

SECTION 7: EXPENDITURE OPEN ITEMS

Add Scheduled Payment

INTRODUCTION

Add Scheduled Payment provides procedures for establishing a scheduled payment open item in AKSAS. Scheduled payment open items are used to generate automatic monthly installment payments for equal amounts on a preestablished monthly payment date. A warrant is automatically issued by AKSAS for each installment payment based on payment information recorded in the open item.

An encumbered expenditure open item is recorded for the total amount of the installment payments. The encumbrance open item is identified in the scheduled payment open item. When an installment payment is due, AKSAS liquidates the encumbrance(s) listed in the scheduled payment open item by the installment amount, records the expenditure, and issues a warrant.

Scheduled Payment and Encumbrances

Two financial transactions are required to set up a scheduled payment: 110-10: Add Encumbered Expenditure and 150-10: Add Scheduled Payment. The 110-10: Add Encumbered Expenditure transaction identifies and obligates the appropriations to which the payments are charged and provides the financial coding for recording the installment payments. Multiple encumbrances may be established for one scheduled payment open item.

Encumbrances associated with a scheduled payment must be sufficient to cover all installments for the payment period. For scheduled payments associated with operating appropriations, encumbrances may cover up to 12 monthly installments, but may not extend past June 30 of the current fiscal year. For scheduled payments associated with capital appropriations, encumbrances may cover the full term of the scheduled payment.

If the current balance of the encumbrance is sufficient, AKSAS liquidates the encumbrance by the amount of the installment payment according to the liquidation rule specified in the encumbrance. If the current balance is insufficient or zero, AKSAS liquidates the encumbrance by the amount available and records the remainder of the payment amount as an unencumbered expenditure against the same financial coding.

Scheduled Payment, Vendors, and Reference Types

Scheduled payments are sent to vendors based on how the vendor is set up in AKSAS and on the reference type entered on the 150-10 Add Scheduled Payment transaction. If a vendor is set up as EDI capable, the payment is sent electronically unless reference type MLE or ORD is used. Reference type MLE (Mail Delivery) is used to mail a warrant to the vendor and ORD (Override Routing RD) is used to return the warrant to the office. If a vendor is set up as EDI capable or EDI required, the EDI reference GEN must be included on the payment. For more information on issuing an EDI payment, refer to *Section 8: Payments, Electronic Payments (EDI)*.

Scheduled Payment Processing

The date the next installment payment is due determines when the scheduled installment payment processes. If the next payment date is equal or prior to the current date, the scheduled payment is selected for nightly batch processing. AKSAS issues a warrant if the scheduled payment end date is a current or future date, the scheduled payment has installments remaining to be paid, and the current balance is equal to or greater than the installment amount. Each time an installment payment is made, AKSAS updates the scheduled payment open item by increasing the number of installments paid, increasing the total amount of payments-to-date, and incrementing the date of the next payment by one month.

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

AKSAS generates a 920-10: Voucher Scheduled Payment transaction, or a 924-10: EDI Voucher Scheduled Payment transaction to issue the installment warrant. Voucher scheduled payment transactions are reported on the Financial Transaction (FTP) Register with applicable warning and error messages. The batch number of the voucher scheduled payment transaction consists of the two-character Source System ID (BV) identifying the scheduled payment process plus the seven-digit scheduled payment open item number. The transaction sequence number is the installment payment number. The document number of the transaction is the same document number as the add scheduled payment transaction that established the original scheduled payment open item.

Once all installment payments have been made and the current balance of the scheduled payment is zero, the open item can be purged from the Open Item File according to the SMF Open Item Purge Parameters Table (SPO). However, until the scheduled payment is actually purged (up to six weeks from the date of last activity), it is selected for nightly processing. A 920-10: Voucher Scheduled Payment transaction, or a 924-10: EDI Voucher Scheduled Payment transaction is generated each night, but will error as an expired scheduled payment.

