

SECTION 7: EXPENDITURE OPEN ITEMS

Change Scheduled Payment

INTRODUCTION

Change Scheduled Payment provides procedures for changing information in established scheduled payment open items. If a scheduled payment is on the Open Item File, a 150-20: Change Scheduled Payment transaction can be recorded to add or change descriptive information and references, increase or decrease the total payment and monthly installment amounts, increase or decrease the number of remaining installments, suspend installment payments or release the last installment, or change the way associated encumbrances are liquidated. A 110-20: Change Encumbered Expenditure is processed to change the financial coding associated with a scheduled payment.

Change Scheduled Payment

Change scheduled payment transactions modify scheduled payments on the Open Item File. Changes 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). An increase or decrease to the total scheduled payment amount increases or decreases the total ADJUSTMENTS and CURRENT BALANCE on the Open Item File. Change scheduled payment transactions that increase or decrease the total payment amount, installment amount, and/or number of installments remaining to be paid, must result in the CURRENT BALANCE of the scheduled payment open item equaling the INSTALLMENT AMOUNT multiplied by the difference between the NUM OF INSTALLMENTS and NUM OF INSTALLMENTS PAID. If these fields are not in sync on the Open Item File, installment payments may not be issued as intended. A scheduled payment open item cannot purge from the Open Item File until the CURRENT BALANCE is zero, the NUM OF INSTALLMENTS PAID is equal to the NUM OF INSTALLMENTS, and the RETENTION indicator is NO.

Scheduled payments set up to process as mailed warrants can be changed to process as electronic payments (EDI). The vendor record (PVN) used must be set up as EDI capable or EDI required. A change scheduled payment is processed to add at least one GEN required reference to the scheduled payment.

If a vendor used on a scheduled payment is changed to EDI capable or EDI required, the scheduled payment can still be sent by mailed warrant. A change scheduled payment is processed to add the reference ORD (Override Routing RD), or MLE (Mail Delivery).

Change Encumbered Expenditure

A change encumbered expenditure transaction is used to adjust the financial lines of a scheduled payment open item. Change encumbered expenditure transactions modify the encumbrance on the Open Item File. Changes 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 *Change Encumbered Expenditures* in this Section.

To correct errors in liquidation, refer to *Section 9: Journal Entries* for procedures.

AKSAS TRANSACTIONS

110-20: Change Encumbered Expenditure
150-20: Change Scheduled Payment

PROCEDURES

I. Receive notification of a change to a Scheduled Payment open item.

Source documents for changing a scheduled payment open item include amendments to the contract, lease, or purchase agreement, or written requests by a division to stop a service. A screen print or a Financial Transaction (FTP) Register showing the transaction processed incorrectly may also be used as a source document.

- A. Review the source documents to determine if the total payment amount, the installment amount, or number of installments remaining to be paid for the scheduled payment are being changed.
 1. If dollar amounts or number of installments in the scheduled payment are being changed, go to Step II.
 2. If dollar amounts or number of installments are **not** being changed, go to Step III.

II. Process a 110-20: Change Encumbered Expenditure transaction to adjust financial lines for the scheduled payment.

If dollar amounts or the number of installments remaining to be paid in the scheduled payment are being changed, the current balance of encumbered expenditure open items associated with the scheduled payment may also need to be adjusted.

- A. From the AKSAS Main Menu, access **IO** - Open Item Inquiry to display the encumbrance open item(s) associated with the scheduled payment. Make a screen print as a reference for entering changes.
 1. If the current balance of the encumbrance is **not** sufficient to cover changes to the scheduled payment amounts, continue with Step B.
 2. If the encumbrance is sufficient, no changes to the encumbrance are necessary. Go to Step III.
- B. Using a financial batch, access the 110-20: Change Encumbered Expenditure transaction screen. Enter data according to the *Change Encumbered Expenditure* procedure in this Section and the following criteria.
 1. **CHANGE AMOUNT** - Enter an increase or decrease to the current balance of the encumbered expenditure.

***NOTE:** The total dollar amount of 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 ½ of the scheduled payment TOTAL PAYMENT AMT.*

2. **LIQ RULE** - If the liquidation rule is other than FR (fractional), enter **FR**.
3. **FINANCIAL** lines - Add, change, or delete financial lines to reflect the increase or decrease to the encumbrance. The sum of the financial line AMOUNT fields must equal the CHANGE AMOUNT.

III. Process a 150-20: Change Scheduled Payment transaction.

For more information on entering this transaction, refer to the *150-20: Change Scheduled Payment Screen* and *Field Entry Table* following this procedure.

