UNITED STATES POSTAL SERVICE ®

Making Field Disbursements Through the Accounts Payable System

Handbook F-17

April 1998
Transmittal Letter

A. Explanation. This new handbook consolidates and updates information from the *Remote Entry User's Guide,* issued in 1995, and the *Field Disbursement Standard Operating Procedures.*

B. Distribution

   1. Initial. This document is being distributed to area finance offices, district finance offices, accounting service centers, and Corporate Accounting.

   2. Additional Copies. Order additional copies from materiel distribution centers (MDCs) using Form 7380, *MDC Supply Requisition*.

C. Comments

   1. Submit questions and suggestions about the content of this document in writing to:

   > NATIONAL ACCOUNTING
   > US POSTAL SERVICE
   > 475 L'ENFANT PLAZA SW RM 8831
   > WASHINGTON DC 20260-5241

   2. Submit questions regarding the organization or editing of this document to:

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   > WASHINGTON DC 20260-1540

D. Effective Date. This handbook is effective upon receipt.

M. Richard Porras
Vice President and Controller
Finance

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Acronyms

AIC	account identification code
AP	postal accounting period
APARS	Accounts Payable Accounting and Reporting System
DAO	district accounting office
DDE	distributed data entry
EFT	electronic funds transfer
EIN	employer identification number
FY	fiscal year
GLA	general ledger account
GUI	graphical user interface
ID	identifier
IRS	Internal Revenue Service
LAN	local area network
MM/DD/YY	month/day/year format (April 15, 1998 = 04/15/98)
MNASC	Minneapolis Accounting Service Center
MNCOSC	Minneapolis Computer Operations Support Center
PC	personal computer
PO#	purchase order number
PPA	Prompt Payment Act of Congress
PPN	Not subject to PPA
PSFR	Postal Service Financial Report
SFAS	Standard Field Accounting System
SLPDC	St. Louis Postal Data Center
SMASC	San Mateo Accounting Service Center
SSN	Social Security number
TIN	taxpayer identification number
TSO	Technical Support Office
VIN	vendor identification number (Same as TIN)
VTAM	Virtual Terminal Access Method

1 Introduction

1-1 Background

Accounts Payable Accounting and Reporting System (APARS) II is the principal system designated by the Postal Service for field disbursements. Beginning in fiscal year 1995 (FY 95) all district offices were converted from the Standard Field Accounting System (SFAS) Accounts Payable module and trained to utilize APARS for vendor payments. The conversion eliminated the use of Treasury Checks and no-fee money orders to pay bills. The APARS system is located in the San Mateo Accounting Service Center (SMASC) and is accessed by field users via standard 3270 connection procedures.

Chapters 1 through 11 are intended for use by SFAS offices. Chapter 12 is intended for use by Non-SFAS offices. Chapters 13–15 apply to both.

A Graphical User Interface (GUI) application called APARS Field, using Flashpoint software, has been developed and is being deployed at district accounting offices nationally.

The APARS Field Flashpoint application front-ends the APARS II application for processing Accounts Payable. The application allows APARS II users to process invoices in a point-and-click environment. The application reduces errors, eliminates redundancy, reduces processing time, and reduces training time. A separate Flashpoint APARS field training guide is available detailing the use of this application.

1-2 System Process

The process flow is initiated by the submission of vendor invoices. Appropriate Postal Service personnel certify the invoices and forward them to the district accounting office (DAO). Authorized accounting employees enter the invoices through APARS II in a batch mode. Designated finance management personnel authorize the batches for payment. Reporting of expenses to the Postal Service Financial Report (PSFR) are based on the dates of these authorizations. Commercial checks are disbursed from the Minneapolis Accounting Service Center (MNASC) based on processing terms. A flow chart of the process is included as Exhibit 1-2.

Exhibit 1-2
System Diagram

1-3   General Ledger Account Reporting

The APARS system requires the input of a General Ledger Account (GLA) for invoice processing and expense reporting. GLA input into the APARS II system will therefore consist of either five or eight digits. The GLA numbering system provides for a 5-digit primary account number that can be used alone or used in combination with a 3-digit sub-account number. The complete Postal Service chart of accounts is contained in Handbook F-8, *General Classification of Accounts.*

1-4   Tax Identification Number Requirements

APARS II requires a Taxpayer Identification Number (TIN) in the system for all disbursements. The TIN number may also be known as an Employer Identification Number (EIN), a 9-digit code unique to each vendor assigned by the Internal Revenue Service (IRS) for tax reporting purposes. Some vendors, particularly sole proprietors, use their 9-digit Social Security Number (SSN) as their TIN. This also applies to disbursements made to Postal Service employees through APARS II.

2 System Requirements

APARS II is accessed via the mainframe computer at the SMASC utilizing standard 3270 connection procedures. There are no special or unique computer hardware requirements. The system may be accessed from current Local Area Network (LAN) configurations using the TN3270 TCP/IP or EICON ACCESS protocols and standard personal computer (PC) workstations. System access can also be accomplished through Distributed Data Entry (DDE) terminals.

2-1   System Access

In order to access the APARS II, you must complete a Form 1357, *Request for Computer Access* (see Exhibit 2-1), and submit it to the Security Officer at the Minneapolis Computer Operations Support Center (MNCOSC) requesting a log-on identifier (ID). Only one transaction profile can be indicated in block 13a of each Form 1357 in order to maintain the required separation of duties. A designation of "SFAP" is required for those employees performing vendor maintenance and invoice processing. A designation of "SFAA" is required for those employees who will be approving processed invoices and batches.

Block 13a of Form 1357 should contain two entries as shown below:

1.   "Session ID SM08C1CB," and
2.   Either:

   a.   "Transaction profile = SFAP" (processor profile), or
   b.   "Transaction profile = SFAA" (authorizor profile).

Exhibit 2-1 (p. 1)
PS Form 1357, *Request for Computer Access*

Original PS 1357 Located at:	U.S. Postal Service **Request for Computer Access** (Instructions for completing form on reverse side.)	Logon ID Assigned

Section A: User Identification

1. Requestor's Name	2. Social Security No.	3. BA Code	4. Finance No.

5. Requestor's Job Title	6. Employment Status *(Check one)* ☐ Contractor ☐ Temporary ☐ Career ☐ Casual ☐ Foreign ☐ Nonpostal

7. USPS Organization/Department	8. USPS or Company Mailing Address (Include ZIP+4)
9. PEN Telephone No. Commercial Telephone No.	
10. MSC Code and Name	

11. User Responsibility Agreement Statement

 I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for Section A whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

(Read Privacy Act Statement on reverse side before signing. Note: Privacy Act Statement **MUST** be on reverse side of this form.)

Signature   Date

12. Manager Responsibility Agreement Statement

 I agree that modifications to existing service agreements will require additional Form 1357 requests. I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

Manager's Name (Please print)   Social Security No.   Signature   Date   PEN/Commercial Phone No.

Section B: Computer Access Requested

13a. Describe Support Required

☐ Logon ID (Circle one):   New   Change   Delete   ☐ Facility Where Access Is Required: _____
☐ DDE/DR: Access Code: _____ User Type: _____   ☐ List Existing Logon IDs & Facilities: _____

13b. Resource Name (Additional room is available on the reverse side)	13c. Sensitive or Proprietary	13d. Access Level Required (See instructions)

Section C: Computer Access Approvals

14. Contractor Information (Must be completed by the Contracting Officer's Representative (COR))

   a. Does the Contract Contain Provisions for (Circle Yes or No):   b. Contract Number: _____
      1. Screening?   Yes   No
      2. Security of Information?   Yes   No   c. Contract Expiration Date: _____
      3. Privacy of Information?   Yes   No
      4. Contractor Screening by the Inspection Service?   Yes   No   d. USPS Organization/Department: _____

15. USPS COR's Name (Please Print)	Signature	Date	PEN/Commercial Phone No.
16. Functional System Coordinator's Name (Please Print)	Signature	Date	PEN/Commercial Phone No.
17. Logon ID Administrator's Name (Please Print)	Signature	Date	PEN/Commercial Phone No.

PS Form **1357,** January 1991

Exhibit 2-1 (p. 2)
PS Form 1357, *Request for Computer Access* (reverse)

Instructions for Completing PS Form 1357

Note: Please print all entries except for signatures. Incomplete information may cause delays in implementation or return of this form.

Section A: User Identification

1. Print your full name.
2. Enter your Social Security Number.
3. Enter your Budget Authorization Code.
4. Enter your Finance Number.
5. Enter your official job title.
6. Enter your employment status.
7. Specify your work organization, e.g. IRMD; Phoenix Division; Central Region, Finance; Systems and Programming, San Mateo PDC.
8. Enter your USPS or company mailing address (include ZIP+4).
9. Enter your PEN and commercial phone numbers.
10. Enter your MSC Code and MSC Name, if applicable.
11. Read and understand the User Responsibility Agreement Statement * and Privacy Act Statement (printed below) before signing and dating this document.
12. Your manager must read and understand the Manager Responsibility Agreement Statement * prior to affixing his/her name, Social Security Number, signature, date, and phone number.

Section B: Computer Access Requested

13a. Please check, circle, and describe the support that you will require. Specify any system compilers or other special software required in support of your request. Include all data access (CICS transaction IDs, IDMS codes, etc.) requirements or any special security required of the system or data. Include any support services (data entry, etc.) needed. Estimate the number of service hours required per week in support of your request. Special access request to the DDE/DR system will require DDE/DR Functional System Coordinator to supply the access code and user type.

Include the ISP System name (ISP System/Subsystem Name/Index Name) if known.
13b. Enter the name of the application(s) or resources to which access is sought.
13c. Specify if applications or files within applications are sensitive or proprietary.
13d. Specify the appropriate access level to applications and files.
   READ access allows a user to read and copy, but not to change a filename or it's contents.
   WRITE access allows a user to change the contents of or delete a file, to create files within a catalog or directory, and may permit renaming and relocating files.
   EXECUTE access allows a user to execute or use a program file, but generally not to see or change it.
   ALLOCATE access allows a user to delete, rename, catalog, uncatalog, or archive a file.

Section C: Computer Access Approvals

14a-d. The Contracting Officer's Representative (COR) will complete this block -- reference the Administrative Support Manual (ASM); Procurement Manual (PM); and Handbook AS-805, ADP Security. If the contractor has not been screened, the contractor must complete and attach PS Forms 2025 and 2181 with this request.
15. The COR will complete Block 14 before entering his/her name, signature, date, and phone number.
16. To approve grants of access, the Functional System Coordinator enters his/her name, signature, date, and phone number.
17. Computer Systems Security Officer (CSSO) or the person (Logon ID Administrator) responsible for assigning a logon ID to a user enters his/her name, signature, phone number, and date. The Logon ID Administrator must also indicate in the upper left hand corner of Form 1357 where the original of this Form 1357 will be kept and in the upper right hand corner the Logon ID assigned.

* Additional responsibilities can be found in Handbook AS-805, ADP Security, and Administrative Support Manual (ASM).

Privacy Act Statement

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer logon IDs by which access to data and/or files on computer systems is limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board or Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted a computer logon ID.

13b. Resource Name (Continued from front)	13c. Sensitive or Proprietary	13d. Access Level Required (See instructions)

PS Form **1357,** January 1991 (Reverse)

2-2   Accounts Payable FOCUS Reporting System Access

The Accounts Payable FOCUS Reporting System is available for inquiries to APARS II. Access to the San Mateo FOCUS database requires a separate Form 1357. Section B of that form should describe the access requested as "San Mateo TSO, Accounts Payable FOCUS Reporting System." In addition, a copy of the form should be submitted to the Minneapolis Security Officer.

3 Application Access

APARS II is accessed through the mainframe computer at the SMASC by using your PC.

3-1   Log-on Procedures

To log on, use the following procedure:

1.   Select "B" at the VTAM Screen and press *Enter*.
2.   Type your log-on ID and press *Tab*.
3.   Type your password and press *Enter*.
4.   After system message press *Enter* again.
5.   Move the cursor with tab key to: "SESSID: (SM CICS Financial Rgn) SM08CICB" and press *Enter*.
6.   Type access code "WLKR" and press *Enter*.

The Walker Interactive System screen will appear. To select a transaction, *Tab* to the **Next Transaction** field, enter the desired transaction, and press *F2* (see Exhibit 3-1).

Exhibit 3-1
Standard Field Invoice Authorization Screen


```
┌──────────────────────────────────────────────────────────────────────┐
│ ▬                      TN3270 - mn03 to host sm07                ▼ ▲  │
│ Session   Edit  Commands  Settings   Help                             │
│                     STD FLD INVOICE AUTHORIZATION          SFAA / IIFEMNU│
│                                                                        │
│ Position cursor by item and press select function key.                 │
│                                                                        │
│                                                                        │
│                  Invoice Group Approval           Txn - 02D            │
│                  Invoice Status Change            Txn - 025            │
│                  INVOICE HEADER L AND N ONLY      Txn - P20            │
│                  INVOICE LINE L AND N ONLY        Txn - P21            │
│                  VENDOR MAINTENANCE L AND N       Txn - P30            │
│                  Held Transaction Review          Txn - HLD            │
│                  ACCOUNTS PAYABLE INVOICE INQ     Menu SFIQ            │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│ Next transaction     █     Security        Status:         SC / PROD  │
│ F1=Help      F2=Next txn  F3=Sign off  F4=      F5=       F6=Change sys│
│ F7=          F8=          F9=          F10=      F11=Select  F12=Main menu│
│                                            IBM-3278-2-E  12:07:27      │
└──────────────────────────────────────────────────────────────────────┘
```

3-2Making Field Disbursements Through the Accounts Payable System

3-2   Log-off Procedures

To log off use the following procedure:

1.   Press **F3**.

2.   Type "CSSF" followed by **Enter**.

   a.   From the TPX screen type "F" in the **Command** field and press **Enter**.

   b.   From the USPS Logo screen, press **F3**.

3.   Use normal procedure for exiting the VTAM screen.

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4 **Invoice Preparation**

This chapter is for accounting technicians entering invoice data.

4-1   Date Stamping of Invoices

Accounts Payable Invoices should be date stamped by the Accounting Office upon receipt. This ensures that invoices are input into APARS II in the order of receipt.

4-2   Information Required on Invoices

Invoices must be verified to ensure that they have been properly certified prior to entering into APARS II.

Each invoice must be signed by the certifying official and must include the:

- Certification date.
- Goods received date.
- GLA number.
- Unit ID number.
- Purchase order number.
- Finance number.
- IRS Form 1099-MISC, *Miscellaneous Income,* information (Y or N).
- TIN.

Note: You will need a GLA number instead of an AIC. A crosswalk from the AIC to the GLA is provided in Appendix A of Handbook F-1, *Post Office Accounting Procedures.* A vendor TIN is required for IRS reporting purposes.

Exhibit 4-2, Certification Stamp, is an example of the required stamp. It will be provided to all individuals responsible for certifying invoices.

Accept only original invoices for payment, except in cases when the original has been lost. The certifying official must note "In lieu of the original" on the copy prior to submitting the invoice to the DAO for payment.

Exhibit 4-2
Certification Stamp

```
┌─────────────────────────────────────────┐
│                                           │
│   I CERTIFY THAT THE GOODS OR SERVICES    │
│   DESCRIBED ARE CORRECT AND PROPER        │
│   FOR PAYMENT:                            │
│                                           │
│                                           │
│   _____ │
│                 SIGNATURE                 │
│                                           │
│                                           │
│   DATE OF CERTIFICATION:_____ │
│                                           │
│   GOODS RECEIVED DATE: _____ │
│                                           │
│   GLA: _____ UNIT ID: _____ │
│                                           │
│   PO NUMBER: _____ │
│                                           │
│   FINANCE NO.: _____ │
│                                           │
│   1099-MISC    YES _____ NO _____ │
│                                           │
│   TIN (EIN OR SSN)_____ │
│                                           │
└─────────────────────────────────────────┘
```

If the invoice has a 13-digit Purchase Order Number (PO #), it should then be paid by SMASC because the purchase did not originate locally. This PO # format is a Finance Number (6 digits), the last two digits of the fiscal year (2 digits), an alphabetic character (1 letter), and a 4-digit number (e.g., 089904-95-N-1471). If the technician is uncertain whether the invoice should be paid locally or by SMASC, he or she should contact the certifying official to ensure that a duplicate payment does not occur.

