

eMARS 1320

Accounts Payable



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eMARS Training

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1—Orientation

Accounts Payable is the business function whereby the Commonwealth's obligation to pay an external or internal vendor is recorded and the actual disbursement of funds is established in an efficient and timely manner; with proper referencing; within the explicit terms of the contract, if applicable; and with all due flexibility. Applicable references are:

- FAP 111-45-00 - Payments
- FAP 111-58-00 – Procurement Card Program (not covered in this manual)
- KRS 45.451 - 45.458 – Penalty Payments
- FAP 120-05-00 - Prompt payment of vendors-PENALTY PAYMENT ONLY (To be used for finance charges, late fees, etc ONLY)

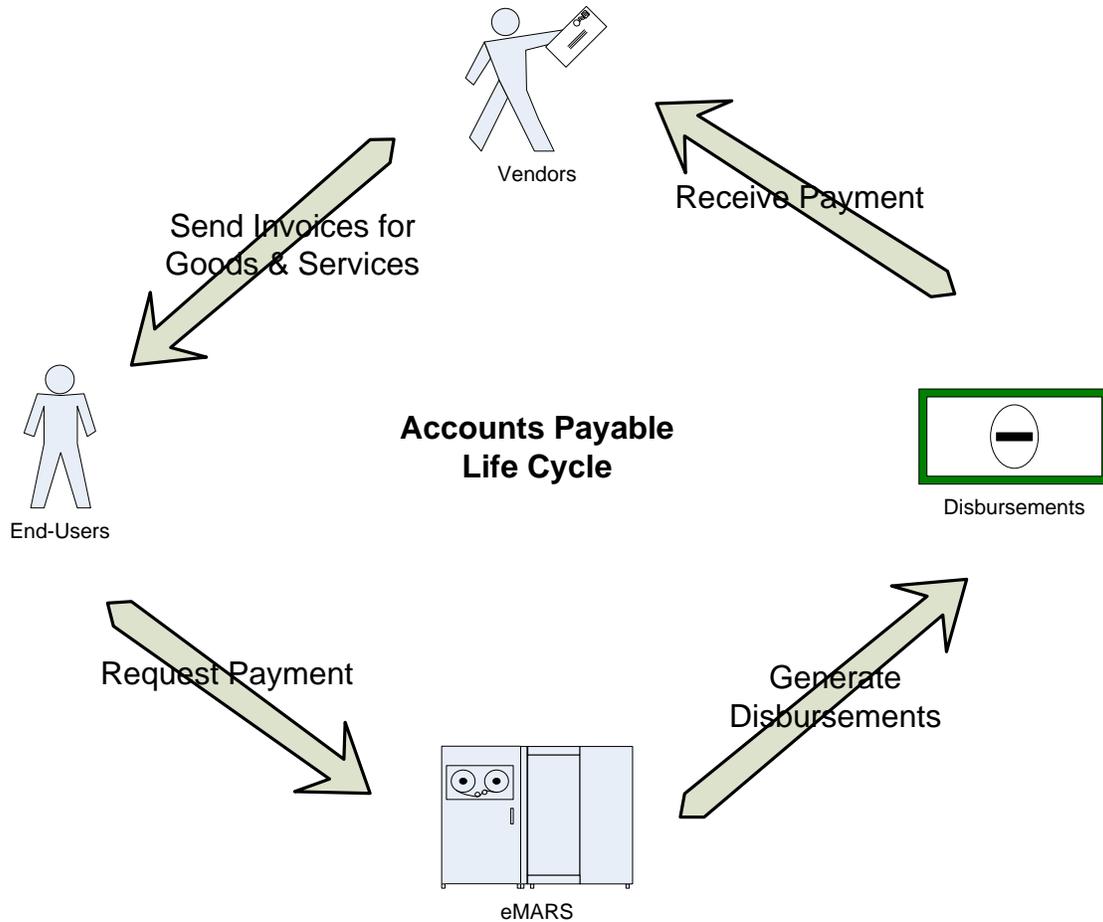
The Commonwealth of Kentucky uses Accounts Payable to pay for goods and services, including utilities, lease agreements, professional and non-professional services and inventory items. This course will teach the user how to perform accounts payable business processes in eMARS.

Learning Objectives

At the conclusion of this session, you will be able to:

- Use Accounting Templates and Profiles to quickly populate the appropriate accounting elements on accounting lines;
- Establish payments for Commodity Based Awards;
- Use eMARS Copy Forward functionality to establish a Payment for Personal Service Contracts,
- Establish a Payment for Internal Vendors;
- Establish a payment against a Master Agreement using SHOPPER;
- Establish payments for non commodity-based A/P business scenarios (Straight Disbursements, Revenue Refunds, Loan Payments, Multi-Vendor Payments);
- Modify payment documents; and
- Track payments through the process using the Disbursement Query (**DISBDQ**) and Vendor Transaction History (**VTH**) Tables.

Process Flow



The Accounts Payable Lifecycle is initiated by a user receiving a good or service from a vendor. The vendor then sends the user an invoice requesting payment. In order for the user to initiate the payment, the user must input a payment request into eMARS. During nightly cycle batch processing eMARS will generate disbursements, which can then be sent to the vendor for payment of the good or service.

eMARS Accounts Payable Documents

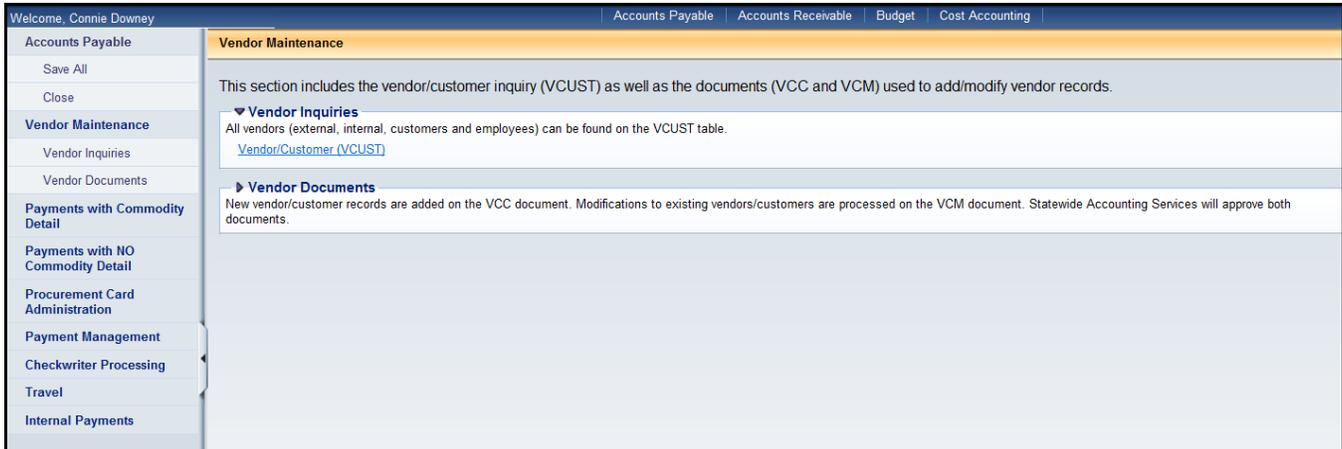
The following table provides a description of the eMARS Accounts Payable documents discussed in this course. Payable documents that are not referenced on this table or in this course are travel documents, internal accounting transfer documents, and the pcard document. Travel documents are discussed in the Travel course. Internal Accounting documents are discussed in the General Accounting course. Pcard documents are discussed in the Procurement Card Administration course.

Document Code	Name	Description
SPR	Strategic Procurement Request	(Takes the place of the EO1) An inline workflow review of procurement of expenditures considered strategic in nature or have an enterprise impact rather than all expenditures. To be reviewed by the business expertise agency. Agencies should obtain appropriate agency authorization prior to submitting the electronic document but should apply close scrutiny to all procurements and state expenditures particularly those within their procurement authority which are not reviewed by the business expertise agency.
RC	Receiver	<ul style="list-style-type: none"> • Used identify the receipt of goods or services. • Contains commodity level detail. • Will reference one of the following award documents: DO, PO, CT or (CTT1—KYTC only).
PRC	Payment Request Commodity	<ul style="list-style-type: none"> • Versatile payment document that can be created as a standalone document or may also reference award or master agreements. • Used to make payments against award documents DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only). • Used to make payments against Personal Service or Memorandum of Agreement (PON2) awards. • May be used to pay against Master Agreements through URCATS or SHOPPER. • Contains commodity level detail. • Vendor must be External. • Can be set to recur using the Future Document Triggering (FDT) table.
PRCI	Internal Payment Request Commodity	<ul style="list-style-type: none"> • Used to make payments against Personal Service or Memorandum of Agreement (PON2) awards with internal vendors. • Used to make payments against award documents with internal vendors: DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only).

		<ul style="list-style-type: none"> • Award vendor must be Internal. • Contains commodity level detail. • Can be set to recur using the Future Document Triggering (FDT) table.
GAX	General Accounting Expense	<ul style="list-style-type: none"> • Standalone document used to pay allowable authorities such as reimbursements, utilities, postage and agency specific authorities. • Cited Authority Required. • Does not contain commodity detail. • Does not reference any award or master agreement. • Can be created with single or multiple vendors. • Can be set to recur using the Future Document Triggering (FDT) table.
GAX2	General Accounting Revenue Refund	<ul style="list-style-type: none"> • Used to pay revenue refunds. • Requires Revenue Source Code. • Does not contain commodity detail. • Does not reference any award or master agreement. • Can be created with single or multiple vendors. • Secured to only those departments that have a need to pay revenue refunds. • Can be set to recur using the Future Document Triggering (FDT) table.
GAX3	General Accounting Balance Sheet Payable	<ul style="list-style-type: none"> • Used to make payments using balance sheet accounts Requires a Balance Sheet Account. • Does not contain commodity detail. • Does not reference any award or master agreement. • Can be created with single or multiple vendors. • Secured to only those departments that have a need for these types of payments. • May require an override from the Office of the Controller. • Can be set to recur using the Future Document Triggering (FDT) table.
MD	Manual Disbursement	<ul style="list-style-type: none"> • Used to generate a manual check on demand. • Used to record Federal Wire Transfers and investment purchases that do not result in a check. • May reference a payment document (PRC, GAX) • Requires approval from Department of Treasury.

Accounts Payable Workspace

The Accounts Payable Workspace takes you to the documents and tables you use every day in eMARS. The Workspace is in the Primary Navigation Panel and by clicking on the Accounts Payable Workspace, links are provided for quick access.



Welcome, Connie Downey | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Accounts Payable

- Save All
- Close
- Vendor Maintenance**
 - Vendor Inquiries
 - Vendor Documents
- Payments with Commodity Detail**
- Payments with NO Commodity Detail**
- Procurement Card Administration**
- Payment Management**
- Checkwriter Processing**
- Travel**
- Internal Payments**

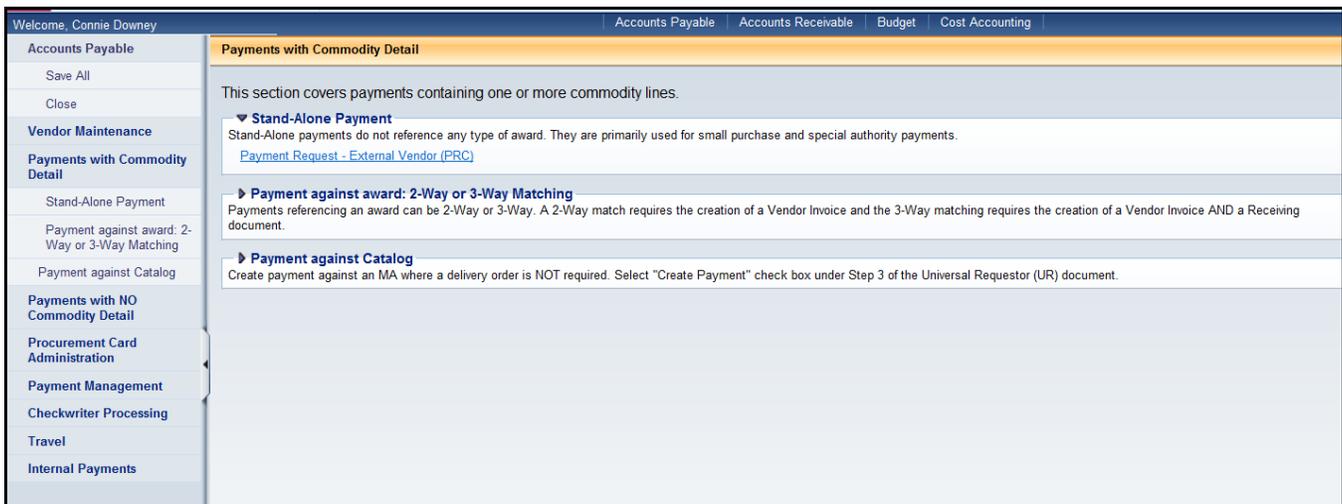
Vendor Maintenance

This section includes the vendor/customer inquiry (VCUST) as well as the documents (VCC and VCM) used to add/modify vendor records.

- ▼ Vendor Inquiries**
All vendors (external, internal, customers and employees) can be found on the VCUST table.
[Vendor/Customer \(VCUST\)](#)
- ▶ Vendor Documents**
New vendor/customer records are added on the VCC document. Modifications to existing vendors/customers are processed on the VCM document. Statewide Accounting Services will approve both documents.

By selecting a link from the Secondary Navigation Panel, documents and tables are easily accessed. Click on the links in the Secondary Navigation Panel to review the information in each. You will practice using Workspaces during the exercises.

Payments with Commodity Detail



Welcome, Connie Downey | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Accounts Payable

- Save All
- Close
- Vendor Maintenance**
- Payments with Commodity Detail**
 - Stand-Alone Payment
 - Payment against award: 2-Way or 3-Way Matching
 - Payment against Catalog
- Payments with NO Commodity Detail**
- Procurement Card Administration**
- Payment Management**
- Checkwriter Processing**
- Travel**
- Internal Payments**

Payments with Commodity Detail

This section covers payments containing one or more commodity lines.

