

<b>ENCUMBRANCES .....</b>	<b>3</b>
<b>6.1 Terminology .....</b>	<b>3</b>
<b>6.1.1 Policy Terminology .....</b>	<b>3</b>
<b>6.1.2 Procedure Terminology.....</b>	<b>4</b>
<b>6.1.2.1 AFS Purchase Order Document (PO) .....</b>	<b>4</b>
<b>6.1.2.2 AGPS Order Line Number Table #4 (OLI4) .....</b>	<b>7</b>
<b>6.1.2.3 AGPS Order Header Table #4 (ORD4).....</b>	<b>10</b>
<b>6.1.2.4 Fast Order Entry Table (OFST) .....</b>	<b>15</b>
<b>6.1.2.5 Order Accounting Distribution Table (OACG).....</b>	<b>21</b>
<b>6.1.2.6 CFMS Contract Entry Screen (KENT).....</b>	<b>24</b>
<b>6.1.2.7 CFMS Contract Accounting Distribution Screen (KACG)....</b>	<b>30</b>
<b>6.2 Encumbrance Overview .....</b>	<b>33</b>
<b>6.2.1 Background of Encumbrances .....</b>	<b>33</b>
<b>6.2.2 Rollover of Encumbrances .....</b>	<b>34</b>
<b>6.3 ISIS Overview.....</b>	<b>36</b>
<b>6.3.1 AGPS Overview/Policies .....</b>	<b>36</b>
<b>6.3.2 CFMS Overview/Policies.....</b>	<b>36</b>
<b>6.3.3 AFS Overview/Policies .....</b>	<b>37</b>
<b>PROCEDURES.....</b>	<b>38</b>
<b>600 Creating an Encumbrance in AFS .....</b>	<b>38</b>
<b>601 Creating a Pre-encumbrance in AGPS.....</b>	<b>42</b>
<b>602 Creating a Pre-encumbrance in CFMS .....</b>	<b>44</b>
<b>603 Creating an Encumbrance in AGPS .....</b>	<b>46</b>
<b>604 Creating an Encumbrance in CFMS.....</b>	<b>48</b>
<b>605 Liquidating an Encumbrance in AGPS .....</b>	<b>50</b>
<b>606 Liquidating a Pre-encumbrance in AGPS.....</b>	<b>52</b>
<b>607 Liquidating a Pre-encumbrance in CFMS .....</b>	<b>54</b>
<b>608 Liquidating an Encumbrance in AFS .....</b>	<b>56</b>
<b>609 Liquidating an Encumbrance in CFMS .....</b>	<b>61</b>
<b>EXHIBITS .....</b>	<b>63</b>
<b>Exhibit 6-1 .....</b>	<b>63</b>
<b>Exhibit 6-2 .....</b>	<b>64</b>
<b>Exhibit 6-3 .....</b>	<b>65</b>
<b>Exhibit 6-4 .....</b>	<b>66</b>
<b>Exhibit 6-5 .....</b>	<b>67</b>
<b>Exhibit 6-6 .....</b>	<b>68</b>
<b>Exhibit 6-7 .....</b>	<b>69</b>

---

**CHAPTER 6**

**Exhibit 6-8 .....70**  
**Exhibit 6-9 .....71**  
**Exhibit 6-10 .....72**  
**Exhibit 6-11 .....73**  
**Exhibit 6-12 .....74**  
**Exhibit 6-13 .....75**  
**Exhibit 6-14 .....76**  
**Exhibit 6-15 .....77**

## ENCUMBRANCES

### 6.1 Terminology

#### 6.1.1 Policy Terminology

The following terms are used throughout the policies outlined in sections 6.1.2 through 6.3 of this manual:

**Agency 900** - - transaction agency number used by OSRAP to process encumbrance documents.

**Appropriation** - - an authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. The level at which agency spending and collection budget limits are controlled.

**Capital Outlay** - - expenditures that result in the planning, acquisition of or addition to fixed assets.

**Committed Amount** - - the sum total of pre-encumbrances, encumbrances and expenditures.

**Continuing Appropriation** - - an authorization granted by a legislative body for a governmental unit to make expenditures for a specific purpose for more than one fiscal year. These appropriations relate to capital outlay projects.

**Encumbrance** - - an obligation for which the State is committed, but for which goods and services have not yet been received or rendered and accepted.

**Encumbered amount** - - the amount submitted on a purchase order document.

**Liquidate** - - the elimination of an encumbrance by processing a payment transaction or modification.

**Pre-encumbrance.** - - a request for procurement with the intent to incur an obligation.

**Pre-encumbered amount** - - the amount submitted on a requisition or contract transaction.

**Uncommitted amount** - - the sum total of the current modified budget amount – (pre-encumbered amount + encumbered amount + expended amount).

### 6.1.2 Procedure Terminology

The following are the field definitions for each purchase order related document used in the procedures in this chapter:

#### 6.1.2.1 AFS Purchase Order Document (PO)

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>PO DATE</b>	6	Numeric – inferred. This field shows the date the PO was created.
<b>ACCTG PRD</b>	4	Numeric - optional. The appropriate open accounting period is to be used for this PO document. The period entered must be an open accounting period on the Accounting Period (APRD) Table. This field may be left blank unless in the 13th period. If this field is left blank, the system will default the latest open accounting period.
<b>BUDGET FY</b>	2	Numeric - optional. The last two digits of the fiscal year that applies to all appropriation units entered on this document. This field may be left blank except in the 13th accounting period. The year must be open on the Fiscal Year (FSYR) Table.
<b>ACTION</b>	1	Alpha – optional. If left blank, it defaults to “E”. Valid options are original entry (E) if this document is new or adjustment (M) if this document is modifying a previous document.
<b>ORDR TYPE</b>	1	Alpha – leave blank. This field is not used in Louisiana.
<b>PART/FINAL</b>	1	Alpha – optional. This field is used only when a requisition is referenced. It indicates whether the line is closing out a requisition or authorizing partial ordering of a requisition line.
<b>COMMENTS</b>	12	Alphanumeric – optional. For reporting purposes only, so that you may enter notes about this document.
<b>VENDOR</b>	11	Numeric – required. The nine-character taxpayer identification number and two-character location code.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>NAME</b>	30	Alpha – inferred. This is the name of the vendor inferred from the vendor code. A vendor name cannot be coded for intra-governmental purchase orders.
<b>INT IND</b>	1	Alpha – optional. Code a “Y” (for Yes) if this document concerns a transfer of goods/services between two governmental agencies.
<b>SELLER FUND</b>	4	Alphanumeric – optional. Required if INT IND is “Y”. Leave blank, otherwise. Enter the code for the fund that will be credited as a result of this sale. The code used must be valid in the Fund Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
<b>SELLER AGENCY</b>	3	Required if INT IND is “Y”. Leave blank, otherwise. Enter the code for the agency selling the goods/services listed on this document. The code must be valid in the Agency Master Table and the fund/agency combination must be valid in the Fund/Agency Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
<b>CALCULATED DOC TOTAL</b>	14	Numeric – inferred. This is the system computed total of the line amounts.
<b>DOC TOTAL</b>	14	Numeric – required. Net amount of all lines on the document.
<b>LN NO</b>	2	Numeric – required. Indicates a different number for each line on the document. Numbers 01 to 99 are valid. This number will be used later on either a payment voucher or manual warrant, to reference this PO line.
<b>REF RQ NUMBER</b>	15	Numeric – optional. Required if this PO concerns items previously recorded on a requisition; leave blank, otherwise. Enter the requisition number of the document being referenced. If this line is an adjustment to a previously entered line, the number used must be the same as the one on the original line.
<b>REF RQ LN</b>	2	Numeric – optional. Required if this PO concerns items previously recorded on a requisition. Leave blank otherwise. Enter the line number of the referenced document. Allows for multi-line requisitions to be referenced by multi-line purchase orders. If this

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>REF RQ LN</b> (cont'd)	2	line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
<b>FUND</b>	4	Alphanumeric – optional. The three-character fund code associated with the purchasing agency. The code entered must be an existing entry on the Fund (FUN2) Table. Begin the entry to the far left of the field. The remaining space in the field should be left blank.
<b>AGY</b>	3	Alphanumeric – required. Three character code of the purchasing agency for the item named on this line.
<b>ORG/SUB</b>	4/2	Numeric – required. The code of the organization purchasing the item named on this line. (Sub-org is not used in LA).
<b>APPR UNIT</b>	3	Numeric – optional. The three character appropriation code that will be displayed on the Appropriation Inquiry (EAP2) Table and inferred on system reports and documents to record transactions.
<b>ACTV</b>	4	Alphanumeric – optional. Required if the Expense Budget Activity Option in the Fund/Agency Master Table is “Y” or “A” for this fund/agency combination. However, the code can be inferred from the Organization Master Table if included there. Enter the code of the activity related to this PO.
<b>FUNC</b>	4	Alphanumeric – optional. This is the starting point for a classification hierarchy that puts similar function codes together in progressively larger groups.
<b>OBJ/SUB</b>	4/2	Numeric – required. The code from Object (OBJ2) that best describes the item named on this line. Sub object is optional. Enter a user-specified value. This code is not validated against any table in the system.
<b>JOB NUMBER</b>	8	Numeric – optional. This field is used to code project numbers for capital outlay.
<b>TEXT</b>	1	Alphanumeric – Leave blank. This field is not used in Louisiana.
<b>RPTG</b>	4	Numeric – optional. This field will be inferred if coded on an
<u>Field</u>	<u>Size</u>	<u>Description</u>

<b>RPTG</b> (cont'd)	4	organization. Otherwise, use a valid code from Reporting Category (RPTG).
<b>UNITS</b>	7	Numeric – Leave blank. This field is not used in Louisiana.
<b>DESCRIPTION</b>	30	Alphanumeric – optional. This field is for reporting purposes only. Enter any notes that pertain to this line. If more than 30 characters are needed for the description, the description can be continued on following lines. To do this, code all fields prior to the description field identical to the first line. Enter the continued description in the description field. Enter zeroes in the amount field.
<b>AMOUNT</b>	14	Numeric – required. The dollar amount of the item(s) described on this line.
<b>I/D</b>	1	Alphanumeric – optional. This field is required when making an adjustment. Code the following: ‘D’ for decrease or ‘I’ for increase. Leave blank for new lines.

#### 6.1.2.2 AGPS Order Line Number Table #4 (OLI4)

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>DATE</b>	8	Protected. Maintained by system. Current date.
<b>TIME</b>	8	Protected. Maintained by system. Current time.
<b>TERM</b>	8	Protected. Maintained by system. Terminal ID logged on to transaction.
<b>ORDER NUMBER</b>	10	Unprotected. Key. Required. Specifies the order number to which a line is to be added or maintained. If left blank, the system will return an inquiry screen starting with the first order number in the database.
<b>ORDER TITLE</b>	40	Protected. The title of the order as provided from the Order table.
<b>DOCUMENT TYPE</b>	3	Protected. On an add will be populated by the document type of the Manual Agency Order.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>DOCUMENT TYPE TITLE</b>	30	Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order)
<b>LINE NUMBER</b>	5	Unprotected. Key. Required. Specifies the line number to be added, changed or inquired. If left blank on inquiry, the system will return the first line number for the order number specified.
<b>STATUS CODE</b>	3	Unprotected. Required. On an add it must be 400.
<b>STATUS CODE TITLE</b>	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
<b>STATUS CHANGE DATE</b>	8	Protected. Date the status code was last changed.
<b>AWARD DATE</b>	8	Protected. The date that the order was awarded.
<b>COMMODITY CODE</b>	11	Unprotected. Required. Reflects the commodity code for the item ordered. Must be a valid entry in the Commodity (COMM) table.
<b>COMMODITY</b>	38	Protected. First five lines of the commodity specification. Displays the text record Description for the Commodity Number or the OMOD description if one was entered.
<b>ORDER QUANTITY</b>	6.3	Unprotected. Required. Reflects the quantity of the release order.
<b>TAX AMOUNT</b>	9.2	Unprotected. Not a required entry. This is for the tax amount of the item ordered if it falls within that category.
<b>NO COST</b>	1	Unprotected. Used to indicate if commodity purchased is no cost.
<b>MOVABLE PROPERTY</b>	1	Unprotected. Used to indicate if commodity purchased is Movable Property. Valid entries are Y or N. If left blank, will default based on the movable property indicator from the COMM record and the movable property value from the BINS Table.
<b>INVENTORY ITEM NBR</b>	3	Protected. Required if document is a stock request or a stock replenishment. Indicates the inventory item number for the commodity being purchased from inventory.



<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>UNIT OF MEASURE</b>	5	Unprotected. Required. Must be a valid entry in BTAB Table UM (Unit Of Measure).
<b>UNIT OF MEASURE TITLE</b>	30	Protected. Interpretation of the unit of measure code from BTAB Table UM (Unit of Measure).
<b>UNIT PRICE</b>	7.5	Unprotected. The unit price will be placed here.
<b>EXTENDED AMOUNT</b>	9.2	Protected. Calculated by the system as 'Order Quantity' times 'Unit Price'.
<b>BRAND NAME</b>	20	Unprotected. If used, it would reflect the brand name of the item for which the order is placed.
<b>MODEL</b>	20	Unprotected. If used, it would reflect the model of the item for which the order was placed.
<b>COPY LINE</b>	1	Unprotected. Used to indicate if the line is to be copied during the Order Copy process. Valid entries are Y or N. Default is Y.
<b>PERIODIC PAY AMT</b>	9.2	Unprotected. Used to indicate the payment amount to be paid each period for the periodic payment process.
<b>DELIVERY AGENCY</b>	6	Unprotected. This is the delivery agency to which the items will be shipped.
<b>DELIVERY AGENCY TITLE</b>	35	Protected. The title of the agency as provided from the Agency table.
<b>DELIVERY SUB-item AGENCY</b>	6	Unprotected. This is the delivery agency address to which the will be shipped.
<b>DELIVERY SUB- AGENCY</b>	35	Protected. The title of the sub-agency as provided Title from the Agency Address table.
<b>USER ID LAST CHANGE</b>	8	Protected. User ID used to make the last record change.

