MD transaction is submitted.

Setting up the Manual Disbursement (MD) transaction is similar to setting up the Automated Disbursement transaction. Setup should follow the same guidelines as the AD regarding the Transaction Control (DCTRL) table, System-wide Options and Controls (SOPT) table, the Bank Account (BANK) table, and if the vendor is reportable, the 1099 information on the 1099 Information (1099I) table. A difference between the AD transaction and the MD transaction is that the MD Transaction can be processed without any reference. The MD transaction won't perform any amount calculation as the AD process does. The MD transaction verifies the eligibility of the various dollar amounts such as Discount, Interest Penalty and calculates Backup Withholding and Contract Withholding. Also, MD transactions have the option of excluding the Retainage, withheld during the Payment Request transaction, from the disbursement. If the Exclude Retainage flag is selected on the MD transaction, no retainage will be taken from the disbursement.

The following sections are discussions related to Manual Disbursement:

- [Setup Check Number and Check Stock](#)
- [Bank Account](#)
- [Calculate Backup Withholding on a Manual Disbursement](#)
- [Calculate Contract Withholding on a Manual Disbursement](#)
- [Manual Disbursement Printing](#)
- [Cancel or Reclassify Manual Disbursements](#)
- [Adjust/Cancel a Manual Disbursement](#)

Setup Check Number and Check Stock

For MD transactions used to record and issue checks in the Advantage system, the setup of the **Check Number on MD** and **Check Stock Type** associated with corresponding **Bank Account** on the Bank table will determine the source and assignment of check numbers.

If the **Check Number on MD** is set to *Next Check Number*, then the check number will be assigned according to the **Next Check Number** on the Bank table. If the **Check Number on MD** option is set to *Next Alternate Check*, then the check number will be assigned according to the **Next Alternate Check Number** on the Bank table.

If the **Check Stock Type** is set to *Plain*, then only one check number will be assigned for the processed MD transaction irrespective of the number of associated stub lines. If the **Check Stock Type** is set to *Preprinted*, a Check Number will be assigned for every 35 stub lines associated with the MD transaction. However, only the first Check Number will be considered the official Check Number and will be posted to the Check Reconciliation table as *Disbursed* or *Paid* (if the **Check Net Amount** is \$0) whereas other Check Numbers will be posted to the Check Reconciliation table as *Voided*.

On validate, the MD transaction executes logic to assign the Check Number. To save check numbers for preprinted check stock when overflow checks are not to be printed, the check number assignment processing logic in the manual disbursement transaction will perform the following:

- If the **Print Overflow Check Stubs For Preprinted Stock** (APPCTRL) equals *Yes*, the process shall void additional check numbers for any overflow stubs used on preprinted check stock. For plain check stocks, additional check stubs will be printed without any need to void any check numbers.
- If the **Print Overflow Check Stubs For Preprinted Stock** (APPCTRL) equals *No* and the **Check Stock Type** for the **Bank Account Code** of the disbursement equals *Preprinted*, the process shall only assign one check number for the disbursement, including the overflow check stubs. All accounting lines must use the same **Bank Account Code** as the **Bank Account Code** on the MD header

Bank Account

When recording a Manual Disbursement with the Adjusting Entry field set to *No*, the transaction is recording a disbursement and the bank account is a required attribute with great significance. When doing an adjusting entry, a bank account is only necessary if cash is impacted. Ultimately, the event type drives the requirement when doing an adjusting entry.

As a manual disbursement is a banking transaction, it is important that the same Bank Account exists on all accounting lines and that same account is on the Header. At the accounting line, the bank will first come from any referenced transaction that updated the Disbursement Request. If there is no referenced transaction, the Fiscal Year and Fund values from the accounting line are used to infer a bank. When there is no reference and the default for a fund is not desired, a different bank can be used. As the Bank Account field on the accounting line is a protected field, the only way to get a value other than the default is to use the Bank Account field on the Header to push down to accounting lines.

The Always Use Fund Bank Account Code on Disbursements parameter on the Application Parameter (APPCTRL) page exists to control that override of the default for a Fiscal Year and Fund combination whether from a referenced transaction or using the Header field. When set to *Yes*, only the default Bank Account from the Fund reference page is allowed. If accounting lines exist where not all fund codes have

the same default Bank Account, the transaction must be broken up so that a single bank is used throughout the transaction.

Calculate Backup Withholding on a Manual Disbursement

Backup Withholding can apply to most kinds of income that are reported on IRS Form 1099. These include: interest payments, dividends, patronage dividends, rents, profits, gains, commissions, fees, independent contractor income, royalty payments, and payments by brokers. When a vendor is subject to backup withholding, the check amount is reduced by the amount of the backup withholding. The MD validates the taking of backup withholding on the transaction based on several setup and criteria. The MD performs calculation for eligible vendors for the 'Backup Withholding Line Amount' field and issues a warning if the calculated value does not equal the Backup Withholding Line Amount value. Please refer to the *Tax Reporting User Guide* for more general discussion of "Backup Withholding".

On each validate/submit, the MD calculates Backup Withholding for eligible vendors. The calculation and criteria for Backup Withholding is discussed in the Automated Disbursement section. The MD has an additional criterion in order to automatically calculate withholding. The MD will look up the Calculate MD Backup Withholding flag on Transaction Control (DCTRL) for the Transaction Code specified on the MD header.

- If the flag is *true*, the MD will verify criteria and calculate backup withholding. Refer to Backup Withholding and 1042S Backup Withholding in the Automated Disbursement section for criteria.
- If the flag is *false* and the Backup Withholding Line Amount is neither zero nor blank, the MD will verify criteria for backup withholding. Refer to Backup Withholding and 1042S Backup Withholding in the Automated Disbursement section for criteria. If the amount is blank or zero, no further validations will occur on the Backup Withholding Amount.

Calculate Contract Withholding on a Manual Disbursement

1. The MD determines if the disbursement is eligible for Contract Withholding.
 - A standalone accounting line is exempt from Contract Withholding if Contract Withholding Exempt is selected on the Header, Vendor, Object, Sub Object, Program, Appropriation, Balance Sheet, or Sub Balance Sheet.
 - A referencing accounting line is exempt from Contract Withholding if Contract Withholding Exempt is selected on the Header, DISRQ, Vendor, Object, Sub Object, Commodity (if DISRQ Commodity Code is specified), Program, Appropriation, Balance Sheet, or Sub Balance Sheet.
 - An accounting line is not eligible if any of the following is satisfied:
 - Accounting line is exempt from Contract Withholding
 - Backup Withholding is nonzero
 - Contract Withholding is not in use on 1099P
 - DISRQ has Procurement Card Payment set to Yes and Apply Contract Withholding to PCard Payments is not selected on 1099P

2. The MD determines the total line amount less discounts and retainage for a vendor line and uses it to determine if the Contract Withholding Threshold is met.
3. The MD allows you to manually enter the Contract Withholding Amount on the accounting line, or infer it if a user blanks out the value. The inference logic calculates the Contract Withholding Amount as $(\text{Line Amount} - \text{Discount}) * 1099\text{P Contract Withholding Rate}$ if the accounting line is eligible for Contract Withholding and the Contract Withholding Threshold is met:

$$\text{Contract Withholding Amount} = (\text{Line Amount} - \text{Discount} - \text{Retainage} + \text{Penalty} + \text{Interest} - \text{Use Tax}) * 1099\text{P Contract Withholding Rate when Exclude Retainage} = \text{No};$$
$$\text{Contract Withholding Amount} = (\text{Line Amount} - \text{Discount} + \text{Penalty} + \text{Interest} - \text{Use Tax}) * 1099\text{P Contract Withholding Rate when Exclude Retainage} = \text{Yes};$$

Otherwise, the calculated value is \$0.
4. The MD issues an error if the Contract Withholding Amount does not have the same sign as the accounting line amount, or differs from the amount that would have been inferred. The system also issues an error if the user enters the Contract Withholding Amount when Contract Withholding is not in use for the system or is exempt for the vendor.
5. Eligibility evaluation, threshold comparison, and calculation of contract withholding is performed during each validate and submit action. For example, if a user deletes lines from the MD transaction, the threshold amount must be re-evaluated the next time the transaction is validated/submitted.

Manual Disbursement Printing

The "Payment Printing" feature of the Advantage Manual Disbursement (MD) transaction has the capability to produce a check file per MD transaction, which is automatically Ftp'd onto the BIRT Print Server. The BIRT Print Server picks up the check file and merges the data into a form design as specified in the instruction (json) file, which is FTPed along with the check file. The check is then routed to the printer specified on the "Payment Printing" page of the MD transaction. Only processed MD transactions with the **Manual Check** flag not selected will be eligible for printing.

When a user clicks on the **Payment Printing** link, which is located on the Header tab of the MD transaction, the "Online Printing Batch Parameters" page will be opened. This page contains the following parameters, which are setup manually prior to printing the check:

- **Print Job Code:** Valid print jobs are defined on the Print Job Setup (IPJB) table in the Advantage Administration application. A print job tells the BIRT Forms software what to do when handling the forms printing request.
- **Print Resource ID:** Valid print resources are defined on the Print Resource Setup (IPRS) table in the Advantage Administration application. A print resource is the destination of a print job (for example, PDF file or a printer).
- **Payer Department, Unit and Contact Codes:** These fields are used to print the return address of the agency on issued online checks.
- **Output Directory:** This parameter is used to define the path location on the application server where generated check files are posted before being Ftp'd to the BIRT Form Server.
- **Payer Name 1 and Name 2:** Specified information on these fields is printed on the top of the check stub.

- **Stub Bottom Message Text:** Specified information on this field is printed on the bottom of the check stub. Up to 120 characters of text can be entered. However, the message will be truncated to 60 characters when checks are printed by the Disbursement Printing job.
- **Overflow Message Text:** Text entered in this field allows for sites to have this information printed on the check stub should an overflow condition occur. The Overflow Message Text field will be included on the printable (.xml) file, but will not be included in the XML file that the checks are printed from. If your site would like to have the Overflow Message Text printed on the check stub, modifications to the printing process is necessary.
- **Skip Printing Mailing Address:** Valid values are *Yes* and *No*. This parameter allows printing online checks with or without the vendor's mailing address on the back of the check. When it is set to *No*, the **Payer Department Code**, **Payer Unit Code**, and **Payer Contact** parameters are required. When it is set to *Yes*, then these fields will be optional.
- **Reprint:** Valid values are *Yes* and *No*. This parameter allows reprinting online checks when needed. It is applicable to Plain Check Stock only.

The setup of the parameter "Consolidate Check Stub at the Vendor Invoice Line Level" on the Application Parameter (APPCTRL) table determines how the stub lines will be printed as explained under "[Disbursement Printing Process](#)".

Generally, the check printing of the MD transaction utilizes the same form generation logic check layout used by the Advantage Disbursement Printing batch process.

Online Printing Parameters Default (OPRNDFLT) page can be used to define default values for the parameters on the Online Printing Batch Parameters page for printing checks based on **Transaction Code**.

On transition to the Online Printing Batch Parameters page from the manual disbursement transaction using the **Payment Printing** hyperlink action, the corresponding field values will be inferred from the OPRNDFLT table to the Online Printing Batch Parameters page, using the **Transaction Code** of the manual disbursement transaction. If default values have not been defined for the **Transaction Code**, you must manually enter the required fields.

Stub Summarization for Manual Disbursement

Manual disbursement Accounting Lines can be summarized and sorted based on the summarization and sorting parameters specified on the DISF table for the Disbursement Type of the manual disbursement. The Stub Summarization process will not be invoked if the Transaction Type is MD and if any of the following are true:

1. If the Adjusting Entry flag equals 'Yes'; or
2. If the Manual Check flag equals 'Yes' and the Transaction Function is 'New', 'Modification', or 'Cancellation'; or
3. If the Manual Check flag equals 'No' and the Printing Status Indicator equals 'Printed' or 'Re-Printed' and the Transaction Function is 'Modification'.

If the Stub Summarization process is invoked, the process will perform the following:

1. If the Transaction Function is 'Modification' or 'Cancellation', the process shall delete the STUBDET records associated with the transaction.
2. If the Transaction Function is 'New' or 'Modification', the process shall perform the following:

1. Summarize the manual disbursement transaction Accounting Lines using summarization parameters specified on the DISF for the Disbursement Type specified on the MD transaction and write the summarized records to the Disbursement Stub Detail (STUBDET) table.
2. Recalculate the Stub Detail Line Count field on the MD header setting the value equal to the number of records written to the STUBDET table.

For more detailed information, see the “[Disbursement Stub Summarization Process](#)” topic in this guide.

Cancel or Reclassify Manual Disbursements

Disbursement cancellation/reclassification cancels or reclassifies checks, warrants (including warrants with clearing funds) or electronic funds transfers (EFT), and provides the flexibility to perform one of four cancellation Actions (reschedule, hold, close and PR Cancellation) or performs the following reclassification actions (Warrant Reconciliation, Stale or Escheat individual disbursements, or entire disbursement runs, Cancel).

Adjust/Cancel a Manual Disbursement

When a Disbursement transaction has been processed and it needs to be changed because of data entry errors or incorrect information, you can perform one of three actions. Each action will result in different results:

- **Modify Action** - If the check has not yet been printed, a Manual Disbursement transaction may be modified like all other transactions. The Manual Disbursement should only be modified if the data on the transaction is wrong. If you want to increase, decrease, or change fields on the Manual Disbursement transaction, this option may be used. Because it represents an actual check, once the check has been printed, the ability to modify the transaction is limited to a few fields.

If the **Transaction Function** is equal to *Modification*, Payee information may not be changed from the previous finalized version of the transaction.

If the **Transaction Function** is equal to *Modification* and the **Manual Check** is equal to *Yes* and the **Printing Status Indicator** is equal to *Not Ready to Print*, all fields on the Header are displayed as protected fields, except for **Transaction Name**, **Record Date**, **BFY**, **FY**, and **Transaction Description**. All fields on the Vendor Line will be protected from user update. The value in the **Check Amount** field cannot be changed.

If the **Transaction Function** is equal to *Modification*, the **Manual Check** is equal to *No* and **Printing Status Indicator** is not equal to *Printed*, all fields on the Header are displayed as protected fields, except for **Transaction Name**, **Record Date**, **BFY**, **FY**, and **Transaction Description**. All fields on the vendor section will be protected from user update.

If the **Transaction Function** is equal to *Modification*, the **Manual Check** is equal to *No* and **Printing Status Indicator** is equal to *Printed*, then all of the fields on the MD transaction will be protected.

When editing an MD transaction, if the **Transaction Function** is equal to *Modification*, the **Manual Check** flag is equal to *No* and the **Printing Status Indicator** is equal to *Ready for Original Printing*, the system shall protect the Adjusting Entry flag on the MD Header.

- **Cancel Action** - If you need to Reschedule, Reschedule and Hold or Close the original disbursement, a Manual Disbursement transaction can be cancelled by using the cancel action (See [Understand Disbursement Cancellation](#) for more information). When the transaction is cancelled, all applicable tables are updated to reflect the cancellation. When cancelled, the entry on the Check Reconciliation (CHREC) table is removed, not marked with the status of Cancelled.
- **Disbursement Cancellation Transaction** - When the Manual Disbursement transaction is Stale Dated, Escheated, or Cancelled, this can be done using the Disbursement Cancellation transaction (See [Understand Disbursement Cancellation](#) for more information). The Disbursement Cancellation transaction is used to cancel all types of disbursements (checks, EFT's, manual checks). When this method is used, it will update the appropriate table to indicate that the physical check has been cancelled such as updating the Check Reconciliation (CHREC) table with the status of Cancelled.

Understand Disbursement Cancellation

In order to understand Disbursement cancellation and reclassification in Advantage Financial, you will need to know the following:

- [Criteria for Cancellation or Reclassification](#)
- [Reclassification Types](#)
- [Request Reversal or Cancellation of EFT Payments through the EFT Reversal table](#)
- [Disbursement Reclassification \(DC\) Transaction Type](#) (discussed in another section)

Criteria for Cancellation or Reclassification

In order to cancel any disbursement (for example, Automated Disbursements, Manual Disbursements, or Electronic Funds Transfer), the payment must be 'eligible' for cancellation. The following must be true in order for a payment to be eligible for cancellation:

- The payment cannot have cleared the bank. Disbursements that have been cleared by the bank are removed from the Check Reconciliation (CHREC) table at the end of the Check Reconciliation process.
- The current status of the disbursement on the Check Reconciliation (CHREC) table must be Disbursed/Warranted.

Disbursement Cancellation Parameters

The Disbursement Cancellation Parameters table allows you to establish your selection criteria for cancelling disbursements. Each record on this page is a complete set of cancellation parameters and will select a group of records for cancellation. This parameter page is used by the Mass Cancellation batch process. Please refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide for more information about the batch process.

Reclassification Types

In order to account for a variety of possible accounting scenarios, different cancellation and reclassification types have been identified for canceling or reclassifying disbursements in CGI Advantage

Financial. They are as follows: Reschedule, Hold, Close, PR Cancellation, Stale, Escheat, Cancel, and Warrant Reconciliation.

The first four cancellation types are used to reverse the effects of the original disbursement and are initiated via a Discard to the original disbursement transaction, or by running the Mass Cancellation batch process. These first four are referred to as cancellation types. When the disbursement transactions with Transaction Types of AD, EFT and MD are cancelled using the cancellation type of PR Cancellation, Hold, or Reschedule, the value for the Interest Ineligible flag on the referenced Payment Request transactions will be checked (set to True). When the value for this flag is checked, it will not be considered during the Automated Interest Calculation batch process to determine interest eligibility. The value comes from the payment request transaction to the Disbursement Request (DISRQ) table and the AD Chain will update the AD disbursement transaction. This is to ensure that during the Automated Interest Calculation batch process the disbursement record and all its accounting lines will be excluded from interest payment. Please refer the “[Automated Interest Calculation](#)” topic in this user guide for more information on this process.

<p>Retain Discount from Cancelled Disbursement (RET_DISC_FROM_CANCELLED_DISB)</p>	<p>This parameter indicates Discount Terms on a cancelled disbursement with a Cancellation Type of <i>Reschedule</i>, <i>Hold</i>, 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.</p>
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When a disbursement is cancelled with the reasons of *PR Cancellation*, *Hold*, or *Rescheduled* the system will update the Payment Request information to the DISRQ table. There are three parameters on Application Parameter that may impact how some of the fields on DISRQ are set (depending upon your site’s setup).

- The **Create DISRQ Records from Disbursement Transactions** (CREA_DISRQ_FRM_DISB_DOC) parameter determines where the disbursement options will be obtained that updates DISRQ.
 - If this parameter is set to *False*, the system will load the disbursement options from the payment request (PR/ABS) transaction.
 - If this parameter is set to *True*, the system will load the disbursement options from the disbursement transaction to DISRQ.
 - In both cases, the system will update DISRQ with accounting lines from the Disbursement transaction and a single entry will be made for each accounting line of a disbursement transaction.
- The **Retain Discount from Cancelled Disbursement** (RET_DISC_FROM_CANCELLED_DISB) parameter indicates Discount Terms on cancelled disbursement will be retained for any re-issued disbursement.
 - If the parameter is *True*, the Discount Terms will be retained.
 - If *False*, the Discount Terms will not be retained.
- The **Transaction Codes for Payment Consolidation by Payment Request Transaction Dept** (CONSOLIDATE_PR_DEPT) parameter determines how Consolidation Object 6 will be populated.

- If the parameter is blank then no update to Consolidation Object 6 will occur.
- If the parameter is set to ALL, upon inserting the record into the DISRQ table, the system populates the Consolidation Object 6 field with the Transaction Dept of the corresponding PR/ABS Transaction Type transaction for any PR or ABS transaction that updates DISRQ when it is submitted to Final.
- If the parameter is set to a specific PR/ABS Transaction Code, or a list of specific PR/ABS Transaction Codes, upon inserting the record into the DISRQ table, the system populates the Consolidation Object 6 field with the Transaction Dept of the corresponding PR/ABS transaction code, if the Transaction Code being inserted is available in the parameter value, the transaction is submitted to final, and the PR/ABS updates DISRQ.
- If no match is found, either because the Transaction Code is not there, or it was incorrectly entered, then no update to Consolidation Object 6 will occur for the transaction.

For Payment Requests of transaction type "PR", the Commodity Information on DISRQ will be populated from original Payment Request transactions since there will be no commodity information on the Disbursement Transaction. A combination of **Referenced Transaction Code, Referenced Transaction Department, Referenced Transaction ID, Referenced Vendor Line, Referenced Accounting Line, and Referenced Commodity Line** in the Reference tab of the disbursement transaction will be used to get the original Payment Request transaction.

The **Cancellation Types** of *Stale*, *Escheat*, and *Cancel* are used to re-classify the original expenditure to a liability account, while Warrant Reconciliation is used to re-classify the monies booked by the disbursement to warrants payable as cash. These four reclassification types are processed via the Disbursement Cancellation (DC) transaction.

> PR Cancellation

The PR Cancellation type creates a cancellation version of both the disbursement and the PRC, reversing all entries as if the payment/disbursement never was created in Advantage.

> Reschedule

The Reschedule cancellation type reverses the effects of the original disbursement, and allows you to reschedule the disbursement by specifying a new Schedule Payment Date. This type of cancellation is done via a Discard action to the original disbursement resulting in the following updates:

The referenced line amounts on the associated Payment Request(s) are re-opened and updated to an Outstanding status.

The Disbursement Request (DISRQ) table is updated with the Accounting Lines (and corresponding Posting Lines) of the original Disbursement. In addition, it is updated with the new Schedule Payment Date.

The disbursement record on the Check Reconciliation (CHREC) table is updated with a status of Cancelled and the Cancellation Reason designated on the discarded disbursement.

> Hold

The Hold cancellation type reverses the effects of the original disbursement, and allows you to place the payment on hold. This type of cancellation is done via a Discard action to the original disbursement resulting in the following updates:

The referenced line amounts on the associated Payment Request(s) are re-opened and updated to an Outstanding status.

The Disbursement Request (DISRQ) table is updated with the Accounting Lines (and corresponding Posting Lines) of the original Disbursement. In addition, the Disbursement Request (DISRQ) table is updated with a Hold Type of User Hold, and the Reason of Disbursement Cancellation of Hold. This hold will remain in effect until it is removed from the table taken off hold and a Schedule Payment Date is defined.

The disbursement record on the Check Reconciliation (CHREC) table is updated with a status of Cancelled and the Cancellation Reason designated on the discarded disbursement.

> Close

The Close cancellation will reverse the effects of the disbursement, but will keep the lines of the referenced Payment Request(s) closed (these lines would be 'expended' at the time of Payment Request). The Payment Request is never modified or reprocessed. When this Disbursement Cancellation method is selected, the payment is not rescheduled for disbursement. Cancelling the Disbursement transaction and not rescheduling the payment will reclaim the associated funds. When a disbursement is cancelled using Type 3 (Close), any backup withholding, contract withholding, intercepts and 1099 ledger postings will be readjusted as well. This type of cancellation is done via a Discard action to the original disbursement. This updates the disbursement record on the Check Reconciliation (CHREC) table with a status of Cancelled and the Cancellation Reason designated on the disbursement cancellation transaction.

This cancellation type is not recommended during a cross-year scenario when the budget fiscal year is not equal to the accounting fiscal year. For cross-year cancellations see Type 6 (Cancel) below.

> Stale

Once a check is issued, there is usually an established number of days in which the check must be redeemed. A check is stale when it has not been redeemed within the established number of days. When this happens, you have the right to reclaim the funds in question until such time as the holder of the check claims the funds. The Stale cancellation type creates a memo reference to the accounting transactions of the disbursement to 'Credit' the Cash Expenditure and 'Debit' the specified Stale Date Payable Balance Sheet account. When this Disbursement Cancellation method is selected, the payment is not rescheduled for disbursement, and the Payment Request(s) is never modified or reprocessed. This type of cancellation is done via the Disbursement Reclassification (DC) transaction. This updates the disbursement record on the Check Reconciliation (CHREC) table with a status of Stale Dated and the Reclassification Reason designated on the disbursement reclassification transaction.

> Escheat

An escheat is the succession of abandoned property to the state. It is commonly associated with property that comes from the estate of a person dying without a will and without any known heirs. However, this concept has been broadened to include the

recovery of any property that results from the failure of a person legally entitled to that property to make a valid claim against the holder of the property within a prescribed period of time. Consequently, the terms escheat and unclaimed property are used interchangeably. The types of property that are often unclaimed may include checking and savings accounts and even uncashed checks. The Escheat Cancellation type creates a memo reference to the accounting transactions on the disbursement to 'Credit' the Cash Expenditure, and 'Debit' the specified Escheat Payable Balance Sheet account. When this Disbursement Reclassification method is selected, the payment is not rescheduled for disbursement, and the Payment Request(s) is never modified or reprocessed. This type of reclassification is done via the Disbursement Cancellation (DC) transaction. This updates the disbursement record on the Check Reconciliation (CHREC) table with a status of Escheat and the Reclassification Reason designated on the disbursement cancellation transaction.

› Cancels

The Cancel reclassification type will leave the expenditure open but cancels the disbursement to a Cancel Disbursement Payable account defined on System Special Accounts (SPEC) table. This reclassification type is typically used during cross-year cancellations but can be used during the normal fiscal year as well. This type of cancellation is done via the Disbursement Cancellation (DC) transaction. This updates the disbursement record on the Check Reconciliation (CHREC) table with a status of Cancelled and the Cancellation Reason designated on the disbursement cancellation transaction.

› Warrant Reconciliation

The Warrant Reconciliation reclassification type will reduce the warrants payable amount pending and reclassify it as a reduction in cash. This reclassification type is typically used if a standard warrant or clearing fund warrant disbursement option model, as defined by the Disbursement Option setting on SOPT, is used. In addition, this reclassification type will update the memo referenced disbursement transactions status to Outstanding on the Check Reconciliation table.

Request Reversal or Cancellation of EFT Payments through the EFT Reversal Table

The EFT Reversal (EFTREV) table is a user-maintained table that allows authorized users to:

- Request the reversal of EFT payments that went to the bank for processing.
- Request the cancellation of EFT payments that were reversed successfully by the bank.

Requests to reverse applicable EFT transactions can only be inserted manually on the EFT Reversal table when the ACH File Generation status on the EFT transaction Header is *Generated* or *Re-generated*. However, records on this table can be updated manually by authorized users, the Reversal ACH Transaction batch process or the Returned ACH Transaction batch process (see run sheet for more information on these processes). The Generate Reversal ACH file batch process selects the records with the EFT Reversal Status set to Request Reversal and builds the ACH file. The file will be sent to the bank. Once the bank confirms the reversal of the ACH transactions, the status will be changed to *Reversal Confirmed*. The Initiate Disbursement Cancellation batch process selects the records with status set to *Reversal Confirmed* and initiates the disbursement cancellation by inserting the records into the

Disbursement Cancellation parameter table. This table supports EFT transactions with the **Disbursement Type** of *EFT* and the **Disbursement Format** of *CTX*, *CCD*, or *PPD*.

An EFT reclamation is a procedure used to recover government funds when a death or legal incapacity terminates the rights of the recipient or a beneficiary of the recipient to receive certain payments such as pension, annuity, or other benefit payments. This is a special case of EFT reversal. Since reclamation may not happen in the same year as when the disbursement was made, the cancellation of the disbursement may occur in a different year.

Note: If an EFT was processed under the Warrant model and a WR transaction has already reclassified the Warrants Payable into Cash, any subsequent cancellation of the EFT will reverse the Warrants Payable but not the Cash. Therefore, additional manual accounting adjustments will be needed.

The EFTREV table has the following edits.