Prepayments

Regular monthly payments that are prepaid (the monthly installment is made in the current month for the next month), except for the first payment of the fiscal year, may be made using a scheduled payment. If the prepayment is made from operating funds, the payment for July (made in June) cannot be paid with a scheduled payment since the new fiscal year's authorizations are not yet available. The July payment is processed with a 310-13: Prepayment Warrant Request transaction. All subsequent payments for the fiscal year may be paid using a scheduled payment. Refer to *Section 8: Payments, Add General Warrant Request* and *Section 9: Journal Entries, Clear Prepayments Charged to Suspense* for more information.

Scheduled Payment Open Item Detail

Scheduled payment open items are maintained in the Open Item File and can be viewed online through IO - Open Item Inquiry (enter SP, select DETAIL and enter the OPEN ITEM NUMBER on the IO - Open Item Inquiry - Selection screen). All reference, financial, and other information entered on the add scheduled payment transaction is maintained in the Open Item File. The total amount of the scheduled payment transaction is recorded as the ORIG SCH PAY AMT and as the initial CURRENT BALANCE of the open item. Each time an installment payment is issued, the PAYMENTS TO DATE on the Open Item File is increased and the CURRENT BALANCE is decreased. The NUM OF INSTALLMENTS PAID is incremented by one and the DATE NEXT PAYMENT is incremented by one month. When all installment payments are paid, the DATE NEXT PAYMENT will be blank.

A scheduled payment will purge from the Open Item File 32 days after the date of last activity if the DATE END is prior to the current date, the CURRENT BALANCE is zero, and the NUM OF INSTALLMENTS PAID is equal to the NUM OF INSTALLMENTS on the Open Item File.

Encumbered Expenditure Open Item Detail

The associated encumbered expenditure transaction is also maintained on the Open Item File and can be viewed online through IO - Open Item Inquiry (enter EN, select DETAIL, and enter the OPEN ITEM NUMBER on the IO - Open Item Inquiry - Selection screen). The CURRENT BALANCE of the encumbrance open item must be equal to or greater than the CURRENT BALANCE of the scheduled payment open item. Refer to *Add Encumbered Expenditures* in this Section.

AKSAS TRANSACTIONS

- 110-10: Add Encumbered Expenditure
- 150-10: Add Scheduled Payment
- 505-10: Add Vendor, if the vendor is not on the Vendor Master File (VMF)
- 920-10: Voucher Scheduled Payment (AKSAS-generated transaction)
- 924-10: EDI Voucher Scheduled Payment (AKSAS-generated transaction)

PROCEDURES

I. Determine the need for a Scheduled Payment open item.

Scheduled payments can be recorded for contracts, leases, and other purchase agreements calling for regular monthly installments of the same amount to the same vendor.

II. Verify a vendor record exists for the vendor to whom payment will be issued.

Scheduled payments are made to valid vendors of the state with established vendor records on the Vendor Master File (VMF). A PVN (pay vendor number) reference type is mandatory on a scheduled payment and a vendor record must be set up before recording the open item. Temporary vendor numbers cannot be used with scheduled payments.

A. From the AKSAS Main Menu, access **IV - Vendor Inquiry** to search the Vendor Master file for a vendor number assigned to the vendor. Refer to *Section 10: Vendors, Vendor Search*.

1. If a vendor record exists, go to Step III to review the vendor's EDI Status.
2. If a vendor number does not exist, process an add vendor transaction following the procedures in *Section 10: Vendors, Add Vendor*. This transaction must process successfully before a scheduled payment can be processed. Once the add vendor transaction has processed, go to Step III.

III. Review the vendor record EDI Status and addenda type.

A. Review the EDI STATUS field. If the EDI STATUS is:

1. NOT EDI CAPABLE, the vendor is not yet set up to receive electronic payments. If electronic payments are desired, refer to *Section 10: Add EDI Vendor* to add EDI capability for this vendor before proceeding. If mailed payments are desired, go to Step IV.
2. I – IN PROGRESS, a prenote has been sent to the vendor's bank to verify the banking information. The date in the EDI ENABLE DATE field indicates the approximate date the vendor will be EDI capable. Wait until the EDI STATUS is D or R (EDI capable or required) before proceeding.
3. D – EDI CAPABLE or R – EDI REQUIRED, proceed with Step B.

