

## **Quick Guide Instructions**

### **Correcting CAMS Accounts Payable Documents**

**Purpose:** There may be occasions where an incorrect vendor, document, or reference number was selected in making an invoice payment to a vendor. The corrective action you take depends on the circumstances of the error. Each corrective action method can be identified by the invoice type

The purpose of this guide is to describe the necessary steps to correct and recover from the error.

**Correction and Recovery Methods:** There are basically four methods of correcting CAMS Accounts Payable Documents.

***The PM041 Method*** – With this method, the user creates a net zero PM041 Manual Vendor Payment Schedule and a negative PM003 which reverses the invalid document information or the invalid payment and a positive PM003 then records the correct document information or valid payment transactions. The PM041 method can be used to correct a number of errors discovered in paid documents in cases where the correct vendor was paid, but where a correction needs to be made to the document -- for example, to correct an incorrect document reference number, to reverse payments made against an incorrect purchase order document number and record them to the correct purchase order number, or to correct a future dated IPAC. The PM041 method can *always* be used for no match invoices. However, **there must be an undelivered order balance on the line item to be corrected** for the PM041 method to work on a matched document.

Before using the PM041 method, the user must request their Vendor DBA to add a "SF1081" payment address type for the affected vendor on the PM002 Vendor Maintenance Screen. When using the PM041 method to make a correction, **always use CORR as the Invoice Type on the PM003**

***When to Use the PM041 Method*** – The PM041 Method can be to correct the reference number, purchase order number, or to correct an IPAC invoice erroneously entered with an incorrect (future) date. The PM041 Method can only be used when the **correct vendor has been paid**, but you need to make an adjustment to the document.

The following examples illustrate possible scenarios for using the PM041 method:

## I. Correcting an Incorrect Reference Number on a Paid No-Match Document

Example: An invoice for a Blanket Purchase Agreement was paid using an incorrect reference number **45AANA809423**, the correct reference number is **45AANA809432**.

To reverse the transaction with the incorrect number and record the transaction with the correct number, complete the following steps:

1. Request the Vendor DBA add a "SF1081" Payment Address Type in the PM002 for that vendor.
2. Contact Karen Green (301-444-2105) to obtain a Correction Schedule No to be used on the PM041
3. Create a PM041 Header Record as follows:

| Manual Vendor Payment Transaction Screen |                             | pm041                         |
|--|-----------------------------|-------------------------------|
| Bureau: Code 14                          | Schedule No DUMMYSCHEDULENO | ALC 13-14-0001 Trans No 11013 |
| Vendor: No 17289-                        | 3                           | Name GOVERNMENT MOVERS        |
| Payment Document: Bank Code TREAS        | Type SF1081 No 957801       | Date 26-NOV-2003              |
| TDO NONE                                 | Encl 0 Amount .00           | G/L Date 31-MAY-2004          |
| Approval: N By                           | Date                        | Notes < >                     |

Enter the PM003 Invoice Date from the original invoice for the Date

Enter the current G/L Date

4. Create a **negative** PM003 to reverse the incorrect information. Use Invoice Type '**CORR**', the original invoice no with sub invoice 1. Be sure to use the SF1081 payment address type for the vendor and enter the amount as a negative. In the Pmt Info popup, enter the reason for the correction and select the schedule number created in Step 3.

| Vendor Invoice Transaction Screen  |                     | pm003                           |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
|--|---------------------|---------------------------------|-----|-----|------|-----|---|---|------|-----|-----|------|-----|-----|-----|-----|-----|---------|----|-----|--------|---|---|------|---|---|---|---|---|---|-----|-----|---|-----|---|-----|---|-----|-----|---------|--|--|--|--|--|--|--|--|--|--|-----|-----|-----|-----|--|-----|-----|-----|--|
| Bureau 14  | Inv: Type CORR      | No 18768 - 1 Date 02-OCT-2003   |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Doc: Source NONE   | Type NONE           | No 0- 0 Symbol < >              |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Feeder Sys: No   |                     | Source                          |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Ref 45AANA809423   |                     | FastPay N Int. System:NONE      |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Dates: Recd 02-OCT-2003  | Retd                | Status OPEN 28-MAY-2004         |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Trans No 1419831   | Net Applied -155.15 | Inv Amount -155.15              |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Vendor: No 17289-  | 3                   | Name GOVERNMENT MOVERS Addr < > |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| PPA Y  | Exchange Code US    | Customer Inv Type No            |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Terms: (1) Net 30 P  | 0.000 W/In 00       | (2) Net 30 P 0.000 W/In 00      |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Approval: Y By P J O CONNOR  |                     | Date 28-MAY-2004                |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| <table border="1"> <thead> <tr> <th>R</th> <th>Itm</th> <th>Type</th> <th>MDL</th> <th>I</th> <th>D</th> <th>P</th> <th>R</th> <th>A</th> <th>Type</th> <th>T</th> <th>R</th> <th>W/H</th> <th>D</th> <th>H</th> <th>Emp</th> <th>No</th> <th>Inf</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>1</td> <td>SERV</td> <td>1</td> <td>Q</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>STD</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td>0</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>-155.15</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td></td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td></td> </tr> </tbody> </table> |                     |                                 | R   | Itm | Type | MDL | I | D | P    | R   | A   | Type | T   | R   | W/H | D   | H   | Emp     | No | Inf | Amount | Y | 1 | SERV | 1 | Q | N | N | N | N | STD | <N> | Y | <N> | Y | <N> | 0 | < > | < > | -155.15 |  |  |  |  |  |  |  |  |  |  | < > | < > | < > | < > |  | < > | < > | < > |  |
| R  | Itm                 | Type                            | MDL | I   | D    | P   | R | A | Type | T   | R   | W/H  | D   | H   | Emp | No  | Inf | Amount  |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| Y  | 1                   | SERV                            | 1   | Q   | N    | N   | N | N | STD  | <N> | Y   | <N>  | Y   | <N> | 0   | < > | < > | -155.15 |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
|  |                     |                                 |     |     |      |     |   |   |      | < > | < > | < >  | < > |     | < > | < > | < > |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |
| CLIN#  | FMDL#               |                                 |     |     |      |     |   |   |      |     |     |      |     |     |     |     |     |         |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |   |     |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |     |     |  |

| Account Distribution For This Item No, Type and MDL                      |               |            |             |             |        |             |
|--|---------------|------------|-------------|-------------|--------|-------------|
| FY ACCS  | Qty           | Unit Price | Amount      | Desc        | Status |             |
| 04 < >   | 1.000         | -155.1500  | -155.15     | <C>         | OPEN   | 28-MAY-2004 |
| 14 19WGK01-P00 02 09-01-01-000 10-01-0000-00-00-00-00 25-27-00-00 000000 |               |            |             |             |        |             |
| RT   | Dates: Accept |            | G/L         | 31-MAY-2004 | PM006  | Flag:< >    |
| EA   | Due           |            | 01-NOV-2003 | L/R         |        |             |
|  | Disct         |            | D/L         | Lost        |        |             |
| PS: MISC DUMMYSCHEDNO Date 28-MAY-2004                                   |               |            |             |             |        |             |
| Payment: PO HQS TDO 0 Encl 2 TREAS Type SF1081 No 0                      |               |            |             |             |        |             |

