

# ADVANTAGE QUICK REFERENCE GUIDE

## ACCOUNT TYPES and GL TYPES (\*Most frequently used)

### Balance Sheet Accounts

01	Asset	1000-1999
02	Liability	2000-2399
03	Fund Balance	2400-2999

### Revenue Source

31	Revenue	3000-4999
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### Object Codes

20	Pre-Encumbrance	5000-9999
21	Encumbrance	5000-9999
22	Expense/Expenditure	5000-9999

## VENDOR CODES

"T" Numbers	Outside vendors
"PUR" Numbers	Outside vendors
"D" Numbers	State agencies not payable with a Billing Claim/i.e.- (Petty Cash)
"MISC XXX"	Vendors (XXX is your agency number), are used for one-time reimbursements
"FRGN"	Used for overpayment reimbursement for foreign vendors
"F" Number	Foreign Vendors
5-digit Internal ID	State Employees
"PRD" Number	Payroll Deductions

## VENDOR TYPE

EA	Employee Active
ET	Employee Terminated
W9	W-9 on File
W8	W-8 on File (Foreign Vendors)

## PAYMENT HOLD INDICATOR

Y	Stop Processing	If selected, the vendor will not receive any payments.
P	Allows Processing	Allows only payments in the current nightly cycle to process.
N	Processes as Normal	If selected, allows normal processing of payment (default.)

## CHECK STATUS SYMBOLS

A	Reverted
C	Cashed (Electronically)
E	Established
I	Stale Reissue
M	Modified
O	Outstanding
P	Paid, same as "C"
R	HR Cancellation
S	Stale
U	HR Unused
V	Voided
X	Unredeemed

## EFT STATUS

A	Yes-This vendor is set up for EFT payments.
P	Pre-Note Processing (allow 10 working days.)
N	No-This vendor is not set up for EFT payments.
H	Hold-This vendor has a hold on receiving EFT payments.

## DOCUMENT PROCESSING

DELET During the nightly cycle.  
SCHD Changes to ACCPT or REJCT during the nightly cycle.  
REJCT Remains on SUSF until deleted, scheduled or accepted.  
PENDX Remains on SUSF until deleted, scheduled or accepted.  
HELD Remains on SUSF until deleted, scheduled or accepted.  
ACCPT During the nightly cycle. (Or if user does Process "Run.")

## APPROVALS COLUMN IN DOCUMENT LISTING (SUSF)

0 No approval required for this level.  
A Awaiting approval for this level.  
Y Approval applied for this level.

## STATUS BAR MESSAGES

I Information message and should be reviewed before processing.  
W Warning message and should be reviewed before processing.  
O An overrideable error-it indicates the entry is contrary to usual entries.  
E Indicates a hard or fatal error-the document will not process until this error is corrected.  
H Error is in the header section.  
D Error is in the detail section.

## APPROVAL LEVELS

<b>Documents</b>	<b>Overall Approval Needed Levels (Approval Code)</b>	<b>Agency Approval Levels</b>
Cash Receipt (CR)	None	None
Centralized Purchase Order (PC)	Purchasing Only	Purchasing Only
Decentralized Purchase Order (PD)	PEND 2, 3	PEND 2, 3 (Encumbrance)
Invoice (IN)	None	None
Journal Voucher (JV, JVD)	PEND 3, 4, 5	PEND 3, 4
Multiple Vendor Payment Voucher (MP)	PEND 3	PEND 3
Non-Sufficient Funds (NF)	None	None
Payment Voucher (PV, PVE)	PEND 3, 4	PEND 3, 4
Price Agreement (PG)	Purchasing Only	Purchasing Only
Purchase Order (PO)	PEND 2, 3	PEND 2, 3
Quick Centralized Purchase Order (PCQ)	Purchasing Only	Purchasing Only
Quick Decentralized Purchase Order (PDQ)	PEND 2, 3	PEND 2, 3 (Encumbrance)
Quick Requisition (RXQ)	PEND 2, 3, 4, 5	PEND 2, 3 (Encumbrance)
Receivable (RE)	None	None
Receivable Credit Memo (RM)	PEND 3, 4	PEND 3, 4
Receiver (RC)	PEND 2, 3	PEND 2, 3
Requisition (RX)	PEND 2, 3	PEND 2, 3
Restricted Journal Voucher (JVR)	PEND 4	PEND 4

## DOCUMENT TYPES

### Budgeting

AP Appropriation Document/Work Program  
RB Revenue Budget

### Expenditures and Disbursements

AD Automated Disbursement (Check)  
CX Check Cancellation  
EF Electronic Funds Transfer (called ACH at Banks)  
MW Manual Warrant  
P1 Vendor Payment Voucher  
PV Payment Voucher  
PVE Easy Payment Voucher  
VI Vendor Invoice (number entered by user on PV/PVE)

### Revenue/Accounts Receivable

CR Cash Receipt  
ADVANTAGE Quick Reference

IN	Invoice
RE	Receivable
RM	Receivable Credit Memo
NF	Non-Sufficient Funds
WO	Write-Off

**Purchasing**

PC	Centralized Purchase Order
PD	Quick Decentralized Purchase Order (PDQ)
PG	Price Agreement
PO	Purchase Order
RC	Receiver-records the receipt of goods

**DOCUMENT TYPES-continued**

RX	Commodity Requisition-requests State Purchasing to order goods for your agency
RXQ	Quick Requisition-requests State Purchasing to order goods for your agency

**General Accounting**

II	Internal Transfer
JV	Journal Voucher
JVD	Decentralized Journal Voucher-makes corrections to posted transactions
JVR	Restricted Journal Voucher-makes limited corrections to posted transactions
PV2	Interagency Billings
PV3	Interagency Billings

**Job**

JB	Job Master
JC	Job Change

**Fixed Assets**

FA	Acquisition
FADU	Fixed Asset Condition/Date Update-updates inventory records
FB	Betterment
FC	Modification-changes a Fixed Asset record
FD	Disposition
FS	Sale for Proprietary Funds
FT	Transfer

**RXQ ROUTING**

Type A	(All) RXQs with level 2 and 3 approvals will route to the EITS work list for Pend4 and to Budget for Pend5 approval.
Type B	(Budget) RXQs with level 2 and 3 approvals will route to the Budget work list for Pend4 and Pend5 approval.
Type D	(EITS) RXQs with level 2 and 3 approvals will route to the EITS work list for Pend4 and to Purchasing for Pend5 approval.
Type N	(None) RXQs with level 2 and 3 approvals will route to the Purchasing work list for Pend4 and Pend5 approval.
Type X	(Confirming) RXQs with route to the Purchasing work list for Pend4 and Pend5 approvals (offline.)

**VENDOR TABLES**

VNAM	Displays vendors alphabetically by name including their vendor number.
VEND	Displays vendors numerically by vendor number including their name.
VEN2	Displays vendors by vendor number including specifics about the individual or company.
VZIP	Displays vendors by name including their vendor number and zip code.
VANA	Displays vendors by alternate name including their vendor number.
VTXT	Displays vendors by vendor name including notes from the vendor desk. Note: Does not populate for all vendors.

Refer to your training materials or the vendor manual for specifics on how to use these tables.