B. Review the MULTIPLE ADDENDA ALLOWED field on the vendor record.

- If MULTIPLE ADDENDA ALLOWED: YES appears on the Vendor Detail screen, the vendor has chosen to receive multiple addenda per warrant. Use as many GEN reference lines as needed on the scheduled payment.
- If MULTIPLE ADDENDA ALLOWED: NO appears on the Vendor Detail screen, the vendor has chosen to receive only one addenda record per warrant. Use only one GEN reference line on the scheduled payment.

IV. Process a 110-10: Add Encumbered Expenditure transaction to encumber the total payment amount.

A. Enter data according to the Add Encumbered Expenditure procedure in this Section and the following criteria.

1. **TOTAL AMOUNT** - Enter the dollar amount of the total payment (portion of the installment amount multiplied by the number of installments) to be charged to this encumbrance.

NOTE: The total dollar amount entered in the encumbrance must be sufficient to cover the portion of the total payment charged to the encumbrance as defined by the scheduled payment open item DENOMINATOR and NMR fields. For example, an encumbrance identified in a scheduled payment open item with a DENOMINATOR = 2 and a NMR = 1 must be encumbered for at least 1/2 of the scheduled payment TOTAL PAYMENT AMOUNT.

2. **LIQ RULE** - Enter **FR** (fractional). No other value is used for this transaction.
3. **REFERENCE lines:** - Although not required, reference TYPE **SP** (Scheduled Payment) is recommended. Enter the scheduled payment open item number in the REFERENCE NUMBER field.

B. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

NOTE: Review any WARNING messages displayed. If these messages do not require correction, press <PF3> to override.

C. Repeat Steps A-B if more than one encumbrance should be established for the scheduled payment open item.

V. Process a 150-10 Add Scheduled Payment transaction.

For more information on entering this transaction, refer to the *150-10: Add Scheduled Payment Screen and Field Entry Table* following this procedure.

A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:

1. Enter **SP** (Scheduled Payment) in the **SELECTION** field and **A** (add) in the **ACTION** field.
2. If your agency uses an easytran shell for adding a scheduled payment open item, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.
3. Press <Enter> to display the 150-10: Add Scheduled Payment transaction screen.

B. Enter data in the following fields. For more detailed information on these fields, refer to *Section 4: Financial Transactions & Batch Processing*.

1. **SCHEDULE PAY NUMBER** - Enter a seven-digit scheduled payment number from your department's open item number log.
2. **ACTIVE (Y/N)** - Defaults to **Y** (yes, process monthly payments). No entry necessary.

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

3. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
4. **DATE ESTABLISHED** - Defaults to the current date. If adding a scheduled payment for a date prior to the current date, enter the date as **MM DD CCYY**.
5. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add scheduled payment transactions, enter a **SOURCE RD CODE** as authorized according to department procedures.
6. **TOTAL PAYMENT AMOUNT** - Enter the sum of all monthly installment amounts as a positive number. The amount entered here must be equal to the **INSTALLMENT AMOUNT** multiplied by the **NUMBER INSTALLMENTS**.
7. **INSTALLMENT AMOUNT** - Enter the dollar amount of the monthly payment as a positive number.
8. **NUMBER INSTALLMENTS** - Enter the total number of installment payments to be made as a positive number.
9. **DESCRIPTION SHORT** - Enter a brief description, up to 20 characters, identifying the scheduled payment, as it should appear on reports. If left blank, this field defaults to the first 20 characters of the first line of the **DESCRIPTION LONG** field.
10. **DESCRIPTION LONG** - Enter detailed descriptive information, up to 120 characters, for the transaction. The first 20 characters of the first line are used for reporting purposes if the **DESCRIPTION SHORT** field is left blank.
11. **NEXT PAY DATE** - Enter the date of the first installment payment as **MM DD CCYY**. Allow two business days for an EDI payment or five calendar days for a mailed warrant to reach the vendor. For example, if the payment due date is July 15, 2000, enter 07 13 2000 for an EDI payment or 07 10 2000 for a mailed warrant.