5. Create a positive PM003 to record the correct information. Use Invoice Type **'CORR'**, the original invoice no with sub invoice 2. Be sure to use the SF1081 payment address type for the vendor and enter the amount as a positive. In the Pmt Info popup, enter the reason for the correction and select the schedule number created in Step 3.

| Vendor Invoice Transaction Screen |   |             |                   |            |                           | pm003                             |
|-----------------------------------|---|-------------|-------------------|------------|---------------------------|-----------------------------------|
| Bureau                            | 14  | Inv: Type   | CORR              | No         | 18768                     | - 2                               |
| Date                              | 02-OCT-2003   |             |                   |            |                           |                                   |
| Doc: Source                       | NONE  | Type        | NONE              | No         | 0-                        | 0 Symbol < >                      |
| Feeder Sys:                       | No Source   |             |                   |            |                           |                                   |
| Ref                               | 45AANA809432 FastPay N Int. System:NONE               |             |                   |            |                           |                                   |
| Dates: Recd                       | 02-OCT-2003   |             | Retd              | Status     | OPEN 28-MAY-2004          |                                   |
| Trans No                          | 1419832   | Net Applied | 155.15            | Inv Amount | 155.15                    |                                   |
| Vendor:                           | No  | 17289-      | 3                 | Name       | GOVERNMENT MOVERS Addr< > |                                   |
| PPA Y Exchange Code               | US  |             | Customer Inv Type | No         |                           |                                   |
| Terms:                            | (1) Net 30 P 0.000 W/In 00 (2) Net 30 P 0.000 W/In 00 |             |                   |            |                           |                                   |
| Approval:                         | Y By P J O CONNOR                                     |             |                   | Date       | 28-MAY-2004               |                                   |
| R                                 | Itm   | Type        | MDL               | I D P R A  | Type                      | T R W/H D H Emp No Pmt Inf Amount |
| Y                                 | 1   | SERV        | 1                 | Q N N N N  | STD                       | <N> Y <N> Y <N> 0 < > 155.15      |
| CLIN# FMDL#                       |   |             |                   |            |                           |                                   |

| Account Distribution For This Item No, Type and MDL                      |               |            |             |             |        |             |
|--|---------------|------------|-------------|-------------|--------|-------------|
| FY ACCS  | Qty           | Unit Price | Amount      | Desc        | Status |             |
| 04 < >   | 1.000         | 155.1500   | 155.15      | <R>         | PAID   | 02-OCT-2003 |
| 14 19WGK01-P00 02 09-01-01-000 10-01-0000-00-00-00-00 25-27-00-00 000000 |               |            |             |             |        |             |
| RT   | Dates: Accept |            | G/L         | 31-MAY-2004 | PM006  | Flag:< >    |
| EA   | Due           |            | 01-NOV-2003 | L/R         |        |             |
|  | Disct         |            | D/L         | Lost        |        |             |
| PS: MANUAL DUMMYSCHEDNO Date 02-OCT-2003                                 |               |            |             |             |        |             |
| Payment: PO HQS TDO NONE Encl 0 TREAS Type SF1081 No 957801              |               |            |             |             |        |             |

6. Review and approve the PM041

| Manual Vendor Payment Transaction Screen                                 |          |            |  |             |      | pm041      |
|--|----------|------------|--|-------------|------|------------|
| Bureau: Code 14 Schedule No 1008799CORR ALC 13-14-0001 Trans No 11013    |          |            |  |             |      |            |
| Vendor: No 17289- 3 Name GOVERNMENT MOVERS                               |          |            |  |             |      |            |
| Payment Document: Bank Code TREAS Type SF1081 No 957801 Date 02-OCT-2003 |          |            |  |             |      |            |
| TDO NONE Encl 0 Amount .00 G/L Date 31-MAY-2004                          |          |            |  |             |      |            |
| Approval: Y By P J O CONNOR Date 28-MAY-2004 Notes < >                   |          |            |  |             |      |            |
| By   | Invoice  |            |  | Invoice     |      |            |
| Inv  | Trans No | Invoice No |  | Date        | Item | Item Total |
| < >  | 1419831  | 18768 - 1  |  | 02-OCT-2003 | 1    | -155.15    |
| < >  | 1419832  | 18768 - 2  |  | 02-OCT-2003 | 1    | 155.15     |
| Total Payment  |          |            |  |             |      | .00        |

II. Correcting the CAMS Obligation No - Matched Documents

**Two Way Matched Invoice Example** – There are two contracts, CAMS obligation numbers 59683-0-0 and 59720-0-0, with Apprend Technology. Apprend submits an invoice for obligation 59683-0-0 that is inadvertently charged against obligation 59720-0-0. Using the PM041 method to make this correction, reverse the erroneous payment made against 59720-0-0 and restore its undelivered order (UDO) balance back to where it was before the erroneous payment was made and charge the payment against the correct obligation, 59683-0-0 and reduce its undelivered order balance accordingly.

**NOTE: This correction can only be made if both purchase orders are OPEN and there is an Undelivered Order balance remaining on the impacted Line Items. If the line item is closed, you will need to follow either the Cross Pay or Accounts Receivable methods to correct.**

To make the correction, complete the following steps:

1. Request the Vendor DBA add a "SF1081" Payment Address Type in the PM002 for that vendor.
2. Contact Karen Green (301-444-2105) to obtain a Correction Schedule No to be used on the PM041
3. Create a PM041 Header Record as follows:

| Manual Vendor Payment Transaction Screen                          |  |  |  |  |  | pm041 |
|---|--|--|--|--|--|-------|
| Bureau: Code 14 Schedule No DUMMYSCHEDNO ALC 13-14-0001 Trans No  |  |  |  |  |  |       |
| Vendor: No 12231- 3 Name APREND TECHNOLOGY                        |  |  |  |  |  |       |
| Payment Document: Bank Code TREAS Type SF1081 No Date 28-MAY-2004 |  |  |  |  |  |       |
| TDO NONE Encl 0 Amount .00 G/L Date 31-MAY-2004                   |  |  |  |  |  |       |
| Approval: N By Date Notes < >                                     |  |  |  |  |  |       |

