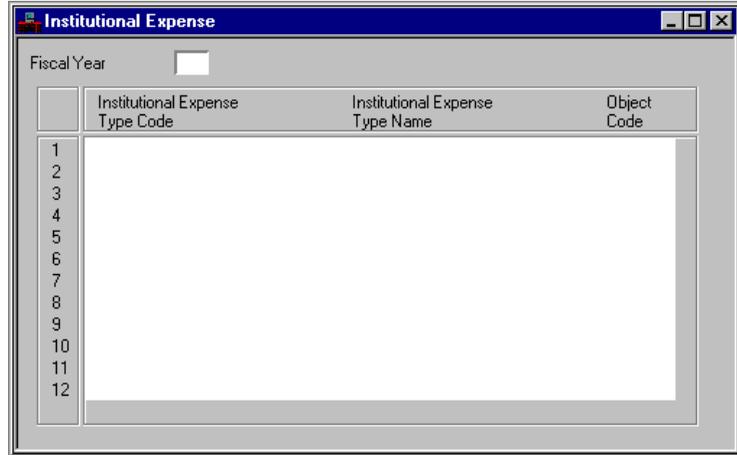


INSTITUTIONAL EXPENSE (IEXT)



Institutional Expense defines the institutional expense types that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current institutional expense type.
Institutional Expense Type Code	Required. A code given to a particular institutional expense type. An institutional expense type is an enterprise-wide name for a given expense type. This provides a means for the enterprise to define standard accounting information for a given institutional expense type.
Institutional Expense Type Name	Required. This field contains a longer, more descriptive name defined for the institutional expense type. This value cannot be blank.



Field	Description
Object Code	Required. The object code to be used for posting to the General Ledger for all expenses of this type. This value must be provided by the User and the field must not be blank.



INSURANCE (INSU)

Insurance

Vendor Number

Vendor Name

Order Number

Line Num	Description	Expiration Date	Amount	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Insurance (INSU) allows the user to record the insurance that a vendor is currently carrying. This window allows a user to enter up to 100 insurance policies. The order number ties this record to a requisition or purchase order.

If hazardous materials are indicated on Commodity (COMT), then this window should have an entry indicating the insurance a vendor carries.

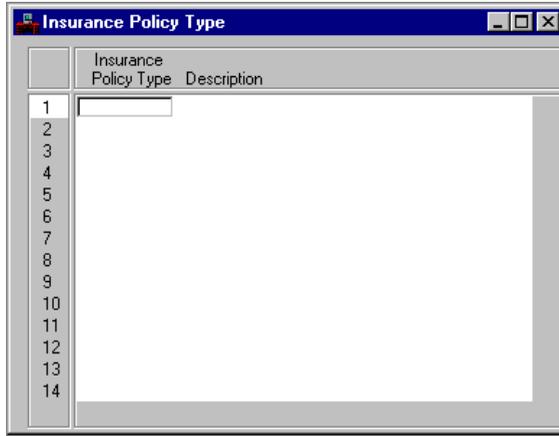
Field	Description
Vendor Number	Key field. Enter the vendor number and address indicator (if applicable).
Vendor Name	Displays the name of the vendor from Vendor (VEN2).
Order Number	Key field. Enter the requisition or purchase order number that corresponds to the following insurance information for this vendor.



Field	Description
Line Num	Key field. Enter a line number to identify the insurance coverage described.
Description	Optional. Enter a description of the vendor's insurance coverage.
Expiration Date	Optional. Enter the date (<i>mm dd yy</i>) when the coverage expires.
Amount	Optional. Enter the dollar amount of the insurance coverage.
Comments	Optional. Enter any comments or further descriptions.



INSURANCE POLICY TYPE (ITYP)

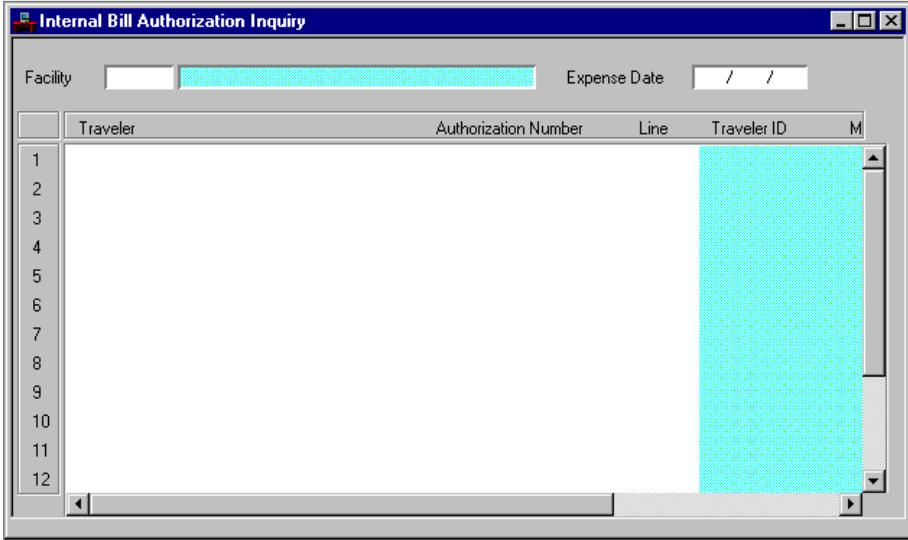


The Insurance Policy Type (ITYP) Table defines and describes the types of insurance policies associated with a particular fixed asset.

Field	Description
Insurance Policy Type	Required. Enter the Insurance Policy type for the fixed assets.
Description	Required. Enter the description of the policy type.



INTERNAL BILL AUTHORIZATION INQUIRY (IBTX)



The Internal Bill Authorization Inquiry (IBTX) is an alternative index to the Open Trip Accounting Line Inquiry (OTLT). It is used by Internal Service Providers (State Parks and Motor Pool) to review a list of expenses and amounts approved for internal billing before travelers have incurred those expenses. Only accepted Travel Authorization (TE) lines with a payment method of “Internally Billed” will be displayed.

Field	Description
Facility	Key field. Enter the facility code of the state park or motor pool resource where the internally billed expense will occur. This value is the Expense Location field on the authorization line. The Destination description for the facility will be displayed.
Expense Date	Key field. Enter the date of the authorization line to be displayed in <i>mm dd yy</i> format.



Field	Description
Traveler	Display only. This field identifies the name of the traveler and is inferred from Vendor Index (VEND) using the Traveler ID.
Authorization Number	Key field. Enter the Transaction ID of the appropriate authorization's lines to be displayed.
Line	Key field. Enter the line number of the authorization lines to be displayed.
Traveler ID	Display only. This field identifies the ID of the traveler.
Max Amount	Display only. The authorized maximum amount of the authorization line will be displayed in US Dollars.



INTERNAL RECURRING PAYMENT VOUCHER (RPV2)



Internal Recurring Payment Voucher
⌵ ⌵ ⌵

Voucher Number	<input type="text"/>	Batch Number	<input type="text"/>	Submitting Agency	<input type="text"/>
Start Date	<input type="text" value="/ /"/>				
End Date	<input type="text" value="/ /"/>				
Last Date	<input style="background-color: cyan;" type="text" value="/ /"/>				
Frequency	<input type="text" value="One-time Future Document"/>	Voucher Type	<input type="text" value="Within/Between Funds"/>		
Offset Liability Acct	<input type="text"/>	Fixed Asset Ind	<input type="text" value="No Change"/>		

Seller Information

Fund	<input type="text"/>	Agency	<input type="text"/>	Org / Sub	<input type="text" value="/"/>
Appr Unit	<input style="background-color: cyan;" type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text" value="/"/>	Rev Srce / Sub	<input type="text" value="/"/>	BS Account	<input type="text"/>
Termini	<input type="text"/>	Reporting Cat	<input type="text"/>	Job / Project	<input type="text"/>
		Offset Recv Acct	<input type="text"/>		

Line	Reference	Line	Comm	Vendor	Fund	Agency	Org	Sub- org
Num	Transaction ID	Num	Line	Invoice				
1								
2								

Internal Recurring Payment Voucher (RPV2) provides information that the system uses to automatically create payment voucher documents on a regular basis. These payment vouchers can be tied together with a common identifier, batch number. For example, you may enter data in this window representing rent payments and the system creates payment voucher documents using this data every accounting period. Internal Recurring Payment Voucher (RPV2) only displays internal payment voucher transactions.



The window is set up to look like a payment voucher document, with header and line information. You cannot change the header information after it is added to this window. The system generates payment voucher documents that correspond to this header/line format.

Field	Description
Voucher Number	Key field. Enter a unique alphanumeric identifier for this payment voucher document. This identifier becomes the first nine digits of the document number on generated documents. The last two digits are added when the system generates the payment voucher. The last two digits are the month from To Date on Application Dates (LDAT).
Batch Number	Optional. Enter a unique alphanumeric batch identifier for the generated payment voucher documents. This number becomes the first four digits of the batch number. The last two digits of the batch number are added when the voucher is generated and corresponds to the month entered in To Date on Application Dates (LDAT).
Submitting Agency	Required. Enter the agency you want to use in the generated payment voucher document. Enter a valid agency for the Start Date year.
Start Date	Required. Enter the calendar date (<i>mm dd yy</i>) when you want to start generating documents.
End Date	Conditional. Required when Frequency is Monthly [M] , Bimonthly [B] , or Quarterly [Q] . Leave blank when Frequency is One-Time Future Document [F] . Enter the calendar date (<i>mm dd yy</i>) when you want to stop generating documents.
Last Date	Display only. The system updates this field with the last date it generated a document.