**DATE LAST CHANGE**            8            Protected. Date of last change to this order line record.

### 6.1.2.3 AGPS Order Header Table #4 (ORD4)

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>ORDER NUMBER</b>	10	Unprotected. Key. Required. If adding a new order, the number must be 'NEXT' or 'N'. If left blank on inquiry, the system will return the first order number in the database.
<b>TITLE LINE 1</b>	40	Unprotected. Required. Should be used to describe the general nature of the order. If the document type is an LDO (Low Dollar Order), or the Confirm field is Y or R, the system generated invoice number will be created from the order title, up to a maximum of 12 characters in accounting.
<b>TITLE LINE 2</b>	40	Unprotected. Optional. May be left blank. Used when title exceeds 40 characters of title line 1 or at the discretion of the user.
<b>FILE NUMBER</b>	8	Protected. Displays only if a requisition having a State Purchasing file number is associated with the purchase order.
<b>STATUS CODE</b>	3	Unprotected. Required. If left blank on add, system will default to 400. Status code must be changed to allow further processing of the order through the system.
<b>STATUS CODE TITLE</b>	30	Protected. An interpretation of the status code from BTAB Table SO (Status Code - Order).
<b>ACCT RQD</b>	1	Unprotected. Valid entries are Y or N. Default is Y. Used to indicate whether or not an order is required to be encumbered in accounting.
<b>DOCUMENT TYPE</b>	3	Unprotected. Required. Must be valid entry from the BTAB Type Table DO (Document Type - Order).
<b>DOCUMENT TYPE TITLE</b>	30	Protected. An interpretation of the document type from BTAB Table DO (Document Type - Order).
<b>FY ROLL</b>	1	Unprotected. Required "Y/N". Defaults to "Y" on add. Indicates if the accounting distribution is to be rolled to the next FY.
<b>AGCY REQ NUMBER</b>	10	Unprotected. Optional. Any entry as appropriate for the user to identify this requirement.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>BFY</b>	2	Protected. Indicates the budget fiscal year in which the payment will be posted in the financial system.
<b>FY</b>	2	Unprotected. Required. Budget fiscal year applicable to this requirement.
<b>CONF ORDR</b>	1	Unprotected. Requires (Y) Yes, (N) No or (R) Record Receipt entry. Y or R builds the OREC, ORLN, OINV, OILN and OPAY records.
<b>PRNT FLAG</b>	1	Unprotected. Indicates if the user wants the order to print. Defaults to "Yes". If changed to "No", suppresses print of the order.
<b>VENDOR NUMBER</b>	11	Unprotected. Required if the document type is anything other than a contract release document type. If the document type is a Contract release Order, the vendor number will be populated by the vendor number of the contract for that item inferred from the OFST record.
<b>VENDOR NAME</b>	30	Protected. The interpretation of the vendor number from the VEND table.
<b>BILL TO AGY</b>	6	Unprotected. Required. The agency to which the invoice is to be sent.
<b>BILL TO SUB-AGY</b>	6	Unprotected. Required. The sub-agency number to which the invoice is to be sent.
<b>AGENCY TITLE</b>	35	Protected. The title of the bill to agency as provided from the Agency table.
<b>SHIP TO AGY</b>	6	Unprotected. The delivery agency to which the order items will be delivered.
<b>SHIP TO SUB-AGY</b>	6	Unprotected. The delivery sub-agency number to which the order items will be delivered.
<b>AGENCY TITLE</b>	35	Protected. The title of the ship to agency as provided from the Agency table.
<b>CONTACT PERSON</b>	30	Unprotected. Required. Name of contact person for the order.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>PH</b>	14	Unprotected. Required. Phone number of contact person. Includes area code, exchange, number, and extension.
<b>DATE QUOTE RECVD</b>	8	Unprotected. Required if document type is anything other than a contract release document type.
<b>COMMODITY</b>	5	Unprotected. Required. The primary class/sub-class of the order. By specifying the class/sub-class here at the header level does not limit the user to only this class/sub-class at the line level.
<b>CONTRACT</b>	10	Protected. Displays the contract number from OFST if the order document type is a contract release.
<b>DISCOUNT TERMS</b>	20	Unprotected. Optional. Clear text entry of cash discount terms agreed to by the vendor.
<b>PCT</b>	2.2	Unprotected. Optional. NOTE: If cash discount is 'NET' or 'NONE', this field must be blank or zero. If cash discount is not 'NET' or 'NONE', this field must be greater than zero.
<b>DAYS (Discount Period)</b>	3	Unprotected. Optional. NOTE: If cash discount is 'NET' or 'NONE', this field must be blank or zero. If cash discount is not 'NET' or 'NONE', this field must be populated.
<b>NET (Period)</b>	3	Unprotected. Optional. NOTE: If cash discount is 'NET' or 'NONE', this field must be blank or zero. If cash discount is not 'NET' or 'NONE', this field must be populated.
<b>DELIVERY TERMS</b>	20	Unprotected. Optional. NOTE: If the contract number is blank, this field must be populated.
<b>DAYS ARO</b>	3	Unprotected. Optional. The number of days after receipt of order that the vendor should deliver requested items. If Delivery Weeks ARO is specified, this field should be blank.
<b>WEEKS ARO</b>	3	Unprotected. Optional. The number of weeks after receipt of order that the vendor should deliver requested items. If Delivery Days ARO is specified, this field should be blank.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>PURCHASING AGENCY</b>	6	Unprotected. Required entry. The agency number of the agency performing the purchase function for the ordering agency.
<b>PURCHASING AGENCY TITLE</b>	35	Protected. The agency name as provided from Name the Agency table.
<b>REQUISITION AGENCY</b>	6	Unprotected. Required entry. The agency number of the agency performing the requisition function for the ordering agency.
<b>REQUISITION AGENCY TITLE</b>	35	Protected. The agency name as provided from Name the Agency table.
<b>ENC STAT</b>	1	Protected. Display of the order encumbrance status from the ORDR Header record.
<b>BUYER CODE</b>	3	Unprotected. Optional entry. This is the buyer within the purchasing agency that is handling the order.
<b>BUYER NAME</b>	35	Protected. The interpretation of the buyer code from the ABUY table.
<b>WHIM</b>	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval. Must be a valid approval on BAPV.
<b>T-NUMBER</b>	5	Unprotected. Optional entry. Required for processing if order document type is a multi-vendor order. Entry must be a valid entry in BTAB Table TA (T-Number). Should be the same T-Number as on the referenced contract number.
<b>T-NUMBER TITLE</b>	30	Protected. Inferred interpretation of T-Number code from BTAB Table TA.
<b>RECEIPT DATE</b>	8	Unprotected. Used to enter the receipt date for LDO and "confirming" orders. Date must be valid and equal to or less than current date.
<b>PER PAY</b>	1	Unprotected. Optional. Used to indicate if this order is subject to periodic payments.
<b>FREQUENCY</b>	1	Unprotected. Used to indicate the frequency of periodic payments

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>FREQUENCY</b> (cont'd)	1	(i.e., B - Bi-Weekly, M - Monthly). Must be a valid entry in BTAB Table FR (Payment Frequency Codes).
<b>DAY TO PAY</b>	4	Unprotected. This entry is used to indicate the payment day within the begin and end pay date range that the payment will be processed. If bi-weekly, the first two positions will be 'MO' (Monday) - 'FR' (Friday) and the last two spaces. If monthly, the first two positions will be '01' - '28' or 'LA' for the last day of the month.
<b>BEGIN AUTH</b>	8	Unprotected. Optional entry. Used to indicate the begin date for
<b>DATE (BEGIN PAY DATE)</b>		processing of periodic payments for this order. Not required for an annual periodic payment.
<b>END PAY DATE</b>	8	Unprotected. Optional entry. Used to indicate the end date for processing of periodic payments for this order. Not required for an annual periodic payment.
<b>AUTO BATCH PAY</b>	1	Unprotected. Optional entry. Used to indicate (Y/N) if the automatic batch payment process is to be used or not in the periodic payment process. If left blank, will default to 'N'.
<b>SCHED PAY DATE 1</b>	8	Protected. Display of the computed next scheduled payment date based on the Day to Pay and the BHOL (non-work day) Table.
<b>SCHED PAY DATE 2</b>	8	Protected. Was used for Semi-Monthly processing. Semi-Monthly is no longer a valid frequency.
<b>LAST PAID</b>	8	Protected. Inferred date of last payment made for periodic payment against this order.
<b>TOTAL AMOUNT</b>	9.2	Protected. Reflects the total dollar value on all lines associated with this order.
<b>TAX AMOUNT</b>	9.2	Protected. If applicable, this field represents the total amount of tax owed against this order.
<b>NO. LINES</b>	5	Protected. Displays number of order line (OLIN) records that exist for the order.

**6.1.2.4 Fast Order Entry Table (OFST)**

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>ORDER NO</b>	10	Unprotected. Key. If adding a new order, the number must be 'Next' or 'N'. Order number is required for change, delete, or inquiry of a specific order record.
<b>ORDER TITLE</b>	35	Unprotected. Required for add. Title is user entered free form text describing the order. If the document type is an LDO (Low Dollar Order), or the Confirm field is Y or R, the system generated invoice number will be created from the order title, up to a maximum of 12 characters in accounting.
<b>STATUS</b>	3	Unprotected. Optional entry. System will default to '405' on add. Must be a valid entry in BTAB Table SO (Status Code - Order).
<b>DOC TYPE</b>	3	Unprotected. Required for add. Must be valid entry in BTAB Table DO (Document Type Order).
<b>FY</b>	2	Unprotected. Required for add. Budget fiscal year applicable to this requirement.
<b>PER PAY</b>	1	Unprotected. Required for add. Used to indicate if the order is subject to periodic payment processing. Allowable entries are Y or N. If left blank, will default to N.
<b>FY ROLL</b>	1	Unprotected. Required for add. Indicates if the accounting distribution is to be rolled to the next FY. If left blank, will default to "Y".
<b>VENDOR</b>	11	Unprotected. Required for add. User will enter desired vendor number. The vendor number must be a valid and active entry in the VEND Table.
<b>VENDOR NAME</b>	30	Protected. Inferred name of the specified vendor from the VEND Table.
<b>REQ AGENCY</b>	6	Unprotected. Required on add. Must be a valid and active entry on the AGCY Table.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>PURCH AGCY</b>	6	Unprotected. Required on add. Must be a valid and active entry on the AGCY Table.
<b>BUYER</b>	3	Unprotected. Optional entry. Used to indicate the buyer responsible for the purchase action.
<b>CONTRACT</b>	10	Unprotected. Required if specified document type is for a contract release order (CRO).
<b>DISC%</b>	2.2	Unprotected. Optional entry. Used to indicate the prompt payment discount offered by the specified vendor.
<b>DAYS</b>	3	Unprotected. Optional entry. Used to indicate the number of days the offered discount will be valid after receipt of invoice.
<b>DAYS ARO</b>	3	Unprotected. Required for add. Used to indicate the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks ARO is greater than zero.
<b>WEEKS ARO</b>	3	Unprotected. Required for add. Used to indicate the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days ARO is greater than zero.
<b>T- NUMBER</b>	5	Unprotected. Optional entry. Required if order document type is multi-vendor order (BPV). Must be valid code in BTAB Table TA (T-Number).
<b>BILL-TO AGY</b>	6	Unprotected. Required on add. Must be a valid and active entry on the AGCY Table.
<b>BILL-TO SUB-AGY</b>	6	Unprotected. Required on add. Must be a valid and active entry on the AADR Table when combined with the Bill to Agency.
<b>SHIP-TO AGY</b>	6	Unprotected. Required on add. Must be a valid and active entry on the AGCY Table.
<b>SHIP-TO SUB-AGY</b>	6	Unprotected. Required on add. Must be a valid and active entry on the AADR Table when combined with the Ship to Agency.



<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>REF #</b>	10	Unprotected. Optional Entry. Used to indicate agency requisition (reference) number for this order.
<b>QUOTE DATE</b>	8	Unprotected. Date required if document type is anything other than a contract release document type. Must be valid date and format; MM/DD/YY.
<b>DATE CREATED</b>	8	Protected. Display of the ORDR creation date.
<b>PRINT</b>	1	Unprotected. Optional entry. Used to indicate if the order document is to be printed when status is set to 440/450.
<b>CONFIRM</b>	1	Unprotected. Requires (Y) Yes, (N) No or (R) Record Receipt entry. Y or R builds the OREC, ORLN, OINV, OILN and OPAY records.
<b>WHIM</b>	1	Unprotected. Used to indicate if a 'whim' approval is required. P is for a purchasing level approval and R is for a requisitioning agency level approval. Must be a valid approval on BAPV.
<b>ACCT RQD</b>	1	Unprotected. Valid entries are Y or N. Default is Y. Used to indicate whether or not an order is required to be encumbered in accounting.
<b>RECPT DT</b>	8	Unprotected. Used to enter the receipt date for LDO and "confirming" orders. Date must be valid and equal to or less than current date.
<b>ORDER AMT</b>	9.2	Unprotected. Display of ORDR total amount.
<b># ITEMS</b>	5	Protected. Maintained by the system. Used to indicate the number of order line item records that exist for this order.
<b>CONTACT</b>	30	Unprotected. Optional entry. Used to identify the point of contact for this order.
<b>PH</b>	3/3/4/4	Protected. Optional entry. Phone number of the point of contact. Area code through digit must be numeric.