***NOTE:** When each installment payment is issued, AKSAS increments the **DATE NEXT PAYMENT** field on the Scheduled Payment Detail Inquiry screen by one month to reflect the next installment payment date.*

12. **END DATE** - Enter the date of the final installment payment as **MM DD CCYY**.

***NOTE:** This date must be in sync with the **NEXT PAY DATE** and **NUMBER INSTALLMENTS**. For example, if the **NEXT PAY DATE** is 07 10 2000 and the **NUMBER INSTALLMENTS** is 5, then the **END DATE** should be 11 10 2000 or later. If the **END DATE** is prior to all installments being paid, the voucher scheduled payment transaction will error for **END DATE HAS PASSED AND >1 PAYMENT REMAIN**.*

13. **HOLD FINAL PAYMENT (Y/N)** - Defaults to **N** (no, do not withhold the final payment). May be changed to **Y** (yes, withhold the final installment payment). If **Y** is entered, the final installment payment will not be issued until this indicator is changed to **N**.
14. **DENOMINATOR** - If the scheduled payment liquidates **one encumbrance**, enter **1**. To liquidate **multiple encumbrances**, enter the number of encumbrances. For example to liquidate three encumbrances with this scheduled payment, enter 3.

***NOTE:** The **DENOMINATOR** must equal the sum of the financial line **NMR** fields.*

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

15. **RETENTION (Y/N)** - Defaults to **N** (no, do not retain this record on the Open Item File after all activity is complete). May be changed to **Y** (yes, retain this record).

C. Enter data in the first **REFERENCE** line field. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.

1. **Line 1:**

a. **TYPE** - Enter **PVN** (Pay Vendor Number).

NOTE: PVN is a required reference.

b. **REFERENCE NUMBER** - Enter the eight-character (three-alpha, five-numeric) vendor number determined in Step II.

D. Enter remaining **REFERENCE** line fields according to the vendor's EDI status. If the vendor's EDI status is:

- **R – EDI REQUIRED**, the vendor must be paid electronically. Go to Step D.1 and see *Section 8: Payments, Electronic Payments (EDI)* for more information.
- **D – EDI CAPABLE**, the vendor can be paid either electronically or via paper warrants. For EDI payments, go to Step D.1 and see *Section 8: Payments, Electronic Payments (EDI)* for more information. For paper warrants go to Step E.
- **NOT EDI CAPABLE**, go to Step E.

1. **Line 2:**

a. **TYPE** – Enter **GEN** (Generic EDI Reference)

b. **REFERENCE NUMBER** - Enter a reference number or text you wish to pass to the vendor.

c. **AMOUNT** - Enter the amount of the warrant as a positive number.

NOTE: The total of the GEN reference lines must equal the INSTALLMENT AMOUNT.

d. **DATE** – Leave blank. The pay date is filled in automatically when the payment is sent.

e. **COMMENTS** - Enter up to 30 characters of text. This field will transmit additional information to the EDI vendor or explain the reference number transmitted in Step b.

NOTE: Only the REFERENCE NUMBER, AMOUNT, DATE, and COMMENT fields on a GEN reference line are transmitted to the vendor. Reference type GEN can be used to transmit any type of payment information (grant number, project name, invoice number, etc.)

2. **Line 3 and up:** Enter additional GEN references if the vendor is **MULTIPLE ADDENDA ALLOWED – YES** or any other reference types used for warrant inquiry or reporting purposes according to department policy. Only information on GEN reference lines will be transmitted to the vendor.

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

- E. To override EDI capability and send a printed warrant to the vendor, enter references according to department procedures and the following:
- To have the printed warrant returned to a specific agency RD code, enter one reference line as follows:
TYPE – Enter **ORD** (Override Routing RD)
NUMBER – Enter the number of the RD code to return the warrant to.
 - To have the printed warrant mailed to the vendor, enter one reference line as follows:
TYPE – Enter **MLE** (Mail Delivery)
NUMBER – Enter **MAIL**.
- F. Enter additional references according to department procedures. See *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.
- G. Enter data in the FINANCIAL line fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
- ENCUMBRANCE** - Enter the seven-digit encumbrance number of the encumbered expenditure open item to be liquidated by the scheduled payment. See Step IV.