- The entered combination of **Bank Account Code** and **EFT Number** must exist on the Check Recon table, the **EFT Status** on the Check Recon table must be set to *Disbursed* or *Warranted*, and the entered amount must match the net amount on the Check Reconciliation table.
- Requests to reverse EFT transactions with \$0 net amount are not allowed.
- Requests for reversal are only applicable to EFT transactions.
- Only records with the **Reversal Status** of *Request Reversal* can be deleted by authorized users.
- This table provides the capability to manually set the **Reversal Status** to *Reversal Confirmed* for records with the **Reversal Status** of *Reversal Sent to the Bank* when the bank sends a notification (via fax, letter, email, phone call, and so forth) indicating the successful reversal of corresponding EFT payment. In this case, an explanation can be entered on the **Comment** field.
- When records are added to the EFTREV table to request a reversal or reclamation, the system has edits to verify that the request is initiated within the applicable timeframe specified by the EFT Reversal Request Lag Days (EFT_REV_RQST_LAG_DAYS) and EFT Reclamation Request Lag Days (EFT_RECLAIM_RQST_LAG_DAYS) APPCTRL parameters.
- If the request to reverse an EFT payment is returned by the bank on the ACH file (that is the reversal is rejected), then the Returned ACH Transaction batch process will set the **Reversal Status** to *Reversal Returned by the Bank* and the **Date Reversal Returned** to the **Application Control Date**. However, an authorized user could manually change the **Reversal Status** of applicable transactions to *Reversal Confirmed* if the bank confirmed the reversal of the EFT payment. You are encouraged to enter an explanation on the **Comment** field. Transactions on the EFT Reversal table with the **Reversal Status** of *Reversal Confirmed* will be picked up by the Reversal ACH Transaction batch process when it runs next time. The [EFT Return table](#) stores the information of the returned EFT payments and EFT reversals by the bank.
- If an EFT payment is reversed successfully by the bank but its cancellation in the Advantage system request fails, then the Reversal ACH Transaction batch process will set the **Reversal Status** to *EFT Cancel Request Failed*. However, an authorized user could manually change the **Reversal Status** of applicable transactions to *Reversal Confirmed* after conducting adequate research. You are encouraged to enter an explanation on the **Comment** field. Transactions on the EFT Reversal table with the **Reversal Status** of *Reversal Confirmed* will be picked up by the Reversal ACH Transaction batch process when it runs next time.
- Even authorized users cannot change the **Reversal Status** to one of the following values for existing records on the EFT Reversal tables:

- Request Reversal
- Reversal Sent to the Bank
- Reversal Returned by the bank
- EFT Cancel Request Failed
- EFT Cancel Initiated
- If a **Hold Type** is entered, it must exist on the Payment Hold Maintenance by Department table (PHLDTD), where the **Hold Level** equals *User Hold* or *Automated Payment Request* and the **Payment Type Hold Department** and **Payment Hold Type Unit** combination must be either *ALL / ALL*, *Transaction Department / ALL*, or *Transaction Department / Transaction Unit*.
- If a Hold Type is entered but the Payment Hold Type Department and/or Payment Hold Type Unit fields are blank, the Payment Hold Type Department and/or the Payment Hold Type Unit fields are defaulted to *ALL*.
- If the Cancellation Type is set to *Hold*, then the Hold Type, Hold Request Description, Payment Hold Type Department, and Payment Hold Type Unit fields must be populated.

The following table summarizes allowable / not allowable manual changes of the **Reversal Status** field on the EFT Reversal table:

From	To	Allowed vs. Not Allowed
Any valid value	One of the following values: <ul style="list-style-type: none"> • Request Reversal • Reversal sent to the bank • Reversal returned by the bank • EFT cancel request Failed • EFT cancel initiated • Payment and Reversal Returned by the Bank 	Not Allowed
Request Reversal EFT cancel initiated	Reversal confirmed	Not Allowed
Reversal sent to the bank Reversal returned to the bank EFT cancel request Failed	Reversal confirmed	Allowed

Payment and Reversal Returned by the Bank		
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Check Reconciliation

In Advantage Financial, the check reconciliation process is used to maintain consistency between the bank records and the disbursement records within the Advantage system. The check reconciliation process maintains consistency by updating a check's status, as well as checking for discrepancies between the check data in Advantage Financial and the check data at the bank.

Checks in Advantage Financial can be reconciled with the bank in one of two ways, either manually or automated. You can manually modify the status of Disbursed / Warranted checks directly on the Check Reconciliation table. Or, you can use the Automated Check Reconciliation batch process to update check statuses and report exceptions.

In order to better understand the Check Reconciliation process, you will need to know the following:

- [Input for the Reconciliation Process](#)
- [Automated Check Reconciliation Process](#)
- [Output of the Reconciliation Process](#)
- [Manually Reconcile a Disbursement](#)

Refer to the following topics for additional information:

- [Paid Check Restore](#)
- [Manually Reconcile a Check](#)

Input for the Reconciliation Process

The Check Reconciliation table and the Check Exception table serve as input to the Check Reconciliation process.

Check Reconciliation (CHREC)

The Check Reconciliation (CHREC) table is updated by Manual Disbursement (MD) and Automated Disbursement (AD/EFT) transactions. One record is inserted to Check Reconciliation for each disbursement. Each record contains disbursement data such as vendor, check/EFT amount, and status.

Note: Records can also be added to the Check Reconciliation table from the Paid Checks table by using the Move to CHREC action on the Paid Check Restore Mass Update table. This situation occurs when the status of a record on the Paid Checks table needs to be changed to perform additional actions or to rectify a mistake that happened at the Bank. Please refer to "[Paid Check Restore](#)" topic or the "[Restore a Record on Paid Check Restore](#)" topic for more information.

The **Recently Reconciled** field on the Check Reconciliation table is used to identify the reconciled records during the current Check Reconciliation process run. This is a protected field on Check Reconciliation. The default value is *not checked*, which indicates that the record has not been reconciled by the Check Reconciliation process. This field is automatically *checked*, when the record is reconciled by the Check Reconciliation process.

Check Exception (CHEXCP)

The Check Exception (CHKEXCP) table holds records that failed the comparison between the bank file and the Check Reconciliation table for all previous runs of the automated Check Reconciliation process. The Check Exception table also holds records from the bank file until comparison between the bank records and the Check Reconciliation records are completed.

Records are added to this table as a result of the Check Reconciliation process. It cannot be manually entered. Generally, records are removed from this table when a record has been reconciled through the Check Reconciliation chain jobs. However, sometimes it may be necessary to delete a record from this table. If it has been determined that a record needs to be deleted, you can mark the record for deletion using the Check Exception Update link. If a record is marked for deletion and the Check Reconciliation Manual Update Tracking (CHK_RECON_MNL_UPD_TRKG) parameter on the Application Parameters table is set to *Yes*, then an audit record is automatically added to the Check/Deposit Manual Update Tracking table.

The Recent Record field on the Check Exception table is used to identify the exception records that are generated during the current Check Reconciliation Process run. The CHREC Load Process sets the value to *False* ('0' Zero) for the existing records before loading the XML file at the start of this process.

Automated Check Reconciliation Process

Check Reconciliation Process

The Auto Check Reconciliation process compares client check records on Check Reconciliation table to records on Check Exception table (which contains both current day's bank file records in addition to any records that have failed prior reconciliation processing.)

If an exact match is found between Check Reconciliation table and Check Exception table, and the record on Check Reconciliation has a status of *Disbursed* or *Warranted*, then the Recently Reconciled flag is set to *True* (*selected*) to mark the record as reconciled and the Cleared date is populated. For the EFT records, system populates the Cleared date from the Disbursement transactions when the records are inserted. The Cleared date is calculated based on the Lag Days specified on the DISPA Lag Days field. The Cleared Date cannot be less than the Issue Date for all payment types when the Allow Cleared Date Before Issue Date (ALW_CLR_BEF_ISS) parameter is set to *False* on the Application Parameter table. The Cleared Date must be blank if the Status is *Stopped* or *Undelivered*. For checks and warrants, the Cleared Date should not be greater than the System Date. If the Severity of the A8301 "Cleared Date cannot be after the System Date" error message on the Messages (MESG) table is set to *Error*, then the system does not allow the Cleared Date to be greater than the System Date. If the Severity of the A8301 error message is set to *Warning* or *Information*, then the error message is displayed, but the Cleared Date is allowed to be greater than the System Date.

In order to identify the records that were processed by the current batch run in order to produce the Check Exception Control Totals report, the Automated Check Reconciliation process updates the Recently Reconciled flag to *True* for the matched records on the Check Reconciliation table. When the records are moved to the Paid Checks table, the system includes the Recently Reconciled field's value along with the other fields' values.

Checks with a Status of *Undelivered* or *Stopped* will remain on Check Reconciliation record until the Status is changed back to *Disbursed* (or *Warranted*) for reconciling or further actions have

been taken on the check such as cancelling or reclassifying it. After the Status has been changed, the check will be selected by the Check Reconciliation process and moved to the Paid Check page.

Changes can be made to various fields on the Check Reconciliation record via the Check Status Update page. If the Check Reconciliation Manual Update Tracking parameter on the Application Parameters table is set to *Yes*, then an audit record is automatically added to the Check/Deposit Manual Update Tracking table if a manual update is made to Check Reconciliation via the Check Status Update page.

Generate Warrant Reconciliation Transaction Process

The Generate Warrant Reconciliation Transaction process automatically generates the Automated Warrant Reconciliation (AWR) transactions to reclassify the funds to cash for the warranted records (Status is *Warranted* on the Check Reconciliation table) that were reconciled (that is, Recently Reconciled flag is checked on the Check Reconciliation record) by the Check Reconciliation process.

In order to process AWR transactions under the Warrant model, the Status for the Check / EFT records on the Check Reconciliation table must be *Warranted*. If you configure the Status as *Disbursed* and use the *Warrant* model, the Generate Warrant Reconciliation Transaction process will not generate the AWR transactions.

The Automated Warrant Reconciliation (AWR) transaction is a clone of the WR transaction. The only difference is that the AWR can only be created by the Generate Warrant Reconciliation process. The Generate Warrant Reconciliation process generates an AWR transaction for each recently reconciled Warranted record on the CHREC table. This process is used to reclassify check payments that were made under the warrant accounting model to cash. The Reclassification Type on the AWR Transaction is set to Warrant Reconciliation by the system on validate/submit of the transaction. If the Recently Reconciled flag is *checked* and the Status is *Warranted*, on submit of the AWR transaction, the Status field on Check Reconciliation is updated to *Paid*. If the Recently Reconciled flag is *not checked*, on submit, the Status field on the Check Reconciliation record is updated to *Disbursed*.

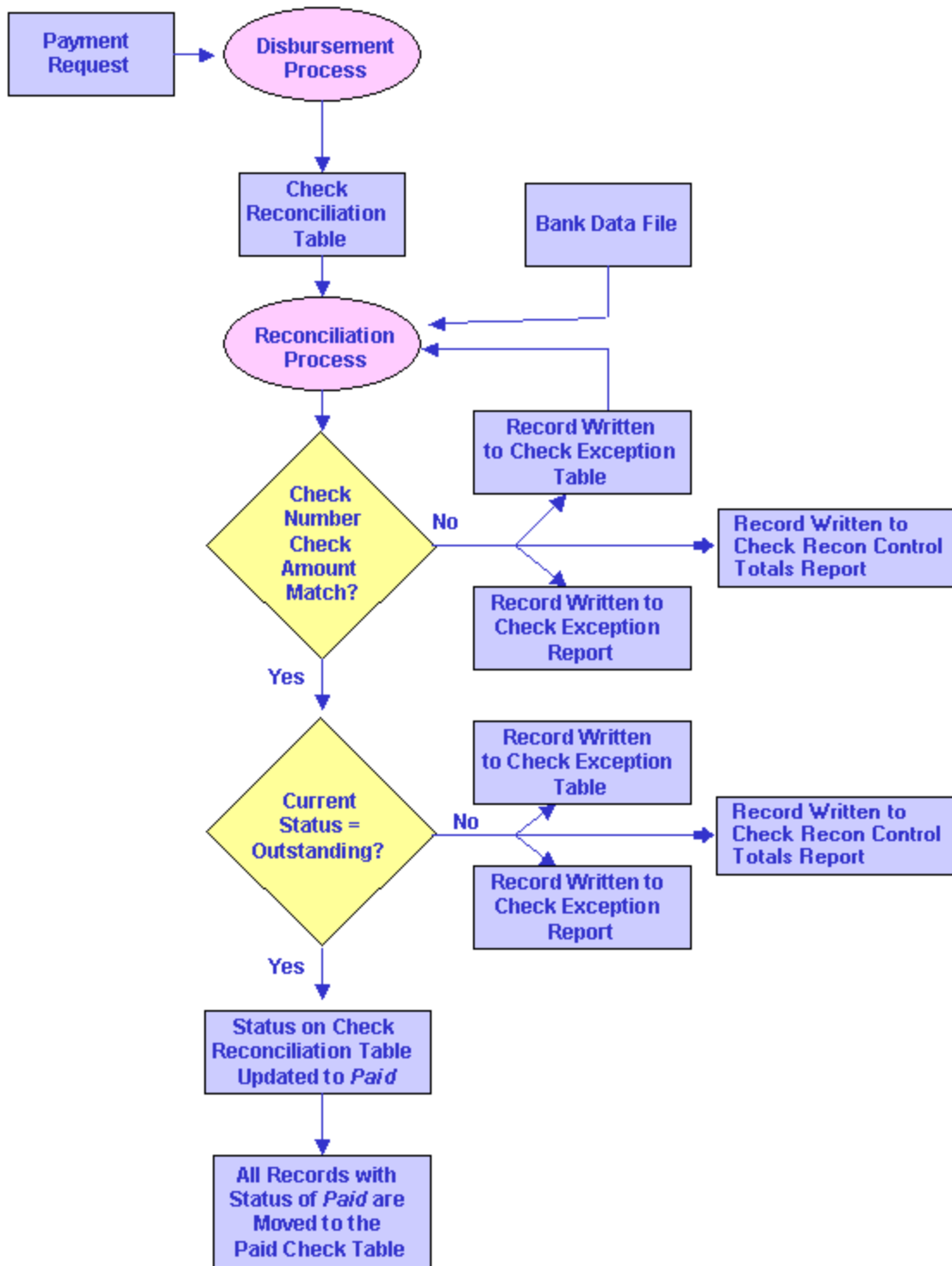
The Automated Warrant Reconciliation (AWR) transactions will not be created when the Claim Schedule feature is enabled on System Option (SOPT) (that is, External Disbursement Option = Disbursements & Claims). Instead, CH transactions can be used to clear warrant amounts.

EFT Reconciliation Process

Banks do not send EFT data along with the check data in the bank file. However, visibility of EFT payments is available on the Check Reconciliation table until the EFT has cleared the bank. The automated Check Reconciliation process compares the Cleared Date of the EFT record on the Check Reconciliation table to the current day's date. If the date has elapsed and the Status is *Disbursed*, the process changes the Status to *Paid* and the EFT record is moved to the Paid Check table.

The Check Reconciliation process reconciles the EFT records with a Status of *Warranted* by setting the Recently Reconciled flag to *True*, when the Cleared Date is less than or equal to the Application System Date on the Application Parameters table. The process retains the Status as *Warranted* instead of changing it to *Paid*.

The process flow of the Check Reconciliation Chain job is shown below.



Output of the Reconciliation Process

As a result of the Check Reconciliation process, the following tables are updated:

Check Exception (CHEXCP)

The Check Exception table is used to store records of disbursements that are not successfully matched with a bank's record during the automated Check Reconciliation process. Each record on the Check Exception (CHEXCP) table includes a corresponding Exception Code and Exception Reason, indicating what caused the record to fail during the reconciliation process.

Conditions that cause a disbursement to be written to the exception table include:

- Instrument Not Found in Financial System (the check information sent by the bank cannot be located in the Advantage application)
- Bank Amount Greater than Book Amount (from system's records on the Check Reconciliation table)
- Book Amount (from system's records on the Check Reconciliation table) Greater than Bank Amount
- Check Cancelled in Financial System
- Check Stale Dated, Escheated, or Voided in Financial System
- Record Deleted from Exception Table
- Non-Sufficient funds
- Check Stopped in Financial System
- Check Undeliverable in Financial System

Paid Checks (PDCHK)

The Check Reconciliation process moves records from the Check Reconciliation table to the Paid Checks table if the Cleared Date is populated and the Status is not Disbursed/ Warranted. Records are moved to the Paid Checks table with their current Status (for example, Paid or Cancelled) on the Check Reconciliation table. All fields of this table are protected. Records can only be moved from the Paid Checks table to the Check Reconciliation table, by using the Move to CHREC action on the Paid Check Restore Mass Update page. Please refer to "[Paid Check Restore](#)" topic or the "[Restore a Record on Paid Check Restore](#)" topic for more information.

Check Exception Report

This report lists all records and corresponding exception codes resulting from the automated Check Reconciliation process.

For more on the Check Reconciliation process, please refer to the *CGI Advantage - Accounts Payable Run Sheets guide* for Check Reconciliation chain jobs.

Check Exception Control Totals Report

This report summarizes the number of records reconciled and the exception records that were generated by the current run of the Check Reconciliation process.

For more on the Check Reconciliation process, please refer to the *CGI Advantage - Accounts Payable Run Sheets Guide* for Check Reconciliation chain jobs.

Warrant Reconciliation Transaction Exception Report

The Warrant Reconciliation Transaction Exception Report provides a list of the Warrant Reconciliation transaction records that was not submitted to *Final* generated by the current run of the Generate Warrant Reconciliation Transaction process.

For more on the Generate Warrant Reconciliation Transaction process, please refer to the *CGI Advantage - Accounts Payable Run Sheets Guide* for Check Reconciliation chain jobs.

Manually Reconcile a Disbursement

The Check Reconciliation table can be used to perform manual disbursement reconciliation. The Check Reconciliation table is system maintained by disbursement transactions, and therefore, only the Status, Cancel Reason, and Comments fields can be changed. Records cannot be added or deleted, but you can locate the specific check, or checks, you wish to update, and update the status of checks manually. By changing the Status on the Check Reconciliation table, the Last Action Date will be updated by the system. However, it should be noted that changing the status will not initiate any other action, including posting accounting entries. If accounting entries are needed, you must establish the appropriate transaction to record them.

Generate Positive Pay

Bank Positive Pay is an anti-fraud service offered by US commercial banks. It protects payers against altered checks and counterfeit check fraud. Since the Positive Pay file format varies depending on the receiving bank, the Advantage Positive Pay functionality provides a flexible process for sites to configure the Positive Pay file format according to each bank's file specification and to generate the Positive Pay file according to those specifications.

The initial setup of the Positive Pay functionality requires the entry of values on the [Bank](#), [Check Status Mapping](#), and [Positive Pay Configuration](#) tables. These set up control if the Positive Pay file is generated and the way the Positive Pay file(s) are generated. Refer to each of the associated topics in this user guide for more information.

The Generate Positive Pay batch process creates the Positive Pay files of disbursed and cancelled checks. This job should be run after all disbursements have been generated, printed, and posted. The Generate Positive Pay job should be executed before the Check Reconciliation job is executed because the Positive Pay files should include cancelled checks. If executed after Check Reconciliation, the cancelled checks are moved off to the Paid Check (PDCHK) table. This job does not select voided checks (Status of Void or Renumbered) because voided checks were not issued/sent to vendors.

The process reads the batch parameters and creates the Positive Pay file(s) as defined by the Positive Pay Template and Positive Pay Fields (collectively the Positive Pay Configuration page) tables. The following are the high-level details about the Generate Positive Pay batch process:

- The system generates a file for each Bank Account Code based on the Positive Pay Template ID on the Bank table. The Bank Account Code(s) are entered as batch parameters. Each file is created with the file structure defined on the Positive Pay Configuration page for the specified Positive Pay Template ID.
- The file is created with data in the sequence defined on the Positive Pay Configuration page within the specified Record Type (Header, Detail, and Summary). If there are no Positive Pay Field records for one or two of the Record Types, the file is still created (for example, Detail only, Header and Detail only, etc.). It is not necessary to have all Record Types in the file. However, if there are no Record Types (i.e., no file structure) defined for the Template ID, the Bank Account is skipped and written to the log to indicate that no Positive Pay Fields records have been defined for the specified Bank Account Code. Also, if the structure with the Record Type of *Detail* is missing, the batch job skips the record for the Bank Account Code and writes a message to the log that the Positive Pay template is missing Record Type of *Detail*. The purpose for Positive Pay files is to inform banks of check records that were issued for the specified period. If the details are missing, the Positive Pay file would not serve its purpose.
- Selection Criteria: Based on the entered batch parameters, the system selects records from the Check Reconciliation (CHREC) table where the Print Status Indicator is equal to *Printed* or *Re-Printed* on the *Final* version of the corresponding transaction/record. Print Status is found on the disbursement transaction header or the CW Header table. Also, the Positive Pay job only selects check records that are greater than zero dollars (Check Amount).

Please see the "Generate Positive Pay" run sheet in the *CGI Advantage Accounts Payable Run Sheets* for more information.

Transaction Information

This section of the Transaction Information includes the following areas:

- [Automated Disbursement \(AD\) Transaction Type](#)
- [Manual Disbursement \(MD\) Transaction Type](#)
- [Disbursement Reclassification \(DC\) Transaction Type](#)
- [Internal Exchange Transaction \(IET\) Transaction Type](#)
- [Payment Hold Maintenance \(PHM\) Transaction Type](#)

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

Transaction Name	Transaction Code	Transaction Type
Automated Disbursement	AD	AD
Automated Warrant Reconciliation	AWR	DC
Disbursement Reclassification	DC	DC
Electronic Funds Transfer	EFT	AD
Expense Adjustment Manual Disbursement	EAMD	MD
Manual Disbursement	MD	MD
Intercept Transfer	IT	IET
Payment Hold Maintenance	PHM	PHM
Warrant Reconciliation Transaction	WR	DC

AD Transaction Type

The Automated Disbursement (AD) Transaction Type includes the following transactions:

- › [Automated Disbursement \(AD\)](#)

This transaction allows you to disburse payments to a vendor that have been authorized in Accounts Payable. AD transactions are generated for sites that process warrants, as well as those that process checks.

In disbursement request processing, the total amount paid to the vendor can be affected by the Discounts, Penalties, Interest, Retainage, Backup Withholding, and Contract Withholding.

If the Phase of the AD transaction is Final, you can transition to the Disbursement Query (DISBQ) page and the Disbursement Detail Query (DISBDQ) page. You can then return to the AD transaction by selecting the **Back** link on the DISBQ or DISBDQ pages.

The following main events occur when processing a disbursement transaction:

- Budgets are updated by booking the cash expenditure;
 - System control tables, such as Fund Balance and Balance Sheet Account Balance, are updated;
 - The Check Reconciliation (CHREC) table gets updated to record the **Disbursement Number, Check or EFT Number, Payment Amount, and Status** of the disbursement;
 - If the payment was eligible for intercept, the Intercept Request (INTR) table gets updated with the disbursement amount, which will reduce the outstanding amount to be intercepted
 - In the case of intercepted External debts, the transaction insert records into the Pending Intercept Payment (INTP) table when the External entity requested a physical check for the amount intercepted on their behalf.
 - If the payment was eligible for intercept, the Intercept Activity table (INTA) gets updated with the disbursement **Transaction Code, Amount and Check or EFT Number**;
 - The Payment Request transaction's closed amounts and disbursement amounts are updated;
 - The corresponding Disbursement Request (DISRQ) table records are deleted;
 - If retainage is taken, the Retainage Summary (RTGSUM) and Retainage Detail (RTGDET) tables are updated with the disbursement's impact on retainage
 - If the Disbursement is for a Fixed Asset Payment Request, the transaction insert records into the FAPL table.
 - The **View Procurement Folder** link allows you to transition to the Procurement Management (PRCUID) page if this transaction is associated to a Procurement Folder. Once you transition to the PRCUID page from this transaction, a **Back** link will be visible. Selecting the **Back** link will transition you back to the Header section in the transaction before the PRCUID.
- › Electronic Funds Transfer (EFT)

This transaction allows you to disburse payments to a vendor that have been authorized in Accounts Payable. An EFT transaction is generated for those vendors (and their

corresponding disbursement requests) that are marked as EFT eligible and Generate EFT Payment flag is yes on Vendor/Customer (VCUST) table. Once the EFT transaction has been processed and accepted it is passed to an EFT file generation process. This process generates an EFT file in record formats consistent with The Electronic Payments Association (NACHA) standards. The formats supported by Advantage Financial are:

- Cash Concentration and Disbursement (CCD): Developed by NACHA for the electronic transfer of funds between companies and trading partners.
- Corporate Trade Exchange (CTX): An electronic funds transfer format compatible with ANSI ASC X12 that carries information about both payments and transferring values.
- Prearranged Payment or Deposit (PPD): Developed by NACHA for the electronic transfer of funds between companies and trading partners.
- International ACH Transactions (IAT): Developed by NACHA for the electronic transfer of funds between countries.

If the Phase of the EFT transaction is Final, you can query it on the Disbursement Query (DISBQ) page or the Disbursement Query (DISBDQ) page. You can then return to the EFT transaction by selecting the Back link on the DISBQ or DISBDQ pages.

Key concepts of Automated Disbursement:

> Check Numbering

If the **Check Assignment** in AD Processing (BATCH_CHK_ASSIGN) in APPCTRL is set to *True*, Check numbers will be assigned through the batch job "Check Number Assignment" in the AD chain.

If the **Check Assignment** in AD Processing (APPCTRL) is set to *False*, the AD transaction will execute logic to assign the Check Number when the AD transaction is successfully submitted to Final. To save check numbers for preprinted check stock when overflow checks are not to be printed, the check number assignment processing logic will perform the following for selected disbursements:

If the **Print Overflow Check Stubs For Preprinted Stock** (APPCTRL) equals *Yes*, the process shall void additional check numbers for overflow stubs on preprinted checks. For plain check stock, overflow stubs will print on additional stubs without any need to void checks.

If the **Print Overflow Check Stubs For Preprinted Stock** (APPCTRL) equals *No* and the **Check Stock Type** for the Bank Account Code of the disbursement equals *Preprinted*, the process shall only assign one check number for the disbursement, including the overflow check stubs.

If the **Disbursement Type** is equal to *Check* or *Warrant*, the process will set the Check/EFT Number on the Header equal to the Next Available Check Number on the BANK table.

If the **Disbursement Type** is equal to *EFT*, the process will set the Check/EFT Number on the Header equal to the Next Available EFT Number on the BANK table.

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.

If the External Disbursement Option on SOPT is *Disbursements & Claims*, disbursement transactions for Claim Schedule generated through the AD Chain will not have check numbers assigned. Instead, these transactions will be assigned a Claim Schedule Number through the Claim Schedule Numbering process. When generated for Claim Schedule, the Claim Schedule Number Processed indicator is selected, and the Claim Schedule Print Indicator is set to *Ready to Print*.

› **Stub Summarization**

On successful submission to Final, the disbursement transaction will call the Disbursement Stub Summarization routine prior to determining if check numbers should be assigned within the transaction or by the Check Number Assignment job. The process shall perform the following:

- If the **Transaction Function** is *Modification* or *Cancellation*, the process shall delete the STUBDET records associated with the transaction.
- If the **Transaction Function** is *New* or *Modification*, the process shall perform the following:
 - Summarize the disbursement transaction Accounting Lines using summarization parameters specified on the DISF for the Disbursement Type specified on the AD and EFT transaction and write the summarized records to the STUBDET table.
 - Recalculate the Stub Detail Line Count field on the disbursement transaction Header setting the value equal to the number of records written to the STUBDET table.

For more detailed information, refer the [Disbursement Stub Summarization](#) process topic in this guide.

The Journal Posting Initiator batch job is run when the AD transaction has been set to Asynchronous Posting on Transaction Control. 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*. Once the Journal Posting Initiator process is run, the Journal Engine process must be run to actually post the records to the journals.

The AD Transaction Type has the following tabs:

- [Header](#)
- [Vendor](#)
- [Accounting](#)

AD Delivered Transaction Codes

The Automated Disbursement (AD) Transaction Type has the following Transaction Codes that can be utilized by Disbursements (see below).

Transaction Name	Transaction Code	Intended Use
Automated Disbursement	AD	This transaction allows you to disburse payments to a vendor that have been authorized in Accounts Payable. AD transactions are generated for sites that process warrants, as well as those that process checks.
Electronic Funds Transfer	EFT	This transaction allows you to disburse payments to a vendor that have been authorized in Accounts Payable. EFT transactions are generated for payments that process Electronic Fund Transfer.