- ▼ Stand-Alone Payment**
Stand-Alone payments do not reference any type of award. They are primarily used for small purchase and special authority payments.
[Payment Request - External Vendor \(PRC\)](#)
- ▶ Payment against award: 2-Way or 3-Way Matching**
Payments referencing an award can be 2-Way or 3-Way. A 2-Way match requires the creation of a Vendor Invoice and the 3-Way matching requires the creation of a Vendor Invoice AND a Receiving document.
- ▶ Payment against Catalog**
Create payment against an MA where a delivery order is NOT required. Select "Create Payment" check box under Step 3 of the Universal Requestor (UR) document.

Vendors

In order to request a new Vendor be added to the Commonwealth's Vendor file, departments can process a **Vendor/Customer Creation (VCC)** document. To request a change to an existing Vendor a **Vendor Customer Modification (VCM)** document must be processed.

Vendors can also register their company using the eMARS Vendor Self Service (**VSS**) website.

The **Vendor/Customer Creation** document allows users to establish a new vendor that can then be used on Procurement or Accounts Payable documents. Creating a new vendor will add records to the Vendor/Customer (**VCUST**) table and the 1099 Reporting Information (**1099I**) table. Before Vendors are activated they must be approved by the Office of the Controller.

The **Vendor/Customer Creation (VCC)** document cannot be modified or cancelled once it has been submitted to Final. A **Vendor/Customer Modification (VCM)** document must be created to reverse the effects or change the original document.

Accounting Templates

Accounting templates provide the ability to save frequently used chart of accounts data for use in subsequent document creation. These templates are used to populate fund and detail accounting elements on documents.

In order to reduce data entry and minimize errors, you can establish standard accounting templates of information that can be provided when you process documents. Using these templates, you reduce the amount of time it takes to enter new documents. Templates also make it easier for the non accountant type to process documents.

Basics of the Accounting Templates:

- Elements of the Accounting template are inferred after you **Validate** the document
- Any values entered by the user either before or after the template has been inferred will override any values from the template

For example, a department creates an accounting template called "Postage" for use with payment documents. The template includes fund, department, unit, function and object of expenditure. When applying this template on an accounting line with an object already specified, the accounting template only brings in the fund, department, unit and function. The Object Code on the document is not replaced with the Object Code from the template.

Accounting Profiles

Accounting Profiles can be used on the **Header** or **Commodity** sections on documents of the **PO** and **PR** (Payment Request) document types. When the Accounting Profile field is populated on the Header and then the **Load Accounting Profile** action is clicked, the **Accounting Distribution** section is automatically populated with the Accounting Templates and related percentages associated with the Accounting Profile. The information may then be manipulated, if needed, prior to selecting the **Distribute Accounting** action. When the **Accounting Profile** field is populated on the Commodity Line, then the accounting lines are automatically generated when the document is validated.

NOTE: Accounting templates may be used on both Commodity-based and Non-Commodity based documents. Accounting Profiles are used only on Commodity-based documents.

For further questions about creating, modifying and searching for **Accounting Templates**, you can refer back to the **eMARS 110 Chart of Accounts** course. More information on **Accounting Profiles** can be found in the General Procurement manual.

Object Codes or “E” Codes

Object Codes or “E” Codes are used to identify the type of expenditures being obligated against an agency’s budget. These codes are referenced on many reports, both statewide and agency specific. Therefore, in order to get an accurate representation of actual expenditures, it is important to select the appropriate Object Code on an award (encumbrance) or payment (expenditure) documents. Users should follow these guidelines to ensure an accurate Object Code is entered:

- Be sure the Object Code selected is represented within the proper Object Type. (Example: Computer Equipment/Hardware has a specific Object Code within Object Types 3, 6 & 7.)
- Avoid Object Codes with “Miscellaneous” or “Other” as part of the name when possible.
- Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at <http://finance.ky.gov/internal/eMARS/Chart+of+Accounts.htm> to aid in your selection of proper Object Codes or contact your agency’s Fiscal Officer for specific object codes.

Event Types

Event Types are used on the accounting line to signify what posting codes will be used while also bringing in specific rules for data entry concerning referenced transactions, customer codes, vendor codes and all defined chart of account elements in the system.

All documents will have allowable event types defined and a single default event type identified. The user can either let the event type default or select an event type from the pick list for a particular document. Only the allowable event for the document will be available for selection within the pick list. A user entered event type will override the default. In other words, the system will never default an event type over one entered by a user. If the data entered is not correct for the event type or the document, error messages will be issued.

NOTE: Under most circumstances you will not need to select the event type. Instead, allow the event type to infer.

Strategic Procurement Request

The SPR (replaces the EO1) is a request for expenditures considered strategic in nature or have an enterprise impact rather than all expenditures to be reviewed by the business expertise agency. Agencies should obtain appropriate agency authorization prior to submitting the electronic document but should apply close scrutiny to all procurements and state expenditures particularly those within their procurement authority which are not reviewed by the business expertise agency.

Document Code	Event Type	Description
PRC	AP01	Authorize Normal Payment (Default)
	XPRC	PRC Enc Correction
	XPSC	UPPS Interface Only
PRCI	IN30	Internal Reimbursement Purchase w/Cash (Expenditure/Reduction to Expenditure)
	IN32	Internal Quasi External Purchase w/Cash (Expenditure/Revenue)
GAX	AP01	Authorize Normal Payment (Default)
GAX2	XP09	Revenue Refund (Default)
GAX3	AP18	Asset Payout Authorization (Default)

Receipt of Goods

The “**receipt**” is established by the **RC** document. Upon receipt of goods, the person taking possession of the goods on behalf of the Commonwealth will create a Receiver (**RC**) document using the Receiving Search (**RCSRCH**) inquiry, which will reference the “order”. The steps to create a RC are found in the General Procurement manual.

The screenshot shows the 'Receiving Search' interface in eMARS. The top navigation bar includes 'Procurement', 'Accounts Payable', 'Accounts Receivable', 'Budget', and 'Cost Accounting'. The left sidebar contains navigation options like 'Message Center', 'Search', 'Page Search', 'Document Catalog', 'History', 'Favorites', and 'Administration'. The main area is titled 'Receiving Search' and contains search criteria fields: Doc Code (PO), Department (758), Doc ID (13*10), Procurement Folder, Vendor, Commodity Code, Shipping Location Code, Issuer Code, and Requestor Code. Below the search criteria is a table with the following data:

Doc Code	Department	Doc ID	Phase	Description	Vendor	Name	# of Lines	Date
✓ PO	758	1300000010	Final	Paddles for new canoes	VC0000109452	BLUEGRASS CANOES INC		02/24/2012

Below the table are links for 'Copy', 'First', 'Prev', 'Next', 'Last', and 'Select Lines To Receive'.

The receiving user will inspect the shipment and enter the amount received as well as indicate any problems with the shipment. Receiver documents will be submitted to a final status by the user. No approvals are required on RC documents.

For more information on receiving documents, please refer to the eMARS General Procurement course materials.

Exercise — Logging In to eMARS

You will use a Student ID to access the training application during class. These IDs are only set up for the training environment.

- From the Login page, enter the following information:

Required Fields	Values
User ID	Enter your Login ID or Student ID NOTE: User IDs are case sensitive.
Password	Enter your Password and click Login . NOTE: Passwords are case sensitive.

Login

User ID:

Password:

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The Home Page appears.



2 –Standalone Commodity –based Payments

Payment Request Commodity (PRC)

A Commodity-based Payment Request (**PRC**) document records payment activity at the commodity level. It contains commodity detail and requires entry of a commodity code and other required fields. The **PRC** will be used to make commodity-based payments with a single vendor. Users may select an Accounting Template or use the Accounting Profile to easily add accounting elements to the accounting lines. **In order to have the same accounting line(s) applied to each commodity line, the accounting distribution function may be used.**

NOTE: For expenditures greater than \$1,000 and for expenditures considered strategic in nature, the SPR document will need to be processed and attached to the DO, PRC or RQS created from the SHOPPER process.

Key Fields on the PRC document

Please refer to the following when creating a **PRC** document.

Secondary Navigation Panel	Tab	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Cited Authority	Required	Select appropriate authority for payment.
		Document Description	Required	
		Record Date	Inferred	Users should leave this field Blank and let it infer.
		Accounting Period (Budget Fiscal Year, Accounting Fiscal Year and Period)	Inferred	Will infer to the current accounting upon final approval. Users should leave these fields blank & let them infer.
		Accounting Profile	Optional	If used in the Header section will apply the same accounting distribution to all Commodity Lines.



eMARS Course 1320 Accounts Payable

Header: Pymt Request-CommodityBased(PRC) Dept: 758 ID: 1600000111 Ver.: 1 Function: New Phase: Draft Modified by: HHW0004_ 02/18/2015

General Information | Payee | Extended Description | Contact | Document Information

Document Name: [] Pre-Processing Allowed:

Record Date: [] Actual Amount: \$999.90

Budget FY: [] Retainage Amount (-): \$0.00

Fiscal Year: [] Discount Amount (-): \$0.00

Period: [] Penalty/Interest Amount (-): \$0.00

Bank Account: [] Backup Withholding Amount (-): \$0.00

Accounting Profile: [] Contract Withholding Amount (-): \$0.00

Replacement: Intercept Amount (-): \$0.00

PCard Payment: Adjusted Tax from Discount: \$0.00

PCard Administrator: [] Use Tax Withheld (-): \$0.00

Cited Authority: FAP111-55-00-G [] Default Intercept Fee Amount(-): \$0.00

Small Purchase-Goods Supplementary Intercept Fee Amount(-): \$0.00

Contract Withholding Exempt: Payment Amount (+): \$999.90

Document Description: Desk 1 amps [] Outstanding Amount: \$999.90

Closed Amount: \$0.00

Load Accounting Profile

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	Vendor Customer	Required	Select from "Pick List" Or enter complete Vendor/Customer Number Address code may be changed if multiple payment addresses are available.
	Disbursement Options	Scheduled Payment Date	Required	Enter Due Date from Vendor's Invoice. Will infer the current date if left blank.
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed but may be changed
	Invoice Information	Vendor Invoice Number	Required	Enter Vendor Invoice number. Value entered here will populate on all Commodity Line(s). The first 30 characters of this field will display on the check stub or remittance to vendor.
Vendor Invoice Date		Required	Will infer the current date if left blank. Value will populate on all Commodity Line(s).	

Important Notes regarding the Vendor Section:

- Vendors are not identifiable or searchable by Social Security Number (**SSN**) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by Vendor/Customer Number. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location. (The **VCUST** table can be used to assist in locating the correct Vendor/Customer Number.)
- The first 30 characters typed in the Vendor Invoice Information field will print on the check.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. The Scheduled Payment date should be set to correspond with the due date on the Vendor's Invoice. If no due date was supplied on the Vendor's Invoice, the **Scheduled Payment Date** should be set to 30 days from the Vendor's Invoice Date. This value will default to the current date if left blank. It is the creator's RESPONSIBILITY to set the value in the Commonwealth's best interest.
- The **Disbursement Category** will default to Sealed Treasury Mailed (STM). However, this field may be changed by using the Pick List.
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Commodity	General Information	CL Description	Inferred	Inferred from Commodity Code, but can be changed.
		Commodity	Required	Select appropriate Commodity Code from "Pick list"
		Line Type	Required	Select either Item (good) or Service. Defaults to Item.
		Quantity, Unit of Measure, Unit Price	Required if Line Type is Item	Enter appropriate quantity, unit, and unit price, if line type equals item
		Contract Amount	Required if line type is Service	Enter appropriate amount if line type equals service.
		Received Service From Date	Required if Line Type is Service.	Will default to current date if no value entered.
		Received Service To Date	Required if Line Type is Service.	Will default to current date if no value entered.
		Accounting Profile	Optional	If used in the Commodity section will apply accounting distribution the Commodity line on which it is entered.
	Reference	Commodity Ref Code	Inferred	Reference data will be inferred if PRC references an award.
		Dept		Not Required on Standalone PRC.
		ID		
		Vendor Line (VL)		
		Commodity Line (CL)		
		Ref Type	Required	Required if PRC references an award. Select Partial or Final. Not Required on Standalone PRC.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
	Invoice Information	Vendor Invoice Number	Required	Value will infer if entered in Vendor section. Or may be entered independently on each commodity line. The first 30 characters of this field will display on the check stub.
		Vendor Invoice Line	Inferred	Will infer consecutively if left blank. Or may be entered independently on each commodity line.
		Vendor Invoice Date	Inferred	Will infer the current date if left blank. Or will infer from the Vendor section if populated.

Important Notes to Remember About the Commodity Section:

- When referencing an award, users should pay attention to the **Ref Type** in the Commodity and Accounting sections. Select “**Final**” if no other payments will be made against the referenced line. Select “**Partial**” if additional payments are expected. **Selecting “Final” will liquidate any remaining encumbrance against that line.**
- The **Vendor Invoice Number** (the first 30 characters) and **Check Description** (the first 24 characters on the 1st line only) fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the document description, line description or extended description as a means to communicate vendor information. These fields **DO NOT** print on the check stub or remittance to vendor.