4-3 Sorting of Invoices

The TIN must be annotated on each invoice prior to payment. If the TIN is not on the invoice, then you can look up the TIN in APARS II, using the TXN 031 screen, which is discussed in section 4-4. After the invoices have been checked for proper certification as described in section 4-2, they should be arranged in ascending TIN order. This will be helpful when identifying errors in a batch and referring to the invoices at a later date when inquiries are made.

4-4   Displaying Vendor Tax ID Numbers (TXN 031)

When using the APARS II handbook, the terms TIN and Vendor Number are synonymous, and they are used interchangeably. The TIN may be looked up using the TXN 031 screen in APARS II if the Postal Service has previously used the vendor. The TXN 031 screen (see Exhibit 4-4) displays the vendor's short name. The screen will display the short name of a vendor that most closely matches the one entered, displaying a maximum of seven vendors per screen. If the information does not appear on the screen, press *Enter* to scroll to the next page.

Exhibit 4-4
Transaction 031 Screen, Vendor Selection

Using the *Tab* or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, enter "031," and press *F2*. The system automatically changes the TXN 031 screen to the TXN 039 screen. The TXN 039 screen is an inquiry screen that displays, in either vendor or short name sequence, information from records which were created using the TXN P30 screen.

1.   **Vendor short name:** This is a 10-digit alpha-numeric field which contains the first 10 characters of the vendor's name with no spaces or punctuation marks. If a vendor's name contains operative words in the title (i.e., a, an, the), these should be omitted when using the TXN 031 screen because the system has been programmed to ignore these words.

2.   Compare the vendor's name and address on the invoice with the information on the screen. Repeatedly press *Enter* until the correct vendor name and address are displayed on the screen. Write the vendor number, including the type, source, and location on the invoice.

Note: If the system does not find an exact match, it will display the next vendor name on file in alphabetical order. If the vendor's name and address are not displayed, then the vendor file has not been created in APARS II. The vendor file will then have to be created using the TXN P30 screen (see Exhibit 6-2).

5 Invoice Group Maintenance (TXN 02B)

The Invoice Group Maintenance transaction screen (TXN 02B) enables the creation of on-line control groups (batches). A batch must be established before invoices are processed and authorized for payment. The total dollar amount for the group ID is the sum of the dollar amounts of the invoices in that batch.

5-1 Batch Log and Batch Header Sheets

A batch log must be maintained to ensure that batch numbers are sequentially assigned. Record the batch number on the batch log sheet once it is established. The total of the batch should be recorded on the batch log sheet once the batch has been submitted to the appropriate official for authorization. A completed batch cover sheet should be attached to the processed invoices prior to submission of the batch to the authorizing official. Exhibit 5-1a, Batch Log Sheet, and Exhibit 5-1b, Batch Cover Sheet, are included for your reference.

Include the initials of the Accounts Payable technician who entered the invoice data and the authorizing official who approved the batch on the batch cover sheet.

Exhibit 5-1a
Batch Log Sheet

BATCH NUMBER LOG BOOK

BATCH NUMBER	NAME	DATE	AMOUNT

Exhibit 5-1b
Batch Cover Sheet

UNITED STATES POSTAL SERVICE	BATCH ID: _____ NAME: _____ INV. ENTRY TXN: _____ OFFICE: _____

TXN 02B	TXN 02C	TXN 02D/025
BATCH TOTAL	INVOICE TOTAL	BATCH APPROVED
$	$	YES/NO
DATE:	INITIALS:	

☐ MISCELLANEOUS LOCAL
     PAYMENTS
☐ UTILITIES
☐ MEDICAL PAYMENTS
☐ CUSTOMER REFUNDS

5-2   Batch Creation

Using the **Tab** or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, type "02B," and press **F2** (see Exhibit 5-2).

Exhibit 5-2
Transaction 02B Screen, Invoice Group Maintenance


```
                         Access for Windows - [3270.ACD]                    ▲ ↕
   File   Edit   Keyboard   Macro   Options   Softkeys   Transfer   Window   Help   ↕
 Connected      PU MP31S362      LU 4      API A

                         INVOICE GROUP MAINTENANCE                  02B / APR402B

   Action..... A

   GROUP ID... MX4966                      GROUP STATUS.......:

   Currency cd USD
   Group total                 $100.00     Invoice tot to date:

   Group date                              Closing date.......:




   ALREADY ON FILE
   Next transaction    02B    Security              Status: ERRORS      SC / PROD
   F1=Help        F2=Next txn  F3=Exit     F4=Prompt    F5=Hold txn  F6=Change sys
   F7=           F8=           F9=         F10=         F11=         F12=Main menu
```
Access for Windows Version 3.14 Revision 4

1.   **Action:** Enter "A."

2.   **GROUP ID:** This is a 10-digit field. Type in your assigned Group ID (for example: FMA, FMB, FMC). Assign numbers in sequential order. Start with the number "1."

     Note: If a batch number has already been used, the word "ERRORS" will appear in the **Status** field.

3.   **Currency cd:** This is a 3-character system-supplied field.

4.   **Group total:** This is a 21-digit numeric field. This is the total dollar amount of the invoices in the batch (see section 7-4). Use a decimal point to separate dollars and cents.

5.   **GROUP STATUS:** This is a 1-character system-supplied field. The status is "O" (Open) prior to the approval of the **GROUP ID**. The status changes to "C" (Closed) after approval of the batch.

6.   **Invoice tot to date:** This is the dollar value of the invoices processed for payment.

7.   Press **Enter**.

Note: The **Group total** field should equal the **Invoice tot to date** field after all the invoices are entered into the system. If there is a discrepancy, identify the error, make the correction (see section 7-5), and change the amount in the **Group total** field in the TXN 02B screen, if appropriate.

6 **Vendor Maintenance (TXN P30)**

6-1   Background

Before processing invoices in APARS II, a vendor record must be established containing the vendor's name and address. The TXN P30 screen is used to perform all vendor maintenance functions related to Accounts Payable.

6-2   Vendor Validation

Using the **Tab** or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field at the bottom of the menu screen, enter "P30," and press **F2**.

You are now at the screen labeled Extended Vendor Maintenance (see Exhibit 6-2).

1.   **ACTION:** Enter "L."

2.   **VENDOR:** This is a 9-digit numeric field. Enter the TIN. Also enter the type and location number of the vendor (in the **TYPE** and **LOCATION** fields) from the invoice and press **Enter**. The **SRC** is system-supplied. If the vendor number is on file, the system will display the vendor's name and address information on the screen. Compare the data displayed on the screen with the information on the invoice. Four possible situations may occur:

   a.   Vendor name and address match exactly:

   If the system displays the exact name and address, you may proceed to the appropriate data entry screen, either TXN 928 or TXN P20 (see sections 7-2 and 7-3).

   b.   Vendor name matches but the address is different:

   If the system displays the same name but a different address, then you must keep on pressing **Enter** until the matching address appears on the screen. When the correct vendor information is displayed, write the type, source, and location code on the invoice as part of the TIN, and proceed to the appropriate data entry screen, either the TXN 928 or TXN P20 screens (see sections 7-2 and 7-3).

Exhibit 6-2
Transaction P30 Screen, Extended Vendor Maintenance

```
─                        Access for Windows - [3270.ACD]              ▼ ▲
─  File   Edit   Keyboard   Macro   Options   Softkeys   Transfer   Window   Help    ▲
Connected      PU MP31S362      LU 3     API A
                          Extended Vendor Maintenance              P30 / ACXM0030

 ACTION..... ■
 VENDOR.....          TYPE    SRC    LOCATION
 NAME.......                                            SHORT NAME
 ADDRESS 1..                                                  TYPE
 ADDRESS 2..                                            INDUSTRY TYP
 ADDRESS 3..
 CITY.......                      ST    CTRY      POSTAL CODE
                                  TAX ID/TYPE            /

 INVOICE LMT                           STATUS     HOLD RANGE?
 BANK CODE..                                       CHECK SEQ
 TERMS......                      1099 UPDATE ?     1099 CODE
 EFT ROUTING NBR..        EFT ACCT NBR               EFT ACCT TYPE
 EDI PROF ID......




 NEXT TRANSACTION   P30    SECURITY          STATUS:           SC / PROD
 F1=Help       F2=Next txn  F3=Exit      F4=Prompt    F5=Hold txn  F6=Change sys
 F7=          F8=         F9=          F10=         F11=        F12=Main menu
4B▊                                                             03/14
    Access for Windows  Version 3.14 Revision 4
```

If the correct vendor address is not displayed on the screen, then a new location for that vendor should be created (see section 6-3). You may determine the last location used for that vendor by entering the first nine digits of the TIN, positioning the cursor anywhere in the **Vendor** field, and pressing *F4*.

Note: The vendor record may be altered only if your office originally established the vendor record and there is a permanent change in the name or address.

c.   Vendor address matches but the name is different:

If the system displays the same address but a different vendor name, then you must check to see if there is an IRS Form W-9, *Request for Taxpayer Identification Number and Certification,* on file for the vendor. If there is no W-9 on file, you must call the vendor's local office to confirm that the TIN written on the invoice is correct.

d.   Vendor name and address are not displayed:

If the system does not find an exact match, it will display the next vendor number and address on file. Add the vendor name and address using the TXN P30 screen (see section 6-3).

Note: The system will display the vendor numbers and addresses in TIN order.

6-3   Adding a Vendor

Note: Do not add the vendor if an exact match is already in the system. To avoid duplication, always use the TXN 031 screen to look up the vendor prior to adding it to the vendor file (see Exhibit 4-4).

Using the **Tab** or arrow keys ($\leftarrow$, $\uparrow$, $\rightarrow$, or $\downarrow$), move the cursor to the **Next transaction** field, enter "P30" and press **F2**. If currently at the TXN P30 screen, verify that "P30" appears in the **Next transaction** field and press **F2** to clear the screen of previous information, otherwise it will retain the data on the screen.

1.   **ACTION:** Enter "A."

2.   **VENDOR:** This is a 9-digit numeric field. Enter the TIN, which can be either an SSN or an EIN.

3.   **TYPE:** This represents the vendor type. Enter the type from the following list:

   A   **Alias** — Use only when TIN is unknown.

   E   **Employer** — The EIN is the most commonly used vendor type in APARS II. If the you are unsure of the correct vendor type contact the vendor's local office and obtain this information.

   F   **Foreign Vendor** — Vendor type where the payment is mailed to an address outside the United States.

   P   **Postal Employee** — This is the SSN of any individual who is currently employed by the Postal Service.

   S   **Social Security Number (Non-Postal)** — This is the individual's Social Security Number. "S" is used for individuals, other than postal employees, who are to be paid but who do not have an EIN.

   U   **PPA Exempt Vendor** — Candidate Readiness Payments, Accounting Section Payments, Settlement Under Title VII, Utility Invoices, Tort Claims, U.S. Government Agencies (not state, county, or city), and Vendor Payments for Refunds.

   Note: For payment of refunds, tort claims, or any invoice which will be withdrawn from trust (GLA 25312.426), use your local ZIP+4 code as the vendor number. For example, if your ZIP+4 code is 88554-9511, the first vendor number should be 88554959511UA00001. Type "U" is used for transactions not subject to Prompt Payment Act (PPA) of Congress. You may keep a sequential log of location numbers used, or you may use the value prompt by moving the cursor to the **VENDOR** field, entering the first nine digits of the vendor TIN and pressing **F4** to obtain the last location used.

   X   **Nonprofit Organization** — Local churches, agencies, etc.

4.   **SRC:** This is a 1-digit system-supplied alphabetic field. SRC is "A."

5.   **LOCATION:** This is a 5-digit, sequentially incremented, numeric field (ranging from 00001 to 99999) for each additional address associated

with the same TIN. This is not a system-supplied field. The first location is 00001. If the TIN is already in the system you should identify the last location by moving the cursor to the **VENDOR** field, entering the first nine digits of the TIN, and pressing *F4*.

6. **NAME:** Enter the first name, initial, and last name of the vendor. Do not use any punctuation marks. The **NAME** field on the remittance advice is a 28-character field.

7. **ADDRESS:** Each of the three lines is a 40-character alphanumeric field. The vendor address must be entered in accordance with Postal Service addressing requirements. Enter the vendor's address.

8. **CITY:** This is a 25-character field that must be entered in compliance with Postal Service mail addressing requirements. Enter the city name.

9. **ST:** This is a 2-character field. Enter the appropriate state code abbreviation. Press *F4* for a list of states and the 2-character state codes.

10. **POSTAL CODE:** This is a 9-digit numeric field. Enter the ZIP+4 code.

11. **SHORT NAME:** This is a 10-character system-supplied field.

    Note: This field should be erased whenever the name is changed. If the system does not supply the short name, enter the first 10 characters of the name.

12. **TYPE:** This is a 1-character system-supplied field. Valid values are:

    O   **Non-Postal**

    P   **Postal Employee**

    T   **Onetime Vendor**

13. **INDUSTRY TYP:** This is a 3-character field. The system assigns a value based on the type of vendor**.** Do not change this field. Valid values are:

    a. **PPA** — Vendors who are subject to Prompt Payment Act of Congress.

        A   **Alias**

        E   **EIN**

        F   **Foreign Vendor**

        S   **Social Security Number**

        X   **Non-Profit Organization**

    b. **PPN** — Vendors who are not subject to Prompt Payment Act of Congress.

        P   **Postal Employee**

        U   **PPA exempt vendor**

14. **TAX ID:** This field is the vendor's TIN. The system will assign the 9-digit vendor number when the **1099 UPDATE ?** field is equal to "Y."

    Note: This is a required field whenever an action code "C" is initiated to change the **1099 UPDATE ?** field from an "N" to a "Y." Enter the vendor's TIN, otherwise thirty-one percent (31%) will be

deducted from the invoice gross amount once the $600.00 payment threshold for 1099-MISC reporting has been met.

15. **TYPE:** This is a 1-character field. It is required whenever "Y" is entered in the **1099 UPDATE ?** field. The content of this field is based on the content of the **TYPE** field next to the **VENDOR** field. Valid values are:

    S   **Social Security Number**

    Note: Use "S" if it appears in the **TYPE** field opposite the vendor's TIN.

    E   **Employer Identification Number:** All the other types (i.e., "E," "P," "X," "U," and "F") fall under this category.

    Note: This is also required whenever an action code "C" is initiated to change the **1099 UPDATE ?** field from an "N" to a "Y." Enter either "S" or "E," otherwise thirty-one percent (31%) will be deducted from the invoice gross amount once the $600.00 payment threshold for 1099-MISC reporting has been met.

16. **BANK CODE:** This is a 3-digit system-supplied field. The code for a commercial check payment is "006" while the code for an EFT payment is "002."

    District offices may use vendor records with "002" but only the SMASC can change a vendor to EFT based on receipt of a Standard Form (SF) 3381 ACH, *Vendor Miscellaneous Payment Enrollment.* The bank receives remittance information electronically. Vendors must coordinate with their banks to get the remittance information list so that the Postal Service accounts are properly credited.

17. **CHECK SEQ:** Enter "B."

18. **1099 UPDATE ?:** This is a 1-character field. The code specifies whether a vendor is subject to 1099-MISC reporting (see the appendix). Valid values are:

    Y   **Yes** (This will set the 1099-MISC accumulator.)