Tasks

For detailed steps of how to perform a particular task, select from the following tasks:

- [Create an Automated Check – cash model](#)
- [Create an Automated Disbursement with Adjustments](#)
- To create an EFT, go to [Create an automated Electronic Funds Transfer – cash model](#).

Header

The Header contains information common to all lines, such as date-of-record, 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, and if left blank are automatically populated by Advantage:

Note: These values can be entered only on the Cancellation version of the transaction and cannot be entered when the Transaction is New or Modification.

- Fiscal Year
- Accounting Period

The **Remittance Advice Transmission Mode** field is editable on the modification version of the EFT transaction. The RA Transmission Mode can be established on the Header of the EFT transaction when the Remittance Advice will have to be re-printed.

The following fields are conditionally required. These are required only on the Cancellation version of the transaction.

- Cancellation Type
- Cancellation Reason
- Comments

The following fields are required based on the setting in another field.

- Hold Type is required if the Cancellation Type is *Hold*.
- If the Cancellation Type is set to Hold, then the Hold Type, Hold Request Description, Payment Hold Type Department, and Payment Hold Type Unit fields must be populated.
- Scheduled Payment Date is required if the Cancellation Type is *Reschedule*.

Vendor

The Vendor tab contains information about the vendor. The vendor fields are generated by the AD Chain process based on the vendor details provided in the referencing payment request transaction (GAX, PRC, PRM, and so forth). Depending on the type of vendor, CGI Advantage Financial can automatically fill in some of the vendor fields, based on setup options previously configured. All fields in this tab are automatically populated by the Automated Disbursement Chain. Refer to the "Vendor" topic in the *CGI Advantage Transactions User Guide* for common information on the Vendor tab.

Accounting

Accounting line contains all accounting information and other detailed information associated with an automated disbursement. Fields in this tab include event type, line amount, interest, discounts, retainage, and additional reference information. Here you can reference a commodity line, thus allowing you to reference commodity-based transaction as well as accounting based transaction. The AD Accounting tab is also generated by the AD Chain process. 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 displayed based on site specific setup and use of the Fixed Asset Intent (FN) transaction and process:

- FN Transaction Code
- FN Transaction Department
- FN Transaction ID

Notes:

- None of the fields can be entered manually.

- The Event type will be inferred from the AP Event Type Cross Walk table based on the Referenced Transaction's Event Type, SOPT table Disbursement Option and Disbursement Type.
- The **PY Accrual/Clearing %** field displays the Prior Year's Clearing percentage upon the successful submission of an ACLA transaction. The default is blank. If a value of zero exists, it means that the previously cleared amount had been completely disallowed.
- If this transaction is associated with a Procurement Folder the Procurement Folder, Procurement Type ID and Procurement Type will display the inferred values from the referenced procurement transaction. If populated, the **View Procurement Folder** action is activated allowing users to transition to the Procurement Management (PRCUID) page and review the other transactions associated with this selected procurement folder. Once on the PRCUID page, a **Back** link is displayed allowing users to transition back to the transaction Header of the transaction you transitioned from.
- **Debt ID** – An Automated Disbursement transaction can indicate the Bond or Loan proceeds used for a disbursement. The transaction can also be used to record accounting for a Bond, Loan, or Lease payment made. For the second scenario, **Schedule Number** and **Schedule Line** are also recorded to ensure the Disbursement updates the **Transaction 2** field on the Schedule Detail record being paid. The Debt ID field is optional and should not be required or prohibited based on Event Type Requirements (ERQ) or Fund Department Requirements (FDREQ) settings because a user has no means of data entry. Use of a Debt ID should result in an update to the respective Loan History (LOANHIST), Bond History (BONDHIST), or Lease History (LSEHIST) page, depending on Event Category (ECAT) settings. Please see the *Debt Management User Guide* for more information on these and other topics.
- **Funding Profile, Priority** and **Line** fields do exist on the accounting line but are *Tertiary* as delivered on Configure Page. The Funding Profile, Priority, and Line Entry indication when *true* on Transaction Control (DCTRL) will enable their display. Any such values entered on the General Accounting Expense/Expenditure transaction (or clone) will be visible in the fields. If the front-end split occurs at the posting line, then these fields will be blank.

MD Transaction Type

The Manual Disbursement (MD) Transaction Type includes the following transactions:

- › **Manual Disbursement (MD)**

The Manual Disbursement transaction has the capability to reference the Commodity based and Accounting based PR transactions. Referencing of transactions allows for easy transaction entry because the information on the transaction being referenced can be carried forward to the manual check. Referencing also backs out the appropriate accounting entries of the prior transaction. The Manual Check cannot be referenced by other transactions except for the Disbursement Reclassification transaction.

When the Manual Disbursement is processed to final, it updates the following:

- Budgets are updated by booking the cash expenditure;

- System control tables, such as Fund Balance and Balance Sheet Account Balance, are updated;
- The Check Reconciliation (CHREC) table gets updated to record the disbursement transaction number, check number, payment amount, and status of the disbursement;
- The Payment Request transaction's closed amounts and disbursement amounts are updated;
- The corresponding Disbursement Request (DISRQ) table records are deleted if Payment Request transaction is referenced on the Manual disbursement transaction.
- If retainage is taken, the Retainage Summary (RTGSUM) and Retainage Detail (RTGDET) table are updated with the disbursement's impact on retainage
- If the Disbursement is for a Fixed Asset Payment Request, the transaction inserts records into the FAPL table.

When the Disbursement transaction is cancelled with Cancellation type Hold or Reschedule, all the updates are backed out.

Modification to the Manual disbursement transaction is permitted until the Check is printed. Once the check is printed, online modification is not permitted. Only the Cost Accounting Reclassification job can modify the transaction.

If the Phase of the MD transaction is Final, you can query it on the Disbursement Query (DISBQ) page and the Disbursement Detail Query (DISBDQ) page by selecting the appropriate links. You can then return to the MD transaction by selecting the Back link on the DISBQ or DISBDQ pages.

This transaction records manually written checks or warrants in the Advantage Financial system. On-demand checks are usually issued immediately, when the recipient of the check or warrant cannot wait for the normal disbursement. In Advantage Financial, the above situation can be handled in two ways: issue an on-demand check from the system or manually write/type a check. Both situations can be handled with one transaction, the Manual Disbursement transaction. The Manual Disbursement transaction can be used to do the following:

- To record manually written checks or warrants in the system after they have been written
 - To enter the Manual Disbursement first then submit the check data to be printed on the physical check
- > Expense Adjustment Manual Disbursement (EAMD)

The Expense Adjustment Manual Disbursement (EAMD) page is an adjustment entry transaction, which can be used to both liquidate a payment request and also move funds to a revenue source/liability/asset account; however, it cannot create checks. The **Adjustment Entry** flag on this page is automatically set to *True* upon Validate/Submit of the transaction. You have the option of creating two accounting lines or one that references the payment request transaction or general accounting expenditure by using the copy-forward functionality to this transaction. This page functions similarly to the

Manual Disbursement (MD) transaction in that it provides the ability to reference and close a payment request transaction without producing a check. It can also record manually written checks or warrants in the system after they have been written, and additionally enter the Manual Disbursement first then submit the check data to be printed on the physical check. However, the EAMD page differs from the MD transaction in that it allows you to make adjustments to payment requests by updating the event type, whereas the MD transaction does not allow adjustments. Also, the EAMD transaction cannot be modified or cancelled and the Modify and Cancel flags on the Transaction Control (DCTRL) page should remain unchecked.

The Manual Disbursement (MD) Transaction Type has three tabs:

- [Header](#)
- [Vendor](#)
- [Accounting](#)
- › Automated Payment Hold feature of Advantage

The following validations are needed when using Automated Payment Hold feature of Advantage:

On new or modified MD transactions with the **Manual Check** flag set to Yes on the MD Header, the following validation will be performed:

- On a Validate/Submit, the system will determine if both of these conditions are true:
 - The **Automated Payment Hold** parameter on Application Parameters (APPCTRL) page is set to *True*, and
 - At least one of the MD accounting lines has the **Referenced Transaction Code** populated with a Transaction Code of either the *PR* or **ABS Transaction Type**.
- If both of these conditions are true, the system will check DISRQ table for each MD Accounting Line that references a transaction of the *PR* or **ABS Transaction Type**. If the MD's referenced transaction is not found on DISRQ then an error will be issued. If the MD's referenced transaction is found on DISRQ then the system will generate errors based on these combinations:

Bypass Non-System Holds	Current Hold Type	Outcome
Yes	Blank (Null)	No error message
Yes	Not Blank (Not Null)	Warning Message

No	Blank (Null)	No error message
No	Not Blank (Not Null)	Warning Message

On new or modified MD transaction types with the “Manual Check” flag set to No on the MD Header, the following validations will be performed:

- On a Validate/Submit, the system will determine if both of these conditions are true:
 - The **Automated Payment Hold** parameter on Application Parameters (APPCTRL) page is set to *True*, and
 - At least one of the MD accounting lines has the **Referenced Transaction Code** populated with a Transaction Code of either the *PR* or **ABS Transaction Type**.
- If both of these conditions are true, the system will check DISRQ table for each MD Accounting Line that references a transaction of the PR or ABS Transaction Type. If the MD’s referenced transaction is not found on DISRQ then an error will be issued. If the MD’s referenced transaction is found on DISRQ then the system will generate errors based on these combinations:

Bypass Non-System Holds	Current Hold Type	Outcome
Yes	Blank (Null)	Warning Message
Yes	Not Blank (Not Null)	Overrideable error Message
No	Blank (Null)	No error message
No	Not Blank (Not Null)	Overrideable error Message

MD Delivered Transaction Codes

The Manual Disbursement (MD) Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Name	Transaction Code	Intended Use
Expense Adjustment Manual Disbursement	EAMD	This is an adjustment entry transaction, which can be used to both liquidate a payment request and also move funds to a revenue source/liability/asset account; however, it cannot create checks. The EAMD page differs from the MD transaction in that it allows you to make adjustments to payment requests by updating the event type, whereas the MD transaction does not allow adjustments.
Manual Disbursement	MD	This transaction records manually written checks or warrants in the Advantage Financial system.

Tasks

For detailed steps of how to perform a particular task, select from the following tasks:

- [Create a Manual Disbursement Referencing a Payment Request](#)
- [Create a Manual Disbursement with No Reference](#)
- [Create a Manual Check with Adjustment Amounts](#)

Header

The Header tab contains information common to all lines, such as date-of-record, budget fiscal year, and period. If the Transaction Phase is *Final*, you can query it on Disbursement Query (DISBQ) and Disbursement Detail Query (DISBDQ) by selecting the appropriate link in the tab menu.

To enable online printing of the disbursement, use the Print action in the transaction menu to access the Print page.

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

- › Required/Conditionally Required Fields
 - Check/ EFT Issue Date
 - Bank Account – When Adjusting Entry is not *true*
 - Tax Type
 - Cancellation Type if a cancellation version is being created.
 - Cancellation Reason if a cancellation version is being created.
 - Hold Type is required if the Cancellation Type is *Hold*.

- If the Cancellation Type is set to Hold, then the Hold Type, Hold Request Description, Payment Hold Type Department, and Payment Hold Type Unit fields must be populated.
- Scheduled Payment Date if the Cancellation Type is *Reschedule*.

Vendor

The Vendor tab contains information about the vendor. Depending on the type of vendor, Advantage Financial can automatically fill in some of the vendor fields, based on setup options, thereby reducing data entry.

> Required/Conditionally Required Fields

The following fields are required when the vendor is a miscellaneous one. For normal vendors, the following values will be inferred:

- Address Line 1
- City
- State – Conditionally required based on Country configuration
- Zip – Conditionally required based on Country configuration
- Country

The following fields are required when the Address Override indication is *true*, otherwise the fields are optional. The set of override fields are delivered as hidden but can be made visible and used to contribute 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 for the TIN Number & Type for Miscellaneous Vendors field on Transaction Control (DCTRL):

- Taxpayer ID

- Taxpayer ID Type
- > 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.

Accounting

Accounting line is the main data entry point in which you will enter accounting information and other details associated with a manual disbursement. Fields in this tab include event type, line amount, interest, discounts, retainage, and additional reference information. Here you can reference a commodity line, thus allowing you to reference commodity-based transaction as well as accounting-based transaction. Refer to the "Accounting" topic in the *CGI Advantage Transactions User Guide* for common information on the Accounting tab.

- > Required/Conditionally Required Fields
 - Bank Account (see [MD Bank Account Inference](#))
 - Event Type
 - Service From date
 - Service To date

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

- Line Description
- Vendor Invoice Number

- Vendor Invoice Date

The **PY Accrual/Clearing %** field displays the Prior Year's Clearing percentage upon the successful submission of an ACLA transaction. The default is blank. If a value of zero exists, it means that the previously cleared amount had been completely disallowed.

If this transaction is associated with a Procurement Folder the Procurement Folder, Procurement Type ID and Procurement Type will display the inferred values from the referenced procurement transaction. If populated, the **View Procurement Folder** action is activated allowing users to transition to the Procurement Management (PRCUID) page and review the other transactions associated with this selected procurement folder. Once on the PRCUID page, a **Back** link is displayed allowing users to transition back to the transaction Header of the transaction you transitioned from.

Reference information in this tab may be required or prohibited from a number of places. Budget Fiscal Year Staging, the Transaction Control (DCTRL), and the Event Type Requirements (ERQ) tables all have the ability to define a reference as *Required*, *Prohibited*, or *Optional (Unrestricted)*. Each table defines this reference rule at different levels. Please see each of those sections in the *General Accounting User Guide* for more information on their use.

When any one value is entered, all must be entered. When all are entered, the transaction must exist in a *Final* Transaction Phase. Changes to information in this section is not allowed on a modification with the exception of changing between the *Partial* and *Final* Reference Types.

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

- Reference Accounting Line if the Reference Transaction code, is provided.

Debt ID – A Manual Disbursement transaction can indicate the Bond or Loan proceeds used for a disbursement. The transaction can also be used to record accounting for a Bond, Loan, or Lease payment made. For the second scenario, **Schedule Number** and **Schedule Line** are also recorded to ensure the disbursement updates the **Transaction 2** field on the Schedule Detail record being paid.

The Debt ID field is optional but can be required or prohibited based on Event Type Requirements (ERQ) or Fund Department Requirements (FDREQ) settings. An ID can even be inferred to the transaction from a variety of locations. Use of a Debt ID should result in an update to the respective Loan History (LOANHIST), Bond History (BONDHIST), or Lease History (LSEHIST) page, depending on Event Category (ECAT) settings. There are limits on what ID values can be entered:

- An Authorization ID cannot be entered.
- A Loan Application ID cannot be entered.
- The Debt Instrument Status must be active and not one of the preliminary values.
- The Debt Instrument Status should not be one that is completed or closed.

When making a manual payment without a payment request reference, there are limits on what Schedule Number and Schedule Line values can be entered:

- If either Schedule Number or Schedule Line is entered, both must be entered as well as the Debt ID field.
- The Schedule Number should be the Selected Schedule.
- The Schedule Detail should not have another Disbursement in the Transaction 2 field.

Please see the *Debt Management User Guide* for more information on these and other topics.

The following fields are displayed based on site specific setup and use of the Fixed Asset Intent (FN) transaction and process:

- FN Transaction Code
- FN Transaction Department
- FN Transaction ID

The following field is conditionally required based on site specific setup on the Event Requirements (ERQ) table:

- COA Elements that are established as required for the Event Type on the AL.

Notes:

- Enter the Discount amount or Interest and Penalty amounts. Discount amount cannot be entered when either Interest or Penalty amount is entered. Similarly, when Discount amount is entered, Interest or Penalty amount cannot be entered. NOTE: The transaction will not calculate these amounts and the user entered amount will be considered as accurate.
- Enter the Backup Withholding Line Amount if applicable. If entered, the transaction will validate the eligibility of the withholding amount against the BSA, SBSA, OBJ and SOBJ codes. If the Calculate MD Backup Withholding on the Transaction Control page is set to true, the MD will calculate the backup withholding amount if the line is eligible. If the backup withholding amount is entered and does not match the system calculated amount, a message will be issued. The severity of the message is dependent on the MD Backup Withholding Amount Error Severity field on the Transaction Control page.
- Enter the Contract Withholding Line Amount if applicable or leave it blank to infer it. If entered, the transaction will verify the entered value matches the amount that would have been inferred after taking into account contract withholding exemption, contract withholding eligibility, and contract withholding rate.
- Select the Exclude Retainage flag, if you don't want to take the Retainage on MD transaction. When this flag is selected, the MD transaction will back out the Retainage updates made by the referenced PR transaction.
- **Funding Profile, Priority and Line** fields do exist on the accounting line but are Tertiary as delivered on Configure Page. The Funding Profile, Priority, and Line Entry indication when *true* on Transaction Control (DCTRL) will enable their display. Any such values entered on the General Accounting Expense/Expenditure

transaction (or clone) will be visible in the fields. If the front-end split occurs at the posting line, then these fields will be blank. These fields are intended only for grant revenue disbursements, so that control of their direct entry on an MD is recommended with a transaction clone.

› Differences in the Accounting tab of the Transaction Codes

The EAMD Accounting tab is similar to the MD Accounting tab with only a few differences listed below.

- The EAMD transaction does not contain the following fields, which exist on the MD transaction: Interest Ineligible flag, Interest calculated or Bypassed, Calculated Interest Amount, Trip ID, Expense Report Method and 1042-S Tax Rate.
- The Fixed Asset Intent Reference section does not exist on the Accounting tab of the EAMD transaction.

DC Transaction Type

The Disbursement Reclassification (DC) Transaction Type includes the following transactions:

› Disbursement Reclassification (DC)

The Disbursement Reclassification transaction cancels checks, warrants (including warrants with clearing funds) or electronic funds transfers (EFT), and it is used when performing reclassification types 4-6 (Stale, Escheat and Cancel). The processing of all three can be a manual task supported by a copy forward action from disbursement transactions into the reclassification, whereby the Cancellation Type selected determines the accounting and disbursement tracking updates. Alternatively, there are system processing alternatives to record many such updates in bulk. Refer to the “Advanced Batch Processing” topic for a listing of these automated processes.

Once an event is recorded on a reclassification, that is commonly the last event in Accounts Payable. There are outside processes that update unclaimed property tracking systems and ultimately there is an accounting entry to remove the liability with a journal voucher. However, when the payment should be made to the vendor after a reclassification, it is a General Accounting Expense/Expenditure transaction used to make that payment out of the reclassification liability account, or another if transferred before payment. That payment request does not have to reference the reclassification, but it is possible with setup on Transaction Allowable References.

When such a payment should reference the reclassification, there is a copy forward option that helps to complete the payment request. If the payment request is set up to require a vendor invoice, there is a warning in the case of referencing a reclassification that does not enforce the requirement for two reasons. First is that the reclassification does not have the original vendor invoice information to pass along. Second is that the Vendor Invoice Registry reports it as an overpayment.

The purpose of the Disbursement Reclassification transaction is three-fold:

- Update the Check Reconciliation table, particularly the Status, Check/EFT Number, Check/EFT Status, and Check/EFT Issue Date fields.

- Update the memo referenced Disbursement transaction with the Check/EFT Number and Check/EFT Issue Date when the Reclassification type is Warrant Reconciliation.
- Liquidate posting line entries (for example, warrants payable) created by disbursement transactions when using the Standard Warrant/EFT or Clearing Fund Warrant/EFT disbursement options.

If an EFT was processed under the Warrant model and a WR transaction has already reclassified the Warrants Payable into Cash, any subsequent cancellation of the EFT will reverse the Warrants Payable but not the Cash. Therefore, additional manual accounting adjustments will be needed.

› Warrant Reconciliation (WR)

This transaction provides the ability to clear the warrant payable liabilities established by disbursement transactions under the Standard Warrant or Clearing Fund Warrant disbursement models. The WR reclassifies money from a warrant payable liability account that was originally charged by the disbursement transaction to represent the remittance of a check or EFT to a cash account. The remittance represents the redemption of the check or EFT by the payee.

The Warrant Reconciliation transaction may be created online through a Copy Forward action from a disbursement transaction. The transaction may also be created by an offline process, which loads data into Warrant Reconciliation (WR) transactions through the system maintenance utilities.

The purpose of the Warrant Reconciliation transaction is three-fold.

- Update the Check Reconciliation table, particularly the Status, Check/EFT Number, and Check/EFT Issue Date fields.
 - Update the memo referenced Disbursement transaction with Check/EFT Number and Check/EFT Issue Date.
 - Liquidate posting line entries (for example, warrants payable) created by disbursement transactions when using the Standard Warrant/EFT or Clearing Fund Warrant/EFT disbursement options.
- › Automated Warrant Reconciliation (AWR)

The Automated Warrant Reconciliation (AWR) Transaction Code is a clone of the WR Transaction Code. The AWR transaction is generated as part of the Generate Warrant Reconciliation Transaction process, and is used to reclassify check payments that were made under the Warrant accounting model to *Cash*. The AWR transaction can only be created by the Generate Warrant Reconciliation Transaction process.

The Disbursement Reclassification (DC) Transaction type contains three tabs:

- [Header](#)
- [Vendor](#)
- [Accounting](#)

DC Delivered Transaction Codes

The Disbursement Cancellation (DC) Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

Name	Transaction Code	Intended Use
Automated Warrant Reconciliation	AWR	The AWR Transaction Code is a clone of the WR Transaction Code. The AWR transaction is generated as part of the Generate Warrant Reconciliation Transaction process, and is used to reclassify check payments that were made under the Warrant accounting model to Cash. The AWR transaction can only be created by the Generate Warrant Reconciliation Transaction process.
Disbursement Reclassification	DC	This transaction cancels checks, warrants (including warrants with clearing funds) or electronic funds transfers (EFT), and is used when performing reclassification types 4-6 (Stale, Escheat and Cancel).
Warrant Reconciliation Transaction	WR	This transaction provides the ability to clear the warrant payable liabilities established by disbursement transactions under the Standard Warrant or Clearing Fund Warrant disbursement models.

Tasks

For detailed steps of how to perform a particular task, select from the following tasks:

- [Cancel and Reissue a Disbursement](#)
- [Cancel a Disbursement and Do Not Reissue](#)

Header

The Header tab is the only tab of the Disbursement Cancellation transaction that allows for transaction entry and it contains information common to all lines, such as Transaction Fiscal Year (i.e. transaction being cancelled), Transaction Budget Fiscal Year, Transaction Quarter, and Transaction Period. In addition, Cancellation Type, Cancellation Code, and an optional field for Comments are used to designate the type of cancellation to be performed. The totals from the original disbursement, including all adjustments, are also displayed on the header. 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, and if left blank are automatically populated by CGI Advantage:

- Record Date
- Budget FY
- Fiscal Year
- Accounting Period

The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name

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

- Reclassification Type
- Reclassification Reason code

Vendor

The Vendor tab contains information about the vendor from the original disbursement. All the fields are inferred from the referenced disbursement transaction. None can be entered manually. Refer to the "Vendor" topic in the *CGI Advantage Transactions User Guide* for common information on the Vendor tab.

Accounting

Accounting line is a system-generated tab inferred from the transaction being cancelled. Few important fields in this tab include the Event Type, Disbursement Amount, and all adjustments. Refer to the "Accounting" topic in the *CGI Advantage Transactions User Guide* for common information on the Accounting tab.

> Important Field Information

None of the fields in this tab can be entered manually. It is inferred when the transaction is created.

Notes:

- Event type is inferred from the DC Event Type Cross walk table based on the Reclassification type. COA elements and the line amount will be inferred from the referenced disbursement transaction accounting line.
- If this transaction is associated with a Procurement Folder the Procurement Folder, Procurement Type ID and Procurement Type will display the inferred values from the referenced procurement transaction. If populated, the **View Procurement Folder** action is activated allowing users to transition to the Procurement Management (PRCUID) page and review the other transactions associated with this selected procurement folder. Once on the PRCUID page, a **Back** link is displayed allowing users to transition back to the transaction header of the transaction you transitioned from.

- **Debt ID** – A Disbursement Reclassification transaction can indicate the Bond or Loan proceeds originally used for a disbursement being reclassified. The transaction can also be used to reclassify a disbursement made for a Bond, Loan, or Lease payment. Use of a Debt ID should result in an update to the respective Loan History (LOANHIST), Bond History (BONDHIST), or Lease History (LSEHIST) page, depending on Event Category (ECAT) settings. Please see the *Debt Management User Guide* for more information on these and other topics.
- › Differences in the Accounting tab of the Transaction Codes

The WR and AWR Accounting tab is similar to the DC Accounting tab with only a few differences listed below:

- The Additional Information section does not exist on the Accounting tab of the WR and AWR transactions.

IET Type

The Internal Exchange Transaction (IET) Transaction Type includes the Intercept Transfer (IT) transaction.

This transaction allows you to handle internal purchases, operating transfers, internal loans and intercept transfers. The IT transaction is specifically meant to carry out intercept transfers. This transaction is normally generated by the AD Chain job.

For more details on the Intercept Transfer (IT) transaction, refer the "IET Transaction Type" topic in the *CGI Advantage Financial - General Accounting User Guide*.

PHM Transaction Type

The Payment Hold Maintenance (PHM) transaction type is used to request or remove holds at the **Hold Levels** of **Automated Vendor**, **Automated Award**, **Automated Payment Request**, **User Hold**, and **Disbursement Management Hold**.

The PHM is a non-accounting transaction with a Header and Line components. Finalized versions of the PHM transaction cannot be modified or cancelled. In order to modify or delete existing records on the Payment Hold Maintenance table, a new PHM transaction must be created with the appropriate Payment Hold Action.

The Payment Hold Maintenance (PHM) transaction updates the following tables:

- [Payment Hold Maintenance \(PHLDM\)](#)
- [Disbursement Request \(DISRQ\)](#)

Additional Payment Hold Maintenance (PHM) transaction functionality includes:

1. The Payment Hold Maintenance (PHLDM) table updates by either inserting a new record (when the **Payment Hold Action** is set to *Request Hold* or *Bypass Holds*) or updating an existing record (when the **Payment Hold Action** is set to *Remove Hold*, *Remove Bypass*, or *Modify*).
2. The Payment Hold Maintenance (PHLDM) table has a link, **Modify Existing Record**, to bring over the current record values to the PHM transaction. Authorized users can update fields and submit the PHM transaction. Entering a PHM transaction directly into the transaction catalog with

Payment Hold Action of *Modify* requires you to manually populate the fields, which will update PHLDM table with field values different than on the current record based on the user entered values. If a value is left blank on the PHM transaction then that field will be set to blank on PHLDM table.

3. An existing hold record on the PHLDM table can be physically deleted with the **Payment Hold Actions** of *Remove Hold* or *Remove Bypass* only if the hold request referenced on the PHM with **Payment Hold Actions** of *Request Hold* or *Bypass Holds* has not been applied by the Automated Payment Hold process (the **Hold Start Date** is *null* on the Payment Hold Maintenance table).
4. The Payment Hold Maintenance (PHM) transaction cannot remove holds applied to vendors on the Payment Hold Maintenance table if the **Automated Payment Hold Source** flag is set to *Load Payment Hold by TIN batch process*. Payment holds created from interface files from external agencies loaded to the Payment Hold by TIN table can only be removed by the Select Payment Hold by TIN batch process. This occurs when the **Date Debt Removed** field of respective records is populated on the Payment Hold by TIN table from the interface file.
5. If **Print Payment Hold Notices** is set to *Yes* on the Payment Hold Type by Department table for the **Hold Type**, a Hold Notice for held payments can be created by the Print Payment Hold Notice batch process with specific text that is indicated by the Payment Hold Notice Code on the PHM transaction line.
6. The PHM transaction validates against the Disbursement Hold Exclusion (DISBMR) table when requesting a **Payment Hold** at any level. An override error message will be issued if an exclusion condition is met.