<u>Field</u>	<u>Size</u>	<u>Description</u>
COMMODITY LINE:		
<b>SCROLL</b>	1	Unprotected. Optional entry. Required if scroll of order lines is desired. 'T' will result in the display of order lines with the first order line in the first line position. 'B' will result in the display of the last order line in the first line position. 'U' will result in the order lines being scrolled 'up' two lines from the last line number displayed on the screen. 'D' will result in the order lines being scrolled 'down' two lines from the first line number displayed on the screen.
<b>LINE</b>	5	Unprotected. Required for add of order line. User will enter desired order line number to be added.
<b>STAT</b>	3	Unprotected. Must be 400 on add. If left blank on add, will default to '405'.
<b>COMM (3/2/6)</b>	11	Unprotected. Required for add. Entry must be a key to a valid commodity record in the COMM Table.
<b>NO COST</b>	1	Unprotected. Used to indicate if commodity purchased is no cost.
<b>QTY</b>	6.3	Unprotected. Required for add. Entry must be numeric and greater than zero.
<b>U/M</b>	5	Unprotected. Required for add. Must be a valid entry in BTAB Table UM (Unit of Measure).
<b>PRICE</b>	7.5	Unprotected. Required for add. If KLIN is greater than spaces, leave blank and program will move KLIN unit price. If KLIN is Disc % Off Catalog, leave blank, system will compute (Catalog price – (catalog price * disc % off catalog)).
<b>AMOUNT</b>	9.2	Protected. Computed by the system (quantity * price).
<b>DAYS</b>	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of days for delivery after receipt of order by the specified vendor. Should be zero if Weeks ARO is greater than zero. Release orders, days default from contract and do not need to be entered.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>WEEKS</b>	3	Unprotected. Required for add, unless you are processing a contract release order. Used to indicate the number of weeks for delivery after receipt of order by the specified vendor. Should be zero if Days ARO is greater than zero. Release orders, weeks default from contract and do not need to be entered.
<b>CAT#/IND</b>	10/1	Unprotected. Required if KLIN is Disc % Off Catalog. The catalog item is a series of numbers used by the vendor to identify a specific catalog item. the one position indicator (A-Z) will identify a different tier pricing for the catalog item, if applicable. The user may enter the required indicator to select the correct tier pricing if relative to the purchase. If entered, catalog price must also be entered. Indicator may be left blank.
<b>CATS</b>	9.5	Unprotected. Required if KLIN is Disc % Off Catalog.
<b>DISC %</b>	3.2	Protected. Display of Discount % Off Catalog from KLIN record, if applicable.
<b>DESC1</b>	40	Unprotected. Optional entry. If left blank, will default to CSPC description for referenced commodity number. If text is entered, an OMOD will be created using entered text.
<b>SHIP-TO AGCY</b>	6	Unprotected. Optional entry. If left blank, will default to header ship to agency.
<b>SHIP-TO SUB-AGCY</b>	6	Unprotected. Optional entry. If left blank, will default to header ship to sub-agency.
<b>DESC2</b>	40	Unprotected. Optional entry. If left blank, will default to CSPC description for referenced commodity number. If text is entered, an OMOD will be created using entered text.
<b>KONT</b>	10	Unprotected. Optional entry. If left blank, will default to contract number entered in order header information.
<b>KLIN</b>	5	Unprotected. Required if contract number is greater than spaces.

<u>Field</u>	<u>Size</u>	<u>Description</u>
ACCOUNTING LINE:		
<b>SCROLL</b>	1	Unprotected. Optional entry. Required if scroll of accounting lines is desired. 'T' will result in the display of accounting lines with the first accounting line in the database for the referenced order. 'B' will result in the display of the last accounting line in the database for the referenced order. 'U' will result in the accounting lines being scrolled 'up' one line from the accounting line number displayed on the screen. 'D' will result in the accounting lines being scrolled 'down' one line from the accounting line number displayed on the screen.
<b>ACCT DIST</b>	2	Unprotected. Required for add. User will enter desired accounting line number.
<b>STATUS</b>	1	Unprotected. Required for add. If left blank on add, will default to zero (0).
<b>FR/TO</b>	5/5	Unprotected. Required for line to line accounting distribution. Indicates the 'beginning' and 'ending' order item numbers. If left blank, system will assume percentage distribution and an amount will have to be entered in the 'Amt' field.
<b>AGENCY</b>	6	Unprotected. Required. Indicates the agency number to be used as the left "paying agency" for encumbrance processing to accounting. If blank, will default requisitioning agency from the ORDR Table.
<b>AMT</b>	9.2	Unprotected. Required if percentage distribution. If From and To lines greater than spaces, leave blank and system will compute cumulative total of order line extended amounts within the From/To line range.
<b>FUND</b> (Agy. Field 1)	8	Alphanumeric. This field is required for lines without an expenditure organization. This field is not required for lines with an expenditure organization.
<b>ORG</b> (Agy. Field 2)	8	Alphanumeric. This field is required for lines associated with regular appropriations that require organizations. Leave this field blank for lines associated with all capital outlay appropriations.

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>FUNCTION</b> (Agy. Field 3)	8	Alphanumeric. This field further defines the means of financing.
<b>ACTIVITY</b> (Agy. Field 4)	8	Alphanumeric. This field is used to track specific cost expenditures.
<b>APPR UNIT</b> (Agy. Field 5)	9	Alphanumeric. This field is required for lines without an expenditure organization. Enter the applicable appropriation unit code for this line.
<b>JOB NUMBER</b> (Agy. Field 6)	8	Alphanumeric – required only for capital outlay appropriations. The project number is entered on this line.
<b>OBJECT/</b>  <b>SUB-OBJECT</b> (Agy. Field 7 and 8)	8 + 8	Alphanumeric – required (OBJ). Enter the applicable object code.
<b>BS ACCOUNT</b> (Agy. Field 9)	15	Alphanumeric – required only for balance sheet account transactions. Otherwise, leave blank.
<b>REPORT CAT</b> (Agy. Field 10)	20	Alphanumeric – optional. Enter the reporting category code applicable to this line.

#### 6.1.2.5 Order Accounting Distribution Table (OACG)

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>DATE</b>	8	Protected. Maintained by system. Current date.
<b>TIME</b>	8	Protected. Maintained by system. Current time.
<b>TERM</b>	8	Protected. Maintained by system. Terminal ID logged on to transaction.
<b>ORDER</b>  <b>NUMBER</b>	10	Unprotected. Key. Required. The order number for which the accounting record is to be added or deleted.
<b>ORDER TITLE</b>	40	Protected. The title of the order number input as provided from the

ORDR Table.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>ACCOUNT DIST by NUMBER</b>	2	Unprotected. Key. Required. A sequential number as specified by the user to indicate a line of accounting distribution.
<b>FY</b>	2	Protected. Displayed fiscal year of the entered order number.
<b>PAYING AGENCY</b>	6	Unprotected. Required. Indicates the agency number to be used as the "paying agency" for encumbrance processing to accounting. If left blank, will default requisitioning agency from the ORDR Table.
<b>PAYING AGENCY TITLE</b>	35	Protected. The title of the agency number input as provided from the AGCY Table.
<b>STATUS CODE</b>	1	Unprotected. Required. A status code of 0 is used to add a new record. When satisfied with the record it can be changed to 1 for processing to accounting. Other status codes are generally generated by the system as a result of processing. System edits prevent status code 1 on multiple records for the same accounting line for the same requisition simultaneously.
<b>STATUS CODE TITLE</b>	30	Protected. An interpretation of the status code from BTAB Table RG (Accounting Status Code).
<b>STATUS CHANGE DATE</b>	8	Protected. The date the status code was last changed.
<b>DT SENT TO ACTG</b>	8	Protected. Date this record was processed to accounting.
<b>AT (Accounting Sys)</b>	5	Protected. Maintained by the system. Identifies the accounting system (AFS) that the record was last in interface with.
<b>ACTION CODE</b>	1	Protected. The action code of the accounting record from BTAB Table AC (Action Code).
<b>ACTION CODE TITLE</b>	30	Protected. An interpretation of the action code from BTAB Table AC.
<b>AMOUNT</b>	9.2	Unprotected. System will default to total estimated amount for From/To line range.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>FROM LINE</b>	5	Unprotected. Required for line accounting distribution. User will input the beginning order line number.
<b>TO LINE</b>	5	Unprotected. Required for line accounting distribution. User will input the ending order line number.
<b>CHG ENC</b>	(s)9.2	Protected. Line amount of OCAC change displayed on the base record OACG (Change Number = '00') when a change is processed.
<b>NET ENC</b>	(s)9.2	Protected. Calculated by the system; Original Amount + Change Amount.
<b>AWARDED</b>	(s)9.2	Protected. Inferred amount approved for payment against a blanket order.
<b>FUND</b> (Agy Field 1)	8	Alphanumeric. This field is required for lines without an expenditure organization. This field is not required for lines with an expenditure organization.
<b>ORG</b> (Agy Field 2)	8	Alphanumeric. This field is required for lines associated with regular appropriations that require organizations. Leave this field blank for lines associated with all capital outlay appropriations.
<b>FUNCTION</b> (Agy Field 3)	8	Alphanumeric. This field further defines the means of financing.
<b>ACTIVITY</b> (Agy Field 4)	8	Alphanumeric. This field is used to track specific cost expenditures.
<b>APPR UNIT</b> (Agy Field 5)	9	Alphanumeric. This field is required for lines without an expenditure organization. Enter the applicable appropriation unit code for this line.
<b>JOB NUMBER</b> (Agy Field 6)	8	Alphanumeric – required only for capital outlay appropriations. The project number is entered on this line.
<b>OBJECT/ SUB-OBJECT</b> (Agy Field 7 and 8)	8 + 8	Alphanumeric – required (OBJ). Enter the applicable object code.

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>BS ACCOUNT</b> (Agy Field 9)	15	Alphanumeric – required only for balance sheet account transactions. Otherwise, leave blank.
<b>REPORT CAT</b> (Agy Field 10)	20	Alphanumeric – optional. Enter the reporting category code applicable to this line.
<b>REASON CODES 1-4</b>	4x6	Protected. Maintained by the system. If interface with accounting results in 'failed accounting process', the reason codes for failure are displayed.
<b>REASON CODE TITLE</b>	4x30	Protected. Interpreted title of the reason code from BTAB Table RE (Reason Code).
<b>USER ID LAST CHANGE</b>	8	Protected. The USERID of the person making the last change to the record.
<b>DATE LAST CHANGED</b>	8	Protected. The date the last change was made.

#### 6.1.2.6 CFMS Contract Entry Screen (KENT)

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>CONTRACT NO</b>	10	Unprotected. Key. Required. On add, user will input 'N' or 'Next' for the next system-assigned contract number. If left blank on inquiry, the system will return with the first contract in the database. If input, the system will return with the contract specified.
<b>CONT REV NO</b>	10	Protected. System assigned contract review number. Contract Review Number will be assigned after Date Approved has been updated by an authorized userid in the Office of Contractual Review.
<b>AGCY CONT NO</b>	10	Unprotected. Optional. User assigned contract number entered in accordance with agency policy.
<b>CONT TITLE DESC</b>	4x40	Unprotected. Line 1 is required. The first two lines of the title can be entered here. The third and fourth lines are from the KDES for that contract and are protected. KDES provides maintenance of the Contract Description for the contract header.



<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>BASE CONT AMT</b>	9.2	Unprotected. Required. Total contract amount as identified in the negotiated contract. Sum of the NTE Amounts that will be indicated on KOFY. Total amount cannot exceed KOFY NTE amounts. Contract cannot be activated, if sum of KOFY NTE amounts do not equal Total Contract Amount.
<b>REMAINING-FY</b>	9.2	Protected. The remaining encumbrance amount for the fiscal year on the contract as reflected from the KOFY Screen. The formula is Net Encumbered Amount + Adjustments - Payments-in-Progress - Payments - Advances + Recoupment Amount Collected.
<b>ORIG CONT AMT</b>	9.2	Protected. Initialized to base contract amount when contract is processed.
<b>NO AMENDS</b>	2	Protected. The total number of contract amendments for the contract number.
<b>CLASS/SUB</b>	3/2	Unprotected. Required. Enter class/sub-class number, automatically builds a KENL record for the contract number with the item level equal 000000 when status code is changed to 'RDY'-Ready for Further Processing.
<b>STATUS CODE</b>	3	Unprotected. Required. Reflects the status code of the contract and must be a valid entry in BTAB Screen SK (Status Code - Contract). If left blank on add, will default to 'INI'-Initialize CFMS Record.
<b>STATUS TITLE</b>	30	Protected. The interpretation of the status code from BTAB Screen SK (Status Code - Contract).
<b>NET AMEND AMT</b>	9.2	Protected. Net amendment amount as computed by the system. Reflects the amendment(s) amount after the amendment(s) has been approved.
<b>DOCUMENT TYPE</b>	3	Unprotected. Required. Must be a valid entry in BTAB Screen DK (Document Type - Contract).
<b>DOCUMENT TYPE TITLE</b>	30	Protected. The interpretation of the contract document type from the BTAB Screen DK (Document Type - Contract).