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Pymt Request-CommodityBased(PRC) Dept: 758 ID: 1600000111 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 02/18/2015

Header

Accounting Distribution Total Lines: 0 Distribution Line: none Distribution Percentage: none
Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000089703 Legal Name: KENTUCKY LIGHTING & SUPPLY
Commodity Total Lines: 1 Commodity Line: 1 CL Description: Lamps/Lighting, Interior and Exterior Commodity: 55955

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Lamps/Lighting, Interior and Exterior	55955	10.00000	Item

From 1 to 1 Total: 1

Buttons: First Previous Next Last Go to line: [] Go

Buttons: List View

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information Fixed Asset Information Retainage Terms

CL Description: Lamps/Lighting, Interior and Exterior
Commodity: 55955
Stock Item Suffix: []
Supplier Part Number: []
Commodity Description: Lamps/Lighting, Interior and Exterior
Description: Desk Lamps for CRC Staff

Received Service From Date: 02/18/2015
Received Service To Date: 02/18/2015
Tax Profile: []
Accounting Profile: []
Procurement Folder: []
Procurement Type ID: []
Procurement Type: []
PCard ID: []
Cardholder Name: []

Buttons: Recalculate Accounting Line Amount View Procurement Folder

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information Fixed Asset Information Retainage Terms

Commodity Ref Code: [] Commodity Ref VL: 0
Commodity Ref Dept: [] Commodity Ref CL: 0
Commodity Ref ID: [] Ref Type: Partial

General Information Reference Fixed Asset Intent Reference Invoice Information Agreement Reference Discount Terms Additional Amounts Tax Information Fixed Asset Information Retainage Terms

Invoice Doc Code: [] Vendor Invoice Number: INV# FR VENDORS INVOIC
Invoice Doc Dept: [] Vendor Invoice Line: 1
Invoice Doc ID: [] Vendor Invoice Date: 02/01/2015
Invoice Doc VL: 0 Tracking Date: 02/18/2015
Invoice Doc CL: 0 Check Description: []
Invoice Acceptance/Sign-Off Date: []

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Event Type	Required	For the PRC the Default is AP01—Authorize Normal Payment and will infer upon validation. Under most circumstances users should allow the event type to infer.
		Accounting Template	Optional	Select appropriate template from “pick list”.
		Sub Total Line Amount	Required	Enter the amount allocated to this Accounting Line. The sum of all Accounting Lines must equal the referenced Commodity Line
		Check Description	Optional	Enter descriptive information concerning payment. The first 24 characters of this field will print on the check stub or remit to. Do not use the enter/return key in this field.
	Fund Accounting	Fund Dept Unit Object	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

Important Notes to Remember regarding the Accounting Section

- Although optional, use of **Accounting Templates or Accounting Profiles** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- **The Vendor Invoice Number (first 30 characters) and Check Description (first 24 on 1st line only) fields will print out on the check stub.** These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the document description, line description or extended description as a means to communicate vendor information. These fields DO NOT print on the check stub or remittance to vendor.
- **Select the appropriate Object Code or “E” Codes** for accurate representation of expenditures. Contact your agency’s Fiscal Officer to determine specific codes when necessary.
- For payments which recur on a frequent basis, a **Document Template** may also be established.



eMARS Course 1320 Accounts Payable

Accounting Total Lines: 2 Accounting Line: 1 Total Line Amount: \$0.00 Line Closed Amount: \$0.00

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type:	AP01	Budget FY:	
Accounting Template:	ACTPL	Fiscal Year:	
Bank Account:		Period:	
Line Description:		Check Description:	
Sub Total Line Amount:	8.77	Special Instructions Code:	
Total Tax Amount:	\$0.00	Disbursement Category:	
Use Tax Amount:	\$0.00	Extension Reason:	
Total Line Amount:	\$0.00		
Interest Ineligible:	<input type="checkbox"/>		

General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting Additional Amounts Extended Description

Fund:	FUND	BSA:		Revenue:	
Department:	DEPT	Object:	E339	Sub Revenue:	
Unit:	UNIT	Dept Object:		Dept Revenue:	
		Sub Object:		Appr Unit:	

General Information Reference Fixed Asset Intent Reference Fund Accounting **Detail Accounting** Additional Amounts Extended Description

Function:	FUNC	Activity:		Reporting:	
Sub Function:		Sub Activity:		Sub Reporting:	
Major Program:		Location:		Task:	
Program:		Sub Location:		Sub Task:	
Program Period:				Task Order:	

Exercise 1 — Create a standalone PRC

Scenario

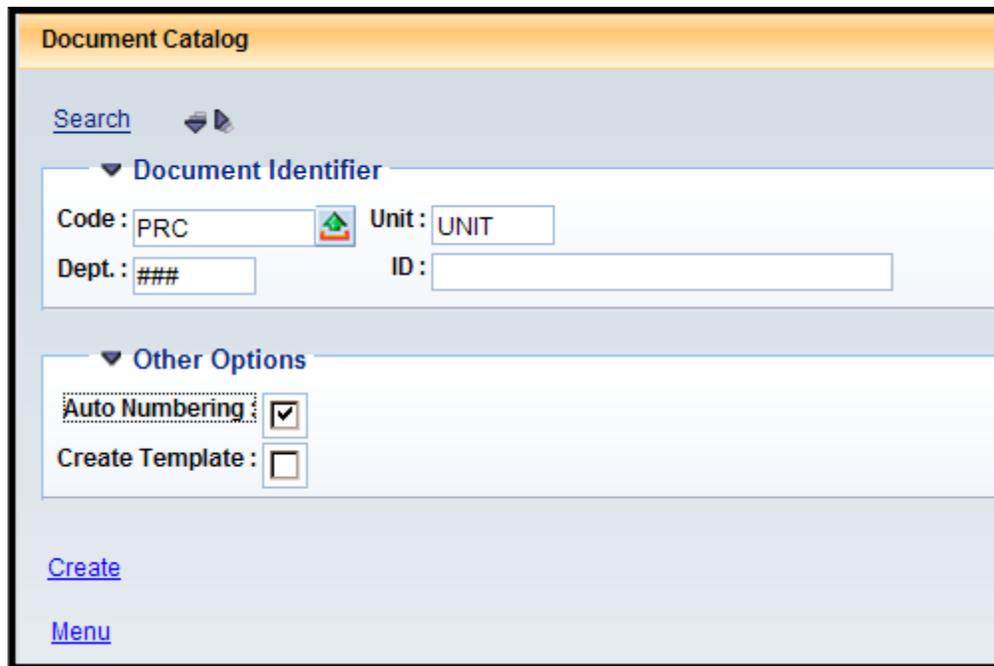
Your Department has made a small purchase of desk lamps from Kentucky Lighting. The vendor invoice has been received and is ready to be paid.

Task Overview

Create a standalone **PRC** document using the Small Purchase Cited Authority.

Procedures

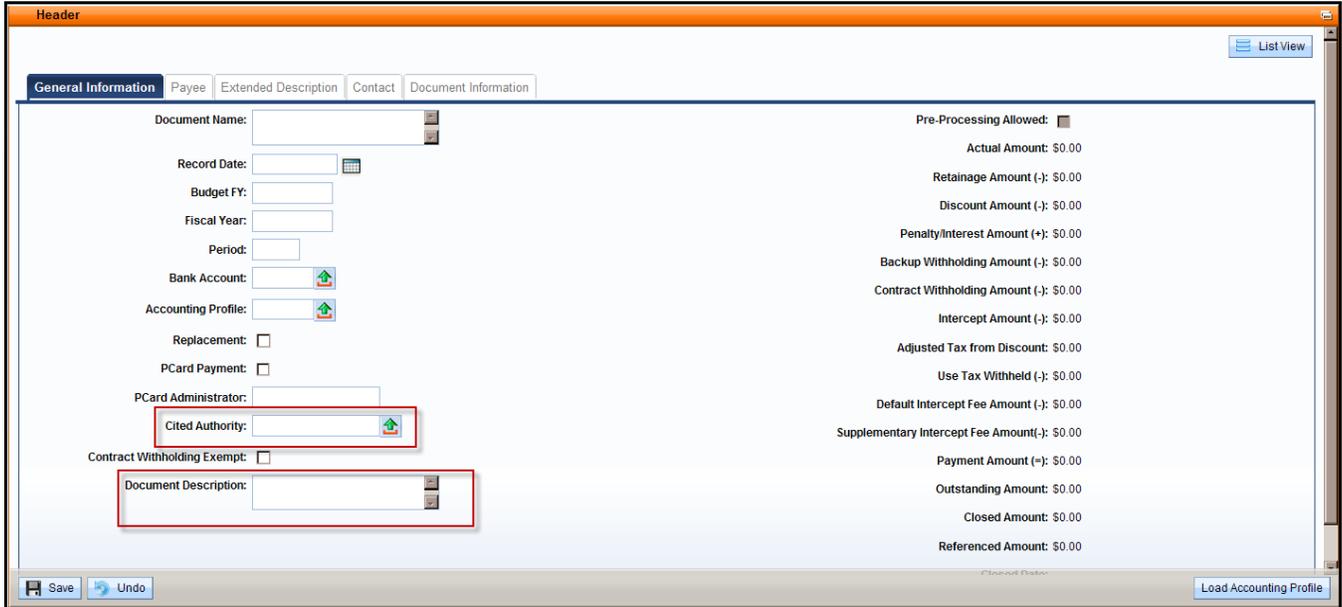
1. From the Secondary Navigation Panel, click **Search**.
2. Open the **Document Catalog**.
3. Click the **Create** link



4. Enter the following information:

Required Fields	Values
Code	PRC
Dept	Enter Your Department Number
Unit	UNIT
Auto Numbering	Select check box

5. Click **Create**. The **PRC** document opens to the Header section.



6. Click the “Pick List”  for Cited Authority

7. In the Description field, enter for **SMALL***

8. Click **Browse**



Choose

[Browse](#) [Clear](#)

Document Code : Doc Dept :

Cited Authority : Description : SMALL*

Effective From : Effective To :

	Document Code	Doc Dept	Cited Authority	Description	Effective From	Effective To
Select	PRC	758	FAP111-50-00	Small Purchase Moving Services	01/01/2006	01/01/2020
Select	PRC	758	FAP111-52-00	Small Purchase Lease or Rental Agreement	01/01/2006	01/01/2020
Select	PRC	758	FAP111-53-00	Small Purchase Pre-Owned & Reconditioned Equipment/Products	01/01/2006	01/01/2020
Select	PRC	758	FAP111-55-00-G	Small Purchase-Goods	01/01/2006	01/01/2020
Select	PRC	758	FAP111-55-00-S	Small Purchase-Services	01/01/2006	01/01/2020
Select	PRC	ALL	KRS45A.100-G	Small Purchase Finance OMPS Contracts Only-Goods	01/01/2006	01/01/2020
Select	PRC	ALL	KRS45A.100-S	Small Purchase Finance OMPS Contracts Only-Services	01/01/2006	01/01/2020

[Cancel](#) First Previous Next Last

9. Select the **Small Purchase-Goods** Cited Authority.

10. In the Document Description field enter **Desk Lamps**

11. Click **Vendor** section. The page opens to the General Information tab.
12. Click **Insert New Line**

Vendor Customer: [Field] [Browse]

Legal Name: [Field]

Alias/DBA: [Field]

Address Code: [Field] [Browse]

Address 1: [Field]

Address 2: [Field]

City: [Field]

State: [Dropdown]

Zip Code: [Field]

Country: [Field]

County: [Field] [Browse]

Vendor Contact ID: [Field] [Browse]

Vendor Contact Name: [Field]

Vendor Contact Phone: [Field]

Vendor Contact Phone Ext.: [Field]

Vendor Contact Email: [Field]

Fax: [Field]

Fax Extension: [Field]

Web Address http://: [Field]

Taxpayer ID Number: [Field]

Taxpayer ID Type: [Dropdown]

Merchant ID: [Field]

Tax Profile: [Field]

Received Service From Date: [Field] [Calendar]

[Insert New Line] [Insert Copied Line] [Edit with Grid]

13. In the Vendor Customer field, enter the Vendor Code, (EX: VC0000089703), Click **Browse**.
14. Click **Select**. You may click on the Pick List and search for the vendor by legal name or last name.
15. Click on the **Disbursement Options** tab.

Disbursement Type: [Field]

Disbursement Format: [Field] [Browse]

Scheduled Payment Date: [Field] [Calendar]

Disbursement Priority: [Field] [Browse]

Single Payment:

Pay Third Party:

On-line Disbursement Rqst:

EFT Status: [Field]

Handling Code: [Field] [Browse]

Disbursement Category: [Field] [Browse]

16. Enter the following in the **Disbursement Options** tab.

Required Fields	Values
Scheduled Payment Date	30 days from the invoice date or date required by vendor

17. Click on the **Invoice Information** tab.

The screenshot shows the 'Invoice Information' tab selected. Fields include Invoice Doc Code, Invoice Doc Dept, Invoice Doc ID, Invoice Acceptance/Sign-Off Date, Vendor Invoice Number (highlighted), Vendor Invoice Date, and Tracking Date.

18. Enter the following in the **Invoice Information** section.

Required Fields	Values
Vendor Invoice Number	Enter the invoice number from the vendor's invoice
Vendor Invoice Date	Enter the date on the vendor's invoice

19. Click **Commodity** section. The page opens to the General Information tab.

20. Click **Insert New Line**

The screenshot shows the 'Commodity' section with the 'General Information' tab selected. The 'Commodity' field and 'Line Type' dropdown are highlighted. The 'Insert New Line' button is visible at the bottom.

21. Enter the following in the **General Information** tab on the **PRC**.

Required Fields	Values
Commodity	55955
Line Type	Item
Quantity	10
Unit of Measure	EA
Unit Price	99.99

22. Click the **Accounting** section. The page opens to the General Information tab
23. Click **Insert New Line**

Accounting Total Lines: 1 Accounting Line: 0 Total Line Amount: Line Closed Amount: \$0.00

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible	Payment Type
0			\$0.00	No	

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Extended Description

Event Type: Budget FY:

Accounting Template: Fiscal Year:

Bank Account: Period:

Line Description: Check Description:

Sub Total Line Amount: Special Instructions Code:

Total Tax Amount: Disbursement Category:

Use Tax Amount: Extension Reason:

Total Line Amount: Extension Description:

Interest Ineligible: Invoice Acceptance/Sign-Off Date:

Payment Type: After Accounts Payable Period:

Interest Amount From IPR: Percentage Completed Before:

PY Accrual/Clearing %:

Save Undo Insert New Line Insert Copied Line Edit with Grid

24. Enter the following on the **General Information** tab.

Required Fields	Values
Accounting Template	Enter your Acct Template Name or enter the values in each of the Acct Fields that your department requires
Sub Total Line Amount	999.90

25. Click the **Fund Accounting** tab

General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting Additional Amounts Extended Description

Fund: Object: OBSA:

Sub Fund: Sub Object: Sub OBSA:

Department: Revenue: Dept Object:

Unit: Sub Revenue: Dept Revenue:

Sub Unit: BSA:

Appr Unit: Sub BSA:

26. Enter the following **Fund Accounting** tab.

Required Fields	Values
Object	E321 (always choose an appropriate Object Code for the purchase)

27. Click **Validate**. Check for errors. If errors are present, correct them and click **Validate** again.
28. Click **Submit** after all errors have been corrected.