    N   **No**

    Note: Do not change the **1099 UPDATE ?** field unless you have proper documentation.

    a.   To change the **1099 UPDATE ?** field from "Y" to "N":

        (1)   **ACTION:** Enter "L."

        (2)   **VENDOR/TYPE/SRC/LOCATION**: Type the complete vendor number and press *Enter*.

        (3)   **ACTION:** Change to "C."

        (4)   **1099 UPDATE ?:** Enter "N."

        (5)   **1099 CODE:** Enter "$" and press *Enter*.

    b.   To change the **1099 UPDATE ?** field from "N" to "Y":

        (1)   **ACTION:** Enter "L."

        (2)   **VENDOR/TYPE/SRC/LOCATION:** Type the vendor number and press *Enter*.

(3)   **ACTION:** Change to "C."

(4)   **1099 UPDATE ?:** Enter "Y."

(5)   **TAX ID:** Enter the 9-digit SSN or EIN.

(6)   **TYPE:** Enter either "S" or "E," and press ***Enter***.

c.   To establish a foreign vendor file:

(1)   **ACTION:** Enter "A."

(2)   **TYPE:** Enter "F."

(3)   **LOCATION:** Enter "00001."

Note: Use the TIN of a foreign vendor if available. Otherwise, the system will automatically generate a vendor number in sequential order for vendor **TYPE** "F."

(4)   Enter the information into the other required fields and press ***Enter***.

6-4   Changing a Vendor Name or Address

Using the ***Tab*** or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, enter "P30" and press ***F2***. If currently at the P30 screen, verify that "P30" appears in the **Next transaction** field and press ***F2*** to clear the screen of previous information. The TXN P30 screen is shown in Exhibit 6-2.

1.   **ACTION:** Enter "L."

2.   **VENDOR/TYPE/SRC/LOCATION:** Enter the complete vendor number.

3.   **ACTION:** Change to "C."

4.   Using the ***Tab*** or arrow keys (←, ↑, →, or ↓), move the cursor to the **NAME** or **ADDRESS** line to be updated and enter the correct information. If you are changing the name, be sure to delete the short name; otherwise, the system will retain the short name of the previous vendor. Use the space bar to erase remaining portions of the old information not over-written. If all the data needs to be deleted, enter "$" on the line and space out the old information. Alter the file only if your office established the vendor record and there is a permanent change in the name and/or address of the vendor. To identify the office, use the TXN P20 screen and list a previous invoice processed for that vendor. This screen reflects the group ID.

5.   Verify the updated information. Press ***Enter***.

Note: In APARS II, it is necessary to toggle between the TXN P30 and TXN 928 or TXN P20 screens when performing invoice data entry because the vendor name and address are not carried forward to the data entry screen. Only the Vendor's TIN will appear on the data entry screen, making the verification of the vendor information using the TXN P30 screen an integral part of your data entry procedures.

7 Invoice Entry

7-1 General Description

In APARS II the three primary data entry screens are:

- **TXN 928, INVOICE HEADER & DETAIL** — This is the data input screen used to process invoices containing one GLA and one Finance Number. Entries made in the TXN 928 screen can be viewed in the TXN P20 and TXN P21 screens.

- **TXN P20, Invoice Header** — This screen is used to process invoices containing multiple GLAs or multiple Finance Numbers. The TXN P20 screen is not only a data input screen, but also a query and correction screen.

- **TXN P21, Invoice Line** — This screen is used in conjunction with the TXN P20 screen. This screen allows a breakdown of the individual charges on an invoice to be entered. The TXN P21 screen is also a query and correction screen.

Most of the Accounts Payable data entry can be done using the TXN 928 screen. Utility bills and other invoices that contain multiple GLAs or Finance Numbers will require entries in both the TXN P20 and TXN P21 screens.

These three screens can be seen in the left center of the Process Flow Diagram for Invoice Entry shown in Exhibit 7-1.

Exhibit 7-1
Process Flow Diagram for Invoice Entry

```
   02B – Create                                          ( A )
    GROUP ID                                               |
       |                                                   v
       v                                               02C –
  031 – Determine                                   Invoice Entry     Yes    Correct Invoice
  if payee is on                                       Errors      ------->  Amounts Using
  VENDOR FILE                                             ?                   P20 and P21
       |                                                   |
       v                                                  No
  P30 – Establish or                                       |
  change VDN file or                                       v
  verify NAME &                                       Correct Group
  ADDRESS                                             (Batch) Amount  ---------------->
       |                                              Using 02B
       v
   More than        Yes    P20 – Enter
   1 GLA or      ------->   INV HEADER
   FIN #                         |
       |                         v
      No                    P21 – Enter
       |                    INV LINE Detail
       v                         |
  P28 – Enter                    |
  INV DATA                       |
       |                         |
       v                         |
    Last   <--------------------
   Invoice
     ?
       |
      Yes
       |
       v
  02B – Compare
  GROUP TL to
  INVOICE TL
       |
       v
     Do
  INV TL and        Yes         Submit to
  BATCH TL      ------->      Supervisor for     <----------------
  agree?                      Authorization
       |
      No
       |
       v
     ( A )
```

7-2   Remote Invoice Entry (TXN 928)

Note: To expedite processing, it is important to have all the required information written on each invoice prior to performing invoice data entry in APARS II (see chapter 4).

When entering data into APARS II, use the ***F2*** key to go from the TXN P30 screen to the TXN 928 screen.

Using the ***Tab*** or arrow keys (←, ↑, →, or ↓), move the cursor to the **NEXT TRANSACTION** field at the bottom of the menu screen, type "928," and press ***F2*** (see Exhibit 7-2).

Exhibit 7-2
Transaction 928 Screen, Invoice Header & Detail

```
 ___                    Access for Windows - [3270.ACD]              ▼  ⬍
 ▭  File   Edit  Keyboard  Macro   Options  Softkeys  Transfer  Window  Help     ⬍
 Connected      PU MP31S362      LU 11     API A
                          INVOICE HEADER & DETAIL                928 / ACXM0028


    GROUP ID.                                      BATCH DATE
    VENDOR #.            TYPE   SRC    LOCATION
    INVOICE #                          REC


    INVC TYPE..              BANK......
    INVOICE DT.              INV REC DT          GOODS RCPT DT
    GROSS AMT..                      TERMS            DUE DATE
    DISC AMT...                      AP/FY            EFF DATE
    PPA OVRD/REAS   /                            PRINT MEMO
    MEMO........
    HOLD REAS...                 HOLD REL
    OVRD PPA TERMS CD.

    LINE CODE.        ACCT.          S/ACCT.       BUD FIN #
                      S/LOC.


    NEXT TRANSACTION   928    SECURITY           STATUS:            SC / PROD
    F1=Help      F2=Next txn  F3=Exit     F4=Prompt    F5=Hold txn  F6=Change sys
    F7=          F8=          F9=         F10=         F11=         F12=Cancel
```

Move the cursor to the following fields and enter the data indicated:

1.   **GROUP ID:** Enter the group ID number established in TXN 02B and ***Tab*** to the next field.

2.   **VENDOR #/TYPE/SRC/LOCATION:** The data that was entered in the TXN P30 screen rolls over to the TXN 928 screen.

3.   **INVOICE #:** Enter the number from the invoice.

     Note: Consistency is essential and critical to avoid processing duplicate payments when entering invoice numbers on the data entry screen. The invoice number must be entered in the left most position of the **INVOICE #** field. Multiple invoices must never be combined; they must be entered as separate transactions. The entry to populate the field must be made exactly as shown on the invoice, including spaces, dashes, slashes, and any other special

characters. If there is more than one space, enter a single space only. The **INVOICE #** field information is printed on the remittance advice that is mailed with the commercial check to the vendor or is included as part of an addenda record that accompanies EFTs.

Follow these guidelines for standard invoice format:

a.   Regular Invoices — Use the invoice number on the bill, including any dashes, slashes, spaces, or special characters.

b.   Utility Bills — Use the account number, the first three alphabetic characters of the month and the last two numeric characters of the calendar year, in the **INVOICE #** field (e.g., if the account number on the bill is 22 22, and the bill is for November 1995, type 22 22NOV95 in the **INVOICE #** field).

c.   Express Mail Corporate Account Refunds — Use the 6-digit Express Mail Corporate Account number in the **INVOICE #** field.

d.   Postage Meter Refunds — Use the 6- or 7-digit postage meter number in the **INVOICE #** field.

e.   Permit/Periodicals Refunds — Use the permit or Periodicals account number, the first three alphabetic characters of the month, and the last two numeric characters of the year (see b, above) in the **INVOICE #** field.

f.   Postage Refunds — Use the date format MM/DD/YY if no other information is available on PS Form 3533 (e.g., 031596 would be used for a postage refund dated March 15, 1996).

g.   Medical Payments — Use the account number, the first three alphabetic characters of the month and the last two numeric characters of the year. If the account number is not available, then the MM/DD/YY date format may be used in the **INVOICE #** field.

h.   Forms 1164 — Use the actual date of the expense on the form as the invoice number using the MM/DD/YY format.

i.   Customs Payments — Use the Accounting Period, the Fiscal Year, and the week of the Accounting Period in the **INVOICE #** field (e.g., for AP 8, Fiscal Year 1996, Week One, use 08961).

j.   Tort Claims — Use the claim number on Form 2198.

k.   Health Nurse Payments — Use the Pay Period and Fiscal Year as the invoice number (e.g., for a payment to a nurse in Pay Period 9 of 1995, use 0995).

l.   Other Invoices — Use the date in the MM/DD/YY format if the invoice has no invoice number or account number.

Note: The system has a duplicate payment edit on the **VENDOR** and **INVOICE #** fields, which prompts the system to display the error message "Duplicate invoice on file" whenever it detects a duplicate entry. However, the duplicate payment edit becomes ineffective if the data is entered into the system inconsistently. When this occurs, you must perform an invoice inquiry (see section 14-1) to ensure that the invoice was not previously paid. If the

invoice has already been paid, the certifying official should be notified of the problem; otherwise, the invoice should be paid. Use the original invoice number plus a dot or period (.), write the result of your verification on the invoice, and enter an explanation in the memo field of the data entry screen (e.g., if the original invoice number was 9944, and the invoice inquiry showed that the bill had not been paid, the new invoice number would be "9944." (note the dot) to avoid displaying the duplicate payment prompt).

4. **INVC TYPE:** This 1-character field defaults to "D." Enter "C" for credit invoices.

5. **INVOICE DT:** Enter the date from the invoice.

6. **INV REC DT:** Enter the date the invoice was received by the post office designated as the "bill to" office. If that date is unavailable, use the invoice date.

    Note: This is very important for proper payment under the Prompt Payment Act (PPA) of Congress. This is not the date that you received the invoice at your office unless you are the designated "bill to" office.

7. **GOODS RCPT DT:** Enter the date the goods were received or service was rendered. If not available, use the invoice received date. If that is not available, use the invoice date.

    Note: Invoices for PPA vendors are paid based on the **TERMS** code entered and from the later of the invoice received or goods received dates unless you override it with payment terms "99." Invoices for PPN vendors (i.e., vendors not subject to PPA, such as utilities) are paid based on the invoice date.

    Note: The standard time of payment for supplies and services, absent a discount or some other form of consideration, is net 30 days. Paying earlier defeats the purpose of the Postal Service Cash Management effort.

8. **GROSS AMT:** Enter the gross amount of the invoice.

9. **TERMS:** Enter the terms of payment.

    Note: Press *F4* to display the terms table.

10. **DUE DATE:** This is a required field for invoices with "99" as **TERMS**. Enter the due date in MM/DD/YY format.

11. **DISC AMT:** Computation of the discount is based on the invoice date. You may use the terms table for PPA and PPN vendors. The system will compare the discount with the Cost of Funds Index and if it is advantageous for the Postal Service to take the discount, it will be deducted from the gross amount; otherwise, the invoice will be paid based on the **TERMS** code entered.

    Note: For invoices with **TERMS** of "99," enter "0" if discount is not available.

12. **PPA OVRD/REAS:** If legitimate, you may override PPA at the invoice level. Enter "Y" in **PPA OVRD** field and "PPE" (PPA Exempt) in the **PPA/REAS** field.

13. **PRINT MEMO:** Enter "Y" to print the data in the **MEMO** field on the remittance advice. Data entered in the **MEMO** field will not be included as part of the addenda record that accompanies EFTs.

14. **MEMO:** This is a 30-character field. You may enter audit trail information or any additional information necessary to assist the vendor in identifying the payment. Some examples include the account number, purchase order number, post office where the item was purchased, description of supplies/services, or any other pertinent information. If the value of the **PRINT MEMO** field is "N," or if the vendor receives payment via EFT, the content of this field will not be included as part of the remittance information.

15. **HOLD REAS:** You may hold the payment of an invoice. Use *F4* to select the reason codes.

16. **OVRD PPA TERMS CD:** Default ID is "Y." Enter "N" only to override the **TERMS** code entered. The system will then use the industry standard of 30 days to calculate the payment date.

17. **HOLD REL:** Use *F4* to select the invoice hold types. This field is used whenever an invoice is released for payment. Use "R" to release an invoice from hold.

18. **LINE CODE:** Enter "EXP" for expense or "CRD" for credit invoices.

    Note: *Do not process utility invoices with credit balances.* There are two options you may choose when this situation occurs:

    a.   You may request the vendor to mail the refund to your office. Then mail the refund check to Minneapolis Disbursement Office with a letter of explanation. The letter should include the invoice number, GLA, Finance Number, and the Unit ID# to be credited. The address of the Disbursing Officer at the MNISC is:

    ATTN DISBURSING OFFICER
    MINNEAPOLIS INFORMATION SERVICE CENTER
    US POSTAL SERVICE
    PO BOX 11666
    FT SNELLING MN 55111-0666

    b.   You may allow the account to maintain a credit balance until it is offset by a monthly charge.

19. **ACCT:** Enter the 5-digit GLA number.

20. **S/ACCT:** Enter the 4-digit sub-account number, if applicable.

21. **BUD FIN #:** Enter the 6-digit finance number.

22. **S/LOC:** Enter the 4-digit unit ID number from the invoice, if applicable.

23. Review the screen for accuracy. If corrections are needed, move the cursor to the appropriate field, enter the correct data, and press *Enter*. If the computer responds with a "Complete" or "Warning" in the **STATUS** field, data entry has been successful.

To create a credit invoice, follow the preceding procedures except for the following two fields:

4.   **INVC TYPE:** Enter "C."

18.   **LINE CODE:** Enter "CRD."

Note: The steps in section 6-2, Vendor Validation, must be repeated each time the vendor name and address changes while performing data entry. You must toggle between the TXN P30 screen and the appropriate data entry screen (TXN 928 or TXN P20) for each invoice. You can remain in the data entry screen when the subsequent invoices are for the same vendor and the vendor information was verified previously.

Use the *Tab* or arrow keys (←, ↑, →, or ↓), to change the data on the screen to reflect the information on the invoice.

Please do not omit this step. Payments to the wrong vendor may occur if this step is omitted.

7-3   Remote Invoice Entry (TXN P20 and TXN P21)

The TXN P20 screen is always used in conjunction with the TXN P21 screen. The TXN P20 screen contains the gross amount of the invoice and the TXN P21 screen contains the detailed line amounts for each GLA and Finance Number. If both data entry screens are not used for processing, an out-of-balance condition will exist when the authorizing official attempts to approve the batch.

The TXN P20 screen is shown in Exhibit 7-3a, and the TXN P21 screen is shown in Exhibit 7-3b.

Note: To expedite processing, it is very important to have all the required information written on each invoice prior to invoice data entry in APARS II (see chapter 4).

