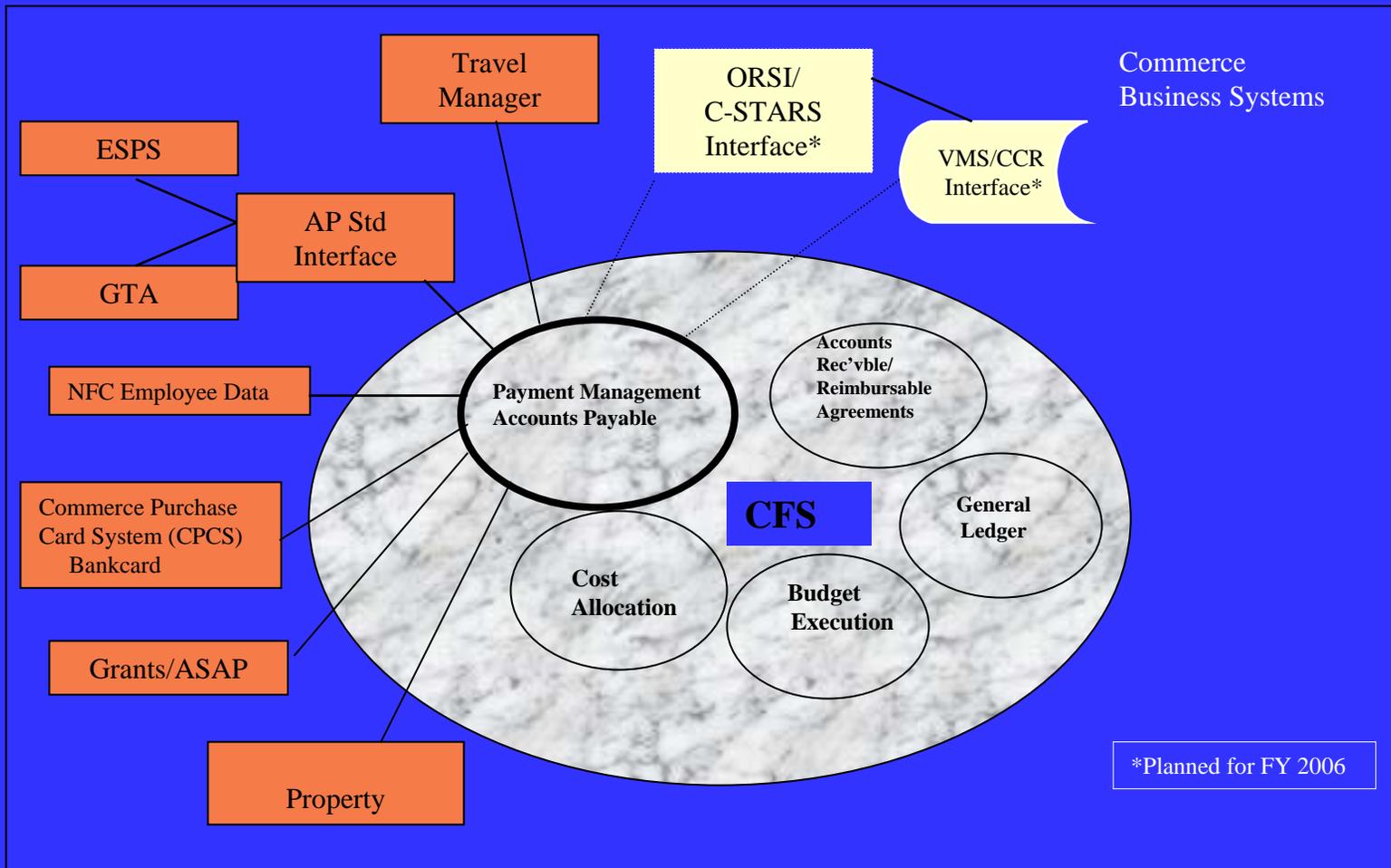




CBS Accounts Payable Overview

Accounts Payable Overview

The Big Picture



Accounts Payable Overview



☞ What does it do?