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>VENDOR/ CONTRACTOR</b>	11	Unprotected. Required. This is the code for the awarded vendor for this contract. Vendor must be valid and active vendor in the VEND database.
<b>VENDOR/CON- TRACTOR NAME</b>	30	Protected. The name of the vendor from the VEND screen.
<b>ORG TYPE</b>	2	Protected. The organization type of the vendor from the VEND Screen. Description can be found on the VEN2 screen or in BTAB Screen Type OT (Organization Type).
<b>OCR APVD</b>	1	Protected. System assigned flag. Allowed entries are 'Y' (Yes) and 'N' (No). Defaults to 'N' (No). If an Agency enters the approval date on KENT, the flag will remain at an 'N' (No). If the Office of Contractual Review enters the approval date on KENT, the flag will change to a 'Y' (Yes).
<b>CONTRACTING AGENCY</b>	6	Unprotected. Required. The number of the agency that is responsible for the maintenance of the contract. Must be a valid and active agency in the AGCY screen.
<b>AGENCY NAME</b>	30	Protected. The name of the agency from the AGCY screen.
<b>CONTRACT USER</b>	6	Unprotected. Required. This field refers to the agency/group/region to which the items will be shipped or service will be provided. Must be valid and active agency on the AGCY Screen or can also be populated with a 'GRP' series indicator to signify a group of participating agencies or an R series indicator to signify a region of participating agencies.
<b>CONTRACT USER NAME</b>	30	Protected. The agency name from the AGCY screen.
<b>CONTRACT USER SUB- AGCY</b>	6	Unprotected. Optional. This field refers to the sub-agency to which the items will be shipped or service will be provided. Must be valid and active sub-agency on the AGCY and AADR Screen. If the contract User is populated with a group or region designator, the second (sub-agency) field is blank.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>CONTRACT OFFICER</b>	3	Unprotected. Required. The contract officer that is responsible for the administration of the contract for that contracting agency. This code would be associated with the name of the person to contact about questions concerning the contract. If changed, Contract Officer must be a valid code entered on the ABUY screen. ABUY screen will keep track of contract officer's agency, phone number and printer route codes.
<b>CONTRACT OFFICER NAME</b>	30	Protected. The name of the contract officer from the ABUY screen.
<b>T-NUMBER</b>	6	Unprotected. Optional. The tracking number for the contract. Must be a valid number in the BTAB Screen Type TN (T-Number-CFMS).
<b>T-NUMBER TITLE</b>	30	Protected. The interpretation of the T-Number from BTAB Screen TN (T-Number-CFMS).
<b>LAST BATCH NUMBER</b>	6	Protected. The last batch number from KONT Screen. Maintained by the system.
<b>FY</b>	2	Unprotected. Required. Designates fiscal year to be pre-encumbered or encumbered so that the appropriate KOFY, KSCD and KACG records will be processed. Fiscal year must be in the range of the contract begin and end date fiscal years.
<b>HOLD PYMNT</b>	1	Unprotected. Optional. Default to 'N'. Valid entries are 'H' (yes) or 'N' (no). If 'H', hold payments for this record, payment information is being changed by an authorized user.
<b>BUILDING ID</b>	10	Unprotected. Optional. The Building ID associated with the contract.
<b>FY ROLLOVER</b>	1	Unprotected. Required. Used to indicate if the contract is subject to a rollover of the encumbrance. Allowed entries 'Yes' or 'No'. Default to 'No'. 'Yes' indicates that rollover will occur automatically. 'No' indicates that the contract will not be allowed to rollover balances.
<b>ACCOUNTING REQUIRED</b>	1	Unprotected. Allowed entries are 'Y' (yes), 'N' (no) or 'X' (non-payable). Default is 'Yes'. Used to indicate whether or not a contract is required to report information to accounting.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>CONTINUING APPROPRIATION</b>	1	Unprotected. Optional. Used to indicate if the contract is subject to a continuing appropriation. Allowed entries 'Y' (yes), 'N' (no). Defaults to 'N'.
<b>DATE STATUS CHANGED</b>	8	Protected. Reflects the date that the status code was last changed.
<b>DELEG AUTHORITY</b>	1	Protected. If the base contract amount is less than the delegated authority limit on the BIN2 screen and the Contract Review Delegated Authority flag on the AGCY screen is a 'Y', then populate this flag with a 'Y'. If not, the flag will be an 'N'. Default to an 'N'. This field is displayed for use as quick reference tool, 'Y' indicates that the contract is within the agency's delegated authority.
<b>DATE ENTERED</b>	8	Protected. Default to current date on ADD.
<b>CONTRACT LINES</b>	5	Protected. The number of commodity lines on KENL that are attached to this contract.
<b>PRIOR NUMBER</b>	10	Unprotected. Optional. This prior contract number will be used for the entry of the prior contract number.
<b>ORIGINAL (Begin and End Dates)</b>	2x8	Unprotected. Required on ADD. The dates that the contract is scheduled to begin (Begin and End Dates) and expire. Ending date must be greater than or equal to the original Begin Contract Date.
<b>AGCY RCVD</b>	8	Unprotected. Optional. The date the contract was received by the agency's contract review office.
<b>OCR RCVD</b>	8	Unprotected. Required when Office of Contractual Review will evaluate the contract. The date the contract was received by the contract review office. This field can be maintained by authorized user(s) in the Office of Contractual Review.
<b>APRVD</b>	8	Unprotected. If the contract is for Office of Contractual Review Approval, the date approved will be assigned by the Office of Contractual Review after it has been reviewed and approved. If the contract is within the agency's contract review delegated authority, then the contracting agency must assign the Date Approved.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>APRVD</b> (cont'd)	8	NOTE: The date approved must be entered before payments can be made. If OCR approval is required, when the approval date is entered by the Office of Contractual Review, the Contract Review Number will be generated and entered on the KONT record and displayed as Contract Review Number.
<b>REVISED</b>  <b>(Begin and End Dates)</b>	2x8	Unprotected. Optional. The revised date that the contract actually is to begin. Must be less than the original end date if the revised contract end date is space, otherwise revised begin contract date must be less than the revised contract end date. The revised date that the contract will actually terminate. Must be greater than or equal to the original begin contract date, if the revised begin contract date is space: otherwise must be greater than or equal to the revised begin contract date.
<b>BUDGET</b>	8	Unprotected. Optional. The date the Office of Contractual Review receives the approval from the budget office. This field can be maintained by authorized users in the Office of Contractual Review.
<b>LEGAL</b>	8	Unprotected. Optional. The date the Office of Contractual Review receives approval from the legal office. This field can be maintained by authorized users in the Office of Contractual Review.
<b>RFP</b>	8	Unprotected. Optional. The date the Request For Proposal will expire for the contract. This cannot exceed three years from the beginning date of the contract. If the total contract amount is over the agencies contract review dollar limit, this field can be maintained by authorized user(s) in the Office of Contractual Review.
<b>CODE</b>	1	Unprotected. Optional. Must be a valid entry in the BTAB Screen RC (Rating Code). Default to 'N' - Not Applicable.
<b>RECEIVED REPORT</b>	8	Unprotected. Optional. The date the performance evaluation report was received by the Office of Contractual Review. Field can be maintained by authorized users in the Office of Contractual Review.
<b>NOTICE ISSUED</b>	8	Unprotected. Optional. The date the notice was issued. The notice states that the performance evaluation for the expired contract has not been received by the Office of Contractual Review.

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>PRINTED REPORT</b>	8	Protected. The date the report was printed. The late performance evaluation report indicates contracts that have been issued a notice and the performance evaluation has not been received.

#### 6.1.2.7 CFMS Contract Accounting Distribution Screen (KACG)

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>CONTRACT the NUMBER</b>	10	Unprotected. Key. Required. The contract number for which the accounting record is to be added, changed, or deleted.
<b>CONTRACT from TITLE</b>	40	Protected. The title of the contract number input as provided from the KONT Screen.
<b>FISCAL YEAR</b>	4	Unprotected. Key. Required. Reflects fiscal year of the entered contract number for the accounting distribution. Format is CCYY.
<b>ACCOUNT DISTRIBUTION NUMBER</b>	2	Unprotected. Key. Required. A sequential number as specified by the user to indicate a line of accounting distribution. If left blank on inquiry, the system will display the first accounting distribution record in the database for the contract number.
<b>CHANGE NUMBER</b>	2	Unprotected. Key. Required if changing pre-encumbrances. The contract change number as specified by the user to indicate the contract change for which this line of accounting distribution is being processed. This change number will be the change number for the increase or decreases in pre-encumbrances. Cannot be used after encumbrance has occurred. If left blank on inquiry, the system will display the first change number record in the database for the contract number and account distribution listed.
<b>PAYING AGENCY</b>	6	Unprotected. Required. Default to Contracting Agency identified on the KONT header record on ADD. If changed, must be a valid, active agency number in the AGCY Screen.
<b>PAYING</b>	30	Protected. The title for the entered Paying Agency from the AGCY

**AGENCY TITLE** Screen.

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>PRE ENC STAT CODE</b>	1	Unprotected. Required if an accounting distribution is to be pre-encumbered. A status code of <b>0</b> is used to add a new record. When satisfied with the record, it can be changed to <b>1</b> for ready to process to accounting. Other status codes are generally generated by the system as a result of processing. System edits prevent status code <b>1</b> on multiple records for the same accounting line for the same contract simultaneously.
<b>PRE ENC STATUS TITLE</b>	30	Protected. An interpretation of the status code from BTAB Screen RG (Accounting Status Code).
<b>PRE ENC CHG DATE</b>	8	Protected. The date the pre-encumbrance status code was last changed.
<b>ENC STAT CODE</b>	1	Unprotected. Required on add of encumbrance. The pre-encumbrance status code must equal '0' or '3'(passed accounting). A status code of <b>0</b> is used to add a new record. When satisfied with the record it can be changed to <b>1</b> for ready to process to accounting. Other status codes are generally generated by the system as a result of processing.
<b>ENC STATUS TITLE</b>	30	Protected. An interpretation of the status code from BTAB Screen RG (Accounting Status Code).
<b>ENC CHG DATE</b>	8	Protected. The date the encumbrance status code was last changed.
<b>ACTION CODE</b>	1	Unprotected. Required. Must be a valid code in BTAB Screen AC (Action Code). Valid codes are 'C' create, 'I' increase or 'R' reduce.
<b>DATE SENT TO ACCOUNTING</b>	8	Protected. Date this record was processed to accounting.
<b>AT (Accounting Sys)</b>	5	Protected. Maintained by the system. Identifies the accounting system (AFS) that the record was last in interface with.
<b>LAST BATCH NO</b>	6	Protected. Assigned, sequential batch number from the BINS Screen. Maintained by the system.

## CHAPTER 6

**P-ENC/ENC AMT** 9.2 Unprotected. Required. Indicates either pre-encumbrance or encumbrance account distribution amount. Also indicates an increased amount or reduction amount depending upon the action code used.

<u>Field</u>	<u>Size</u>	<u>Description</u>
<b>PRE ENC CHG AMT</b>	9.2	Protected. Indicates the sum of all KACG pre-encumbrance changes displayed on the base record KACG (Change Number = '00') when a change is processed.
<b>ENC CHG AMT</b>	9.2	Protected. Indicates the sum of all KCAC encumbrance changes displayed on the base record KACG (Change Number = '00') when a change is processed.
<b>NET AMT</b>	9.2	Protected. Calculated by the system; Original Pre-Encumbrance + Change Pre-Encumbrance, or Original Encumbrance + Change Encumbrance depending on whether the record has been pre-encumbered or encumbered.
<b>ADJUSTED AMT</b>	9.2	Protected. The amount that was adjusted when an 'ADJ' change type has encumbered successfully in accounting.
<b>PAYMENTS IN PROGRESS AMT</b>	9.2	Protected. Indicates the sum of contract payments waiting processing (PYB) to accounting for the accounting distribution.
<b>PAYMENT AMT</b>	9.2	Protected. Indicates the sum of contract payments, which have been approved and processed to accounting for the accounting distribution.
<b>FUND</b> (Agy Field 1)	8	Alphanumeric. This field is required for lines without an expenditure organization. This field is not required for lines with an expenditure organization.
<b>ORG</b> (Agy Field 2)	8	Alphanumeric. This field is required for lines associated with regular appropriations that require organizations. Leave this field blank for lines associated with all capital outlay appropriations.
<b>FUNCTION</b> (Agy Field 3)	8	Alphanumeric. This field further defines the means of financing.
<b>ACTIVITY</b> (Agy Field 4)	8	Alphanumeric. This field is used to track specific cost expenditures.
<b>APPR UNIT</b>	9	Alphanumeric. This field is required for lines without an expenditure



## CHAPTER 6

(Agy Field 5) organization. Enter the applicable appropriation unit code for this line.