- A. From the AKSAS Main Menu, access **IO** - Open Item Inquiry to display the scheduled payment open item you want to modify. Make a screen print as a reference for entering changes.
- B. 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 **C** (change) in the **ACTION** field.
 2. If your agency uses an easytran shell for changing a scheduled payment open item, enter the easytran number for the transaction in the **EASYTRAN NUM** field.
 3. Press <Enter> to display the 150-20: Change Scheduled Payment transaction screen.
- C. Enter data in the following fields as required to modify the scheduled payment open item. **Do not enter data in an optional field if you are not changing or overwriting data shown on the screen print.** For more detailed information on these fields, refer to *Section 4: Financial Transactions & Batch Processing*.
 1. **SCHEDULE PAY NUMBER** - Enter the seven-digit scheduled payment number of the open item you want to modify. The SCHEDULE PAY NUMBER of the open item cannot be changed.

NOTE: If an incorrect scheduled payment number was used, reduce the current balance and number of installments of the incorrect open item to zero. Process a new 150-10: Add Scheduled Payment transaction with the correct SCHEDULE PAY NUMBER. Refer to Add Scheduled Payment in this Section.
 2. **ACTIVE (Y/N)** - If the active indicator for the open item should be changed, enter **N** (no, do not process monthly installments) or **Y** (yes, process monthly installments). Enter **N** to stop the installment payments without changing the dollar amount or the number of installments remaining.

NOTE: If the DATE NEXT PAYMENT on the scheduled payment open item is a current or prior date, the scheduled payment is selected for processing. The voucher scheduled payment transaction appears on the Financial Transaction (FTP) Register as an erred transaction with error message INACTIVE SCHEDULED PAYMENT. This message is received each night until the scheduled payment is reactivated or the current balance on the Open Item File is zero and all installments have been paid.
 3. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 4. **DATE ESTABLISHED** - Leave blank unless the original date established for the scheduled payment is not correct. To correct the original date, enter a new 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 change scheduled payment transactions, enter a SOURCE RD CODE as authorized according to department procedures.
 6. **TOTAL CHG AMOUNT** - To **increase** the current balance of the scheduled payment, enter the change amount as a positive number. For a **decrease**, enter the change amount with a leading minus (-) sign.

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NOTE: *If amounts are entered in the **INSTALLMENT CHG AMT** and/or **INC/DEC NUM INSTALLMENTS** fields, then an amount must be entered in the **TOTAL CHG AMT** field. When the transaction processes, the current balance of the scheduled payment open item must equal the installment amount multiplied by the number of installments remaining to be paid.*

7. **INSTALLMENT CHG AMT** - To increase the current installment payment amount, enter the amount as a positive number. For a decrease, enter the amount with a leading minus (-) sign.
 8. **INC/DEC NUM INSTALLMENTS** - To increase the current number of installments, enter a positive number. For a decrease, enter the number with a leading minus (-) sign.
 9. **DESCRIPTION SHORT** - To overwrite the existing short description of the scheduled payment, enter the new description.
 10. **DESCRIPTION LONG** - To overwrite the existing long description of the scheduled payment, enter the new description.
 11. **NEXT PAY DATE** - If the date the next installment payment should be issued has changed, enter the new date as **MM DD CCYY**. Allow two business days for EDI payments or five calendar days for the mailed warrant to reach the vendor.
 12. **END DATE** - If the date of the final installment payment has changed, enter the new date as **MM DD CCYY**. This date must be the same as or later than the **NEXT PAY DATE**.
 13. **HOLD FINAL PAYMENT (Y/N)** - If the hold indicator for the open item should be changed, enter **N** (no, do not withhold the final payment) or **Y** (yes, withhold the final installment payment).
 14. **DENOMINATOR** - If values will be entered in the **NMR** fields, enter the sum of the **NMR** fields.
 15. **RETENTION (Y/N)** - If the retention indicator for the open item should be changed, enter **N** (no, do not retain this record on the Open Item File after all activity is complete) or **Y** (yes, retain this record).
- D. Add, change, or delete **REFERENCE** lines for the open item. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about reference fields.
1. **To add a new reference line:** Use the open item screen print to determine the next available unused reference line number. In the first blank reference line displayed on the screen, enter **A** (add) in the unlabeled column immediately following the **REF** line number. In the **LINE** field, enter the line number on which this reference line should be added. Enter new reference line information in the remaining fields. Refer to the *Add Scheduled Payments* procedure in this Section for information on adding reference line fields.