See section 6-2 for instructions on the TXN P30 screen. Proceed all the way through the TXN P30 screen, then continue with the data entry as described below:

Note: When inputting data into APARS II, use *F2* to toggle from the TXN P30 screen to the TXN P20 screen.

Using the *Tab* or arrow keys (←, ↑, →, or ↓), move the cursor to the **NEXT TRANSACTION** field at the bottom of the menu screen, enter "P20," and press *F2*. This will bring up the TXN P20 screen (see Exhibit 7-3a).

Exhibit 7-3a
Transaction P20 Screen, Invoice Header

```
┌───────────────────────────────────────────────────────────────────┐
│ ⇒              Access for Windows - [3270.ACD]              ▼ ⬍ │
│ ⊟  File  Edit  Keyboard  Macro  Options  Softkeys  Transfer  Window  Help  ⬍ │
│ Connected      PU MP31S362    LU 3    API A                        │
├───────────────────────────────────────────────────────────────────┤
│                        Invoice Header                   P20 / ACXM0020│
│                                                                     │
│   ACTION...                                    SHORT NAME           │
│   GROUP ID.                                    BATCH DATE           │
│   VENDOR #.            TYPE   SRC    LOCATION                        │
│   INVOICE #                            REC                          │
│   ORDER....              SUP                                        │
│                                                                     │
│   INVC TYPE..              BANK......                               │
│   INVOICE DT.              INV REC DT          GOODS RCPT DT        │
│   GROSS AMT..                      TERMS           DUE DATE         │
│   DISC AMT...                      AP/FY           EFF DATE         │
│   PPA OVRD/REAS   /             BILL ADDR        PRINT MEMO         │
│   MEMO........                                    COMMENTS          │
│   HOLD REAS...                  HOLD REL               FOB          │
│   OVRD PPA TERMS CD.                                                │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│   NEXT TRANSACTION   P20    SECURITY           STATUS:        SC / PROD│
│   F1=Help      F2=Next txn  F3=Exit    F4=Prompt    F5=Hold txn  F6=Change sys│
│   F7=          F8=          F9=         F10=         F11=        F12=Cancel│
├───────────────────────────────────────────────────────────────────┤
│ ▲B▮                                                          03/12 │
└───────────────────────────────────────────────────────────────────┘
```

Move the cursor to the following fields and enter the data indicated:

1. **ACTION:** Enter "A."

2. **GROUP ID:** Enter the batch number established in the TXN 02B screen.

3. **VENDOR #/TYPE/SRC/LOCATION:** The data in the TXN P30 screen rolls over to the TXN P20 screen after you press *F2*.

4. **INVOICE #:** Enter the number from the invoice. Follow the guidelines on standard invoice format (see section 7-2, step 3).

5. **ORDER:** Enter "None."

6. **INVC TYPE:** This is a 1-character field that defaults to "D." Enter "C" for credit invoices.

7. **INVOICE DT:** Enter the date from the invoice.

8. **INV REC DT:** Enter the date the invoice was received by the post office designated as the "bill to" office. If the date received is not available, enter the invoice date.

   Note: This is very important for proper payment under the Prompt Payment Act (PPA) of Congress. This is not the date you received the invoice at your office unless your office is the designated "bill to" office.

9.   **GOODS RCPT DT:** Enter the date the goods were received or service was rendered. If they are not available, use the invoice received date. If that is not available use the invoice date.

Note: This is very important for proper payment under the PPA.

Invoices for PPA vendors are paid based on the **TERMS** code entered and from the later of the invoice received date or the goods received date unless you override it with payment terms "99." Invoices for PPN vendors are paid based on the invoice date. The standard time of payment for supplies and services, absent a discount or some other form of consideration, is net 30 days. Paying earlier defeats the purpose of the Postal Service Cash Management effort.

10. **GROSS AMT:** Enter the gross amount.

11. **TERMS:** Enter the terms of payment.

12. **DUE DATE:** This is a required field for invoices with "99" as **TERMS**. Enter the due date in the MM/DD/YY format.

13. **DISC AMT:** Computation of discount is based on the invoice date. You may use the terms table for PPA and PPN vendors. The system will compare the discount with the Cost of Funds Index and if it is advantageous for the Postal Service to take the discount, it will be deducted from the gross amount; otherwise, the invoice will be paid based on the net terms.

Note: For invoices with **TERMS** code "99," enter "0" if discount is not available.

14. **PPA OVRD/REAS:** If legitimate you may override the PPA at the invoice level. Enter "Y" on the **PPA OVRD** field and "PPE" (PPA Exempt) on the **PPA/REAS** field.

15. **PRINT MEMO:** Enter "Y" to print the data in the **MEMO** field on the remittance advice. Data entered in the **MEMO** field will not be included as part of the addenda record that accompanies EFTs.

16. **MEMO:** This is a 30-character field. You may enter audit trail information or any additional information necessary to assist the vendor in determining how to apply the payment when it is received. Examples include the account number, purchase order number, post office where the item was purchased, description of supplies/services, or any other pertinent information. If the value of the **PRINT MEMO** field is "N" or if the vendor receives payment via EFT, the content of this field will not be included as part of the remittance information.

17. **OVRD PPA TERMS CD:** The default is "Y." Enter "N" only to override the **TERMS** code entered. The system will then use the industry standard of 30 days to calculate the payment date.

18. **HOLD REAS:** You may hold the payment of an invoice. Use *F4* to select reason codes.

19. **HOLD REL:** Use *F4* to select the invoice hold types. The field is used whenever an invoice is released for payment. Use "R" to release an invoice from hold.

20. Review the screen for accuracy. If corrections are needed, move the cursor to the appropriate field, enter the correct data, and press **Enter**. If the computer responds with a "Complete" or "Warning" in the **STATUS** field, data entry has been successful.

21. Move the cursor to the **Next transaction** field, type "P21," and press **F2**. This will bring up the TXN P21 screen (see Exhibit 7-3b).

Exhibit 7-3b
Transaction P21 Screen, Invoice Line

Using the **Tab** or arrow keys (←, ↑, →, or ↓), move the cursor to the following fields and enter the data indicated:

1. **ACTION:** Enter "A."

2. **VENDOR #/TYPE/SRC/LOCATION:** The data in the TXN P20 screen rolls over to the TXN P21 screen after you press **F2**.

3. **INVOICE #:** The data in the TXN P20 screen rolls over to the TXN P21 screen after you press **F2**.

4. **LINE NBR:** Assign a number in sequential order. Start with number "1" and increment by 1 for each GLA or finance number.

5. **LINE CODE:** Enter "EXP" for expense or "CRD" for credit invoices.

    Note: *Do not process utility invoices with credit balances.* There are two options you may choose when this situation occurs:

    a.   You may request the vendor to mail the refund to your office. Then mail the refund check to Minneapolis Disbursement Office with a letter of explanation. The letter should include the invoice

number, the GLA, and the finance number to be credited. The mailing address is:

ATTN DISBURSING OFFICER
MINNEAPOLIS INFORMATION SERVICE CENTER
US POSTAL SERVICE
PO BOX 11666
FT SNELLING MN 55111-0666

    b.   You may allow the account to maintain a credit balance until it is offset by a monthly charge.

6.   **ACCOUNT:** Enter the 5-digit GLA number.

7.   **SUB ACCT:** Enter the 3-digit sub-account number if applicable.

8.   **BUD FIN #:** Enter the 6-digit finance number from the invoice.

9.   **SUB LOC:** Enter the 3-digit unit ID number from the invoice if applicable.

10.   **U/P:** Enter "0" (zero).

11.   **LINE AMOUNT:** Enter the first invoice line amount.

12.   If corrections are needed, move the cursor to the appropriate field, enter the correct data, and press ***Enter***. If the computer responds with a "Complete" or "Warning" in the **Status** field, data entry has been successful. To enter the next detail line press ***F2***.

13.   **LINE NBR:** Assign the next number. Change the data in any of the following fields:

    a.   **LINE CODE**

    b.   **ACCOUNT**

    c.   **SUB ACCT**

    d.   **BUD FIN #**

    e.   **LINE AMOUNT**

14.   Press ***Enter***. Repeat step 13 as needed until all of the individual line amounts on the invoice have been entered into the system. For example: If you have a utility bill with four different types of charges (i.e., gas, water, electricity, and sewer), you would process a separate TXN P21 screen for each GLA on the invoice.

Note: After completing the data entry in the TXN P20 and TXN P21 screens, you must repeat the steps for vendor validation (see section 6-2) before processing the next invoice. This step should be omitted only if the next vendor being paid has the same name and address as the previous vendor, and the vendor validation was already performed.

7-4   Batch Verification

After all of the invoices in a batch have been entered into APARS II, you must run an adding machine tape of the invoice totals. The tape should be run in the same order that the invoices will be filed after authorization (in TIN order).

You must return to the TXN 02B screen prior to submitting the invoices to the appropriate official for authorization.

Move the cursor to the **Next transaction** field, enter "02B," and press *F2*. See Exhibit 5-2 for the TXN 02B screen.

Using the *Tab* or arrow keys (←, ↑, →, or ↓), move the cursor to the following fields and enter the data indicated:

1. **Action:** Enter "L."
2. **GROUP ID:** Enter the batch number.
3. Press *Enter*.
4. **ACTION:** Change to "C."
5. Enter the adding machine tape total. Use a decimal point to separate dollars and cents.
6. Press *Enter*.
7. Verify that the **Group total** field is equal to the **Invoice tot to date** field.
8. Staple the adding machine tape to the back of the completed batch cover sheet and submit it along with the invoices in a package to the authorizing official for approval.

    If there is a discrepancy, identify the error by comparing your adding machine tape with the invoice amounts shown in the TXN 02C screen. The invoices on the TXN 02C screen are listed first in TIN order, and then by invoice number (see section 7-5).

7-5 Correcting, Deleting, or Canceling of an Invoice Prior to Batch Authorization

Correction (**Action** code: "C") or deletion (**Action** code: "D") in certain fields on the TXN P20, P21, and 928 screens can be accomplished as long as the invoice **Status** is "I" (In Progress).

Note: All corrections made to invoices while they are in an "I" status must be made using the TXN P20 or P21 screens, even though the original invoice data entry may have been performed using the TXN 928 screen.

1. Changing or deleting information entered in the TXN P20 or TXN 928 screens other than the **GROSS AMT** field.

   Using the ***Tab*** or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, type "P20" for error correction or deletion and press ***F2***. This will take you to the Invoice Header entry screen (see Exhibit 7-3a).

   a. Move the cursor to the following fields and enter the data indicated:

      (1) **ACTION:** Enter "L."

      (2) **VENDOR #/TYPE/SRC/LOCATION:** Enter the complete vendor number.

      (3) **INVOICE #:** Enter the invoice number and press ***Enter***.

   b. To initiate a change "C":

      All the screen fields in TXN P20 can be changed via action code "C" prior to authorization except **VENDOR #** and I**NVOICE #**.

      (1) **ACTION:** Enter "C."

      (2) **Tab** to the field that requires correction. Enter the correct data.

      (3) Press ***Enter***. If the computer responds with a "Complete" or "Warning" in the **Status** field, data entry has been successful.

   c. To delete an entry:

      (1) **ACTION:** Enter "D." This will also delete the detailed record TXN P21 screen information.

      (2) Press ***Enter***. If the computer responds with a "Complete" or "Warning" in the **Status** field, data entry has been successful.

2. Changing or deleting any information entered in the TXN P21 screen, other than the **GROSS AMT** field.

    Using *Tab* or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, type "P21" for error correction or deletion and press *F2*. This will take you to the invoice line screen.

    a. Move the cursor to the following fields and enter the data indicated:

        (1) **ACTION:** Enter an "L."

        (2) **VENDOR #/TYPE/SRC/LOCATION:** Enter the complete vendor number.

        (3) **INVOICE #:** Enter the invoice number and press *Enter*.

    b. To initiate a change:

        (1) **ACTION:** Change to "C."

        (2) *Tab* to the field that requires correction and type the correct data.

        (3) Press *Enter*. If the computer responds with a "Complete" or "Warning" in the **Status** field, data entry has been completed.

    c. All the screen fields can be changed except the following:

        (1) **VENDOR #**

        (2) **INVOICE #**

        (3) **LINE NUMBER**

        (4) **LINE CODE**

    d. To delete an entry:

        (1) Enter "D." This will not delete the TXN P20, Invoice Header screen information.

        (2) Press *Enter*. If the computer responds with a "Complete" or "Warning," data entry has been successful.

3. Correcting the amount fields in the TXN P20 or TXN P21 screens.

    You may skip steps a through c below if the vendor and invoice number are available.

    a. Move the cursor to the **Next transaction** field, type "02C," and press *F2* (see Exhibit 7-5).

    b. Enter the **Group ID** and press *Enter*.

    c. Identify the invoice that is in "I" status. Enter an "X" beside the **Select** field.

    d. Move the cursor to the **Next transaction** field, type "P20," and press *Enter*. See Exhibit 7-3a for the TXN P20 screen.

    e. **ACTION:** Enter "L" and press *Enter*.

    f. **ACTION:** Change to "C."

    g. **GROSS AMOUNT:** Enter the correct amount.

    h. Move the cursor to the **Next transaction** field, enter "P21," and press *F2*. See Exhibit 7-3b for the TXN P21 screen.

i. **ACTION:** Enter "L." This will bring up the first **LINE NBR**. If it is not the correct **LINE NBR**, continue pressing *Enter* until the correct **LINE NBR** appears on the screen.

j. **ACTION:** Change to "C."

k. **LINE AMOUNT:** Enter the correct amount and press *Enter*.

l. Move the cursor to the **Next transaction** field, enter "02B" and press *F2*. See Exhibit 5-2 for the TXN 02B screen.

m. Correct the **Group total** in the TXN 02B screen, if appropriate.

n. Submit the invoices and completely filled out batch cover sheet to the authorizing official for approval.

Exhibit 7-5
Transaction 02C Screen, Group Balance Inquiry

```
Access for Windows - [3270.ACD]
File  Edit  Keyboard  Macro  Options  Softkeys  Transfer  Window  Help
Connected      PU MP31S362      LU 11      API A

                    INVOICE GROUP BALANCE INQUIRY              02C / APR402CD

 Group ID:  MXC8039       Status: 0     Currency code..: USD Group date: 08/11/97
 Group tot:                   $.00      Inv tot to date:                   $.00

   Vendor...:
   Invoice..:
     Select..        Gross amt:                  $.00        Status:
   Vendor...:
   Invoice..:
     Select..        Gross amt:                  $.00        Status:
   Vendor...:
   Invoice..:
     Select..        Gross amt:                  $.00        Status:
   Vendor...:
   Invoice..:
     Select..        Gross amt:                  $.00        Status:
   Vendor...:
   Invoice..:
     Select..        Gross amt:                  $.00        Status:
 MORE DATA AVAILABLE
 Next transaction   029     Security           Status: WARNING      SC / PROD
 F1=Help       F2=Next txn  F3=Exit      F4=Prompt     F5=Hold txn  F6=Change sys
 F7=          F8=          F9=          F10=          F11=          F12=Main menu

B                                                                       03/22
Access for Windows  Version 3.14 Revision 4
```

8 Batch Authorization

8-1 Random Verification Responsibility

Accuracy of data input ensures that the checks created through APARS II have the correct amount, payee name, and address. To ensure that the bills are being paid accurately, your district accounting office may perform a 100 percent audit of the payments using the TXN 025 screen.

The issue of bill paying accuracy depends on who is entering data from the bills. It is recommended that a periodic audit, but not a continuous 100 percent audit, be conducted on an employee who inputs the invoice data.

When a technician first begins to enter invoices into the system, it is a good time to make frequent 100 percent audits of his or her work until you are satisfied with the quality. After a time, you should rely upon the audits already in place, and only occasionally perform a 100 percent audit.