Examples of the logic used on the DISBMR table include:

Exclusion Set #1:

FY	Vendor	Fund
2008	ABC	100
2008	(blank)	200

Results:

- ABC is excluded for Fund 100, but
 - No other vendors are excluded for fund 100.
 - ABC is not excluded for other funds (unless other rules apply, like fund 200's rule).
- All records are excluded for Fund 200.

Exclusion Set #2

FY	Vendor	Fund
2008	ABC	(blank)
2008	(blank)	100

Results:

- ABC is excluded.
 - All records are excluded for Fund 100.
7. Payments will not be held at the **Hold Level of Automated Vendor** for vendor codes flagged as *"Miscellaneous"* or *"Internal"* on the Vendor Customer (VCUST) table.
- Miscellaneous vendors are not applicable due to the fact the vendor code is representative of numerous different vendors with different TIN and TIN types not recorded at the vendor level.
 - Internal vendors are not applicable to the fact that they are used for internal transactions.

Common Business Tasks

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

- [Create an Automated Check – cash model](#)
- [Create an automated Electronic Funds Transfer – cash model](#)
- [Create an Automated Disbursement with Adjustments](#)
- [Print the Checks for the Disbursement transactions](#)
- [Create Electronic Funds Transfer File to be sent to Bank](#)
- [Create a Manual Disbursement Referencing a Payment Request](#)
- [Create a Manual Disbursement with No Reference](#)
- [Create a Manual Check with Adjustment Amounts](#)
- [Record the Issuance of a Manual Check](#)
- [Cancel and Reissue a Disbursement](#)
- [Cancel a Disbursement and Do Not Reissue](#)
- [Create a Disbursement Correction](#)
- [Manually Reconciling a Check](#)
- [Restore a Record on Paid Check Restore](#)
- [Steps to Establish Remittance Advice Emails](#)

Create an Automated Check - Cash Model

To create an automated check with the cash model, the following steps are involved:

1. Payment Request eligible for disbursement is present on the **Disbursement Request** table. Make sure that the **Disbursement Type** on the PR is set to **Check**. The event type used on the payment request is **AP01**.
2. (Administrator) Ensure **Disbursement Parameter (DISPA)** settings are set. These settings will drive selection of disbursement request records eligible for disbursement. Make sure that there is an active record with the **Disbursement Type** set to **Check** and the **Bank code** on the **DISPA** record matches the **Bank code** on the **Payment Request** accounting line.
3. (System Administrator) Execute the **AD Chain** job.
4. (System Administrator) Verify job completes successfully.
5. Review job results and report output.
6. Review Disbursement transaction (AD) created.

Create an Automated Electronic Funds Transfer – Cash Model

To create an automated Electronic Funds Transfer with the cash model, follow these steps:

1. Payment Request transactions (three) eligible for disbursement are present on the Disbursement Request table. Make sure that the **Disbursement Type** on the PR is set to **EFT**. The event type used on the payment request is **AP01**.
2. (Administrator) Ensure **Disbursement Parameter (DISPA)** settings are set. These settings will drive selection of disbursement request records eligible for disbursement. Make sure that there is a **DISPA** record with the **Disbursement Type** set to **EFT** and the **Bank Account** on the **DISPA** record matches the **DISPA** on the **PR** accounting line. Also the **Vendor customer** used on the **Payment Request** must be eligible for receiving the payments electronically.
3. (System Administrator) Execute the AD Chain job.
4. (System Administrator) Verify job completes successfully.
5. Review job results and report output.
6. Review Disbursement transaction (EFT) created.

Create an Automated Disbursement with Adjustments

These steps below should be performed to create an Automated Disbursement with the following adjustments:

- Discount
- Interest
- Backup withholding
- Credit Memo
- Intercept

Perform these steps:

1. Verify the settings on the System Options table.
 - a. Calculate Interest flag is *True*
 - b. Interest Percentage is specified
 - c. **Intercept** flag is *True*
2. Verify the settings on the 1099P table.

Backup Withholding flag is *True* and the percentage is entered. Backup Withholding can be applied for 1099 or 1042-S vendors. Enter fields on 1099P as it applies to your site.
3. Add a record to the Intercept Request table with a valid **TIN** and **TIN type**. Make sure that the record has enough amount to recover from the payment to the Vendor.
4. Process three Payment Request transactions.

- a. PR 1 - with 3 ALs. One of the AL is for negative amount and make sure that the net amount is positive. Also enter **Discount terms** at the **Commodity** line. Select the **Always Discount** check box on the first discount term.
 - b. PR 2 - process with two ALs. Enter an **Object Code** that is eligible for back up withholding. Also set the **Scheduled Payment Date** in such a way that this PR is overdue and eligible for Interest payment.
 - c. PR 3 - process this PR with the Vendor with a TIN and TIN Type matches the TIN and TIN type on the **Intercept Request Table**. Make sure the amount is greater than the debt amount on the INTR table.
5. (Administrator) Ensure **Disbursement Parameter (DISPA)** settings are set. These settings will drive selection of disbursement request records eligible for disbursement. Make sure that there is a DISPA record with the **Disbursement Type** set to *Check* and the **Bank Account** on the DISPA record matches the DISPA on the PR accounting lines. Make sure to set the **Check Date** in such a way that the process calculates Interest on the Overdue payments (payment request 2).
 6. (System Administrator) Execute the AD Chain job.
 7. (System Administrator) Verify job completes successfully.
 8. Review job results and report output.
 9. Review Disbursement transaction (AD) created. The generated AD transactions will have the following adjustment amounts: Discount, Interest, Intercept, Back up withholding and the Credit Memo also would have adjusted against these payments.

Print the Checks for the Disbursement Transactions

To generate the checks for the disbursement transaction, perform these steps:

1. Create AD transactions (see [Create an Automated Disbursement with Adjustments](#) for details). Make sure that the transaction is processed to *Final*.
2. (System Administrator) Select the **Disbursement Printing** job under **Financial/Accounts Payable/batch jobs**. Execute the Disbursement Printing job after entering the appropriate parameters.
3. (System Administrator) Review job results and XML output.
4. (System Administrator) Review Check Output (physical check) to ensure no issues are present.
5. Review the AD transaction to see the **Print Status** indicator. The Print Status indicator would have been changed to *Printed*.

Create Electronic Funds Transfer File to be Sent to Bank

To generate the EF ACH files to be sent to the Bank, perform these steps:

1. Create EFT transactions (see [Create an automated Electronic Funds Transfer – Cash Model](#) for details). Make sure that the transaction is processed to *Final*.
2. (System Administrator) Select the **EF ACH chain** job under **Financial/Accounts Payable/Chain Jobs**. Execute the **EF ACH** job after entering the appropriate parameters.

3. (System Administrator) Verify the job completes successfully.
4. (System Administrator) Review job results, XML file output, and DAT file output.
5. (System Administrator) Review and transmit EFT Output.
6. Review the EFT transaction to see the ACH Generation status on the EFT transactions. The status would have been changed to *Generated*.

Create a Manual Disbursement Referencing a Payment Request

The steps below are for the most common case of a manual disbursement. The disbursement will post with the Cash Model and will have printing initiated from CGI Advantage.

1. Payment Request eligible for disbursement is present on the Disbursement Request table. Make sure that the **Disbursement Type** is not set to *EFT*. The event type used on the payment request is *AP01*.
2. Copy forward from the Payment Request to the Manual Disbursement Transaction. (Central User)
3. Enter necessary information on the MD Transaction. (Central User)

Create a Manual Disbursement with No Reference

To create a manual disbursement with no reference, perform these steps:

1. Create a Manual Disbursement (MD) transaction.
2. Complete the Header tab of the MD transaction.
 - a. Enter Bank Account.

Note: Other information will be inferred in this tab.
3. Insert a new line and complete the MD Vendor Line.
 - a. Enter the Vendor Code.
 - b. Enter the Address Code.

Note: Other information will be inferred.
4. Insert a new Accounting Line and complete the new accounting line.
 - a. Enter the **Event Type** (optional, will infer to the default event type as defined on AETDC, if left blank)
 - b. Enter the **Accounting Template** (alternative to entering entire Fund and Detail Accounting strip)
 - c. Enter the **Line Amount**.
 - d. Enter the **Check Description** (optional, but recommended if this appears on check stub).
 - e. Enter the **Contact info** (optional, but recommended if this appears on check stub).

5. **Validate** the transaction and review fields that are inferred.

6. Review the MD Header.

Note the inference of the following:

- **Check/EFT Issue Date** derived as the application date
- **Cash Account** derived from BANK record
- **Check Number** derived from BANK record
- **Internal Reconciliation** defaults to *N/A*
- **APEVXW Check Number** defaults to *Yes*

7. Review the MD Vendor Line.

Note the inference of the following:

- Address and contact information is inferred from the vendor customer record.

8. Review the MD Accounting Line.

Note the inference of the following:

- **Event Type** inferred as the default event type DI51
- **Bank Account** derived from value entered on the MD Header
- **Service From/To Dates** infer to the application date

9. **Submit** the MD.

10. Review the Posting Line. Note there is only a Standard Posting Line since the MD does not reference a payment request.

Create a Manual Check with Adjustment Amounts

This script walks through the creation of a Manual Disbursement (MD) that requires the entry of adjustment amounts to go along with the gross payment amount. Also illustrated will be the edits associated with the entry of adjustment amounts. The adjustment amounts that may be taken on a Manual Disbursement are the Discount Amount, Penalty Amount, Interest Amount, Backup Withholding Amount, Contract Withholding Amount, and Retainage Amount.

Note, the retainage amount is derived (i.e. not user entered) based on the referenced payment request transaction accounting line. If the referenced transaction does not have pending retainage, the MD will not derive any retainage amount. The Exclude Retainage check box may be used if the manual disbursement should ignore the retainage amount derivation and leave this amount at \$0 even if the referenced payment request contains a pending retainage amount.

Interest amount can be entered at the MD transaction accounting line. The MD transaction will validate Interest flag on the SOPT table whether Interest is allowed. If the interest amount is entered on the transaction but on the SOPT table, interest option is not selected, MD transaction will issue an overrideable error.

If the Backup Withholding Amount is entered, the MD transaction will verify whether the entered Object code or Sub Object or BSA or SBSA codes are eligible for back up withholding. If none of the entered elements are eligible for backup withholding and the Backup Withholding Amount is still entered, the transaction will issue an error. Other criteria also must be met for backup withholding. Refer to the "[Backup Withholding](#)" section in the Automated Disbursement Processing topic for more information.

If the Contract Withholding Amount is entered, the MD transaction will verify whether the transaction, vendor, commodity, object, sub object, appropriation, program, BSA, sub BSA, or referenced accounting line is exempt from contract withholding. If contract withholding is exempt, the transaction will issue an error. The MD transaction will also issue an error if Contract Withholding Amount is entered and Backup Withholding is nonzero, Contract Withholding is disabled on 1099P, or this is a PCard payment and Apply Contract Withholding to PCard Payments is disabled on 1099P.

To create a manual check with discount entered, perform these steps:

1. AP User - Enter a payment request with discount terms defined.
2. AP Central User - Copy forward from the payment request to the manual disbursement.
3. AP Central User - Enter information needed on the header, vendor line, and accounting line.

In addition, on the accounting line, enter a **discount amount** that is greater than the discount terms specified (in this case the user takes a 20% discount instead of the 5% specified on the payment request).

Note: the MD does not validate whether the referenced transaction contains discount terms or whether the discount terms are met.

4. AP Central User - Validate and Submit the transaction.
5. AP Central User - Review Accounting Model.

Note: one of the non-standard posting lines uses **Posting Pair H** from the event type. This is the posting pair that records the accounting activity for discounts.

Record the Issuance of a Manual Check

The steps below are for recording the issuance of a manual check. In this case, the check is out the door (for example, handwritten check), but has not been recorded within CGI Advantage. The Manual Disbursement may be used to record this issuance by posting the check number used to the Check Reconciliation table and posting the appropriate accounting and budgetary entries.

Note: A manual check may reference a payment request, but may be setup so that it is not systematically required. Project sites should discuss procedures/requirements for a manual disbursement to be created (for example, whether it requires reference?).

1. Enter a Payment Request.
2. Copy forward from the Payment Request to the Manual Disbursement and select the **Manual Check** check box.
3. Enter the **Check Number** used to issue the check. The check number entered does not have to be equal to the Next Alt Check Number on BANK. If it does not, there should be valid reasons.
4. **Validate** the transaction and review error messages.

5. AP Central User - **Submit** the transaction.
6. AP Central User - Review Header (Print Status) and posting line. On the MD Header, the **Print Status Indicator** stays at *Not Ready to Print* (since this is a Manual Check)

Cancel and Reissue a Disbursement

The most common approach to reissue a payment is to cancel the original disbursement transaction and reschedule the referenced payment request transactions. An AD transaction will be used, but the same steps may be followed for an EFT transaction. Similarly, the steps can be followed on the Manual transaction to cancel and Re-issue the disbursement since the steps are same for MD transaction also.

The steps below are for the cancellation and re-issuance of a check by canceling the original disbursement transaction.

1. Identify the disbursement transaction associated with the Check that requires cancellation and re-issuance. Ensure that it has not cleared the bank (that is, marked Paid).
2. Discard the disbursement transaction to create a cancellation version of the transaction.
3. Enter the information to cancel the disbursement.
 - a. Set **Cancellation Type** to *Reschedule*.
 - b. Select a **Cancellation Reason**. For example, set **Cancellation Reason** to *Lost* if the check is lost.
 - c. Select a **Scheduled Payment Date**. For example, set it to 3/10/CCYY if this is the date you would like this to re-disburse.
4. **Submit** the cancellation version to final and view updates. The cancellation will reopen the referenced payment transactions and place each line back on disbursement request with the rescheduled payment date entered on the cancellation. The **Cancelled Disbursement** flag on the Disbursement Request (DISRQ) record being created for re-disbursement will be *checked* (set equal to *True*), thereby identifying the record as being created from a cancelled disbursement. If a discount was taken on a disbursement line, the system will set the **Discount Term Applied (1-4)** on the Disbursement Request (DISRQ) record to *True*, if the corresponding **Discount Term Applied (1-4)** on the AD/EFT Accounting Line is set to *True*.
5. (System Administrator) Execute **AD Chain** to reissue the check. View the disbursement transaction that represents the reissued check. Note, this step is likely to occur as part of the regularly scheduled AD Chain run, but you could schedule a special (that is, online disbursement) run to print the check immediately. In the case of the cancellation of the MD transaction, you can create another MD transaction by copy forwarding the Payment request transaction.

Cancel a Disbursement and Do Not Reissue

The steps below are for the cancellation of a disbursement that will not reopen the referenced payment request or reissue the payment to the vendor in through payment from the cancel disbursements payable balance sheet account.

1. Identify the disbursement transaction associated with the Check that requires cancellation. Ensure that it has not cleared the bank (that is, marked Paid).

2. Discard the disbursement transaction to create a cancellation version of the transaction.
3. Enter the information to cancel the disbursement.
 - a. Set Cancellation Type to *Close*.
 - b. Select a **Cancellation Reason**. For example, set **Cancellation Reason** to *Lost* if the check is lost.
 - c. Leave the Scheduled Payment Date blank.
4. **Submit** the cancellation version to final and view updates. The cancellation will not reopen the referenced payment transaction.

Create a Disbursement Correction

The steps below are for making corrections to checks that printed on preprinted check stock and plain check stock. The need to void checks is required when printing on preprinted check stock since the check number may only be used on one preprinted stock. Plain check stock allows for the ability to reprint a check with the same check number.

There are 7 options for Disbursement Correction. Refer to the "[Disbursement Correction Process](#)" topic for more information.

To renumber and reprint (Pre-Printed Check Stock), perform these steps:

1. Identify the checks that require disbursement correction and ask someone with the proper authority to enter the record on the Disbursement Correction table.
2. (System Administrator) Setup Disbursement Correction Parameters (DISBCP).
 - a. Select a **Check Stock Type**. For example, select *Preprinted*.
 - b. Set **Bank Account** to *JK10* (bank account used on EFTs).
 - c. Set **Correction Type** to *Renumber / Reprint*.
 - d. Set **Correction Reason** to *users choice - free form*.
 - e. Enter a Start Check Number.
 - f. Enter an End Check Number.
 - g. Enter a **New Start Number** (user defined, may not necessarily be next sequential check as it depends on issue with printing). Depending on the Correction Type selected, this field may be required.
 - h. The **Active Flag** will be set to *True* (only active records are picked up by the Disb Correction batch job) when a newly inserted record is saved. If you do not want the batch process to select this record, the **Active Flag** should be cleared.
3. (System Administrator) Execute the **Disbursement Correction** batch process.
4. Review Report Output. The batch process would have renumbered the checks that were entered in the Start check number and End check number fields with the new number and changed the

print status indicator on the corresponding disbursement transactions to Ready for Reprint. The job also would have updated the appropriate records on the Check Reconciliation Table.

Please refer to the *CGI Advantage - Sample Scenarios for Disbursement Corrections* guide for important information. This guide provides detailed information on solving printing issues.

Manually Reconciling a Check

For manually reconciling a check, perform the following steps:

1. Change the Status of the Check on the [Check Reconciliation](#) table.
 - a. Navigate to the Check Reconciliation page.
 - b. Search for the check number that needs to be reconciled manually.
 - c. Select **Check Status Update** from the row-level menu. The Check Status Update page opens.
 - d. Change the status to *Paid* if it has been paid, and enter the **Cleared Date** of the check. If the check has been cancelled, change the status to *Cancelled* and enter the **Cancellation Reason**.
 - e. Click **Save & Close** to save the updated status and return to the Check Reconciliation page.
2. Run the Check Reconciliation Process with the first two jobs (**Flat to XML** and **CHREC Load**) disabled (that is, select **Yes** in the **Disable Job** column for both of these jobs.).

On successful completion of the Check Reconciliation chain job, all checks where the status changed to *Paid* are moved to the [Paid Checks](#) table.

Restore a Record on Paid Check Restore

The steps detailed below can be followed to restore checks that are in the Paid Checks table to the Check Reconciliation table:

1. Navigate to the Paid Check Restore page.
2. Search for the check or checks that need to be restored.
3. To select the check that needs to be restored, select the check box for that check in the grid. If all the checks being displayed on the grid need to be restored, select the check box in the header area of the grid.
4. Select **Mass Update** from the Grid Actions menu. This transitions you to the Paid Check Restore Mass Update page.
5. Select the **Move to CHREC** button to restore the selected checks on the Paid Check table.
6. To verify the records were moved successfully, you can navigate to the Check Reconciliation table by selecting the Check Reconciliation link from the page-level menu on Paid Check Restore.

Steps to Establish Remittance Advice Emails

The following setup/steps are required to establish Remittance Advice emails in Advantage.

1. **Distribution Format (DISF)** - Establish one or more records as necessary to encompass all necessary formats. Refer to the "Distribution Format" section below for more information.
2. **Vendor Customer (VCUST)** – Update those vendors configured for EFT payments with remittance advice settings. When it comes to establishing whether a remittance advice is required and in what format it should be, there are two levels available within the vendor information hierarchy. The first is at the vendor/customer record and the second is at the individual address level. The second is optional unless a remittance advice is required but not setup at the first level. If set up at both, the settings at the address will take precedence for disbursements at that address. Refer to the "Vendor Customer" section below for more information.
3. **Disbursement Printing Job** – The Disbursement Type parameter must be set correctly. Refer to the "Disbursement Printing Job" section below for more information.
4. **EF ACH Transaction Chain** – In the event there was any custom logic from a prior release, remove it to use baseline functionality. Refer to the "EF ACH Transaction Chain" section below for more information.

Distribution Format

Internal and external requirements dictate the necessary remittance advice format(s).

5. Begin by selecting the Disbursement Type of Remittance Advice and establishing a format code, name, and description.
6. Set the Remittance Advice Transmission Mode: *Postal, Email – as an Attachment, or Email – Embedded HTML*.
7. Set the Default Remittance Advice Transmission Mode.
8. Complete the Sender's Email with the appropriate address and enter an Email Subject to appear on each email.
9. Establish the standard language of remittance advice emails in Email Message. Please note, dynamic data fields can be included in the standardized email message to include referential / responsive pieces of information inferred by the Advantage system. A sample email is included below:

This email is to inform you of an Electronic Funds Transfer. Your financial institution should receive the deposit within the next 48 hours. The remittance detail of EFT Number %CHK_NO% dated %CHK_EFT_ISS_DT% is included in this message.

Vendor Customer

With disbursement formats established, the next step is to update vendor records to enable remittance advice correspondence, if not already done. Please note the earlier information about there being two locations for this information and use the appropriate one for each vendor. Hint, use update scripts to speed up the process and remove the chance of human error.

1. The first step is to update remittance advice fields, selecting the Remittance Advice indication and updating the defaulting Remittance Advice Format if not desired.
2. The next step is the update components of the payment address record(s) with an email address and Correspondence Type must be 'Email'.

Disbursement Printing Job

The Disbursement Printing Job prints checks, warrants and prints / emails remittance advices, and is part of existing Automated Disbursement process. Ensure the value for the Disbursement Type Parameter (DISB_TYP_PARM) is blank, which allows for the printing of all eligible records.

EF ACH Transaction Chain

In the event there was a custom third step for the EF ACH Transaction chain to email the remittance advice, that step has to be removed from the chain in order to use baseline functionality.

Inquiries

Name	Page Code	Description
Check Exception	CHKEXCP	This page allows you to view information for all checks that could not be reconciled during the Automated Check Reconciliation process.
Check Reconciliation Check Status Update	CHREC	<p>This page is updated by the Manual Disbursement and Automated Disbursement transactions. One record is inserted on this page for each disbursement. Each record contains disbursement data such as Check/EFT number, Amount, and Status. The Check Reconciliation Process moves records from this table to the Paid Checks table if the checks are cancelled or they can be reconciled with the bank.</p> <p>The Check Status Update page allows you to change the Status of a check, provide a Cancellation Reason, enter a comment and provide a Cleared Date. This page is only accessible from the Check Reconciliation page.</p>
Check Search	CHKSRCH	The Check Search (CHKSRCH) page allows searching both Check Reconciliation (CHREC) and Paid Checks (PDCHK) pages for times when the status of a disbursement is not known.
Disbursement Daily Summary	DISBD	This inquiry summarizes, by scheduled payment date, the total amount of scheduled payments that are currently On Hold, Restricted, Not Restricted and Scheduled. By looking at the Scheduled column, you can identify the total amount of disbursements that are generated for a particular date.
Disbursement Daily Summary by Priority	DISBP	This inquiry summarizes, by Disbursement Priority and Scheduled Payment Date, the total amount of scheduled payments that are currently On Hold, Restricted, Not Restricted, and Scheduled. By looking at the Scheduled column, you can identify the total amount of disbursements that are generated for a particular priority and date.
Disbursement Detail Query	DISBDQ	This inquiry displays detailed information from the AD, DC and MD transactions and the Check Reconciliation table for disbursement transactions. The DISBDQ page lists the specific payment requests associated with the disbursement transaction that is selected.

Disbursement Management	DISBM	This page allows you to define when, and in what order, checks and electronic fund transfers are disbursed during the Automated Disbursements process.
Disbursement Management by Transaction	DISBMD	This page allows you to define when, and in what order, checks and electronic fund transfers are disbursed during the Automated Disbursements process. DISBMD is similar to the Disbursement Management (DISBM) query with the added capability of searching by Transaction ID when locating scheduled disbursements and provides users with greater control over the scheduling and prioritization of payments.
Disbursement Query	DISBQ	This inquiry displays summary information from the AD, DC and MD transactions and the Check Reconciliation table for disbursement transactions.
Escheat Pre-Selection	ESCH	This page is loaded by the Escheat Pre-Selection process for a user-review of stale dated disbursements for moving them onward to the escheat status.
Hard Copy Disbursement Count	HCDC	This page displays the number of hard copy disbursements that have been issued to a recipient. It is part of a feature called Hard Copy Disbursement Count discussed in Common Terminology. This page is empty unless the Hard Copy Disbursement Options (HCDO) page is setup.
Paid Checks Paid Checks Update	PDCHK	This page allows you to view all checks that have been reconciled by the system. The Paid Checks Update page allows users to enter a comment and provide a Cleared Date. This page is accessible from the Paid Checks page.
Payment Hold Activity	PHLDA	The Payment Hold Activity is an inquiry table updated by the Automated Payment Hold batch process.
Payment Hold by TIN	PHLDTN	The Payment Hold by TIN table stores Taxpayer's information with owed or settled judgment debts.
Payment Hold Maintenance	PHLDM	This inquiry stores information regarding hold requests, removal requests, and Allow Bypass requests.
Print Payment Hold Notice History	PHLDNH	Tracks and handles requests for all printed/reprinted Payment Hold Notices for held payment requests.

Check Exception

The Check Exception (CHKEXCP) inquiry allows you to view information for all checks that could not be reconciled during the automated Check Reconciliation process. For each entry on this page, a discrepancy exists between the bank's records and information in Advantage Financial. All fields on this table are protected, but a record can be manually selected for deletion if it cannot be reconciled. Records that have bad data in the bank file such as an invalid ABA Number or invalid Account Number will not be written to this table. Instead, records with bad data from the bank file will be written to the job log of the Check Reconciliation process.

If a record is marked for deletion and the Check Reconciliation Manual Update Tracking parameter on the Application Parameters table is set to Yes, then an audit record is automatically added to the Check/Deposit Manual Update Tracking table.

The CHKEXCP page contains the following actions/links:

- › Page-level actions/links
 - [Check Reconciliation](#)
 - Check/Deposit Manual Update Tracking
- › Row-level actions/links
 - Check Exception Update - Select this action to mark the selected record for deletion the next time the Check Reconciliation job is executed.

Check Reconciliation

This page is updated by the Manual Disbursement and Automated Disbursement transactions. One record is inserted on this page for each disbursement. Each record contains disbursement data such as Check/EFT number, Amount, and Status. The Check Reconciliation Process moves records from this table to the Paid Checks table. Records can be added to the Check Reconciliation page from the Paid Checks table by using the **Move to CHREC** action on the Paid Check Restore Mass Update page. This situation occurs when the status of a record on the Paid Checks table needs to be changed to perform additional actions or to rectify a mistake that happened at the Bank. The Paid Check Restore table allows authorized users to move records from the Paid Checks table to the Check Reconciliation table. Refer to the "[Restore a Record on Paid Check Restore](#)" for more information. When the records are moved to the Check Reconciliation table, the Status field is set to Disbursed/Warranted, the Positive Pay Indicator is checked (non-displayed field) and the Cleared Date field is set to blank even for the EFT records. Check/EFT records can then be moved to the Paid Check table by changing the Status to Paid, setting the Cleared Date field and running the Automated Check Reconciliation batch process.

The Check Reconciliation page contains the following actions/links:

- › Page-level actions/links
 - Check Status Update
 - Check Writer Payment
 - Check/Deposit Manual Update Tracking
 - Check Exception

- Disbursement Detail Query
- Accrual Inquiry

Check Status Update

The Check Status Update page allows users to change the Status of a check, provide a Cancellation Reason, enter a comment, and provide a Cleared Date. This page is accessible from the [Check Reconciliation](#) page. Status updates do not generate accounting entries. If needed, those entries must be recorded in a separate transaction.

Check Search

The Check Search (CHKSRCH) page allows searching both Check Reconciliation (CHREC) and Paid Checks (PDCHK) pages for times when the status of a disbursement is not known. Transitions to both sources of data are available for a selected row. Which should be used is based on the status shown for the record.

Fields for External Disbursement ID and External Issue Date exist to track information from an outside system that took information from Advantage and produced checks with a different ID. When not in use, these fields should be hidden from the filter section and the grid.

Disbursement Daily Summary

This page summarizes, by scheduled payment date, the total amount of scheduled payments that are currently On Hold, Restricted, Not Restricted and Scheduled. By looking at the Scheduled column, you can identify the total amount of disbursements that are generated for a particular date. You cannot add, modify, or delete information on this page.