4. Create a **negative, two-way matched** PM003 to reverse the erroneously charged invoices against contract 59720-0-0 Use Invoice Type '**CORR**', the original invoice no with sub invoice 1. Be sure to use the SF1081 payment address type for the vendor and enter the amount as a negative. In the Pmt Info popup, enter the reason for the correction and select the schedule number created in Step 3.

| Vendor Invoice Transaction Screen   |     |       |     |   |   |   |   |   |      |     |     |     | pm003 |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
|---|-----|-------|-----|---|---|---|---|---|------|-----|-----|-----|-------|-----|-----|------|-----|-----------|---|---|---|---|------|---|---|-----|---|---|-----|----|-----|--------|---|---|-------|---|---|---|---|---|---|------|-----|---|-----|---|-----|---|-----|--|-----------|--|--|--|--|--|--|--|--|--|--|-----|-----|-----|-----|--|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|-----|-----|-----|--|-----|--|--|--|
| Bureau 14 Inv: Type <b>CORR</b> No <b>CAG52804</b> - <b>1</b> Date 28-MAY-2004  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Doc: Source OBLIG Type CONTRT No 59720- 0 Symbol < >  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Feeder Sys: No Source   |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Ref POC52804 FastPay N Int. System:NONE   |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Dates: Recd 28-MAY-2004 Retd Status OPEN 28-MAY-2004  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Trans No 1419834 Net Applied <b>-1,500.00</b> Inv Amount <b>-1,500.00</b>   |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Vendor: <b>No 12231- 3</b> Name APREND TECHNOLOGY Addr< >   |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| PPA N Exchange Code US Customer Inv Type No   |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Approval: Y By P J O CONNOR Date 28-MAY-2004  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| <table border="1"> <thead> <tr> <th>R</th> <th>Itm</th> <th>Type</th> <th>MDL</th> <th>I</th> <th>D</th> <th>P</th> <th>R</th> <th>A</th> <th>Type</th> <th>T</th> <th>R</th> <th>W/H</th> <th>D</th> <th>H</th> <th>Emp</th> <th>No</th> <th>Inf</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>1</td> <td>GOODS</td> <td>1</td> <td>D</td> <td>Y</td> <td>Y</td> <td>N</td> <td>N</td> <td>NONE</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td>0</td> <td>&lt; &gt;</td> <td></td> <td>-1,500.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td></td> <td>&lt; &gt;</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td></td> <td>&lt; &gt;</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |     |       |     |   |   |   |   |   |      |     |     |     |       | R   | Itm | Type | MDL | I         | D | P | R | A | Type | T | R | W/H | D | H | Emp | No | Inf | Amount | Y | 1 | GOODS | 1 | D | Y | Y | N | N | NONE | <N> | Y | <N> | Y | <N> | 0 | < > |  | -1,500.00 |  |  |  |  |  |  |  |  |  |  | < > | < > | < > | < > |  | < > |  |  |  |  |  |  |  |  |  |  |  |  |  | < > | < > | < > | < > |  | < > |  |  |  |
| R   | Itm | Type  | MDL | I | D | P | R | A | Type | T   | R   | W/H | D     | H   | Emp | No   | Inf | Amount    |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| Y   | 1   | GOODS | 1   | D | Y | Y | N | N | NONE | <N> | Y   | <N> | Y     | <N> | 0   | < >  |     | -1,500.00 |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
|   |     |       |     |   |   |   |   |   |      | < > | < > | < > | < >   |     | < > |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
|   |     |       |     |   |   |   |   |   |      | < > | < > | < > | < >   |     | < > |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |
| CLIN# FMDL#   |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |           |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |       |   |   |   |   |   |   |      |     |   |     |   |     |   |     |  |           |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |     |  |  |  |

| Account Distribution For This Item No, Type and MDL                      |      |       |             |           |          |             |
|--|------|-------|-------------|-----------|----------|-------------|
| FY   | ACCS | Qty   | Unit Price  | Amount    | Desc     | Status      |
| 04   | < >  | 1.000 | -1,500.0000 | -1,500.00 | <G> OPEN | 28-MAY-2004 |
| 14 SAE0000-SAE 30 52-30-00-000 06-02-0004-01-00-00-00 26-19-00-00 000566 |      |       |             |           |          |             |
| RT Dates: Accept G/L 31-MAY-2004 PM006 Flag:< >                          |      |       |             |           |          |             |
| EA Due 28-MAY-2004 L/R   |      |       |             |           |          |             |
| Disct D/L Lost   |      |       |             |           |          |             |
| PS: MISC DUMMYSCHEDNO Date 28-MAY-2004                                   |      |       |             |           |          |             |
| Payment: PO HQS TDO 0 Encl 2 TREAS Type SF1081 No 0                      |      |       |             |           |          |             |

5. Create a **positive, two-way matched** PM003 to record the invoice against contract 59683-0-0 Use Invoice Type '**CORR**', the original invoice no with sub invoice 2. Be sure to use the SF1081 payment address type for the vendor and enter the amount as a positive. In the Pmt Info popup, enter the reason for the correction and select the schedule number created in Step 3.

| Vendor Invoice Transaction Screen                            |     |       |     |   |   |   |   |   |      |     |   | pm003 |       |     |     |     |     |     |          |
|--|-----|-------|-----|---|---|---|---|---|------|-----|---|-------|-------|-----|-----|-----|-----|-----|----------|
| Bureau 14 Inv: Type CORR No CAG52804 - 2 Date 28-MAY-2004    |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Doc: Source OBLIG Type CONTRT No 59720- 0 Symbol < >         |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Feeder Sys: No Source  |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Ref POC52804 FastPay N Int. System:NONE                      |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Dates: Recd 28-MAY-2004 Retd Status OPEN 28-MAY-2004         |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Trans No 1419835 Net Applied 1,500.00 Inv Amount 1,500.00    |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Vendor: No 12231- 3 Name APREND TECHNOLOGY Addr< >           |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| PPA N Exchange Code US Customer Inv Type No                  |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| Approval: Y By P J O CONNOR Date 28-MAY-2004                 |     |       |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |     |          |
| R  | Itm | Type  | MDL | I | D | P | R | A | Type | T   | R | W/H   | D     | H   | Emp | No  | Pmt | Inf | Amount   |
| Y  | 1   | GOODS | 1   | D | Y | Y | N | N | NONE | <N> | Y | <N>   | Y     | <N> | 0   | < > | < > | < > | 1,500.00 |
|  |     |       |     |   |   |   |   |   |      |     |   |       | < >   | < > | < > | < > |     |     |          |
| CLIN#  |     |       |     |   |   |   |   |   |      |     |   |       | FMDL# |     |     |     |     |     |          |

| Account Distribution For This Item No, Type and MDL                      |      |                 |            |                                |          |             |
|--|------|-----------------|------------|--------------------------------|----------|-------------|
| FY   | ACCS | Qty             | Unit Price | Amount                         | Desc     | Status      |
| 04   | < >  | 1.000           | 1,500.0000 | 1,500.00                       | <G> OPEN | 28-MAY-2004 |
| 14 SAE0000-SAE 30 52-30-00-000 06-02-0004-01-00-00-00 26-19-00-00 000566 |      |                 |            |                                |          |             |
| RT   |      | Dates: Accept   |            | G/L 31-MAY-2004 PM006 Flag:< > |          |             |
| EA   |      | Due 28-MAY-2004 |            | L/R                            |          |             |
|  |      | Disct           |            | D/L Lost                       |          |             |
| PS: MISC DUMMYSCHEDNO Date 28-MAY-2004                                   |      |                 |            |                                |          |             |
| Payment: PO HQS TDO 0 Encl 2 TREAS Type SF1081 No 0                      |      |                 |            |                                |          |             |