Field	Description
Frequency	<p>Defaults to <i>One-Time Future Document [F]</i>. This field defines how often to generate the document and add it to the Document Listing. Valid values are:</p> <p><i>One-Time Future Document [F]</i> A one-time document is generated, on or after the entry start date.</p> <p><i>Monthly [M]</i> The document is generated once a month, starting on or after the entry start date, and ending on the entry end date.</p> <p><i>Bimonthly [B]</i> The document is generated once every two months, between the starting and ending dates.</p> <p><i>Quarterly [Q]</i> The document is generated once a quarter, between the starting and ending dates.</p> <p><i>End of Quarter [E]</i> The document is generated in the third month of the quarter only, between the starting and ending dates.</p>
Voucher Type	<p>Required. This is the voucher type on the generated payment voucher. Valid values are: <i>Within/Between Funds [2]</i> and <i>Reimbursement [4]</i>.</p>
Offset Liability Account	<p>Optional. Enter a valid liability account for the year entered in Start Year. Refer to Balance Sheet Account (BAC2) for valid values.</p>
Fixed Asset Ind	<p>Default is <i>No Change [blank]</i>. Valid values are:</p> <p><i>Create One Shell [F]</i> This payment voucher creates one Fixed Asset Acquisition (FA) document.</p> <p><i>Create Multiple Shells [Q]</i> This payment voucher creates two or more Fixed Asset Acquisition (FA) documents. You must enter the number of Fixed Asset Acquisition (FA) documents that you want the payment voucher to create in Line Amount.</p>

Field	Description
<i>Seller Information</i>	
Fund	Conditional. Required if Voucher Type is <i>Within/Between Funds [2]</i> . Enter the value of the fund that you want credited as a result of this purchase. Refer to Fund Index (FUND) for valid values.
Agency	Conditional. Required if Voucher Type is <i>Within/Between Funds [2]</i> and the object or revenue source is indicated on the transaction. Enter the value of the agency that is selling the goods or services listed in this document. Refer to Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values. If this document is an adjustment to a previously entered document, enter the same value as the one on the original document.
Org/Sub	Conditional. Organization is required based on the Fund Agency Index (FAGY) and Organization (ORGN) options and the payment voucher type used. Enter the value of the organization selling the items listed in this document. Refer to Organization Index (ORGN) and Sub-Organization (SORG) for valid values. If this document is an adjustment to a previously entered document, enter the same value as the one on the original document.
Appr Unit	Required for users entering a revenue or expense budget line, if the Appropriation Control Option on Fund Index (FUND) is set to <i>P</i> (presence control) or <i>C</i> (full control).
Activity	Conditional. Required if the Revenue Budget Activity Option on Fund Agency Index (FAGY) is <i>Y</i> (required on budget and accounting) or <i>A</i> (required on accounting). However, this field infers the value from Organization Index (ORGN) if it is included there. Activity values entered on input documents override the activity values entered in Organization Index (ORGN). If this document is an adjustment to a previously entered document, enter the same value as the one on the original document.



Field	Description
Function	Optional. Required based on the Fund Agency Index (FAGY) and Organization (ORGN) options and the payment voucher type used. This field, if used, must be valid on Function (FUNC).
Object/Sub	Optional. Required for reimbursement vouchers (i.e. if Voucher Type is <i>Reimbursement [4]</i>). Refer to Object Index (OBJT) for valid values. Use sub-object only if object is entered and further description is required.
Rev Srce/Sub	Conditional. Revenue source is required for <i>Within/Between Funds [2]</i> Voucher Type vouchers. Sub-revenue source is required if Sub-Revenue Source Option is <i>Yes [Y]</i> on Revenue Source Index (RSRC). Enter the value that best describes this sale. Refer to Sub-Revenue Source (SREV) for valid values.
BS Account	Conditional. Required only if this is an expense transaction for the seller; for example, fixed assets, inventories, or a balance sheet transaction. Refer to Balance Sheet Account Index (BACC) for valid values.
Termini	Conditional. Required if Termini Validation Indicator is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Reporting Cat	Conditional. Required on expenditure transactions if Reporting Category Required on Expense on Agency Index (AGCY) is: <p style="text-align: center;"><i>Required on Pre-Encumbrance Transaction [1], Required on Encumbrance Transactions [2], or Required on Expenditure Transactions [3].</i></p> <p>Required on revenue transactions if the Reporting Category Required on Revenue field on Agency Index (AGCY) is Required [Y]. Enter the reporting category value of the seller. Refer to Reporting Category (RPTG) for valid values.</p>



Field	Description
Job Number	<p>Conditional. Organizations and activities can be defined to require the entry of a job number. Refer to Organization (ORG2) or Activity (ACT2) for details.</p> <p>Otherwise, this field is optional. If Job Cost is <i>Yes [Y]</i> on System Control Options (SOP2), enter a job number. See Job Index (JOB2) for valid values. If Job Cost is <i>No [N]</i> on System Control Options (SOP2), enter a project number or general reporting category.</p>
Offset Recv Acct	<p>Default account used depends on the value of the Internal Cash Voucher Option on System Control Options (SOPT). Leave blank on vouchers for outside and Within Funds [3] vouchers. On Between Funds [2] vouchers, enter the cash account used on the offset entry for the seller. Enter an account only if you want to override the default account. Refer to Balance Sheet Account (BAC2) for valid values.</p> <p>If the Internal Cash Voucher Option on System Control Options (SOPT) is Yes [Y], the balance sheet account inferred from the seller's fund and bank account value is used. If the field is No [N], the account entered in the Due from Fund field on System Special Accounts (SPEC) is used.</p>
Line Num	<p>Key field. Enter a unique number to identify each line in the document. Enter two digits; for example, enter <i>01</i>, instead of <i>1</i>.</p>
Reference Transaction ID, Line Num, Comm Line	<p>Optional. You may enter an incomplete reference (for example, only the code, or only the code, agency, and number). The reference is completed later, either in this window or in the Document Listing.</p>
Vendor Invoice	<p>Optional. Enter the vendor invoice number.</p>
Fund	<p>Optional. Refer to Fund Agency Index (FAGY) for valid fund/agency combinations. No budget checks are made.</p>
Agency	<p>Required. Enter the agency value. Refer to Agency Index (AGCY) for valid values.</p>
Org	<p>Optional. Refer to Organization Index (ORGN) for valid values.</p>

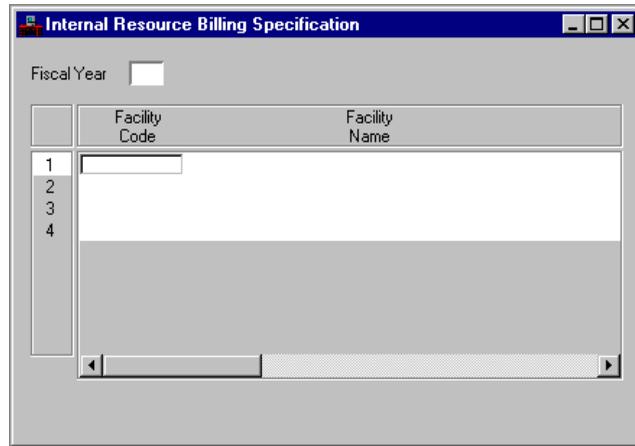


Field	Description
Sub-Org	Optional. Refer to Sub-Organization (SORG) for valid values.
Appr Unit	Optional. Refer to Appropriation Index (Extended) (EAPP) for valid values.
Activity	Optional. Refer to Activity Index (ACTV) for valid values.
Function	Optional. This field, if used, must be valid on Function (FUNC).
Object	Optional. You must enter either Object, Revenue Source, or Balance Sheet Account . Refer to Object Index (OBJT) for valid values.
Sub-Object	Optional. If entered, you must enter a sub-object that is valid within the entered object. Refer to Sub-Object (SOBJ) for valid values.
Rev Source	Optional. You must enter either Object, Revenue Source, or BS Account . Refer to Revenue Source Index (RSRC) for valid values.
Sub-Rev Source	Optional. Enter a sub-revenue source that is valid within the entered revenue source. Refer to Sub-Revenue Source (SREV) for valid values.
BS Account	Optional. You must enter either Object, Revenue Source, or Balance Sheet Account . Refer to Balance Sheet Account (BAC2) for valid values.
Rept Catg	Optional. Enter a reporting category that is valid within agency. Refer to Reporting Category (RPTG) for valid values.
Job/Project	Optional. Refer to Job Index (JOBT) for valid values.
Line Amount	Optional. Enter the line amount. If Fixed Asset Indicator is Create Multiple Shells [Q] , then enter the number of Fixed Asset Acquisition (FA) document shells you want this line to create.
Discount Type	Optional. Refer to Discount Type (DISC) for valid values.

