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ADVANTAGE Re-certification

Administrative Services Division
DEPARTMENT OF ADMINISTRATION

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ADVANTAGE Basics

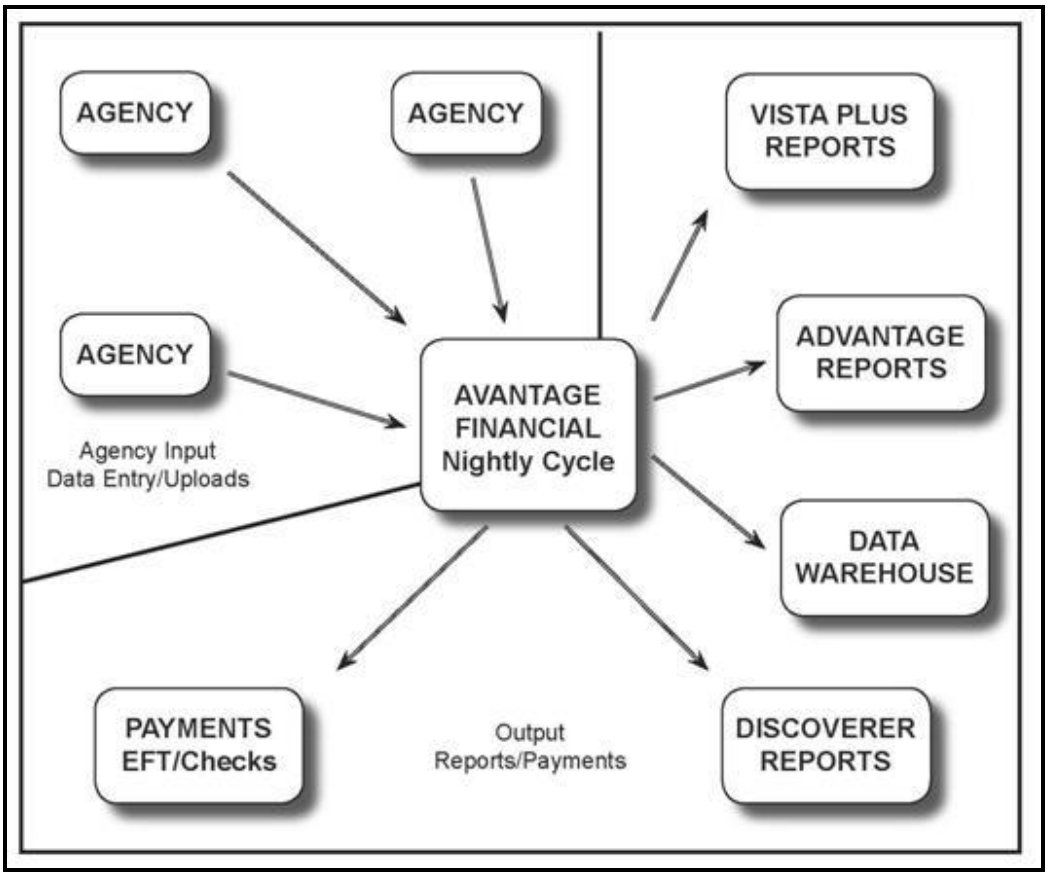
ADVANTAGE is the software program used to record financial transactions for the State of Nevada.

Application ID – **fsco** "**Financial System Controller's Office**." Both Financial and HR use the same software, but the two applications are accessed differently.

IFS - Integrated Financial System includes:

- ADVANTAGE
- DAWN-Data Warehouse of Nevada
- Vista Plus
- Discoverer

For a complete terminology list for the ADVANTAGE program or a list of ADVANTAGE tables, go to: **http://intra.ktl.nv.gov/intranet/HelpDesk/HD_index.html**



The State's financial system centralizes processing of transactions using the ADVANTAGE Financial system. This is a real time system. This means that when you enter transactions, the editing process will advise you if you have made an error, if the vendor is on hold or if the agency does not have authority in their budget. Transactions are entered at the agency level either manually or via an interface (upload).

Transactions can be viewed in Document Listing (SUSF) until 6PM. At that time, the ADVANTAGE system is taken down and all of the transactions entered that day that contain all appropriate levels of approval are processed and populate the appropriate tables, and checks or EF (Electronic Fund Transfers) payments are initiated.

The nightly cycle also updates the information in our reporting tools, DAWN, Vista Plus and Discoverer. While ADVANTAGE is a live system, the reports are a reflection of all activity up to 6PM the preceding night.

SNAP Manuals

SNAP Manuals are updated each time a procedure is changed. Our on-line manuals will assist in keeping you up to date on the most recent procedures in ADVANTAGE Financial.

- SNAP - State of Nevada ADVANTAGE Procedures
- Each agency should have several hard copies of the SNAP manuals.

The SNAP Manuals include:

- ADVANTAGE Navigation
- Cash Receipts
- Easy Payment Vouchers
- Payment Vouchers
- Decentralized Journal Vouchers
- Restricted Journal Vouchers
- DAWN
- Vista Plus

Updated versions of the manuals are available on-line at:
http://intra.ktl.nv.gov/intranet/HelpDesk/HD_Financial_User_Manuals.html

Note: If you need the Workflow Requisition (RXQ), Receiver (RC) or Fixed Asset (FA) manuals, they are located on the State of Nevada Purchasing website at:
http://purchasing.nv.gov/

ADVANTAGE Hours of Operation

ADVANTAGE Financial is available Monday through Friday 6:00AM – 6:00PM and is taken offline each night to run the nightly cycle.

The Controller's Office will notify all identified agency contacts via e-mail if the system will be unavailable during normal hours of operation.

ADVANTAGE may be taken down for maintenance on weekends, sometimes without notice to users.

Financial Help Desk

The ADVANTAGE Financial Help Desk is available Monday through Friday from 7:30am-11:30am and 12:30pm-4:30pm to answer any of your questions about the ADVANTAGE program. You may contact them at (775) 684-5654 or **finhelpdesk@controller.state.nv.us**

ADVANTAGE Security

- Your electronic approval is the same as a physical signature.
- Do not share your password with anyone. Change your password if you think someone else knows it.
- Use a password protected screen saver.

User Information

What does a user ID do? Your user ID is assigned according to the profile requested on the User Establishment form. Profiles are used according to the internal controls at each individual agency.

Your profile is specific according to your agency and guides your level of approval on ADVANTAGE documents.

Password Information

Your password expires every 93 days with a reminder prompt 3 days prior to it expiring. If your password is not reset within this time period, then users are locked out as an added security feature of the program.

ADVANTAGE allows 3 unsuccessful log-in attempts prior to locking you out of the program.

Contact the ADVANTAGE Financial Help Desk at (775) 684-5654 for assistance in resetting your password.