There are two types of audits in place. The first is a mandatory audit performed by the SMASC, reviewing correct amount, payee, and address. The second is a 20 percent audit done by the person who approves the batch. In this audit each payment amount selected is compared to the invoice amount and the total of the batch is matched to the total of the adding machine tape attached to the batch.

Exhibit 8-1 shows an overview of the Random Verification Process.

Exhibit 8-1
Flow Chart of Random Verification Process

```
┌──────────────────┐     ┌──────────────┐                          ┌──────────────────┐
│ 02C – List       │     │ 025 – Verify │      ╱ Last ╲      Yes   │ 02D – Authorize  │
│ Invoices Entered │────▶│ Accuracy of  │────▶ ◀ Invoice Verified ▶────▶│ Group (Batch) for│
│ in the Batch/    │     │ Entry        │      ╲    ?   ╱            │ Payment          │
│ Select INV to    │     │              │          │                │                  │
│ Verify           │     └──────────────┘          No               └──────────────────┘
└──────────────────┘                               │
```

| 02C – List Invoices Entered in the Batch/Select INV to Verify | → | 025 – Verify Accuracy of Entry | → | Last Invoice Verified ? | — Yes → | 02D – Authorize Group (Batch) for Payment |

No (loops back to first box)

02C – Verify the Group Status is "C" and PRINT SCREEN if Status Equals "C"

Group Status = "C" ? — No → Identify Invoice on "I" or "A" Status → Is the Invoice Status "I"? — No → 025 – Authorize Individual Invoices for Payment

Group Status = "C" ? — Yes → File Group (Batch) Documents with 02C Screen Print

Is the Invoice Status "I"? — Yes → P21 – Have Entry Technician Correct Amount

025 – Authorize Individual Invoices for Payment — No path → 02D – Authorize Invoices with "I" Status

P21 – Have Entry Technician Correct Amount → 025 – Authorize Individual Invoices for Payment

→ 02C – PRINT SCREEN → File Group (Batch) Documents with 02C Screen Print

8-2   Batch Verification

Once the batch has been entered into APARS II, all documentation, the
adding machine tape showing the total of all invoices, and the batch cover
sheet must be given to an authorizing official for verification. An authorizing
official must ensure that all invoices appearing on the adding machine tape
are valid and properly certified for payment. The authorizing official must also
verify that the total on the adding machine tape and on the batch cover sheet
are the same. Once verification is completed by the authorizing official and all
documentation is determined to be correct, authorization is required in
APARS II before checks can be printed.

Exhibit 3-1 shows the APARS II main menu screen that is displayed for
individuals who have log-in profiles. It displays when logging into Walker.

8-3   Step-by-step Process for Authorization

If you need to conduct a random audit, follow these procedures:

1.   Review the invoices processed in the batch. Verify the name and
     amount on the invoice to the name and amount in the system.

2.   Authorize the batch for payment .

Move the cursor to the **Next transaction** field, type "02C," and press *F2* (see
Exhibit 8-3).

Exhibit 8-3
Transaction 02C Screen, Group Balance Inquiry

Note: Skip steps 1–3, below, if the vendor number and invoice number are available either from the invoice or a printout of the TXN 02C screen.

1. **Group ID:** Enter the batch number.

2. Press *Enter*.

3. *Tab* to the desired field and enter "X" between the **Select** and **Gross amount** fields.

4. Move the cursor to the **Next transaction** field, type "025," and press *Enter*. See Exhibit 8-5 for the TXN 025 screen.

5. **Payment code:** Enter "V" and press *Enter*.

6. Verify the information. If there is an error in data input, ask the processing accounting technician to make the correction.

    Note: Only the Accounts Payable technician can make corrections to an invoice in "I" status (see section 7-5).

7. Repeat the process as needed.

8-4   Approving a Batch of Invoices

The TXN 02D screen (see Exhibit 8-4) is used for approving invoices in a batch.

Starting from any screen, move the cursor to the **Next transaction** field, type "02D," and press *F2*.

Exhibit 8-4
Transaction 02D Screen, Invoice Group Approval

1. **Payment code:** Enter "A."

2. **Group ID:** Enter the group ID. (For example: FMA550)

3. Press *Enter*.

    a. When an error message "Record locked — retry" appears on the screen while authorizing a batch, it is an indication that an invoice in the batch is in "A" status. When this happens perform the following steps:

        (1) Move the cursor to the **Next transaction** field, enter "02C," and press *F2*. See Exhibit 8-3 for the TXN 02C screen.

        (2) **Group ID:** Enter the group ID number and press *Enter*.

        (3) Identify the invoice in "A" status. The "A" will appear on the right hand side of the screen. Enter an "X" in the **Select** field (between **Select** and the **Gross amount** fields).

        (4) Move the cursor to the **Next transaction** field, enter "025," and press *Enter*. See Exhibit 8-5 for the TXN 025 screen.

        (5) **Payment code:** Enter "V" and press *Enter*. The payment status of the invoice is "A."

        (6) The **Payment code** field and the **Payment status** field are not synonymous. The **Payment code** field is the first field on the screen and the **Payment status** field is in the lower right corner of the screen.

        (7) **Payment code:** Change to "A" and press *Enter*. **Payment status** should be "P." Always verify that the status of the **Group ID** is "C" in the TXN 02C screen. (The "A" in **Payment status** does not occur often, but only authorizing officials can correct it. Technicians cannot correct this problem.)

        Note: You may need to reauthorize the batch (see section 8-3) in the TXN 02D screen if there are several invoices in "I" status; otherwise use the TXN 025 screen. All invoices in "I" status must be authorized either individually or with group approval transaction (TXN 02D).

    b. Another error message requiring correction prior to authorizing a batch is "POSTING NOT = CONTROL." This means that the Invoice Group Control does not equal the Group Control Total. Verify the Invoice Group Control total. If necessary, change it by using the TXN 02B screen.

    c. A warning message "W:NOT ALL INV AUTHOR" is received when there are invoices in a batch where the TXN P20 screen and the TXN P21 screen are not equal.

8-5   Approving Individual Invoices

Move the cursor to **Next transaction** field, type "025," and press *F2* (see Exhibit 8-5).

1.   **Payment code:** Enter "V."

2.   **Vendor:** Enter the complete vendor number.

3.   **Invoice:** Enter the invoice number and press *Enter*.

4.   **Payment code:** Change to "A." Press *Enter*.

Exhibit 8-5
Transaction 025 Screen, Invoice Status Change

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▬                    TN3270 - mn03 to host sm07              ▼ ▲     │
│  Session   Edit  Commands  Settings   Help                          │
│                        Invoice Status Change              025 / APR4025│
│                                                                       │
│  Payment code... █                                                    │
│  Vendor.........                                                      │
│  Invoice........                                                      │
│  Effective date              Exchange rate....                        │
│                                                                       │
│  Approval Routing Information      Invoice Amounts                     │
│    Create a new list?....            Gross........:                    │
│    Override list ID......            Total line...:                    │
│    Confirm reviewer list?               Difference:                    │
│    Priority?............            Discount.....:                     │
│    Confirm upon approval?          Retention....:                      │
│                                     Net pending:                       │
│  Override bal chk?   PPA reason cd   Vend rqst dt          Force reopen?│
│  Payee Name:                              Payment status:              │
│    Address 1:                             Currency......:              │
│    Address 2:                             Due date......:              │
│    Address 3:                                                          │
│    City.....:            St:    Postal cd:           Country:          │
│                                                                       │
│  Next transaction   025   Security        Status:        SC / PROD     │
│  F1=Help      F2=Next txn  F3=Exit    F4=Prompt   F5=Hold txn  F6=Change sys│
│  F7=          F8=          F9=        F10=        F11=      F12=Main menu│
│                                            IBM-3278-2-E  12:11:58      │
└─────────────────────────────────────────────────────────────────────┘
```

8-6 Verification of Group ID Status and Invoice Status (TXN 02C)

Move the cursor to the **Next transaction** field, type "02C," and press **F2**. See Exhibit 8-3 for the TXN 02C screen.

1. **Group ID:** Enter the batch number and press **Enter**.

2. Verify that the **Status** field next to the **Group ID** field is "C" (Closed). An "O" (Open) indicates that an invoice is in "I" (In Progress). A status "I" occurs when the **Gross Amount** field in the TXN P20 screen and the **AMT/QTY** field in the TXN P21 screen are not equal. Ask the accounting technician to make the correction (see section 7-5). After correction, authorize the invoice for payment using the TXN 025 screen.

3. Ask the accounting technician to print the TXN 02C screen for your batch file.

   Note: If the Group ID status is still "O," and all the invoices are in "P" or "H" status, reauthorize the batch in the TXN 02D screen. If the **GROUP ID** status does not change to a "C," contact SMASC support personnel. Only SMASC is authorized to close batches when this condition occurs.

9 Corrective Action Subsequent to Batch Authorization

9-1   General

Once an invoice has been authorized for payment, only certain fields can be changed on the TXN P20 screen. These are called restricted changes. The TXN P21 screen does not allow restricted changes to be made. An invoice in "P" status has been paid and may be canceled in the TXN 025 screen.

9-2   Restricted Change on Invoices

Using the **Tab** or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, enter "P20" and press **F2**. This will take you to the TXN P20 entry screen. See Exhibit 7-3a for the TXN P20 screen.

Move the cursor to the following fields and enter the data indicated:

1. **ACTION:** Enter "L."

2. **VENDOR #/TYPE/SRC/LOCATION:** Enter the complete vendor number.

3. **INVOICE #:** Enter the invoice number and press **Enter**.

   To initiate a restricted change ("R") after an invoice has been authorized for payment enter "R" in the **ACTION** field. The following TXN P20 screen fields can be changed with an action "R."

   a. **INV REC DT**

   b. **GOODS RCPT DT**

   c. **TERMS** (Change is restricted to entering "99")

   d. **DUE DATE** (if **TERMS** "99" is entered)

   e. **DISC AMT** (if **TERMS** "99" is entered)

   f. **HOLD REAS**

   g. **HOLD REL** — To schedule a released invoice for payment, follow this entry with an Invoice Status Change (TXN 025) transaction entry, using a payment code of "P" (schedule for payment).

   Note: When changing the **INV REC DT** or **GOODS RCPT DT**, the invoice is placed into a "T" (Transitional) status. To schedule the

invoice for payment, process a TXN 025 transaction, using a payment code "P." This will change the **DUE DATE**. Verify the status of the invoice in the TXN P29 screen whenever a correction is initiated on any of the date fields.

9-3 Canceling an Invoice in "P" status

An invoice in "P" status can be manually closed using the TXN 025 screen if any of the following conditions occur (see Exhibit 8-5):

■ Invoice was processed for the wrong vendor.

■ Process amount different from the invoice amount.

■ Invoice should not have been processed.

Using the *Tab* or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, enter "025," and press *F2*.

1. **Payment code:** Enter "V."

2. **Vendor:** Enter the complete vendor number.

3. **Invoice:** Enter the invoice number.

4. Press **Enter**. Verify the data. The payment status should be "P."

5. **Effective date:** It defaults to the effective date of the invoice.

6. **Payment code:** Change to "C."

7. Press **Enter**. The payment status should now be "M."

9-4 Accounting Adjustments (TXN P23)

The Accounting Adjustment Entries (TXN P23) screen may be used by the district accounting office to correct the GLA, Sub-account, Finance number, Unit ID number, Distribution amount and Effective Date of the invoice (see Exhibit 9-4).

Exhibit 9-4
Transaction P23 Screen, Accounting Adjustment Entries

```
─  TN3270 - mn03 to host sm07  ▼ ▲
 Session   Edit   Commands   Settings   Help
                   Accounting Adjustment Entries          P23 / ACXM002:

 Action............
 VENDOR............         TYPE   SRC   LOCATION
 INVOICE...........                      REC
 Line number.......         Sequence      Delete all?    Post ind (N/Y/S)
 Adjustment reason
 Rev effective date         Rev period:

         Adj Seq    Distribution amount         Effective Date      Per

 ACK.......

 ACK.......

 ACK.......

 ACK.......

 ACK.......