Field	Description
Inc/Dec	Optional. Valid values are <i>I</i> for an increase or <i>D</i> for a decrease.
P/F	Leave blank if all three reference transaction fields are blank. Enter <i>P</i> for partial or <i>F</i> for final clearing against the referenced transaction.
Termini	Conditional. Required if Termini Validation Indicator is selected on Agency Project (AGPR) for this project. Enter the mile point, range of mile points, or bridge identifier at which work is performed for a given Highway Route. See Termini Reference Table (TERM) for valid values.
Description	Defaults to <i>FILL-IN</i> . Enter a numeric description with an optional decimal point. Enter two digits for cents. For example, enter \$25.00 as 25.00 or 2500.



INTERNAL RESOURCE BILLING SPECIFICATION (IRBS)



The Internal Resource Billing Specification (IRBS) is a table that the Internal Travel Voucher Generator (ITGN) uses to obtain the Balance Sheet Account of the specified State Park/Motor Pool facility. The facility code is the field by which the ITGN references the account. The table displays the State Park/Motor Pool facility code, the name of the facility, and the balance sheet account of the facility.

Field	Description
Fiscal Year	Key field. This field identifies the current fiscal year for the specified facility and balance sheet account.
Facility Code	Key (5-byte) field. This field indicates the unique code that identifies each State Park or Motor Pool facility.
Facility Name	Identifies the name of the State Park or Motor Pool facility referenced by the facility code.



Field	Description
Facility Type	Required. Valid values are high security <i>H</i> , or low security <i>L</i> . High security will validate that the internal billed amount on an IIT does not exceed the authorized amount on the referenced TE. Low security will not check the IIT amount against the TE like amount.
BS Account	Default to travel-related balance sheet account that acts as offset to all State Park/Motor Pool revenue.
Fund	Required. Enter the seller fund for the resources. Default is inferred from Organization (ORG2) based on the Agency and Organization entered on this document. See Fund Index (FUND) for valid values.
Agency	Required. Enter the agency selling the resources listed in this document. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org, Sub-Organization	Conditional. Sub-Organization is required if the Sub-Organization Required on Revenue option <i>Required [Y]</i> on organization (ORG2). See Sub-Organization (SORG) for valid values.
Prog Bud Unit	Optional. Enter the last four bytes of the Appropriation Unit. The last four bytes represent the Program Budget Unit.
Activity	Conditional. Default is inferred from Organization (ORG2), if it is included there. Activity may be required, depending on the Revenue Budget Activity Option on Fund Agency Index (FAGY). For transactions that require a balance sheet account code, this field is optional. See Activity Index (ACTV) for valid values.
Revenue Source/ Sub	Sub-Revenue may be required, depending on the Sub-Revenue Source Required Option on Revenue Source (RSR2). See Sub-Revenue Source (SREV) for valid values
Job Number	Conditional. Job number may be required, depending on Job Number Required on Spending option or Organization (ORG2)



Field	Description
Rept Cat	Conditional. Reporting Category may be required, depending on the Reporting Category Required on Revenue Transaction option on Agency (AGC2). Enter the reporting category of the seller. See Reporting Category (RPTG) for valid values.



INTERNAL TRAVEL VOUCHER GENERATION (ITGN)



The Internal Expense Voucher Generation (ITGN) table allows a user to generate an Internal Expense Voucher (IIT) from an existing Travel Authorization (TE). The user provides an originating Travel Authorization ID and a Traveler ID. If automatic numbering is used, there is no need to enter a new Internal Expense Voucher ID. The document and agency codes are used to identify the generated Internal Expense Voucher.

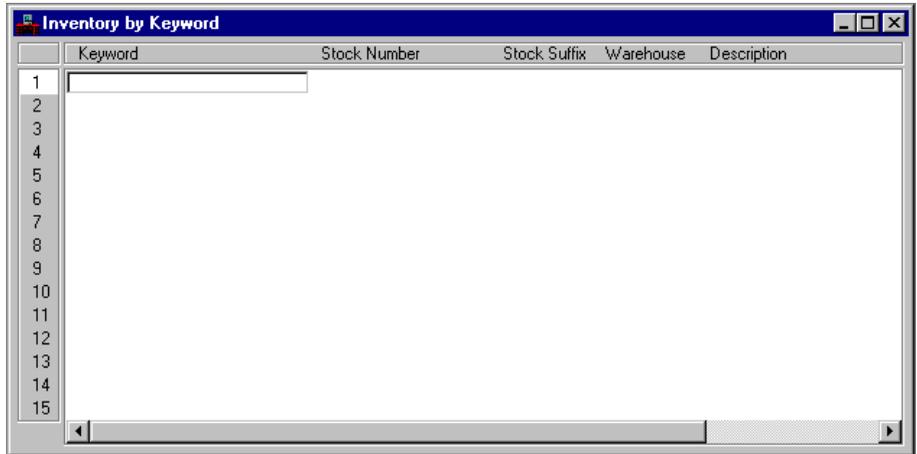
Field	Description
Originating TE ID	Required. Enter the document number of the Travel Authorization that is to be referenced on the Internal Expense Voucher.
Line Num	Required, key field. Enter unique number for the expense line. This value must be two digits.
Traveler ID	Required. Enter the employee ID or the vendor code of the person taking the trip. See Vendor Index (VEND) for valid values.
Facility Code	Required. Enter the internal resource code that identifies the facility from the Internal Resource Balance Sheet (IRBS) table.



Field	Description
Transaction ID	Required. Enter the <i>IIT</i> , the agency associated with the document, and # for automatic numbering.
Fiscal Year	Optional. Fiscal year of the services provided by State Park/Motor Pool.
Function	<p>Default is <i>Update [QU]</i>. Valid values are:</p> <p><i>Schedule [S]</i> Changes in the status of the specified document to SCHED.</p> <p><i>Hold [H+]</i> Changes the status of the specified document to HELD.</p> <p><i>Update [QU]</i> Submits the specified document for background processing.</p>



INVENTORY BY KEYWORD (INKY)

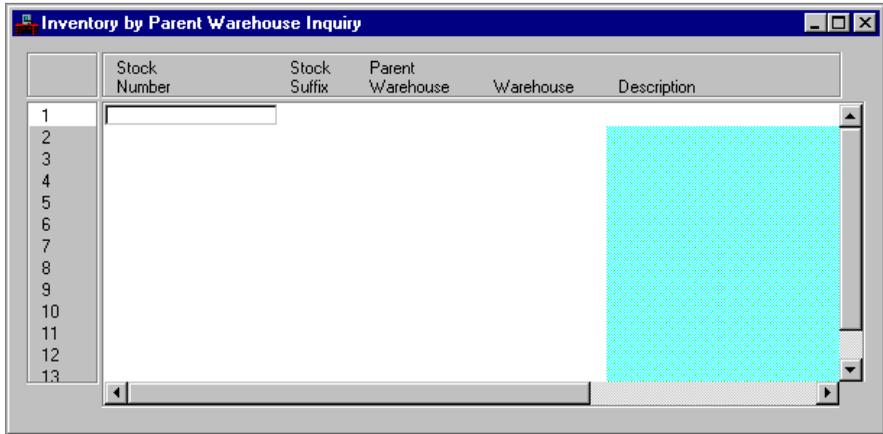


Inventory by Keyword (INKY) allows you to view inventory data by keyword, stock item, and warehouse.

Field	Description
Keyword	Key field. Enter a keyword used for retrieval of special characteristics such as short item name.
Stock Number	Key field. Enter the number defining the stock item.
Stock Suffix	Key field. Enter the suffix following the stock number.
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Description	Optional. Enter up to 30 characters of text describing the stock item.



INVENTORY BY PARENT WAREHOUSE (INPW)



Inventory Parent Warehouse (INPW) Table displays the availability of inventory by warehouse as well as by parent warehouse. This table is inquiry only.

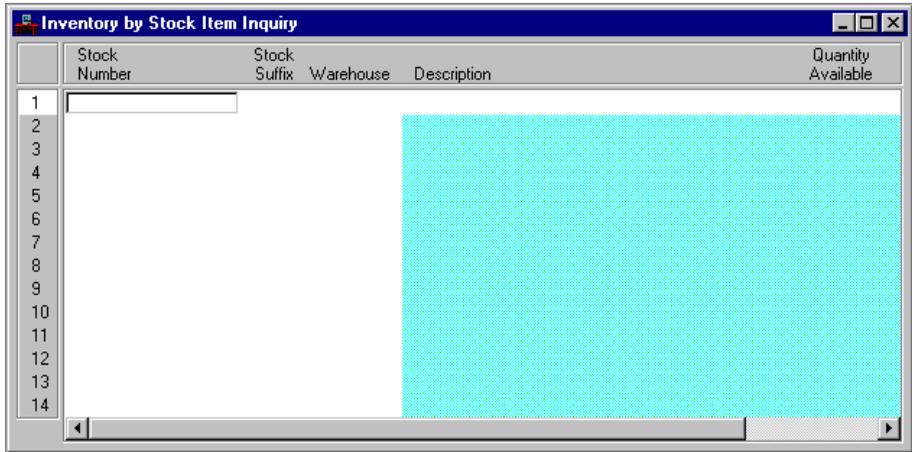
Field	Description
Stock Number	Key field. Enter the stock item code of the inventory item. See Inventory Inquiry (INVN) for valid values.
Stock Suffix	Key field. Enter the stock suffix of the inventory item. See Inventory Inquiry (INVN) for valid values.
Parent Warehouse	Key field. Enter the Parent Warehouse Code if one exists. This field is updated by the Parent Warehouse field on the Warehouse (WHS2) table.
Warehouse	Key field. Enter the unique code identifying a system-wide warehouse section. It is not a specific agency.
Description	The Long Description from the Inventory Inquiry (INV3) table is displayed.