- » **Records, monitors, and controls all activities related to the expenditure and disbursement of funds.**

☞ How does it work?

- » **A series of maintenance, transaction, lookup, report and program screens, enables users to process payments for goods and/or services while tracking the progress of each document through the disbursement process**

Accounts Payable Overview



Maintenance screens

- » **Record information the system requires to process transactions, reports, and programs**
 - For example, information about individual vendors is recorded in the vendor maintenance screen (PM002). This information is required by the vendor invoice transaction screen (PM003) in order to process an invoice. Access to maintenance screens is limited to designated CFS users

Transaction screens

- » **Enable users to process individual transactions or documents**
 - For example, the vendor invoice transaction screen (PM003) records the information necessary to process an invoice for disbursement

Accounts Payable Overview



Lookup screens

- » **Enables users to query the database for specific information and view the results**
 - For example, the FM017 Obligation Document Lookup Screen is used to query detail transactions that have impacted a particular obligating document such as a purchase order

Report screens

- » **Kick off canned CFS reports**
 - For example, the PM102A Vendor Invoices Released for Payment report captures invoices by user and date range that were scheduled for payment

Accounts Payable Overview



Quick Reports

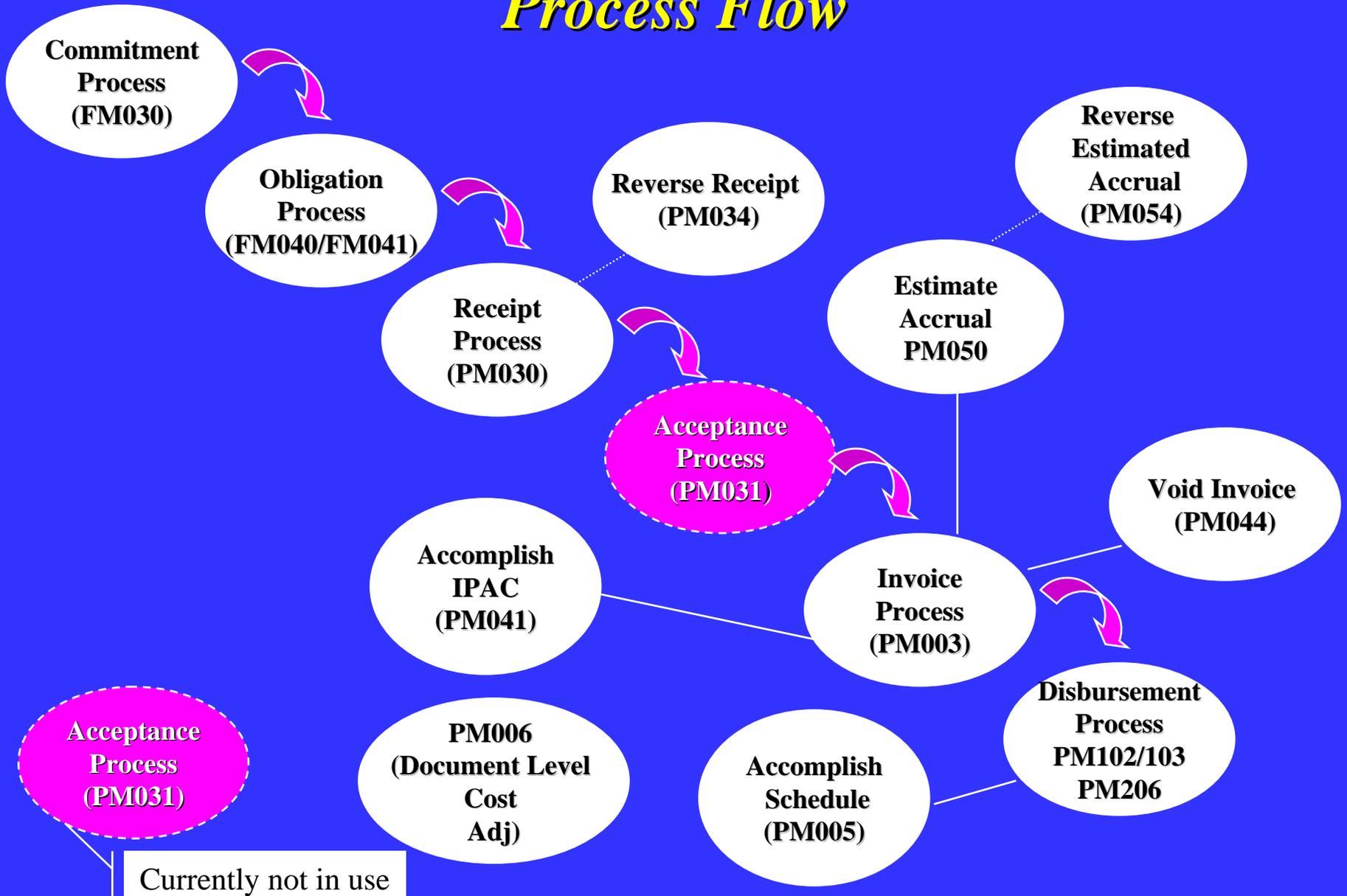
- » **A series of commonly used SQL queries which have been formatted into reports that can be printed out or e-mailed to the requestor. New reports can be added based on user specification in a relatively short time frame.**
 - For example, the Accounts Payable Obligation History Report tracks all approved transactions linked to an obligation