Compromising Security

Compromising Your User ID or password:

- If an employee believes another party has somehow gained access to their User ID and password allowing that party to use his/her electronic signature, the employee should contact the System Security Administrator or the ADVANTAGE Financial Help Desk at the State Controller's Office and should immediately change their password.
- If any employee believes there has been an attempt to perpetrate fraud upon the State, the employee is required to report the incident to an appropriate level of management, up to and including the State Controller's Office so that corrective action is taken to ensure the integrity of the User ID and password system.

Willful Violation of User ID and password security:

- If the State Controller's Office becomes aware of an incident involving fraud or the sharing of User IDs and passwords among employees, the Office may, at its discretion, impose disciplinary action or hold the employee(s) personally liable for any loss incurred by the State (NAC 353.080).
- The State Controller's Office takes the privacy and protection of the User IDs and passwords very seriously. The sharing of User IDs and passwords is grounds for disciplinary action against the agency head and/or the employee (NAC 353.080).

For additional information regarding policies on the establishment and maintenance of user ID's, go to: **http://intra.ktl.nv.gov/intranet/AgencyServices/AS_System_Administration.html**

Timing Out – The thing we hate the most!

- The time-out security feature logs a user out of an ADVANTAGE session if there is no activity detected for 30 minutes.
- Activity is defined as communicating with the server by editing or approving a document or opening and browsing a table.
- Data entry is not an activity that communicates with the server.
- If a document has not yet been edited when a user is timed out, that document will not be saved and will have to be re-entered.
- To prevent a time-out, periodically edit a document or open and browse a table.

The E-Mail Distribution List

The ADVANTAGE Financial Help Desk will notify agency contacts regarding:

- System availability
- Vendor updates
- Controller's Office Accounting Policies
- Financial Newsletters

The financial mailing list is comprised of contacts listed on the Agency Contact Form which is filed or updated at the Controller's Office by each individual agency. Users may also request to be added to the distribution list by contacting the ADVANTAGE Financial Help desk directly at (775) 684-5654 or e-mailing their request to: **finhelpdesk@controller.state.nv.us** Please provide both your complete name and e-mail address in your request.

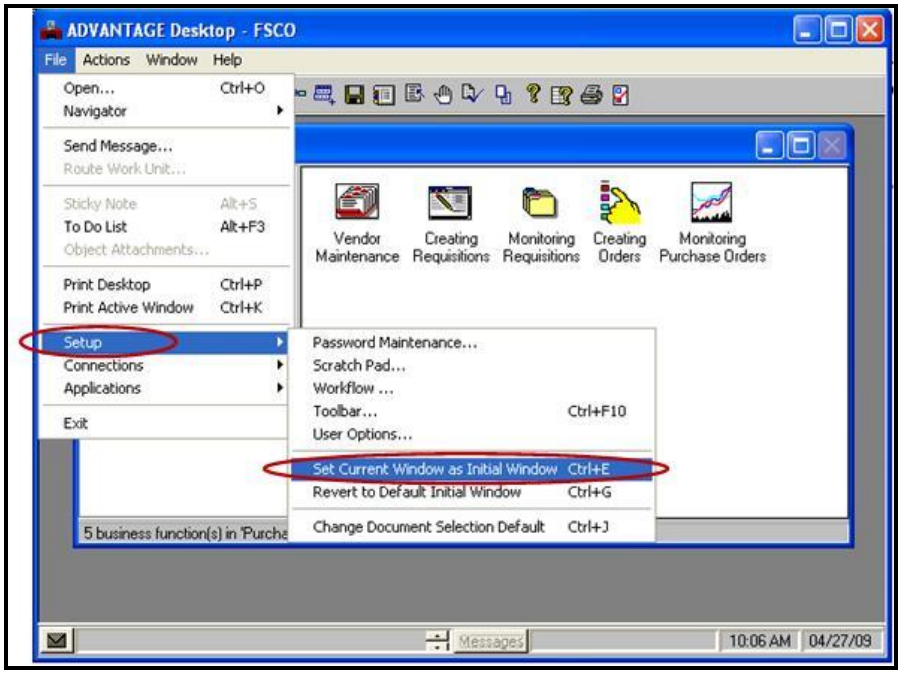
Initial Window Setup

Have you ever changed computers or gotten a new computer and the initial window upon opening ADVANTAGE is not what you want or are be used to?

Users can choose a specific window to appear each time they sign into ADVANTAGE. The opening window can be changed as often as necessary.

To set the Initial Window:

- Open the window to be designated as the initial window.
- Select File: Setup: Set Current Window as Initial Window.



To undo the Initial Window Selection:

- Select File: Setup: Revert to Default Initial Window.

Processing ADVANTAGE Documents

The lists below consist of the most common ADVANTAGE documents entered at the agency level.

Documents Processed at Each Agency:

Cash Receipts (CR) - Record deposits
Payment Vouchers (PV, PVE) - Record payments and generate checks/EFTs
Journal Vouchers (JVD, JVR) - Record corrections and/or re-allocations
Requisitions (RX, RXQ) and Receivers (RC) - Record purchases and receipt of goods
Fixed Assets (FA) - Record inventory

Documents Processed at the Controller's Office:

Billing Claims - Record revenues/expenditures between agencies
Some JVs – Transactions between agencies
Work Programs - Record appropriations and changes at budget level

Translating Codes

Some document transaction codes in ADVANTAGE consist of three characters and then translate (meaning they change) to a 2-character code after the document has completed the nightly cycle.

Most Common Translating Codes:

- Easy Payment Voucher (PVE) – translates to a PV document
- Internal Invoice (II) – translates to a PV document
- Decentralized Journal Voucher (JVD) – translates to a JV document
- Restricted Journal Voucher (JVR) – translates to a JV document
- Billing Claims are entered as Decentralized Journal Vouchers – translates to a JV document
- Quick Requisition (RXQ) – translates to a RX document
- Quick Decentralized Purchase Order (PDQ) – translates to a PD document

While searching for documents in ADVANTAGE using the Document Listing (SUSF) and Approval Log (ALOG) tables, use the original 2 or 3-character transaction code. Searching all other tables in ADVANTAGE or searching in DAWN, use the translating 2-character transaction code. i.e. After the nightly cycle occurs, an Easy Payment Voucher (PVE) entered into ADVANTAGE will be listed as a PVE in SUSF and ALOG, however it is listed as a PV in all other tables in ADVANTAGE and DAWN.

Account Types

Account Types - Coding used in ADVANTAGE for each type of transaction, which is important when doing research in DAWN.

ADVANTAGE GLs have 3 different designations:

Revenue Source – Records Income or Revenue

Revenue	3000-4999	Account Type 31

Object Codes – Record Expenses/Expenditures

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

The State of Nevada uses a double-entry accounting system, requiring a balancing of debits and credits. Users usually enter only one side of the transaction (usually expenditure or revenue) and the system infers the other side using the Balance Sheet Accounts.