Field	Description
Quantity Available	The quantity of the stock item is displayed from the Inventory Inquiry (INV3) table. The Quantity Available is the difference between Reserved Quantity, Released Quantity, and Transfer Quantity.



INVENTORY BY STOCK ITEM INQUIRY (INVI)



Inventory by Stock Item Inquiry (INVI) is an alternate view of Inventory Inquiry (INVN). It allows you to view description and quantity available from Inventory Inquiry (INVN).

Field	Description
Stock Number	Key field. Enter the code that identifies the stock item.
Stock Suffix	Key field. Enter the suffix for the stock item.
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Description	Display only. The text describing the stock item is displayed.
Quantity Available	Display only. The system displays the quantity of the stock item available in this warehouse.



INVENTORY BY STOCK ITEM SELECTION (INSE)



Inventory by Stock Item Selection (INSE) is an alternate view of Inventory Inquiry (INVN). It is used for selecting lines for Stock Requisition (SR), Centralized Purchase Order (PC) (type 2 only), Department Purchase Order (PD), Price Agreement (PG), and other requisition documents. Selected lines appear on the appropriate generation table based on the document's transaction code.

Field	Description
Document ID	Required. Enter the document that is added or modified.
Quantity to Select	Conditional. Required when adding or changing a line on a document. Whole numbers default to 3 decimal places. The maximum quantity allowed is 9999999.999.
Stock Number	Key field. Required when adding or changing a line on a document. Enter the stock number.
Item Number	Key field. Required when adding or changing a line on a document. Enter the item number.
Whse	Key field. Enter the warehouse code when adding or changing a line on a document.



Field	Description
Available Quantity	Display only. The system displays the quantity of stock available at the warehouse.
Issue Unit	Display only. This field indicates the unit of measure used for this stock item; for example, boxes.
Last Unit Cost	Display only. The last price per unit of the stock is displayed.
Description	Display only. The description of this stock item is displayed.



INVENTORY INQUIRY (1 OF 3) (INVN)

Inventory Inquiry (1 of 3) (INVN) is the most essential screen used and maintained by the Inventory Control Subsystem. It stores information about each stock item stored at each warehouse. This window maintains descriptive, purchasing, historical use, reorder and cost information. It also maintains backordered, reserved, released, and in-transfer stock balances.

A record is added to this window each time a new stock item is accepted. It is updated when document processors and other offline processes are accepted.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Stock Item	Key field. Enter the code that identifies the stock item.
Unit Price	Display only. The price at which this stock item is issued is displayed.
Description	Display only. The text describing the stock item is displayed.
Extended Cost	Display only. The system initializes this field to the dollar value of the on-hand quantity.



Quantity Details View

Field	Description
Quantities	
On Hand	Display only. The quantity of only the child stock item in the warehouse is displayed.
Backordered	Display only. The quantity of only the child stock item on backorder is displayed.
Reserved	Display only. The quantity of the stock item reserved for print of a Pick and Issue (PI) document is displayed.
On Order	Display only. The quantity of this item currently on order is displayed.
Released	Display only. The quantity of the stock item that has appeared on a Pick and Issue (PI) document but was not issued yet is displayed.
Current Req	Display only. The quantity of the stock item that is currently requisitioned is displayed.
In Transfer	Display only. The quantity of this stock item in transfer to the issuing warehouse is displayed.
Max Issue	Display only. The largest order quantity of the stock item issued is displayed.
Min Issue	Display only. The smallest order quantity of the stock item issued is displayed.
Available	Display only. The quantity of only the child stock item calculated as: On Hand Quantity - Reserved quantity - Released quantity - In-Transfer quantity
Last Count	Display only. The last physical inventory count of the stock item is displayed.

Inventory Details View

The screenshot shows a software window titled "Inventory Inquiry (1 of 3)". It contains several input fields and a tabbed interface. The fields include Warehouse, Stock Item, Unit Price, Description, and Extended Cost. Below these are tabs for "Quantity Details", "Inventory Details", "Dates", "Addl Description", and "Bin Details". The "Quantity Details" tab is active, showing fields for Vendor, Issue Unit, ABC Class, Smaller Unit (set to "Issue"), Quantity per Issue, Purchase Unit, Multiplier, Unit Cost, Stock Group, and checkboxes for "Parent Item" and "Frozen as Posted".

Field	Description
Vendor	Key field. Enter the code of the suggested vendor for warehouse purchases of this stock item.
Quantity Per Issue	Display only. The quantity associated with the Issue Unit is displayed.
Issue Unit	Display only. The unit of measure used for inventory and issue is displayed.
Purchase Unit	Display only. The unit of measure used for purchasing the stock item is displayed.
Unit Cost	Display only. The cost of the stock item is equal to the Extended Cost divided by the On-Hand Quantity . When an item is in a child warehouse, the sum of the on-hand quantities and the sum of the extended costs of the parent warehouse and <i>all</i> of the children of the parent are used. This procedure keeps the unit cost fields equal among children and their parent warehouses.
ABC Class	Display only. The classification of the stock item for inventory management is displayed.
Multiplier	Display only. The multiplying factor by which one unit of measure is greater than the other is displayed.



Field	Description
Stock Group	Display only. The item group to which this stock item is defined is displayed. It is used in the physical inventory freeze to specify groups of stock items to freeze.
Smaller Unit	Display only. The smaller unit of measure, <i>Issue [I]</i> or <i>Purchasing [P]</i> , is displayed.
Parent Item	Display only. If selected [Y], the stock item is a parent item.
Frozen as Posted	Display only. If selected [Y], the stock item is frozen for reconciliation posting.



Dates View

Field	Description
Dates	
First Receipt	Display only. The first date the stock item is received in the warehouse is displayed.
Last Issued	Display only. The date of the last issue confirmation or over the counter issue processed on this stock item is displayed.
Last Ordered	Display only. The date of the last purchase order placed on the stock item in the warehouse is displayed.
Last Transfer	Display only. The date that the last Stock Transfer Issue (TI) document updated this window is displayed. This field is inferred from the Date of Record on the Stock Transfer Issue (TI) document.
Next Delivery	Display only. The date an order is expected to arrive at the warehouse is displayed.
Last Counted	Display only. The date of the last physical inventory reconciliation of this stock item is displayed.



Bin Details View

The screenshot shows a software window titled "Inventory Inquiry (1 of 3)". At the top, there are input fields for "Warehouse", "Stock Item", "Unit Price", "Description", and "Extended Cost". Below these fields is a tabbed interface with five tabs: "Quantity Details", "Inventory Details", "Dates", "Add Description", and "Bin Details". The "Bin Details" tab is currently selected and displays three fields: "Primary Bin", "Alternate Bin 1", and "Alternate Bin 2".

Field	Description
Primary Bin	Display only. The location of the stock item in the warehouse is displayed.
Alternate Bin 1	Display only. The alternate location of the stock item in the warehouse is displayed.
Alternate Bin 2	Display only. Another alternate location for the stock item in the warehouse is displayed.



INVENTORY INQUIRY (2 OF 3) (INV2)

	Issue Plus Transfer Quantity			Forecast Quantity	
	Current Year	Prior Year 1	Prior Year 2	Current Year	Prior Year 1
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Inventory Inquiry (2 of 3) (INV2) is an inquiry screen that displays all system-maintained item information. If **Transfer Reorder** is selected [Y] (for the issuing warehouse) on Warehouse Management (WHS2), the system updates the **Issue Plus Transfer Quantity** fields (for the issuing warehouse) to reflect the quantities transferred-out using Stock Transfer Receipt (TR) documents.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Stock Item	Key field. Enter the code that identifies the stock item.
Primary Bin	Optional. Enter the location of the stock item in the warehouse.

Issue History View

Field	Description
<i>Issue Plus Transfer Quantity</i>	
Current Year (Jan. - Dec.)	Display only. The quantity of the stock item during the current year within the appropriate month is displayed.
Prior Year 1 (Jan. - Dec.)	Display only. The quantity of the stock item that was issued in the first prior year within its appropriate month is displayed.
Prior Year 2 (Jan. - Dec.)	Display only. The quantity of the stock item that was issued in the second prior year within its appropriate month is displayed.
<i>Forecast Quantity</i>	
Current Year (Jan. - Dec.)	Display only. The forecasted monthly demand for the stock item this year is displayed.
Prior Year 1 (Jan. - Dec.)	Display only. The forecasted monthly demand for the stock item the previous year is displayed.



Reorder Information View

The screenshot shows a software window titled "Inventory Inquiry (2 of 3)". At the top, there are three input fields: "Warehouse", "Stock Item", and "Primary Bin". Below these are two tabs: "Issue History" and "Reorder Information", with the latter being selected. The main area contains several fields and a checkbox:

- Required Lead Time: [input field]
- Manual Reorder
- Safety Stock Quantity: [input field]
- Lead Time Adjustment: [input field with a cyan highlight]
- Order up to Quantity: [input field]
- Vendor Lead Time: [input field]
- Reorder Level: [input field]
- Reorder Quantity: [input field]

Field	Description
Required Lead Time	Display only. The average number of days between entering a requisition and processing a purchase order for the last of the purchases is displayed.
Order up to Quantity	Display only. The quantity level used to reorder is displayed.
Manual Reorder	Display only. When selected [ON], no forecast or reorder point calculations are necessary. Instead, the system uses the existing parameters.
Vendor Lead Time	Display only. The average number of days between processing a purchase order and receiving goods from the vendor for the last of the purchases is displayed.
Safety Stock Quantity	Display only. The quantity of this stock item held in reserve for emergencies is displayed.
Reorder Level	Display only. When the level of on-hand quantity is below this number, you should place an order.
Lead Time Adjustment	Display only. The number of days added to purchasing lead time in computing reorder levels and quantities is displayed.