 Next transaction   P23    Security         Status:           SC / PROD
 F1=Help      F2=Next txn  F3=Exit    F4=Prompt   F5=Hold txn  F6=Change sys
 F7=L         F8=          F9=        F10=        F11=         F12=Main menu
                                              IBM-3278-2-E  12:20:0(
```

1. **Action:** Enter "F." This will bring up the first entry for the invoice.

2. **VENDOR:** This is a 16-character field. Enter the 9-digit **TIN/TYPE/SRC/LOCATION** of the vendor whose invoice needs to be adjusted.

3. **INVOICE:** This is a 30-character field. Enter the invoice number to be adjusted. Press **Enter**.

4. **Line number:** This is a 4-digit field. If there is more than one line number, verify that it is the transaction that requires adjustment.

5. **Action:** Change to "A."

   Note: Do not press **Enter** until you have entered the adjustment reason, and the correction on the **ACK**, **Distribution amount**, or **Effective Date**.

6. **Adjustment reason:** This is a 50-character field. Enter the reason for the first adjustment only. On subsequent adjustments for the same line, the line number defaults to the reason entered for the first adjustment.

7. **ACK:** This field identifies the GLA number. It is composed of a 5-digit account number, a 3-digit sub-account number, and a 6-digit finance number. Change the appropriate data.

8. **Distribution amount:** This is a 15-digit field. To distribute the invoice amount over multiple **ACK**s, overlay the existing amount with the

appropriate distribution amount and create additional entries as needed.

9.   **Effective Date:** This 6-digit field is optional. It defaults to the effective date of the invoice.

10. Press *Enter*.

11. Verify the adjustment in the TXN 02A or TXN 04A screens (see Exhibits 14-4 and 14-5).

Note: If more than five distribution adjustments need to be added, the **Post ind** field must be "N" before pressing *Enter*. This will allow additional adjustments to be entered before posting is initiated. Upon completion, post the adjustment entries by entering a "P" in the **Action** field.

10 Filing and Document Retention

10-1 Filing

All documents processed through the APARS II system must be filed for future review, verification, or research as indicated in section 10-2.

The primary protocol for filing all documentation is by batch number. Each batch authorized in the system and all associated documents must be filed together in a file folder. Batch file folders should be filed sequentially in a file cabinet. Supporting documentation for each batch should be maintained in the batch file folder in TIN order. The batch cover sheet must include all pertinent data, the initials of the accounting technician and the authorizing official. See Exhibit 5-1b for the Batch Cover Sheet.

10-2 Document Retention

Invoices and any other related documentation in support of data entered into the APARS II system must be retained as follows:

1. Cutoff: Cutoff the file at the end of each fiscal year.

2. Storage: Transfer the records to the Federal Records Center (FRC) 3 years from the cutoff date.

3. Disposal: Dispose of the records 6 years, 3 months from the date of cutoff.

Retention instructions comply with Handbook AS-305, *Records Control.*

11 Special Circumstances

11-1 Checks Requiring Supporting Documentation

Certain disbursements require special handling due to necessary supporting documentation. Some examples are listed below:

- Payment of customs duties.
- Payment of business card orders.
- Payment of magazine subscriptions.
- Payment of medical bills for multiple employees.
- Payment of tort claims.

In these situations, the employee performing Accounts Payable function should enter the vendor data in the system with the appropriate name; however, mail the check in care of the Supervisor, Accounting Services (mailing address should be the SFAS accounting site). A commercial check will be mailed directly to the Accounting Supervisor. The supervisor or a clerk with no Accounts Payable functions will mail the check and all supporting documentation to the vendor. To ensure separation of duties, the employee performing Accounts Payable function should not handle the commercial check.

11-2 Procedures for Refunds From Trust Disbursements

1. Accounting Technician Inputting Refunds to the SMASC.

   Identify each refund which requires a trust disbursement entry. Enter all trust invoices into APARS II in the normal manner. Once payment has been processed and authorized, a copy of the Field Disbursements Trust Accounts must be forwarded to the 1412 Close-out desk. All trust items, once paid, must be cleared from the local Trust Funds summary by clearing the outstanding Form 1908 AIC 480 and creating AIC 326 as the offset. Prepare a separate batch for all trust items daily.

   a. For each refund, enter the amount of the refund from trust to the GLA Account #25312.426. (Some invoices such as Pitney Bowes copy machines will have two GLAs; one for payment of the supplies and one for withdrawal from trust for money on deposit to AIC 079.) However, the majority of refunds are for permit imprint accounts which only require one GLA.

   b. Track each entry to GLA 25312.426 on the worksheet for input into SFAS. Exhibit 11-2a is an example of a worksheet with entries, and Exhibit 11-2b is an example of a negative worksheet. Complete a negative worksheet on each business day when there are no withdrawals from Trust through APARS II.

   c. Ensure that worksheets are provided to the SFAS Close-out technician each business day. Those worksheets with entries will then be entered to the Unit Form 1412 on the same day's business to AIC 326.

   d. Maintain a folder by AP with a copy of each day's input of trust withdrawals, whether entries were made or the report was negative.

2. SFAS Technician

   a. Obtain each business day's trust form on commercial checks drawn on advance deposit trust funds from the employee performing Accounts Payable function (even if negative).

   b. Make the appropriate entries from the trust withdrawal form. (AIC 326 and offsetting trust withdrawal AIC.)

   c. After completion of the consolidated Form 1412 for each business day, compare the total dollar value entry to AIC 326 and the worksheet to ensure the correct dollar amount was entered.

   d. File with the daily supporting documentation by accounting period.

   e. At the end of each accounting period, run an AIC 326 printout from SFAS for the supervisor in accounting.

3.   Supervisor

On the first Monday after the end of every AP a FOCUS report for the AP just closed must be processed to ensure all entries to General Ledger Account 25312.426 equal the amounts entered into AIC 326 in SFAS for the accounting period. This verification is necessary to ensure the Trust Fund balance is equal on both sides of the transaction and must be equal for the quarter for the entire district. The FOCUS Query for verifying trust amounts in SFAS and APARS II is named "TRUSTXX." (See chapter 15 for accessing FOCUS.)

You must also take into account any check canceled during the AP which was a check written against GLA 25312.426.

Anytime a check involving a trust payment is canceled, you must make the corresponding entry to reduce AIC 326. For example, during the current AP a check for $100 was canceled due to an incorrect vendor address. Instruct your SFAS Close-out technician to make the following entries:

Receipts Side:

AIC 326   −$100

AIC 126   +$100

or

AIC 326   −$100

AIC 061   +$100 (identify to the appropriate vendor)

AIC 061 should only be used if a correct address was already identified or the check will be reissued in the near future.

Exhibit 11-2a
Worksheet With Entries

PAGE _____ OF _____

FIELD DISBURSEMENTS FROM TRUST ACCOUNTS
BY USE OF AIC 426 (GLA 25312.426) AT SAN MATEO
OFFSETTING AT SFAS IN AIC 326

BUSINESS DATE _____   BATCH # _____

CUSTOMER	AMOUNT	AIC	ID UNIT #	CONTROL #
Jane Doe	$100.00	633	202	N/A
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL   _____ (AIC 326)

_____

ACCOUNTING TECHNICIAN   DATE

Exhibit 11-2b
Negative Worksheet

PAGE _____ OF _____

FIELD DISBURSEMENTS FROM TRUST ACCOUNTS
BY USE OF AIC 426 (GLA 25312.426) AT SAN MATEO
OFFSETTING AT SFAS IN AIC 326

BUSINESS DATE _____   BATCH # _____

CUSTOMER	AMOUNT	AIC	ID UNIT #	CONTROL #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL   _____ (AIC 326)

_____ NEGATIVE REPORT _____

ACCOUNTING TECHNICIAN   DATE

11-3   Procedures for Repaying Employee Shortages

11-3.1 **Background**

When an employee shortage is discovered during the performance of a stamp credit examination, the shortage is posted to the cashbook: AIC 767, Employee Stamp Credit Shortage. The employee repays the shortage: AIC 367, Employee Stamp Credit Shortage — Cleared. The employee subsequently grieves the shortage and wins the grievance. The USPS must repay the employee and file a claim for loss.

11-3.2 **Procedure**

Example: Post office repays employee $100 under the scenario in 11-3.1.

The DAO will utilize the following procedure:

1. Enter $100 to AIC 326, Disbursements Paid by SMASC, and AIC 633 on the statement of account. AIC 633 must be supported by Form 2130, *Claim for Loss*. Form 2130 must be submitted to the MNASC.

    AIC 326 $100 and AIC 633 $100

2. Enter $100 in APARS II using GLA 25312.426.

    These entries should be made in the same accounting period.

11-3.3 **Reconciliation**

A reconciliation of AIC 326 to AIC 426 must be done by the district office at the end of each AP. The worksheet in Exhibit 11-2a should be used to track and record these entries when they occur. A copy of this report should be provided to the SFAS accounting technician. At the end of the AP the FOCUS Query "**TRUSTXX**" should be executed to reconcile AIC 326 to AIC 426.

12 Non-SFAS Office Instructions

Chapters 1 through 11 are intended for use by SFAS offices. Chapter 12 is intended for use by Non-SFAS offices.

12-1 Procedures for Requesting Commercial Checks

Complete a Request for Commercial Check (see Exhibit 12-1) as discussed in section 12-2.

Exhibit 12-1
Postmaster Package for Non-SFAS Office Consolidation

```
                    UNITED STATES POSTAL SERVICE
                    _____ DISTRICT

    ADDRESS _____

    Date:

    Ref:

    Subject:  Request for Commercial Check

    To:     Postmasters — First & Second Class Offices
            Except Offices in SFAS

    When requesting a commercial check for payment of invoices over the
    value of two money orders, please submit the appropriate attachment
    as shown.

    If there are any questions, please contact me at (telephone).




    (NAME)
    Supervisor, Accounting Service

    Attachments
```

12-2 Instructions for Postmasters

Submit to your DAO the appropriate form — *Request for a USPS Commercial Check* — from Minneapolis Accounting Service Center (MNASC) (see Exhibit 12-2a or 12-2b) for any payment or refund of more than $1,400, with certified invoice or refund form.

Your finance number will be charged with the amount of the invoice or refund on the date of input. This data will post directly to the Postal Service Financial Report (PSFR).

The vendor will be mailed a check from the MNASC according to the due date of the payment of your invoice or refund.

You will receive a copy of the form you submitted (see Exhibit 12-2a) advising you of the payment. Again, payments for bills are automatically charged to your finance number. No other entries are necessary or required at your office.

If you requested a refund from an advance deposit trust fund, you will receive a copy of the form you submitted (see Exhibit 12-2b) explaining what AP you need to account for the payment of the refund through the use of AIC 326 and the corresponding trust entry — AIC 480 at the accountbook level. (Only refunds from an Advance Trust Fund Account will require an entry to AIC 326 on your Statement of Account.)

The DAO will monitor AIC 326 each AP to ensure it is entered properly and with the correct amount on your Statement of Account.

The receipt of requests for refunds from Advance Deposit Accounts will not be processed on the last 2 days of each AP because your office will need to receive documentation for input to AIC 326 on the statement of account.

Exhibit 12-2a
Request for Commercial Check for Payment of Invoice

REQUEST FOR COMMERCIAL CHECK
FOR PAYMENT OF INVOICE

TO: ACCOUNTS PAYABLE
             ACCOUNTING SERVICES
             (APPROPRIATE CITY AND STATE)

FROM: POSTMASTER
             _____
             OFFICE
             _____
             FINANCE #
             _____
             SIGNATURE OF POSTMASTER OR ACTG/DATE

             PLEASE ISSUE A COMMERCIAL CHECK IN THE AMOUNT OF
             $_____,

TO: _____
             _____
             _____

PURPOSE: _____
             UTILITY BILL, SUPPLIES, REFUND ON METER (AIC 536), ETC.

(PLEASE HAVE YOUR INVOICE FOR THIS PAYMENT PROPERLY CERTIFIED INDICATING ALSO WHETHER THIS PAYMENT REQUIRES 1099 REPORTING. IF THE PAYMENT DOES REQUIRE 1099 REPORTING, THEN THE VENDOR'S LOG PAYMENT SUBMITTED EACH CALENDAR QUARTER FOR THIS PAYMENT WILL NOT BE NECESSARY.) THE ACCOUNTING OFFICE WILL OFFSET YOUR PAYMENT TO THE GENERAL LEDGER ACCOUNT NUMBER (GLA) WHICH YOU DESIGNATE ON YOUR INVOICE.
===
ACCOUNTING OFFICE (ONLY)
A COMMERCIAL CHECK WILL BE MAILED DIRECTLY TO YOUR CUSTOMER
ON_____. **THE AMOUNT OF THE CHECK WILL BE CHARGED DIRECTLY TO YOUR PSFR. NO FURTHER ENTRIES ARE REQUIRED BY YOUR OFFICE**.

Exhibit 12-2b
Request for Commercial Check for Refund From Advance Deposit Trust Account Only

REQUEST FOR COMMERCIAL CHECK
<u>FOR REFUND FROM ADVANCE DEPOSIT TRUST ACCOUNT ONLY</u>
MUST BE A WITHDRAWAL FROM AIC 480
FORM 1412 LEVEL — AIC'S 451, 452, 453, ETC.

TO: ACCOUNTS PAYABLE
                 ACCOUNTING SERVICES
                 (APPROPRIATE CITY AND STATE)

FROM: POSTMASTER

                 _____
                 OFFICE

                 _____
                 FINANCE #

                 _____
                 SIGNATURE OF POSTMASTER OR ACTG/DATE

                 PLEASE ISSUE A COMMERCIAL CHECK IN THE AMOUNT OF
                 $_____,

TO: _____
                 _____
                 _____

PURPOSE: _____
                 REFUND OF ADVANCE DEPOSIT TRUST

(PLEASE HAVE YOUR REFUND FORM ENCLOSED.) THE ACCOUNTING OFFICE WILL OFFSET
TO AIC 426 (GLA 25312.426).
==
ACCOUNTING OFFICE (ONLY)
A COMMERCIAL CHECK WILL BE MAILED DIRECTLY TO YOUR CUSTOMER IN THE AMOUNT
OF $_____ AND WILL BE CHARGED TO YOUR FINANCE # ON THIS CURRENT AP
(AP ____). **PLEASE ENTER ON YOUR STATEMENT OF ACCOUNT FOR AP ____ AN ENTRY TO
AIC 326 ON THE RECEIPTS SIDE AND AN ENTRY TO AIC 480 ON THE DISBURSEMENTS SIDE.**

12-3 IRT Entries

Since the IRT will not have AIC 326 as a selection, you may either choose another receipt AIC which you may never use, such as AIC 133. Enter the amount of the payment and offset to the appropriate Trust Fund disbursement entry. You may then line through AIC 133 and write in AIC 326. Or you may, at the end of an AP, enter on your Statement of Account, a write-in entry to AIC 326 and a write-in AIC 480 (If your office has an IRT, use the appropriate AIC to withdraw from Trust which rolls to AIC 480) on the disbursements side for the same amount.

13 Stop Payment/Remailing, Canceling, and Releasing Checks

In accordance with guidelines from Headquarters, National Accounting, the following procedures have been established for stop payment requests and/or issuance of replacement checks.

13-1 Procedures for Stop Payment

1. Request from the Vendor

    a. San Mateo Accounting Service Center will accept stop payment requests no sooner than 3 weeks after the check date.

    b. A vendor must submit a written request to:

        ATTN: ACCOUNTING
        SAN MATEO ACCOUNTING SERVICE CENTER
        US POSTAL SERVICE
        2700 CAMPUS DRIVE
        SAN MATEO CA 94497-9441

    c. The following information must be included in the letter:

        (1) Name and address

        (2) Contact person and telephone number

        (3) Reason for the stop payment request (i.e., check was not received, or it was lost, stolen, or damaged)

        (4) Check number and amount

        Note: Faxes from either the vendor or an SFAS office are not acceptable.

    d. Verify the status of the invoice in the TXN 022 and TXN 044 screens. If neither screen indicates that the check was canceled or has cleared the bank, contact SMASC support personnel.

        The SMASC will then verify if the check was returned to the Minneapolis Disbursing Office. If the check was not returned, you may ask the vendor to write a letter as outlined in step c above.

        Note: Allow 6 weeks from the check date for the bank information to be updated in the TXN 044 screen.

    e. In the event the check has cleared through the bank, the vendor/payee may request in writing, a photocopy of the front and

back of the check. The request should be mailed to the same address listed above. The SFAS office will be notified to reprocess the invoice after a stop payment is issued by the SMASC.

If the original check is subsequently located after the replacement check is issued, the vendor should be instructed to forward the original to the Disbursing Office in Minneapolis. For proper disposition the vendor should annotate on the check "VOID/REPLACEMENT ISSUED." The address is:

ATTN: DISBURSING OFFICE
MINNEAPOLIS ACCOUNTING SERVICE CENTER
US POSTAL SERVICE
P O BOX 11666
FORT SNELLING MN 55111-0666

2. Request a stop payment from the SFAS office if any of the following conditions exist:

   a. The wrong vendor was paid: Complete a *Request for Stop Payment of a Commercial Check* (see Exhibit 13-1) and reprocess the invoice to the correct vendor.

   b. An erroneous amount was issued:

      (1) For underpayments, process a supplemental check. No stop payment request is necessary.

      (2) For overpayments, appropriate options are:

         (a) Complete a *Request for Stop Payment* (see Exhibit 13-1). When notified the stop pay action has taken place, reprocess the invoice for the correct amount.

         (b) Request a refund from the vendor.

         (c) Process a credit invoice, except for utility bills.

   c. Check was issued to an incorrect address:

      Appropriate options are:

      (1) Contact vendor and attempt resolution.

      (2) Complete a *Request for Stop Payment* (see Exhibit 13-1). When notified the stop pay action has been taken, reprocess the invoice to the correct address.

   d. Check was issued to a postal installation address:

      (1) Complete a *Request for Stop Payment* (see Exhibit 13-1) When notified the stop pay action has been taken, reprocess the invoice.

      (2) The stop payment request can either be mailed (see section 13-1, step 1b for the address) or faxed to the SMASC (1-650-340-5512). If faxing the stop payment request, please contact SMASC support personnel.

Exhibit 13-1
Request for Stop Payment of a Commercial Check

Date: _____

Memorandum for: Attn: Accounting
                                   San Mateo Accounting Service Center
                                   2700 Campus Drive
                                   San Mateo CA 94497-9441
                                   FAX: (650) 349-5512

Subject: Request for Stop Payment on Commercial Check (APARS II Field Accounts Payable)

1.   Vendor/Payee   _____

2.   Check Number   _____

3.   Check Amount   _____

4.   Batch Number   _____

5.   Reason for Request   _____

        _____

If additional information is needed, please contact _____
at _____.

Approving Official: _____

**NOTE: THIS FORM SHOULD ONLY BE USED WHEN REQUESTING STOP PAYMENT ACTION.
         DO NOT USE THIS FORM FOR CHECKS RETURNED BY VENDORS. A LETTER
         STATING THE REASON IS SUFFICIENT DOCUMENTATION.**

13-2 Procedures for Remailing, Canceling, and Releasing Checks

When the SMASC receives notification of a check returned by the vendor, the SFAS office will be promptly contacted to determine the disposition of the check. A check may be remailed, canceled, or released for payment (see Exhibit 13-2a when the reason for the returned check is known and Exhibit 13-2b when the reason for the returned check is unknown).

1. Remailing checks

    A check may be remailed if it was issued to the correct vendor but to a wrong address.

    a. Update the vendor file in the TXN P30 screen if your office established the vendor record. To identify the office that established the record, use the TXN P20 screen. The TXN P20 screen shows the Group ID. If your office did not establish the vendor record, there is no need to create a new record until you get an invoice from the vendor.

    b. Provide the correct address on the cover sheet and forward it via cc:mail or fax it to the SMASC at 650-349-5512.

2. Canceling checks

    A check should be canceled if any of the following conditions exist:

    a. A duplicate payment was made.

    b. The check was issued for an amount that exceeds the invoice total.

    c. The check was issued for goods or services not received.

    d. The check was issued to the wrong vendor.

    e. The check was issued with an incorrect address (i.e., refunds) and the current address is not available.

    f. The check includes payment to the correct vendor and prompt payment interest was not paid. The prompt payment interest column in the TXN 022 screen reflects the amount paid.

3. Procedures for canceling an "H" status invoice in the TXN 025 screen (see Exhibit 8-5). The DAO will be notified by the SMASC when returned checks need to be canceled.

    Using the *Tab* or arrow keys (←, ↑, →, or ↓), move the cursor to the **Next transaction** field, enter "025," and press *F2*.

    a. **Payment code:** Enter "V."

    b. **Vendor:** Enter the complete vendor number.

    c. **Invoice:** Enter the invoice number.

    d. Press *Enter*. Verify the data. The payment status should be "H."

    e. **Effective date:** This field reflects the effective date of the invoice.

      f.   **Payment code:** Change to "C."

      g.   Press *Enter*. The payment status should be "M."

Note: Cancellation of invoices that involve GLA 25312.426 requires an adjustment of AIC 326.

4. Releasing checks

   A check may be released if it includes payment to the correct vendor and any of the following conditions exist:

   a. Prompt payment interest was paid. The **PPA interest** field in the TXN 022 screen (see Exhibit 14-6) reflects the amount paid.

   b. Payment was made to PPN vendors (i.e., types "U" and "P")

5. Procedures for releasing checks

   a. The employee performing the Accounts Payable function should ask his or her technician to perform a Restricted Change ("R") in his or her TXN P20 screen. See Exhibit 7-3a for the TXN P20 screen.

      (1) **ACTION:** Enter "L."

      (2) **VENDOR #/TYPE/SRC/LOCATION:** Enter the complete vendor number.

      (3) **INVOICE #:** Enter the invoice number.

      (4) **ACTION:** Change to "R."

      (5) **HOLD REL:** Enter "R."

      (6) Press *Enter*. The payment status changes from "H" to "T."

   b. Supervisor reschedules the invoice for payment in the TXN 025 screen. See Exhibit 8-5 for the TXN 025 screen.

      (1) **Payment code:** Enter "V."

      (2) **Vendor:** Enter the complete vendor number.

      (3) **Invoice:** Enter the invoice number.

      (4) Press *Enter*. Verify the data. Payment status is "T."

      (5) **Payment code:** Change to "P."

      (6) Press *Enter*. The payment status changes to "P."

         Note: When a check is released, the original is canceled and a new check is issued. To get the new check number, use the TXN P29 screen. The TXN P29 screen will show both check numbers. See Exhibit 14-1b for the TXN P29 screen.

Exhibit 13-2a
List of Returned Checks — Reason Known

UNITED STATES
POSTAL SERVICE

Below is a list of checks that were returned to San Mateo. We had requested Accounting Section to cancel the checks based on the letters we received from your offices or the vendors. The invoices are in "H" status. To facilitate the cancellation of the invoice, please use TXN 02C to bring the data to TXN 025.

We would appreciate your prompt attention to this matter. Thank you.

Please take note that this is the only correspondence you will receive from San Mateo. Please manually close the invoices asap.

BATCH NUMBER	CHECK NUMBER	AMOUNT	REASON

PREPARED BY:

CONTACT PERSON:

TEL. #

FAX #

Exhibit 13-2b
List of Returned Checks — Reason Unknown

**UNITED STATES
POSTAL SERVICE**

Below is a list of checks that were returned to San Mateo. Please advise us of the disposition within three (3) business days and indicate your response in the disposition column. If you cannot respond by cc:Mail, you may fax the information.

We would appreciate your prompt attention to this matter.

BATCH NUMBER	VENDOR NUMBER	INVOICE NUMBER	CHECK NUMBER	AMOUNT	REASON	DISPOSITION

PREPARED BY:

CONTACT PERSON:

TEL. #

FAX #

14 Query Screens

Query screens provide an online display of information on invoices associated with a specific vendor number.

14-1 Invoice Activity by Vendor (TXN 038)

Using the TXN038 screen is a quick way of determining if an invoice has been paid. On the TXN 038 screen (see Exhibit 14-1a), enter the 16-digit Vendor ID Number (VIN). TXN 038 provides a brief summary of what invoices have been paid or are pending payment. After using this transaction screen, it is helpful to go to the TXN P29 screen, which gives a more complete record of a particular invoice.

Exhibit 14-1a
Transaction 038 Screen