Balance Sheet Accounts – Used to record Cash, Assets and Liabilities

Assets	1000-1999	Account Type 01
Liabilities	2000-2399	Account Type 02
Fund Balance	2400-2999	Account Type 03

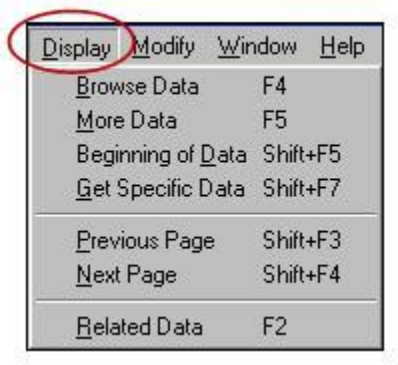
CMIA

The Cash Management Improvement Act (CMIA) requires the State of Nevada to draw federal funds in such a way as to minimize the amount of time federal funds are in the State's bank account. For major federal programs, CMIA also requires the State to calculate an interest amount based on how federal funds were managed. To make this calculation as accurate as possible, it may be necessary to correct previously recorded transactions. Job numbers identify the Catalog of Federal Domestic Assistance (CFDA) number assigned to each federal program.

Due to the State of Nevada's Single Audit Reporting requirements, job numbers must be used on all federal transactions.

Searching for Data in ADVANTAGE Tables

Use the Display menu commands to view data on both single and multiple entry windows:



- Select Display: Browse Data or (F4) to populate the table.
- Select Display: More Data or (F5) to go to the next page of the table.
- Select Display: Related Data or (F2) to go to another table with different information about the same item.

Other available searches:
Beginning of Data: Displays the first entry of a table.
Get Specific Data: Allows searches for a specific entry using the key values.
Next Page: Pages forward to data previously viewed.

Tips for Browsing Tables

Search vendor tables using ALL CAPS.

Search the document tables using all or part of the document ID:
The first part of the document ID is the two-character document transaction Code, for example, CR or PV.
The second part of the document ID is the three-digit agency number.
The third part of the document ID is the unique document number. This field contains up to 11 characters and the number can be assigned by the agency or automatically assigned by the ADVANTAGE system depending on the agency's internal controls.

Example Document ID Number:

PV 030 00000837118

- PV is the transaction code or document type for this document
- 030 is the agency number for this document
- 00000837118 is the document number for this document (11-characters maximum) Special characters cannot be used.

Some documents have guidelines regarding the document number while others do not. Some agencies use a prefix, letters or numbers along with automatic document number while others only use automatic document numbering for their most common documents, payment vouchers and journal vouchers. Agencies can elect to create their own numbers however they cannot use the same document number more than once as the system will view it as a duplicate document.

Document Processing

In order for documents to successfully process through the nightly cycle they require:

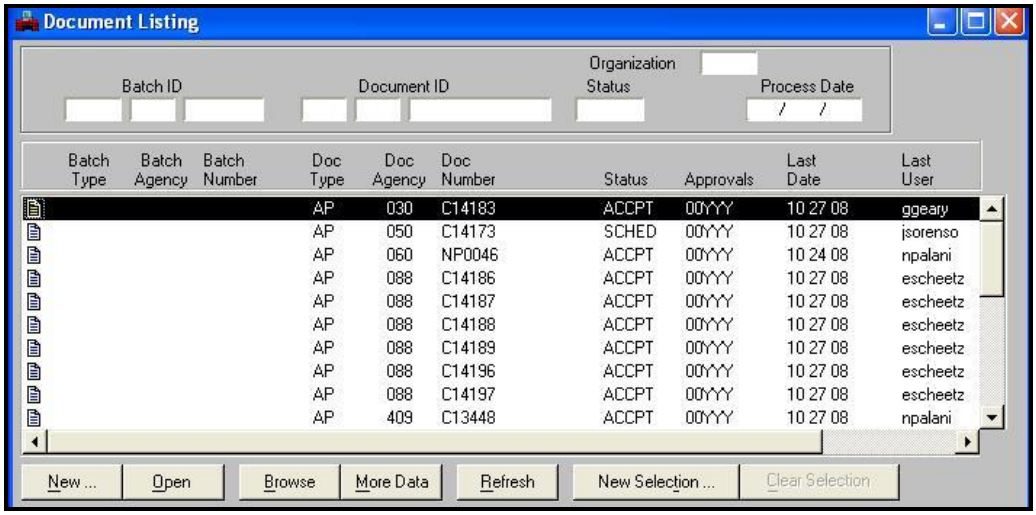
- Any reject messages must be corrected;
- Adequate authority must be available to process the transaction; and
- All levels of approval required for the document must be applied.

Remember: Documents cannot have any changes made to them once they have any approvals applied. In order to make changes to a document, the user would need to un-approve the document, make the necessary changes and then re-approve the document.

What is Document Listing (SUSF)?

The Document Listing (SUSF) screen temporarily stores all documents entered and edited by users. Once all levels of approval necessary to process the document have been applied, the document will be in scheduled (SCHED) status. After completed documents process through the nightly cycle, they change to accepted (ACCPT) status. Documents will then remain in SUSF for one additional business day. After the additional business day, you will no longer see these documents displayed in Document Listing (SUSF).

SUSF provides us with a lot of information including the document status, current levels of approval applied to a document, the last date and the last person to update the document.



SUSF Displays:

- 30 documents at a time, in order alphabetically by document type.
- Documents for user's assigned agency (per their profile) only.
- Documents ready to process through the nightly cycle.
- Documents in need of corrections or approvals.

Status of your Document

Document Listing (SUSF) temporarily stores all documents entered and edited by users. SUSF is a holding file for documents and document batches in their data entry format. SUSF stores documents from the time they are edited until they are purged from the SUSF listing.

This includes documents:

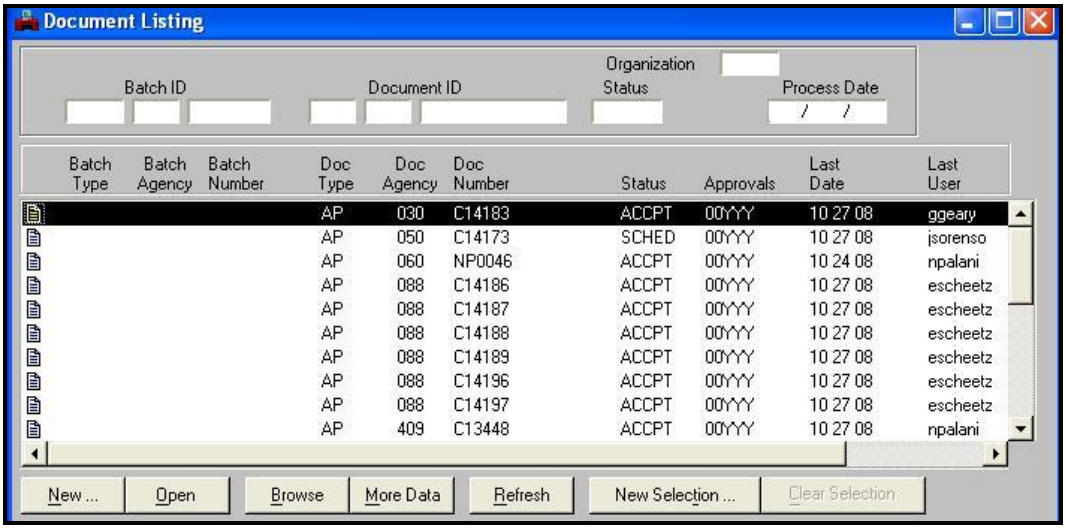
- Waiting for approval.
- Rejected and waiting for correction.
- Held for future action.
- Accepted documents (no changes are possible).