NOTE: *To process electronic scheduled payments, the vendor record (PVN) must be EDI capable or EDI required. EDI reference GEN is required and must be used on the scheduled payment. Refer to Section 8: Payments, Electronic Payments (EDI) for more information on EDI required references. If an EDI capable vendor is used and the payment is to be issued as a mailed warrant, use reference **ORD** (Override Routing **RD**), or **MLE** (Mail Delivery). The **REFERENCE NUMBER** associated with **ORD** is the routing **RD**. Use **MAIL** as the **REFERENCE NUMBER** with **MLE**.*

2. **To change an existing reference line:** Use the open item screen print to determine the line number of the reference line to be changed. In the next blank reference line displayed on the

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screen, enter **C** (change) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number of the reference line to be changed. Tab to the fields requiring change and enter new data. **Do not enter data in fields you do not want to change.**

- a. To delete data from numeric fields, enter all **9**s to completely fill the field.
- b. To delete data from text fields, enter an ***** (asterisk) in the first space of each text field to be deleted.

***NOTE:** If this is an EDI payment and multiple GEN references are used, the sum of the GEN AMOUNT fields must equal the INSTALLMENT AMOUNT of the scheduled payment.*

3. **To delete an existing reference line:** Use the open item screen print to determine the line number of the reference line to be deleted. In the next blank reference line displayed on the screen, enter **D** (delete) in the unlabeled column immediately following the REF line number. In the **LINE** field, enter the line number of the reference line to be deleted. No further entries are required to delete a line.

***NOTE:** If this is an EDI payment, at least one GEN reference line must remain on the scheduled payment open item to transmit payment information to the vendor.*

- E. Add, change, or delete **FINANCIAL** lines on the open item. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.

1. **To add a new financial line:** Enter the new financial information in the financial line fields. If the new financial line should be added on a specific line number, enter the line number in the **LINE** field. Refer to the *Add Scheduled Payment* procedure in this Section for information on adding financial line fields.
2. **To change information on an existing financial line:** Tab to the **LINE** field and enter the line number of the line to be changed. Enter data in any of the following fields you want to change.

- a. **ENC** - Enter a new encumbrance number to be liquidated by the scheduled payment.

***NOTE:** If payments were erroneously charged to the original encumbrance, use an agency journal entry to correct the error. Refer to Section 9: Journal Entries for procedures.*

- b. **NMR** - Enter the increase or decrease to the current NMR. For an increase, enter the amount as a positive number. For a decrease, enter the amount with a leading minus (-) sign.
- c. **COMMENTS** - To overwrite existing descriptive comments for this line, enter new comments.

3. **To delete an existing financial line:** Enter **D** (delete) in the unlabeled column immediately following the FIN line number. In the **LINE** field, enter the line number of the financial line to be deleted.

- F. To change the **REM MESSAGE** and overwrite existing information to be printed on the warrant stub, press <PF8> and enter new warrant remittance information.

***NOTE:** EDI payments do not transmit the remittance message to the vendor.*

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- G. 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.

IV. Submit the transactions for certification.

Change scheduled payment and related change 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 Officer Authority* for more information.

V. 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 change scheduled payment and/or change 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 the transactions have processed successfully, review the Financial Transaction (FTP) Registers to verify all processed information for the transactions is correct. If the results of a processed transaction are not as intended:
1. **For a 110-20: Change 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 150-20: Change Scheduled Payment transaction**, correct the error using a 150-20: Change Scheduled Payment transaction.

VI. 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 924-10 EDI Voucher Scheduled Payment transaction 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.

VII. Archive/file processed transactions.

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

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ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 150-20: Change Scheduled Payment and corresponding 110-20: Change 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 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 150-20: Change Scheduled Payment transaction has no financial impact in AKSAS. Financial effects occur when the encumbrance open item is recorded to obligate the appropriation and when AKSAS issues the installment payment warrants. 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.

150-20: Change Scheduled Payment/110-20: Change Encumbered Expenditure

	Collocation Code	Account	Posting Type	Financial Source
110-20: Change Encumbered Expenditure - Increase Balance				
Debit (increase)	Entered by user	Expenditure	04	UD
Credit (increase)	900xxxxx	Reserve for Encumbrances	01	EX
110-20: Change Encumbered Expenditure - Decrease Balance				
Debit (decrease)	900xxxxx	Reserve for Encumbrances	01	EX
Credit (decrease)	Entered by user	Expenditure	04	UD