NOTE: The encumbered expenditure transaction must process successfully before the scheduled payment transaction can process. Both transactions can be submitted in the same night's processing but if the encumbered expenditure errors, the scheduled payment will also error.
 - NMR** - If the scheduled payment liquidates **one encumbrance**, enter **1**. To liquidate **multiple encumbrances**, enter the fraction of the INSTALLMENT AMOUNT to be charged to the encumbrance referenced in this financial line as a positive number. For example, to liquidate three encumbrances equally by each installment payment, enter the NMR for each financial line as 1 and the DENOMINATOR as 3.

NOTE: The sum of the NMR fields must equal the DENOMINATOR field.
 - COMMENTS** - Enter additional descriptive information for the financial line.
 - Repeat Steps 1-3 for each encumbrance to be liquidated by this scheduled payment.
- H. **REM MESSAGE** – For electronic payments, do not use. For printed warrants, if necessary, press <PF8> and enter descriptive information to be printed on the warrant stub.
- I. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

VI. Submit the transactions for certification.

Add scheduled payment and related add encumbered expenditure transactions require certification. Submit the transactions and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Office Authority* for more information.

VII. Verify the transactions processed.

For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

- A. The next morning, check DM - Maintain Batches to determine if the add scheduled payment and add encumbered expenditure transactions processed successfully. If a transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for certification and processing. Refer to the *Appendix* for a list of error messages and corrective actions.
- B. Once both transactions have processed successfully, review the Financial Transaction (FTP) Registers to verify all processed information for each transaction is correct. If the results of a processed transaction are not as intended:
 - 1. **For a 110-10: Add Encumbered Expenditure transaction**, correct the error using a 110-20: Change Encumbered Expenditure transaction. Refer to the procedure for *Change Encumbered Expenditure* in this Section.
 - 2. **For a 150-10: Add Scheduled Payment transaction**, correct the error using a 150-20: Change Scheduled Payment transaction. Refer to the procedure for *Change Scheduled Payment* in this Section.

VIII. Verify the scheduled payment installment payment is issued.

- A. Each month, on the day following the installment payment date (DATE NEXT PAYMENT on the Scheduled Payment Detail Inquiry screen), review the Financial Transaction (FTP) Register to verify the installment payment was issued as expected.

NOTE: To receive an FTP Register, transaction code 920-10 or 924-10 must be specified in the TRANSACTION CODES field and the SOURCE SYS ID must be blank or BV on the report request.

- B. Correct an erred 920-10: Voucher Scheduled Payment transaction or a 924-10: EDI Voucher Scheduled Payment by processing a 150-20: Change Scheduled Payment or 110-20: Change Encumbered Expenditure transaction. Refer to the *Appendix* for a list of error messages and corrective actions.

NOTE: All scheduled payments on the Open Item File with DATE NEXT PAYMENT equal or prior to the current date are selected for processing. An expired scheduled payment appears on the FTP Register as an erred transaction until the scheduled payment is purged from the Open Item File. An inactive scheduled payment appears on the FTP Register until the status is changed to active.

IX. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 150-10: Add Scheduled Payment and corresponding 110-10: Add Encumbered Expenditure transaction. The accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user. The EX (exploded) accounting entries are generated from the SMF Offset Account Table (SOA). The VS (voucher scheduled payment) accounting entries are generated when the installment payment is issued. The 900xxxxx (where xxxxx = fund number) collocation code (CC) in the exploded lines is a “fund-only CC” and is determined from the user-defined collocation code. The financial effect of each entry is indicated in parentheses () after the debit or credit indicator in the first column.

By itself, the 150-10: Add Scheduled Payment transaction has no financial impact in AKSAS. Financial effects occur when the encumbrance is recorded to obligate the appropriation and when AKSAS issues each installment payment warrant. Each encumbrance identified in the scheduled payment open item is charged based on the percentage defined in the scheduled payment open item NMR and DENOMINATOR fields. The portion charged to each encumbrance is then distributed across the encumbrance’s financial lines according to the LIQ RULE (liquidation rule), NMR (numerator), and DENOMINATOR defined in the encumbered expenditure open item.