Agency-level security allows users to view documents on SUSF for the agency(ies) specific to their security profile.

Monitoring documents on SUSF is the responsibility of each agency. SUSF must be reviewed on a regular basis for rejected documents and documents pending approval for more than two weeks. Rejected documents over 30 days old may be deleted by the Controller's Office without notice to the agency.

Documents on the SUSF table can also be viewed in the Transaction Exception Report in DAWN at: http://dawn12.state.nv.us:7777/swmenu.htm

Documents are removed from SUSF according to the following schedule:



DELET	Document will delete in the nightly cycle.
SCHED	Document changes to ACCPT or REJCT during the nightly cycle.
REJCT	Document remains on SUSF until deleted or accepted.
PENDX	Document remains on SUSF until deleted or accepted.
HELD	Document remains on SUSF until deleted or accepted.
ACCPT	Document successfully completed the nightly cycle.

What is the difference between Scheduled and Accepted Documents?

A document with all required approvals applied which has NOT been run, is in SCHED status on Document Listing (SUSF) and will process in the nightly cycle. Changes CAN be made to a document in SCHED status once all approvals have been removed. It is possible for a document in SCHED status to reject in the nightly cycle if the same vendor and invoice number combination has already been recorded by the system OR if there are insufficient funds at the time the document attempts to process.

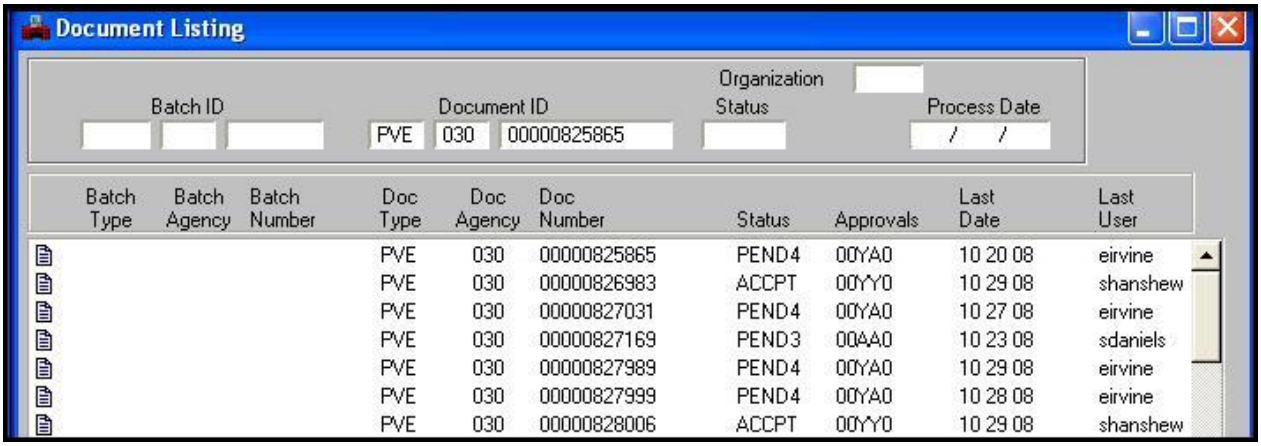
A document with all required approvals which has been run is in ACCPT status on SUSF and will also go through the nightly cycle, but has in effect already processed; the funds have been added to or taken from the budget account. Changes CANNOT be made to a document in ACCPT status. A document in ACCPT status will NOT reject during the nightly cycle.

It is NOT necessary to RUN documents. Both scheduled and accepted documents process in the nightly cycle. Users sometimes opt to accept documents toward the end of the fiscal year to keep an eye on their budget in real time. Remember, once you run a document, no changes can be made.

Understanding SUSF

Approvals - Displays approvals applied and pending for a document.
Last Date - Displays the date the document was last changed.
Last User - Displays the User ID of the last person to make a change to this document.
Each position of the graphic stands for a level of approval.

- **0** - No approval required on this level
- **A** - Awaiting approval on this level
- **Y** - Approval has been applied on this level



- **Cash Receipt** (CR) - Requires no approvals (00000)
- **Payment Voucher** (PV) - Requires PEND3 and PEND4 approvals (00AA0)
- **Easy Payment Voucher** (PVE) - Requires PEND3 and PEND4 approvals (00AA0)

- **Journal Voucher Decentralized** (JVD) - Requires PEND3, PEND4 and PEND5 approvals (00AAA)
- **Journal Voucher Restricted** (JVR) - Requires PEND4 approval only (000A0)
- **Quick Requisition** (RXQ) - Requires PEND2, PEND3, PEND4 and PEND5 approvals (0AAAA)
- **Receiver** (RC) - Requires PEND2 and PEND3 approvals (0AA00)

Please note that documents cannot have any changes made to them once any approvals are applied. In order to make changes to a document, the user would need to un-approve the document, make the necessary changes and then reapprove the document.

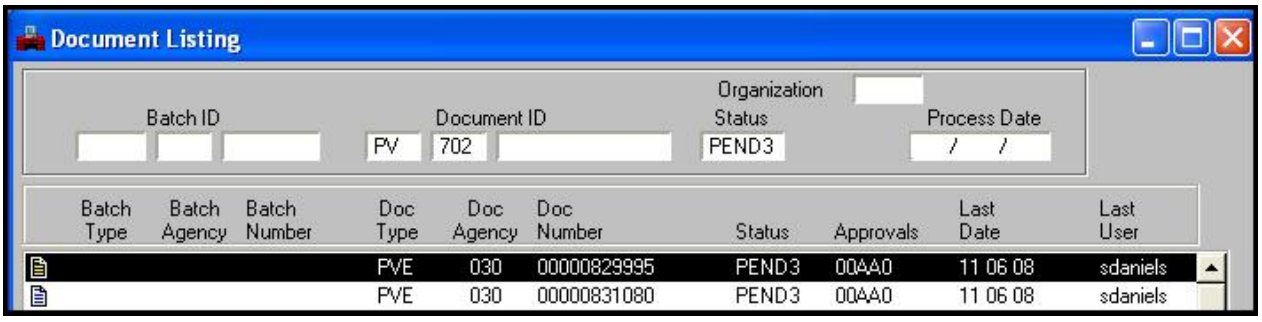
Searching Documents in SUSF

To search for a specific document, enter the complete Document ID in the Document ID fields in the SUSF header as shown below. Select Display: Browse Data or (F4).