Program/document screens

- » **Used to process information by selecting new groups of records, manipulating these selected records, and/or processing reports. Programs are created to automate processes that are performed regularly**
 - For example, the PM206 Create Host to Host Disb File prepares a file of scheduled invoices to be transmitted to Treasury for disbursement

Accounts Payable Overview

Process Flow



Accounts Payable Overview



- ☞ **Invoice Matching criteria is defined for each document type as follows:**
 - » ***No-Match* - No prior obligation exists . Invoice is initial point of entry into CBS**
 - » ***Two Way Match* - Invoice data matched with FM040 Purchase order**
 - » ***Three Way Match* - Invoice data matched with FM040 Purchase Order and PM030 Receiving Ticket**
 - » ***Four Way Match* - Invoice data matched with FM040 obligation, PM030 Receiving Ticket, and PM031 Acceptance**

Accounts Payable Overview



General Ledger Impacts

- » **Approval of a transaction screen in CFS triggers a posting to the GL based on transaction codes set up in the General Ledger Module**
- » **Each screen generates a different GL posting based on transaction information – such as object class, direct or reimbursable projects, etc**

Accounts Payable Overview



☞ Accounting Events by CFS Screen

- » **FM030 – Request for Products and Services Screen**
 - Records a commitment transaction
- » **FM040 – Purchase Order Transaction Screen**
 - Records an undelivered order
- » **PM030 – Receiving Ticket Transaction Screen**
 - Records an accrual transaction
- » **PM034 – Reverse Receiving Ticket**
 - Reverses accrual created by PM030

Accounts Payable Overview



☞ Accounting Events by CFS Screen cont'd

» **PM050 – Estimated Accrual**

- Records an accrual transaction

No or two way matched document

» **PM054 – Reverse Estimated Accrual**

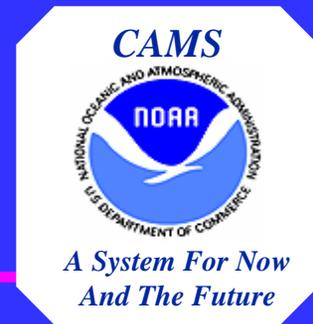
- Reverses an accrual created by a PM050