<b><u>Field</u></b>	<b><u>Size</u></b>	<b><u>Description</u></b>
<b>JOB NUMBER</b> (Agy Field 6)	8	Alphanumeric – required only for capital outlay appropriations. The project number is entered on this line.
<b>OBJECT/ SUB-OBJECT</b> (Agy Field 7 and 8)	8 + 8	Alphanumeric – required (OBJ). Enter the applicable object code.
<b>BS ACCOUNT</b> (Agy Field 9)	15	Alphanumeric – required only for balance sheet account transactions. Otherwise, leave blank.
<b>REPORT CAT</b> (Agy Field 10)	20	Alphanumeric – optional. Enter the reporting category code applicable to this line.
<b>REASON CODES 1-4</b>	4x6	Protected. Maintained by the system. If interface with accounting results in ‘failed accounting process’, the reason codes for failure are displayed.
<b>REASON CODE TITLE</b>	4x30	Protected. Interpreted title of the reason code from BTAB Screen RE (Reason Code).

## 6.2 Encumbrance Overview

This section details policy and definitions related to the encumbrance process in ISIS.

### 6.2.1 Background of Encumbrances

Encumbrances are obligations for which the State is committed, but for which goods and/or services have not yet been received or rendered and accepted. Encumbrance documents (purchase orders/POs) are used to reserve a portion of an agency’s budget for a particular purpose; for example, utility and rental payments. They are reductions in the amount available for spending when budgetary controls are being used. Pre-encumbrances are requests for procurement and represent the intent to incur an obligation. Pre-encumbrances do not represent legal obligations of government, they are tools which agencies may use for budgeting purposes.

Direct payments and budget related encumbrances are encumbered using the Advantage Financial System (AFS). All commodity-based purchases are encumbered using the Advanced Governmental

## CHAPTER 6

Purchasing System (AGPS) and all contracts are encumbered using the Contract Financial Management System (CFMS). Pre-encumbrances are also processed in AGPS and CFMS. CFMS

is a sub-system in AGPS. To maintain integrity between AGPS, CFMS and AFS, a flag is set on the open item tables to reflect the system that initiated the document. Setting this flag guarantees the proper accounting trail is followed for the encumbrance document and that duplicate processing does not occur. For POs initiated in CFMS, the flag is “K”, for POs initiated in AGPS, the flag is “P” and AFS initiated POs do not have a flag.

All commodity based purchases and contracts that require the encumbrance of AGPS purchase orders and CFMS contracts should be entered into AGPS/CFMS and encumbered on or before June 30, every year to close out that fiscal year. New encumbrances cannot be created in the 13<sup>th</sup> period (July 1 through August 14), also referred to as the 45 day close, for the prior year. Existing encumbrances can only be reduced or canceled during the 45 day close. Although AFS will allow the entry and encumbrance of an AFS PO and an increase to an existing AFS PO, during the 45 day close, it is in violation of Division of Administration policy for agencies to encumber prior year transactions or increase existing prior year encumbrances after June 30 in ISIS.

The Office of State Purchasing (OSP) and the Office of Statewide Reporting and Accounting Policy (OSRAP) are aware that there are instances when last minute emergency purchases make it impossible to meet the June 30 deadline. For these instances, during the 45 day close only, an adjustment will be made to the dollar limit of the AGPS LDO transaction to allow agencies to pay for commodity-based purchases that were not encumbered by 6/30 and are \$10,000 or less. Commodity based purchases below \$500.00 will be paid through AGPS using an LDO document type during the 45 day period as usual. The use of the raised limit is intended for prior year purchases only and it will be monitored by OSRAP and set back on August 15. Any violations will be reported to OSP and the Office of the Legislative Auditor. Agencies should follow the procurement code as outlined in R. S. 39 Chapter 17 and failure to do so will result in the transaction being null and void.

### 6.2.2 Rollover of Encumbrances

The purpose of the rollover of encumbrances process is to zero out remaining encumbrance balances at the end of the old fiscal year and to establish new encumbrance balances in the new fiscal year. During this process, POs are closed out in the prior year and re-established in the new year. AFS allows for the rollover of encumbrances, which originate in AFS. Encumbrances that originate in AGPS/CFMS will be rolled over from AGPS/CFMS and recorded in AFS. Encumbrances associated with continuing appropriations, such as capital outlay, are exempt from the rollover and close-out process.

The rollover of encumbrances takes place as a part of the 13th period close process. Pre-encumbrances should be manually cancelled by agencies before the rollover of encumbrance process. If not, they will remain in the system for the fiscal year that is ending. OSRAP issues a

## CHAPTER 6

memorandum annually, detailing the procedures relating to the rollover of encumbrances. You may refer to the OSRAP home page on the Internet to access this document at <http://www.state.la.us/OSRAP/INDEX.HTM> and click on OSRAP Memos.

The rollover process selects open POs from the Open Purchase Order Header Inquiry table (OPOH) to be closed out in the prior year and established in the new year. POs must meet the following criteria to be included in the AFS rollover process:

- Established in AFS,
- Balance greater than zero,
- Budget fiscal year is equal to the prior fiscal year, and
- Not associated with a continuing appropriation.

POs must meet the following criteria to be included in the AGPS/CFMS rollover process:

- Rollover Flag = Y,
- Encumbrance Status = E (Orders must have a status > 436, but not closed and accounting required),
- The open encumbrance in AFS is greater than \$0 and matches the open encumbrance in AGPS/CFMS,
- Vendor is active (at status 1),
- Encumbrance is not against a continuing appropriation,
- CFMS Contract has not expired by 8/15 of the new fiscal year,
- AGPS document did not roll in prior year rollover , and
- AGPS Status Code not equal 437, 490, 493, 495, 496, 497, 498, 499

AFS and AGPS encumbrances are rolled over for one year only. If an encumbrance was previously rolled over it will not roll again. CFMS encumbrances will continue to roll for as long as they meet the contract document rollover criteria. It is important to verify that no structure changes have occurred in AFS that will cause the liquidation of the prior year or establishment of the current year encumbrance to fail. Agencies should also ensure that all grant end dates in the Federal Aid System, which have encumbrance documents tied to those grants, do not end prior to the beginning of the rollover process as this will cause the liquidation to reject. AGPS/CFMS encumbrances tied to a vendor code whose status is not a 1 will be closed and the encumbrance will not be rolled over into the new fiscal year.

### 6.3 ISIS Overview

This section details the overview and policies for encumbrance accounting in AGPS, CFMS, and AFS.

#### 6.3.1 AGPS Overview/Policies

AGPS is the sole source of all commodity-based purchases (except for those items specifically excluded by the Division of Administration) and pre-encumbrances. When AGPS interfaces with AFS, the documents are edited. Prior to acceptance in AFS, these edits include verification of available budget and reference to valid Chart of Accounts data elements. Additionally, the accepted documents update applicable budgetary and open items tables.

When a user inputs a document in AGPS, all validations are performed in real time. Therefore, users know immediately if they do not have sufficient budget to cover the encumbrance. The tables used in AGPS to maintain encumbrances are ORD4, OLI4, OFST and OACG(See EXHIBITS 6-3, 6-4 and 6-5). The table used to initiate a pre-encumbrance is RQS4 (see EXHIBIT 6-14) and the user need only change the requisition status code.

The following policies will apply when encumbering documents in AGPS:

- Payments to vendors should be charged against the budget reservation encumbrance document to liquidate outstanding encumbrance balances.
- Budget reservation transactions should be entered for current fiscal year activity only. The only exception to this would be if the transaction was a continuing appropriation.

#### 6.3.2 CFMS Overview/Policies

CFMS is designed to allow the user to create all accounting transactions required for the encumbrance of contracts by use of the KENT, KACG and KOFY screens. See Exhibits 6-6 and 6-7. The following policies will apply to encumbering contracts:

- CFMS encumbrances will continue to roll for as long as they meet the contract document rollover criteria. If they are tied to a vendor code whose status is not a 1, they will be closed and the encumbrance will not be rolled over into the new fiscal year.
- If the contract is for next fiscal year, the encumbrance will be held by the system until the next fiscal year's accounting period is open.

### 6.3.3 AFS Overview/Policies

AFS encumbrance documents are called POs. See Exhibit 6-1. A series of tables are updated by PO documents. These tables should be used to review the status of specified POs and related account information. All of these tables are system maintained and they are:

- Open PO by Document Number Inquiry (OPOD) See Exhibit 6-8
- Open Purchase Order Header Inquiry (OPOH) See Exhibit 6-9
- Open Purchase Order Line Inquiry (OPOL) See Exhibit 6-10
- PO by Account Distribution Inquiry (POAC) See Exhibit 6-11
- Appropriation Inquiry (Extended) (EAP2) See Exhibit 6-12
- Expense Budget Inquiry (EEX2) See Exhibit 6-13

The following policies will apply when processing PO documents:

- Agencies should enter budget reservation transactions in AFS using the PO document.
- Payments to vendors should be charged against the budget reservation encumbrance document to liquidate outstanding encumbrance balances.
- Budget reservation transactions should be entered for current fiscal year activity only. Except for continuing appropriations, all budget reservation transactions should be closed out at fiscal year-end if they are not subject to carry forward provisions.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 600
<b>Procedure Name:</b> Creating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to create a new encumbrance in AFS. This procedure cannot be used until specific data has been entered into AFS. The two types of data AFS needs before an encumbrance can be processed are: Chart of Accounts data that defines the agency, organization, object, and appropriation, and Vendor Data. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for the PO document can be found in section 6.1.2.1. of this chapter.**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the Document Suspense
  - A. Types **AN@**in the ACTION field.
  - B. Types **ASUSF@**in the SCREEN field.
  - C. Presses <ENTER>. You will be at the designated table.
  
2. Creates a new PO.
  - A. Types **ANew@**in the FUNCTION field.
  - B. Presses <TAB> to the DOCUMENT area.
  - C. Types the following information in the corresponding fields under DOCUMENT.
    - 1) Type **APo@**in the TYPE field. (Tab over)
    - 2) Type agency number in the AGCY field.
    - 3) Type **“PO#”** in the NUMBER field. The number sign or pound sign will automatically assign the next document number for your agency to this PO document.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 600
<b>Procedure Name:</b> Creating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**Responsibility**

**Action**

Authorized Agency User

3. Presses <ENTER>. The screen displays a new PO Document with information entered in the DOCUMENT fields.
  
4. Enters values in the corresponding required fields of the document header:
  - A. ACCTG PRD      This field will not appear on the document unless it is coded by the user.
  
  - B. BUDGET FY
  
  - C. VENDOR
  
  - D. DOCUMENT TOTAL
  
5. Enters the required values in the corresponding fields of the document detail lines:
  - A. LINE NUMBER
  
  - B. AGENCY
  
  - C. ORGANIZATION
  
  - D. OBJECT/SUB-OBJECT
  
  - E. REPORTING CATEGORY    If applicable.
  
  - F. AMOUNT
  
6. Edits the document
  - A. Press <HOME> to move to the FUNCTION field.
  
  - B. Types **ÆEDIT DOC@**in the FUNCTION field.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 600
<b>Procedure Name:</b> Creating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

<b>Responsibility</b>	<b>Action</b>
-----------------------	---------------

Authorized Agency User

C. Presses <ENTER>.

**NOTE: If the document contains errors, a status of “REJCT” would be displayed in the *STATUS* field, and the data must be corrected. Error messages appear at the bottom of the screen along with the message **ADOCUMENT ERRORS DETECTED@** Once the errors have been corrected, the document can be re-edited. Types **AEDIT DOC@** in the **FUNCTION** field and presses <ENTER>.**

- 1) The screen will display the STATUS of “PEND1” in the document header.
- 2) The PO DATE field shows the current date. This is a system-computed field. The PO DATE will appear automatically.
- 3) The ACTION field shows “E” for original entry.
- 4) The NAME field is completed with the correct vendor name based on the vendor code that was input.
- 5) The FUND field is inferred.
- 6) The APPR UNIT field is inferred.
- 7) The RPTG field is inferred if applicable.
- 8) **AREADY FOR APPROVAL 1"** (agency approval), message appears at the bottom of the screen.

7. Types **AEND@** in the **FUNCTION** field to exit the **PO** document.



# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 600
<b>Procedure Name:</b> Creating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility

## Action

Authorized Agency User

**NOTE: You must exit the document so that another authorized person can approve the document. The system will not allow the same person to enter and approve the same document.**

8. Presses <ENTER>. The screen displays SUSF. The SUSF screen shows the **PO** document with the **APEND1**" status.

Authorized Agency Approver

9. Retrieves the **PO** document from **SUSF**.
  - A. Types **AS@** in the ACTION field.
  - B. Presses <TAB> until Line 01 or the line where the document number appears is reached.
  - C. Presses <ENTER>. **PO** document is displayed.
10. Reviews the Document for accuracy.
11. Types **APPROVE DOC@** in the FUNCTION field.
12. Presses <ENTER>. An approval message is displayed stating that the approval has been applied.
13. Types **AEND@** in the FUNCTION field.
14. Types **ARUN DOC@** in the FUNCTION field. "Running the **PO** document causes the information to be posted to the appropriate tables.
15. Presses <ENTER>. The **PO** document now shows a STATUS of **ACCEPTED** in the document header. **See Exhibit 6-1.** Document will show an accepted status on SUSF.
16. Types "**END**" in the Function field and presses <ENTER> to exit the document. You will be returned to the SUSF table.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 601
<b>Procedure Name:</b> Creating a Pre-encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to create a requisition pre-encumbrance in AGPS and is accomplished by the use of the RQS4, RLI2 and RACG screens. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the AGPS User Guide at: [http://www.doa.state.la.us/osis/Publicat/u\\_guides/agps/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/agps/index.htm).**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the RQS4 Screen in AGPS.
  - A. Types **“RQS4”** in the FUNCTION field of the AGPS/CFMS Main Menu.
  - B. Presses <ENTER>. You will be at the designated table.
  