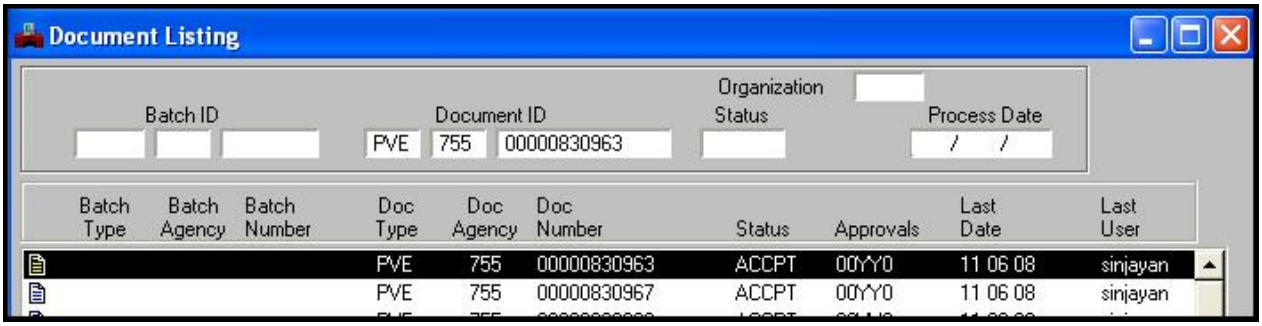
The document will be the first entry on the list. If the specific entry is not found, the window will display the next entry on SUSF.

Select Display: More Data or (F5) to view the next page. Scroll down to view all 30 entries.

To search by document type and document status, enter the 2 or 3-letter document type in the first field and enter the document status in the status field. Select Display: Browse Data or (F4).

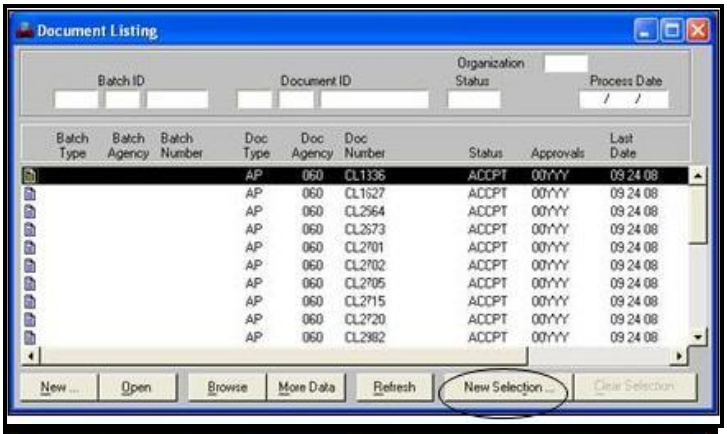


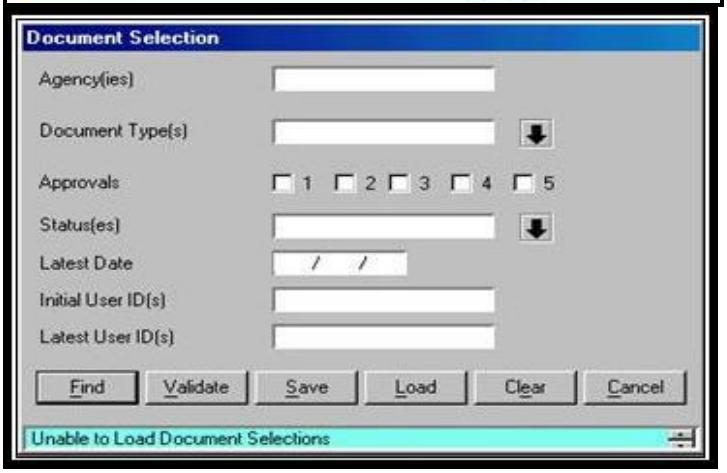
Users may also search for partial document numbers, enter the 2 or 3-letter document type in the first field, your three-digit agency number and document number information. Select Display: Browse Data or (F4).

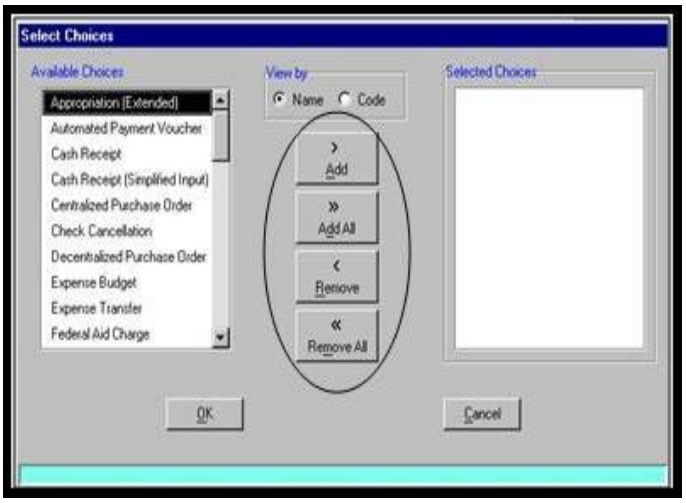


Using New Selection

Using the New Selection button, users can search for a document by document type, approval level, document status, latest date, initial user or latest user. Use the New Selection button to specify search criteria for specific documents in SUSF.







The Document Selection box will open.

To search using the Document Selection screen, enter any of the following criteria:

Agency(ies) – Enter a 3-digit agency number. If selecting multiple agencies, separate each agency with a semi-colon.

Document Type(s) – To search by document type, select the down arrow. The Select Choices window opens. Highlight the document type to appear on SUSF and select Add. To remove document types from the list, highlight the document type and select Remove or Remove All. Select OK. A blank Document Type(s) field will return all document types.

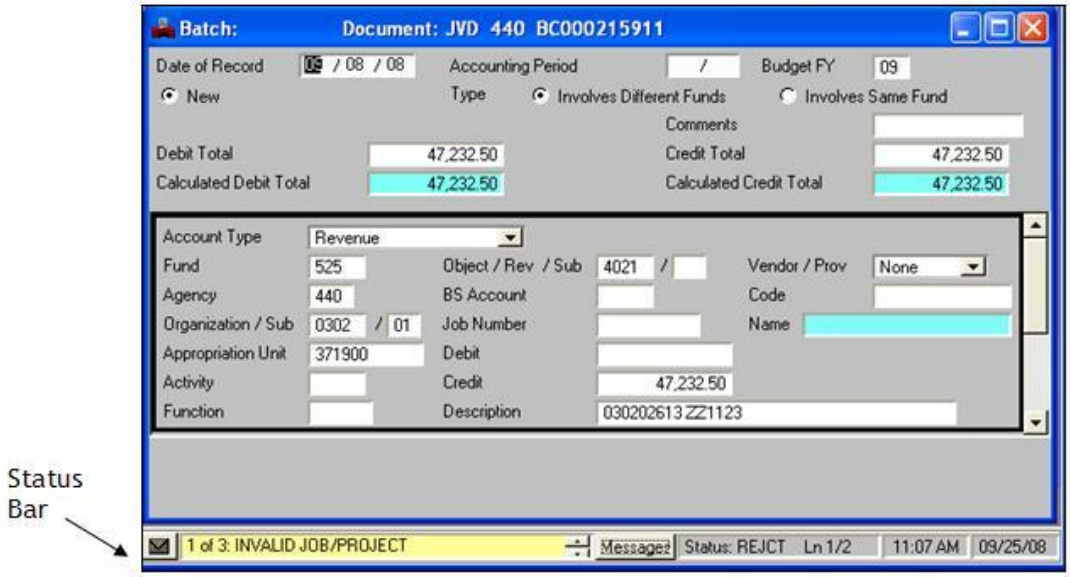
Approvals – To narrow a search to those documents awaiting a specific level of approval, select the desired box.