## 6. Review and Approve the PM041

| Manual Vendor Payment Transaction Screen                                 |          |            |   |             |      |           |       |  |  |  |  | pm041 |
|--|----------|------------|---|-------------|------|-----------|-------|--|--|--|--|-------|
| Bureau: Code 14 Schedule No DUMMYSCHEDNO ALC 13-14-0001 Trans No 11014   |          |            |   |             |      |           |       |  |  |  |  |       |
| Vendor: No 12231- 3 Name APREND TECHNOLOGY                               |          |            |   |             |      |           |       |  |  |  |  |       |
| Payment Document: Bank Code TREAS Type SF1081 No 957803 Date 28-MAY-2004 |          |            |   |             |      |           |       |  |  |  |  |       |
| TDO NONE Encl 0 Amount .00 G/L Date 31-MAY-2004                          |          |            |   |             |      |           |       |  |  |  |  |       |
| Approval: Y By P J O CONNOR Date 28-MAY-2004 Notes < >                   |          |            |   |             |      |           |       |  |  |  |  |       |
| By   | Invoice  | Invoice    |   | Invoice     | Item | Item      | Total |  |  |  |  |       |
| Inv  | Trans No | Invoice No |   | Date        |      |           |       |  |  |  |  |       |
| < >  | 1419834  | CAG52804-  | 1 | 28-MAY-2004 | 1    | -1,500.00 |       |  |  |  |  |       |
| < >  | 1419835  | CAG52804-  | 2 | 28-MAY-2004 | 1    | 1,500.00  |       |  |  |  |  |       |
| < >  |          | -          |   |             |      |           |       |  |  |  |  |       |
| < >  |          | -          |   |             |      |           |       |  |  |  |  |       |
| < >  |          | -          |   |             |      |           |       |  |  |  |  |       |
| < >  |          | -          |   |             |      |           |       |  |  |  |  |       |
| < >  |          | -          |   |             |      |           |       |  |  |  |  |       |
| Total Payment .00  |          |            |   |             |      |           |       |  |  |  |  |       |

**Three Way Matched Invoice Example:** There are two purchase orders, CAMS obligation numbers 58197-0-0 and 58199-0-0, with the American Meteorological Society (AMS). AMS submits an invoice for \$4,000.00 citing obligation 58199-0-0 that

is inadvertently charged against obligation 58197-0-0. Using the PM041 method to make this correction, reverse the erroneous payment made against 58197-0-0 and restore its undelivered order (UDO) balance back to where it was before the erroneous payment was made and charge the payment against the correct obligation, 58199-0-0 and reduce its undelivered order balance accordingly.

**NOTE: This correction can only be made if both purchase orders are OPEN and there is an Undelivered Order balance remaining on the impacted Line Items. If the line item is closed, you will need to follow either the Cross Pay or Accounts Receivable methods to correct.**

To make the correction, complete the following steps:

1. Request the Vendor DBA add a "SF1081" Payment Address Type in the PM002 for that vendor.
2. Contact Karen Green (301-444-2105) to obtain a Correction Schedule No to be used on the PM041
3. Create a PM041 Header Record as follows:

| Manual Vendor Payment Transaction Screen |                                 | pm041                         |
|--|---------------------------------|-------------------------------|
| Bureau: Code 14                          | Schedule No DUMMYSCHEDNO        | ALC 13-14-0001 Trans No 11015 |
| Vendor: No 12216-                        | 10 Name AMERICAN METEOROLOGICAL |                               |
| Payment Document: Bank Code TREAS        | Type SF1081 No 957804           | Date 15-MAY-2004              |
| TDO NONE                                 | Encl 0 Amount .00               | G/L Date 30-JUN-2004          |
| Approval: N By                           | Date                            | Notes < >                     |

4. Create a **negative** PM030 to reverse the incorrect receiving ticket which cited the **wrong** purchase order number. Use the same actual date received date as the original receiving ticket. Enter a negative amount received today to reverse the original amount received.

| Receiving Ticket Transaction Screen |                      | 1:2                          | pm030              |
|-------------------------------------|----------------------|------------------------------|--------------------|
| RT: No 85187                        | Date 01-JUN-2004     | Actual Date Recd 01-JUN-2004 | All Items Y        |
| Document: Type PO3WAY               | No 58197- 0          | Date 10-OCT-2003             |                    |
| Feeder Sys: No                      | Source               |                              |                    |
| For: Bureau Code 14                 | Name NOAA            |                              |                    |
| Vendor: No 12216-                   | 1                    | Name AMERICAN METEOROLOGICAL |                    |
| Shipper No                          | Carrier/Delivered By |                              |                    |
| Approved: Y By P J O CONNOR         | Date 01-JUN-2004     | Notes < >                    |                    |
| Itm R N Received                    | Accrued              | Over                         |                    |
| No I P Today                        | To-Date              | Tolerance                    | U/M Unit Price Dsc |
| -----                               | -----                | -----                        | -----              |
| 1 D N                               | -4,000.000           | 4,000.000                    | EA 4,125.0000 < >  |
|                                     |                      |                              | < >                |
|                                     |                      |                              | < >                |
|                                     |                      |                              | < >                |
|                                     |                      |                              | < >                |
|                                     |                      |                              | < >                |
| CLIN#                               |                      |                              |                    |

5. Create a **positive** PM030 to record the receipt of the goods and/or services against the **correct** purchase order. Use the same actual date received date as the original receiving ticket.