When AKSAS generates the 920-10: Voucher Scheduled Payment transaction or the 924-10: EDI Voucher Scheduled Payment transaction, the encumbrance is liquidated by the payment amount and an expenditure charging the financial coding in the encumbrance is recorded. If the encumbrance does not have a sufficient balance to cover the installment amount, AKSAS liquidates the available encumbrance amount on the financial line(s) specified and records the remainder of the payment amount as an unencumbered expenditure against the same financial coding.

150-10: Add Scheduled Payment/110-10: Add Encumbered Expenditure

	Collocation Code	Account	Posting Type	Financial Source
110-10: Add Encumbered Expenditure				
Debit (increase)	Entered by user	Expenditure	04	UD
Credit (increase)	900xxxxx	Reserve for Encumbrances	01	EX
920-10: Voucher Scheduled Payment/924-10: EDI Voucher Scheduled Payment				
Debit (decrease)	900xxxxx	Reserve for Encumbrances	01	EX
Credit (decrease)	From open item	Expenditure	04	VS
Debit (increase)	From open item	Expenditure	01	VS
Credit (increase)	900xxxxx	22600 (Warrants Outstanding) or 21295 (Financial EDI) for electronic payments	01	EX

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

150-10: Add Scheduled Payment Screen									
FDE 150-10: ADD SCHEDULED PAYMENT							B 1298799 S 0001		
SCHEDULE PAY NUMBER _____				ACTIVE(Y/N) Y					
DOCUMENT NUMBER _____				DATE ESTABLISHED 5_ 22 2001					
SOURCE RD CODE _____				TOTAL PAYMENT AMOUNT _____					
INSTALLMENT AMOUNT _____				NUMBER INSTALLMENTS _____					
DESCRIPTION SHORT _____									
DESCRIPTION LONG _____									
NEXT PAY DATE ____				END DATE ____		HOLD FINAL PAYMENT(Y/N) N			
DENOMINATOR _____				RETENTION(Y/N) N					
REF	TYPE	REFERENCE NUMBER	AMOUNT	DATE	MORE REFS	N			
1		_____	_____	____					
	COMMENTS	_____							
2		_____	_____	____					
	COMMENTS	_____							
3		_____	_____	____					
	COMMENTS	_____							
FIN	ENCUMBRANCE NMR	COMMENTS				MORE FINS N			
1	_____	_____							
2	_____	_____							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---									
UPDAT QUIT		SUBMT ERRS		BASE	FINS	REFS	REMTS	PFKYS	HELP

SCREEN ACCESS

Use the 150-10: Add Scheduled Payment transaction screen to establish a scheduled payment open item in AKSAS.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.
2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.
3. At the Financial Data Entry Menu, enter **SP** (Scheduled Payment) in the **SELECTION** field.
4. Enter **A** (add) in the **ACTION** field. Press <Enter> to display the 150-10: Add Scheduled Payment transaction screen.

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

150-10: Add Scheduled Payment Field Entry Table		
Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this open item.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
SCHEDULE PAY NUMBER	REQUIRED Enter a 7-digit scheduled payment open item number from your department's open item log as DDYNNNN , where DD Department number Y Last digit of chart of accounts year NNNN Number assigned by agency	Identifying number used to change and report on a scheduled payment open item.
ACTIVE (Y/N)	REQUIRED, defaults to Y . N No, do not process monthly installment payments. Y Yes, process monthly installment payments.	Indicates whether the scheduled payment open item is available for the processing of monthly installment payments.
DOCUMENT NUMBER	REQUIRED, defaults to batch and sequence number assigned by AKSAS if left blank. An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.	Processed document identifier.
DATE ESTABLISHED	REQUIRED, defaults to the current date. If the default value is not correct, a prior date may be entered as MM DD CCYY .	Date the open item is created.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record add scheduled payment transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
TOTAL PAYMENT AMOUNT	REQUIRED Enter the sum of all monthly installments as a positive number. Up to 13 digits (11 to the left of the decimal, 2 to the right).	The sum of all monthly installment payments. This field must equal the INSTALLMENT AMOUNT multiplied by NUMBER INSTALLMENTS .
INSTALLMENT AMOUNT	REQUIRED Enter the dollar amount of the monthly payment as a positive number. Up to 13 digits (11 to the left of the decimal, 2 to the right).	The dollar amount of the monthly payment.
NUMBER INSTALLMENTS	REQUIRED Enter the total number of installment payments to be made as a positive number.	The total number of installment payments.