NOTE: In training, the **PRC** document will submit to “Final”. However, in eMARS production the **PRC** document will be submitted into Workflow for approvals.

WORKFLOW is set up by the agency/department. Users are assigned “approval roles”. Documents automatically route to the WORKLIST(s) for approvers to move to their individual Worklist for review and approval.

29. Click **Close** to exit the document.
30. Click **Home** on the Primary Navigation Panel.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as “approvers” will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

PRC referencing award documents (Copy Forward)

Various types of award documents (PO, PO2, PON2, DO, DO2, CT, CT2) can be created within eMARS depending upon the circumstance and the procurement authority of the department. These award documents must be properly referenced on the payment document to ensure the integrity of the award and properly track and liquidated the actions on the award. The Copy Forward functionality can be used to ensure payments are properly referencing the award.

NOTE: For more information on the various types of award documents, please refer to the eMARS 601 General Procurement manual.

Copy Forward All Lines

To pay against all lines on the award document, users should follow the steps below:

1. Locate and open the award document through the Document Catalog.
2. Click Copy Forward located at the bottom of the document.
3. Enter Dept, Unit and select Auto Numbering.
4. Select either **PRC** for an external vendor or **PRCI** for an internal vendor.
5. Click OK.

Copy Forward

From Document

Category : PROC Doc Dept : 758

Type : PO Doc Unit : D758

Code : PON2 ID : 1600000012

Select Entire Document : Version : 1

To Document

Doc. Department Code : ### Document Id :

Unit Code : #### Auto Numbering :

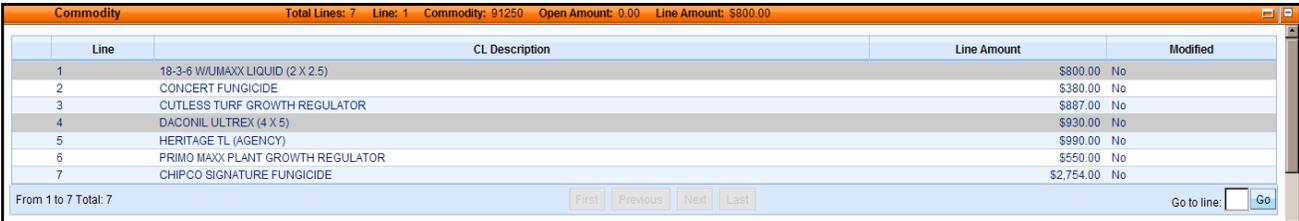
Target Doc Type	Target Doc Code	Description
PE	PE	
TM	TM	
<input checked="" type="checkbox"/> PR	PRC	Pay for Order
<input type="checkbox"/> PR	PRCI	Pay for Order Internal

First Prev Next Last

Copy Forward Selected Lines

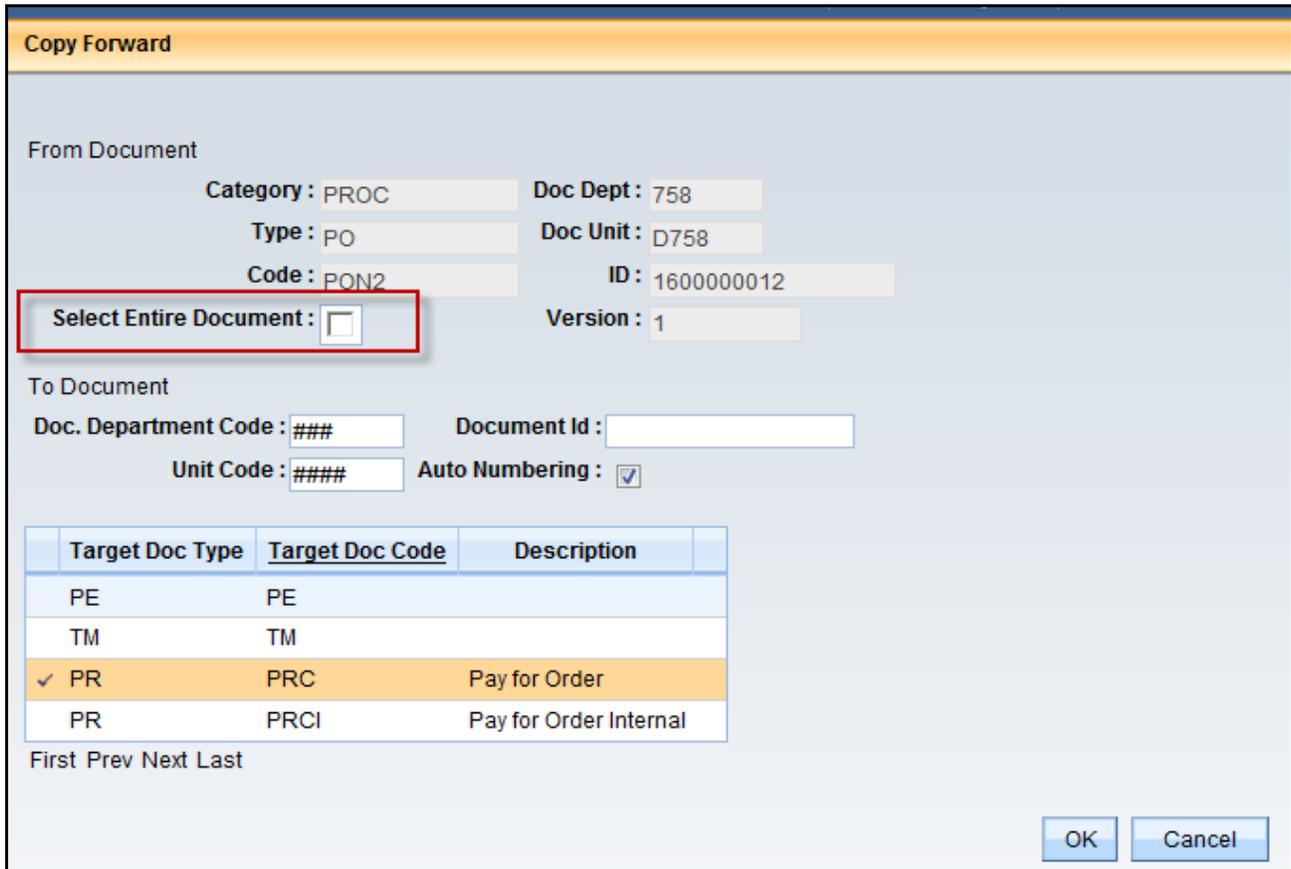
To pay against selected lines on the **PON2**, users should follow the steps below:

1. Locate and open the award document through the Document Catalog.
2. Click on the Commodity Section of the document.
3. Select appropriate lines. Hold down the Control (**CTRL**) key on the keyboard. While keeping the **CTRL** key held, use the mouse to select the desired lines. Once selected the lines will be highlighted in blue.



Line	CL Description	Line Amount	Modified
1	18-3-6 WUMAXX LIQUID (2 X 2.5)	\$800.00	No
2	CONCERT FUNGICIDE	\$380.00	No
3	CUTLESS TURF GROWTH REGULATOR	\$887.00	No
4	DACONIL ULTREX (4 X 5)	\$930.00	No
5	HERITAGE TL (AGENCY)	\$990.00	No
6	PRIMO MAXX PLANT GROWTH REGULATOR	\$550.00	No
7	CHIPCO SIGNATURE FUNGICIDE	\$2,754.00	No

4. Click **Copy Forward** located at the bottom of the document.
5. **Deselect** the Select Entire Document Checkbox.
6. Enter Dept, Unit and select **Auto Numbering**.
7. Select either **PRC** for an external vendor or **PRCI** for an internal vendor.
8. Click OK.



Copy Forward

From Document

Category : PROC Doc Dept : 758
 Type : PO Doc Unit : D758
 Code : PON2 ID : 1600000012
 Select Entire Document : Version : 1

To Document

Doc. Department Code : ### Document Id :
 Unit Code : #### Auto Numbering :

	Target Doc Type	Target Doc Code	Description
	PE	PE	
	TM	TM	
✓	PR	PRC	Pay for Order
	PR	PRCI	Pay for Order Internal

First Prev Next Last

OK Cancel

When creating the **PRC/PRCI** via the Copy Forward function the payment document is populated with data from the referenced award. Users will complete the document with appropriate quantities, dollar amounts and vendor invoice information, then validate and submit the document for approval.

Using the **Copy Forward** function allows for easy document entry because the information on the referenced document is automatically inferred to the **PRC** or **PRCI**. The Accounting information is not present at first on the **PRC** or the **PRCI** document; the document must be validated before the Accounting information is displayed.

[Verify Partial/Final Reference Type on Payment \(PRC\) Documents](#)



When creating **PRC** documents referencing award documents, be sure to verify the partial/final reference type located under the *Reference* area of the *Commodity Section and Accounting Sections*. Choosing the *Final* reference type will close the corresponding commodity line, thus preventing any further payments against that line. Therefore, it is very important that you do not choose *Final* prematurely.

NOTE: If a PON2, PO, PO2, DO or DO2 contract between internal vendors (state agencies) is prematurely closed, you cannot reopen the contract. An Inverse PRCI will not validate. The only option is to modify the contract adding the remaining balance to the original amount, thus inflating the contract amount. The User should not expend more than the original amount of the contract, but the amount of the contract will be increased. The modified PON2 or award will have to be routed through the entire workflow as set up for the original contract.

As a standard practice it is best to follow these steps when completing your PRC:

- Step 1.** Select appropriate lines if applicable
- Step 2.** *Copy Forward* from the award to the **PRC**.
- Step 3.** Change the *Quantity* or *Contract Amount* to the proper amount to be paid.
- Step 4.** Select the appropriate *Reference Type (Partial/Final)*. **Only select *Final* if you are sure no other payments will be made against the line.**
- Step 5.** Validate to infer the *Accounting Lines* from the award. It is best not to validate prior to completing Step 4.
- Step 6.** Enter all other required fields.
- Step 7.** Validate again to ensure document is without error.
- Step 8.** Double check the *Partial/Final Reference Type on the Commodity and Accounting line..*
- Step 9.** Submit the **PRC**.

Exercise 2 — Copy Forward from PON2 Document to a PRC

Scenario

Your Department established a Personal Service Contract (PON2) for financial advising services. The **PON2** has already been established for \$50,000 and has been approved accordingly. The first payment of \$2,500 is due to the vendor. The accounts payable office will use the **Copy Forward** option to create a **PRC** for payment.

Task Overview

Create a **PRC** document using the **Copy Forward** functionality from a **PON2** award.

Procedures

1. From the Secondary Navigation Panel, click **Search**.
2. Open the **Document Catalog**.
3. Enter the following information:

Required Fields	Values
Code	PON2
Dept	Enter your Department
ID	Enter the Document ID

Document Catalog

[Create](#) 

▼ **Document Identifier**

Code:  Unit:

Dept: ID:

▼ **User Information**

Create User ID: Create Date: 

▶ **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	PON2	758	D758	1600000012	No	1	New	Final	Submitted	2/23/15	HHW0004	\$50,000.00	Yes

First Prev Next Last

NOTE: The Copy Forward to a PRC can be done from a DO, DO2, PO, PO2, CT and CT2 substituting the referencing award Document Code/ID in Step 3.

4. Click **Browse**.

- Click the **PON2** ID number to open that document. The **PON2** document opens to the Header section.

- Click **Copy Forward**. The Copy Forward page opens.
- Enter the following information below the "To Document" line.

Target Doc Type	Target Doc Code	Description
PE	PE	
TM	TM	
<input checked="" type="checkbox"/> PR	PRC	Pay for Order
PR	PRCI	Pay for Order Internal

Required Fields	Values
Dept	Enter Dept Number
Unit	Enter the UNIT
ID	Select Auto Number checkbox.
Target Document Type	Ensure the PRC is selected (highlighted in yellow) as the target document.

- Click **OK**. The new **PRC** document opens to the **Header** section. Most fields on the **PRC** should be inferred from the **PON2** document.
- Click the **Vendor** section. The page opens to the General Information tab.
- Enter the following in the **Disbursement Options** tab.

Required Fields	Values
Scheduled Payment Date	30 days from the invoice date or the date required by the vendor

- Enter the following in the **Invoice Information** tab.

Required Fields	Values
Vendor Invoice Number	Enter the invoice number from the vendor's invoice
Vendor Invoice Date	Enter the date from the vendor's invoice

- Click the **Commodity** section. The page opens to the General Information tab.
- Enter the following in the **General Information** tab on the **PRC**.

Required Fields	Values
Contract Amount	Change amount to \$2,500

- Enter the following in the **Reference** tab.

Required Fields	Values
Ref Type	Partial

NOTE: The accounting line(s) will infer from the award document when the PRC is created by the Copy Forward. The partial amount should be entered on the Commodity Line before validation.

- Click **Validate**. Check for errors. If errors are present, correct them and click **Validate** again.
- Click **Submit** after all errors have been corrected.

17. Click **Close** to exit the document.
18. Click **Home** on the Primary Navigation Panel.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as “approvers” will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

Generating a PRC from the SHOPPER

The Universal Requestor Catalog Search inquiry (URCATS) and Master Agreement Search (URSRCHMA) have been replaced by **SHOPPER**. **SHOPPER** allows users to search for goods and services from the same screen. The Shopper inquiry (**SHOPPER**) is a main starting point for decentralized Procurement activity. Users will search the Commonwealth's database of Catalog Items and Master Agreement Lines to locate their desired items.

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If the item is available on a Master Agreement (**MA**), users can either create a Delivery Order (**DO**, **DO2**) or Payment Request (**PRC**) directly from the **SHOPPER** search page. *Creating the DO/DO2 as the first step in the procurement process is the preferred method for purchasing.* If the Master Agreement (**MA**) will soon expire, creating the **DO/DO2** will allow users to pay for the goods or services after the **MA** expiration date, provided the goods and services were purchased before the **MA** expired.

The **Shopper** page allows items to be selected from the **Master Agreement** and added to the **SHOPPING CART** where items can be reviewed and the quantity can be updated. The **Shopping Cart** will then trigger the creation of a Payment Request with Commodity (**PRC**) document.