Status(es) – To limit a search by document status, select the down arrow. The Select Choice window opens listing all statuses. Highlight the status and select Add. To remove a status from the list, highlight the status and select Remove or Remove All. Select OK. A blank status field will return all statuses.

Latest Date - Limits the search by the last action date.
Initial User ID(s) - Use lower case to enter the User ID of the person who created the documents. If selecting multiple users, separate each user with a semi-colon.
Latest User(s) – Use lower case to enter the User ID of the person who last updated the documents. If selecting multiple users, separate each user with a semi-colon.

Reading the Status Bar

The Status Bar at the bottom of the ADVANTAGE desktop displays document or table information, messages, document status, the time and the date. If ADVANTAGE detects errors while processing a document or updating a table, one or more error messages are displayed on the left side of the Status Bar. It is important to review all messages that appear on the Status Bar. Not all messages are errors. A message can indicate a record was successfully updated, access to a document or table is denied or an entry is not valid.



The following are descriptions of the information contained on the status bar:

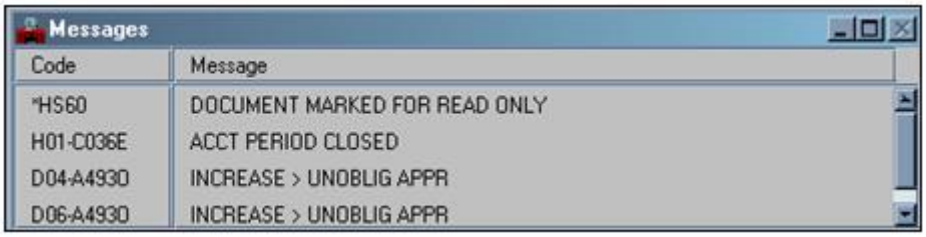
- **Message Bar** – Displays a short description of each message.
- **Messages Button** – Displays an expanded list of all messages.
- **Status** – Displays the status of a document.
- **Ln (Line)** – Displays the active line/total number of lines in the document.
- **Time** – Displays current time.
- **Date** – Displays current date.

Document Error Messages

To read the error messages:

Select the Messages button on the status bar.

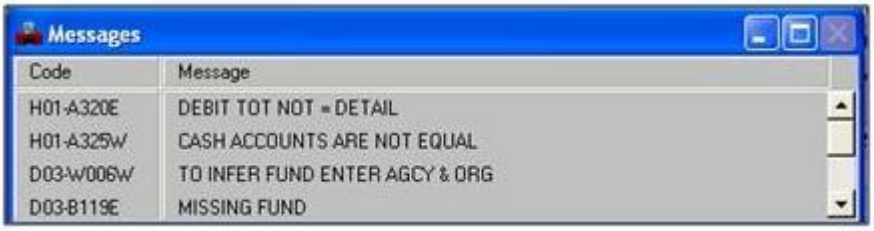
Use the scroll bars or re-size the Messages window to view the list of messages.



The Code column on the left indicates the location of the error:
H – Indicates the error is in the Header.
D – Indicates the error is in the document Line Details. The 2-diigit number following the D. indicates which line contains the error.

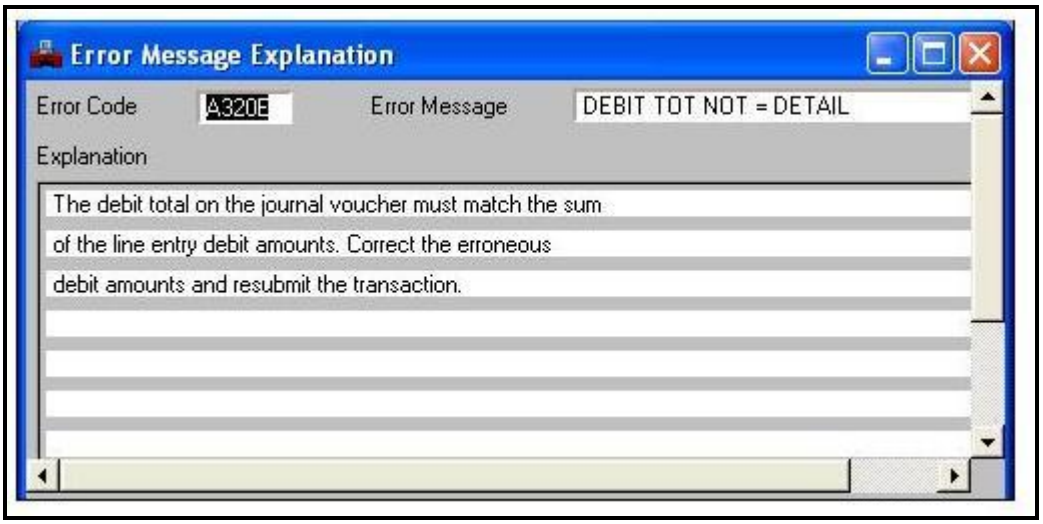
Error Codes

The last letter of the error code indicates the type of error:
I – Informational message.
W – Warning message. The transaction will process will warnings, however it is important to review all warning messages before the document processes.
O – An override-able error. Indicates the entry is contrary to usual procedures. Only the Controller's Office accountants or State Purchasing can override these errors.
E - Fatal or hard error. The transaction will not be accepted until the error is corrected.