» **PM003 – Vendor Invoice Transaction Screen**

- Records an accrual transaction

No or two way matched document

Accounts Payable Overview



👉 Accounting Events by CFS Screen cont'd

- » **PM044 – Void Vendor Invoice**
 - Reverses an accrual created by a PM003
- » **PM102/103/206 – Disbursement**
 - Records posting for discounts, interest penalties, retainages
 - Records posting to move from Accounts Payable to In Transit
- » **PM005 – Accomplish Treasury Schedule**
 - Records posting to cash
 - Records posting to move from Unpaid to Paid
- » **PM041 – Accomplish IPAC**
 - Records posting to cash
 - Records posting to move from Unpaid to Paid



Accounts Payable Overview

Example Walkthrough

**Processing a 3-way Match Obligation
Originating from the FM040 Purchase
Order Transaction Screen**

Accounts Payable Overview

Maintenance Tables



Accounting System Code Maintenance (GL021 VER-0.0.0.0)

Code: OBLIG OBLIGATION DOCUMENT TYPES

Code Value	Description	Active	
		Status	Date
FEDSTR	FEDSTRIP	Y	03-DEC-2001
FOBPA	FINANCE OFFICE BLANKET PURCHASE AGREEMENT	Y	29-SEP-2000
FORPO	FOREIGN PURCHASE ORDER FROM CD-435	Y	05-NOV-2002
FORTRN	FOREIGN TRAINEE VOUCHER	Y	17-FEB-1998
GRANT	HQS GRANT/COOPERATIVE AGREEMENT	Y	26-APR-2002
GSARWA	GSA REIMBURSABLE WORK AUTHORIZATION	Y	17-FEB-1998
IAGPO	INTERAGENCY AGREEMENT PURCHASE ORDER	Y	17-FEB-1998
IPA	INTERGOVERNMENTAL PERSONNEL ACT AGREEMENT	Y	17-FEB-1998
LEASE	CAPITAL OR OPERATING LEASE	Y	20-SEP-2004
LOANS	LOANS	Y	12-SEP-2002
MILSTR	MILSTRIP	Y	25-JAN-2001
PCSTRV	PCS CIVILIAN/NOAA CORPS	Y	28-OCT-2002
PO	ONE TIME PAYMENT PURCHASE ORDER	Y	15-APR-1999

Accounts Payable Overview

Maintenance Tables



Accounting System Code Maintenance (GL021 VER-0.0.0.0)

Code

Code Value	Description	Active	
		Status	Date
1099WH	1099 WITHHOLDING	N	21-AUG-2001
ACCEXC	ACCOMMODATION EXCHANGE AP	Y	03-JUL-2003
ADV	ADVANCE	Y	10-JUL-1997
ADVAPP	ADVANCE APPLIED	Y	10-JUL-1997
ARBFEE	ARBITRATION FEE	Y	10-JUL-1997
ARREF	MISCELLANEOUS ACCOUNTS RECEIVABLE REFUND	Y	19-NOV-2002
ASOS	TELECOM - NWS ASOS TELECOM CHARGES	Y	18-SEP-2002
AUDEOB	AUTO DEOB ITEMS APPROVED/SUBMITTED TO PAY	Y	15-JAN-2003
AWIPS	TELECOM - NWS AWIPS TELECOM CHARGES	Y	18-SEP-2002
BACGSA	TELECOM - GSA BILLING ACCESS CODES	Y	18-SEP-2002
BUILD	BUILD	Y	31-MAY-2002
CAPLSE	CAPITAL LEASE	Y	20-SEP-2004
CD224	EMPLOYEE CLAIM FOR LOSS OF OR DAMAGE TO PERSONAL PF	Y	24-FEB-1998

Accounts Payable Overview

Maintenance Tables



Accounting System Code Maintenance (GL021 VER.0.0.0.0)