Field	Description
Reorder Quantity	Display only. The quantity of the stock item that you should order is displayed.



INVENTORY INQUIRY (3 OF 3) (INV3)

Inventory Inquiry (3 of 3) (INV3) is used to maintain non-system generated information about stock items. Item account codes, price method options, and inventory control management parameters are set and/or modified using this screen. The **Price Method** and **Fixed Surcharge** fields can be updated from the Warehouse (WHS2) table.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored. See Warehouse Management Index (WHSE) and Agency Index (AGCY) for valid values.
Stock Item	Key field. Enter the code identifying the stock item.
Description	Optional. Enter up to thirty characters of text describing stock item.
Vendor	Optional. Enter the suggested vendor for warehouse purchases of this stock item. See Vendor Index (VEND) for valid values.

Field	Description
Long Description	The commodity description of the stock item is displayed as it appears on the Commodity Table (COMT).
Primary Bin	Required. Enter the location of the stock item in the warehouse.
Bin 1	Optional. Enter an alternative location for the stock item or additional comments referring to the primary bin.
Bin 2	Optional. Enter an alternative location for the stock item or additional comments referring to the primary bin.
Issue Unit	Required. Enter the unit of measure used for inventory and issue. See Unit of Measure (UNIT) for valid values.
Purchase Unit	Required. Enter the unit of measure used for purchasing the stock item. See Unit of Measure (UNIT) for valid values.
Multiplier	Required. Enter the multiplying factor by which one unit of measure is greater than the other.
Smaller Unit	Required. Select the smaller unit of measure, <i>Issue [I]</i> or <i>Purchasing [P]</i> .
Item is Parent Item	Default is cleared [N]. Select [Y] to indicate that the stock item is a parent item.
ABC Class	Required. Enter the classification of the stock item for inventory management. See ABC Classification Parameter (ABCP) for valid values.
Active Stock Item	Default is selected [Y]. Select [Y] to indicate that the stock item is active.
Stock Group	Optional. Enter the item group to which this stock item is defined. It is used in the physical inventory freeze process to specify groups of stock items to freeze.
Mark for Future Deletion	Default is cleared [N]. Select [Y] if future deletion is desired.



Field	Description
Master Agreement	Optional. Enter the 11 digit alphanumeric master agreement number.
Object	Display only. The object code for stock items purchased for warehouse inventory is inferred from Warehouse Management (WHS2).
Revenue Source	Display only. The revenue source for stock items issued is inferred from Warehouse Management (WHS2).
BS Account	Display only. The balance sheet account for stock items on hand is inferred from Warehouse Management (WHS2).
Percent Surcharge	Defaults to <i>0</i> . Required if Price Method is <i>Percentage Surcharge [P]</i> or <i>Percentage Price with No Surcharge [C]</i> . Enter the percentage multiplied by unit cost to determine issue price.
Price Method	Default is <i>Standard Price with No Surcharge [S]</i> . Valid values are: <i>Standard Price with No Surcharge [S]</i> <i>Percent Surcharge [P]</i> <i>Percent Price with No Surcharge [C]</i> <i>Fixed Surcharge [F]</i> <i>Same Price as in Parent Warehouse [W]</i> Note: When the Revenue Warehouse Flag on the Warehouse (WHS2) table is not selected, it will set <i>Fixed Surcharge</i> as the price method.
Costing Method	Default is <i>Average Cost</i> .
Maximum Surcharge	Defaults to <i>0</i> . Optional if Price Method is <i>Percentage Surcharge [P]</i> or <i>Percentage Price with No Surcharge [C]</i> ; otherwise, leave this field blank. This field defines the dollar limit of percent surcharge, applied per unit, up to 3 decimal places.
Maximum Issue	Defaults to <i>0</i> . Enter the largest order quantity of the stock item issued. If you leave the entry at <i>0</i> , then a quantity of <i>0</i> items will be issued. The field accepts a maximum value of 9,999,999,999.

Field	Description
Fixed Surcharge	<p>Defaults to 0.000. Required when the Price Method is Fixed Surcharge [F]. Enter the fixed amount added to each unit cost when issued, up to three decimal places.</p> <p>Note: When the Revenue Warehouse Flag on the Warehouse (WHS2) table is not selected, it will set zero as the Fixed Surcharge.</p>
Minimum Issue	Defaults to 0 . Enter the smallest order quantity of the stock item issued.
Standard Price	Defaults to 0.000 . Required when the Price Method is Standard Price No Surcharge [S] . Enter the item price upon issue of this stock item, up to three decimal places.
Quantity Per Issue	Defaults to 0.000 . Enter the number of units being issued, up to three decimal places.



INVENTORY REPLENISHMENT (IREP)



Inventory Replenishment (IREP) is used to select records for the Inventory Replenishment program. This program adds Requisition and Price Agreement (PG) documents to the Document Suspense File (SUSF). Records are added to this table by the Replenishment Review Report (IN90). Records are changed and deleted by the user.

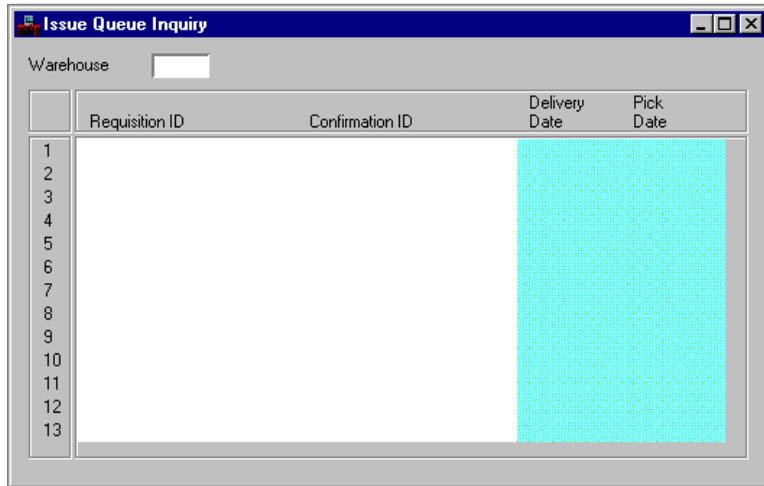
Field	Description
Document Type	Key field. Enter <i>RX</i> for a requisition or <i>PG</i> for a price agreement.
PA Number	Key field. For a Price Agreement (PG) document, enter the first price agreement on the price agreement by commodity code. For a requisition document, enter spaces.
Vendor	Key field. Enter the first vendor associated with the price agreement for a Price Agreement (PG) document. For a Requisition document, leave blank.
Warehouse	Key field. Enter the warehouse from the Replenishment Review Report (IN90).



Field	Description
Ship to	Required. Enter a valid shipping code. See Shipping Address (SHIP) for valid values.
Delivery Date	Required. Enter a valid date from Calendar Date (CLDT) that is greater than the current date.
Vendor Name	Default is inferred from Vendor (VEN2). Enter the vendor's name.
Include Below, Exclude Below, Include Screen	Default is cleared [<i>blank</i>]. Select [<i>X</i>] one of these checkboxes to indicate the type of selection desired. You can only select one of these checkboxes.
Selection Flag	Required. If Include Below is selected [<i>Y</i>], marking this field selects a record and all records following. If Exclude Below is selected [<i>Y</i>], includes the selected record and all subsequent records are excluded. If Include Screen is selected [<i>Y</i>], all records currently visible are selected.
Stock Number	Key field. Default infers the stock number from the Replenishment Review Report (IN90). Enter the stock number.
Stock Suffix	Key field. Default infers the stock suffix from the Replenishment Review Report (IN90). Enter the stock suffix.
Reorder Quantity	Required. Enter the amount that is requested if the record is selected.
Issue Unit	Required. Enter the unit of measure used for inventory and issue. See Unit of Measure (UNIT) for valid values.
Switch Doc Type	Optional. When any character is entered into this field, the original record is deleted and the opposite transaction type is created. For example, if the user is currently working with a requisition and enters a character into this field, a Price Agreement (PG) document is created.
Description	Optional. Enter the descriptive information for the particular order or requisition created.



ISSUE QUEUE INQUIRY (ISSQ)



Issue Queue Inquiry (ISSQ) provides in-process information about all stock requisitions associated with the warehouse entered on the header line. For each of the related documents, the issue confirmation ID, the delivery date, and the pick date are displayed.

Lines are added to this screen when Stock Requisition (SR) documents are accepted. The **Confirmation ID** fields and **Pick Date** fields are updated when Pick and Issue Order (PI) documents are accepted. Lines are deleted when the Issue Confirmation (CI) documents are accepted.

Field	Description
Warehouse	Key field. Enter the warehouse number entered on the requisition.
Requisition ID	Key field. Enter the transaction ID of the Stock Requisition (SR) document you want printed.