| Receiving Ticket Transaction Screen   |   |   |           |         |           | 1:2 | pm030      |     |
|---|---|---|-----------|---------|-----------|-----|------------|-----|
| RT: No 85189 Date 01-JUN-2004 Actual Date Recd 01-JUN-2004 All Items Y<br>Document: Type PO3WAY No 58199- 0 Date 10-OCT-2003<br>Feeder Sys: No Source<br>For: Bureau Code 14 Name NOAA<br>Vendor: No 12216- 1 Name AMERICAN METEOROLOGICAL<br>Shipper No Carrier/Delivered By<br>Approved: Y By P J O CONNOR Date 01-JUN-2004 Notes < > |   |   |           |         |           |     |            |     |
| Itm   | R | N | Received  | Accrued | Over      | U/M | Unit Price | Dsc |
| No  | I | P | Today     | To-Date | Tolerance |     |            |     |
| 1   | D | N | 4,000.000 | .000    |           | EA  | 5,800.0000 | < > |
|   |   |   |           |         |           |     |            | < > |
|   |   |   |           |         |           |     |            | < > |
|   |   |   |           |         |           |     |            | < > |
|   |   |   |           |         |           |     |            | < > |
|   |   |   |           |         |           |     |            | < > |
| CLIN#   |   |   |           |         |           |     |            |     |

6. Complete the PM003 Invoice Shell created by the negative PM030 in Step 4. Use the Invoice Type 'CORR,' the original invoice number with the appropriate sub invoice designation, and be sure to use the SF1081 payment address for the vendor. In the Pmt Info pop-up, include the reasons for the correction in the Desc field and select the schedule number created in Step 3.

| Vendor Invoice Transaction Screen   |     |      |     |   |   |   |   |   |      |     |   | pm003 |       |     |     |     |     |           |
|---|-----|------|-----|---|---|---|---|---|------|-----|---|-------|-------|-----|-----|-----|-----|-----------|
| Bureau 14 Inv: Type CORR No 1062004 - 1 Date 15-MAY-2004<br>Doc: Source OBLIG Type PO3WAY No 58197- 0 Symbol < ><br>Feeder Sys: No Source<br>Ref RA133004SU0005 FastPay N Int. System:NONE<br>Dates: Recd 15-MAY-2004 Retd Status OPEN 01-JUN-2004<br>Trans No 1419839 Net Applied -4,000.00 Inv Amount<br>Vendor: No 12216- 10 Name AMERICAN METEOROLOGICAL Addr< ><br>PPA N Exchange Code US Customer Inv Type No<br>Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00<br>Approval: Y By P J O CONNOR Date 01-JUN-2004 |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |           |
| R   | Itm | Type | MDL | I | D | P | R | A | Type | T   | R | W/H   | D     | H   | Emp | No  | Inf | Amount    |
| Y   | 1   | SERV | 1   | D | Y | Y | Y | N | STD  | <N> | Y | <N>   | Y     | <N> | 0   | < > |     | -4,000.00 |
|   |     |      |     |   |   |   |   |   |      |     |   |       | < >   | < > | < > | < > |     |           |
|   |     |      |     |   |   |   |   |   |      |     |   |       | < >   | < > | < > | < > |     |           |
| CLIN#   |     |      |     |   |   |   |   |   |      |     |   |       | FMDL# |     |     |     |     |           |



| Account Distribution For This Item No, Type and MDL                      |       |                 |                 |          |             |  |
|--|-------|-----------------|-----------------|----------|-------------|--|
| FY ACCS  | Qty   | Unit Price      | Amount          | Desc     | Status      |  |
| 04 < >   | 1.000 | -4,000.0000     | -4,000.00       | <P> OPEN | 01-JUN-2004 |  |
| 14 3RR2QFA-P31 07 03-02-03-000 50-30-0000-00-00-00-00 24-11-00-00 009952 |       |                 |                 |          |             |  |
| RT   | 85187 | Dates: Accept   | G/L 30-JUN-2004 | PM006    | Flag:< >    |  |
| EA   |       | Due 15-MAY-2004 | L/R             |          |             |  |
|  |       | Disct           | D/L             | Lost     |             |  |
| PS: MISC DUMMYSCHEDNO Date 01-JUN-2004                                   |       |                 |                 |          |             |  |
| Payment: PO MASC TDO 0 Encl 2 TREAS Type SF1081 No 0                     |       |                 |                 |          |             |  |

7. Complete the PM003 shell created by the positive PM030 which recorded the goods and/or services against the correct purchase order. Use the Invoice Type 'CORR,' the original invoice number with the appropriate sub invoice designation, and be sure to use the SF1081 payment address for the vendor. In the Pmt Info pop-up, include the reasons for the correction in the Desc field and select the schedule number created in Step 3.

| Vendor Invoice Transaction Screen                            |     |       |     |   |   |   |   |   |      |     |     |     | pm003 |     |     |     |     |          |
|--|-----|-------|-----|---|---|---|---|---|------|-----|-----|-----|-------|-----|-----|-----|-----|----------|
| Bureau 14 Inv: Type CORR No 1062004 - 3 Date 15-MAY-2004     |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Doc: Source OBLIG Type PO3WAY No 58199- 0 Symbol < >         |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Feeder Sys: No Source  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Ref 133004SU0006 FastPay N Int. System:NONE                  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Dates: Recd 15-MAY-2004 Retd Status OPEN 01-JUN-2004         |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Trans No 1419840 Net Applied 4,000.00 Inv Amount             |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Vendor: No 12216- 10 Name AMERICAN METEOROLOGICAL Addr< >    |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| PPA N Exchange Code US Customer Inv Type No                  |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| Approval: Y By P J O CONNOR Date 01-JUN-2004                 |     |       |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |
| R  | Itm | Type  | MDL | I | D | P | R | A | Type | T   | R   | W/H | D     | H   | Emp | No  | Inf | Amount   |
| Y  | 1   | SERV  | 1   | D | Y | Y | Y | N | NONE | <N> | N   | <N> | Y     | <N> | 0   | < > | < > | 4,000.00 |
|  |     |       |     |   |   |   |   |   |      | < > | < > | < > | < >   | < > |     |     |     |          |
| CLIN#  |     | FMDL# |     |   |   |   |   |   |      |     |     |     |       |     |     |     |     |          |

| Account Distribution For This Item No, Type and MDL                      |       |                 |                 |          |             |  |
|--|-------|-----------------|-----------------|----------|-------------|--|
| FY ACCS  | Qty   | Unit Price      | Amount          | Desc     | Status      |  |
| 04 < >   | 1.000 | 4,000.0000      | 4,000.00        | <P> OPEN | 01-JUN-2004 |  |
| 14 3RR2QFA-P31 07 03-02-03-000 50-30-0000-00-00-00-00 24-11-00-00 009952 |       |                 |                 |          |             |  |
| RT   | 85189 | Dates: Accept   | G/L 30-JUN-2004 | PM006    | Flag:< >    |  |
| EA   |       | Due 15-MAY-2004 | L/R             |          |             |  |
|  |       | Disct           | D/L             | Lost     |             |  |
| PS: MISC DUMMYSCHEDNO Date 01-JUN-2004                                   |       |                 |                 |          |             |  |
| Payment: PO MASC TDO 0 Encl 2 TREAS Type SF1081 No 0                     |       |                 |                 |          |             |  |