```
┌─────────────────────────────────────────────────────────────────┐
│  ▬              TN3270 - mn03 to host sm07              ▼ │▲       │
│ Session  Edit  Commands  Settings  Help                           │
│                       Invoice Activity by Vendor      038 / APR4038│
│                                                                    │
│ Vendor................                                             │
│                                                                    │
│ Selection Criteria                                                 │
│   Invoice status...............                                    │
│   Beginning/ending invoice dates          /                        │
│                                                                    │
│   Hold Reasons                                                     │
│     Special PO?.........          Unit price variance?             │
│     Under shipped?......          Over shipped?.......             │
│     Shipped early?......          Shipped late?.......             │
│     Vendor hold?........          Over normal limit?..             │
│     Have retention?.....          Over invoiced?......             │
│     Manual hold?........          Inspection hold?....             │
│                                                                    │
│                                                                    │
│                                                                    │
│ Next transaction   038    Security        Status:       SC / PROD  │
│ F1=Help      F2=Next txn  F3=Exit    F4=Prompt   F5=Hold txn  F6=Change sys│
│ F7=         F8=          F9=        F10=       F11=        F12=Main menu│
│                                             IBM-3278-2-E  13:04:56 │
└─────────────────────────────────────────────────────────────────┘
```

When an Accounts Payable Inquiry is made, either by another postal employee or by a vendor, you should go to the TXN 038 screen in APARS II. If you do not have the vendor number, first access the TXN 031 screen to obtain this information, and then return to the TXN 038 screen. For inquiries older than 6 months you will need to go into FOCUS and run a query. The system purges the APARS II files 6 months from the check date. The invoices

will be displayed on the screen two at a time. To access the next screen simply press *Enter*. Every time you press *Enter*, additional invoices will be displayed until all of the invoices for that vendor have been displayed. When all of the invoices have been displayed the message "No more data available" will appear at the bottom of the screen. If you need additional information about the invoice, such as the payment date or the commercial check number, then the TXN P29 screen should be used (see Exhibit 14-1b). You must have the vendor number and the invoice number prior to accessing the information on this screen.

Exhibit 14-1b
Transaction P29 Screen, Invoice Inquiry

14-2 Invoice Inquiry (TXN P29)

The Invoice Inquiry screen (TXN P29) provides detailed information about a specific invoice for a specific vendor. It displays information such as the GLA, finance number, check number, group ID number, and the log-on ID of the person in accounting who processed the invoice.

To perform an invoice search, you will need to enter the following information:

1. **VENDOR:** Enter the full 16-digit vendor number, the system sometimes skips over the "SRC" code. This code is always "A."

2. **INVOICE:** Enter the number of the invoice about which you are inquiring.

3. You may place an "X" by any of the **TYPE OF DISPLAY** items listed, or you can just press *Enter* and the inquiry will display multiple screens with various information.

14-3 Bank Reconciliation (TXN 044)

This transaction (see Exhibit 14-3) enables you to determine the status of a check.

Note: The data in TXN 044 is updated once an accounting period.

Exhibit 14-3
Transaction 044 Screen, Bank Reconciliation ("L" Only)

```
┌─────────────────────────────────────────────────────────────────────┐
│ ─                      TN3270 - mn03 to host sm07              ▼ ▲    │
│ Session   Edit  Commands  Settings  Help                             │
│                    BANK RECONCILIATION ("L" ONLY)          044 / APR4044│
│                                                                       │
│ Action...........  ▮                                                  │
│                                                                       │
│ Check segment.....                       Check number...             │
│ Check date........                       Bank code......             │
│                                                                       │
│ Reconciliation amt                       Currency code..             │
│ Check amount.....:                                                    │
│                                                                       │
│ Clear date........                                                    │
│ Batch number......                                                    │
│                                                                       │
│                                                                       │
│                                                                       │
│ Next transaction   044   Security          Status:        SC / PROD  │
│ F1=Help      F2=Next txn  F3=Exit    F4=Prompt   F5=Hold txn F6=Change sys│
│ F7=         F8=          F9=         F10=        F11=       F12=Main menu│
│                                              IBM-3278-2-E  13:03:48   │
└─────────────────────────────────────────────────────────────────────┘
```

To list a check:

1.   **Action:** Enter "L."
2.   **Check segment:** Enter "1."
3.   **Check date:** Enter date of check.
4.   **Check number:** Enter the number of the check.
5.   **Bank code:** Enter "006" for a commercial check or "002" for an electronic funds transfer (EFT) payment
6.   **Currency code:** Enter "USD."

If a check has cleared the bank there will be a date in the **Clear date** field.

14-4 Invoice Distribution Inquiry (TXN 02A)

The Invoice Distribution Inquiry screen (TXN 02A) can display multiple distribution records for a specified invoice line. If no line is specifically requested, then the display starts from the first invoice line. You can then sort through the entire Invoice Distribution file invoice line by invoice line (see Exhibit 14-4).

Exhibit 14-4
Transaction 02A Screen, Invoice Distribution Inquiry

```
┌──────────────────────────────────────────────────────────────────┐
│ ▭              TN3270 - mn03 to host sm07              ▼ ▲ │
│ Session  Edit  Commands  Settings  Help                            │
│                    Invoice Distribution Inquiry        02A / APR402A│
│                                                                    │
│                                                                    │
│   Vendor.....    ▮                                                 │
│   Invoice....                                                      │
│   Line number                                                      │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│   Next transaction   02A   Security        Status:        SC / PROD│
│   F1=Help       F2=Next txn  F3=Exit     F4=Prompt  F5=Hold txn  F6=Change sys│
│   F7=           F8=          F9=          F10=       F11=    F12=Main menu│
│                                                    IBM-3278-2-E  14:12:11│
└──────────────────────────────────────────────────────────────────┘
```

To perform an invoice inquiry:

1. **Vendor:** Enter the complete 16-digit vendor number.

2. **Invoice:** Enter the invoice number.

3. **Line number:** Enter the line number. If no line number is entered the first line number will be displayed. Press *Enter*.

14-5   Accounting Entries Inquiry (TXN 04A)

The Accounting Entries Inquiry screen (TXN 04A) enables you to display information about journal entries created for General Ledger Interface (see Exhibit 14-5).

Exhibit 14-5
Transaction 04A Screen, Accounting Entries Inquiry

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ─                     TN3270 - mn03 to host sm07                   ▼  ▲  │
│ Session   Edit  Commands   Settings   Help                                │
│                     Accounting Entries Inquiry            04A / APR404A    │
│                                                                           │
│ Action.......  █                                                          │
│ Vendor.......                                                             │
│ Invoice......                                                             │
│ Line nbr.....          Sequence                                           │
│ Event........          Subevent:      Entity........:     Payment nbr:    │
│ ACK.........:                                                             │
│                                                                           │
│ Invoiced qty:                         Invoiced pct..:           Curr:     │
│ Invoiced amt:                         Base inv amt..:                     │
│ Eff date....:          Period..:      Available date:                     │
│                                                                           │
│ Posting actvty:        Record type...:   GL posting amt:                  │
│ Posting curr..:        Accum ind.....:   GL base amount:                  │
│ Group number..:                          Group date....:                  │
│ Check segment:                           Check date....:        Chk type: │
│ Check number..:                          Cancel date...:        Bank....: │
│ Province......:        Prov tax stat:    Prov tax amt..:                   │
│ GST rt cat....:                                                           │
│                                                                           │
│ Next transaction   04A    Security         Status:         SC / PROD      │
│ F1=Help       F2=Next txn  F3=Exit     F4=Prompt   F5=Hold txn  F6=Change sys│
│ F7=          F8=          F9=           F10=        F11=        F12=Main menu│
│                                               IBM-3278-2-E  14:13:19       │
└─────────────────────────────────────────────────────────────────────────┘
```

To make an accounting entry inquiry:

1. **Action:** Enter "L."

2. **Vendor:** Enter the complete 16-digit vendor number.

3. **Invoice:** Enter the invoice number.

4. Press **Enter**.

14-6 Invoice Manual Payment (TXN 022)

Manual payments are processed through the Invoice Manual Payments transaction screen (see Exhibit 14-6). This transaction adds records to the Invoice Payment file, updates related Invoice and Purchase Order Header records, and generates General Ledger Interface records. It is also used to perform the following functions:

1.   Verify whether a check was canceled.

      Note: A date in the **Cancel date** field indicates the check has been canceled.

2.   Display paid check information for related vendors and invoices.

3.   Cancel a check when stop payment is necessary.

4.   Void selected check numbers.

5.   Enter non-check payment.

Exhibit 14-6
Transaction 022 Screen, Invoice Manual Payment

To list a check:

1.   **Action:** Enter "L."

2.   **Chk seg:** Enter "1."

3.   **Chk nbr:** Enter the number of the check

4.   **Bank cd:** Enter "006."

5.   **Curr cd:** Enter "USD."

6.   Press *Enter*.

15 Reports Using the Accounts Payable FOCUS Inquiry System

15-1 General

The St. Louis Accounts Payable FOCUS Inquiry System is available for creating and executing reports for committed payments made through the San Mateo Accounts Payable System (APARS II). The following information provides instructions for accessing the standard ad hoc FOCUS queries developed for management information and verification of payments.

15-2 Access Procedure

The following procedures are provided for accessing the Accounts Payable FOCUS Inquiry System (see Exhibit 15-2a):

1. After you log into SMASC the TPX Menu Screen will appear. **Tab** to "SM08" and press **Enter**.

2. A ready prompt will appear on the screen. Enter "EX STMENU" and press **Enter**. The St. Louis Information System menu screen will appear (see Exhibit 15-2b).

3. Select Option 1 and press **Enter**. The St. Louis Postal Data Center Accounts Payable FOCUS Inquiry System menu screen will appear (see Exhibit 15-2c).

4. Select Option F and press **Enter** to execute the standard ad hoc queries.

Note: Other pre-defined reports can be created by selecting other options from this menu.

5. A "**>**" prompt will appear. Enter "EX FDMENU" and press **Enter**. The Field Disbursements APARS FOCUS Report Menu will appear on the screen (see Exhibit 15-2d).

6. From this menu you can select one of the four reports described in Exhibit 15-2d:

    Note: Because of the prompts included in the individual options, it will sometimes be necessary to exit the FDMENU and reenter it to run certain report options.

    ■ **BATCHXX:** Provides a detailed listing by Batch Number and Finance number for all payments authorized through the APARS System. Users are prompted for the Batch Number they are seeking. This report can be distributed as management information to all units and can be utilized to verify payments authorized through the system.

    ■ **FINREPX:** Provides detailed payment information by Finance Number or a specific GLA within that Finance Number. Users will be prompted for finance number and then will have the option to sort the report by payee or account number. If the account number option is chosen, users will be prompted to enter the 8-digit GLA number.

        Note: The entry must be 8 digits. If the GLA does not have a sub-account number, the entry should be the 5-digit account number followed by three zeroes.