Field	Description
Confirmation ID	Key field. Enter the transaction ID of the Issue Confirmation (CI) created when the pick ticket was printed for this requisition.
Delivery Date	Display only. The requested delivery date from the requisition is displayed.
Pick Date	Display only. The date when this document was printed on a Pick and Issue Order (PI) document is displayed.



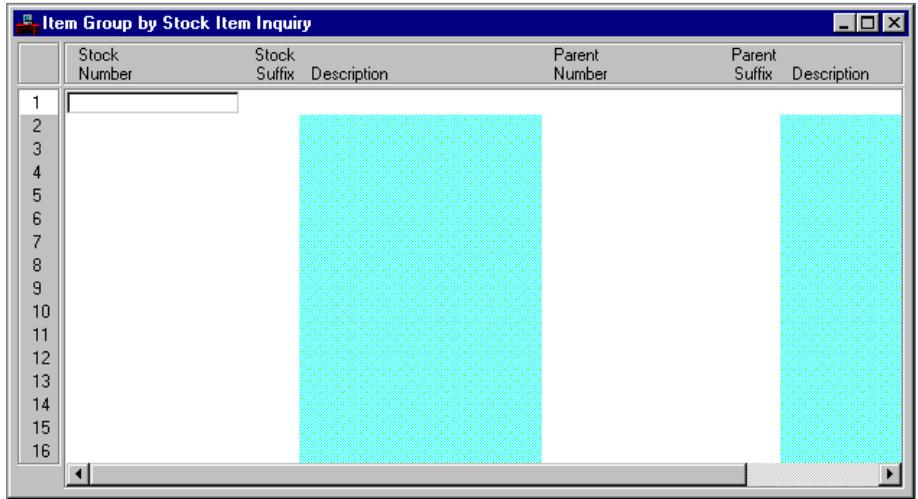
ITEM GROUP (ITMG)

The screenshot shows a window titled "Item Group". At the top, there is a "Parent Item" text input field. Below this is a table with three columns: "Stock Number", "Stock Suffix", and "Quantity". The table has 13 rows, with the first row containing the numbers 1 through 13. The rest of the table is empty.

Item Group (ITMG) specifies relationships between inventory items. The relationship of parent/child allows the user to request one item (the parent) which consists of two or more stock items (the children).

Field	Description
Parent Item	Key field. Enter the stock item code that is the grouped item identifier. See Inventory Inquiry (INVN) for valid values.
Stock Number	Key field. Enter the stock item code of the child for this group. See Inventory Inquiry (INVN) for valid values.
Stock Suffix	Key field. Enter the stock suffix of the child for this group. See Inventory Inquiry (INVN) for valid values.
Quantity	Required. Enter a number greater than zero. This entry is the quantity of this item issued for each parent item.

ITEM GROUP BY STOCK ITEM INQUIRY (ITMS)



Item Group by Stock Item Inquiry (ITMS) is an alternate view of Item Group (ITMG). This allows the user to view parent stock item and child stock item and their respective descriptions.

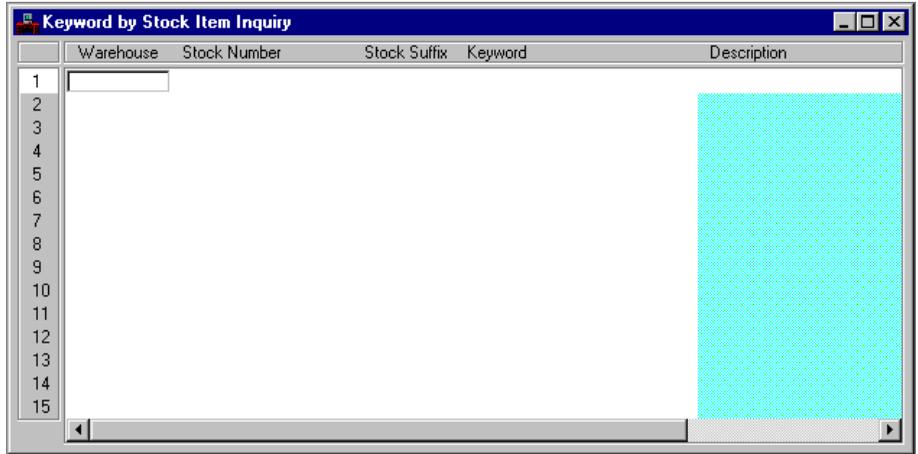
Field	Description
Stock Number	Key field. Enter the item code of the child of the group.
Stock Suffix	Key field. Enter the suffix code of the child of the group.
Description	Display only. Up to 20 characters of text describing the child stock item is displayed.
Parent Number	Key field. Enter the item code of the group item identifier.
Parent Suffix	Key field. Enter the parent suffix code of the group item identifier.



Field	Description
Description	Display only. Up to twenty characters of text describing the parent stock item is displayed.



KEYWORD BY STOCK ITEM INQUIRY (KYWD)

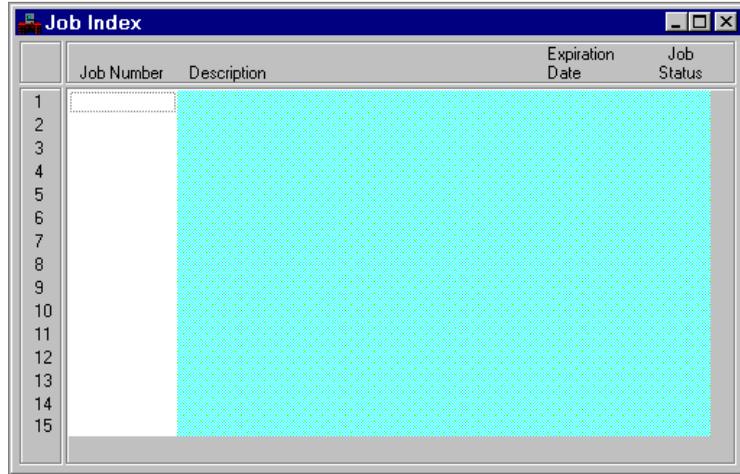


Keyword by Stock Item Inquiry (KYWD) is an alternate view of Inventory by Keyword (INKY). It allows the user to view inventory data by warehouse, stock item, and keyword.

Field	Description
Warehouse	Key field. Enter the warehouse where this stock item is stored.
Stock Number	Key field. Enter the code defining the stock item.
Stock Suffix	Key field. Enter the suffix defining the stock item.
Keyword	Key field. Enter a keyword you want to use to retrieve special characteristics, such as short item name.
Description	Display only. Up to 20 characters of text describing the stock item is displayed.



JOB INDEX (JOBT)



Job Index (JOBT) stores summary level information about a job. This window is maintained as a result of Job Control (JB) documents processed by the system. Job Inquiry (JOB2, JOB3) store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) and the various accounting transactions that apply charges or receipts to jobs.

Field	Description
Job Number	Key field. Enter the unique number that identifies this job.
Description	Display only. A description of the job is displayed.
Expiration Date	Display only. For active jobs, the date when the job is closed for charging purposes is displayed. For closed jobs, the date when the job was closed is displayed. If a job is closed before its expiration date, the expiration date is changed to the closing date.
Job Status	Display only. If C (closed) is displayed, this job expired in the previous period. Otherwise this field is blank.



JOB INQUIRY (1 OF 2) (JOB2)

Job Number		Description	
Starting Date	/ /	Expiration Date	/ /
<input type="checkbox"/> Job Linked to Work Order Number		<input type="checkbox"/> Job Restriction Indicator	
<input type="checkbox"/> Seller Activity Inferred		Job Type	Internal
Billing Type	Manual	Grant	
Project		Provider	
		Extended Project	
Billing Controls			
Detail Billing Option	Default	Level	No Entry
Account Distribution	No Entry	Cycle	No Entry
	Current Amounts		JTD Amounts
Direct Charges			
Billings			
Receipts			
Total Charges			
Maximum Billing			

Job Inquiry (JOB2 and JOB3) windows contain all descriptive and summary level information about a job. The information in these windows is maintained by the system as a result of the Job Control (JB) documents processed by the system. Lines are added to these windows (JOB2 and JOB3) when new jobs recorded on Job Control (JB) documents are accepted. Lines are updated by modifications submitted on a Job Control (JB) document.

Job Inquiry (JOB2 and JOB3) also store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) documents and the various accounting documents that apply charges or receipts to jobs. These windows display one line entry for each open job. Closed jobs remain available for viewing until one month after they are closed. At that time, they are purged from the database by the Job Summarization and Purging program.

Field	Description
Job Number	Key field. Enter the unique number that identifies this job.