Disbursements Daily Summary by Priority

This page summarizes, by Disbursement Priority and Scheduled Payment Date, the total amount of scheduled payments that are currently On Hold, Restricted, Not Restricted, and Scheduled. By looking at the Scheduled column, you can identify the total amount of disbursements that are generated for a particular priority and date. You cannot add, modify, or delete information on this page.

Disbursement Detail Query

This page displays detailed information from the AD, DC and MD transactions and the Check Reconciliation table for disbursement transactions. The Disbursement Detail Query page lists the specific payment requests associated with the disbursement transaction that is selected.

A Back link is available that allows users to navigate to the previous page without going back to Page Search. The Back link on the Disbursement Detail Query (DISBDQ) page is disabled when the user transitions from Page Search. It is enabled if the user transitions from other pages that allow the user to transition to DISBQ. Currently, users can transition to DISBQ from Final versions of AD, MD, and EFT transactions. For example, a user is viewing an AD transaction with a Phase of Final and selects the Disbursement Detail Query link. When this is done, the Back link on DISBDQ is enabled allowing the user to return to AD transaction.

If you transitioned to DISBDQ from an AD, MD or EFT transaction then the Transaction Type, Transaction Code, Transaction Department, Transaction ID, Vendor Code, Payee Code (if available), Record Date, and Check/EFT fields are populated for you in the search tab. You can modify the search criteria, if needed, and then select the Browse link to search for the disbursement transaction.

Selecting the **Accrual Inquiry** link will navigate you to the Accrual Inquiry (ACRI) query and:

- Automatically fill in the information from the **Transaction Code**, **Transaction Department Code**, and **Transaction ID** fields from the highlighted record into the browse fields of the ACRI,
- Automatically run the **Browse** action,
- And automatically populate the ACRI results grids with all the records for AD and MD transaction types that reference the initial record selected.

Disbursement Management Inquiry

This page allows you to define when, and in what order, checks and electronic fund transfers are disbursed during the Automated Disbursements process. Specific functionality of this page includes:

- The ability to view payments scheduled for disbursement.
- The ability to reschedule and re-prioritize payments based on cash availability.
- The ability to view the current priority of a schedule disbursement, as well as change that priority.
- The ability to place payments on hold. You can enter two hold types on the Disbursement Management page:
 - **Disbursement Management Hold** - *Disbursement Management Hold* is used when you specifically want the payment held only for the next disbursement run. After the next disbursement run, payments on Disbursement Management Hold are released and are again eligible for disbursement processing.
 - **User Hold** - Payments on *User Hold* are held indefinitely (until a user releases the payment). User Hold cannot be removed by an automated process.

You are required to identify a **Hold Payment Reason** for each of the **Hold Types** above. The Hold Payment Reason field provides a pick list to the [Disbursement Hold Reason \(HLDR\)](#) page.

Please note that the Last link has been disabled to prevent the query from searching a very large number of records at once.

> Searching

- 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.
- 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.

› **Accrual Inquiry**

Selecting the **Accrual Inquiry** link will navigate you to the Accrual Inquiry (ACRI) query and:

- Automatically fill in the information from the **Transaction Code**, **Transaction Department Code**, **Transaction ID**, and **Transaction Vendor Line Number** fields from the highlighted record into the search fields of the ACRI,
- Automatically initiate the search,
- And automatically populate the ACRI results grids with all the records for ABS, PR, IET, and ITA transaction types that reference the initial record selected.

Disbursement Management by Transaction

The Disbursement Management by Transaction (DISBMD) inquiry page allows you to review requests for payment as well as define when, and in what order, checks and electronic fund transfers should be disbursed during the Automated Disbursements process.

Specific functionality of this page includes:

- The ability to view payments scheduled for disbursement.
- The ability to reschedule and re-prioritize payments based on cash availability.
- The ability to view the current priority of a schedule disbursement, as well as change the Disbursement Priority.
- The ability to place payments on hold directly without using the [Payment Hold Maintenance \(PHM\)](#) transaction:
 - Disbursement Management Hold - The payment is released from held status at the end of the next disbursement cycle.
 - User Hold - The payment is held until it is released manually. Placing a payment on hold requires a Hold Reason.
- The ability to specify a disbursement be made as a single payment.

- The ability to change the Handling Code.

The DISBMD page does not have any required search fields; however, in order to perform a search, you must specify at least one search criterion from the following list. Combinations of these fields will give a manageable result set.

- Reschedule Date
- Vendor Code
- Transaction Code
- Transaction ID
- Fiscal Year
- Fund
- Department
- Appr Unit
- Object
- Activity
- Major Program
- Disbursement Priority
- > Actions / Transitions
 - **Mass Update** - Once you select one or more records from a search, this grid action navigates to the Disbursement Management Mass Update page so you can update one or more disbursement requests by completing one or more of the eight types of updates. To update a single record or a subset, use the **Update Selected** button. To update all records use the **Update All** button.
 - **Accrual Inquiry** - This transition link will navigate you to the Accrual Inquiry (ACRI) inquiry and perform a search based on the transaction selected.

Disbursement Query

This page displays summary information from the AD, DC and MD transactions and the Check Reconciliation table for disbursement transactions. This page provides numerous fields that allow you to search for disbursement transactions. Once you have selected a disbursement transaction from the grid, you can click on one of two links for more information: Disbursement Detail Query or Intercept Activity.

A Back link is available that allows users to navigate to the previous page without going back to Page Search. The Back link on the Disbursement Query (DISBQ) page is disabled when the user transitions from Page Search. It is enabled if the user transitions from other pages that allow the user to transition to DISBQ. Currently, users can transition to DISBQ from Vendor Transaction History (VTH), Vendor Payment History (VPAY) and Final versions of AD, MD, and EFT transactions. For example, the user is on the Vendor Transaction History page and selects the Disbursement Query link. When this is done, the Back link on DISBQ is enabled allowing the user to return to Vendor Transaction History.

If you transitioned to DISBQ from an AD, MD or EFT transaction then the Transaction Type, Transaction Code, Transaction Department, Transaction ID, Vendor Code, Payee Code (if available), Record Date, Check/EFT, Check Amount, Total Accounting Line Amount, and Total Intercept Amount fields are populated for you in the search tab. You can modify the search criteria, if needed, and then select the Browse link to search for the disbursement transaction.

Selecting the **Accrual Inquiry** link will navigate you to the Accrual Inquiry (ACRI) query and:

- Automatically fill in the information from the **Transaction Code**, **Transaction Department Code**, and **Transaction ID** fields from the highlighted record into the browse fields of the ACRI,
- Automatically run the **Browse** action,
- And automatically populate the ACRI results grids with all the records for AD and MD transaction types that reference the initial record selected.

Escheat Pre-Selection

The Escheat Pre-Selection (ESCH) page is not completely an inquiry page because records are manually updated after being loaded by the Escheat Pre-Selection batch process. This page and the Escheat Pre-Selection, the Escheat Update process, and the Stale Process are all used in conjunction when both stale-dated and escheated disbursements are done. If only stale-dating or only escheating is done, then that page and processes are not used; instead just the Stale Escheat batch process is used.

Once records are inserted to the ESCH page, one or more users charged with evaluating if the stale-dated disbursements should be moved onto the escheat status will use one of the actions available: **Approve Selected** and **Unapprove Selected** to one or more selected records. Alternatively, the Approved indication can be set for an individual record.

Upon running the Escheat Update process, only those records that are Approved will be processed.

Hard Copy Disbursement Count

The Hard Copy Disbursement Count (HCDC) page displays the number of hard copy disbursements that have been issued to a recipient. Hard copy disbursements are those issued by the Automatic Disbursement (AD) and not any issued manually with a Manual Disbursement (MD) transaction or an Electronic Funds Transfer (EFT) transaction. The counter on the page will be updated during the AD XML Creation portion of the Automated Disbursement process. This allows disbursements created during the current run to be included. If the Automated Disbursement (AD) transaction is rejected during the AD Cleanup job and it is deleted, the counter will be decremented. The count on the page will not be updated when disbursements are cancelled or reprinted.

The first time an AD transaction is created for a recipient, a new record will be inserted to HCDC with the count starting at 1. Each additional AD transaction created for the recipient will increment the HCDC page count by one. If the AD transaction is for an employee, the count will update the record where the Employee Indicator is selected.

Insert and delete actions will not be available but the ability to update an existing record, in a very limited capacity, will be available for times where the count needs to be adjusted manually. If adjusted below the point at which fees are accessed, there will be no automatic system processing to revert those fees. That will be a separate manual effort.

Paid Checks

This page allows you to view all checks that have been reconciled by the system. The Check Reconciliation process moves records from the Check Reconciliation table to the Paid Checks table if the Cleared Date is not blank and the Status is not Disbursed/Warranted. Records are moved to the Paid Checks table with their current Status (for example, Paid or Cancelled). You are not allowed to add, modify, or delete information on this page. However, occasionally, situations arise where the user may need to perform additional actions on the records that have already been moved to the Paid Checks table. The additional actions could be due to a mistake that happened internally or that happened at the Bank.

Advantage Financial prohibits additional actions on a Check / EFT record that has already been moved to the Paid Checks table. The Paid Check Restore table allows authorized users to move records from the Paid Checks table to the Check Reconciliation table. When the records are moved to the CHREC table, the Status field is set to Disbursed/Warranted and the Cleared Date field is set to blank. Check/EFT records can then be moved to the Paid Checks table by changing the Status to Paid, setting the Cleared Date field and by running the Check Reconciliation batch process.

The Paid Check Archiving chain job archives records on the Paid Checks table that are no longer required. The records can be restored by the Paid Check Table Restore batch job. Refer to the *CGI Advantage Financial - Utilities Run Sheets* guide for more information on these jobs.

Currently, users can transition to the Paid Checks page from Paid Check Restore, Vendor Payment History, and Vendor Transaction History. For example, the user is on the Vendor Transaction History page and selects the Paid Checks hyperlink. When this is done, the Back hyperlink on the Paid Checks page is enabled allowing the user to return to Vendor Transaction History.

The Paid Check page contains the following actions/links:

- › Page-level actions/links
 - Paid Check Restore
 - Check Writer Payment
 - Accrual Inquiry
 - Check/Deposit Manual Update Tracking - This page provides a link to the Check/Deposit Manual Update Tracking page, which allows you to view the check reconciliation, deposit reconciliation, and exception records that were manually updated as well as the user who made the updates, when the updates were made, and the reason for the updates.
 - Paid Checks Update – Transitions to a special page to update a limited number of Paid Check attributes.

Paid Checks Update

The Paid Checks Update page allows users to enter a comment and provide a Cleared Date or correct the original Cleared Date. This page is accessible from the [Paid Checks](#) page.

Paid Check Restore

The Paid Check Restore table allows you to browse for one or more records located on the Paid Check table by entering search criteria in the search/scalar portion of the page. After selecting Apply, all matching records will appear in the grid tab of the page. Occasionally, situations arise where the status of a record on the Paid Checks table needs to be changed to perform additional actions or to rectify a mistake that happened at the Bank. When a change is needed, the record or records should be selected in the grid and then the Mass Update action should be selected from the Grid Actions menu. This action transitions you to the Paid Check Restore Mass Update page.

The Paid Check Restore Mass Update page includes a View Records section that lists all records returned from the search results and the selection check box is selected for all records that were selected on the Paid Check Restore page. You can change your selections, if needed. A **Reason for Change** field in the Update section captures the reason for the change. If the **Update All** action is selected, then the value in the Reason for Change field is applied to a hidden database field called Reason for Change Tracking for all of the result set records. If the **Update Selected** action is selected, then the value in the Reason for Change field is applied to a hidden database field called Reason for Change Tracking for selected records.

The Paid Check Restore Mass Update page also allows authorized users to move records from the Paid Checks table to the Check Reconciliation table, by selecting the **Move to CHREC** action. Once you have selected all of the records that you want moved from the Paid Check table to the Check Reconciliation table, click the **Move to CHREC** action. After selecting this action, if the selected records are successfully inserted into the Check Reconciliation table, then the associated entry is removed from the Paid check table. To verify the records were moved successfully, you can navigate to the Check Reconciliation table by selecting the Check Reconciliation link via the page-level menu on Paid Check Restore. If the Check Reconciliation Manual Update Tracking parameter on the Application Parameters (APPCTRL) table is set to Yes, then an audit record is automatically added to Check/Deposit Manual Update Tracking table when the **Move to CHREC** action is selected and the Reason for Change field on the Check/Deposit Manual Update Tracking table is updated with the value in the hidden database field called Reason for Change Tracking.

When the records are moved to the Check Reconciliation table, the Status field is set to Disbursed/Warranted and the Cleared Date field is set to blank and the Positive Pay Indicator is checked (not displayed and impacts sites that use Positive Pay functionality). The Last Action Date on the Check Reconciliation table is set to the Application Control Date. Check/EFT records can then be moved to the Paid Check table by changing the Status to Paid, setting the Cleared Date field and by running the Check Reconciliation batch process.

Payment Hold Activity

The Payment Hold Activity (PHLDA) page is a system-maintained inquiry that is used to track held payment requests and to track printing activities. A record is created on the Payment Hold Activity page for each undisbursed payment request on DISRQ that is selected by the Payment Hold batch process and determined to be on hold using the **Hold Type** and **Hold Level** with the highest priority. A **Hold Type** can be defined at the **Hold Level** of *Automated Payment Request* with the **Allow Bypass Requests** field set to Yes. Hold Type with **Allow Bypass Requests** field set to Yes applied to an undisbursed payment request can override all active payment hold requests at the Hold Levels of *Automated Award*, *Automated Vendor*, *Automated Payment Request*, *User Hold*, and *Disbursement Management Hold* to allow disbursement as long as no System Hold is received during the AD Chain. Hold Levels of *User Hold* and **Disbursement Management Hold** will also be used to track payment holds at these levels on the [Payment Hold Maintenance](#) and Payment Hold Activity tables. Both Payment Hold Maintenance and

Payment Hold Activity tables provide authorized users additional online access to payment hold information.

The Payment Hold Activity table is updated by the following:

- Automated Payment Hold batch process (insert/update records)
- Payment Hold Maintenance transaction (update records)
- Print Payment Hold Notice batch process (update records)
- Payment Hold Archive batch process (archive records)

Payment Hold by TIN

The Payment Hold by TIN (PHLDTN) table stores Taxpayer's information with owed or settled judgment debts. The Payment Hold by TIN table is read by the Select Payment Hold by TIN batch process to identify Vendors and Taxpayer IDs that have a matching record on the Vendor Customer (VCUST) table. Active Vendors that are located will have a payment hold record added to the Payment Hold Maintenance table at the **Hold Level of Automated Vendor**. The Automated Payment Hold batch process will be run to read the Payment Hold Maintenance table and update the automated payment hold fields on the Disbursement Request (DISRQ) table if undisbursed payment requests are found.

Records will be added or updated to the Payment Hold by TIN table by:

- Load Payment Hold by TIN batch process
- Select Payment Hold by TIN batch process
- Users with security access

The Load Payment Hold by TIN batch job is used to load files from external agencies so appropriate payments can be held until the external agencies can send an update that the debt has been cleared. Interface files will have a **Taxpayer ID** and **TIN Type**; however, no **Vendor Code** or **Address ID** is required. Address fields will be loaded by the batch job with data from the interface files.

Records can be manually added to Payment Hold by TIN table. If **Vendor Code** is populated then **Address ID** is required. **Vendor Code** must have the **Taxpayer ID** populated on VCUST. **Address ID** will infer the information for the Address fields from the VCUST table based on the default address flag. If no default address exists, an error will be issued and the user will be required to choose an **Address ID**.

With proper authorization, records can be manually updated to this table. Records on this table will be closed by populating the **Date Debt Removed** field either manually, thru the interface files if the record was created by the Load Payment Hold by TIN batch process or by the Payment Hold Maintenance transaction with a **Payment Hold Action** of *Remove Hold* if the record was manually entered.

Payment Hold Maintenance

The Payment Hold Maintenance (PHLDM) table stores information regarding hold requests, removal requests, and Allow Bypass requests. The table is updated by the following processes or transactions:

- Payment Hold Maintenance transaction
- Select Payment Hold by TIN batch process

- Automated Payment Hold batch process
- Disbursement Management Hold or User Hold options on the Disbursement Request (DISRQ) table

To change/update fields on this page, you must select the Modify Existing Record hyperlink. This creates a new PHM transaction with the current values from the PHLDM table. You can update the fields as needed and submit the transaction. Changes and updates made on the transaction will be updated to this table.

The **Update Payment Hold Details** (PHLDMD) page allows you to make changes to fields that are protected on the Payment Hold Maintenance (PHLDM) page. Changes made on this page will be updated to the Payment Hold Maintenance page.

The **Update Notice Printing Information** (PHLDNP) page allows you to update printing information for notices for fields that are protected on the Payment Hold Maintenance (PHLDM) page. Changes made on this page are updated to the Payment Hold Maintenance page.

Records can only be updated if the Payment Hold Action on the Payment Hold Maintenance page is set to Request Hold or Remove Bypass. To update the address fields, the appropriate Hold Type record on Payment Hold Type by Department (PHLDTD) page must be found to infer the Require Valid Vendor Address and Contact field.

Print Payment Hold Notice History

The Payment Hold Print Notice History (PHLDNH) table provides the following functionality:

- Track all printed/reprinted Payment Hold Notices for held payment requests on the Payment Hold Activity table.
- Handle user requests to print/reprint Payment Hold Notices for held payment requests.
- Request reprinting of Payment Hold Notices for held payment requests stored on the Payment Hold Activity table.

Records can only be inserted to the Print Payment Hold History Notice table by the Print Payment Hold Notice batch process. Records cannot be inserted or deleted manually by a user from this table. Updates to this page from the Update Printing Notice Information page will trigger updates to the records on the Print Payment Hold Notice History table. Updates will include changes to the **Print Payment Notice Code**, **Address ID**, and/or address fields.

Payment Hold Archive batch process will be used to archive records off the Print Payment Hold Notice History table.

Advanced - Setup

The disbursement process issues checks/warrants or EFT records for payments that have been authorized from the Purchasing or 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, and posting the activity to the ledgers and tables.

The following are key tables and pages that are used to setup and manage disbursements:

Key Tables and Pages	Description
Application Parameters (APPCTRL)	This page allows you to set parameters that do not vary by year, fund, department, or other factors.
AP Event Type Crosswalk (APEVXW)	This page indicates the Event Types to be used during the processing of Disbursement transactions. The event types must be established before processing disbursement transactions.
Claim Schedule Numbering (CSN)	This page allows you to configure the numbering sequence and structure of the Claim Schedule Numbers on Disbursement transactions when the External Disbursement Option on SOPT is <i>Disbursements & Claims</i> .
Check/EFT Sort Precedence (CHKSORT)	This page allows you to define the sort order of disbursements selected by the Check Number Assignment job (which is part of the AD Chain) for the purpose of assigning check and EFT numbers.
Check Status Mapping (CHKMAP)	This page allows you to define how Check Status is to be indicated in the Positive Pay files sent to the banks.
DC Event Type Crosswalk (DCXWLK)	This page defines the Event Types that will be used on the Disbursement Cancellation (DC) transaction. For each referenced Event Type on the AD or MD transaction, the associated DC Event Type is listed.
Disbursement Category (DISC)	The Disbursement Category table is used to classify and/or consolidate payments.
Disbursement Category Inference (DISCIV)	The Disbursement Category Inference table allows you to define valid combinations of Department, Unit, Object, Balance Sheet Account, Revenue Source, and Disbursement Category. The records on this table are also used to infer and enforce the Disbursement Category for an accounting line on a Payment Request transaction.

<p>Disbursement Correction (DISBCP)</p>	<p>If printing errors occur during check printing, users with appropriate security enter the correction information on the Disbursement Correction (DISBCP) page and schedule the Disbursement Correction process.</p>
<p>Disbursement Format (DISF)</p>	<p>The Disbursement Format table is used to define each electronic or hard copy format that may be produced by the disbursement process.</p>
<p>Disbursement Hold Exclusion (DISBMR)</p>	<p>The Disbursement Hold Exclusion table is used to enter specific vendors, chart of account elements, or budget lines that you do not want updated or changed by Disbursement Management.</p>
<p>Disbursement Hold Reason (HLDR)</p>	<p>This page allows you to define and view reasons that you can use when placing a Disbursement Request on hold on the Disbursement Management (DISBM) page, or during the Automated Disbursement or Hold Payments for Pending Debts processes.</p>
<p>Disbursement Parameters (DISPA)</p>	<p>Contains disbursement request selection criteria for the Automated Disbursement process.</p>
<p>Disbursement Priority (DISP)</p>	<p>The disbursement priority data structure is used to define varying degrees of priority that may be assigned to individual disbursement requests. Disbursement requests are processed in ascending order of priority. This allows payments with higher disbursement priorities to be processed first and reduce the chance that the payment may be stopped due to cash restrictions or disbursement limits.</p>
<p>Disbursement Request (DISRQ)</p>	<p>The Automated Disbursement process generates payments from records on the Disbursement Request table. The Disbursement Request table is not only the main source of data for disbursement management, but is also the central point of control for the disbursement process.</p>
<p>EFT Return (EFTRET)</p>	<p>This is a system-maintained table that stores the information of the returned EFT payments and EFT reversals by the bank. This table also stores the cancellation requests of returned EFT payments.</p>
<p>EFT Reversal (EFTREV)</p>	<p>The EFT Reversal (EFTREV) table is a user-maintained table that allows authorized users to:</p> <ul style="list-style-type: none"> • Request the reversal of EFT payments that went to the bank for processing. • Request the cancellation of EFT payments that were reversed successfully by the bank.

<p>Hard Copy Disbursement Exclusions (HCDE)</p>	<p>This page allows the definition of one or more exceptions so that Automated Disbursements can be excluded from the hard copy disbursement count and excluded from the hard copy fee being tracked on the Hard Copy Disbursement Count (HCDC) page.</p>
<p>Hard Copy Disbursement Options (HCDO)</p>	<p>This page allows the establishment of options to count hard copy disbursement counts as well as optionally warn and/or assess fees for payments issued with hard copy disbursements being tracked on the Hard Copy Disbursement Count (HCDC) page.</p>
<p>Interest Accounting Line Crosswalk (INTACT)</p>	<p>This page captures Chart of Account (except for Object and Sub Object) elements that are used during the Automated Interest Calculation batch process to generate the Interest Payment Request (IPR) transactions.</p>
<p>Interest Exception (INTEXP)</p>	<p>This page is used to record the various interest exceptions applicable to referenced payment requests and the disbursement transaction during the Automated Interest Calculation Batch Process.</p>
<p>MD Default Event Type (MDDFEV)</p>	<p>This page indicates the Event Types to be used during the processing of Manual Disbursement transactions. The event types must be established before processing MD transactions.</p>
<p>Online Printing Parameters Default (OPRNDFLT) Online Printing Batch Parameters</p>	<p>This page can be used to define default values for the parameters on the Online Printing Batch Parameters page for printing checks based on Transaction Code.</p> <p>The Online Printing Batch Parameters page is used to define the parameters for the online Check Printing.</p>
<p>Payment Hold Options (PHLDOP)</p>	<p>This page is used to control Payment Hold related options for the Automated Payment Hold functionality, if used by your site.</p>
<p>Payment Hold Type (PHLDT)</p>	<p>This page allows you to define unique Hold Type codes to identify the reason for a payment hold.</p>
<p>Payment Hold Type by Department (PHLDTD)</p>	<p>This page provides the valid Hold Types at the Department Level to prevent disbursements at the Automated Vendor, Automated Award, Automated Payment Request, Disbursement Management Hold, and User Hold levels.</p>

Application Parameter

Although officially listed as an Infrastructure table, the Application Parameter (APPCTRL) page 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.

Disbursement Controls

Parameter	Description
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 <i>True</i> 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 <i>False</i> 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 <i>Yes</i> or <i>No</i> . If set to <i>Yes</i> , an error is issued if the Bank Account Code on the MD transaction Header is not equal to the Bank Account of the Fund on the Accounting Line (AL). If set to <i>No</i> , the Bank Account Code from the MD transaction Header is powerfully inferred to the Bank Account code on all the Accounting Lines. The AD transaction uses this parameter to infer the Bank Account of the Fund on the AL when the Disbursement Type is changed from <i>EFT</i> to <i>Check</i> .
Assign Overflow Check Numbers For Preprinted Stock (ASSGN_OVERFLOW_CHK_NUMS_FOR_PRE_PRINTED_STK)	Valid values are <i>Yes</i> or <i>No</i> . 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 <i>True</i> , the batch process edits will be used to request and release payment holds. When the value is <i>False</i> , the batch edits will be bypassed and the system payment hold rules will be enforced.
Cancel EFT Reversal Lag Days (CAN_EFT_REV_LAG_DAYS)	This parameter specifies the number of business days (that is, not holidays or weekends) to wait before a reversal or reclamation request can be automatically confirmed. The delivered value for this

	parameter is 5. This parameter applies to EFT and Check Writer EFT payments.
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.
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 <i>true</i> (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 <i>false</i> , 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.
EFT Reversal Request Lag Days (EFT_REV_RQST_LAG_DAYS)	This parameter specifies the number of business days from the EFT settlement date within which a reversal request must be initiated. This parameter applies to EFT and Check Writer EFT payments.
EFT Reclamation Request Lag Days (EFT_RECLAIM_RQST_LAG_DAYS)	This parameter specifies the number of business days from the Date Death Notice Received within which a reclamation request must be initiated. This parameter applies to EFT and Check Writer EFT payments.
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 (DISRQ) page upon the cancellation of a disbursement transaction. If this parameter is set to <i>False</i> , the system will obtain transaction information from the last accepted version of the transaction requesting payment (PR and ABS transaction types).