Possible documents that can be created are **DO**, **DO2** or **PRC**. Conditions that cause the specific document to be created are as follows:

- A **Delivery Order** can also be created directly from the Shopper search page, bypassing the **UR** document when 1 or very few items are selected.
- A **PRC** document can be created directly from the **SHOPPER** search page or will be created when the Create Payment box is flagged in the Commodity Group section of the **UR** document. The **PRC** document will allow you to create a direct payment for items selected from the search when 1 or very few items are selected.
- An **RQS** or a Requisition document will be created when an item is selected in the catalog search that is not on a purchase contract and the amount of the request is in excess of the Department Delegated Small Purchase Authority.

NOTE: Only procurements and expenditures that are considered strategic in nature will require the SPR1 document . A pdf copy of the approved SPR1 should be attached to the DO/DO2, PRC or RQS created from the SHOPPER process.

Searching the **SHOPPER** page can be cumbersome at times. The more information you have regarding the items to be purchased, the easier your search will be. Helpful "tips and tricks" are provided below to assist your search.

When searching for an item that exists on a large *Master Agreement Catalog* it is helpful to have an electronic copy of that catalog to use as a resource. Once a copy of the catalog has been downloaded users will be able reference this spreadsheet to locate the supplier part number and extended description included on the **Master Agreement**.

The following are steps to download a copy of a *Master Agreement Catalog*:

1. Open the desired *Master Agreement* within eMARS.
2. Navigate to the *Commodity Line* component.
3. Click *File* in the bottom right corner.
4. Select the Attachments page.
5. Locate the most current version of the catalog, and highlight it.
6. Click *Download*.
7. Save the Excel spreadsheet to your *Desktop*.

Once the copy has been saved to your desktop, it may be referenced when making payments or processing *Delivery Orders* against the *Master Agreement*. The spreadsheet may be sorted based on the *Supplier Part Number, Unit Price, Item Description*, etc. Once you have located the item(s), the *Supplier Part Number, Unit Price, Item Description*, etc. may then be entered into the URCATS search criteria. *Master Agreement Catalogs* are modified as necessary. Users should delete the downloaded spreadsheets from their desktop and download again for future purchases as the *Master Agreements* are modified as necessary.

This search criteria fields supports special characters and reserve words for advanced searching. The following table shows how reserve words work:

Reserved Word	Examples	Search Result
AND	computer and mouse	Returns catalog records with both terms. Relevancy is increased based on the number of times both words occur.
ACCUM	Computer ACCUM Mouse ACCUM Wireless	Returns catalog records with either or both terms. Relevancy is increased based on the number of times both words occur
OR	laptop or notebook	Returns catalog records with either laptop or notebook in any of the fields.
NOT	Notebook NOT MA12344	Excludes records that contain the specified key word. In this example it would return records with the word notebook which does not have MA12344 in any of the fields.

The percent character "...%..." may also be used as a wildcard to replace individual characters. For instance the search query "boo%" would return results for both "book" and "boot". Or any word that starts with "boo" like "booster".

NOTE: The standard eMARS wildcard character of "*" does not work on this inquiry., Please use the "%" instead. This is the exception to the rule.

When using the SHOPPER Search, it is important to include detailed information into the **Search For** field. This will ensure a quick and relevant search for the desired items. If the *Master Agreement* document code or *Vendor Code* is known, it should be included as part of the search.

Review the results of the Catalog search. eMARS will produce a set of results that are sorted based on relevancy (that is, based on how closely the item matches the search criteria entered), and then within relevancy, results are sorted first by **Vendor Preference**(ascending order) and then **Source** (Catalog Lines, Master Agreement Lines, Inventory, Purchase History, and Commodity Codes).

With the information pertaining to your purchase, perform the search.



The screenshot shows the 'Shopper' interface. At the top left, there is a shopping cart icon with '0 Items : \$0.00' and buttons for 'Edit Shopping Cart' and 'Proceed to Checkout'. Below this is a 'Check Sources of Supply' section with a red border, containing a list of checkboxes: 'Select All or check Sources to be searched:', 'Inventory', 'MA Catalog Items' (checked), 'PunchOut Catalogs' (checked), 'Master Agreements' (checked), 'Similiar Purchases', and 'Commodities'. To the right is an 'Advanced Search' form with a red border. The 'Search For' field contains 'GORDON FOOD SERVICE AND COFFEE'. Other fields include 'Department', 'Commodity', 'Vendor', 'Price (from)', 'Price (to)', 'Warehouse', 'Expiration Date', 'Include Expired Agreements' (set to 'No'), and 'Mandatory Source Enabled'. There are 'Search' and 'Clear Search Fields' buttons at the bottom of the form.

Deselect all **Sources of Supply** except the **MA Catalog Items** check-box. This means that the inquiry will only search for Catalog Items. (MA Catalog, PunchOut and Master Agreements may all be selected here.)

Type in your search criteria into the “Search For” field and click **Browse**.

Exercise 3 — Generate PRC Using SHOPPER

Scenario

Your Department needs to pay for coffee supplies for the cafeteria. A Master Agreement was previously created by Finance, Office of Material & Procurement Services and is accessible through **SHOPPER**. The accounts payable office will make the payment of \$47.31 by creating a **PRC** for payment.

Task Overview

Generate a **PRC** payment from **SHOPPER**

Procedures

1. At the top of the screen, **type SHOP** in the **JUMP TO** field. **Click Go**. Or, click on the **Procurement Workspace** and click on **Shopper**.
2. The **Shopper** search screen will open. **Uncheck the Select All box**. **Select the MA Catalog Items**. (MA Catalog, PunchOut Catalog and Master Agreements can all be selected here.)

NOTE: Deselecting all boxes except **MA Catalog Items**, ensures the results are only items on Master Agreement.Catalog (also, selecting Menu – Page Help gives helpful hints on advanced searches)

Search Tips for SHOPPER

- **Do NOT** use a hyphen “-“. Using this character will produce in undesired results. Use search criteria that does not include the hyphen. For instance, if you are searching for a specific Master Agreement number, C-05989898, you should search using just the number and wildcard, %05989898%. Or, if you are searching for a supplier part number that contains the hyphen such as AB123-01, search for AB123%.
- Use Supplier Part numbers when possible.
- Stay away from broad searches such as “Cardinal%” or “Ikon%”. There are several large contracts, some with several thousand lines. Using broad searches on these contracts will take substantially longer.

3. Type Gordon Food Service and Coffee in the **Search For** field.
4. Click **Search**. See the search results below. To see more results, Click the **Next** button at the bottom of the screen.
5. To select the items for purchase, type the quantities in the **Quantity** field.

Shopper Menu Bs

3 Items : \$47.31
[Edit Shopping Cart](#)
[Proceed to Checkout](#)

Check Sources of Supply:

Select All or check Sources to be searched

Inventory

MA Catalog Items

PunchOut Catalogs

Master Agreements

Similiar Purchases

Commodities

Search For:

Advanced Search:

Department: Warehouse:

Commodity: Expiration Date:

Vendor: Include Expired Agreements:

Price (from): Mandatory Source Enabled:

Price (to):

[Search](#) [Clear Search Fields](#)

▼ Available From MA Catalogs

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration	Image
No	<input type="text" value="1"/>	CASE	\$8.77	64000	12-CUP RT COFFEE FIL	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	116637	Gordon Food Service	MA 758 1200000983	2015-06-25	Details
No	<input type="text" value="1"/>	CASE	\$14.64	64000	URN CLEANER BREW-RITE	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	189189	Gordon Food Service	MA 758 1200000983	2015-06-25	Details
No	<input type="text" value="1"/>	CASE	\$23.90	64000	COFFEE CONDIMENT KIT	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	671673	Gordon Food Service	MA 758 1200000983	2015-06-25	Details

First Prev Next Last [Add to Cart](#)

NOTE: If more items are to be purchased and those items are not on the same page, choose the items on the page displayed, enter the quantity and click on Add to Cart. Then click on Next to go to the next page of items. Choose the items on each page and add them to the cart before going to the next page of items.

6. Click **Add to Cart**. The number of items you have selected will appear in the Shopping Cart in the top right corner. (If you need to view or remove items from the cart, Click **Edit Shopping Cart**)
7. Click **Proceed to Checkout**
8. Under **Document Identifier**, choose **PRC**. Your *Dept* and *Unit* should infer from your user profile.
9. **Auto Numbering** field should be checked.
10. Under **Additional Information**, type in your **Shipping and Billing Location** and **Delivery Date**.

Checkout



3 Items : ██████

[Edit Shopping Cart](#)

▼ **Document Identifier**

Code :  Department :  ID :

Unit :  Auto Numbering :

▼ **Additional Information**

Shipping Location :  Accounting Template : 

Billing Location :  Accounting Profile : 

Delivery Date : 

Continue Shopping

Checkout

11. Click **Checkout**. (Click **OK** to the prompt to checkout.)
12. The **PRC** document is opened. On the Header, type in the **Document Description** field with information you would want to see on a report.
13. Complete the **PRC**. Review the **Vendor Section** (the vendor code and information infer from the Master Agreement).
14. Under the **Disbursement Options**, enter the date for the payment to be disbursed. If you do not enter a date, the date the document is approved will infer in this field. If a future payment date is entered, the check or EFT will be disbursed 2 or 3 business days before the payment date to ensure the vendor receives it by the date entered.
15. Under the **Invoice Information**, enter **Vendor Invoice Number** and **Vendor Invoice Date**.

Required Fields	Values
Vendor Invoice Number	Type in the Invoice Number from the invoice from the vendor
Vendor Invoice Date	Use the date on the invoice received from the vendor

16. Click on **the Commodity Section**. Verify the items that you ordered and need to pay.

17. Since we have more than one **Commodity line**, we will use the **Accounting Distribution** section to add the accounting information and it will infer it to all the lines on the **PRC**. Click on **Accounting Distribution**.
18. Click **Insert New Line**. The **Event Type** will infer to AP01.
19. Type in the accounting information or the **Accounting Template** to be used.
20. Type in **100** in the **Distribution Percentage**. (If the accounting is to be split, you can add additional lines with the accounting information and percentages).
21. Your **Accounting Template** maybe used for all types of purchases and may not include an **Object Code**. If not, type it in or use the **Pick List** to search and find the **Object Code** to be used. Always use the correct **Object Code** in your purchases.

Required Fields	Values
Accounting Template	Your Agency's Template Name
Distribution Percentage	100.00
Object Code	Type in, or use the Pick List to search for and find the Object Code.



22. Click **Save** and see the **Distribute Accounting Lines** button appear.
23. Click the **Distribute Accounting Lines** button to create and infer the **Accounting Lines** to each **Commodity Line**.
24. Click **Validate** to be able to see the accounting lines after they are populated from Accounting Distribution. Verify that the **Accounting Lines** did populate with the correct information by going to each Accounting Line for each Commodity Line to view the accounting.
25. After validation, correct any errors, if there are any. Look at the **Header** to verify the amount is correct.
26. Click **Submit**. The PRC will route through the Workflow process that your department/agency has set up for document approvals. When the PRC is in Final Status, it will pay out in the nightly cycle providing there are no funding issues.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as “approvers” will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

General Accounting Expenditure Documents (GAX)

The General Accounting Expenditure (**GAX**) document is used to make non-commodity-based payments and, therefore, does not require a reference to an award document. GAX documents can be used to pay a single vendor or multiple vendors specifying single or multiple accounting lines per vendor. In eMARS, use of the **GAX** is limited thru the required Cited Authority field. Only those departments with proper authorities will be able to create **GAX** documents. Some allowable authorities include but are not limited to reimbursements, postage, utilities, agency specific authorities, etc. Single and multiple vendor **GAX** documents will use the AP01—Authorize Normal Payment Event Type.

Key Fields on GAX document

Please refer to the following when creating a **GAX** document.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Cited Authority	Required	Select appropriate authority for payment.
		Document Description	Optional	
		Record Date	Inferred	Will default to current date upon final approval. Users should leave this field blank and let it infer.
		Accounting Period (Budget Fiscal Year, Accounting Fiscal Year and Period	Inferred	Will default to the current accounting period upon final approval. User should leave these fields blank and let them infer. However, users will be required to enter during fiscal year end, Period 13.

Important Notes to Remember Regarding the Header:

- **Cited Authority** is required on all standard **GAX** documents and is used to identify the authority under which the payment is being made. The Cited Authorities available in the “pick list” are determined by the document code and department.



eMARS Course 1320 Accounts Payable

Header List View

General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Monthly Utility Payments
telephone, water, electric

Pre-Processing Allowed:

Bank Account:

Replacement:

Contract Withholding Exempt:

Cited Authority: FAP111-08-00-01

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	Vendor Customer	Required	Select from "Pick List". A different address code may be selected if a different payment address is available from the vendor record.
	Disbursement Options	Scheduled Payment Date	Required	Enter Due Date from Vendor's Invoice
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed but may be changed.