Field	Description
Description	Display only. Descriptive text about the job is displayed.
Starting Date	Display only. The date (<i>mm dd yy</i>) when the job was started is displayed.
Expiration Date	Display only. For active jobs, the date when the job is closed for charging purposes is displayed. For closed jobs, the date when the job was closed is displayed. If a job is closed before its expiration date, the expiration date is changed to the closing date.
Job Status	Display only. If <i>C</i> (closed) is displayed, this job expired in the previous period. Otherwise this field is blank.
Job Linked to Work Order Number	Display only. Not used in MARS.
Job Restriction Indicator	Display only. If selected [<i>Y</i>], the job is restricted to certain agencies and organization recorded on Job Organization (JORG).
Seller Activity Inferred	Display only. If selected [<i>Y</i>], the activity is inferred from the seller's activity; if cleared [<i>N</i>], it is inferred from Organization (ORG2).
Job Type	<p>Display only. One of the following values is displayed:</p> <p><i>Internal [I]</i> An internal job is where a selling organization sells services to a purchasing organization within the same entity.</p> <p><i>External [E]</i> An external jobs is where services are sold to a purchasing body outside the entity.</p> <p><i>Other [O]</i> These are jobs that do not fall within the first two types, for example, jobs to accumulate costs for grant reimbursement.</p>

Field	Description
Billing Type	<p>Display only. One of the following values is displayed:</p> <p><i>Manual [M]</i> Manual preparation and entry of the payment voucher and/or receivable documents is required.</p> <p><i>Automatic [A]</i> The system will automatically generate internal payment voucher and/or receivable documents and enter them into the accounting system.</p>
Grant	Display only. Not used in MARS. The grant for which costs are accumulated on an other or external type job is displayed.
Provider	Display only. The provider code assigned to a customer for an external type job is displayed.
Project	Display only. The project for which costs are accumulated on an other or external type job is displayed.
Extended Project	Display only. The extended project for which costs are accumulated on an other or external type job is displayed.

Billing Controls

Detail Billing Option	<p>Display only. This field determines how the billing account distributions are summarized. One of the following values is displayed:</p> <p><i>Charge Class/Object Level [Y]</i> Billing account lines are summarized to the charge class/object level.</p> <p><i>Revenue Source Level [N]</i> Billing account lines are summarized to the revenue source level.</p> <p><i>Default [blank]</i></p>
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Field	Description
Cycle	<p>Display only. Indicates how charge documents are selected for job billing. One of the following values is displayed:</p> <p><i>Date Range [D]</i> The acceptance date of the document falls on or within a user-specified date range.</p> <p><i>Accounting Period [P]</i> The accounting period of the document equals a user-specified accounting period.</p> <p><i>End of Job [E]</i> The document should be selected at the end of the Billing Cycle job.</p>
Direct Charges (Current Amounts)	Display only. The current billing period total for all costs accumulated by the job is displayed.
Direct Charges (JTD Amounts)	Display only. The job-to-date total for all costs accumulated by the job is displayed.
Billings (Current Amounts)	Display only. The current billing period billable amount (full costs) accumulated by the job is displayed.
Billings (JTD Amounts)	Display only. The job-to-date billable amount (full costs) accumulated by the job is displayed.
Receipts (Current Amounts)	Display only. The amount of the current billing period cash receipts collected for the job is displayed.
Receipts (JTD Amounts)	Display only. The amount of the job-to-date cash receipts collected for the job is displayed.
Total Charges (Current Amounts)	Display only. The total of all direct and indirect costs accumulated by the job for the current billing period is displayed.
Total Charges (JTD Amounts)	Display only. The total of all direct and indirect costs accumulated by the job since the inception of the job is displayed.



Field	Description
Maximum Billing (Current Amounts)	Display only. The maximum amount that may be billed against the job, as specified on the Job Control (JB) document is displayed.



JOB INQUIRY (2 OF 2) (JOB3)

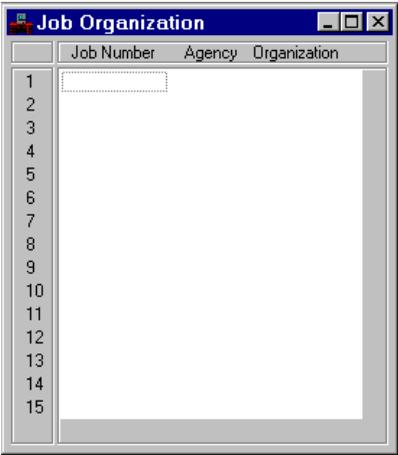
Job Inquiry (JOB2 and JOB3) windows contain all descriptive and summary level information about a job. The information in these windows is maintained by the system as a result of the Job Control (JB) documents processed by the system. Lines are added to these windows (JOB2 and JOB3) when new jobs recorded on Job Control (JB) documents are accepted. Lines are updated by modifications submitted on a Job Control (JB) document.

Job Inquiry (JOB2 and JOB3) also store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) documents and the various accounting documents that apply charges or receipts to jobs. These windows display one line entry for each open job. Closed jobs remain available for viewing until one month after they are closed. At that time, they are purged from the database by the Job Summarization and Purging program.

Field	Description
Job Number	Key field. Enter the unique number that identifies this job.
Job Description	Display only. Descriptive text about the job is displayed.

Field	Description
Costing Controls	
Costing Method	Display only. For more information on the costing methods, see the <i>User's Guide</i> . One of the following values is displayed: <i>Direct Cost [D]</i> <i>Cost Plus [P]</i>
Obj Class (1-4), Rate (1-4)	Display only. For the cost plus costing method, up to four overhead rates are displayed for four different object class codes. The rates are expressed in four decimal places; that is, 14000 means 1.4000 times cost, or 40% over cost.
Def Rate	Display only. For the cost plus costing method, the default rate for object classes not covered by the special rates described above is displayed.
Exclude Objects (1-5)	Display only. The object codes that are excluded from billing, as specified on the Job Control (JB) document are displayed.
Seller Account	
Fund, Agency, Org/Sub, Appr Unit, Activity, Function, Object/Sub, Rev/ Sub, BS Account, Rept Cat	Display only. The accounting distribution against which the seller wishes to record revenue from the job is displayed. It also identifies organizational responsibility for the job.
Buyer Account	
Fund, Agency, Org/Sub, Appr Unit, Activity, Function, Object/Sub, Rept Cat, Job Number, PO Number, Line	Display only. The accounting distribution used to record the purchaser's expense for the job is displayed. It is only allowed on internal type jobs, and it may include the purchase order that originally encumbered the cost of services.

JOB ORGANIZATION (JORG)



Job Organization (JORG) defines valid combinations of agency and organization codes by job number. If a job number is listed on this window, only the agency and organization codes associated with the job number can change it. Enforcement of this restriction is controlled by the **Job Restriction** indicator on the Job Control (JB) document. If **Job Restriction** is *Yes [Y]*, when documents with a job number are entered, the information in this window is checked for a valid job number, agency, and organization combination. If a job number is listed on this window and its **Job Restriction** is *No [N]*, you can charge it by any accounting distribution.

Field	Description
Job Number	Key field. Enter the job number for which you wish to enforce agency and organization control. See Job Index (JOBT) for valid values.
Agency	Key field. Enter the agency to which this job number is restricted. See Agency Index (AGCY) for valid values.
Organization	Key field. Enter the organization to which this job number is restricted. See Organization Index (ORGN) for valid values.



LETTER OF CREDIT STATUS (LOCS)



	Fiscal Year	Letter of Credit Number	Letter of Credit Amount	Drawdown Amount	Available Amount
1		<input type="text"/>			
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Letter of Credit Status (LOCS) lists the valid letter of credit numbers and amounts for each fiscal year. It also provides the drawdown and available amounts for each letter. The user can add lines to this window, but the drawdown and available amounts are updated by the financial billing system.

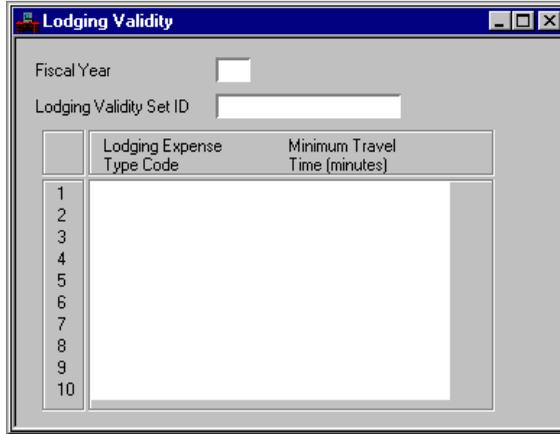
Field	Description
Federal Fiscal Year	Required. Enter the last two digits of the applicable fiscal year.
Letter of Credit Number	Required. Enter the valid letter of credit numbers for the federal fiscal year.
Letter of Credit Amount	Required. Enter the letter of credit amount.
Drawdown Amount	Display only. The amount that has been billed against the letter of credit is displayed.



Field	Description
Available Amount	Display only. The remaining portion of the letter of credit amount that has not been billed and is still available for billing is displayed.



LODGING VALIDITY (LDVL)



The Lodging Validity table (LDVL) defines the lodging validity sets that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current lodging validity rule.
Lodging Validity Set ID	Required. This field identifies a set of related lodging validity rules. All lodging validity rules within the same Lodging Validity Set are used together in this travel policy.
Lodging Expense Type Code	Required. This field identifies the lodging expense type code related to this lodging validity rule. This value must be provided and must be present in the Expense Type Code Table (EXTC).



Field	Description
Minimum Travel Time (minutes)	The minimum amount of time (in minutes) the traveler must travel before being reimbursed for the given lodging expense type. If not provided by the user, this value defaults to zeroes. If this field is zeroes, it is assumed that this rule does not apply.



LOWER LEVEL ORGANIZATIONS (LORG)



Lower Level Organizations (LORG) lists valid lower-level organization codes for each Organization in the organization hierarchy. It is used to expand pool or base records that are entered with **Include All Lower-Level Organizations** selected. The information in this window is indirectly maintained by modifying Organization (ORG2) and by rerunning the offline program that populates this window.