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150-20: Change Scheduled Payment Screen															
FDE 150-20: CHANGE SCHEDULED PAYMENT								B 1298802 S 0001							
SCHEDULE PAY NUMBER _____			ACTIVE (Y/N) _												
DOCUMENT NUMBER _____			DATE ESTABLISHED _____												
SOURCE RD CODE _____			TOTAL CHG AMOUNT _____												
INSTALLMENT CHG AMT _____		INC/DEC _____		NUM INSTALLMENTS _____											
DESCRIPTION SHORT _____															
DESCRIPTION LONG _____															
NEXT PAY DATE _____					END DATE _____		HOLD FINAL PAYMENT (Y/N) _								
DENOMINATOR _____			RETENTION (Y/N) _												
REF	LINE	TYPE	REFERENCE	NUMBER	AMOUNT	DATE	MORE	REFS	N						
1	_____	_____	_____	_____	_____	_____	_____	_____	_____						
	COMMENTS _____														
2	_____	_____	_____	_____	_____	_____	_____	_____	_____						
	COMMENTS _____														
3	_____	_____	_____	_____	_____	_____	_____	_____	_____						
	COMMENTS _____														
FIN	LINE	ENC	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 150-20: Change Scheduled Payment transaction screen to change 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 **C** (change) in the **ACTION** field. Press <Enter> to display the 150-20: Change Scheduled Payment transaction screen.

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150-20: Change 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 the 7-digit scheduled payment number of the open item you want to modify. The scheduled payment number cannot be changed.	Identifying number used to change and report on a scheduled payment open item.
ACTIVE (Y/N)	OPTIONAL N No, do not process monthly installment payments. Y Yes, process monthly installment payments. Enter N to stop the installment payments without changing the dollar amount or the number of installments remaining.	Indicates whether the scheduled payment open item is available for processing monthly installment payments. If N is entered and NEXT PAY DATE is a current or prior date, the scheduled payment is selected for processing and appears on the FTP Register as an erred transaction with the error message INACTIVE SCHEDULED PAYMENT. This message is received each night until the scheduled payment is reactivated.
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	OPTIONAL Leave blank if the original date established for the scheduled payment is correct. To correct the original date, enter the date as MM DD CCYY .	The original date established for the scheduled payment open item. Leave this field blank unless the original set-up date for the scheduled payment is not correct.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record change scheduled payment transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
TOTAL CHG AMOUNT	OPTIONAL Enter an increase or decrease to the current balance of this open item. For an increase , enter the amount as a positive number. For a decrease , enter the amount with a leading minus (-) sign. Up to 13 digits (11 to the left of the decimal, 2 to the right).	The increase or decrease to the sum of all remaining monthly installment payments. A change transaction that increases or decreases scheduled payment amounts must result in the current balance on the Open Item File being equal to the installment amount multiplied by the number of installments remaining to be paid.
INSTALLMENT CHG AMT	OPTIONAL Enter an increase or decrease to the current monthly payment amount. For an increase , enter the amount as a positive number. For a decrease , enter the amount with a leading minus (-) sign. Up to 13 digits (11 to the left of the decimal, 2 to the right).	The increase or decrease to the dollar amount of the monthly installment payment. A change transaction that increases or decreases scheduled payment amounts must result in the current balance on the Open Item File being equal to the installment amount multiplied by the number of installments remaining to be paid.

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150-20: Change Scheduled Payment Field Entry Table		
Field Name	Field Value	Comments
INC/DEC NUM INSTALLMENTS	OPTIONAL Enter an increase or decrease in the total number of installment payments to be paid. For an increase , enter the amount as a positive number. For a decrease , enter the amount with a leading minus (-) sign.	The increase or decrease to the total number of installment payments. A change transaction that increases or decreases scheduled payment installments must result in the current balance on the Open Item File being equal to the installment amount multiplied by the number of installments remaining to be paid.
DESCRIPTION SHORT	OPTIONAL To overwrite the existing short description, enter a new description, up to 20 characters, as it should appear on reports.	A description of the transaction as it should appear on reports.
DESCRIPTION LONG	OPTIONAL To overwrite the existing long description, enter a new description, up to 120 characters.	Additional descriptive information for the transaction.
NEXT PAY DATE	OPTIONAL If the date of the installment payment has changed, enter the new date as MM DD CCYY .	The date the next installment payment will be issued. Each time an installment payment is issued, AKSAS increments this date by one month on the Open Item File.
END DATE	OPTIONAL If the date of the final installment payment has changed, enter the new date as MM DD CCYY . This date must be the same as or later than the NEXT PAY DATE.	The date of the final payment. No payments are issued after this date.
HOLD FINAL PAYMENT (Y/N)	OPTIONAL 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 Y, the installment payment will not be issued until the indicator is changed to N.
DENOMINATOR	REQUIRED, if values are entered in the NMR fields. To liquidate one encumbrance: Enter 1 . To liquidate multiple encumbrances: Enter the sum of the NMR fields.	With the NMR, defines the percentage of the installment amount to be charged to each encumbered expenditure open item listed in the financial lines. This field must equal the sum of the financial line NMR fields.
RETENTION (Y/N)	OPTIONAL 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. 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).
<p>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.</p> <p>To delete data from a numeric field, enter all 9s to completely fill the field. To delete data from a text field, enter an * (asterisk) in the first space of each text field to be deleted.</p>		
REF	DISPLAY ONLY	Reference line number.