Vendor Vendor Line: 1 Vendor Customer: VC1000017354 Legal Name: KENTUCKY TELEPHONE

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC1000017354	KENTUCKY TELEPHONE	\$0.00

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information | **Disbursement Options** | Discount Terms

Disbursement Category: STM

Schedule Payment Date: 02/25/2015

Disbursement Priority: 0000000099

Disbursement Type: EFT

Disbursement Format: CCD

Single Payment:

EFT Status: Eligible for EFT

Handling Code:

On Line Disbursement Rqst:

Taxpayer Id:

Taxpayer Id Type:

Pay Third Party:

Important Notes to Remember Regarding the Vendor Section:

- **Vendors** are no longer identifiable or searchable by Social Security Number (**SSN**) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by system assigned vendor code. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location. If the address is not available, a new payment address will have to be added through the **VCM** process.)
- Multiple vendors may be added to the **GAX** by selecting "Insert New Line" from the Vendor section.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. The Scheduled Payment date should be set to correspond with the due date on the Vendor's Invoice. If no due date was supplied on the Vendor's Invoice, the **Scheduled Payment Date** should be set to 30 days from the Vendor's Invoice Date. This value will default to today's date so it is your **RESPONSIBILITY** to set the value in the Commonwealth's best interest.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the "pick list" by the user. Other categories are, Sealed & Unsealed Agency Mailed and Sealed & Unsealed Treasury Hold.
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Event Type	Required	For the GAX the Default is AP01—Authorize Normal Payment
		Accounting Template	Optional	Select appropriate template from “pick list”.
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
		Vendor Invoice Number	Required	The first 30 characters of this value will be printed on the check stub.
		Vendor Invoice Line	Required	Enter reference to line on Vendor’s invoice.
				Can not be zero and must be unique on all accounting lines
		Vendor Invoice Date	Required	Enter date Vendor’s invoice was issue.
	Check Description	Required	Enter descriptive information concerning payment , i.e. Account #s, phone #s for telephone invoices etc. The first 24 characters will print on the check.	
	Fund Accounting	Fund Dept Unit Object	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

Important Notes to Remember Regarding the Accounting Section:

- Although optional, use of **Accounting Templates** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Vendor **Invoice Number** (first 30 characters) and **Check Description** (first 24 characters on 1st line only) fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the Document Description, line description or Extended Description fields as a means to communicate vendor information. These fields **DO NOT** print on the remittance to the vendor.
- For payments which recur on a frequent basis, a **Document Template** may also be established.
- **Select the appropriate Object Code or “E” Codes** for accurate representation of expenditures. Object Codes or “E” Codes are used to identify the type of expenditures being obligated against and agency’s budget.
 - Avoid Object Codes with Miscellaneous or Other as part of the name when possible.
 - Be sure the Object Code selected is represented within the proper Object Type (EX: Computer Equipment/Hardware has a specific Object Code within Object Types 3, 6 & 7)
 - Contact your agency’s Fiscal Officer to determine specific Object Codes when necessary.

Accounting						
Total Lines: 1		Accounting Line: 0		Line Amount: \$0.00		Line Open Amount:
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type	
0	\$0.00					
From 1 to 1 Total: 1						
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Go"/>						
<input type="button" value="Li"/>						
<div style="display: flex; justify-content: space-between;"> General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts </div>						
Event Type: <input type="text"/>		Budget FY: <input type="text"/>				
Accounting Template: ACTPL		Fiscal Year: <input type="text"/>				
Line Description: <input type="text"/>		Period: <input type="text"/>				
Line Amount: 100.00		Bank: <input type="text"/>				
Line Closed Amount: <input type="text"/>		Vendor Invoice Number: 123123123				
		Vendor Invoice Line: 1				
		Vendor Invoice Date: 02/01/2015				

Exercise 4 — Multi-Vendor GAX Payment

Scenario

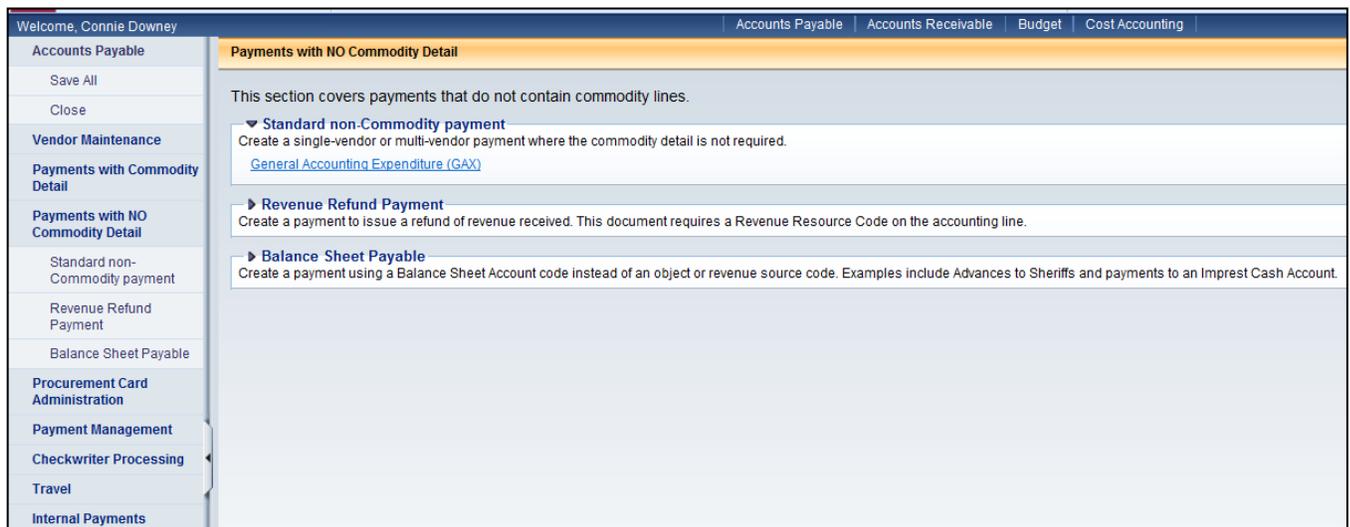
Your Department needs to pay the utility bills for the office building. The accounts payable office will create a multi-vendor **GAX** document to pay for Telephone, Water and Electricity.

Task Overview

Create a multi-vendor **GAX** document.

Procedures

1. From the Primary Navigation Panel, click **Accounts Payable** workspace.



2. On the Secondary Navigation Panel, click **Payments with NO Commodity Detail**.
3. Click **General Accounting Expenditure (GAX)**.
4. The page opens. Click **Create**.
5. Enter the following information.

Required Fields	Values
Code	GAX
Dept	Enter your Department Number or refer to your Student ID card
Unit	Type in your UNIT
ID	Select the Auto Numbering checkbox

Document Catalog

Search

▼ Document Identifier

Code: Unit:

Dept: ID:

▼ Other Options

Auto Numbering:

Create Template:

[Create](#)

[Menu](#)

- Click **Create**. The new GAX document opens to the General Information section.
- Enter the following information in the Header section:

Required Fields	Values
Cited Authority	Choose FAP111-08-00-01 from the pick list

Header [List View](#)

General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: Monthly Utility Payments
telephone, water, electric

Pre-Processing Allowed:

Bank Account:

Replacement:

Contract Withholding Exempt:

Cited Authority: FAP111-08-00-01

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Vendor 1

- Click **Vendor** from the Secondary Navigation Panel. The page opens to the General Information section.
- Click **Insert New Line**.

Vendor Line: 1 Vendor Customer: VC1000017354 Legal Name: KENTUCKY TELEPHONE

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC1000017354	KENTUCKY TELEPHONE	\$0.00

From 1 to 1 Total: 1

Go to line: Go

List View

General Information | Disbursement Options | Discount Terms

Vendor Customer: VC1000017354
 Legal Name: KENTUCKY TELEPHON
 Alias/DBA:
 Address Code: AD001
 Address Line 1: 702 TELEPHONE DR
 Address Line 2:
 City: TELEPHONE
 State: Kentucky
 Zip: 40000
 Country: US
 County:

Vendor Contact ID: PC001
 Vendor Contact Name: MR TELEPHONE
 Vendor Contact Phone: 999-999-9999
 Vendor Contact Phone Ext.:
 Vendor Contact Email:
 Fax:
 Fax Extension:
 Web Address http://:

10. Enter the following information in the **General Information** section.

Required Fields	Values
Vendor Customer	Enter the Vendor Code for your payment or search by clicking on the Pick List (EX: "Kentucky Telephone" in the Legal Name or enter VC1000017354)
Address Code	Default Address will infer, or Click the Pick List & find the address code for your payment

11. In the **Disbursement Options** section enter the following information.

Required Fields	Values
Scheduled Payment Date	30 days from date on invoice or date required by the vendor. The AD (check) or EFT (electronic Funds Transfer will disburse 2-3 business days before the scheduled pay date so the vendor will have the payment by the date on the payment document.

12. Click **Accounting** from the Secondary Navigation Panel. The page opens to the General Information section.

13. Click **Insert New Line**. Enter the following information in the **General Information** section:

Required Fields	Values
Accounting Template	Enter your Acct Template Name or type the values in each of the Acct Fields your department requires
Total Line Amount	\$100.00
Vendor Invoice Number	Enter Invoice # that is on the invoice you received
Vendor Invoice Line	1
Vendor Invoice Date	Enter date on vendor's invoice
Check Description	Enter Acct # or other information the vendor will recognize to post your payment correctly

14. In the **Fund Accounting** section enter the following information.

Required Fields	Values
Object	E211 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

Vendor 2

- 15. Click **Vendor** from the Secondary Navigation Panel. The page opens to the General Information section.
- 16. Click **Insert New Line**.
- 17. Enter the following Information in the **General Information** section.

Required Fields	Values
Vendor Customer	Enter the Vendor Code for your payment or search by clicking on the Pick List (EX: "Kentucky Water Company" in the Legal Name or enter VC1000017355)
Address Code	Default Address will infer, or Click the Pick List & find the address code for your payment

18. In the **Disbursement Options** section enter the following information.

Required Fields	Values
Scheduled Payment Date	30 days from date on invoice or date required by the vendor



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Vendor				
Vendor Line: 2 Vendor Customer: VC1000017355 Legal Name: KENTUCKY WATER COMPANY				
Vendor Line	Vendor Customer	Legal Name	Line Amount	
1	VC1000017354	KENTUCKY TELEPHONE	\$100.00	
2	VC1000017355	KENTUCKY WATER COMPANY	\$0.00	

From 1 to 2 Total: 2

First Previous Next Last

Go to line: Go

19. Click **Accounting** from the Secondary Navigation Panel. The page opens to the General Information section.

20. Click **Insert New Line**.

21. Enter the following information in the General Information section:

Required Fields	Values
Accounting Template	Enter your Acct Template Name or type the values in each of the Acct Fields your department requires
Total Line Amount	\$200.00
Vendor Invoice Number	Enter Invoice # that is on the paper invoice
Vendor Invoice Line	1
Vendor Invoice Date	Enter date that is on the invoice you received
Check Description	Enter Acct # or other information the vendor will recognize to post your payment correctly

22. In the Fund Accounting section enter the following information.

Required Fields	Values
Object	E213 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

Accounting						
Total Lines: 1 Accounting Line: 1 Line Amount: \$200.00 Line Open Amount: \$200.00						
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type	
1	\$200.00	\$0.00	\$200.00	\$0.00	AP01	

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

List View

General Information Reference **Fund Accounting** Detail Accounting Service Dates Additional Amounts

Fund: <input type="text"/>	Object: E213 <input type="text"/>	Revenue: <input type="text"/>
Department: <input type="text"/>	Sub Object: <input type="text"/>	Sub Revenue: <input type="text"/>
Unit: <input type="text"/>	Dept Object: <input type="text"/>	Dept Revenue: <input type="text"/>
		Appr Unit: <input type="text"/>

Vendor 3

23. Click **Vendor** from the Secondary Navigation Panel. The page opens to the **General Information** section.

24. Click **Insert New Line**.

25. Enter the following Information in the **General Information** section.

Required Fields	Values
Vendor Customer	Enter the Vendor Code for your payment or search by clicking on the Pick List (EX: "Kentucky Electric Inc" in the Legal Name or enter VC1000017357)
Address Code	Default Address will infer, or Click the Pick List & find the address code for your payment

26. In the **Disbursement Options** section, enter the following information.

Required Fields	Values
Scheduled Payment Date	30 days from date on invoice or date required by the vendor

27. Click **Accounting** from the Secondary Navigation Panel. The page opens to the General Information section.

28. Click **Insert New Line**.

29. Enter the following information in the **General Information** section:

30.

Required Fields	Values
Accounting Template	Enter your Acct Template Name or type the values in each of the Acct Fields your department requires
Total Line Amount	\$300.00
Vendor Invoice Number	Enter Invoice # that is on the invoice
Vendor Invoice Line	1
Vendor Invoice Date	Enter date that is on the invoice you received
Check Description	Enter Acct # or other information the vendor will recognize to post your payment correctly

31. In the **Fund Accounting** section, enter the following information.

Required Fields	Values
Object	E212 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

32. Click **Save**.

33. Click **Validate**. Check for errors.

34. Correct all errors and click **Validate** again.
35. Click **Submit** after the document validates successfully.
36. Click **Close** to exit the document.
37. Click **Home**.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as “approvers” will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

GAX Clones

There are two **GAX** clone documents, the **GAX2** (General Accounting Revenue Refund) and the **GAX3** (General Accounting Balance Sheet Payable). Cloned documents are very similar to the base document, but have specific, functions, requirements and security assigned. Like the **GAX**, **GAX** clones may have a single or multi-vendors.

The **GAX2** will be used solely for revenue refund transactions and will not require a Cited Authority. A single event type XP09 – Revenue Refund will be allowed on the **GAX2** and will default upon validation. The fund accounting will require a Revenue Source Code be entered. The **GAX2** is secured to only those departments and users who have a need for revenue refunds. It will not require an override for payment.

	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Document Description	Optional	
		Record Date Accounting	Inferred	Will default to the current accounting period upon final approval. Users should leave blank. However, users will be required to enter during fiscal year end, Period 13.
		Period (Budget Fiscal Year, Accounting Fiscal Year and Period	Inferred	
Vendor	General Information	Vendor Customer	Required	Select from “Pick List”
	Disbursement Options	Scheduled Payment Date	Required	Enter Date Vendor is to receive refund payment
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed
Accounting	General Information	Event Type	Required	For the GAX2 the Default is XP09—Revenue Refund
		Accounting Template	Optional	Select appropriate template from “pick list”.
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
		Vendor Invoice Number	Optional	Enter Vendor Invoice Number. First 30 characters will print on check stub remittance to vendor.
		Vendor Invoice Line	Optional	Enter reference to line on Vendor’s invoice. Can not be zero and must be unique on all accounting lines



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		Vendor Invoice Date	Optional	Enter date Vendor's invoice was issue.
		Check Description	Required	Enter descriptive information concerning refund payment. The first 24 Characters will print on the check stub remittance to vendor.
	Reference	Ref Doc Code	Optional	May reference a CR document
		Ref Doc Dept		
		Ref Doc ID		
	Ref Vendor Line			
		Ref Accounting Line		
	Fund Accounting	Fund Dept Unit Revenue Source	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

Important Notes to Remember concerning GAX2 documents:

- **Cited Authority** is not required.
- **Vendors** are no longer identifiable or searchable by Social Security Number (**SSN**) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by system assigned vendor code. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location.
- Multiple vendors may be added to the **GAX2** by selecting "Insert New Line" from the Vendor section.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. This value will default to today's date if nothing is entered.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the "pick list" by the user. Other categories are, Sealed & Unsealed Agency Mailed and Sealed & Unsealed Treasury Hold.
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.
- Although optional, use of **Accounting Templates** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Vendor **Invoice Number** (first 30 characters) and **Check Description** (first 24 characters on the 1st line only) fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the Document Description, Line Description or Extended Description fields as a means to communicate vendor information. These fields do not print on the check stub or remittance to vendor.