Code

Code Value	Description	Active	
		Status	Date
CM	VENDOR CREDIT MEMO	Y	10-JUL-1997
CORR	CORRECTED INVOICE	Y	05-JUN-2003
CVINV	CONVERSION INVOICE TYPE	Y	31-MAY-2002
DM	VENDOR DEBIT MEMO	Y	10-JUL-1997
ERRPAY	REISSUE OF ERRONEOUS PYMT RECOVERED BY A/R	Y	24-SEP-2003
FCF	FISHERMENT'S CONTINGENCY FUND CLAIM	Y	13-DEC-2002
FORCUR	FOREIGN VENDOR/FOREIGN CURRENCY INVOICE	Y	03-FEB-2004
FORUSD	FOREIGN VENDOR/U S DOLLAR INVOICE	Y	03-FEB-2004
GPODEP	GPO DEPOSIT FUND STATEMENTS	Y	27-AUG-2003
GRANT	GRANT/COOPERATIVE AGREEMENT PAYMENT	Y	26-APR-2002
IMPADV	INCREASE/DECREASE IMPREST FUND ADVANCES	N	03-JAN-2003
IMPRES	IMPREST FUND	Y	04-APR-2002
IPAC	INTRA-GOVERNMENTAL PAYMENT & COLLECTION	Y	07-NOV-2002

Accounts Payable Overview

Vendor Maintenance



Vendor Maintenance Screen (PM002 VER-2.3.0.2)

Vendor | Address Listing | Address Detail | Vendor Mapping

Vendor

No: 13203 Interface: _____
 Name: OCE NORTH AMERICA INC
 Division: _____
 Code: OCE Type: C
 FAC: NONE Account No: _____
 FOB: ORIGIN Notes: _____

Classifications

Internal
 DOC Bureau
 Foreign/International

Terms

Net Days	Discount Type	Amount	W/IN Days
Term 1: 30	<input checked="" type="radio"/> Percent <input type="radio"/> Amount	0.000	0
Term 2: 30	<input checked="" type="radio"/> Percent <input type="radio"/> Amount	0.000	0

Dates

Origin: 01-JUL-1997
 Last Invoice: 02-OCT-2004
 Last Order: 04-NOV-2004
 Delete: _____

Common Parent

TIN No: 251558305 Name: OCE - USA HOLDING, INC.

Assignment

Assign All Date: _____
 Active Date: 19-NOV-2003

Vendor | Address Listing | Address Detail | Vendor Mapping

Address

ID: 1
 Type: PURCH ASAP Recipient/Requestor ID: _____
 Name: OCE NORTH AMERICA INC
 Addr 1: 2300 CLARENDON BOULEVARD
 Addr 2: SUITE 1200
 City: ARLINGTON St/Pr: VA Zip: 22201
 Country: US Notes: _____
 Delete: _____

Contact

Name: WOODSLEYC@OCEUSA.COM
 Phone: 800-473-6347
 Fax: 703-351-9847

Reporting ID

Entity Type: CORP
 TIN No: 06-1070101
 DUNS No: 787567924

Form 1042

Required
 Last Issued Date: _____
 Income: NONE
 Exemption: NONE
 Recipient Type: NONE

Payment

Method: EFT Exchange Code: US
 ABA No: 071000039 ACCT No: 8666105541
 ACCT Type: D Pre-Notify Prompt Pay

Form 1099

W-9 Received Type: MISC
 W/H Required Last Issued Date: _____

Active Date: 21-JAN-2004

Vendor | Address Listing | Address Detail | Vendor Mapping

Address

ID: 2
 Type: PAYMNT ASAP Recipient/Requestor ID: _____
 Name: OCE NORTH AMERICA INC
 Addr 1: 12379 COLLECTIONS CTR DR
 Addr 2: _____
 City: CHICAGO St/Pr: IL Zip: 60693
 Country: US Notes: _____
 Delete: _____