2. Enters the Requisition Number.
  - A. Types **“I”** for Inquire in the Function field.
  - B. Moves the TAB key to the Requisition Number field.
  - C. Types the Requisition Number.
  - D. Presses <ENTER>. The requested requisition number should be displayed.
  
3. Changes the Status Code to create the Pre-encumbrance.
  - A. Types **“C”** for Change in the Function field and moves the TAB key to the Status field.
  - B. Types **“135”** for Pre-Encumber Prior to Approval(s) or Types **“150”** for Pre-Encumber After Approval(s).
  - C. Presses <ENTER>. **See Exhibit 6-14**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 601
<b>Procedure Name:</b> Creating a Pre-encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency  
User

**NOTE: If the information contains errors, AGPS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, AGPS will display "UPDATE SUCCESSFUL".**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 602
<b>Procedure Name:</b> Creating a Pre-encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to create a contract pre-encumbrance in CFMS and is accomplished by the use of the KENT, KOFY and KACG screens. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the CFMS User Guide at : [http://www.doa.state.la.us/osis/Publicat/u\\_guides/cfms/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/cfms/index.htm).**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the KENT Screen in CFMS.
  - A. Types “**KENT**” in the FUNCTION field of the AGPS/CFMS Main Menu.
  - B. Presses <ENTER>. You will be at the designated table.
2. Enters the Contract Number.
  - A. Types “**I**” for Inquire in the Function field.
  - B. Moves the TAB key to the Contract Number field.
  - C. Types the Contract Number.
  - D. Presses <ENTER>. The requested contract number should be displayed.
3. Changes the Status Code to create the Pre-encumbrance.
  - A. Types “**C**” for Change in the Function field and moves the TAB key to the Status field.
  - B. Types “**PEO**” for Pre-Encumber After Approval(s).
  - C. Presses <ENTER>. **See Exhibits 6-6 and 6-7**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 602
<b>Procedure Name:</b> Creating a Pre-encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency  
User

**NOTE: If the information contains errors, CFMS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, CFMS will display "UPDATE SUCCESSFUL".**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 603
<b>Procedure Name:</b> Creating an Encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to create an encumbrance in AGPS and is accomplished by the use of the ORD4, OLI4, OFST and OACG screens. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the AGPS User Guide at: [http://www.doa.state.la.us/osis/Publicat/u\\_guides/agps/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/agps/index.htm).**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the ORD4 or OFST Screen in AGPS.
  - A. Types “**ORD4**” or “**OFST**” in the FUNCTION field of the AGPS/CFMS Main Menu.
  - B. Presses <ENTER>. You will be at the designated table.
2. Enters the Order Number.
  - A. Types “**I**” for Inquire in the Function field.
  - B. Moves the TAB key to the Order Number field.
  - C. Types the Order Number.
  - D. Presses <ENTER>. The requested order number should be displayed.
3. Changes the Status Code to create the encumbrance.
  - A. Types “**C**” for Change in the Function field and moves the TAB key to the Status field.
  - B. Types “**435**” for Encumbrance After Approval(s).
  - C. Presses <ENTER>. **See Exhibits 6-3 and 6-4**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 603
<b>Procedure Name:</b> Creating an Encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency  
User

**NOTE: If the information contains errors, AGPS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, AGPS will display "UPDATE SUCCESSFUL".**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 604
<b>Procedure Name:</b> Creating an Encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to create an encumbrance in CFMS and is accomplished by the use of the KENT, KOFY and KACG screens. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the CFMS User Guide at: [http://www.doa.state.la.us/osis/Publicat/u\\_guides/cfms/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/cfms/index.htm).**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the KENT Screen in CFMS.
  - A. Types “**KENT**” in the FUNCTION field of the AGPS/CFMS Main Menu.
  - B. Presses <ENTER>. You will be at the designated table.
  
2. Enters the Contract Number.
  - A. Types “**I**” for Inquire in the Function field.
  - B. Moves the TAB key to the Contract Number field.
  - C. Types the Contract Number.
  - D. Presses <ENTER>. The requested contract number should be displayed.
  
3. Changes the Status Code to create the encumbrance.
  - A. Types “**C**” for Change in the Function field and moves the TAB key to the Status field.
  - B. Types “**ENO**” for Encumber After Approval(s).
  - C. Presses <ENTER>. **See Exhibits 6-6 and 6-7**



# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 604
<b>Procedure Name:</b> Creating an Encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency  
User

**NOTE: If the information contains errors, CFMS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, CFMS will display "UPDATE SUCCESSFUL".**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 605
<b>Procedure Name:</b> Liquidating an Encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to liquidate an encumbrance in AGPS and is accomplished by the use of the ORD4 or OFST screens. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the AGPS User Guide at [http://www.doa.state.la.us/osis/Publicat/u\\_guides/agps/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/agps/index.htm).**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the ORD4 or OFST Screen in AGPS.
  - A. Types **“ORD4”** or **“OFST”** in the FUNCTION field of the AGPS/CFMS Main Menu.
  - B. Presses <ENTER>. You will be at the designated table.
  
2. Enters the Order Number.
  - A. Types **“I”** for Inquire in the Function field.
  - B. Moves the TAB key to the Order Number field.
  - C. Types the Order Number.
  - D. Presses <ENTER>. The requested order number should be displayed.
  
3. Changes the Status Code to liquidate the encumbrance.
  - A. Types **“C”** for Change in the Function field and moves the TAB key to the Status field.
  - B. Types **“497”** for Cancel Encumbrance After Approval(s) but before order is Printed.
  - C. Presses <ENTER>. **See Exhibits 6-3 and 6-4**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 605
<b>Procedure Name:</b> Liquidating an Encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency  
User

**NOTE: If the information contains errors, AGPS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, AGPS will display "UPDATE SUCCESSFUL". Also, you can cancel the encumbrance by processing a change order.**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 606
<b>Procedure Name:</b> Liquidating a Pre-encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to liquidate a requisition pre-encumbrance in AGPS and is accomplished by the use of the RQS4 screen. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the AGPS User Guide at [http://www.doa.state.la.us/osis/Publicat/u\\_guides/agps/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/agps/index.htm).**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the RQS4 Screen in AGPS.
  - A. Types **“RQS4”** in the FUNCTION field of the AGPS/CFMS Main Menu.
  - B. Presses <ENTER>. You will be at the designated table.
  
2. Enters the Requisition Number.
  - A. Types **“I”** for Inquire in the Function field.
  - B. Moves the TAB key to the Requisition Number field.
  - C. Types the Requisition Number.
  - D. Presses <ENTER>. The requested requisition number should be displayed.
  
3. Changes the Status Code to liquidate the Pre-encumbrance.
  - A. Types **“C”** for Change in the Function field and moves the TAB key to the Status field.
  - B. Types **“197”** to Cancel Pre-Encumbrance.
  - C. Presses <ENTER>. **See Exhibit 6-14**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 606
<b>Procedure Name:</b> Liquidating a Pre-encumbrance in AGPS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency  
User

**NOTE: If the information contains errors, AGPS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, AGPS will display "UPDATE SUCCESSFUL".**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 607
<b>Procedure Name:</b> Liquidating a Pre-encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to liquidate a contract pre-encumbrance in CFMS and is accomplished by the use of the KENT screen. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the CFMS User Guide at [http://www.doa.state.la.us/osis/Publicat/u\\_guides/cfms/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/cfms/index.htm).**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the KENT Screen in CFMS.
  - A. Types “**KENT**” in the FUNCTION field of the AGPS/CFMS Main Menu.
  - B. Presses <ENTER>. You will be at the designated table.
2. Enters the Contract Number.
  - A. Types “**I**” for Inquire in the Function field.
  - B. Moves the TAB key to the Contract Number field.
  - C. Types the Contract Number.
  - D. Presses <ENTER>. The requested contract number should be displayed.
3. Changes the Status Code to liquidate the Pre-encumbrance.
  - A. Types “**C**” for Change in the Function field and moves the TAB key to the Status field.
  - B. Types “**CPE**” for Cancel Pre-Encumber.
  - C. Presses <ENTER>. **See Exhibit 6-6**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 607
<b>Procedure Name:</b> Liquidating a Pre-encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency

User

**NOTE: If the information contains errors, CFMS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, CFMS will display "UPDATE SUCCESSFUL".**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 608
<b>Procedure Name:</b> Liquidating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to liquidate an encumbrance in AFS using a P1 document. An encumbrance must have been previously established with all the correct Chart of Account data including organization, fund and agency information before a P1 can be processed to liquidate an encumbrance. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for the P1 and other payment vouchers can be found in Chapter 7 of the OSRAP Policies and Procedures Manual.**

**Responsibility**

**Action**

Authorized Agency User

1. Accesses the Document Suspense.
  - A. Types “N” in the ACTION field.
  - B. Types “SUSF” in the SCREEN field.
  - C. Presses <ENTER>. You will be at the designated table.
  
2. Creates a new P1.
  - A. Types “NEW” in the FUNCTION field.
  - B. Presses <TAB> to the DOCUMENT area.
  - C. Types the following information in the corresponding fields under DOCUMENT.
    - 1) Type “P1” in the TYPE field. (Tab over)
    - 2) Type agency number in the AGCY field.
    - 3) Type “P1#” in the NUMBER field. The number sign or pound sign will automatically assign the next document number for your agency to this P1 document for your agency.



# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 608
<b>Procedure Name:</b> Liquidating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**Responsibility**

**Action**

Authorized Agency User

3. Presses <ENTER>. The screen displays a new **P1** Document with information entered in the DOCUMENT fields.
  
4. Enters values in the corresponding required fields of the document header:
  - A. ACCT PD
  - B. BFY
  - C. SINGLE CHECK
  - D. SCHED PAY DATE
  - E. VENDOR
  - F. ACT DEL DATE
  - G. DOC TOTAL
  
5. Enters the required values in the corresponding fields of the document detail lines:
  - A. LN NO
  - B. REFERENCE CD/NUMBER/LN – If applicable.
  - C. VENDOR INVOICE – Enter the invoice number.
  - D. FUND
  - E. AGCY
  - F. ORG

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 608
<b>Procedure Name:</b> Liquidating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**Responsibility**

**Action**

Authorized Agency  
User

- G. APPR UNIT
- H. OBJ/SUB
- I. RSRC/SUB
- J. JOB/PROJ
- K. RCAT
- L. BACC
- M. DT – Discount Type
- N. DESCRIPTION – Enter the account number or any comments.
- O. AMOUNT
- P. I/D – If this is a modification.

6. Repeats Step 5 as needed.

7. Edits the document.

- A. Press <HOME>
- B. Types “**EDIT DOC**”
- C. Presses <ENTER>.

**NOTE: Should the document contain errors, the data must be corrected, at this point. Error messages appear at the bottom of the screen along with the message**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 608
<b>Procedure Name:</b> Liquidating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**Responsibility**

**Action**

Authorized Agency User

**“DOCUMENT ERRORS DETECTED”. After the errors have been corrected, the document can be re-edited.**

- 1) The screen will display the STATUS of “PEND1” in the document header.
- 2) The DATE field shows the current date. This field is inferred the system.
- 3) **“READY FOR APPROVAL”** (agency approval) message appears at the bottom of the screen, in addition to any warning messages.

8. Types **“END”** in the FUNCTION field to exit the P1 document.

**NOTE: You must exit the document so that another authorized person can approve the document. The system will not allow the same person to enter and approve the same document.**

9. Presses <ENTER>. The screen displays the SUSF table. SUSF shows the P1 document with the **“PEND1”** status.

Authorized Agency Approver

10. Retrieves the **P1** document from SUSF.

- A. Types **“S”** in the ACTION field.
- B. Presses <TAB> to go to the line where the document number appears.
- C. Presses <ENTER>. **P1** document is displayed.

11. Reviews the document for accuracy and verifies the invoice number and total.

12. Types **“APPROVE DOC”** in the FUNCTION field.

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 608
<b>Procedure Name:</b> Liquidating an Encumbrance in AFS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**Responsibility**

**Action**

Authorized Agency Approver

13. Presses <ENTER>. The P1 now shows a STATUS of SCHEDULED.
14. Types “**RUN DOC**” in the FUNCTION field. Presses <ENTER>. The P1 document now shows a STATUS of **ACCEPTED** in the document header. **See Exhibit 6-2**
15. Types “**END**” in the FUNCTION field and presses <ENTER> to exit the document. You will be returned to SUSF.