8. Review and approve the PM041 for the correction schedule created in Step 3.

| Manual Vendor Payment Transaction Screen                                 |          |             |             |         |            | pm041 |
|--|----------|-------------|-------------|---------|------------|-------|
| Bureau: Code 14 Schedule No DUMMYSCHEDNO ALC 13-14-0001 Trans No 11015   |          |             |             |         |            |       |
| Vendor: No 12216- 10 Name AMERICAN METEOROLOGICAL                        |          |             |             |         |            |       |
| Payment Document: Bank Code TREAS Type SF1081 No 957804 Date 15-MAY-2004 |          |             |             |         |            |       |
| TDO NONE Encl 0 Amount .00 G/L Date 30-JUN-2004                          |          |             |             |         |            |       |
| Approval: Y By P J O CONNOR Date 01-JUN-2004 Notes < >                   |          |             |             |         |            |       |
| By   | Invoice  | Invoice     |             | Invoice |            |       |
| Inv  | Trans No | Invoice No  | Date        | Item    | Item Total |       |
| < >  | 1419839  | 1062004 - 0 | 15-MAY-2004 | 1       | -4,000.00  |       |
| < >  | 1419840  | 1062004 - 3 | 15-MAY-2004 | 1       | 4,000.00   |       |
| < >  |          | -           |             |         |            |       |
| < >  |          | -           |             |         |            |       |
| < >  |          | -           |             |         |            |       |
| < >  |          | -           |             |         |            |       |
| < >  |          | -           |             |         |            |       |
| Total Payment  |          |             |             |         | .00        |       |

**Cross Pay Method** - The Cross Pay method is used where an invoice was paid against the wrong purchase order number, but to the correct vendor or where the correct purchase order was cited, but the invoice was paid against the wrong line item on the purchase order.

***When to Use the Cross Pay Method:*** Use the cross pay method when one or more of the line items you need to correct are closed.

***Example*** – An invoice for \$2,500 was paid against PO 59721-0-0 and should have been paid against PO 59722-0-0. Both purchase orders are to the same vendor, Accenture. Another invoice which should be correctly charged to PO 59721 for \$2,500 is received for payment processing. However the \$2,500 payment against PO 59721 liquidated the undelivered order balance for that line item, so the PM041 method cannot be used. As an alternative, the Cross Pay Method can be used as follows:

1. Create a no-match invoice for the May 2004 service

1. Create a PM030 receiving ticket citing PO 59722-0-0 for the \$2,500 invoice

| Receiving Ticket Transaction Screen                                    |   |   |           |         |           | 1:2 | pm030      |     |
|--|---|---|-----------|---------|-----------|-----|------------|-----|
| RT: No 85192 Date 01-JUN-2004 Actual Date Recd 01-JUN-2004 All Items Y |   |   |           |         |           |     |            |     |
| Document: Type PO3WAY No 59722- 0 Date 01-JUN-2004                     |   |   |           |         |           |     |            |     |
| Feeder Sys: No Source  |   |   |           |         |           |     |            |     |
| For: Bureau Code 14 Name NOAA  |   |   |           |         |           |     |            |     |
| Vendor: No 12222- 1 Name ACCENTURE LLP                                 |   |   |           |         |           |     |            |     |
| Shipper No Carrier/Delivered By  |   |   |           |         |           |     |            |     |
| Approved: Y By P J O CONNOR Date 01-JUN-2004 Notes < >                 |   |   |           |         |           |     |            |     |
| Itm  | R | N | Received  | Accrued | Over      | U/M | Unit Price | Dsc |
| No   | I | P | Today     | To-Date | Tolerance |     |            |     |
| 1  | D | N | 2,500.000 | .000    |           | EA  | 5,000.0000 | < > |
|  |   |   |           |         |           |     |            | < > |
|  |   |   |           |         |           |     |            | < > |
|  |   |   |           |         |           |     |            | < > |
|  |   |   |           |         |           |     |            | < > |
|  |   |   |           |         |           |     |            | < > |
| CLIN#  |   |   |           |         |           |     |            | < > |

2. Complete the PM003 Invoice Shell created by the PM030 in Step 1. Use Invoice Type 'CORR'. In the Desc field of the Pmt Info pop-up indicate that this is a CROSSPAY invoice, the invoice number, CAMS AP Trans #, and Purchase Order number where the incorrect PO # was used.

| Vendor Invoice Transaction Screen                            |     |      |     |   |   |   |   |   |      |     |   | pm003 |       |     |     |     |     |          |
|--|-----|------|-----|---|---|---|---|---|------|-----|---|-------|-------|-----|-----|-----|-----|----------|
| Bureau 14 Inv: Type CORR No CRS6012004 - 0 Date 01-JUN-2004  |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Doc: Source OBLIG Type PO3WAY No 59722- 0 Symbol < >         |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Feeder Sys: No Source  |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Ref CROSSPAY2 FastPay N Int. System:NONE                     |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Dates: Recd 01-JUN-2004 Retd Status OPEN 01-JUN-2004         |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Trans No 1419844 Net Applied 2,500.00 Inv Amount             |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Vendor: No 12222- 2 Name ACCENTURE LLP Addr< >               |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| PPA Y Exchange Code US Customer Inv Type No                  |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Terms: (1) Net 30 P 0.000 W/In 00 (2) Net 30 P 0.000 W/In 00 |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| Approval: Y By P J O CONNOR Date 01-JUN-2004                 |     |      |     |   |   |   |   |   |      |     |   |       |       |     |     |     |     |          |
| R  | Itm | Type | MDL | I | D | P | R | A | Type | T   | R | W/H   | D     | H   | Emp | No  | Inf | Amount   |
| Y  | 1   | SERV | 1   | D | Y | Y | Y | N | STD  | <N> | Y | <N>   | Y     | <N> | 0   | < > |     | 2,500.00 |
|  |     |      |     |   |   |   |   |   |      |     |   |       | < >   | < > | < > | < > |     |          |
|  |     |      |     |   |   |   |   |   |      |     |   |       | < >   | < > | < > | < > |     |          |
| CLIN#  |     |      |     |   |   |   |   |   |      |     |   |       | FMDL# |     |     |     |     |          |