Contact

Name: HOFFFR@OCEUSA.COM
 Phone: 773-714-8500
 Fax: 773-714-4392

Reporting ID

Entity Type: CORP
 TIN No: 06-1070101
 DUNS No: 787567924

Form 1042

Required
 Last Issued Date: _____
 Income: NONE
 Exemption: NONE
 Recipient Type: NONE

Payment

Method: EFT Exchange Code: US
 ABA No: 071000039 ACCT No: 8666105541
 ACCT Type: D Pre-Notify Prompt Pay

Form 1099

W-9 Received Type: MISC
 W/H Required Last Issued Date: _____

Active Date: 15-OCT-2004

Accounts Payable Overview

Purchase Order Transaction Screen



Purchase Order Transaction Screen (FM040 VER-2.4.0.0) Print

One to One < >

Document: Type C/O Oblig# Total

Feeder Sys: No Mod# Source

ASAP: Pref Date Reference# Grant Amend No

Effective Dates - Status

For: Bureau Code Name G/L Date

Vendor: < > No - Name

Approval: By Date

Document: < > Notes < > Line Notes < > AD < > F Notes < >

Item: No CLIN# Request < > Type Commodity Code

Part No Stock No Emp No

Description < > Other < > Due Date Acceptance Days

	R/I	Act	NSP	Quantity	U/M	Unit Price	Extended Amount
Requested:	<input type="text" value="D"/>	<input type="text" value="Y"/>	<input type="text" value="N"/>	<input type="text" value="1.000"/>	<input type="text" value="EA"/>	<input type="text" value="7,603.2000"/>	<input type="text" value="7,603.20"/>
Inventory:				<input type="text"/>	<input type="text"/>		

Account Classification: < > F Notes: < > Status

Accounts Payable Overview

Receiving Ticket Transaction Screen



Receiving Ticket Transaction Screen (PM030 VER-2.5.0.1)

RT: No Date Actual Date Recd All Items

Document: Type No - Date

Feeder Sys: No Source

For: Bureau Code Name

Vendor: No - Name

Shipper No Carrier/Delivered By

Approved: By Date Notes < >

Item No	R	N	Received Today	Accrued To-Date	Over Tolerance	U/M	Unit Price	Dsc
1	D	N	2,323.200	5,280.000		EA	7,603.2000	< <input type="text"/> >
								< <input type="text"/> >
								< <input type="text"/> >
								< <input type="text"/> >
								< <input type="text"/> >
								< <input type="text"/> >

CLIN#

Accounts Payable Overview

FM017 Obligation Lookup



Document Obligation Lookup Screen (FM017 VER.2.4.0.0)

Bureau Code: Name:

Document: Type: No: - Feeder Sys No:

Balance: .00 Days O/S: Status:

Oblig	Transaction		Document		Source		Source		Reference		Amount
Itm	MDL	Type	No	R/L	C/D	Itm	MDL	Date	FY	Reference	Amount
1	1	PO3WAY	58620	-	0	1	1	23-OCT-2003	04	DG133W04NC0025	7,603.20
1	1	RT	55587	-	0	1	1	31-JAN-2003	04	DG133W04NC0025	-528.00
1	1	RT	55597	-	0	1	1	31-JAN-2003	04	DG133W04NC0025	-528.00
1	1	RT	57129	-	0	1	1	18-FEB-2003	04	DG133W04NC0025	-528.00
1	1	RT	58450	-	0	1	1	03-MAR-2003	04	DG133W04NC0025	-528.00
1	1	RT	60712	-	0	1	1	21-MAR-2003	04	DG133W04NC0025	-528.00
1	1	RT	64081	-	0	1	1	24-APR-2003	04	DG133W04NC0025	-528.00
1	1	RT	65286	-	0	1	1	14-MAY-2003	04	DG133W04NC0025	-528.00
1	1	RT	67595	-	0	1	1	03-JUN-2003	04	DG133W04NC0025	-528.00
1	1	RT	69356	-	0	1	1	17-JUN-2003	04	DG133W04NC0025	-2,323.20
1	1	RT	90112	-	0	1	1	13-JAN-2004	04	DG133W04NC0025	-528.00
1	1	RT	102314	-	0	1	1	20-MAY-2004	04	DG133W04NC0025	-528.00