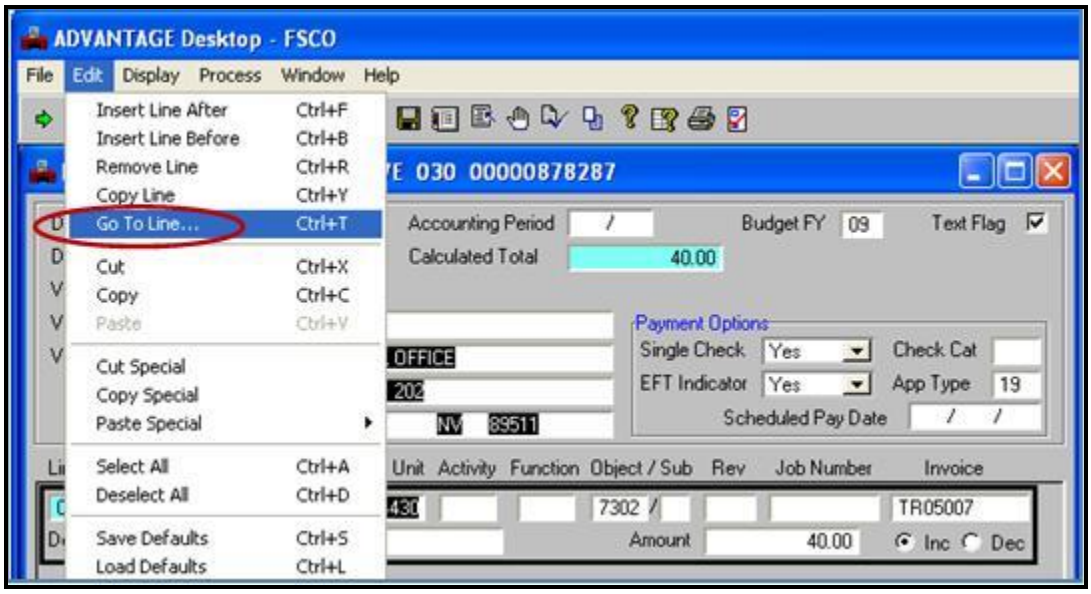
Expanded Error Messages

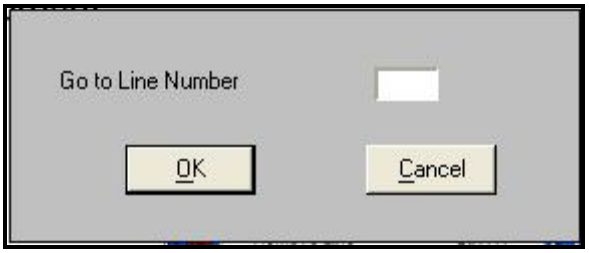
Double-click the error message text to view a detailed description, which may include the cause of the error or correction tips.



Selecting a Specific Detail Line in your Document

Use Edit: Go to Line or Ctrl+T to quickly move to and select a specific line in the document.





This feature is very helpful if you edit a document in which you have entered 99 lines of accounting information and your error message is on line 67. Enter 67 in the box and select OK.

Miscellaneous Needs

Sometimes there are certain processes in the financial system that may not be familiar with:

Do you need to create a job number? If your agency needs to create a new job number, fill out the Job Number Maintenance form (KTLOPS-35) complete and fax back to the ADVANTAGE System Administrator. After the completed form is received, allow up to 4 working days for the JOBT table to be updated in ADVANTAGE.

Do you need to create an organization number or sub-org number for your agency? If your agency needs to create a new org number, fill out the Organization Table Maintenance form (KTLOPS-12) completely and fax back to the ADVANTAGE System Administrator. After the completed form is received, allow 4 working days for the ORGN table to be updated in ADVANTAGE.

Do you need to add a budget account or a GL number? Adding a budget account or a GL number to the ADVANTAGE Financial system originates with the Department of Administration Budget office.

Not sure who your agency Budget Analyst is, navigate to:
http://budget.nv.gov/Contact/Contact-new/

ADVANTAGE Quick Reference Guide

To obtain additional information regarding vendor codes, vendor types, check status symbols, payment hold indicators, document approval levels, status bar messages, etc., go to:
http://intra.ktl.nv.gov/intranet/HelpDesk/HD_ADVANTAGE.html

Cash Receipts

According to Nevada Revised Statutes, deposits for the State of Nevada must be made on or before Thursday of each week. If on any day the money accumulated for deposit is $10,000 or more, a deposit must be made no later than the next working day.

- NRS 353.250

Cash Receipts shall be keyed into ADVANTAGE the same day the funds are deposited at the bank, but in no circumstance shall they be entered into ADVANTAGE more than two business days after the deposit has been made.

- Controller's Office Accounting Policies & Procedures

Note: If the Department of Wildlife accumulates $10,000 or more on any day, the money must be deposited within 10 working days.

Types of Deposits

There are three different types of deposits:

- **Revenue** - money coming in to the agency.
- **Reductions to Expenditures** - Usually a refund of an overpayment
- **Unearned Revenue (Liabilities)** - Money that needs to be held aside until you can record transactions in the new fiscal year.

Most deposits processed in the ADVANTAGE system are deposits to a revenue source.

Very Important

- The CR document number is the pre-printed number on the deposit slip preceded by however many zeros that are need to satisfy the 11-character requirement.
- The CR date of record is the bank deposit date.
- The CR document total must agree with the bank deposit total.

These items must match the bank records in order for the deposit to be reconciled. Un-reconciled deposits can be transferred by the Treasurer's Office to their un-reconciled deposit budget account.

CR document numbers must consist of 11 characters to process correctly; i.e. use your deposit slip number with the necessary number of leading zeros needed to satisfy the 11 character requirement. In the event you do not have a deposit slip, your document must still consist of 11 characters. Refer to your agency's internal controls regarding the formatting of the number.

The State Controller's Office does have an ADVANTAGE Cash Receipt (CR) Document Input Form available on their intranet page. Users should verify use of this form with their supervisor. Some agencies use this form vs. their own form for recording their deposit information.

To obtain a Cash Receipt Cheat Sheet, go to:
http://intra.ktl.nv.gov/intranet/HelpDesk/HD_ADVANTAGE.html

Other Cash Receipts-Wire Transfers

Agencies must send notification to the Treasurer's Office detailing the amount of any incoming wire they are expecting and the account coding to be used to post the deposit into ADVANTAGE. This notification is made on the Incoming EFT Notification Form.

The bank will notify the Treasurer's Office that the funds have been received. The Treasurer's Office will post a CR document into ADVANTAGE based on the coding provided by the agency.

The Treasurer's Office will then return a screen print of the ADVANTAGE CR document to the agency. The agency should retain this screen print and their copy of the Incoming EFT Notification Form for audit purposes.

Go to the Nevada Electronic Treasury website located at **http://net.nevadatreasurer.gov/** to obtain the Incoming EFT Notification Form.

Draws

Agencies must send notification to the Treasurer's Office detailing their Federal Draw requests. Each agency requires slightly different information to request a draw therefore they can use their own format to notify the Treasurer's Office of the request.

A completed Incoming EFT Notification Form must accompany each request for a draw. This form notifies the Treasurer's Office of the account coding for the funds to be deposited to once they are received.

When the draw is made and the bank verifies the funds have been received, the Treasurer's Office will post a CR document into ADVANTAGE based on the coding provided by the agency. The Treasurer's Office will return a screen print of the ADVANTAGE CR document to the agency. The agency should retain this screen print and their copy of the Incoming EFT Notification Form for audit purposes.

Credit Cards

If your agency accepts credit card payments, the agency can notify the Treasurer's Office of generic account coding to be used for all credit card receipts OR provide the coding on a payment-by-payment basis using the Incoming EFT Notification Form.