| Account Distribution For This Item No, Type and MDL                      |       |                 |            |                                |          |             |
|--|-------|-----------------|------------|--------------------------------|----------|-------------|
| FY   | ACCS  | Qty             | Unit Price | Amount                         | Desc     | Status      |
| 04   | < >   | 1.000           | 2,500.0000 | 2,500.00                       | <C> OPEN | 01-JUN-2004 |
| 14 SAE0000-P00 30 52-30-00-000 06-02-0004-01-00-00-00 25-27-00-00 000566 |       |                 |            |                                |          |             |
| RT   | 85192 | Dates: Accept   |            | G/L 30-JUN-2004 PM006 Flag:< > |          |             |
| EA   |       | Due 01-JUL-2004 |            | L/R                            |          |             |
|  |       | Disct           |            | D/L Lost                       |          |             |
| PS: MISC 0 Date 30-JUN-2004  |       |                 |            |                                |          |             |
| Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 0                       |       |                 |            |                                |          |             |

| Vendor Invoice Transaction Screen                   |     |            |                 |  |         | pm003    |
|---|-----|------------|-----------------|--|---------|----------|
| Account Distribution For This Item No, Type and MDL |     |            |                 |  |         |          |
| FY ACCS   | Qty | Unit Price | Amount          | Desc   | Status  |          |
| 04 < >  |     |            |                 |  | UN-2004 |          |
| 14 S  |     |            |                 | CROSS PAY TO INVOICE #6012004, TRANS #1419843, PO #59721 | 0566    |          |
| RT  |     |            |                 |  | g:< >   |          |
| EA  |     |            |                 |  |         |          |
| PS: MISC 0 Date 30-JUN-2004                         |     |            |                 |  |         |          |
| Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 0  |     |            |                 |  |         |          |
| Y   | 1   | SERV       | 1 D Y Y Y N STD | <N> Y <N> Y <N>  | 0 < >   | 2,500.00 |
|   |     |            |                 | < > < > < >  | < >     |          |
|   |     |            |                 | < > < > < >  | < >     |          |
| CLIN#   |     | FMDL#      |                 |  |         |          |

**Payment Offset Method** – is an additional method for correcting vendor payments. However, this method can only be used in those cases where the vendor has been overpaid, no accounts receivable action to bill the vendor for the overpayment has or will occur, and the vendor has another invoice to process for payment and has not recorded the overpayment as a credit item on the invoice or issued a separate credit memorandum for the overpayment amount.

**Example** – An overpayment for the incorrect amount of \$1,800.00 was sent to Verizon Wireless for April 2004 service. The correct amount should have been \$1,000.00. An invoice for \$1,200.00 for May 2004 service is received shortly after it was discovered that the April invoice was overpaid.

To use the Payment Offset Method for this example, follow these steps:

1. Create a no-match PM003 for the May service. Use Inv Type '**CORR**'. Enter the full amount of the invoice in the Inv Amount field. In the detail block, record the full amount of the invoice on Line 1 citing the appropriate Item Type. On the next line of the invoice, record the offset amount with Item Type '**OFFSET**' and enter as a negative amount. Include a reason for the offset in the DESC field of the Pmt Info pop-up.

**NOTE:** Before approving the invoice check that the offset amount is less than the amount of the invoice – so as to avoid a stand alone credit invoice.

| Vendor Invoice Transaction Screen   |     |        |     |   |   |   |   |   |      |     |     |     | pm003 |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
|---|-----|--------|-----|---|---|---|---|---|------|-----|-----|-----|-------|-----|-----|------|-----|----------|---|---|---|---|------|---|---|-----|---|---|-----|----|-----|--------|---|---|------|---|---|---|---|---|---|-----|-----|---|-----|---|-----|--|---|-----|----------|---|---|--------|---|---|---|---|---|---|-----|-----|---|-----|---|-----|--|---|-----|---------|--|--|--|--|--|--|--|--|--|--|-----|-----|-----|--|--|--|--|-----|--|
| Bureau 14 Inv: Type <b>CORR</b> H No 70128398900001 - 504 Date 01-JUN-2004  |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Doc: Source NONE Type NONE No 0- 0 Symbol < >   |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Feeder Sys: No Source   |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Ref 014620551 FastPay N Int. System:NONE  |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Dates: Recd 01-JUN-2004 Retd Status OPEN 01-JUN-2004  |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Trans No 1419845 <b>Net Applied 400.00 Inv Amount 1,200.00</b>  |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Vendor: No 16117- 9 Name VERIZON WIRELESS Addr< >   |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| PPA N Exchange Code US Customer Inv Type No   |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00  |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| Approval: N By Date   |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| <table border="1"> <thead> <tr> <th>R</th> <th>Itm</th> <th>Type</th> <th>MDL</th> <th>I</th> <th>D</th> <th>P</th> <th>R</th> <th>A</th> <th>Type</th> <th>T</th> <th>R</th> <th>W/H</th> <th>D</th> <th>H</th> <th>Emp</th> <th>No</th> <th>Inf</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>1</td> <td>UTIL</td> <td>1</td> <td>Q</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>STD</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td></td> <td>0</td> <td>&lt; &gt;</td> <td>1,200.00</td> </tr> <tr> <td>N</td> <td>1</td> <td>OFFSET</td> <td>1</td> <td>Q</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>STD</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td></td> <td>0</td> <td>&lt; &gt;</td> <td>-800.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td></td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td></td> </tr> </tbody> </table> |     |        |     |   |   |   |   |   |      |     |     |     |       | R   | Itm | Type | MDL | I        | D | P | R | A | Type | T | R | W/H | D | H | Emp | No | Inf | Amount | N | 1 | UTIL | 1 | Q | N | N | N | N | STD | <N> | Y | <N> | Y | <N> |  | 0 | < > | 1,200.00 | N | 1 | OFFSET | 1 | Q | N | N | N | N | STD | <N> | Y | <N> | Y | <N> |  | 0 | < > | -800.00 |  |  |  |  |  |  |  |  |  |  | < > | < > | < > |  |  |  |  | < > |  |
| R   | Itm | Type   | MDL | I | D | P | R | A | Type | T   | R   | W/H | D     | H   | Emp | No   | Inf | Amount   |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| N   | 1   | UTIL   | 1   | Q | N | N | N | N | STD  | <N> | Y   | <N> | Y     | <N> |     | 0    | < > | 1,200.00 |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| N   | 1   | OFFSET | 1   | Q | N | N | N | N | STD  | <N> | Y   | <N> | Y     | <N> |     | 0    | < > | -800.00  |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
|   |     |        |     |   |   |   |   |   |      | < > | < > | < > |       |     |     |      | < > |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |
| CLIN# FMDL#   |     |        |     |   |   |   |   |   |      |     |     |     |       |     |     |      |     |          |   |   |   |   |      |   |   |     |   |   |     |    |     |        |   |   |      |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |          |   |   |        |   |   |   |   |   |   |     |     |   |     |   |     |  |   |     |         |  |  |  |  |  |  |  |  |  |  |     |     |     |  |  |  |  |     |  |

**Accounts Receivable Billing** - In the case where an overpayment or erroneous payment to a vendor has been discovered and there are no available invoices or the obligating document is closed, the vendor may be issued a bill for the amount of the over or erroneous payment.