Accounts Payable Overview

Vendor Invoice Transaction Screen



Vendor Invoice Transaction Screen (PM003 VER.2.4.0.9)

Bureau Inv: Type No - Date

Doc: Source Type No - Symbol < >

Feeder Sys: No Source

Ref FastPay Int. System:

Dates: Recd Retd Status

Trans No Net Applied Inv Amount

Vendor: No - Name Addr < >

PPA Exchange Code Customer Inv Type No

Terms: (1) Net W/In (2) Net W/In

Approval: By Date

R	Itm	Type	MDL	I	D	P	R	A	Type	T	R	W/H	D	H	Emp No	Inf	Amount
<input checked="" type="checkbox"/>	1	SERV	1	D	Y	Y	Y	N	STD	< <input type="text" value="N"/> >	<input checked="" type="checkbox"/>	< <input type="text" value="N"/> >	<input checked="" type="checkbox"/>	< <input type="text" value="N"/> >	<input type="text" value="0"/>	< <input type="text"/> >	<input type="text" value="528.00"/>
<input type="checkbox"/>										< <input type="text"/> >	<input type="checkbox"/>	< <input type="text"/> >	< <input type="text"/> >	< <input type="text"/> >		< <input type="text"/> >	
<input type="checkbox"/>										< <input type="text"/> >	<input type="checkbox"/>	< <input type="text"/> >	< <input type="text"/> >	< <input type="text"/> >		< <input type="text"/> >	

CLIN# FMDL#

Accounts Payable Overview

Vendor Invoice Transaction Screen



Account Distribution For Item No, Type and MDL (PM003C VER-1.177.0.0)

FY	ACCS	Qty	Unit Price	Amount	Desc	Status
04	< >	1.000	528.0000	528.00	< MA >	PAID 02-NOV-2004

14 B8M1JGE-P00 27 04-01-02-000 20-06-0000-92-00-00-00 25-22-00-00 015979

RT 69356 Dates: Accept G/L 31-OCT-2004 PM006 Flag: < >
EA Due 21-SEP-2004 L/R
Disct D/L Lost

PS: MISC 1009956 Date 01-NOV-2004
Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 1211284

Treasury
Schedule No

Accounts Payable Overview

Vendor Invoice History Screen



Vendor Invoice History Screen (PM007 VER.1.177.0.0)

Vendor: No Name A/P Bal

Invoice: No — Status P Item No MDL

ACCS

Payment: Type No Date Total

Invoice: No — Status Item No MDL

ACCS

Payment: Type No Date Total

Invoice: No — Status Item No MDL

ACCS

Payment: Type No Date Total

Invoice: No — Status Item No MDL

ACCS

Payment: Type No Date Total

Accounts Payable Overview

Vendor Payment Lookup Screen



Vendor Payment Lookup Screen (PM040 VER-1.179.0.0)

Document: No	1211284	Type	EFT	Date	01-NOV-2004	Amount	528.00
Bank Code	TREAS	Cleared:	N	Date		G/L Date	30-NOV-2004
Bureau Code	14		NOAA			FY	05
Payee: No	13203	-	2	Name	OCE NORTH AMERICA INC		
Schedule No	1009956			ALC	13-14-0001		
Accomplished Date	02-NOV-2004	Treasury Check No	500066	Issue	S	Void	N
Document: No		Type		Date		Amount	
Bank Code		Cleared:		Date		G/L Date	
Bureau Code						FY	
Payee: No		-		Name			
Schedule No				ALC			
Accomplished Date		Treasury Check No		Issue		Void	