	<p>If this parameter is set to <i>True</i>, 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.</p>
<p>Disbursement Printing (CHK_SORT_ORD)</p>	<p>This parameter provides the option to print disbursements in either Check Number or Transaction ID sequence.</p> <p>Valid values are 1 or 2. If this parameter is set to 1, the disbursement printing job sorts the record by Check Number. If set to 2, the disbursement printing job sorts the record by Transaction ID.</p>
<p>Disbursement Category Inference (DISB_CAT_INFERE)</p>	<p>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.</p> <p>Additionally, the Disbursement Category Inference parameter impacts the inference of Disbursement Category from the DISCIV table. If the parameter is set to true on APPCTRL, the Disbursement Category value on the Accounting Line will be inferred from the Vendor Line only and no inference will occur from the DISCIV table. If the Disbursement Category Inference parameter is false, the Disbursement Category will be inferred from the DISCIV table based on the inference rules set on the DISCIV table.</p>
<p>Evaluate Intercept by Debt Type (EVAL_INCT_DBTYP)</p>	<p>If set to Yes, then the AD XML Creation Process job within the AD Chain reads records on the Allowable Payments for Intercepts by Debt Type (APIDT) page to restrict the offset of certain debt types to specific types of payments. The delivered value for this parameter is No, which indicates that the APIDT table is not read by the AD Chain and the offset of payment is not restricted by debt type. Refer to the</p>

	<p><i>CGI Advantage Financial – Intercept User Guide</i> for more information about the APIDT page.</p>
<p>Maximum Number of Stub Lines (MAX_STUB_LINES)</p>	<p>This parameter is used by Check Printing and Automated Disbursement batch jobs to determine the maximum number of stub lines that may appear on a check stub. Acceptable values are 0-99. Default value is 35. Any checks with stub line counts that exceed this value will be considered “overflow checks”.</p>
<p>Method for Discount Calculation (INV_METH_DISC_CALC)</p>	<p>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:</p> <ol style="list-style-type: none"> 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. <p>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 (<i>Latter of Service To and Invoice Date</i>).</p>
<p>Retain Discount from Cancelled Disbursement (RET_DISC_FROM_CANCELLED_DISB)</p>	<p>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 <i>True</i>, the</p>

	Discount Terms will be retained. If <i>False</i> , the Discount Terms will not be retained.
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 <i>V</i> (vertical) or on the same stub line as the payment amount with the setting of <i>H</i> (horizontal).
Include Accounting Line Information into Single Stub Line Section (INCL_AL_INFO_IN_STUBLN)	<p>This parameter controls whether or not the four sections of stub line information are joined into a single section for form generation.</p> <p>If <i>True</i>, the sections of STUB_LINE, STUB_LINE_FUND_ACCT_INFORMATION, STUB_LINE_DETAIL_ACCT_INFORMATION, and STUB_LINE_INTERCEPT_INFORMATION will be combined into a single STUB_LINE section.</p> <p>If <i>False</i>, it will create four separate sections.</p>
Transaction Codes for Payment Consolidation by Payment Request Transaction Dept (CONSOLIDATE_PR_DEPT)	<p>This parameter is used to update the Transaction Department value from the PR/ABS Transaction Type transactions to the Consolidation Object 6 field when the PR or ABS transaction updates the Disbursement Request (DISRQ) table. The default parameter value is <i>blank</i>; when <i>blank</i> the functionality is not used and the Consolidation Object 6 field is not updated when a PR or ABS Transaction Type transaction is submitted.</p> <p>Authorized users can change the parameter's value to a specific list of PR/ABS Transaction Type Transaction Codes (comma delimited). In this case, the Consolidation Object 6 field will be set to the Transaction Department of the PR/ABS transaction if the Transaction Code is listed as a value for this parameter.</p> <p>Authorized users can change the parameter's value to <i>ALL</i> if it should apply to all Transaction Codes within the PR/ABS Transaction Type. The Consolidation Object 6 field will be set to the Transaction Department of the corresponding PR/ABS Transaction Type transaction.</p>
Include Payee and Check Information (INCL_PAYEE_PAYER_CHK_INFO)	This parameter decides whether detailed separate payee, payer and check information sections to be created and not under the header section in the xml

	generated by check printing. Valid values are <i>True</i> and <i>False</i> . <i>False</i> is assumed if left blank.
Description Column Width in Stub Line on the Disbursement Form (STUB_LINE_DESC_WIDTH)	This parameter specifies the width of the description column in Stub Lines on the disbursement form. This is required so that description values can be wrapped to the next line once it reaches that width. 60 is the default and the maximum width.
Description Column Width in Stub Line with Accounting Line Number on Disbursement Form (STUB_LINE_DESC_WIDTH_DOC_ACTG)	This parameter specifies the width of the description column in the Stub Lines section of the disbursement form, when Accounting Line Number is part of the stub lines. Therefore, this value would be smaller than the parameter above. Please note there is no symbol before the line number and no space after it.
MICR Line Expression (MICR_LINE_FORMAT)	This parameter is used by Check Printing and specifies the MICR Line expression (which may contain a few place holders and valid values for place holders are CHECK_NO, BNK_ACTNO, and ABANO), which is used for adding MICR details to be in form generation. By default, it will be blank so there will be no MICR. Example: &%1B\$(600XO<CHECK_NO>&%1B\$(600XO
Signature (SIGNATURE)	This parameter is used by Check Printing and specifies the Signature in the form generated. By default it will be blank. Example: If the value is set to <i>System Administrator</i> , when a check is printed the signature value is generated as System Administrator.
Use ACH configuration tables in CW ACH Transaction chain job (USE_CWACH_CONFIG)	This parameter specifies if the CW ACH File Generation process will use the ACH Configuration tables to create the ACH output file(s). Default is <i>False</i> . ACH tables include ACH Attributes Definition, ACH XML File Configuration, and ACH Flat File Configuration.
Use ACH configuration tables in EF ACH Transaction chain job (USE_EFACH_CONFIG)	This parameter specifies if the EF ACH File Generation process will use the ACH Configuration tables to create the ACH output file(s). Default is <i>False</i> .

	ACH tables include ACH Attributes Definition, ACH XML File Configuration, and ACH Flat File Configuration.
Use ACH configuration tables in Prenote ACH Transaction chain job (USE_PRENOTE_ACH_CONFIG)	This parameter specifies if the Prenote ACH File Generation process will use the ACH Configuration tables to create the ACH output file(s). Default is <i>False</i> . Note: ACH tables include ACH Attributes Definition, ACH XML File Configuration, and ACH Flat File Configuration.
Use Stub Detail (USE_STUB_DET)	Valid values are <i>True</i> or <i>False</i> . This parameter is used to decide the insertion of records into the Check Reconciliation (CHREC) table, considering the entries on the Disbursement Stub Detail (STUBDET) table. If USE_STUB_DET is set to <i>True</i> , the job will try to verify the count of accounting lines inserted into the Disbursement Stub Detail page based on the Maximum Stub Lines count (from APPCTRL) and decide how many checks are needed (CHREC records) based on the check stock type setup from the BANK page. If USE_STUB_DET is set to <i>False</i> , the job will try to verify the count of accounting lines from the AD/EFT transaction based on the Maximum Stub Lines count (from APPCTRL) and decide how many checks are needed (CHREC records) based on the check stock type setup from the BANK page.

System Options

System Options (SOPT) control the behavior of the Automated Disbursements process at a system level. These options will specify the fields used in the disbursements process, 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 the application.

Option/Control	Description
Calculate Penalties on Disbursements	Indicates whether or not the system applies penalties to disbursements that are determined to be late. Any penalty amount is added as a line item on the Disbursement transaction. Default is false.

Penalty Lag Days	Specifies the span of days allowed between the disbursement request date and the actual disbursement date before the disbursement is considered late and eligible for incurring a penalty. Required if <i>Calculate Penalties on Disbursements</i> is selected. Default is zero. The value should not be negative.
Penalty Lag Percentage	Specifies the percentage to be used in calculating penalties for late disbursements. Required if <i>Calculate Penalties on Disbursements</i> is selected. Default is zero. The value should not be negative.
Recalculate Tax from Discount	Indicates whether or not the tax amount of a disbursement line item is recalculated based on the net amount of the line item less applied discounts. Default is blank.
Calculate Interest on Disbursements	Indicates whether or not interest is 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. Default is false.
Calculate Interest Outside of Disbursements	This field captures when the Automated Interest Calculation Batch Process is used to calculate interest. This flag cannot be checked when the Calculate Interest on Disbursement flag is checked. Default is false.
Payment Intercepts	Indicates whether or not intercepts are applied to disbursements. If selected, you must enter an intercept fund, sub-fund, department, unit, balance sheet account, and sub-balance sheet account on System Special Accounts. The information in these fields are used to add an intercept line on a disbursement transaction. Default is blank.
Intercepts Misc Vendor Payments	The Intercept Misc Vendor Payments flag indicates whether payments to miscellaneous vendors (that is, the Miscellaneous Account flag on Vendor/Customer (VCUST) is checked) should be intercepted. If the flag is checked, then the AD Chain and the Federal AD Vendor Extract chain will include miscellaneous vendors when intercepting payments. Default is false.
Disbursement Interest Lag Days	The number of days that can elapse prior to interest accrual for late payments. Required if <i>Calculate Interest on Disbursements</i> is selected. Defaults to zero. The value should not be negative.
Daily Disbursement Interest Rate	The daily periodic rate used to calculate accrued interest on late payments. Required if <i>Calculate Interest on Disbursements</i> is selected. Defaults to zero. The value should not be negative.
Print \$0 Check Amount	This should be set based on the Check Stock on the Bank Accounts. If the check stock is Pre-printed, then this flag must be set to <i>True</i> .

	<p>Because the system always assigns the check numbers irrespective of the dollar amount and if we don't print the \$0 dollar checks when the Check stock is pre-printed, the checks won't be printed sequentially. The flag can be optional when the Check Stock on the Bank Accounts is <i>Plain</i>.</p>
Disbursement Option	<p>Valid values are Checks/EFT, Standard Warrant, and Clearing Fund Warrant. When the Standard Warrant and Clearing Fund Warrant option is selected, the warrant accounting model is implemented for disbursement processing in Accounts Payable as well the Check Writer process. When the Check/EFT option is selected, the cash accounting model is implemented for disbursement processing in Accounts Payable and the Check Writer process. The Disbursement Option field is used by the Check Writer process validations and it is used to update the Check Status on the Check Reconciliation (CHREC) table for the Check Writer payments.</p>
External Disbursement	<p>If selected, this option indicates that disbursements are made by an external system rather than within the Advantage Financial application for a specific fiscal year. Valid values are <i>Not Applicable</i>, <i>Disbursements Only</i>, and <i>Disbursements & Claims</i>. Edits and updates concerning Check Number and Check Date are performed differently on disbursement transactions when those disbursements are made externally. The default is <i>Not Applicable</i>.</p>
Include \$0 Line Amount on Summarized Stubs	<p>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.</p>
Include \$0 Stub Line Net Amount on Summarized Stubs	<p>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.</p>
Include \$0 Amount Check in EF ACH Process	<p>This field is added to the Disbursement section with CVL values <i>Yes</i> and <i>No</i>. The field enables the EF ACH Transaction process to write the data/records into generated output ACH file(s) even when the CHK_AMT is equal to \$0 by setting it to <i>Yes</i> prior to process run.</p>

System Special Accounts

System Special Accounts (SPEC) are accounting structures that the system uses in the implementation of an accounting model. These accounts may be used by the Advantage Financial system 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. System Special Accounts allow you to control options for Disbursements Payable, Warrants Payable, and the Warrant Clearing Fund.

Option/Control	Description
Disbursements Payable	This is always required
Warrants Payable	This is required when the Disbursement Option on the SOPT table is either <i>Standard Warrant</i> or <i>Standard Warrant EFT</i> .
Warrant Clearing Fund	This is required when the Disbursement Option on the SOPT table is either <i>Clearing Fund Warrant</i> or <i>Clearing Fund Warrant EFT</i> .
Backup Withholding Payable	This is required based on the SOPT Backup Withholding flag.
Contract Withholding Payable	This field indicates the balance sheet account for Contract Withholding. The value is required when Contract Withholding is in use, and must be a valid liability account on the Balance Sheet Account (BSA) table.
Intercept Payable	This is required based on the SOPT Payment Intercept flag.
Retainage Payable	Set up this if Retainage is used
Use tax payable	Set up this if Use Tax is used

Please refer the *CGI Advantage - Financial Administration User Guide* for more information about setting up the "Special Accounts" table.

Transaction Component Requirements

Transaction component settings are required on the DCREQ table in the CGI Advantage Administration application. The table specifies which component is required and also establishes the maximum line limits for each transaction component. The AD XML creation job uses these settings to generate number of lines per component. The property value for the Vendor component and Accounting component should be set appropriately after taking into account the server configuration, number of processors used and available memory for running these jobs. Also, the settings on the transactions that will be referenced on the disbursement transactions should be considered. The property value of the disbursement transactions cannot be less than the property value of the transactions that will be referenced on the disbursement transactions.

1099 Processing Options and Controls

The Options and Controls tab of the 1099P table contains setting that help control the 1099, Backup Withholding, and 3402(t) Contract Withholding functionality. Some of the fields on this table are also used by the disbursement transactions to determine if transaction lines are eligible for backup withholding. Fields in this tab include:

- The 1099 Backup Withholding, 1042-S Withholding, and Contract Withholding fields activate the corresponding withholding offset in the system.
- Amounts in the 1099 Backup Withholding Rate, 1042-S Backup Withholding Rate, and 1042-S Chapter 4 Tax Rate fields will be used in Backup Withholding calculations on disbursement transactions.
- The **Contract Withholding Rate** field indicates the percentage to withhold if the **Contract Withholding** check box is selected.
- The **Contract Withholding Threshold** field indicates the minimum disbursement threshold that needs to be reached in order for Advantage to determine eligibility for Contract Withholding. During Automated Disbursement, the **Contract Withholding Threshold** is compared to the total Line Amount less Discounts and Retainage for each payment grouping. On a manual disbursement, the **Contract Withholding Threshold** is compared to the vendor line amount less discounts and retainage.
- The **Apply Contract Withholding to PCard Payments** field indicates if the site will apply contract withholding to payments made for Procurement Card activities. If this check box is selected, the disbursement process will apply Contract Withholding on PCard payments that meet the contract withholding threshold and that are not exempt from contract withholding. A value is not allowed in this field if the **Contract Withholding** check box is not selected.

AP Event Type Crosswalk

The AP Event Type Crosswalk (APEVXW) page indicates the Event Types to be used during the processing of Disbursement transactions. The event types must be established before processing disbursement transactions.

Bank

In order to properly record cash internally or externally, a bank account must be associated with that cash activity. In some instances, that definition occurs one step prior to impacting cash. As the actual identification points of a bank account are pieces of information that very few users need to have access to, in CGI Advantage that sensitive information is defined to a generic bank code for use on account transactions and the historical records created from them. This association and definition of an 'Advantage Bank Account' is done on the Bank (BANK) reference page. Banks are so fundamental that they must be setup for even establishing a fund code because when doing so a general defaulting Bank, EFT Bank, and a Master Bank are all required.

Most fields are clear about what is being recorded from the descriptive name you give to the bank account (typically the actual name of the bank along with any additional information in the event more than one account exists at that actual bank) to the ABA Number, and address information.

Field	Description
Check Number on MD	Designates whether or not the Check Number on a Manual Disbursement (MD) transaction without the Adjustment indication will come from the Next Check Number field or the Next Alternate Check Number field on the Next Available Information tab.

Check Stock Type	Values of <i>PrePrinted</i> and <i>Plain</i> are used to direct the Check Print batch process.
Positive Pay Template ID	This field is needed when using the Positive Pay feature of Advantage. Values are defined first on the Positive Pay Configuration (PPCNFG) page.
Cash Account Number Sub Cash Account	When a posting code is setup with Bank as the First Inference Source, this BSA and optional Sub BSA will infer to a posting line and be used unless allowed to be overridden at the Accounting Line.
Bank Account Status	<p>Use of this status allows users to indicate the current status of the Bank Account as:</p> <ul style="list-style-type: none"> • <i>Active</i> – This status allows normal processing. Transactions, reference pages and batch processes allow the normal processing of records containing an <i>active</i> Bank • <i>Closing</i> – This status is assigned to a Bank when the bank account is in the process of being closed out. This status provides time to allow the processing of transactions using the bank to process to completion and the account to be reconciled. Reference pages do not edit for this status. New transactions receive an overridable error message upon validate and submit. For modification or cancellation transactions, a different message is issued as warning initially, but that can be adjusted. Batch processes continue to process records with a bank with this status. • <i>Closed</i> – This status is assigned to a bank account that has been closed and reconciled. Reference pages that contain an editable Bank field do not allow records to be created or modified with this status. Transactions using bank with this status receive a hard error message on validate and submit. Batch processes, with the exception of the Daily Bank Account Balance batch job, will process records with a bank account that is closed. That particular batch process will stop making updates for a close bank.
Bank Account Type	This classification that defaults to <i>Not Applicable</i> is an optional one for reporting purposes unless using the Department Based Local Bank Sweep feature discussed in the <i>Treasury Accounting User Guide</i> . The field is initially hidden and Configure Page (DESIGNER) must be used to make it visible before using.
BAI ABA Number	This optional field is used to store the ABA Number as sent in the BAI file for the Department Based Local Bank Sweep feature, which is discussed in detail in the <i>Treasury Accounting User Guide</i> . The field is

	initially hidden and Configure Page (DESIGNER) must be used to make it visible before using.
BAI Bank Account Number	This optional field is used to store the Bank Account Number as sent in the BAI file for the Department Based Local Bank Sweep feature, which is discussed in detail in the Treasury Accounting User Guide. The field is initially hidden and Configure Page (DESIGNER) must be used to make it visible before using.
Next Available EFT No	This field has an alternative that is not apparent in the label: If the EFT_NUM_USE_DATE (EFT Number Use Date) parameter on Application Parameter (APPCTRL) is set to <i>true</i> (or if a value is not provided), then the system 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.
Gateway Operator Identification	This field is an optional tertiary field that indicates whether the gateway operator's services will be provided to other countries or not. In order to use this field, user needs to enter a Receiving Depository Financial Institution (RDFI) routing number and the same information will be printed in the Record Type 6 third field and 5th IAT Addenda record (714) for Foreign ACH Payments on the generated IAT ACH file.
Automated Reconciliation	<p>This field is an optional tertiary field that indicates whether a bank account code can be reconciled with a banks BAI file.</p> <p>If the check box is selected then this bank account code can be reconciled with a bank BAI file. If the check box is not selected, then this bank account code cannot be reconciled with a bank BAI file.</p>

Check/EFT Sort Precedence

The Check/EFT Sort Precedence (CHKSORT) page allows you to define the sort order of disbursements selected by the Check Number Assignment job (which is part of the [AD Chain](#)) for the purpose of assigning check and EFT numbers. The first process in the AD Chain requires at least one record on CHKSORT with the Disbursement Type of *ALL* in case it processes records for a Disbursement Type that has not been defined on this page. If at least one record with a Disbursement Type of *ALL* is not found, the AD XML Creation process will issue an error and fail parameter validation.

Most choices in the Sort Field listing are automatically populated and available for sorting. However, there are a few that are not initially populated and require additional setup.

Referenced Transaction Department (RFED_DOC_DEPT_CD) stores information about one of the referenced transaction departments. The following two examples demonstrate how to populate RFED_DOC_DEPT_CD using BOFRMLA to include the first accounting line or highest department code. When using the highest department code, department codes should use the same number of digits. If defined inconsistently, the sort order may not be as desired.

Sorting by this department field is common when the transaction department is a single department for all payments. Using the referenced transaction department allows for printed disbursements to be easily transferred to the respective departments for distribution.

> Example 1 - Highest Department

To populate RFED_DOC_DEPT_CD to the maximum Referenced Transaction Department, results in the RFED_DOC_DEPT_CD value of 400 using the following sample data.

Accounting Line	Referenced Transaction Department
1	100
2	200
3	300
4	400

With the following setup on Configurable Formula (BOFRMLA):

1. The Name and Description fields are not involved in the default.
2. *AD_DOC_HDR* as Business Object.
3. Trigger Action is *Inserted or Updated*.
4. *RFED_DOC_DEPT_CD* as Formula Field.
5. The following as Formula:

```

var actgLines = this.getADHdrActg()
var maxRefCode = RFED_DOC_DEPT_CD
while(actgLines.hasMoreElements()) {
  var ref = actgLines.nextElement().getRFED_DOC_DEPT_CD()
  if(maxRefCode < ref) {
    maxRefCode = ref
  }
}
return maxRefCode

```

6. Active indication as *true*.
7. Priority of 999.

Note: Whenever a BOFRMLA is configured, the application has to be bounced in order to implement the changes.

> Example 2 - First Department

To populate RFED_DOC_DEPT_CD to the first Referenced Transaction Department, results in the RFED_DOC_DEPT_CD value of 100 using the previous sample data.

With the following setup on Configurable Formula (BOFRMLA):

1. The Name and Description fields are not involved in the default.
2. *AD_DOC_HDR* as Business Object.
3. Trigger Action is *Inserted or Updated*.
4. *RFED_DOC_DEPT_CD* as Formula Field.
5. The following as Formula:

```
var actgLines = this.getADHdrActg()
while(actgLines.hasMoreElements()) {
  var currentLine = actgLines.nextElement()
  if(currentLine.getDOC_ACTG_LN_NO() == 1) {
    return currentLine.getRFED_DOC_DEPT_CD()
  }
}
return ""
```

6. Active indication as *true*.
7. Priority of 999.

Note: Whenever a BOFRMLA is configured, the application has to be bounced in order to implement the changes.

Transaction Reference (TRANS_REF) stores information about the transaction referenced. The following shows how to set up BOFRMLA to populate the field so that disbursements can be sorted. Please note that the 'ABS' in the field name does not mean that only ABS transactions are recorded in the field but all transaction types that can request a payment.

Using TRANS_REF goes one step further than using RFED_DOC_DEPT_CD as sorting will be on the entire ID of the payment request down to vendor line and not just the department.

1. The Name and Description fields are not involved in the default.
2. *AD_DOC_VEND* as Business Object.
3. Trigger Action is *Inserted or Updated*.
4. *TRANS_REF* as Formula Field.
5. The following as Formula:

```
var actgLines = this.getADVendActg() while(actgLines.hasMoreElements()) { var currLn =
actgLines.nextElement(); if (currLn.getDOC_ACTG_LN_NO() == 1) { var rfedInfo =
currLn.getRFED_DOC_CD() + currLn.getRFED_DOC_DEPT_CD() +
currLn.getRFED_DOC_ID(); var rfedVendLn = currLn.getRFED_VEND_LN_NO() if
(rfedVendLn < 10) { rfedVendLn = '000' + rfedVendLn } else if (rfedVendLn < 100) {
rfedVendLn = '00' + rfedVendLn } else if (rfedVendLn < 1000) { rfedVendLn = '0' +
rfedVendLn } return rfedInfo + rfedVendLn; } } return "";
```

6. Active indication as *true*.
7. Priority of 999.

Note: Whenever a BOFRMLA is configured, the application has to be bounced in order to implement the changes.

AD Budget FY (AD_BFY) stores information about the BFY of the first accounting line for sorting. The following shows how to setup BOFRMLA to populate the field so that disbursements can be sorted on Budget FY.

Using AD_BFY allows for sorting so that prior BFY payments are ordered before current BFY payments.

1. The Name and Description fields are not involved in the default.
2. *AD_DOC_VEND* as Business Object.
3. Trigger Action as *Inserted or Updated*.
4. *AD_BFY* as Formula Field.
5. The following as Formula:

```
var actgLines = this.getADVendActg(); if (actgLines.hasMoreElements()){ return
actgLines.nextElement().getCurr_BFY(); } return null;
```

6. Active indication as *true*.
7. Priority of 999.

Note: Whenever a BOFRMLA is configured, the application has to be bounced in order to implement the changes.

Header Sort 1 (CHK_SORT_HDR1), found on the Automatic Disbursement and Manual Disbursement headers, exists to store header level information for check sorting. The field is a database only field. It can store a header level field like the Legal Name or Alias/DBA or both depending upon setup of Name on Check from the Vendor/Customer record for sorting. The following examples shows how to set up BOFRMLA to populate the field so that disbursements can be sorted on Header Sort 1.

Header Sort 1 from AD Transaction

Fields not listed can be set to any desired value as they are not part of the formula logic.

1. *AD_DOC_HDR* as Business Object.
2. Trigger Action as *Inserted or Updated*.
3. *CHK_SORT_HDR1* as Formula Field.
4. The following as Formula:

```
var payeeOrVend = PYEE_VEND_CD
if (empty(payeeOrVend)) {
    var vend = this.getADHdrVend()
    if (vend.hasMoreElements()) {
```

```

        payeeOrVend = vend.nextElement().getVEND_CUST_CD()
    }
}
if (empty(payeeOrVend)) {
    return null
}
var venCustRec = R_VEND_CUSTImpl.getVendCustRec(payeeOrVend,
this.getSession())
var chk_nm = venCustRec.getCHK_NM()
var name = null
if (chk_nm == 1) {
    name = venCustRec.getALIAS_NM()
} else if (chk_nm == 2) {
    name = venCustRec.getLGL_NM()
} else if (chk_nm == 3) {
    if (empty(venCustRec.getLGL_NM()) && empty(venCustRec.getALIAS_NM())) {
        return null
    }
    name = (empty(venCustRec.getLGL_NM()) ? " : venCustRec.getLGL_NM() + ''
+ (empty(venCustRec.getALIAS_NM()) ? " : venCustRec.getALIAS_NM())
}
return StringUtils.substring(name, 0, 12)

```

5. Active indication as true.
6. Priority of 999.

Header Sort 1 from MD Transaction

1. The Name and Description fields are not involved in the default.
2. *MD_DOC_HDR* as Business Object.
3. Trigger Action as *Inserted* or *Updated*.
4. *CHK_SORT_HDR1* as Formula Field.
5. The following as Formula:

```

var payeeOrVend = PYEE_VEND_CD
if (empty(payeeOrVend)) {
    var vend = this.getMDHDR_MDVEND()
    if (vend.hasMoreElements()) {
        payeeOrVend =
vend.nextElement().getVEND_CUST_CD()
    }
}
if (empty(payeeOrVend)) {
    return null
}
var venCustRec = R_VEND_CUSTImpl.getVendCustRec(payeeOrVend,
this.getSession())

```

```
var chk_nm = venCustRec.getCHK_NM()
var name = null
if (chk_nm == 1) {
    name = venCustRec.getALIAS_NM()
} else if (chk_nm == 2) {
    name = venCustRec.getLGL_NM()
} else if (chk_nm == 3) {
    if (empty(venCustRec.getLGL_NM()) &&
        empty(venCustRec.getALIAS_NM())) {
        return null
    }
    name = (empty(venCustRec.getLGL_NM()) ? " :
venCustRec.getLGL_NM() + ' ' + (empty(venCustRec.getALIAS_NM()) ? " :
venCustRec.getALIAS_NM()
}
return StringUtils.substring(name, 0, 12)
```

6. Active indication as true.
7. Priority of 999.

Note: Whenever a BOFRMLA is configured, the application must be bounced to implement the changes.

Check Status Mapping

When checks are created in Advantage, they are tracked with a status to indicate the current state of the check. For example, when a check is created, it will have a status of *Disbursed*. When it has been reconciled, it will have a status of *Paid*. The Check Status Mapping (CHKMAP) page is used to define how Check Status is to be indicated in the Positive Pay files sent to the banks. Since checks in different statuses can be sent to banks in the Positive Pay file and not all banks use the same method to identify the status, this page allows your site to indicate how to reflect the check status in the file. This page maps the Advantage Financial disbursement status to other codes used by the banks. The Advantage status can be mapped to a Transaction Code or a Check Indicator.

The values in the Check Status Mapping table are initially delivered with this Advantage functionality. The delivered values exclude records for the *Void* and *Renumbered* statuses since those checks would not have been issued and are not included in the Positive Pay files.

Claim Schedule Numbering

The Claim Schedule Numbering (CSN) page is established to configure the numbering sequence and structure of the Claim Schedule Numbers. Claims are a different type of disbursement where Advantage is not the source of the disbursement but an outside system is, where the eventual check or EFT number will be assigned. In most implementations, this functionality is not used.

The Claim Schedule Numbering sequence is configured by Disbursement Format so that this type of payment can be separated from Advantage payments. For this reason, Disbursement Format is made required through Configurable Validations on transactions that update Disbursement Request and on the Unprocessed Procurement Card page, for when a record is marked to pay. A final configuration point for this type of processing is to enable the display of the Claim Schedule Number on the Charge (CH) transactions generated by Claim Schedule Processing.

The fields on Claim Schedule Numbering are as follows:

Field Name	Field Description
Claim Schedule Type	Unique identifier for numbering records that allows more than one series of claim schedule numbering.
Fiscal Year	As numbering can start over each year, a fiscal year is required for each record. As this is a required field, if numbering does not start over each year, then the Last Number from year 1 has to be set up as the Number From in year 2.
Number From	Beginning number for a series range.
Number To	Ending number for a series range.
Last Number	Last number used in the series.
Number of Disbursements	An optional number of disbursement transactions to be numbered with the same Claim Schedule Number before generating a new number. A blank represents no limit within a run.
Prefix	An optional prefix is to be used before the uniquely generated Claim Schedule Number for identification purposes.

Consolidation Objects Configuration

The Consolidation Objects Configuration (COCNFG) page allows you to establish system-wide configuration of how to populate the Consolidation Object fields (1 through 6) on the Disbursement Request (DISRQ) page during the Disbursement Request Initialization batch process. The Consolidation Objects 1-6 values are used as part of the grouping and consolidation logic during the Automated Disbursement process to group positive payment lines together. All fields on this page are optional; however, at least one of the Consolidation Object fields must be populated in order to successfully save a record.

You can select any value on any of the Consolidation Objects fields, but the same value cannot be used in more than one Consolidation Object field. Also, there is no requirement to populate the fields in a specific order. For example, you may populate Consolidation Object 3 and/or Consolidation Object 5 only, and leave the rest of the fields blank.

DC Event Type Crosswalk

The DC Event Type Crosswalk (DCXWLK) page defines the Event Types that will be used on the Disbursement Cancellation (DC) transaction. For each referenced Event Type on the AD or MD transaction, the associated DC Event Type is listed.