**NOTE: If users forget to input the scheduled payment date before the document has been approved, the Authorized Agency Approver and OSRAP personnel have the authority to change scheduled payment dates in the system. This date can be changed on the SCHD table in AFS. If the Authorized Agency Approver is not available and users need to contact OSRAP, call the Help Desk at 225-342-1097 and provide a vendor number, agency number and the document number to have the scheduled payment date changed.**

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 609
<b>Procedure Name:</b> Liquidating an Encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

**PURPOSE AND DESCRIPTION:**

This procedure is used to cancel a contract encumbrance in CFMS and is accomplished by the use of the KENT screen. See Section 6.2 Encumbrance Overview of this manual. **Field definitions for this screen can be found in the CFMS User Guide at [http://www.doa.state.la.us/osis/Publicat/u\\_guides/cfms/index.htm](http://www.doa.state.la.us/osis/Publicat/u_guides/cfms/index.htm).**

<b>Responsibility</b>	<b>Action</b>
Authorized Agency User	<ol style="list-style-type: none"> <li>1. Accesses the KENT Screen in CFMS.               <ol style="list-style-type: none"> <li>A. Types <b>“KENT”</b> in the FUNCTION field of the AGPS/CFMS Main Menu.</li> <li>B. Presses &lt;ENTER&gt;. You will be at the designated table.</li> </ol> </li> <li>2. Enters the Contract Number.               <ol style="list-style-type: none"> <li>A. Types <b>“I”</b> for Inquire in the Function field.</li> <li>B. Moves the TAB key to the Contract Number field.</li> <li>C. Types the Contract Number.</li> <li>D. Presses &lt;ENTER&gt;. The requested contract number should be displayed.</li> </ol> </li> <li>3. Changes the Status Code to liquidate the Encumbrance.               <ol style="list-style-type: none"> <li>A. Types <b>“C”</b> for Change in the Function field and moves the TAB key to the Status field.</li> <li>B. Types <b>“CEN”</b> for Cancel Encumbrance.</li> <li>C. Presses &lt;ENTER&gt;. <b>See Exhibit 6-6</b></li> </ol> </li> </ol>

# ISIS

<b>Manual Name:</b> Control Agencies Policies and Procedures Manual	<b>Section:</b> Agency Procedures <b>Number:</b> 609
<b>Procedure Name:</b> Liquidating an Encumbrance in CFMS	<b>Date Issued:</b> 08/03
	<b>Revision:</b> <b>Date:</b>

## Responsibility            Action

Authorized Agency  
User

been

**NOTE: If the information contains errors, CFMS will display the appropriate error messages at the bottom of the transaction screen. Once the errors have been corrected, press <ENTER>. If no errors exist, CFMS will display "UPDATE SUCCESSFUL". Also, a CFMS encumbrance can be cancelled by processing an accounting change type.**

**Exhibit 6-1**

**Purchase Order Input Form (PO)**

```
FUNCTION:          DOCID: PO  900  02574187          07/26/02 03:44:57 PM
STATUS: ACCPT     BATID: PO  900  196624  ORG:          000-000 OF 001
H-                PURCHASE ORDER INPUT FORM

PO DATE: 07 18 02  ACCTG PRD: 13 02  BUDGET FY: 02
ACTION: M          ORDER TYPE: 1      PART/FINAL:      COMMENTS: BIG RIVER CO
VENDOR: 720445320 00 NAME: BIG RIVER COUNCIL OF CAMP FIRE
INT IND:          SELLER FUND:          SELLER AGENCY:
CALCULATED DOC TOTAL:          0.66  DOC TOTAL:          0.66
LN   REF RQ          JOB
NO   NUMBER          LN FUND AGY  ORG/SUB  APPR UNIT  ACTV  FUNC  OBJ/SUB  NUMBER
-----
TEXT RPTG  UNITS          DESCRIPTION          AMOUNT  I/D
-----
01- 01          900  900 1028   100          3650
      P119          0.66  D
02-
03-

A--*HS60-DOCUMENT MARKED FOR READ ONLY
```

This is an example of a PO document. The PO document was run successfully and the status changed to ACCPT. All appropriate AFS tables have been updated from the information given on the PO document.

**Exhibit 6-2**

**AFS VENDOR PAYMENT VOUCHER (P1)**

```

FUNCTION:          DOCID: P1   900   P1000000053          03/15/02 01:59:39 PM
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001
                VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE: 03 15 02 ACCT PD: 09 02 BFY: 02 ACT: E SINGLE CHECK:Y TC: FA:
EFT IND/TYPE:N/AA CHECK CAT: AA OFF LIAB ACCT: SCHED PAY DATE: 03 15 02
VENDOR: 900900900 00 ACT DEL DATE:03 10 02 DOC TOTAL:      10.00
  NAME: LAWYERS OF AMERICA USE TAX:      0.00
  ADDR: 2401 COLLEGE DRIVE CALC DOC TOTAL:    10.00
      :
      : BATON ROUGE LA 70802 FREIGHT IND:
      : FREIGHT TOT: I/D:
TOT AMT:          I/D: CAL AMT:
TOT QTY:          I/D: CAL QTY:
LN REFERENCE COM VENDOR INV
NO CD NUMBER LN LN INVOICE LN FUND AGCY ORG/SUB APPR UNIT ACTV
-----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT DESCRIPTION QUANTITY I/D
-----
TAX CD FREIGHT AMOUNT I/D AMOUNT I/D TAX AMOUNT TOTAL AMOUNT P/F
-----
01 3100 MARCH2002 900 900 1001 100
OFFICE SUPPLIES
10.00 10.00

A--*HP20-DOCUMENT ACCEPTED A--*HP01-WARNING MSGS; PLEASE REVIEW
    
```

This is an example of a P1 document. The P1 document was run successfully and the status changed to ACCPT. All appropriate AFS tables have been updated from the information given on the P1 document.



### Exhibit 6-3

#### Order Header Table #4 (ORD4)

```
ENTER FUNCTION:                TRANS: ORD4
ORDER TABLE #4  KEY IS ORDER NUMBER  DT: 07/26/02  TM: 15:39:00  TR: $DRJ
ORDER NUMBER.....: 3000000          :
FILE NUMBER.....:                    :
STATUS CODE.....: 495 : FINAL PAYMENT PROCESSED                ACCT RQD: Y
DOCUMENT TYPE.....: APO : AGENCY PURCHASE ORDER (FR REQ)        FY ROLL.: Y
AGCY REQ NUMBER.....: 648-11150  BFY: 02  FY: 02  CONF ORDR: N  PRNT FLAG...: Y
VENDOR NUMBER.....: 592124491 00 : THOMSON LEARNING
BILL TO AGY/SUB-AGY.: 648084 - S64884 : SHIPPING
SHIP TO AGY/SUB-AGY.: 648084 - S64884 : SHIPPING
CONTACT PERSON.....: MWADE                                PH: 318 574 4820
DATE QUOTE RECVD....:                    COMMODITY: 680 35  CONTRACT.:
DISCOUNT TERMS.....: NONE                                PCT: 0.00 %  DAYS.: 000  NET: 000
DELIVERY TERMS.....: 30 DAY ARO                            DAYS ARO: 030        WEEKS ARO: 000
PURCHASING AGENCY...: 648084 : LTC-TALLULAH CAMPUS                N
REQUISITION AGENCY...: 648084 : LTC-TALLULAH CAMPUS                ENC STAT:E
BUYER CODE.....: 105 :                                WHIM.:
T-NUMBER.....: :                                W/H CODE:
RECEIPT DATE.....: PER PAY:  FREQUENCY:  DAY TO PAY:
BEGIN AUTH DATE.....: END PAY DATE:  AUTO BATCH PAY: N
SCHED PAY DATE 1....: SCHED PAY DATE 2:  LAST PAID:
TOTAL AMOUNT.....: 5321.00  TAX AMOUNT:  .00  NO LINES: 00001
```

This is an example of an ORD4 document. The ORD4 document was run successfully and the status changed to 495 (Final Payment Processed). All appropriate AGPS tables have been updated from the information given on the ORD4 document.

**Exhibit 6-4**

**Fast Order Entry Table (OFST)**

```
ENTER FUNCTION:                TRANS: OFST
ORDER NO: 3000000              :                DATE: 07/26/02
STATUS: 495 DOC TYPE: APO FY: 02 PER PAY: N FY ROLL: Y TIME: 15:39:49
VENDOR: 592124491 00 : THOMSON LEARNING          TERM: $DRJ
REQ AGENCY: 648084            PURCH AGCY: 648084  BUYER: 105  CONTRACT:
DISC%-DAYS: -                 DAYS ARO: 030  WEEKS ARO:          T-NUMBER:
BILL-TO: 648084 - S64884 SHIP-TO: 648084 - S64884          REF #: 648-11150
QUOTE DATE:                   DATE CREATED: 01/26/02 PRINT: Y CONFIRM: N WHIM:
ACCT RQD...: Y RECPT DT:      ORDER AMT:          5321.00 #ITEMS: 00001
CONTACT...: MWADE              PH: 318 574 4820          W/H CODE:
----- COMMODITY LINE SCROLL: -----
LINE: 00001 STAT: 405 COMM: 680 35 000000 INV ITEM#:          FILL/KILL  NO-COST:N
      QTY:      313.000 U/M: EACH PRICE:          17.00000  AMOUNT:      5321.00
DAYS: 030 WEEKS:          CAT#/IND:          CAT$:          DISC %:
DESC1: CAPSICUM SPRAY FOR LAW ENFORCEMENT USE          SHIP-TO: 648000 DEL001
DESC2:          KONT-KLIN:
----- ACCOUNTING DIST SCROLL: -----
ACCT DIST: 01 STATUS: 3 FR/TO:          /          AGENCY: 648000 AMT:          5321.00
FUND      :          ORG      : 7001          FUNCTION      :
ACTIVITY  :          APROP UNIT :          JOB NUMBER   :
OBJECT    : 3180          SUB-OBJECT :          BS ACCOUNT   :
REPORT CAT :          AT ACCOUNTING:
```

This is an example of an OFST document. The OFST document was run successfully and the status changed to 495 (Final Payment Processed). All appropriate AGPS tables have been updated from the information given on the OFST document.

**Exhibit 6-5**

**Order Accounting Distribution Table (OACG)**

```
ENTER FUNCTION:                TRANS: OACG                                DATE: 07/26/02
ORDER ACCOUNTING DISTRIBUTION TABLE    TIME: 15:40:29
KEY IS ORDER NUMBER AND ACCOUNT DIST NUMBER    TERM: $DRJ

ORDER NUMBER.....: 3000000      : MACE AND HOLSTERS - P&P
ACCOUNT DIST NUMBER.: 01        FY.: 02
PAYING AGENCY.....: 648000      : PROBATION AND PAROLE
STATUS CODE.....: 3             : PASSED ACCOUNTING PROCESSING
STATUS CHANGE DATE..: 01/26/02   DT SENT TO ACTG: 01/26/02 AT.: ACCTS
ACTION CODE.....: C             : CREATE ACCOUNTING DISTRIBUTION
AMOUNT.:          5321.00 FROM LINE:          TO LINE:          GFS BATCH #: 118574
CHG ENC.....:          0.00 NET ENC.....:          466.50 AWARDED:          0.00
FUND          :                   ORG          : 7001
FUNCTION      :                   ACTIVITY    :
APROP UNIT   :                   JOB NUMBER  :
OBJECT       : 3180              REASON CODES
SUB-OBJECT   :                   1 :          :
BS ACCOUNT   :                   2 :          :
REPORT CAT   :                   3 :          :
USERID LAST CHANGE...: Z400A40   DATE LAST CHANGED...: 01/26/02
```

This is an example of an OACG document. The OACG document was run successfully and the status changed to 3 (Passed Accounting Processing). All appropriate AGPS tables have been updated from the information given on the OACG document.

## Exhibit 6-6

### CFMS Contract Entry Screen (KENT)

```
ENTER FUNCTION:                TRANS: KENT
CONTRACT ENTRY SCREEN          DATE: 04/23/03
KEY IS CONTRACT NUMBER        TIME: 15:35:01
                                TERM: $DU0
CONTRACT NUMBER: 501121      CONT REV #: 338-6016  AGCY CONT #: 57471
CONT DHH & KSYNC - N.O. / PSYCHIATRISTS  BASE CONT AMT: 1407977.00
TITL/ 1996/97 AND 1997/98  REMAINING-FY.: 0.00
DESC PSYCHIATRISTS; CLINICAL DIRECTOR,  ORIG CONT AMT: 1523126.00
  ASSOC. CLINICAL DIRECTOR, INPATIENT  # AMEND: 00 CLASS/SUB: 005 14
STATUS CODE...: ENS : ENCUMBRANCE SUCCESSFUL  NET AMD AMT: -115149.00
DOCUMENT TYPE: AGY : AGENCY CONTRACT-CFMS
VENDOR/CONTRACTOR #: 726087770 38 : LSU HEALTH SCIENCE CENTER  ORG TYPE: V
CONTRACTING AGENCY...: 338PSC : DHH-N.O. ADLSCENT/CHILDRENS HOSP  OCR APVD: Y
CONTRACT USER.....: 338PSC : DHH-N.O. ADLSCENT/CHILDRENS HOSP
CONT USER SUB-AGCY...:
CONTRACT OFFICER...: SS : SUSAN SMITH - DIRECTOR  LAST BATCH #: 764137
T-NUMBER...: 90370 :  BUILDING ID.:
FY: 98 HOLD PYMT: N ROLL: N ACCT RQD: Y  CONT APPROP: N SC CHG: 08/12/97
DA: N BEG CONT END CONT ENTRD: 08/22/95  CONT LINES: 00001 PRIOR #: CONVERSION
ORIG: 07/01/95 06/30/98 AGCY RCVD:  OCR RCVD: 07/31/95 APVD: 09/05/95
REV.: 06/30/03 BUDGET...:  LEGAL...:  RFP.:
PERF CODE: S RCVD PERF RPT: 11/16/98  NTC ISSUED: 08/31/98  PRNTD PERF: 11/13/98
```

This is an example of a KENT document. The KENT document was run successfully and the status changed to ENS Encumbrance Successful. All appropriate CFMS tables have been updated from the information given on the KENT document.