The **GAX3** will be used for balance sheet payables and will not require a cited authority. The allowable event types for the **GAX3** are as follows:

Event Type	Description
AP03	Authorize Retainage Payment
AP08	Authorize Unreserved Credit Balance Refund
AP12	Authorize Escheat Payment
AP14	Forfeiture of Retainage to Expenditure
AP15	Forfeiture of Retainage to Undistributed Receipts
AP18	Asset Payout Authorization *default*

The **GAX3** has multiple uses determined by the event types. Users may select the appropriate event type from the “pick list. If no selection is made, Event type of AP18 – Asset Payout Authorization will default upon validation. Some event types may require a Balance Sheet Account be entered in Fund Accounting. The **GAX3** is secured to only those departments and users who have a need for such payments and may require an override by the Office of the Controller.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Document Description	Optional	
		Record Date	Inferred	Will default to current date upon final approval. Users should leave this field blank and let it infer.
		Accounting Period (Budget Fiscal Year, Accounting Fiscal Year and Period	Inferred	Will default to the current accounting period upon final approval. However, users will be required to enter during fiscal year end, Period 13.
Vendor	General Information	Vendor Customer	Required	Select from “Pick List”
	Disbursement Options	Scheduled Payment Date	Required	Enter Date Vendor is to receive payment
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed

Accounting	General Information	Event Type	Required	For the GAX3 the Default is AP18 – Asset Payout Authorization. Other event types may be selected if appropriate
		Accounting Template	Optional	Select appropriate template from “pick list”.
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
		Vendor Invoice Number	Optional	First 30 Characters will print on the check stub remittance
		Vendor Invoice Line	Optional	Enter reference to line on Vendor’s invoice. Can not be zero and must be unique on all accounting lines
		Vendor Invoice Date	Optional	Enter date Vendor’s invoice was issue.
		Check Description	Required	Enter descriptive information concerning refund payment. The first 24 Characters will print on the check stub remittance.
	Fund Accounting	Fund Dept Unit Balance Sheet Account or Object Code	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

Important Notes to Remember concerning GAX3 documents:

- **Cited Authority** is not required.
- **Vendors** are no longer identifiable or searchable by Social Security Number (SSN) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by system assigned vendor code. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location.
- Multiple vendors may be added to the **GAX3** by selecting “Insert New Line” from the Vendor section.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. This value will default to today's date if nothing is entered.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the “pick list” by the user. Other categories are, Sealed & Unsealed Agency Mailed and Sealed & Unsealed Treasury Hold.
- Users will not have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.
- **Event Type** AP18 – Asset Payout Authorization will default on the **GAX3**. However, other event types are allowable on the **GAX3** and may be selected from the “pick list” by the user.
- Although optional, use of **Accounting Templates** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Vendor **Invoice Number** (first 30 characters) and **Check Description** (first 24 characters on the first line) fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the Document Description, Lind Description or Extended Description fields as a means to communicate vendor information. These fields do not print on the check stub or remittance to vendor
- For payments which recur on a frequent basis, **Future Document Triggering** may be used to establish subsequent payments. A **Document Template** may also be established.

Modifying and Canceling Payment Documents

Sometimes it is necessary to change document information after it has been processed. Changes can only be made to the Payment Request document before a check (**AD**) or electronic funds transfer (**EFT**) has been disbursed. Once it has been disbursed, modifications or cancellations cannot be created. Corrections will have to be completed by other means. Accounting corrections can be made by using **JV2E** (Cash Expenditure Correction) or the **JV2R** (Cash Collected Earned Revenue Correction). Please refer to the eMARS 201 General Accounting manual if further information is needed.

To create a modification document, the user opens the latest version of the document and selects the **Edit** button at the bottom of the page. Once all changes are made and the modification is submitted and approved, the version of the document will increment by one; the phase becomes Final. All previous versions of the document will show a phase of Historical (Final).

NOTE: When modifying a payment document, use the Extended Description field located in the Header Section to document the reason for the modification.

NOTE: Using the Edit/Discard function from the Action Menu on documents in a "Final" phase will result in a cancellation document. Using this function on documents in a "Draft" phase will delete the document.

Modifications and cancellations will have the following general characteristics:

- Payment documents can only be modified or cancelled before an **AD** or **EFT** is issued
- Once the original document is accepted by the system, modifications are made using the **Edit** Function. Cancellation can be made using the **Discard** action function.
- Modification documents will require approvals through workflow
- Modifications made to the original document may also effect any referencing documents
- Errors will be generated if a user attempts to modify or cancel a payment document that has already been disbursed (refer to following screen shot)

Exercise 5 — Modify GAX document

Scenario

After creating the multi-vendor **GAX** for payment of utilities, the accounts payable manager realized the wrong object code and amount was used for the Telephone bill. Since there has not been a disbursement created for the **GAX** document from Exercise 4, a modification can be created to correct the object code.

Task Overview

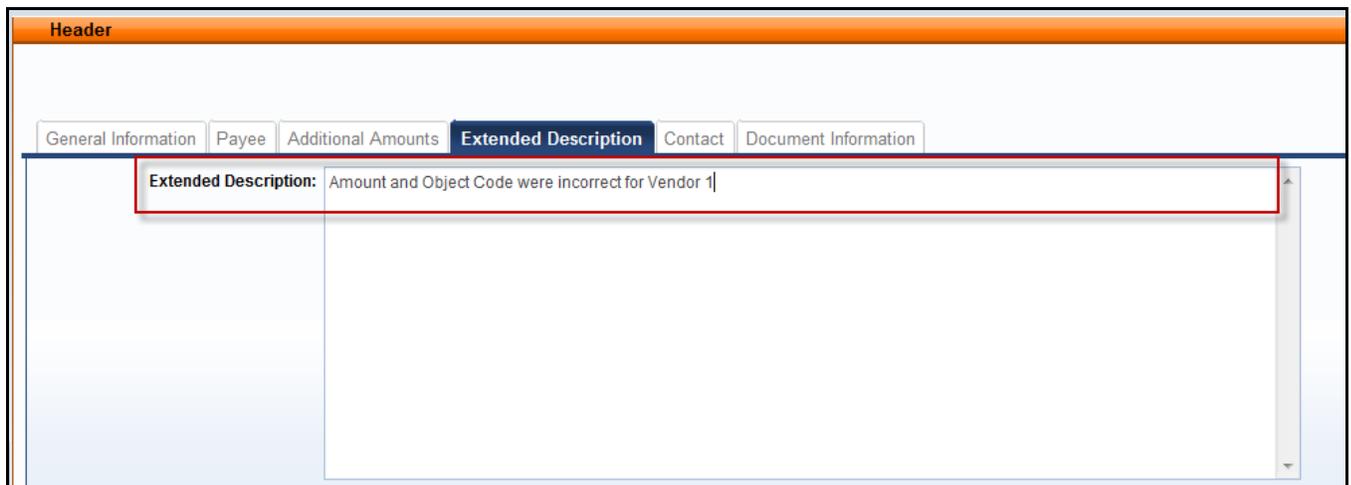
Modify a GAX document.

Procedures

2. From the Primary Navigation Panel at the top of the screen, click on **Home**
3. Click **on Search** in the Secondary Navigation Panel on the left.
4. Click **Document Catalog** to find the document to be modified.
5. The page opens. Enter the following information:

Required Fields	Values
Code	GAX
Dept	Enter the Department Number
Unit	Enter the UNIT
ID	Enter the payment document ID number

6. Click **Browse**.
7. Click the **ID number** to choose that document. The **GAX** document opens to the General Information section in the Header.
8. Click **Edit**. See Modification and Draft after the document number.
9. Open the **Extended Description** Section.



The screenshot shows a software interface for a GAX document. At the top is a blue header bar with the word "Header". Below it is a navigation menu with tabs: "General Information", "Payee", "Additional Amounts", "Extended Description" (which is highlighted in blue), "Contact", and "Document Information". The "Extended Description" section is open, showing a text area with the text: "Extended Description: Amount and Object Code were incorrect for Vendor 1".

10. Enter the following as the reason for the modification

Required Fields	Values
Extended Description	Amount and object code were incorrect for Vendor line 1.

11. Click **Vendor** from the Secondary Navigation Panel. The page opens to the **General Information** section.

12. Make sure Vendor 1, **Kentucky Telephone**, is selected.

13. Click **Accounting** from the Secondary Navigation Panel. The page opens to the **General Information** section.

14. Change the **Line Amount** to \$125.00.

15. Open the **Fund Accounting Section**, change the **Object** field to **E815**. (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

16. Click **Validate**. Check for errors. If errors are found, correct them and click **Validate** again.

NOTE: If an error message appears **Accounting Line closed - modification is not allowed**, then the Automated Disbursement Process has already been run. Therefore, a payment document cannot be modified, as an **EFT** or check (**AD**) as been generated.

17. Click **Submit** after all the errors have been corrected.

18. Close the document.

19. Click **Home** on the Primary Navigation Panel.

NOTE: WORKFLOW

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as “approvers” will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.

Miscellaneous Vendor Payments

In eMARS there will be miscellaneous vendors established for use when the vendor is not registered with the Commonwealth. Some will be used specifically on awards and others for payment documents.

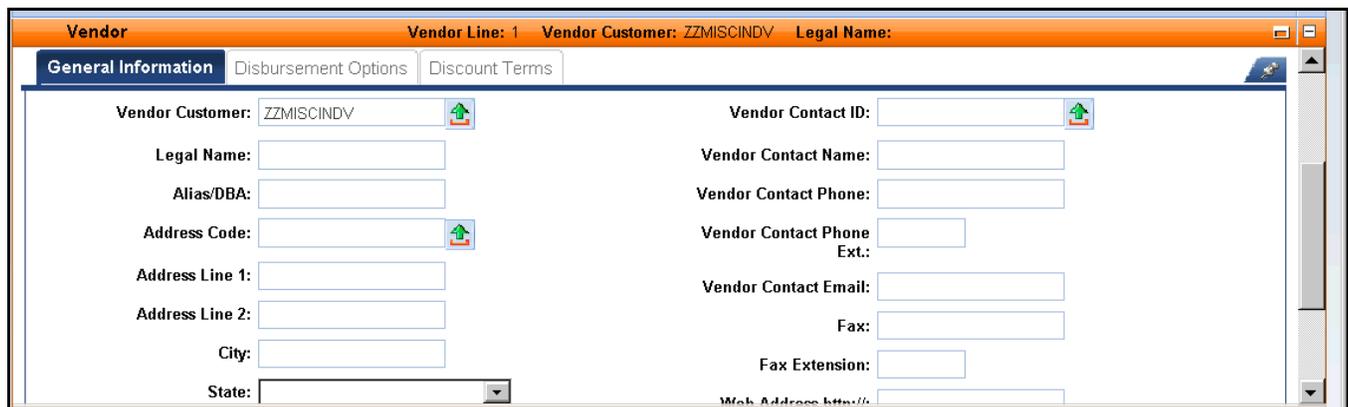
NOTE: A miscellaneous vendor code should be used only for one-time purchases with the vendor. If the department anticipates using the vendor in the future, the vendor should register with the Commonwealth of KY. Vendor Registration is discussed in the General Procurement course materials.

Miscellaneous Vendor Codes are provided below:

Vendor Code	Organization Type
ZZMISCINDV	Individual
ZZMISCCORP	Corporation
ZZMISCPART	Partnership
ZZMISCOTHR	Other Company (use with government, non-profit)

Users will be required to enter the Legal Name, Address Line 1, City, State and Zip in the Vendor/General Information section. In addition, if a 1099 reportable object code is used, then the Taxpayer ID and Taxpayer ID Type will be required. Only enter the vendor's tax id number, not a substitute number. Using a 1099 reportable object code with a miscellaneous corporation will not result in a 1099 to the vendor as corporations are not issued 1099's for tax purposes.

NOTE: It is the responsibility of the user to know under which Organization Type the vendor falls and select the appropriate vendor code.



The screenshot shows the 'Vendor' form in eMARS. The title bar indicates 'Vendor Line: 1' and 'Vendor Customer: ZZMISCINDV'. The 'General Information' tab is active, showing fields for Vendor Customer (ZZMISCINDV), Legal Name, Alias/DBA, Address Code, Address Line 1, Address Line 2, City, State, Vendor Contact ID, Vendor Contact Name, Vendor Contact Phone, Vendor Contact Phone Ext., Vendor Contact Email, Fax, Fax Extension, and Web Address. The form is designed for data entry with various input types like text boxes, dropdowns, and buttons.

Manual Disbursements and Federal Wire Transfers

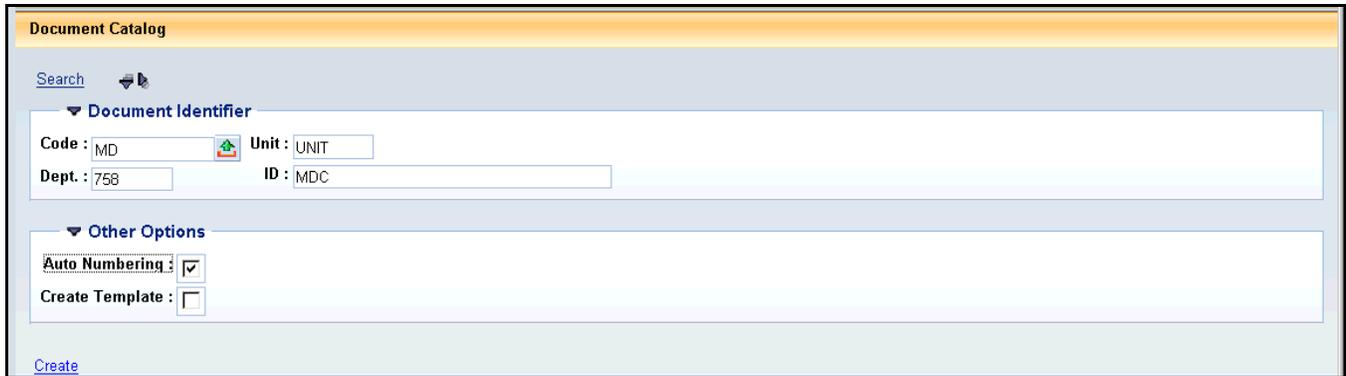
A Manual Disbursement (**MD**) document is used to record or generate a manual check, mostly for emergency payments. **MD** documents should be used appropriately.