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150-20: Change Scheduled Payment Field Entry Table		
Field Name	Field Value	Comments
___	<p>REQUIRED, to add, change, or delete a line.</p> <p>Enter the appropriate action code on the reference line being added, changed, or deleted.</p> <p>A Add a new line. C Change information in an existing line. D Delete an existing line.</p>	<p>Identifies the action to be taken on the reference line.</p> <p>The PVN reference line cannot be deleted.</p>
LINE	<p>REQUIRED, to add, change, or delete a line.</p> <p>Enter the line number of the reference line to be added, changed, or deleted. Must be an unused reference line in the existing open item for an add.</p>	<p>Identifies the unused reference line on which to add a new reference or the existing line number of the reference line to be changed or deleted.</p>
TYPE	<p>REQUIRED, to add a reference line.</p> <p>Add or change a reference TYPE for this open item.</p> <p>To process an EDI payment, use at least one required GEN reference.</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> <p>The reference number associated with ORD is the routing RD. Use MAIL in the REFERENCE NUMBER field on a MLE payment.</p>
REFERENCE NUMBER	<p>REQUIRED, to add a reference line.</p> <p>Add or change the 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 a scheduled payment transaction. Refer to <i>Section 10: Vendors, Add Vendor</i> for procedures.</p>
AMOUNT	<p>OPTIONAL</p> <p>Add or change a dollar amount associated with the reference TYPE. Up to 11 digits (9 to the left of the decimal, 2 to the right).</p>	<p>Dollar amount associated with the reference TYPE.</p> <p>REQUIRED if this is an EDI payment and an amount was entered in the TOTAL CHG AMOUNT field. The GEN reference line AMOUNT will also need to be changed. If multiple GEN references are used, amounts must sum to the INSTALLMENT AMOUNT.</p>
DATE	<p>OPTIONAL</p> <p>Add or change the 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>Add or change additional descriptive information, up to 30 characters, for the reference.</p>	<p>Additional descriptive information for the reference.</p>

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150-20: Change 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) to record the expenditures and issue payment. 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>		
FIN	DISPLAY ONLY	Financial line number.
—	REQUIRED, to delete a financial line. Enter D to delete an existing financial line.	Identifies the action to be taken on the financial line indicated in the LINE field. No entry is made to add or change an existing financial line.
LINE	REQUIRED, to change or delete a financial line. Enter the line number of the line to be added, changed, or deleted.	Identifies the financial line number being added, changed, or deleted. When adding a new financial line, this field may be left blank if the new line does not need to be recorded on a specific line number.
ENC	REQUIRED, to add a financial line. Enter the 7-digit encumbrance number of the encumbered expenditure open item to which the monthly installment payment is charged.	The encumbered expenditure open item number of the encumbrance liquidated by this scheduled payment open item.
NMR	REQUIRED, to add a financial line. Add a line: For one encumbrance, enter 1. For multiple encumbrances, enter the fraction of the installment payment to be charged to this encumbrance. Change a line: Enter the amount of the increase as a positive number or the amount of the decrease with a leading minus (-) sign.	With the DENOMINATOR, defines the percentage of the installment amount to be charged to the encumbered expenditure open item entered in this financial line. The sum of the NMR fields must equal the DENOMINATOR.
COMMENTS	OPTIONAL Add or change descriptive information, up to 40 characters, for this financial line. To delete a comments line, enter * (asterisk) in the first space of the field.	Additional descriptive information for this financial line.
REM MESSAGE	OPTIONAL Press <PF8> and add or change information to be printed on the warrant stub. Up to 18 lines, 76 characters each. To delete a remittance line, enter * (asterisk) in the first space of the line to be deleted.	Remittance message to be printed on the installment payment warrant. EDI payments do not transmit the remittance message to the vendor.