Field	Description
Agency	Key field. Enter a valid agency code. Valid values are on Agency (AGC2).
Organization	Key field. Enter a valid Organization code. Valid values are on Organization (ORG2).
Lower Level Organization	Key field. Enter a valid lower-level organization for the specified Organization.



MANUAL DEPRECIATION INPUT (MDEP)



Manual Depreciation Input (MDEP) is used to enter depreciation data for a fixed asset. You can manually enter data into this window; however, it is accepted only if **Depreciation Method** is *MC* (manually computed) on Fixed Asset Summary Inquiry (FAS1) for the specified asset. If information is entered on this window and **Depreciation Method** is any other value, an error message appears.

Field	Description
Fixed Asset Type	Key field. Enter the type of asset (such as, land or building).
Fixed Asset Number	Key field. Enter the number of the fixed asset that is being disposed.
Betterment Number	Key field. Enter the number of the altered betterment. If the change was performed on the fixed asset itself, enter <i>00</i> .



Field	Description
<i>Accumulated Depreciation Equity Accounts</i>	
1-8	Optional. This field displays the accumulated depreciation for the account.
Total	Optional. Totals of both the asset value and accumulated depreciation for equity accounts including all betterments.



MASTER SERVICE AGREEMENT (MSAT)



Master Service Agreement (MSAT) defines collection master service agreements with vendors. It is used to track the amount sent to and collected by a collection agency.

Field	Description
Agreement Number	Required. Enter the number assigned to the receivable on Open Receivables Options (OREO).
Vendor	Required. Enter the vendor providing the collection services. See Vendor Index (VEND) for valid values.
Name	Display only. The name of the vendor providing the collection services is inferred from Vendor (VEN2).
Address, City, State, Zip	The street address, city, state, and zip code of the vendor are inferred from Vendor (VEN2) and displayed.
Amount Assigned	The total dollar amount of all receivables assigned to the agreement. This is updated when the collection agreement is selected on Open Receivable Options (OREO) and displayed.



Field	Description
Amount Collected	The total dollar amount of cash receipts referencing receivables that are assigned to the agreement is displayed. This is automatically updated by the Cash Receipt (CR) document.
Balance to be Collected	The difference between the amount assigned to the agreement and the amount already collected is displayed.



MEAL VALIDITY (MLVL)

	Meal Expense Type Code	Travel Must Begin By:	Travel Must End By:	Minimum Travel Time (minutes)	Overnight Required
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

The Meal Validity table (MLVL) defines the meal validity sets that are valid for a given travel policy.

Field	Description
Fiscal Year	Required. This field identifies the fiscal year for the current meal validity rule.
Meal Validity Set ID	Required. This field identifies a set of related meal validity rules. All meal validity rules within the same Meal Validity Set are used together in calculating per diem. There should be one entry in the set for each meal type: breakfast, lunch, and dinner.
Meal Expense Type Code	Required. This field identifies the meal expense type code related to this meal validity rule. This value must be provided and must be present in the Expense Type Code Table (EXTC).



Field	Description
Travel Must Begin By	Required. This field identifies the hour and minute after which the traveler must begin travel in order to be reimbursed for the given meal expense type.
Travel Must End By	Required. This field identifies the hour and minute before which the traveler must end travel in order to be reimbursed for the given meal expense type.
Minimum Travel Time	The minimum amount of time (in minutes) the traveler must travel before being reimbursed for the given meal expense type. If not provided by the user, this value defaults to zero. If this field is zero, it is assumed that this rule does not apply.
Overnight Required	Required. Valid values include <i>[Y] Yes</i> - Use of this meal expense type requires an overnight stay; and <i>[N] No</i> - Use of this meal expense type does not require an overnight stay.



NAME AND ADDRESS CHANGE ACTIVITY (NACA)



The Name and Address Change Activity (NACA) table tracks all the name and address change activities as well as modification number. This is an inquiry only table, updated by the Name and Address Change (NAC) document.

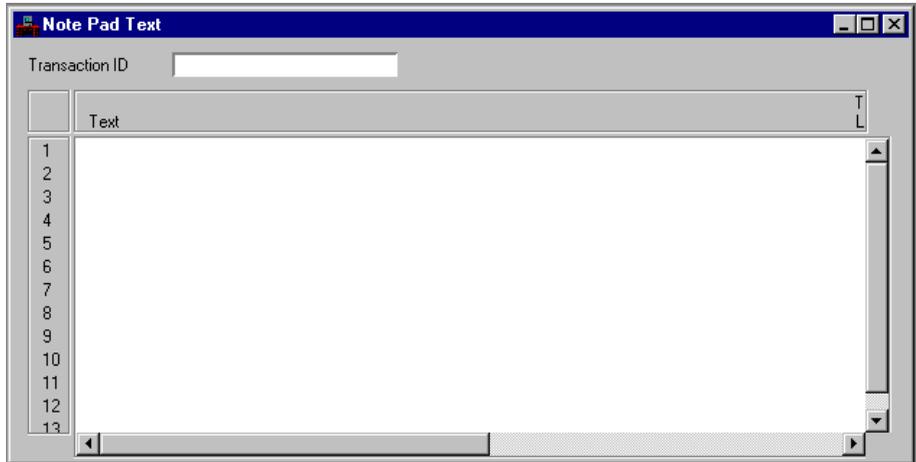
Field	Description
Bank Account Code	Key field. Enter the bank account code. See Open Check Header Inquiry (OPCH) for valid values.
Trans Code, Check Number	Key field. Enter the check number. See Open Check Header Inquiry (OPCH) for valid values.
Mod Number	Key field. Enter the system assigned modification number.
NAC Number	The NAC number associated with this record is displayed.
Check Amount	The amount of the check is displayed.



Field	Description
Transaction Date	The transaction date is displayed.
New Name	The new name is displayed.
New Address Line #1	The new address is displayed.
New Address Line #2	The new address is displayed.
New City	The new city is displayed.
New State	The new state is displayed.
New Zip Code	The new zip code is displayed.
New Country	The new country (if available) is displayed.
Old Name	The old name is displayed.
Old Address Line #1	The old address is displayed.
Old Address Line #2	The old address is displayed.
Old City	The old city is displayed.
Old State	The old state is displayed.
Old Zip Code	The old zip code is displayed.
Old Country	The old country (if available) is displayed.



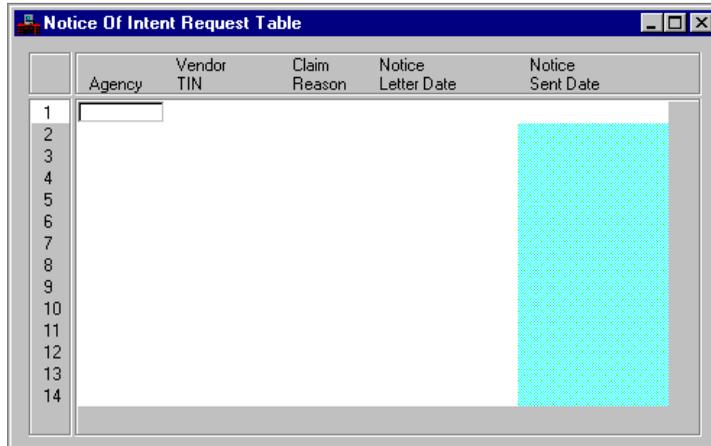
NOTE PAD TEXT (NOTE)



Note Pad Text (NOTE) is used to make notes on any document. You can enter notes about a document before it is accepted by the system. The text is entered as a normal transaction after the particular document is processed. If text is entered for an existing Extended Purchasing Subsystem (EPS) document, the appropriate open items header window is updated to indicate that note pad text exists for that document.

Field	Description
Transaction ID	Key field. Enter the transaction code and unique number of the document for which you want to make notes.
Text	Optional. Enter informational text pertaining to the document indicated above. Up to 1000 lines of text can be entered.
Text Line	Key field. Enter the line number associated with the text. Enter a numeric value.

NOTICE OF INTENT REQUEST (NIRT)



Notice of Intent Request (NIRT) table contains all the requests for Notice of Intent to Offset. This table is updated by the Vendor Offset (VO) transaction or directly by a user entering the required fields...

Field	Description
Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Vendor TIN	Key field. Enter the vendor Tax Identification Number (TIN). See Vendor by Federal ID Inquiry (VFED) for valid values.
Claim Reason	Key field. Enter the claim reason. See Claim Reason Code (CRCT) table for valid values.
Notice Letter Date	Key field. Enter the date the notice request was sent.
Notice Sent Date	The date the notice was sent is displayed.



NOTICE OF INTENT TEXT (NITX)



Notice of Intent Text (NITX) table contains the text that will be printed on the Notice of Intent to Offset Letter.

Field	Description
Claim Agency	Key field. Enter the agency code. See Agency Index (AGCY) for valid values.
Claim Reason	Key field. Enter the claim reason. See Claim Reason Code (CRCT) table for valid values.
Claim Reason Description	The description for the claim reason is displayed.
Text Line	Enter the text that is to appear on the Notice of Intent to Offset letter.



Field	Description
Line Number	Key field. This is a user and system maintained field. Enter the line number, if no line number is entered, the system will provide this number.