**Exhibit 6-7**

**CFMS Contract Accounting Distribution Screen (KACG)**

```
ENTER FUNCTION:                TRANS: KACG
CONTRACT ACCOUNTING DISTRIBUTION TABLE          DATE: 07/26/02
KEY IS CONTRACT NUMBER, FISCAL YEAR,            TIME: 15:35:41
ACCOUNT DIST NUMBER AND CHANGE NUMBER           TERM: $DRJ
CONTRACT NUMBER.: 500007      : CHILDREN'S SPECIAL HEALTH SERVICES;
FISCAL YEAR.....: 1998  ACCOUNT DIST NUMBER: 01 CHANGE NO: 00
PAYING AGENCY....: 900PSC : DOA-DIVISION OF ADMINISTRATION
PRE-ENC-S/C.: 0 : NEW RECORD INITIALIZED        PRE-ENC CHG DATE: 07/25/97
ENCUMBER S/C: 3 : PASSED ACCOUNTING PROCESSING  ENC CHG DATE.....: 07/25/97
ACTION CODE.: C : CREATE ACCOUNTING DISTRIBUTION
DTE SENT TO ACTG: 07/25/97  AT: ACCTG          LAST BATCH #: 786097
  P-E/ENC AMT   PRE-ENC CHG AMT   ENC CHG AMT   NET AMOUNT   ADJ AMOUNT
    3600.00         0.00         0.00       3600.00       0.00
PAYMENTS IN PROGRESS AMT:           0.00  PAYMENT AMOUNT:           3600.00
FUND      :                          ORG      : 7641
FUNCTION  :                          ACTIVITY :
APROP UNIT :                          JOB NUMBER :
OBJECT    : 3440                      REASON CODES
SUB-OBJECT :                          1 :
BS ACCOUNT :                          2 :
REPORT CAT : 0007                      3 :
                                          4 :
```

This is an example of a KACG document. The KACG document was run successfully and the encumber status changed to 3 (Passed Accounting Processing). All appropriate CFMS tables have been updated from the information given on the KACG document.

**Exhibit 6-8**

**Open PO By Document Number Inquiry (OPOD)**

```
ACTION: R SCREEN: OPOD USERID: Z107G07 07/26/02 03:30:58 PM
      O P E N   P O   B Y   D O C U M E N T   N U M B E R   I N Q U I R Y
      PO NUMBER          VENDOR
      =====          =====
01- 900 NPO00001507 726001235
02- 900 NPO00001509 726001439
03- 900 PO000001570 752820768
04- 900 PO000001571 581988742
05- 900 PO000001572 621642142
06- 900 PO000001573 581988742
07- 900 PO000001574 752820768
08- 900 00512690    726000848
09- 900 00512691    720748100
10- 900 00512692    726000848
11- 900 00512693    621080561
12- 900 00512694    720627831
13- 900 00512695    721151442
14- 900 00515876    720722170
15- 900 00532788    726000848
```

This is an example of the OPOD table. The key fields are the PO document number and the vendor number.

## Exhibit 6-9

### Open Purchase Order Header Inquiry (OPOH)

```
ACTION: R SCREEN: OPOH USERID: Z107G07          07/26/02  03:32:11 PM
      O P E N   P U R C H A S E   O R D E R   H E A D E R   I N Q U I R Y
      VENDOR= NONE                               PO NUMBER= 900 00554272
      NAME:
      COMMENTS: LIQ PO BAL                       ALT ADDR:
      OFFSET RESERVE ACCT: 6615                   BUDGET FY: 00
                                                    TYPE: 2
      PO DATE: 04 07 00                           PO AMOUNT:      64,535.71
      CLOSED DATE: 08 10 00                       CLOSED AMOUNT:  64,535.71
      AGPS CREATED: K                             OUTSTANDING AMOUNT: 0.00
```

This is an example of the OPOH table. The key fields are the vendor number and the PO document number.

## Exhibit 6-10

### Open Purchase Order Line Inquiry (OPOL)

```
ACTION: R SCREEN: OPOL USERID: Z107G07          07/26/02  03:42:10 PM
      O P E N   P U R C H A S E   O R D E R   L I N E   I N Q U I R Y
      VENDOR= NONE                PO NUMBER= 900 00554272        LINE NO= 01
      FUND: 900                    AGENCY: 900                ORG/SUB-ORG: 1028
      APPR UNIT: 100                ACTIVITY:                FUNCTION:
      OBJ/SUB-OBJ: 3650            REPT CAT: P819          JOB NUMBER:
      PROJECT:
      LINE AMT:          32,428.85    INTERNAL REF FUND/AGCY: 141 / 141
      CLOSED AMT:       32,428.85    LAST REF TRANS NO: PV100002707769
      EXPENDED AMT:     32,428.85    LAST REF TRANS DATE: 07 25 00
      OUTSTANDING AMT:   0.00        TEXT IND:
      DESCRIPTION:
```

This is an example of the OPOL table. The key fields are the vendor number, PO document number, and the line number.



**Exhibit 6-11**

**PO By Account Distribution Inquiry (POAC)**

ACTION: R SCREEN: POAC USERID: Z107G07		07/26/02 03:42:49 PM	
P O B Y A C C O U N T D I S T R I B U T I O N I N Q U I R Y			
FUND= ESC	AGENCY= 900	ORG/SUB-ORG= 5001	
APPR UNIT= ESC	ACTIVITY=	FUNCTION=	
OBJ/SUB-OBJ= 3460	JOB NUMBER=	REPT CAT=	
PROJECT=			

  

VENDOR	TRANSACTION ID	LI LINE NE AMOUNT	CLOSED AMOUNT	EXPENDED AMOUNT
075402754	PO 900 01569329	01 480.00	480.00	480.00
338526949	PO 900 02580432	01 2,936.00	2,881.50	2,881.50
413986232	PO 900 02577424	02 1,882.00	1,780.00	1,780.00
433687352	PO 900 01571040	01 1,000.00	1,000.00	1,000.00
434987521	PO 900 02577075	02 12,995.00	12,535.00	12,535.00
435259680	PO 900 03587130	01 7,710.00	0.00	0.00
435606398	PO 900 02577074	03 12,080.00	12,070.00	12,070.00
436437722	PO 900 02578668	02 2,720.00	2,720.00	2,720.00
436508581	PO 900 02578762	02 110.00	110.00	110.00

This is an example of the POAC table. The key fields are the vendor number and the transaction identification number.

**Exhibit 6-12**

**Appropriation Inquiry (Extended) (EAP2)**

ACTION: R SCREEN: EAP2 USERID: Z107G07		07/26/02 03:43:19 PM	
A P P R O P R I A T I O N I N Q U I R Y ( E X T E N D E D )			
BUDGET FY= 02	FUND= 900	AGENCY= 900	ORGANIZATION= APPR UNIT= DZ9
APPR TYPE: 02	MY IND: Y	STATUS: A	APPR END DATE: 06 30 49 BUD AUTH OPT: L
APPR NAME: A9&10 DIV OF ADMINISTRATIO CON APPR SHORT NAME: FACS AP 1106			
CAT CNTL: N GRPC: 19 CHECK CASH: N BOND SERIES NUMBER: DOTD			
RECEIPTS: ORIG EST:	0.00	CUR EST: 298,786,040.00	ACT: 298,786,039.24
APPROP: ORIG:	0.00	CUR: 0.00	BEG DAY: 0.00
BEGIN CASH BAL:	0.00	REVERTED AMT:	0.00
TRANSFER IN AMT:	0.00	TRANSFER OUT AMT:	0.00
BUD AUTH: 298,786,039.24	ALLOT:	0.00	EXP BUD: 0.00
	CURRENT AMOUNTS	BEGIN DAY AMOUNTS	
PRE-ENCUMBERED AMT:	0.00	0.00	
ENCUMBERED AMT:	0.00	0.00	
EXPENDED AMT:	298,786,039.24	298,786,039.24	
UNCOMMITTED:	0.00 / 0.00 %	UNEXPENDED:	0.00 / 0.00 %

This is an example of the EAP2 table. The key fields are the budget fiscal year, fund, agency number, organization, and appropriation unit.

**Exhibit 6-13**

**Expense Budget Inquiry (Extended) (EEX2)**

```

ACTION: R SCREEN: EEX2 USERID: Z107G07                07/26/02  03:44:08 PM
      E X P E N S E   B U D G E T   I N Q U I R Y   ( E X T E N D E D )
      BUDGET FY= 69           FUND= 051           AGENCY= 271           ORGANIZATION=
      APPR UNIT= DZ9         ACTIVITY=           FUNCTION=           OBJECT= T370
      BUDGETED POS:  0.00     SPENDING CONTROL IND:  REV SOURCE REF 1:
      STATUS IND:  A         SUB-OBJECT OPT:     REV SOURCE REF 2:
                                           REV SOURCE REF 3:

                                CURRENT AMOUNTS           BEGIN DAY AMOUNTS
                                -----
      APPROV BUDGETED AMT:           0.00
      CUR MOD BUDGETED AMT:           0.00           0.00
      PRE-ENCUMBERED AMT:           0.00           0.00
      ENCUMBERED AMT:               0.00           0.00
      EXPENDED AMT:                 298,786,039.24   298,786,039.24
      LINE DESCRIPTION: TRANSF-NON-ISIS WARRANTS DRAWN

                                --- AVAILABLE FUNDS ---
      UNCOMMITTED BALANCE: -298786039.24   UNEXPENDED BALANCE: -298786039.24
      PERCENT COMMITTED:   0.00 %           PERCENT EXPENDED:   0.00 %
  
```

This is an example of the EEX2 table. The key fields are the budget fiscal year, fund, agency number, organization, appropriation unit, activity, function, and object.

## Exhibit 6-14

### Requisition Header #4 (RQS4)

```
ENTER FUNCTION:                TRANS: RQS4
                                DATE: 04/08/03
REQUISITION HEADER TABLE #4   TIME: 16:51:24
KEY IS REQUISITION NUMBER     TERM: $DLW

REQUISITION NUMBER.: 1001778   FY: 95           AGCY REQ: 92066
FILE NUMBER.....:            WAREHOUSE CODE:
TITLE LINE 1.....: STATE USE PROGRAMS CONTRACT
TITLE LINE 2.....:
STATUS CODE.....: 386       : FINAL AWARD SUCCESSFUL       CHG DTE: 06/19/95
DOCUMENT TYPE.....: CIB      : STATEWIDE BRAND NAME CONT REQ ACCT RQD: N
PURCHASING AGCY....: 107001 : OFFICE OF STATE PURCHASING
REQUISITIONING AGCY: 107001 : OFFICE OF STATE PURCHASING
BILL TO CONTACT.....:
BILL TO PHONE.....: - - - - CLASS/SUB-CLASS: 005 14
SHIP TO AGCY/SUB...: R0 - - : STATEWIDE DELIVERY
BILL TO AGCY/SUB...: - - :
DELIVERY DAYS ARO...: 030    WEEKS ARO: 000    DATE:
SHIP TO CONTACT.....:
SHIP TO PHONE.....: - - - - ENTERID: Z107A09  DATE: 05/24/95
SET ASIDE CODE.....: N      RESP ORGN:      BS ACCT:
WHIM.....:            PRE-ENC STAT: N      DEL BLDG/RM:
```

This is an example of the RQS4 screen. This screen is used to initiate a pre-encumbrance. The key field is the requisition number.

**Exhibit 6-15**

**AGPS Order Line Number Table #4 (OLI4)**

```
ENTER FUNCTION:                TRANS: OLI4
ORDER LINE HEADER TABLE #4
KEY IS ORDER NUMBER AND LINE NUMBER

ORDER NUMBER.....: 3000127      : FOR YCP-CB
DOCUMENT TYPE.....: DPA          : DELEGATED PURCHASE AUTHORITY
LINE NUMBER.....: 00001
STATUS CODE.....: 405           : READY FOR FURTHER PROCESSING
STATUS CHANGE DATE..: 01/26/01    AWARD DATE:
COMMODITY CODE.....: 208 55 000000 : ADDITIONAL SOFTWARE SUPPORT. REF. ISIS
3868328 IN SEP 00.

ORDER QUANTITY.....: 1.000    TAX AMOUNT: .00          NO COST: N
MOVABLE PROPERTY....: N      RCDS IN PROG: 0000    INVENTORY ITEM NBR:
UNIT OF MEASURE.....: LOT      : LOT
UNIT PRICE.....: 4350.00000    EXTENDED AMT.: 4350.00
BRAND NAME.....: MODEL.....:
PERIODIC PAY AMT....: .00          COPY LINE.....: Y
DELIVERY AGENCY.....: 112212 : DMA - STATE WAREHOUSE, CB
DELIVERY SUB-AGY....: S1      : MILITARY DEPARTMENT
USER ID LAST CHANGE.: Z112A22    DATE LAST CHANGED...: 01/26/01
```

This is an example of an OLI4 document. The OLI4 document was run successfully and the status 405 (ready for further processing). All appropriate AGPS tables have been updated from the information given on the OLI4 document.