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

150-10: Add Scheduled Payment Field Entry Table		
Field Name	Field Value	Comments
DESCRIPTION SHORT	REQUIRED, defaults to the first 20 characters of the first line of the DESCRIPTION LONG field if left blank. Enter up to a 20-character description of this open item as it should appear on reports.	A description of the open item as it should appear on reports.
DESCRIPTION LONG	REQUIRED Enter descriptive information, up to 120 characters, for this open item. The first 20 characters are used on reports if the DESCRIPTION SHORT field is left blank.	Additional descriptive information for the transaction.
NEXT PAY DATE	REQUIRED Enter the date of the first installment payment as MM DD CCYY . Allow two business days for EDI payments or five calendar days for mailed warrants to reach the vendor.	The date the first installment payment will be issued. Each time an installment payment is issued, AKSAS increments this date by one month on the Open Item File to reflect the next installment date.
END DATE	REQUIRED Enter the date of the final installment payment as MM DD CCYY .	The date of the final payment. No payments are issued after this date. Must be in sync with the NUMBER INSTALLMENTS. For example, if NEXT PAY DATE is 07 10 2000 and the NUMBER INSTALLMENTS is 5, this date should be 11 10 2000 or later.
HOLD FINAL PAYMENT (Y/N)	REQUIRED, defaults to N. N No, do not withhold the final payment. Issue the final installment payment as scheduled. Y Yes, withhold the final payment.	Indicates whether the final installment payment is issued as scheduled or withheld pending agency review. If this indicator is set to Y, the final payment will not be made until a 150-20: Change Scheduled Payment transaction is processed to set the indicator to N.
DENOMINATOR	REQUIRED To liquidate one encumbrance, enter 1. To liquidate multiple encumbrances, enter the total number of encumbrances to be liquidated by this scheduled payment.	With the NMR, defines the percentage of the installment amount to be charged to each encumbered expenditure open item listed in the financial lines. The sum of the financial line NMR fields must equal this field.
RETENTION (Y/N)	REQUIRED, defaults to N. N No, do not retain this open item on the Open Item File. Y Yes, retain this open item.	If this indicator is set to N, the open item is deleted from the Open Item File once the balance is zero and all installments have been paid. The open item is deleted based on the number of days from the date of last activity as specified on the SMF Open Item Purge Parameters Table (SPO).
Reference Line Fields – The following fields contain reporting cross-reference information. Reference fields allow access to open item information by identifiers other than the open item number, such as pay vendor, delivery order, or contract number. For additional information about reference fields, refer to Section 4: Financial Transactions & Batch Processing.		
REF	DISPLAY ONLY	Reference line number.