If the **MD** payment will stem from an award with stipulated Terms and Conditions, a (**PRC**) must 1st be created via the Copy Forward feature (Exercise 4 in this manual. Once the **PRC** is approved to Final, you will Copy Forward to the **MD** document to create the Check/EFT. When the **MD** references a **PRC** from an award, the Scheduled Payment date on the **PRC** should be set to at least 10 days in the future to allow for the **MD** transaction to complete before the AD/EFT is created from the **PRC**. This process completes the audit trail and shows liquidation of the award. All **MD** documents will be sent through Workflow to Statewide Accounting Services and Treasury for approval. Please allow sufficient time for these approvals.

An **MD** document will be used to either create a physical check or to record the accounting transaction associated with a Federal Wire Transfer or investment purchase.

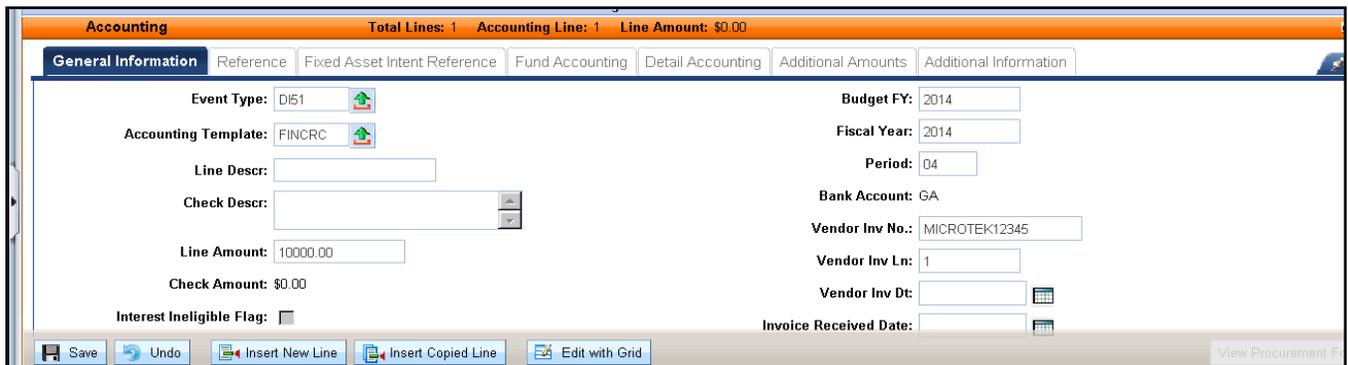
MD documents that result in a physical check will be printed on-demand by Treasury after the **MD** document has been through workflow and is submitted to Final on the Document Catalog. Treasury must initiate the print job from within for each **MD** document.

MD documents used to record Federal Wire Transfers and investment purchases do not result in a physical check, as the money has already been wired electronically. To record these types of transactions, the Adjusting Entry flag is selected on the Header of the **MD** document so a check number will not be issued and the Check Reconciliation table will not be updated. Additionally, Event Type 'DI57' should be used on these types of transactions.



The screenshot shows the 'Document Catalog' interface. It includes a search bar, a 'Document Identifier' section with fields for Code (MD), Unit (UNIT), Dept. (758), and ID (MDC), and an 'Other Options' section with checkboxes for 'Auto Numbering' (checked) and 'Create Template' (unchecked). A 'Create' button is located at the bottom left.

Manual Disbursement (MD) Document – Header/General Information Section.



The screenshot shows the 'Accounting' header/General Information section. It displays various fields for document configuration:

- Event Type:** DI51
- Accounting Template:** FINCRC
- Line Descr:** (empty)
- Check Descr:** (empty)
- Line Amount:** 10000.00
- Check Amount:** \$0.00
- Interest Ineligible Flag:**
- Budget FY:** 2014
- Fiscal Year:** 2014
- Period:** 04
- Bank Account:** GA
- Vendor Inv No.:** MICROTEK12345
- Vendor Inv Ln.:** 1
- Vendor Inv Dt:** (calendar icon)
- Invoice Received Date:** (calendar icon)

At the bottom, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', and 'Edit with Grid'. A 'View Procurement F...' button is also visible on the right.

Vendor Intercept

Payment Intercepts is the process of intercepting a vendor's payment when the vendor has an outstanding debt to the Commonwealth or the Federal Government.

Every evening, during the Automated Disbursement process, each payment that is eligible for vendor intercept will go through the intercept process. Manual disbursements, **MD** documents, do not go through the vendor intercept routine.

EFT payment requests that are intercepted will be converted to a check. This will enable the check stub to contain relevant information for the vendor regarding the intercept and contact information if the vendor has questions about the intercept. If the full amount of the payment is intercepted, the vendor receives a voided check with the intercept information explained on the check stub. If a partial amount is intercepted, the vendor receives the balance of the payment and the intercept is explained on the check stub.

The **INTA** table provides information on intercepted checks.

Intercept Activity

Check #	AD Document	Entity	Debt Type	Intercepted	Transfer Document	RE Document
First Prev Next Last						

Save Undo Copy [Search](#)

▼ General Information

Intercept ID :

First Name :

Last Name :

TIN :

TIN Type :

Entity :

Debt Type :

Intercepted :

Intercept Fee :

Intercept Date :

Remittance Intercept Disbursement Description :

Remittance Fee Description :

3 – Payment Management

Disbursement Process and Disbursement Detail Query (DISBDQ)

Through the Automated Disbursement process checks (**AD**) and Electronic Funds Transfers (**EFT**), documents are generated based on the scheduled payment date on the payment document. The Automated Disbursement process selects authorized payments, validates, and processes payment adjustments such as discounts and posts payment transactions. In eMARS, a single disbursement (**AD** or **EFT**) will be generated per vendor per payment document.

The Disbursement Detail Query (**DISBDQ**) table is where the user can find information about processed disbursements. Users will be able to locate and view disbursements by disbursement document ID, payment document ID, vendor code or check or **EFT** number.

NOTE: When searching for a Check number, always lead off with seven zeroes.
Ex: 000000015151515.

Disbursement Detail Query

[Browse](#) [Clear](#)

Disbursement Doc Type : <input type="text"/>	Intercept Amount : <input type="text"/>
Disbursement Doc Code : <input type="text"/>	Discount Amount : <input type="text"/>
Disbursement Doc Dept : <input type="text"/>	Penalty Amount : <input type="text"/>
Disbursement Doc ID : <input type="text"/>	Interest Amount : <input type="text"/>
Payment Request Doc Code : <input type="text"/>	Backup Withholding Amount : <input type="text"/>
Payment Request Doc Dept : <input type="text"/>	Contract Withholding Amount : <input type="text"/>
Payment Request Doc ID : <input type="text"/>	Default Intercept Fee Amount : <input type="text"/>
Payment Request Doc ID : <input type="text"/>	Supplementary Intercept Fee Amount : <input type="text"/>
Payee Code : <input type="text"/>	Retainage Amount : <input type="text"/>
Vendor Invoice Number : <input type="text"/>	Freight Amount : <input type="text"/>
Check / EFT Number : <input type="text"/>	Tax Amount : <input type="text"/>
Line Amount : <input type="text"/>	Cancel/Reclass Reason : <input type="text"/>

Check Reconciliation and Cleared Checks

Users can search the Check Reconciliation (**CHREC**) table and Paid Check (**PDCHK**) table using the check number. The **CHREC** table contains checks that have not cleared. Once cleared, checks will appear on the **PDCHK** table with a cleared date.

Rejected Disbursement Documents

Through the nightly Automated Disbursement process checks (**AD**) and Electronic Funds Transfer (**EFT**) documents are created and submitted to a final status provided no errors are encountered. The Automated Disbursement process selects authorized and scheduled payments, validates and processes payment adjustments such as discounts. In eMARS, a single disbursement (**AD** or **EFT**) will be created per vendor per payment document.

When the payment document is created budgets from all accounting lines are validated to ensure adequate funds are available. Upon creation of the **AD** or **EFT** document, both cash and budgets are validated. If funds are not available in either cash or budget for any accounting line, the disbursement document will reject. All **AD**'s and **EFT**'s in "Reject" status will be deleted during the nightly cycle and an **AD/EFT** Exception Report will be generated listing payment documents where the **AD** or **EFT** rejected.

NOTE: It is the responsibility of the department's fiscal officer or their designee to ensure all errors are corrected so that the payment will disburse. This may require modifying the payment document to reflect a budget where funds are available.

The **AD/EFT** Exception Report will be posted to the eMARS website: http://finance.ky.gov/services/statewideacct/Documents/ad_eft_exception.pdf every workday morning. Each department's Fiscal Officer should ensure this report is reviewed daily.

The Matching Status Table (MATA)

The MATA table enables the user to view what has been received, invoiced and paid against all lines on an Award documents. This page displays each commodity line of the Award Document along with each corresponding commodity line on Payment Request documents.

Exercise 6 — MATA Table Search

Scenario

The accounts payable office for your Department would like to view the matching documents from the **DO** used in **Exercise 1** on the **MATA** table.

Task Overview

View Document history on **MATA**.

Procedures

1. From the Primary Navigation Panel, click **Accounts Payable**.
2. On the Secondary Navigation Panel, click **Payment Management**.
3. Click **Matching Status (MATA)**.
4. The Matching Status page opens. Click **Search**.
5. A Search window will open. Enter the following information:

Required Fields	Values
Doc Code	Enter Document Code
Doc Dept	Enter Department Number
Doc ID	Enter Document ID

Matching Status

[Copy](#) [Search](#) First Prev Next Last

Doc Code : CT Vendor Line : 1
 Doc Dept : 758 Vendor : VC0000001970
 Doc ID : 1600000001 Vendor Name : CONSTRUCTION AND INDI
 Award Title : Requestor Name : HHW0004
 Award Date : 01/13/2015

[Top](#)

Award Line	Comm	Qty	Unit Price	SC Amt	Tax	Item Total	Match Type	Partial Receipts	Matched Qty	Matched SC Amt	Inverse Matched Qty	Inverse Matched SC Amount	Hold PR	Create PRC
✓ 1	90916	0.00000	\$0.00	\$100,000.00	\$0.00	\$100,000.00	Order - Receipt - Invoice	<input checked="" type="checkbox"/>	0.00000	\$0.00	0.00000	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
2	15034	125.00000	\$10.00	\$0.00	\$0.00	\$1,250.00	Order - Receipt - Invoice	<input checked="" type="checkbox"/>	0.00000	\$0.00	0.00000	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
3	90916	0.00000	\$0.00	\$25,000.00	\$0.00	\$25,000.00	Order - Receipt - Invoice	<input checked="" type="checkbox"/>	0.00000	\$0.00	0.00000	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>

[Override](#) [Copy](#) First Prev Next Last
 Matching Status for only Selected Award Line

Invoice Document	IN Vend Line No	IN Line	Qty	Unit Price	SC Amt	Tax	Total Inv Amt	P/F Indicator	Partial Payment	Pd Qty	Pd SC Amt	Generate Zero dollar document

[Copy](#) First Prev Next Last

Receiver Document	RC Vend Line No	RC Line	Qty	SC Amt	P/F Indicator

[Copy](#) First Prev Next Last

Payment Request Document	PR Doc Phase	PR Doc Status	PR Vend Line	PR Comm Line	Pd Qty	Unit Price	Pd SC Amt	Tax	Total Pd Amt	P/F Indicator	Payment Date
✓ PRC 758 1600000034	Final	Submitted	1	1	0.00000	\$0.00	\$50,000.00	\$0.00	\$50,000.00	Final	01/13/2015
PRC 758 1600000034	Final	Submitted	1	2	50.00000	\$10.00	\$0.00	\$0.00	\$500.00	Final	01/13/2015
PRC 758 1600000035	Final	Submitted	1	1	0.00000	\$0.00	\$50,000.00	\$0.00	\$50,000.00	Final	01/13/2015
PRC 758 1600000035	Final	Submitted	1	2	0.00000	\$10.00	\$0.00	\$0.00	\$0.00	Partial	01/13/2015

5 – Session Summary

Non-Matching Payments

- The Proof of Necessity Agreement (**PON2**) document is used to establish **PSC** and **MOA** awards. To make payments against a **PON2**, users should copy forward to a **PRC** (for external vendors).
- **PRC** documents can be generated for payments against Master Agreements (**MA**) via **SHOPPER**. You are able to search for items on a MA document in **SHOPPER**. A UR document is created which can generate a **PRC** to pay for the item.
- **GAX** documents will be used to make Non-Commodity based payments and do not require a reference to an award document. A cited authority will be required on the **GAX** document.
- The **GAX2** will be used for revenue refund payments.
- The **GAX3** will be used for balance sheet payables.
- Recurring Payments—Future Document Triggering (**FDT**) allows the user to set up, maintain and trigger the creation of **IN**, **PRC** or **GAX** documents on a user-defined frequency.

Advanced Topics

- Modifications and cancellations can be created for payment documents prior to the automatic disbursement process.
- Miscellaneous Vendor Codes can be used for one-time payments to a vendor.
- Payment may be intercepted if the vendor has an outstanding debt to the Commonwealth.
- **MD** documents are used for manual disbursement and federal wire transfers.

Payment Management

- On the **MATA** table, the user can view what has been received, invoiced and paid against an Award document that is eligible for the on-line matching process.
- **DISBDQ** may be used to locate and review disbursed payments.
- **CHREC** and **PDCHK** can be used to view check information.
- The **AD/EFT Exception Report** will be posted daily. Department Fiscal Officers should review.