NOTE: Include screen prints of the front page of the PM003 and the Pmt Info pop-up as back up documentation when requesting the vendor be billed for the erroneous payment.

In addition to billing the vendor paid in error, a payment also needs to be made to the correct vendor.

**Example** – A payment for an Intergovernmental Personnel Agreement (IPA) was erroneously sent to the employee, rather than the sponsoring university. To correct a receivable was recorded and collected and payment was reissued to the correct vendor as follows:

1. Create a no match invoice . Use Invoice Type '**ERRPAY**', the original invoice number with sub invoice 1, the Reference number from the IPA. In the Description field of the Payment Info Pop-up, include the reason for the payment and reference the related AR transaction numbers.

| Vendor Invoice Transaction Screen   |     |        |     |   |   |   |   |   |      | pm003 |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
|---|-----|--------|-----|---|---|---|---|---|------|-------|-----|-----|------|-----|-----|----|-----|----------|---|------|---|---|-----|---|---|-----|----|-----|--------|---|---|--------|---|---|---|---|---|---|------|-----|---|-----|---|-----|--|---|-----|----------|--|--|--|--|--|--|--|--|--|--|-----|-----|-----|-----|--|--|--|-----|--|--|--|--|--|--|--|--|--|--|--|-----|-----|-----|-----|--|--|--|-----|--|
| Bureau 14 Inv: Type ERRPAY No 2938068 - 1 Date 06-MAY-2003  |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Doc: Source NONE Type NONE No 0- 0 Symbol < >   |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Feeder Sys: No Source   |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Ref 2IPA00JTP FastPay N Int. System:NONE  |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Dates: Recd 14-MAY-2003 Retd Status PAID 04-DEC-2003  |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Trans No 1389667 Net Applied 7,774.76 Inv Amount 7,774.76   |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Vendor: No 44840- 4 Name UNIV OF MD CTR FOR ENVIRO SC Addr< >   |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| PPA N Exchange Code US Customer Inv Type No   |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00  |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| Approval: Y By B WILLIAMS Date 02-DEC-2003  |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| <table border="1"> <thead> <tr> <th>R</th> <th>Itm</th> <th>Type</th> <th>MDL</th> <th>I</th> <th>D</th> <th>P</th> <th>R</th> <th>A</th> <th>Type</th> <th>T</th> <th>R</th> <th>W/H</th> <th>D</th> <th>H</th> <th>Emp</th> <th>No</th> <th>Inf</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>1</td> <td>IPAAGR</td> <td>1</td> <td>Q</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> <td>NONE</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td>Y</td> <td>&lt;N&gt;</td> <td></td> <td>0</td> <td>&lt; &gt;</td> <td>7,774.76</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td>&lt; &gt;</td> <td></td> <td></td> <td></td> <td>&lt; &gt;</td> <td></td> </tr> </tbody> </table> |     |        |     |   |   |   |   |   |      |       | R   | Itm | Type | MDL | I   | D  | P   | R        | A | Type | T | R | W/H | D | H | Emp | No | Inf | Amount | R | 1 | IPAAGR | 1 | Q | N | N | N | N | NONE | <N> | Y | <N> | Y | <N> |  | 0 | < > | 7,774.76 |  |  |  |  |  |  |  |  |  |  | < > | < > | < > | < > |  |  |  | < > |  |  |  |  |  |  |  |  |  |  |  | < > | < > | < > | < > |  |  |  | < > |  |
| R   | Itm | Type   | MDL | I | D | P | R | A | Type | T     | R   | W/H | D    | H   | Emp | No | Inf | Amount   |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| R   | 1   | IPAAGR | 1   | Q | N | N | N | N | NONE | <N>   | Y   | <N> | Y    | <N> |     | 0  | < > | 7,774.76 |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
|   |     |        |     |   |   |   |   |   |      | < >   | < > | < > | < >  |     |     |    | < > |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
|   |     |        |     |   |   |   |   |   |      | < >   | < > | < > | < >  |     |     |    | < > |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |
| CLIN# FMDL#   |     |        |     |   |   |   |   |   |      |       |     |     |      |     |     |    |     |          |   |      |   |   |     |   |   |     |    |     |        |   |   |        |   |   |   |   |   |   |      |     |   |     |   |     |  |   |     |          |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |  |  |  |  |  |  |  |  |  |  |     |     |     |     |  |  |  |     |  |

| Account Distribution For This Item No, Type and MDL     |             |       |              |                        |             |             |
|---|-------------|-------|--------------|------------------------|-------------|-------------|
| FY  | ACCS        | Qty   | Unit Price   | Amount                 | Desc        | Status      |
| 02  | < >         | 1.000 | 7,774.7600   | 7,774.76               | <R> PAID    | 04-DEC-2003 |
| 14  | 39WGR53-P00 | 02    | 09-01-03-000 | 50-06-0000-00-00-00-00 | 25-27-00-00 | 012492      |
| RT Dates: Accept G/L 31-DEC-2003 PM006 Flag:< >         |             |       |              |                        |             |             |
| EA Due 06-MAY-2003 L/R                                  |             |       |              |                        |             |             |
| Disct D/L Lost  |             |       |              |                        |             |             |
| PS: MISC 1008864 Date 03-DEC-2003                       |             |       |              |                        |             |             |
| Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 955408 |             |       |              |                        |             |             |

| Vendor Invoice Transaction Screen   |      |  |            |        |      |         |  |  |  | pm003 |
|---|------|--|------------|--------|------|---------|--|--|--|-------|
| Account Distribution For This Item No, Type and MDL                       |      |  |            |        |      |         |  |  |  |       |
| FY  | ACCS | Qty  | Unit Price | Amount | Desc | Status  |  |  |  |       |
| 02  | < >  |  |            |        |      | EC-2003 |  |  |  |       |
| 14  | 3    | REPAYING THIS VENDOR BECAUSE IS WAS PAID TO JONATHAN PHINNEY ON PM003 TRANS. NUMBER 1185033 INSTEAD OF UNIV. OF MD CTR FOR ENVIR. SCI. CODED AR070 NO. 2506 AND AR003 NO. 14534. |            |        |      | 2492    |  |  |  |       |
| RT MD CTR FOR ENVIR. SCI. CODED AR070 NO. 2506 AND AR003 NO. 14534. g:< > |      |  |            |        |      |         |  |  |  |       |
| EA  |      |  |            |        |      |         |  |  |  |       |
| PS: MISC 1008864 Date 03-DEC-2003   |      |  |            |        |      |         |  |  |  |       |
| Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 955408                   |      |  |            |        |      |         |  |  |  |       |