Disbursement Category

Disbursement Category (DISC) is used to optionally classify and/or consolidate payments. If implemented, which is very likely, a record should be entered on Disbursement Category for each type of disbursement or application of funds tracked. Once a record is added, disbursement categories may be entered on vendor records or payment request. This value may also be changed directly on Disbursement Request (DISRQ) at any point prior to the Automated Disbursements process. With proper authority, Disbursement Category can also be updated from the Disbursement Management page or Disbursement Request Modification (DRM) transaction.

Parameters	Description
Disbursement Category	This field is the code that represents an individual disbursement category.
Name	This field contains descriptive text on the disbursement category used in reporting and user recognition.
Standard Text	This field contains standard text that may be printed on checks, warrants, remittance advice, or included with the electronic file when disbursement category is defined as a payment consolidation object.
Internal	<p>The Internal option indicates that the disbursement category is used for internal purposes. This option is one criterion used to:</p> <ul style="list-style-type: none"> • Determine the order of inference of seller accounting data onto internal payment requests (PRCI and PRMI). • Bypass Retainage and Fixed Asset updates related to the internal payment requests. • Instruct the Matching Process to determine whether to create a regular matching payment request or an internal one.
Healthcare	The Healthcare option is used to indicate payments that are related to healthcare. When <i>true</i> , the Check Description field on a Payment Request (PR or ABS) transaction that uses the Disbursement Category is required.
Employee	The Employee option is used to indicate payments for employees. This option is used by the Hard Copy Disbursement Count feature when the feature is turned on with setup on the Hard Copy Disbursement Options (HCDO) page to treat employee payments separate from regular vendor payments on the Hard Copy Disbursement Count (HCDC) page. The reason is that HCDO can have different count limits for warnings and for fees, depending on if the Taxpayer Identification Number is an employee or a regular vendor.

Disbursement Category Inference

The Disbursement Category Inference (DISCIV) page allows the optional definition of valid combinations of Department, Unit, Object, Sub Object, Balance Sheet Account, Revenue Source, and Disbursement Category. The records are also used to infer and enforce the Disbursement Category for an accounting line on a Payment Request transaction.

Of note are a few setup options available:

- An all-inclusive rule can be defined with the wildcard of *ALL* for Transaction Department, Transaction Unit, and Object with values of *N/A* for Revenue and Balance Sheet. Otherwise, Transaction Department and Unit fields are required.
- When defining a rule, the *ALL* wildcard is available for Object, Revenue Source, and Balance Sheet Account when any specific chart of account does not matter. Only one of the three fields can have the wildcard.
- When defining a rule, the *N/A* wildcard is available for Object, Revenue Source, and Balance Sheet Account when the chart of account field does not apply. All three fields cannot have the wildcard.
- Sub Object and Object work together as expected. There are many valid combinations of Object and Sub Object: ALL-ALL (rule for all object and sub object combinations not specifically called out in a separate rule, ALL-N/A (rule for all objects without respect to sub object), N/A-N/A (rule does not apply to object payments), 7000-1000 (a specific combination), 7000-ALL (rule for all sub objects within a specific option, and 7000-N/A (rule for a specific object and no sub object).

Disbursement Correction

If printing errors occur during check printing, users with appropriate security enter the correction information on the Disbursement Correction (DISBCP) page and schedule the Disbursement Correction process. The Disbursement Correction process uses the entries on the Disbursement Correction page to select the appropriate records either from Check Reconciliation or from the Disbursement transaction, depending upon the Correction Type, and makes the appropriate updates to the Bank page, Disbursement transaction, and Check Reconciliation page. Refer to the "[Disbursement Correction Process](#)" topic in this user guide for more information about this table.

Disbursement Format

The Disbursement Format data structure is used to define each electronic or hard copy format that may be produced by the disbursement process. These formats are an element of payment consolidation as well as designating specific payment layouts. In CGI Advantage Financial, the Disbursement Format (DISF) table offers entries for a standard check, a standard warrant, a standard remittance advice, Claim Schedule Numbering, and the following electronic file formats: CCD+, PPD+, CTX/820, and IAT. Default payment formats may be entered on individual vendor records. When a disbursement request is generated, the disbursement format is inferred for the vendor record but may be manually changed on the Payment Request.

Vendors can choose to have the Remittance Advice emailed to them, or printed and sent through the mail. If the **Disbursement Format** is *Remittance Advice*, then the **Remittance Advice Transmission Mode** field can have one of the following values: *Postal*, *Email – As an Attachment*, *Email – Embedded HTML*, or *Blank*. Note: If the **Remittance Advice Transmission Mode** field is *Email – As an Attachment*

or *Email – Embedded HTML* then the **Email Address** must be populated for all payment addresses for the vendor on VCUST and the **Sender’s Email** field must be populated in the E-mail Information tab on DISF.

This table has the following tabs:

- > ACH Information

This tab allows your site to enter information necessary for transmission and receiving of electronic payments.

- > Stub Detail Summarization

The Stub Detail Summarization tab allows you to specify the summarization rules that will be performed when using the disbursement format. Fields not retained for summarization will be blank on the stub lines because all unique values will be “summarized away”.

If none of the retain fields are selected, a warning message will be issued indicating that none of the fields will be summarized.

- > Stub Detail Sorting Order

The Stub Detail Sorting Order tab allows you to specify the sort order precedence for summarized stub lines when generating the ACH CTX Addenda records for EFT payments, as well as printing automated disbursement and online disbursement checks/statements.

- > EDI Information

Specific fields are available on DISF to support the generation of ACH CTX Addenda Records based on the EDI ANSI ASC X12 820 Remittance Advice/Payment Order for disbursed payment requests. These fields, displayed under the tab EDI Information, can only be entered if the **Disbursement Type** is set to either *EFT* or **Remittance Advice and Disbursement Format** is set to *CTX*.

Parameters	Description
Disbursement Type	This field specifies that the format is for an EFT, a Remittance Advice, a Check, or a Warrant.
Format	This field identifies the individual disbursement format.
Standard Text	This field contains standard text that may be printed on the Check/Warrant, Remittance Advice, or included with the electronic file. This field allows for entry up to 120 characters. Any values entered in the Standard Text field over the 60 characters will be truncated during the printing/generation processes for baseline check forms or EFT files.

- > E-mail Information

If the vendor wants to receive the Remittance Advice via email then this tab must be populated. Note: The **Remittance Advice Transmission Mode** under the General Information tab must be set to *Email – As an Attachment* or *Email – Embedded HTML* in order to receive the Remittance Advice via email.

Parameters	Description
Sender's Email	The Sender's Email field provides the email address from which the email originates. The email address can be the email of the contact person who can respond to any question on the Remittance Advice or it can also be a common email address.
Email Subject	A standard subject line for the email to enable the receiver to know the purpose and the content of the email. The text in this field is used as the Subject of the email when Remittance Advice is sent by email.
Email Message	The Email Message field provides the contents of the body of the email explaining the purpose of the email. If the Remittance Advice Transmission Mode field is <i>Email – As an Attachment</i> then the contents of this field will be the full text of the message of the email. If the Remittance Advice Transmission Mode field is <i>Email – Embedded HTML</i> then the contents of this field will be an introductory message above the embedded HTML.

> Claim Detail Summarization

The Claim Detail Summarization tab allows you to specify the configuration for records for each unique format in which the claim schedule numbers will be generated on Disbursement transactions. The configuration will be used by the Claim Schedule Numbering process. A face sheet is a standardized form that some departments use to process vendor payments. Below are the details for each field:

Parameters	Description
Claim Schedule Type	The numbering sequence to be used for the selected disbursement format. Check, Warrant, EFT, and E-Claims are available options.
Face Sheet Application Resource	The application resource to be used in face sheet printing process.
Face Sheet Print Job Code	The form to be used for face sheet printing process.

Face Sheet Print Resource	The print resource to be used for the face sheet printing process.
Suppress Claim Schedule /Numbering	This field identifies whether MD's will be assigned Claim Schedule Numbers. When set to <i>True</i> , MD's will be prevented from using a Disbursement Format value that is not a Disbursement Type of 'check'. The default value is <i>False</i> .
DSN Prefix	The prefix for the data set name, which identifies an electronic data file.
DSN Suffix	The suffix for the data set name, which identifies an electronic data file.
Print Data File Format	This field links each Disbursement Format to one of the possible file layouts. Valid values are: Direct Pay Warrant (218), ORF Check (218), Reverted Appropriations (218), MTRA (218), GL3220 (218), EFT (218DD), E-Claim (218ET), Escrow Payout (218), and E-Claim (218ET) Email.
Print Remittance Advice	Print Remittance Advice is an optional indicator. All Disbursement Formats with this indicator as <i>True</i> will be included in the remittance advice xml generated through the Claim Schedule Printing process with run mode as 2 (RA) or 3 (Both).

Disbursement Handling

The Disbursement Handling (HDCD) table can be used to define individual types of special handling that may be required for disbursement instruments. You can select handling codes when the Disbursement Request is generated. This value may be changed directly on the Disbursement Request (DISRQ) table at any point prior to the Automated Disbursements process. With proper authority, Handling Code can also be updated from the Disbursement Management page or DRM transaction.

Parameters	Description
Handling Code	This field contains the code value for individual types of disbursement instrument handling.
Handling Code Description	This field contains descriptive text on the handling type. It is reference information use to assist in identifying individual handling types and is a required field. Examples of these descriptions are: <i>Sealed and Mailed</i> , <i>Hold for Pickup</i> , or <i>Open and Deliver via Courier</i> .

Disbursement Hold Exclusion

The Disbursement Hold Exclusion table is used to enter specific vendors, chart of account elements, or budget lines that you do not want updated or changed by Disbursement Management.

Other characteristics of the Disbursement Hold Exclusion (DISBMR) table include:

- All Chart of Accounts values must be valid on the Chart of Accounts Elements table.
- If a Vendor code is entered, it must be valid on the Vendor table.

Disbursement Hold Exclusion is set at the time of payment processing. If the funding line of a scheduled payment is found on the Disbursement Hold Exclusion (DISBMR) table at the time the payment request transaction updated the Disbursement Request (DISRQ) table, then the record is set as *Restricted from Disbursement*.

For Automated Payment Hold feature, the DISBMR table is referenced by the following tables/transaction:

- **Payment Hold Maintenance transaction** – The PHM transaction is used to request holds and release holds. On Validation/Submit, Payment Hold Maintenance transactions with **Payment Hold Action** set to *Request Hold* or *Remove Bypass Holds*, checks for exclusions on the Disbursement Hold Exclusion table prior to creating payment hold request records on the Payment Hold Maintenance table when the Application Parameters (APPCTRL) Automated Payment Hold parameter is set to “*True*”.
- **Automated Payment Hold batch process** – The process checks the undisbursed payment requests on the Disbursement Request (DISRQ) table and excludes records that meet exclusion conditions on this table when the Application Parameters (APPCTRL) **Automated Payment Hold** parameter is set to *True*.
- **PR and ABS transaction types** – Validation/Submit actions will check for exclusion conditions on this table when the Application Parameters (APPCTRL) **Automated Payment Hold** parameter is set to *True*.

Examples of how the exclusion logic is used on the Disbursement Hold Exclusion (DISBMR) table:

Exclusion Set #1:

FY	Vendor	Fund
2008	ABC	100
2008	(blank)	200

Results:

- First record: ABC is excluded from disbursement management for Fund 100, but
 - No other vendors are excluded for fund 100.

- ABC is not excluded for other funds (unless other rules apply, like fund 200's rule).
- Second record: All records are excluded from disbursement management for Fund 200.

Exclusion Set #2:

FY	Vendor	Fund
2008	ABC	(blank)
2008	(blank)	100

Results:

- First record: ABC is always excluded from disbursement management.
- Second record: All records are excluded from disbursement management for Fund 100.

Disbursement Hold Reason

The Disbursement Hold Reason (HLDR) page allows you to define and view reasons that you can use when placing a Disbursement Request on hold on the Disbursement Management (DISBM) page, or during the Automated Disbursement or Hold Payments for Pending Debts processes.

The **Intercept Hold** flag can only be selected for one record on HLDR. The Hold Payments for Pending Debts process uses the Hold Reason for the HLDR record with the Intercept Hold flag selected when a Disbursement Request (DISRQ) line is placed on hold due to intercept that has a Status of *In Review* on the Intercept Request (INTR) page. The *Pending Intercept Review* HLDR record is delivered with the Intercept Hold flag selected. The Hold Payments for Pending Debts process will fail if a HLDR record is not found with the Intercept Hold flag selected.

You can add, modify, and delete information on this page.

Disbursement Parameters

Automated Disbursements is an application process that selects disbursement requests based on criteria defined for payment generation. Although the Automated Disbursement process has many batch parameters, the selection criteria for the process are maintained on the Disbursement Parameters (DISPA) page. Each record is a complete set of selection parameters with several other parameters used in controlling output. The process is not restricted to a single parameter record as multiple records are selected when more than record is active.

As the Check Date and Select To date fields are constantly changing, there is the Disbursement Parameter Update batch process available to make those updates. When there are multiple instances of the Automated Disbursement process run, there will be updates made by an external process to deactivate records and activate others between runs.

> Field Information

The following set of fields apply to all types of disbursement activity.

Field	Description
Active	When selected, this field specifies that the record is used as selection criteria in the disbursement request selection process.
Alignment Voids	The number of checks that should be voided before checks begin to print. This field is used for preprinted check stock, and may be required if a check was used to test the alignment of the printer before printing a series of checks.
Bank Account Code	A required bank account used for selection. Banks are defined on the Bank Account (BANK) page.
Check Date	A required assigned to the disbursements generated that is the check/warrant issue date or the effective date of an EFT.
Disbursement Category	An optional parameter to select only disbursement requests of a certain category for processing. Categories are defined on the Disbursement Category (DISC) page.
Disbursement Limit	An optional maximum cumulative dollar amount that can be disbursed from a parameter for cash management purposes. Use of this parameter is an alternative to putting disbursement requests on hold to ensure the cash available isn't exceeded. Disbursement sorting criteria are critical when using this parameter as processing will cut off when this limit is reached.
Disbursement Priority	An optional parameter to select only disbursement requests of a certain priority for processing. Categories are defined on the Disbursement Category (DISP) page.
Disbursement Type	A required type of disbursement for selection from the following list of values: <i>Check, Warrant, Remittance Advice, and EFT.</i>
Description	An optional field to capture details of a record to assist with identification purposes.
From Date	A required date that defines the earliest scheduled payment date for selection.

Latest Vendor Information on Check	A required indication for whether or not vendor and address information should be from the disbursement request (value of false) or inferred from the current Vendor/Customer (VCUST) data (value of true).
Online Disbursement	A required indication for selecting only disbursement request marked as an online disbursement (setting of true) or not use the online disbursement setting in selection (setting of false).
To Date	A required date that defines the latest scheduled payment date for selection.
Transaction Code	A required indication of the disbursement transaction code (AD or EFT) for which the selection and output rules apply.
Transaction Department	An optional parameter to select only disbursement requests with a certain Transaction Department.

The following set of fields apply to credit memos only and how they are consolidated with positive accounting lines to ensure a zero or positive disbursement is made. Disbursement requests where the Single Payment indication is true and requests for PCard payments do not use any of these options. All of the options are separate where none can be used, all can be used, or any combination.

The following consolidations happen after disbursement grouping, consolidation, and sorting. Consolidation options are defined on Consolidation Objects Configuration (COCNFG). Sorting criteria are defined on Check/EFT Sort Preference (CHKSORT).

Field	Description
Consolidate Credit Memo by AL Department	When this option is true, credit memos will be applied within the same Bank, Payee code, Payee Legal Name, Vendor code, Vendor Legal Name, and Accounting Line (AL) Department.
Consolidate Credit Memo by Disbursement Grouping	When this option is true, credit memos will be applied within the same Bank, Payee code, Payee Legal Name, Vendor code, Vendor Legal Name, and Disbursement Category.
Consolidate Credit Memo by Payment Request Transaction Department	When this option is true, credit memos will be applied within the same Bank, Payee code, Payee Legal Name, Vendor code, Vendor Legal Name, and Transaction Department (using the Consolidation Object 6 field). Although labeled 'Payment Request', this applies to all transaction types that can request a disbursement.

Include Address in Credit Memo Consolidation	When this option is true, credit memos will be applied within the same Bank, Payee code, Payee Legal Name, Payee Address code, or Vendor code, Vendor Legal Name, and Vendor Address code.
Match on Disbursement Priority	When this option is true, a credit memo is only applied to a positive payment with the same Disbursement Priority. This applies to all transaction types that can request a disbursement.

The following set of fields apply to only electronic funds transfers (EFT) disbursements. Using these criteria when the Disbursement Type is not *EFT* should not be made as these options do not apply.

Same day ACH processing allows for the same-day processing of returns, regardless of whether the forward transaction is a same-day transaction or not. The Clear Date on the ACH file and EFT transaction is set to the Check/EFT Date.

Field	Description
Allowable Same Day ACH Amount	This amount represents the maximum amount of a single EFT disbursement that will qualify for same day ACH processing. Care should be taken to not set an amount greater than the NACHA limit, else the payment will be considered regular EFT when being processed. If the Allowable Same Day ACH Format is entered, this amount is required.
Allowable Same Day ACH Format	When using the same day ACH feature, not all EFT formats should be included. International payments, for one, are not allowed. Formats are defined on the Disbursement Format (DISF) page.
EFT to Hard Copy	This field may only be selected on records where the Disbursement Type field is set to EFT. The field will force all disbursement requests matching this set of selection criteria to be processed using a physical disbursement instrument (check or warrant) in place of the EFT transaction that is specified on the disbursement request record.
EFT to Hard Copy for Intercept	When selected, an AD transaction is automatically created for intercepted payments.
Lag Days	The number of days after which EFT payments will become effective. When using same day ACH, lag days are not used.

Zero Dollar EFT to Hard copy	When selected, an AD Transaction is automatically created for zero-dollar EFT payments.
Bank Changes in Conversion	<p>When one of the indications to create a hard copy disbursement instead of an EFT triggers a change in banks, this field determines what should occur.</p> <ul style="list-style-type: none"> • N/A – Nothing occurs because this value is the only one allowed when each of the hard copy is <i>false</i>. • Bank Change Allowed – The EFT goes to a hard copy disbursement and the bank changes within the same AD Chain so that the payment is not interrupted. • Hold Payment – The Disbursement Request is placed on hold and not disbursed in that run of the AD Chain. • Hold Payment if Bank Change – In the event the bank is different for EFT and hard copy disbursements, then the Disbursement Request will be placed on System Hold with the following as the Hold Reason - Bank code and Disbursement format are different from Payment Transaction. A user with security can take action, if necessary, before the next instance of the AD Chain processes the payment.

Disbursement Priority

As a preliminary means of Disbursement Management, the system utilizes a Disbursement Priority payment structure as part of the Disbursement Request to define varying degrees of priority that may be assigned to individual disbursements. Disbursement requests are processed in descending order of priority (for example, a priority of 1 will have higher priority over those with a 99), which allow payments with higher disbursement priorities to be processed first. This reduces the chance that the higher priority payment may be stopped due to cash restrictions or disbursement limits. Disbursement priorities are defined on the Disbursement Priority (DISP) page, and may be assigned to the vendor, or when processing the payment request. At the time of Disbursement Management, the Disbursement Management (DISBM) table and the Disbursement Management by Transaction (DISBMD) page allow you to view the current priority of a schedule disbursement, as well as change that priority (to a higher or lower priority). Implementation of disbursement priorities is optional. If not implemented, all payments will default to the same disbursement priority value of 99.

Disbursement Request

The Disbursement Request (DISRQ) table provides the information necessary for the generation of payments during the Automated Disbursements process. The Disbursement Request table is updated with payment requests recorded by commodity and accounting based payment request transaction types (PR and ABS) when the Event Type on the referenced transaction is setup to update the Disbursement Request table. Records on the DISRQ table associated with successfully processed AD and MD transaction types are deleted when AD or MD transaction types are successfully finalized. Several of the fields on this table may be updated directly or via the Disbursement Management (DISBM) and

Disbursement Management by Transaction (DISBMD) pages. Disbursement options can also be updated through the Disbursement Request Modification transaction.

The Disbursement Request table is not only the main source of data for Disbursement Management, but is also the central point of control for the disbursement process and is used to specify the following:

- Scheduled payment dates
- Disbursement format
- Payment consolidation elements
- Payment discount terms
- Payment status
- Disbursement Priority
- Request/Remove Payment Holds
- Consolidation options (Consolidation object fields 1-6)
- › Verifications performed on the Disbursement Request table

For enhanced **Automated Payment Hold**, the following verifications are made on the Disbursement Request table:

- When either the **User Hold** or **Disbursement Management Hold** fields are set to **Yes** and a **Save** action is executed on Disbursement Request (DISRQ) table (either directly on the table or using other means), the Advantage Financial will verify if a corresponding record exists on the Payment Hold Maintenance table. If it does not, the record will be inserted to the Payment Hold Maintenance table with a **Payment Hold Action** of *Request Hold*. The record added to Payment Hold Maintenance table will have a **Hold Level** of **User Hold** or **Disbursement Management Hold** and the **Hold Payment Reason** field value will be used to locate the **Hold Type** code.
 - On a **Save** action on DISRQ table that sets **User Hold** to a *No* or **Disbursement Management Hold** to a *No* and *blanks out* the **Hold Payment Reason** field will update an existing record on the Payment Hold Maintenance table with a **Payment Hold Action** of *Remove Hold*. The record on Payment Hold Maintenance table will be located by using the **Hold Level** of **User Hold** or **Disbursement Hold** and the **Payment Request Transaction Code**, **Department**, **ID**, **Vendor Line**, **Commodity Line** and **Accounting Line**. The **Application Date** will be populated in the **Hold Removal Date** field.
- › Consolidation Object fields on the DISRQ table

The DISRQ table contains 6 Consolidation Object fields (1-6), which when populated, are used as part of the grouping and consolidation logic during the Automated Disbursement process to group positive payment lines together. These fields may be populated either through a batch process or by the transactions as discussed below.

All Consolidation Object fields (1-6) can be populated using the following method:

- [Consolidation Objects Configuration \(COCFNG\) page](#) and the Disbursement Request Initialization batch job. On the COCFNG page, the Consolidation Object fields (1-6) allow you to configure the values populated in the Consolidation Object fields on the Disbursement Request (DISRQ) page. The Disbursement Request Initialization process populates the Consolidation Objects on the DISRQ records based on the COCFNG table configuration. For detailed information on the Disbursement Request Initialization (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

In addition to the above method, the Consolidation Object 6 field can also be populated using the following methods:

- Consolidation by Payment Request Dept batch job: This batch job populates the Consolidation Object 6 field on Disbursement Request (DISRQ) table records with the Transaction Department Code from the Payment Request (PR or ABS) associated with the respective DISRQ records. The result of running this job is that the disbursement process will consolidate the positive payment request lines based on the Payment Request Transaction Department Code. Please see the Consolidation by Payment Request Dept run sheet in the Accounts Payable Run Sheets Guide for more information.
- Transaction Codes for Payment Consolidation by Payment Request Transaction Dept parameter on the Application Parameters (APPCTRL) table: If an online approach is preferred, the Transaction Codes for Payment Consolidation by Payment Request Transaction Dept APPCTRL parameter (CONSOLIDATE_PR_DEPT) may be used. The difference between this approach and the Consolidation by Payment Request Dept batch job is that the Consolidation Object 6 field will be updated at the time the Payment Request (PR/ABS) is submitted and the Accounting Lines are updated to the Disbursement Request (DISRQ) table.
 - If the value of the CONSOLIDATE_PR_DEPT APPCTRL parameter is set to ALL, then the Consolidation Option 6 field will be updated with the Transaction Dept of the PR/ABS transaction whenever a transaction is submitted and DISRQ is updated.
 - If the value of the CONSOLIDATE_PR_DEPT APPCTRL parameter is set to one or more specific Transaction Codes (for example PRC, PRM or GAX), then the Consolidation Option 6 field will be updated with the Transaction Dept of any Payment Request that matches the specified Transaction Code on APPCTRL.
 - If the value of the CONSOLIDATE_PR_DEPT APPCTRL parameter is blank, then the Consolidation Option 6 field will not be updated.

Both of these options may be used with the Consolidate Credit Memo by Payment Request Transaction Dept option on the Disbursement Parameters (DISPA) table.

EFT Return

The EFT Return (EFTRET) table is a system-maintained table that stores the information of the returned EFT payments and EFT reversals by the bank. This table also stores the cancellation requests of

returned EFT payments. The Process ACH Return batch job in the Returned ACH Transactions Chain creates the records into this table. The Initiate Disbursement Cancellation job in the Returned ACH Transactions Chain reads this table and initiates the disbursement cancellation for the Returned EFT payments. This table supports EFT transactions with the **Disbursement Type** of *EFT* and the **Disbursement Format** of *CTX*, *CCD*, *PPD*, or *IAT*. Records on this table can only be inserted by the Returned ACH Transaction batch process.

The EFTRET table has the following edits.

- The **Return Status** of *Reversal Failed by the Bank* indicates that the request to reverse the EFT payment was rejected by the bank. This status is only applicable to returned reversals of EFT payments.
- The **Return Status** of *Bank Notified a Change* indicates that the bank has processed the EFT payment and sent a notification of change (NOC) with the correct banking information. The EFT payment does not need to be cancelled because it was processed successfully by the bank. It is recommended to apply appropriate corrections prior to issuing the next EFT payment to respective vendor. This status is only applicable to returned regular EFT payments.
- The **Return Status** of *EFT Cancel Request Failed* indicates that the EFT payment was rejected by the bank and the Returned ACH Transaction batch process could not initiate the cancellation of the EFT payment (possible reasons: EFT payment's Status <> Disbursed or Warranted on the Check Reconciliation table, EFT payment is not on the Check Reconciliation table but on the Paid Check table, or EFT payment is neither on the Check Reconciliation table nor the Paid Check table). This status is only applicable to returned regular EFT payments.
- The **Return Status** of *EFT Cancel Initiated* indicates that either the EFT payment was rejected by the bank or the credit transaction (Rejected EFT) was received first and the debit transaction (Returned EFT reversal) was received second for the same EFT Number, either via the same or a different ACH return file, and the Returned ACH Transaction batch process successfully initiated the cancellation of the EFT payment. This status is only applicable to returned regular EFT payments.
- When appropriate, an authorized user could manually change the **Return Status** of applicable transactions from *EFT Cancel Request Failed* to *EFT Cancel Initiated* if the **Addenda Type Code** is set to 99 (EFT payment rejected by the bank). You can also enter an explanation on the **Comment** field. You will not be allowed to manually change the **Return Status** under other conditions.

EFT Reversal

The EFT Reversal (EFTREV) page is a user-maintained table that allows authorized users to:

- Request the reversal of EFT payments that went to the bank for processing.
- Request the cancellation of EFT payments that were reversed successfully by the bank.

Requests to reverse applicable EFT transactions can only be inserted manually on the EFT Reversal table when the ACH File Generation status on the EFT transaction Header is *Generated* or *Re-generated*. Records on this table can be updated manually by authorized users, the Reversal ACH Transaction batch process or the Returned ACH Transaction batch process.

When records are added to the EFTREV table to request a reversal or reclamation, the system has edits to verify that the request is initiated within the applicable timeframe specified by the EFT Reversal

Request Lag Days (EFT_REV_RQST_LAG_DAYS) and EFT Reclamation Request Lag Days (EFT_RECLAIM_RQST_LAG_DAYS) APPCTRL parameters. An error is issued if the Disbursement Format of the EFT payment is *IAT*.