    ■ **VENDORX:** Provides a listing of all payments made to a particular vendor through the APARS II system. Users are prompted for the vendor TIN. This report will be useful in researching payments made to a specific vendor. The vendor prompt includes the 9-digit TIN and the 7-digit vendor location number. All locations for a specific vendor can be accessed by entering the 9-digit TIN followed by seven dollar signs ($). If a specific vendor location is desired, users should enter the 9-digit TIN followed by the 7-digit vendor location number.

    ■ **TRUSTXX:** Provides a separate listing of all items authorized for disbursement through Trust Account GLA 25312.426. Users are prompted for the 3-digit MSC code they would like to report on. This report will assist DAO in reconciliation and verification of Trust Accounts.

Exhibit 15-2a
Accounts Payable FOCUS Inquiry System

```
                          Access for Windows - [3270.ACD]
  File   Edit   Keyboard   Macro   Options   Softkeys   Transfer   Window   Help
Connected       PU MP31S362      LU 11      API A


                      TPX MENU FOR PBPAMM                    Panelid  - TEN0041
                                                            Terminal - SM08C103
  Cmdkey=PF12/24     Jump=PF2        Menu=PF3               Model    - 3279-2
  Print=PF4          Cmdchar=\                              System   - SM08TPX
            ==> Session SM08CICB  has ended <==
     Session Description              Sesskey  Sessid         Status
*** Place cursor in front of application and depress ENTER ***
   _ SM Sys-2 TSO                        PF       SM08
   _ SM CICS Financial Rgn               PF       SM08CICB
   _ SM CICS ProSwitch Rgn               PF       SM08CICH
   _ SM CICS Accts Payable Rgn           PF       SM08CICM
   _ SM CICS Accts Payable Test Rgn      PF       SM08CICN
   _ SM CICS Zip+4/Treasury Tape         PF       SM08CICP
   _ SM CICS Quality Assurance Rgn       PF       SM08CICS       N/A
   _ SM CICS POS Test Rgn                PF       SM08SMT6
   _ SM CICS Code-1 Test Rgn             PF       SM08TST
   _ SM CICS EMRS Test Rgn               PF       SM08TSTE
   _ SM TPX Administration               PF       TPXADMIN
   _ SM TPX Mail System                  PF       TPXMAIL
   _ SM TPX Notepad                      PF       TPXNOTES
   _ OS SYSTEM HOUSE TSO                 PF       TSOA
   _ ST CICS DB2O Prod Rgn               PF       ST18CIDO
Command ===>                                         Check Messages
PF1=Help  PF7/19=Up  PF8/20=Down  PF10/22=Left  PF11/23=Right  H =Cmd Help
B                                                                    03/22
Access for Windows  Version 3.14 Revision 4
```

Exhibit 15-2b
St. Louis Information System Menu Screen

```
                          Access for Windows - [3270.ACD]
  File   Edit   Keyboard   Macro   Options   Softkeys   Transfer   Window   Help
Connected       PU MP31S362      LU 11      API A
          S T .   L O U I S    I N F O R M A T I O N    S Y S T E M

  >========NOTICE=========NOTICE==========NOTICE=========NOTICE=========<
  >          **********    N O T I C E    **********                    <
  >          ALL   ACOUNTS PAYABLE / FOCUS  USERS                       <
  >    For instructions on how to access the new IMPAC Credit Card System <
  >========NOTICE=========NOTICE==========NOTICE=========NOTICE=========<
  >    Please read the following....                                    <
  >    06/19/1997      ****** NEW IMPAC CREDIT CARD SYSTEM ******       <
  >    To access the new system, copy dataset ACASTN.IMPAC.CLIST to a   <
  >    new dataset (Your Own user-id).IMPAC.CLIST.  After copying,  EDIT <
  >    dataset (Your Own user-id).IMPAC.CLIST and change PRINTER(XXXXXXXX)<
  >    to  your own printer destination.  Example:  PRINTER(U9849)      <
  >    After changing the printer id, exit to the READY prompt and enter <
  >    EX IMPAC. The IMPAC Main Menu will appear. Remember PF1 = HELP Key <
  >=====================================================================<
    Options:  1 - Accounts Payable File Select
              T - Return to TSO (READY Prompt)

                  Please enter Option   *   *
  B                                                                    03/22
  Access for Windows  Version 3.14 Revision 4
```

Exhibit 15-2c
**St. Louis Postal Data Center Accounts Payable FOCUS Inquiry
System Menu**

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⊟                    Access for Windows - [3270.ACD]          ▼ ◆ │
│ ⊟  File  Edit  Keyboard  Macro  Options  Softkeys  Transfer  Window  Help   ◆ │
│ Connected      PU MP31S362      LU 11      API A                      │
│                                                                    .  │
│          S T .   L O U I S   P O S T A L   D A T A   C E N T E R      │
│   A C C O U N T S   P A Y A B L E   F O C U S   I N Q U I R Y   S Y S T E M │
│                                                                       │
│                          OPTION                                       │
│                                                                       │
│            1  -  COMMITMENT MASTER FILE MENU                          │
│            2  -  PAY HISTORY FILE MENU - COMMITTED                    │
│            3  -  PAY HISTORY AND EXPENSE RECORDING  - NON-COMMITTED    │
│            4  -  CAPITAL COMMITMENT TRACKING     - SUMMARY REPORTS     │
│            5  -  CAPITAL COMMITMENT TRACKING     - DETAIL REPORTS      │
│            6  -  PROMPT PAYMENT TRACKING (W/APARS)  - SUMMARY REPORTS  │
│            7  -  PROMPT PAYMENT TRACKING (W/APARS)  - DETAIL REPORTS   │
│            8  -  TRAVEL ACCOUNTS BY FINANCE NUMBER                     │
│            9  -  V M F CONTRACT PURCHASES BY FINANCE NUMBER            │
│            A  -  PURGED HISTORY SELECTION SCREEN                       │
│            F  -  FOCUS COMMAND LEVEL FOR AD-HOC QUERIES                │
│            T  -  RETURN TO MAIN FOCUS MENU                             │
│                                                                       │
│                     ENTER OPTION ----->                               │
│                                                                       │
│ ▌B▐                                                            03/22  │
│ Access for Windows  Version 3.14 Revision 4                           │
└─────────────────────────────────────────────────────────────────────┘
```

Exhibit 15-2d
Field Disbursements APARS FOCUS Reporting Menu

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⊟                    Access for Windows - [3270.ACD]          ▼ ◆ │
│ ⊟  File  Edit  Keyboard  Macro  Options  Softkeys  Transfer  Window  Help   ◆ │
│ Connected      PU MP31S362      LU 11      API A                      │
│                                                                    .  │
│         > ex fdmenu                                                   │
│              **********************************************           │
│              *FIELD DISBURSEMENTS APARS FOCUS REPORTING MENU*          │
│              **********************************************           │
│                                                                       │
│          A   BATCHXX  : PAYMENTS BY BATCH NUMBER                      │
│                                                                       │
│          B   FINREPX  : PAYMENTS BY FINANCE/ACCOUNT NUMBER & AP       │
│                                                                       │
│          C   VENDORX  : VENDOR PAYMENT HISTORY BY TIN NUMBER          │
│                                                                       │
│          D   TRUSTXX  : TRUST DISBURSEMENTS GLA 25312.426 BY AP       │
│                                                                       │
│                   YOU WILL BE PROMPTED FOR BOTH FY AND AP             │
│                                                                       │
│          X   EXIT FIELD DISBURSEMENTS APARS FOCUS REPORTING MENU      │
│                                                                       │
│        WHICH OPTION WOULD YOU LIKE?  >                                │
│                                                                       │
│ ▌B▐                                                            03/22  │
│ Access for Windows  Version 3.14 Revision 4                           │
└─────────────────────────────────────────────────────────────────────┘
```
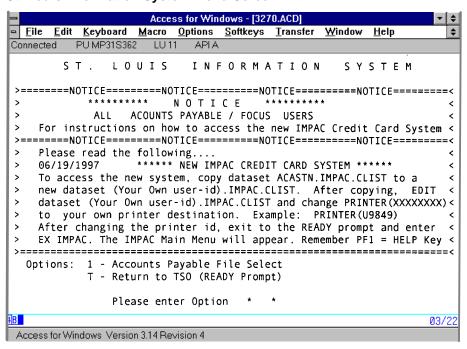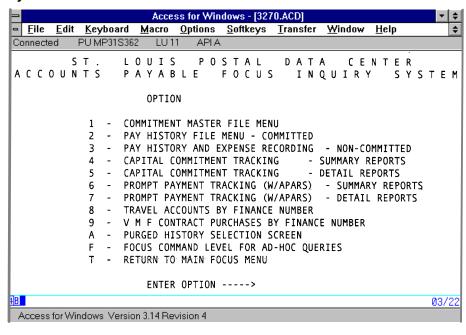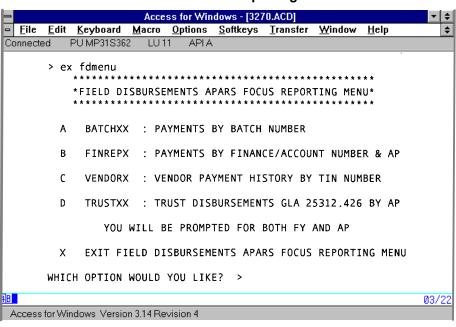
15-3 History File Allocation

After choosing a report option from the Field Disbursement Menu, the History File Allocation Selection Screen for ad hoc reporting will appear.

Select the desired accounting period and fiscal year. Select a range of fiscal years and accounting periods by entering the period beginning and ending information. The History File Allocation feature enables one file (e.g., TRUSTXX) to be used for reporting on multiple fiscal years.

After choosing a reporting time frame, you will be prompted for additional information based on the report option selected. A standard menu prompt for each of the options will allow the user to select a screen report or a hard copy report routed to their designated printer.

Appendix

IRS Form 1099-MISC Reporting Guideline

When IRS Form 1099-MISC is issued, 97 percent of payees report that income to the IRS. When IRS Form 1099-MISC is not issued, only 83 percent of payees report that income to the IRS.

A-1   When a Vendor Qualifies for a Form 1099-MISC

1. Individual (if performing a service).
2. Sole proprietorship (if performing a service).
3. Partnership (if performing a service).
4. Medical or health care corporation (if performing a service).

See the 1099-MISC Reference Sheet (Exhibit A-1) for more information.

Exhibit A-1
1099-MISC Reference Sheet

Is Vendor 1099-MISC Reportable?		
Can the Postal Service use a credit card to pay this vendor?	Yes	Not reportable if card used.
	No	May be reportable.
Is this vendor incorporated?	Yes	All services are reportable.
	No	May be reportable.
Does this vendor provide goods or supplies only?	Yes	Not reportable.
Does this unincorporated vendor provide labor service in addition to providing goods or supplies or both?	Yes	1099-MISC reportable.
Does this vendor provide medical service?	Yes	1099-MISC reportable.
Does this unincorporated vendor provide a labor such as plumbing, cleaning, carpentry, lawn service, snow removal, or landscaping?	Yes	1099-MISC reportable.
Does this unincorporated professional vendor provide a service such as legal, interpreter, stenographer, etc.?	Yes	1099-MISC reportable.
Is the Postal Service paying this unincorporated vendor for rent of warehouse space, equipment, vehicles, parking spaces, or offices?	Yes	1099-MISC reportable.

A-2   Entity Identification

The information found in IRS Provision A-20, Type of Business Organization, may help you determine whether an offeror will be subject to Form 1099-MISC reporting. If the purchase is made as a result of oral quotations make sure you get the supplier's full and proper business name.

Consider the following:

1.   If the business or firm's name ends with the words "Incorporated" or "Corporation," or the abbreviations "Inc.," or "Corp.," it is a corporation. Payments to these entities are not 1099-MISC reportable if they are for goods received.

2.   If the business or firm's name ends with the words "Company," or "Associates," or the abbreviations "Co.," or "Assoc.," they are usually sole proprietorships or partnerships and payments to these entities are Form 1099-MISC reportable.

3.   The following payees are subject to Form 1099-MISC reporting if they are paid $600 or more annually and the services are performed by an individual, a sole proprietor, including those Trading As (T/A) or Doing Business As (DBA), a partnership, or a corporation selling services. This list, extracted from IRS Provision A-20, is not necessarily all inclusive:

     a.   Instructor.

     b.   Contractor postal unit.

     c.   Medical or health care.

     d.   Appraiser.

     e.   Auctioneer.

     f.   Expenses commingled with fees and commissions.

     g.   Moving company.

     h.   Courier.

     i.   News clipping.

     j.   Security guard.

     k.   Expert witness.

     l.   Video production.

     m.   Equipment rental or lease.

     n.   Telephone answering.

     o.   Combination purchase of equipment with maintenance contracts.

     p.   Repairs or maintenance to office equipment (including ADP).

     q.   Cleaning, lawn care, landscaping, refuse and snow removal.

     r.   Vehicle maintenance including washing and waxing or polishing.

     s.   Maintenance for buildings and building equipment.

     t.   Vehicle rental or leasing (commercial).

u.   Copying or printing.

v.   Seizure (towing, storage, locksmith, appraisals, title search, and auctioning).

w.   Court reporters.

4.   Checklist to identify Form 1099-MISC recipients:

a.   Is the purchase for supplies only?

(1)   **Yes**   Form 1099-MISC does not apply.

(2)   **No**   Continue

b.   Is the contractor a corporation?

(1)   **Yes**   Form 1099-MISC does not apply — unless the contractor is a service provider.

(2)   **No**   Continue

c.   Service?

Note: The list in A-2.3, above, applies even when the service mentioned is only part (even a secondary part) of the contract order.

(1)   **Yes**   continue

(2)   **No**   Form 1099-MISC does not apply.

d.   Is the contractor a partnership, sole proprietor, or individual?

(1)   **Yes**   Form 1099-MISC applies!

(2)   **No**   Form 1099-MISC does not apply if the corporation is selling goods.

A-3   Internal Revenue Service Reporting

Taxpayer Identification Numbers (TINs) should be requested at the time the vendor is contracted for services and for which payment will be made. The IRS Form W-9 must be used by the vendor to report the TIN information. Blank Forms W-9 may be obtained from your local IRS office. Headquarters, Post Office Accounting, may be able to supply a limited number of these forms.

It is important that correct Forms 1099-MISC information is transmitted to SMASC. The office(s) using the services of a vendor is responsible for providing the correct information. If a vendor has questions or concerns about Form 1099-MISC data, the initiating office is responsible for communicating with the vendor. The Postal Service may be fined up to $100 per occurrence for erroneous Form 1099-MISC data supplied to the IRS.

SFAS and non-SFAS sites should periodically review their vendor lists to reevaluate whether a vendor is Form 1099-MISC reportable. This periodic review should be made at least annually prior to transmission of Form 1099-MISC data to the IRS.

1.   Reporting Names to the IRS

As outlined in the IRS instructions for Form W-9, the reported name must agree with federal records for the TIN (either SSN or EIN).

Example: Joseph J. Reilly, DBA Reilly's Lawn Care Service, uses his SSN as his TIN. For IRS reporting, the name on the Form 1099-MISC must be Joseph J. Reilly and not Reilly's Lawn Care Service.

2.   Withholding for Vendors Not Reporting Their TINs

Vendors can not be forced to provide their TIN. However, as directed by the Internal Revenue Code, payments to vendors failing to provide their TIN are subject to withholding of 31 percent once the $600 threshold for 1099-MISC reporting is met. This withholding amount is to be remitted to the IRS quarterly, with as much information as is known about the vendor. Vendors should be encouraged to provide their TIN to avoid the withholding. Some vendors may not provide their TIN even if faced with the withholding.

Note: The IRS rules and regulations that are the basis for this Appendix may change as new laws are enacted or changed by congress.