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

150-10: Add Scheduled Payment Field Entry Table		
Field Name	Field Value	Comments
TYPE	<p>REQUIRED</p> <p>Enter a reference line for the following required reference type.</p> <p>PVN Pay Vendor Number (vendor to whom monthly installments will be paid).</p> <p>To process an EDI payment, enter the required EDI reference GEN along with any other references needed for reporting purposes.</p> <p>To process a non-EDI payment for a vendor that is EDI capable, enter ORD (Override Routing RD) or MLE (Mail Delivery).</p> <p>For a list of reference types, press <PF12-Help> on the AKSAS Main Menu. On the System Table Inquiry screen, select VALID/MANDATORY REFERENCES and press <Enter>. In the ENTER OPEN ITEM TYPE field, enter SP and press <Enter>.</p>	<p>Identifies a reporting reference such as pay vendor, delivery order, or invoice number.</p> <p>If the EDI vendor record allows multiple addenda, GEN may be entered more than once and may be used to pass a variety of information to the vendor (contract number, invoice number, grant number, etc.) Only information on a GEN reference line will be passed to the vendor. Other references, if used, are for Warrant Inquiry and internal reporting purposes only.</p>
REFERENCE NUMBER	<p>REQUIRED, if reference TYPE is entered.</p> <p>For reference TYPE PVN, enter the 8-character vendor number for the vendor to whom the monthly installments should be made.</p> <p>For reference TYPE ORD, enter the five digit RD code to route the warrant to.</p> <p>For reference TYPE MLE, enter MAIL.</p> <p>For all other references, enter an identifier, up to 22 alphanumeric characters, associated with the reference TYPE.</p>	<p>The identifier associated with the reference TYPE. If the reference TYPE refers to an AKSAS file (RD code, vendor number, etc.), AKSAS verifies the REFERENCE NUMBER entered is valid.</p> <p>Temporary vendor numbers cannot be used with scheduled payments. A vendor number must be set up in the Vendor Master File before processing an add scheduled payment transaction. Refer to <i>Section 10: Vendors, Add Vendor</i> for procedures.</p>
AMOUNT	<p>OPTIONAL</p> <p>Enter the dollar amount associated with the reference TYPE as a positive number. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p>	<p>Dollar amount associated with the reference line.</p> <p>REQUIRED on at least one EDI GEN reference. Amount need not be entered for all GEN reference lines as long as the sum of amounts entered equals the installment amount.</p>
DATE	<p>OPTIONAL</p> <p>For reference TYPE GEN, leave blank. The payment date is automatically filled in when the payment is sent.</p> <p>For all other reference types, enter a date associated with the reference TYPE as MM DD CCYY.</p>	<p>The date associated with the reference line. A date may be required for certain reference types.</p>
COMMENTS	<p>OPTIONAL</p> <p>Enter additional descriptive information, up to 30 characters, for the reference.</p>	<p>Additional descriptive information for the reference. This field is transmitted to the vendor on EDI payments and is a valuable way to explain the payment on GEN reference lines.</p>

SECTION 7: EXPENDITURE OPEN ITEMS, ADD SCHEDULED PAYMENT

150-10: Add Scheduled Payment Field Entry Table		
Field Name	Field Value	Comments
<p>Financial Line Fields - The following fields identify the encumbrance(s) to which monthly installment payments are charged. AKSAS uses the financial coding in the encumbered expenditure open item(s) listed to record the expenditures and issue payments. Multiple encumbrances may be associated with one scheduled payment open item. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.</p>		
ENCUMBRANCE	<p>REQUIRED</p> <p>Enter the 7-digit encumbrance number of the encumbered expenditure open item to which all or part of the monthly installment payment is charged.</p>	<p>The encumbered expenditure open item number of the encumbrance to be liquidated by the scheduled payment.</p> <p>The total dollar amount of all encumbrances listed must be equal to or greater than the TOTAL PAYMENT AMOUNT.</p>
NMR	<p>REQUIRED</p> <p>To liquidate one encumbrance, enter 1.</p> <p>To liquidate multiple encumbrances, enter the fraction of the installment payment to be charged to this encumbrance.</p>	<p>With the DENOMINATOR, defines the percentage of the installment amount to be charged to the encumbered expenditure open item entered in this financial line.</p> <p>The sum of the NMR fields must equal the DENOMINATOR field.</p>
COMMENTS	<p>OPTIONAL</p> <p>Enter additional descriptive information, up to 40 characters, for this financial line.</p>	<p>Additional descriptive information for this financial line.</p>
REM MESSAGE	<p>OPTIONAL</p> <p>Press <PF8> and enter descriptive information to be printed on the warrant stub. Up to 18 lines, 76 characters each.</p> <p>Do not use with electronic payments.</p>	<p>Remittance message to be printed on each installment payment warrant.</p> <p>For electronic payments, the remittance message is not transmitted to the vendor.</p>