The EFTREV table has the following edits:

- The **Reversal Status** of *Request Reversal* indicates that the record is inserted on the EFTREV table for reversal or reclamations and the EFT Reversal File is not yet generated.
- The **Reversal Status** of *Reversal Sent to the Bank* indicates that either the EF ACH Reversal batch process is run, a record is processed and a generated ACH file is sent to the bank, or a credit transaction (Rejected EFT) was received first and a debit transaction (Returned EFT reversal) was received second for the same EFT Number, either via the same or different ACH return file.
- The **Reversal Status** of *Reversal Returned by the Bank* indicates that the EFT transaction reversal request that was sent is returned by the bank and the cancellation of the EFT payment will not be initiated.
- The **Reversal Status** of *EFT Cancel Request Failed* indicates that the EFT Reversal Request was processed by the bank and the Returned ACH Transaction batch process could not initiate the cancellation of the EFT payment (possible reasons: EFT payment's Status <> Disbursed or Warranted on the Check Reconciliation table, EFT payment is not on the Check Reconciliation table but on the Paid Check table, or EFT payment is neither on the Check Reconciliation table nor the Paid Check table).
- The **Reversal Status** of *Reversal Confirmed* indicates Reversal or Reclamation of the ACH transactions is processed successfully by the bank. The Reversal Status is either manually updated to *Reversal Confirmed* or via the Auto Reversal Confirm job process.
- The Initiate Disbursement Cancellation job in the EF ACH Reversal process selects records with the Reversal Status of *Reversal Confirmed*. If the corresponding record exists on the Check Reconciliation (CHREC) table with the status of *Disbursed* or *Warranted*, then the system inserts a record in the Disbursement Cancellation Parameter (DISCPA) table with the Active flag set to *Yes* and updates the Reversal Status on the EFTREV record to *EFT Cancel Initiated*. If the corresponding CHREC record with a status of *Disbursed* or *Warranted* is not found, then the system sets the Reversal Status to *EFT Cancel Request failed*.

Hard Copy Disbursement Exclusions

When using the hard copy disbursement count feature, the Hard Copy Disbursement Exclusions (HCDE) page is used to define exceptions to be defined to avoid counting certain payments. Use of this page is optional and will not be required if every hard copy disbursement should be counted or considered eligible for a fee.

When establishing records, only one exclusion field will be allowed per record with the exception of a Department and Unit combination as well as TIN Type and TIN combinations. Additionally, a record will require at least 1 exclusion (the Reason and Description fields do not count).

After loading the initial exceptions for making any disbursements for a fiscal year, later additions of records to this page will not result in the application re-evaluating the existing counts. Should this happen and there should be an effort to adjust current counts up (records deleted) or counts down (records added), then that will be a reporting exercise and then either a manual update to the counts tracked or an

upload of updated counts. The most opportune time to adjust data on this page is after the last disbursement run of one fiscal year and before the first disbursement run of the next fiscal year.

Hard Copy Disbursement Options

The Hard Copy Disbursement Options (HCDO) page is used to turn on the hard copy disbursement count feature and establishes most of the controls used. Here options are established for counts, warnings, and fees. Should the options on this page change, they will be applied in the next Automated Disbursement cycle.

This page allows a site to:

- Allow for counting only
- Allow for counting and also issue warnings/encouragement to vendors to register for EFT
- Count and charge fees without warnings
- Count, warn, and charge fees.

As with any reference data page in Advantage, this page allows the use of Configurable Validations (BORULE) to add field requirements. However, access to this page for updates should be very limited and those charged with maintaining the options will be responsible for the data to ensure it is not in violation of any laws. For this reason, the number of edits is limited and in place to ensure proper processing by the Automated Disbursement process.

The Hard Copy Count indication must be *True* for hard copy disbursements to be counted or for fees to be assessed. This page enables a site to temporarily turn off the counting and any fees applied without having to clear existing setup, so it is in place when the feature is reactivated by changing the indication to *False*.

The following configurations support the four scenarios above and serve to define how each field is used:

> Scenario 1: Count Only

Hard Copy Count Yes	Allowed # of Disb 0	# of Disb for Warning 0	Hard Copy Fee \$0.00
Allowed # of Empl Disb 0	# Empl Disb for Warning 0	Check Stub Fee Message <blank>	Check Stub Warning <blank>

> Scenario 2: Count and warn

Hard Copy Count Yes	Allowed # of Disb 0	# of Disb for Warning 25	Hard Copy Fee \$0.00
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Allowed # of Empl Disb	# Empl Disb for Warning	Check Stub Fee Message	Check Stub Warning
0	5	<blank>	Per Public Act 097-0348, future printed payments will be subject to a \$2.50 fee.

> Scenario 3: Count and fees without warning

Hard Copy Count	Allowed # of Disb	# of Disb for Warning	Hard Copy Fee
Yes	29	0	\$2.50
Allowed # of Empl Disb	# Empl Disb for Warning	Check Stub Fee Message	Check Stub Warning
5	0	\$2.50 Fee Withheld Per Public Act 097-0348	<blank>

> Scenario 4: Count, warn, and fees

Hard Copy Count	Allowed # of Disb	# of Disb for Warning	Hard Copy Fee
Yes	29	25	\$2.50
Allowed # of Empl Disb	# Empl Disb for Warning	Check Stub Fee Message	Check Stub Warning
1	1	\$2.50 Fee Withheld Per Public Act 097-0348	Per Public Act 097-0348, future printed payments will be subject to a \$2.50 fee.

Intercept Options

If the Payment Intercept indication on System Options (SOPT) is set to *True*, then the Intercept Options (IOPT) page needs to be configured in order to process Intercepts. The disbursement process uses the following options from the page:

Field	Description
Apply Intercept Fee	If this flag is selected, a fee is applied to all debt that is intercepted during the Disbursements process.

Default Intercept Fee code	The intercept fee code for the Intercept Fee Amount that was taken during the intercept.
Remittance Fee description	Description for the Default Intercept Fee Code selected.
Intercept Text Template	The value in this field is inferred onto the check stub when a debt is intercepted.
Intercept Fee Frequency	<p>This field determines how often an intercept fee may be applied for a receivable eligible for intercept. Valid values are:</p> <ul style="list-style-type: none"> • If the Intercept Fee Frequency is set to Once, then a receivable transaction may have an intercept fee applied to it once. Subsequent attempts to intercept any line on a receivable transaction will not result in applying an intercept fee. • If the Intercept Fee Frequency is set to Once Per Day, then a debt record may have an intercept fee applied to it once per processing day (day defined as system date). Subsequent attempts during the same processing day to intercept any line on a receivable transaction will not result in applying an intercept fee. However, if the receivable transaction is intercepted on a different processing day, it may be eligible for the application of intercept fees.
Intercept Margin Percentage	This defines the percentage difference allowable between the calculated Intercept Fees and Intercept Offset amounts. This field is used in conjunction with the intercept fees and the intercept offset amount in order for the system to take the calculated intercept fees as part of the intercepted amount. For example, a 50% Intercept Margin Percentage would require that no more than 50% of an intercepted amount may be attributed to intercept fees. This field is required when the Apply Intercept Fee checkbox selected.

Interest Accounting Line Crosswalk

The Interest Accounting Line Crosswalk (INTACT) table is used to capture Chart of Account (except for Object and Sub Object) elements that are used during the Automated Interest Calculation batch process to generate the Interest Payment Request (IPR) transactions.

Interest Exception

The Interest Exception (INTEXP) table is used to record the various interest exceptions applicable to referenced payment requests and the disbursement transaction during the Automated Interest Calculation Batch Process. Exception records can be created for the combination(s) of Disbursement Transaction Codes, Disbursement Transaction Departments, Disbursement Vendor Organization Classifications, Disbursement Accounting Line Departments and Objects.

MD Default Event Type

The MD Default Event Type page indicates the Event Types to be used during the processing of Manual Disbursement transactions. The event types must be established before processing MD transactions.

Online Printing Parameters

The Online Printing Parameters Default (OPRNDFLT) page can be used to define default values for the parameters on the Online Printing Batch Parameters page for printing checks based on Transaction Code.

The Online Printing Batch Parameters page is used to define the parameters for online Check Printing.

Payment Hold Options

Payment Hold Options (PHLDOP) table is used to control Payment Hold related options system-wide per **Fiscal Year**. This table should only be established when the Application Parameters (APPCTRL) **Automated Payment Hold** parameters is set to *True*. This indicates your site is using the automated payment hold feature of Advantage.

- > Field Information

The following are notable fields on the Payment Hold Options table:

Flags	Description
Hold Award Option	<p>CVL options include <i>Single Accounting Line</i> or <i>All Accounting Lines</i> for a Vendor. The Default value is <i>All Accounting Lines</i> for a Vendor.</p> <p>If set to <i>Single Accounting Line</i> a partial disbursement of payment request may result for any un-held accounting lines at the Award level.</p> <p>If set to <i>All Accounting Lines</i> for a Vendor, then a payment request to a vendor will be held if at least one of the associated accounting lines is held at the Award Level.</p>
Automated Payment Hold Department	<p>This is a required field and must be valid on the Department (DEPT) table. The Automated Payment Hold Department code with the Automated Payment Hold Unit will be associated with either the Cancellation Type of <i>Hold</i> or Cancellation Type of <i>PR Cancellation</i> when a disbursement is cancelled. These values will be used to create records with a Payment Hold Action of <i>Hold Request</i> on the Payment Hold Maintenance table.</p>

	<p>The Hold Type, Automated Payment Hold Department, and Automated Payment Hold Unit will be used to validate the Hold Type on the Payment Hold Type by Department table.</p>
Automated Payment Hold Unit	<p>This is a require field and must be valid on the Unit (UNIT) table. The Automated Payment Hold Unit code with the Automated Payment Hold Department code will be associated with either the Cancellation Type of <i>Hold</i> or Cancellation Type of <i>PR Cancellation</i> when a disbursement is cancelled. These values will be used to create records with a Payment Hold Action of <i>Hold Request</i> on the Payment Hold Maintenance table.</p>
Cancellation Hold Type	<p>The Cancellation Type of <i>Hold</i> is used to cancel disbursement transactions. Submitted Cancellation transactions with Hold Cancellation Type will require creation of payment hold records on the Payment Hold Maintenance table instead of setting the User Hold to Yes and populating a Payment Hold Reason. The Automated Payment Hold batch process will run prior to the AD Chain to populate the Hold Type fields on DISRQ table based on active payment hold requests on the Payment Hold Maintenance table, which will prevent the payment request from being disbursed.</p> <p>The combination of the Cancellation Hold Type, Automated Payment Hold Department, and Automated Payment Unit entered must be a valid and active record on Payment Hold Type by Department table.</p> <p>When looking for a matching record, the system will first validate the specified Payment Hold Type, Payment Hold Type Department, and Payment Hold Type Unit. If a match cannot be found, it will attempt to find a match for the specified Payment Hold Type, Payment Hold Type Department, and a Payment Hold Type Unit of <i>ALL</i>. If a match is still not found, the system will attempt to find a match for the specified Payment Hold Type, a Payment Hold Type Department of <i>ALL</i>, and a Payment Hold Type Unit of <i>ALL</i>. If a match is still not found or is not active, an error will be issued.</p> <p>If a matching active record is found on the Payment Hold Type by Department table; however, the Hold Level is not set to Automated Vendor for the Hold Type, Payment Hold Type Department, and Payment Hold Type Unit, then an error will be issued.</p>
Cancellation Payment Request Type	<p>Cancellation Type of <i>PR Cancellation</i> is used to cancel disbursement transactions. The combination of the Cancellation Payment Request Type, Automated Payment Hold Department, and Automated Payment Hold Unit</p>

entered must be a valid, active record on Payment Hold Type by Department table.

If a matching active record is found on the Payment Hold Type by Department table, however, the Hold Level is not set to *Automated Vendor* for the **Hold Type**, **Payment Hold Type Department**, and **Payment Hold Type Unit**, then an error will be issued.

Payment Hold Type

The Payment Hold Type (PHLDT) table defines unique **Hold Type** codes to identify the reason for a payment hold.

Payment Hold Type by Department

The Payment Hold Type by Department (PHLDTD) page provides the valid Hold Types at the Department Level to prevent disbursements at the Automated Vendor, Automated Award, Automated Payment Request, Disbursement Management Hold, and User Hold levels.

Hold Types on the Payment Hold Type by Department table will have a **Hold Level** and a **Priority Code**. Hold Levels include *Automated Vendor*, *Automated Payment Request*, *Automated Award*, *User Hold*, and *Disbursement Management Hold*. Additional controls will limit modifications and allow no deletions to Hold Types defined for the Hold Level of *User Hold* and *Disbursement Management Hold*. Hold Types for the Hold Levels of *Automated Vendor*, *Automated Payment Request*, and *Automated Award* will have a unique Priority code. Multiple Hold Types at different Hold Levels can be applied to an undisbursed payment request. Priority codes will be used in identifying the Hold Type with the highest priority for the automated payment hold fields, which will include **Current Hold Type** and **Current Hold Level** on the Disbursement Request (DISRQ) table.

Positive Pay Configuration

The Positive Pay file format differs from bank to bank. In order to meet each bank's requirements, the Positive Pay Configuration page is used to allow your site to configure the Positive Pay file to the format used by your bank. The Positive Pay Configuration page is a single page that provides access to both the Positive Pay Template (upper section of the page) and Positive Pay Field (lower section of the page) tables. The records on these two tables are used as input to the Generate Positive Pay job to instruct the job on how to create the output file(s).

You can create your sites Positive Pay file structure on the Positive Pay Configuration page. You do this in multiple steps.

First, you insert a new, parent, Positive Pay Template record to establish a Template ID and Template Description for the Positive Pay file. There must be one Positive Pay Template record for each template. This is the parent record for all of the associated Positive Pay Field records. This information is entered in the upper section of the page.

Once a Positive Pay Template record is created, you may insert Positive Pay Field records (entered in the lower section of the page) to specify the details for constructing each Record Type. The combination of Template ID, Record Type, and Sequence uniquely identifies a Positive Pay Field record. No two records are allowed to have the same Record Type and Sequence for a given Template ID. These Positive Pay

Field records (one or more records per template) define how the batch job constructs the records and indicates the fields that are included in the Positive Pay files. Positive Pay files may contain one or more tabs. The different tabs in the file are defined as Record Types and those include:

- **Header Record:** This tab usually identifies where the file is coming from, such as the company name that is sending the file and the date when the file was sent. It may also include detail record totals. This tab is optional in the file.
- **Detail Record:** This tab includes the individual check details such as check amount and check date. This tab is mandatory in the file.
- **Summary Record:** This tab usually summarizes what was included in the file and contains control totals for number of checks or total check amounts. This tab helps the administrators verify if the file is created correctly and the checks data is accurate. This tab is also optional in the file.

Your site can choose to set up your file specifications as needed and not all tabs of the file are required. For each Record Type, a number of different fields or attributes can be defined or configured. The configured attributes are included in the Positive Pay file generated by the Generate Positive Pay batch job. The attributes help to build the structure of the file. The data source for the attributes varies depending on the configuration. Some data is extracted from Advantage Financial tables or transactions, and some data may be defaulted based on the Positive Pay Field record setup. In some instances, static text values are inserted in the file as requested by the bank. For example, '*03' may be written to the file to identify the beginning of a header file. Another example might be to write out the sender's name in the header or including filler space between two attributes.

Scheduling Reason Code

The Scheduling Reason Code (SRCD) table is a reference table that contains Scheduling Reason Codes and their associated Disbursement Priorities. The Extended Payment Request Scheduling batch process uses this table to assign Disbursement Priorities based on the Scheduling Reason Codes it assigns to the DISRQ record. The same priority code value can be assigned for multiple Scheduling Reason Codes, but each Scheduling Reason only has one priority assigned.

Vendor/Customer

In Advantage Financial, the Vendor/Customer (VCUST) table contains information that is specific to the processing of disbursements for individual vendors. The disbursement elements on a vendor record will 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. References to these elements are made upon generation of the disbursement request and during the Automated Disbursements process. Important set up controls on VCUST include, **Vendor Active Status Indicator**, **Single Payment Indicator**, **Disbursement Category** and **Format**, **EFT Status** and **Format**, as well as **Bank** information.

Virtual Card Payments

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. Please refer the "Virtual Card Payables" topic under the Advanced - Setup section in the *CGI Advantage - Accounts Payable User Guide* for information on the Accounts Payable configuration for virtual card payables.

Option 1: NACHA Formatted Transmission File

Payment requests are isolated for disbursement consolidation by the **disbursement category** selected for the vendor identified for virtual card payment. A new Disbursement Parameter should be established to allow generation of a separate run of the AD Chain for the generation of virtual card payments. Upon the generation of virtual card payment EFTs, an EFACH transaction chain job can be run to generate the NACHA formatted file for the virtual card payments.

Sites must run a separate AD Chain with a Disbursement Parameter (DISPA) with selection criteria of the virtual payment disbursement category before a general AD Chain run where disbursement category is blank. If a general AD Chain is run prior to the virtual payment, virtual payments will be picked up with the other EFT transactions and included in a combined EFACH transmission file.

Option 2: Unsupported Format Transmission File

Payment requests are isolated for disbursement consolidation by the **disbursement format** selected for the vendor identified for virtual card payment. Virtual card payment requests will be consolidated by the AD Chain, EFT documents generated, and CHREC updated. Since, the Disbursement Format selected is an unsupported Advantage format, an EFACH flat file will not be generated by the EFACH Transaction job. A site specific script will be required to generate the required formatted file to be transmitted to the bank. Disbursement Format can be used to identify transactions requiring transmission.

Advanced - Batch Processing

Batch Processing for disbursements includes the following categories:

- [Batch Jobs](#)
- [Chain Jobs](#)
- [Report 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 *CGI Advantage Accounts Payable Run Sheets guide*.

Job Name	Description	Batch Catalog Section
Automatic EFT Reversal Confirmation	<p>This process automatically confirms Accounts Payable EFT reversals sent to the bank by updating the EFT Reversal (EFTREV) page.</p> <p>Note: The EF ACH Reversal Chain can be configured to run the Automatic EFT Reversal Confirmation job between the Build Flat File job and the Initiate Disbursement Cancellation job. You can also run the Automatic EFT Reversal Confirmation job as a standalone process before the EF ACH Reversal Chain.</p>	Accounts Payable
Consolidation By Payment Request Department	Automated process to set the field value for the Consolidation Object 6 field equal to the Transaction Department of the Payment Request on the DISRQ record.	Accounts Payable
Convert Bank File	An optional batch process used with the Check Reconciliation process that will convert a flat file sent from a bank into the format necessary for the Check Reconciliation process to read and convert to XML.	Accounts Payable
Disbursement Printing	Disbursement Printing can be used to print Manual Disbursements (MD), or to print Automated Disbursements (AD). The process prints checks and warrants for Eligible AD transactions generated by the Automated Disbursement process and Eligible manual disbursement transactions. The process also prints Remittance Advices for the eligible EFT payments. Remittance Advices can be printed and mailed or sent as an Email Attachment or as an Email with embedded	Accounts Payable

	HTML based on the Remittance Advice Transmission Mode defined for the vendor.	
Disbursement Correction	The Disbursement 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 printed on the pre-printed check stock after the Disbursement process is finished.	Accounts Payable
Disbursement Parameter Updates	Disbursement Parameters table holds the records that define the selection criteria that is used during the AD chain. The Disbursement Parameters Update batch process is an automated mechanism for updating the Disbursement Parameter (DISPA) table. The process will update all active records on the DISPA table with the To Date selection criteria for the next disbursement process. It will also update the Check date to be used by the next AD Chain process.	Accounts Payable
EF ACH File Reversal	This on-demand process is used to correct the situation where 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. This job 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 transactions or tables in the application. This batch process can be used with the supported ACH formats CCD, PPD, IAT, and CTX. This batch process can be used to reverse an entire ACH file with EFT payments or an entire ACH file with EFT Reversals.	Accounts Payable
Escheat Pre-Selection	This process is used when doing both stale dating and escheating of outstanding disbursements to select from those outstanding stale-dated disbursements for user review on the Escheat Pre-Selection page for moving on or not to the escheated status.	Accounts Payable
Escheat Update	The Escheat Update process escheats Automatic Disbursement (AD) and Manual Disbursement (MD) transaction types for certain records present on Escheat Pre-Selection (ESCH), based on settings defined on System Options (SOPT).	Accounts Payable
Generate Positive Pay	The Generate Positive Pay batch process creates the Positive Pay files of disbursed and cancelled checks.	Accounts Payable

Generate Warrant Reconciliation Transaction	Automatically generates AWR transactions to reclassify the funds to cash for the warranted records (Status is Warranted on CHREC) that were reconciled (that is, Recently Reconciled flag is checked on CHREC) by the Check Reconciliation batch process.	Accounts Payable
Mass Cancellation	The Mass Cancellation batch process cancels Checks (automated or manual), Warrants or Electronic Fund Transfers (EFT). It gives users the flexibility to Reschedule, Hold and Cancel Checks / Warrants / EFTs in bulk.	Accounts Payable
Multi Process Disb Journal Posting	The Multi Process Disbursement Journal Posting is used in conjunction with the Asynchronous Posting setting on the Transaction Control page for the Auto Disbursement transaction codes. The job performs the same tasks as the Journal Posting Initiator and then spawns multiple Journal Engine jobs to post all of the selected automatic disbursements.	Accounts Payable
Paid Check Table Restore	This process restores records to the Paid Checks table that were removed by the Paid Check Archiving chain.	Accounts Payable
Stale Escheat	This process is used to Stale Date or Escheat checks issued by the automated disbursement process when the criteria has been met.	Accounts Payable
Stale Process	This process is used when doing both stale dating and escheating of outstanding disbursements to select from those outstanding disbursements older than the number Stale Days defined to mark them with the stale-dated status.	Accounts Payable

Chain Jobs

The chain 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 *CGI Advantage Accounts Payable Run Sheets* guide.

Job Name	Job Name Description	Batch Catalog Section
Automated Disbursement Chain (AD Chain)	It 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	Accounts Payable

	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.	
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).	Accounts Payable
CTX EDI Formatting Batch Process	Generates 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.	Accounts Payable
Disbursement Discard	Automated process to discard 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. Manual Disbursement transactions are considered unprocessed if the Transaction Function is equal to New; and Transaction Phase is equal to Draft or Pending; and Transaction Status is equal to Held, Rejected or Ready.	Accounts Payable
EF ACH Reversal	Generates an ACH file with requested EFT payments for reversal as well as initiate the cancellation of successfully reversed EFT payments by the bank.	Accounts Payable
Returned ACH Transaction Process	Initiates the cancellation of rejected EFT payments. The process also marks the vendors associated with returned Prenotes, EFT payments and EFT reversals as ineligible for EFT at the Vendor Location level and Address level, where applicable. This batch process can be used with the supported ACH formats CCD, PPD, IAT, and CTX.	Accounts Payable

Report Jobs

The Disbursements area includes batch jobs that are listed under several different areas in the Batch Catalog. The report 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 *CGI Advantage Accounts Payable Run Sheets* guide.

Job Name	Description	Batch Catalog Section
AD Check Register	This process generates a Disbursement Register, which is a report of all Automated Disbursements or Manual Disbursements transactions that have been successfully processed. This report does not display direct deposit payments, which are payments made using an electronic funds transfer (EFT) transaction.	Accounts Payable
Auto Disbursement Exception Report	The Automated Exception Report job produces the AD Exception Report that lists all of the Disbursement Request (DRT) table records, which are on HOLD – due to rejection in the Automated Disbursement Process or during Transaction Processing.	Accounts Payable
Discount/Penalty	The Discount/Penalty job produces the Discount, Interest and Penalty Report, which lists all of the disbursement transactions for a specified date range that were eligible for discounts, interest calculation, and penalties.	Accounts Payable
Review Payment Offset	This job produces a report that allows you to review payments that may potentially be offset by the Automated Disbursement Chain based on the active records on the Disbursement Parameters (DISPA) table. This job compares transactions on the Disbursement Request (DISRQ) table with records on the Intercept Request (INTR) table to determine if the DISRQ records are eligible for intercept based on the active records on the Disbursement Parameters (DISPA) table.	Accounts Payable
Scheduled and Unscheduled Payment Report	<p>The Scheduled and Unscheduled Payment Report produces two reports:</p> <ul style="list-style-type: none"> • The Scheduled Payment report process lists the payments that will be picked up by the Automated Disbursement process. • The Unscheduled Payment report process lists the payments that will not be picked up by the Automated Disbursement process. 	Accounts Payable
Update Print Status of Zero Dollar checks	When zero-dollar checks/disbursements should only be printed for fully-intercepted disbursements (not credit memo applications), this process updates the Print Status field on	Accounts Payable

	automatic disbursements so only fully-intercepted ones are printed.	
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Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, 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

The major reports generated from CGI Advantage in the Disbursements area are listed alphabetically in the below table. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage Accounts Payable Run Sheets* guide.

Report Name	Description	Batch Catalog Section
AD Check Register	The AD Check Register process generates a Disbursement Register, which is a report of all Automated Disbursements or Manual Disbursements transactions that have been successfully processed. This report does not display direct deposit payments, which are payments made using an electronic funds transfer (EFT) transaction.	Accounts Payable
AD Exception Report	The Automated Exception Report job produces the AD Exception Report that lists all of the Disbursement Request (DRT) table records, which are on HOLD – due to rejection in the Automated Disbursement Process or during Transaction Processing.	Accounts Payable
Check Exception Control Totals Report	This report summarizes the number of records reconciled and the exception records that were generated by the current run of the Check Reconciliation process. This report summarizes records by Bank Account and then by Exception Code within each Bank Account.	Accounts Payable
Discount, Interest and Penalty Report	The Discount/Penalty job produces the Discount, Interest and Penalty Report, which lists all of the disbursement transactions for a specified date range that were eligible for discounts, interest calculation, and penalties.	Accounts Payable
Review Payments for Offset Report	This report allows you to review payments that may potentially be offset by the Automated Disbursement Chain based on the	Accounts Payable

	active records on the Disbursement Parameters (DISPA) table.	
Scheduled Payment Report	The Scheduled Payment report process lists the payments that will be picked up by the Automated Disbursement process. This report is produced by the Scheduled and Unscheduled Payment Report job.	Accounts Payable
System Hold Report	The AD Chain's System Hold Report job produces the System Hold Report that 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 (DISRQ) and Disbursement Parameters (DISPA) tables as input to generate the report by retrieving the records that are on System Hold on DISRQ that are associated with Active records on DISPA. Once the System Hold records are selected from DISRQ, the system performs a lookup for the records on DISPA based on the Bank Account of the selected records, and retrieves the Credit Memo Consolidation Options selected on those records and generates the output.	Accounts Payable
Unscheduled Payment Report	The Unscheduled Payment report process lists the payments that will not be picked up by the Automated Disbursement process. This report is produced by the Scheduled and Unscheduled Payment Report job.	Accounts Payable

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.

Frequently Asked Questions

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

› How to exclude Payment Request transactions from Intercept?

The payment request transaction can be excluded from intercept processing even when intercept is to be processed for the payment request. When for a record on the Disbursement Request (DISRQ) with values of Transaction Code, Transaction Department, Transaction ID, Department, Object, Appropriation, TIN, and TIN Type matches any combination of Transaction Code, Transaction Department, Transaction ID, Department, Object, Appropriation, TIN, TIN Type, Vendor/Customer, and BSA on the Intercept Disbursement Exception (INTDBEX) table, then the DISRQ record is not eligible for intercept. DISRQ records that meet one of the above exclusion criterion will not be considered for the subsequent intercept logic steps.

› How to process Single check payments?

A single check can be generated for a specific payment request. The vendor line of the payment request transaction has a Single Payment flag. When checked on the vendor line of a Payment Request or Accounting Based Spending transaction, either manually or inferred from the Vendor/Customer table, all accounting lines under that vendor line lead to a single payment instrument.

› How to process a Payment as Check or Warrant when the disbursement request is for EFT?

The Disbursement Parameter table has an **EFT to Hard Copy** flag. When selected, the Automated Disbursement process will generate a check or warrants for Disbursement Requests selected as EFT disbursements.

› How to generate a Remittance Advice for the EFT Disbursement?

The Remittance Advices will be generated for EFT payments to those Vendors for whom the **Remittance Advice Required** flag on the Vendor Customer or Vendor Address tables is set to Yes (checked). The Remittance Advices are generated by the Disbursement Printing job. Please refer to the "[Disbursement Printing Process](#)" topic in this user guide for additional details on how to generate a Remittance Advice for EFT disbursements.