The bank will send notification to the Treasurer's Office when credit card payments are received. The Treasurer's Office will post a CR document into ADVANTAGE and return a screen print of the ADVANTAGE CR document to the agency. The agency should retain this documentation for audit purposes.

Procedure for Multi-Agency Cash Receipts

An agency may receive a single check for revenue belonging to multiple agencies. The receiving agency is responsible for depositing the check, and recording the CR document in ADVANTAGE. Agency-level security prevents an agency from posting revenue to another agency's budget account. The agency depositing the check should record the CR correctly crediting the appropriate agency accounting strings. The document will reject with the message **S304-ACTION NOT AUTH FOR AGCY/SEC1**.

The agency must call their Controller's Office Accounting Liaison to request the liaison process the document. After processing, the CR will be in ACCPT (accepted) status. The transaction will appear in the Document History (DHIS) table and the Data Warehouse (DAWN) the following day.

Multi-Agency CR Notification

The agency making the deposit and recording the CR in ADVANTAGE must send notification via e-mail, print screen, memo, or facsimile to the other agency/agencies that funds have been credited on their behalf.

This notification should include the following:

- CR document number (deposit slip number)
- Date of Deposit
- Date the CR document was accepted in ADVANTAGE
- The amount credited to the agency
- The account coding (Fund, Agency, Organization, Appropriation Unit, and Revenue Source) used
- The source of the money
- Whom to contact with questions about the deposit

Other Cash Receipt Processes

Refund from Vendors for Overpayments

When an agency receives a refund from a vendor**,** verify the account coding used on the original payment voucher. On the All Attributes View tab of the Cash Receipts, enter the vendor number and account coding from the original document. Instead of entering a revenue source, enter the object code used on the payment voucher.

Receipts that Offset Expenses

If an agency receives money from a source other than the original vendor to reimburse the agency for expenses paid to a vendor, use the vendor number EXPOFFSET to reduce the original expense. The name for this vendor is EXPENDITURE OFFSET. This also applies when an employee reimburses the agency for expenses originally paid by the state. Use the appropriation unit and object code from the original payment voucher.

Debts Due the State of Nevada

If an agency is unsuccessful in collecting monies due the State, the Controller's Office must be notified and furnished sufficient information to identify and locate the debtor (NRS 227.150, 227.230 and 227.240).

Unearned Revenue

When an agency receives unearned revenue, they must contact their Accounting Liaison at the Controller's Office to confirm that the revenue should in fact be recorded as unearned.

Cash Receipt – Reduction to an Expenditure

There are times that an ADVANTAGE user must process a Cash Receipt because of a reimbursement of an overpayment or a refund from a vendor.

Most common mistakes when processing one of these types of Cash Receipts:

- Addressing the vendor number field incorrectly.
- Placing the object of expenditure code in the revenue source field.
- Failing to cross reference the original document number in the description field.

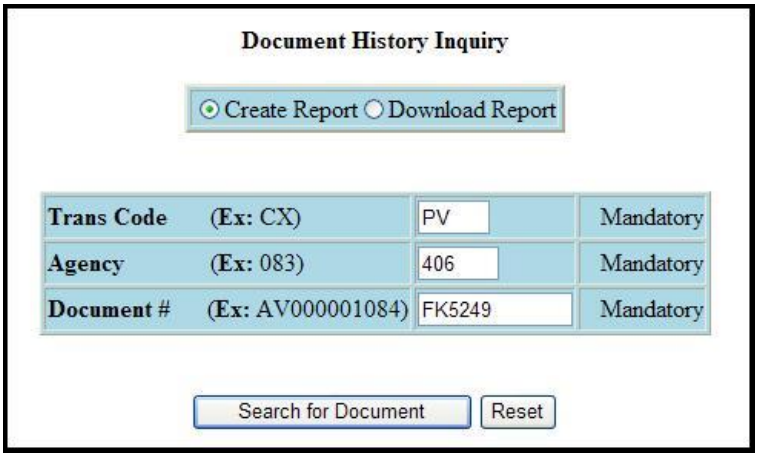
When entering the account coding in this type of Cash Receipt, the All Attributes View is the best tab to use while keying the needed information.

Note: Vendors who receive payments from the State of Nevada which are processed using a tax reportable GL will receive a 1099 to report that income to the IRS. That 1099 will be a total of all tax reportable payments received from all agencies within the State.

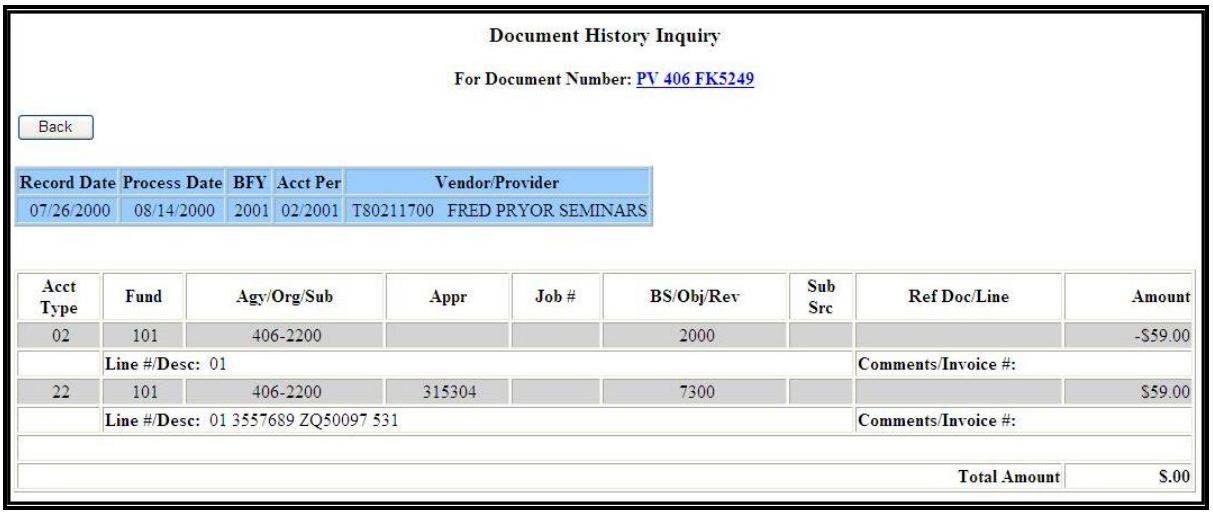
In order to assure that their reportable income is reported to the IRS correctly after you receive a reimbursement of an overpayment or a refund from a vendor, making sure that you address the Vendor number field in the All Attributes View of the Cash Receipt document.

Document History Inquiry

The initial step taken when having to process a Cash Receipt document as a Reduction to an Expenditure is to go to the Data Warehouse of Nevada (DAWN) and go to Document History Inquiry. Enter the original document number in the query fields and then click on Search for Document.



Print the Document History Inquiry screen for this document. When keying the account coding for your Cash Receipt document, you must use the original account coding associated with the original payment to the vendor.



Document History Inquiry

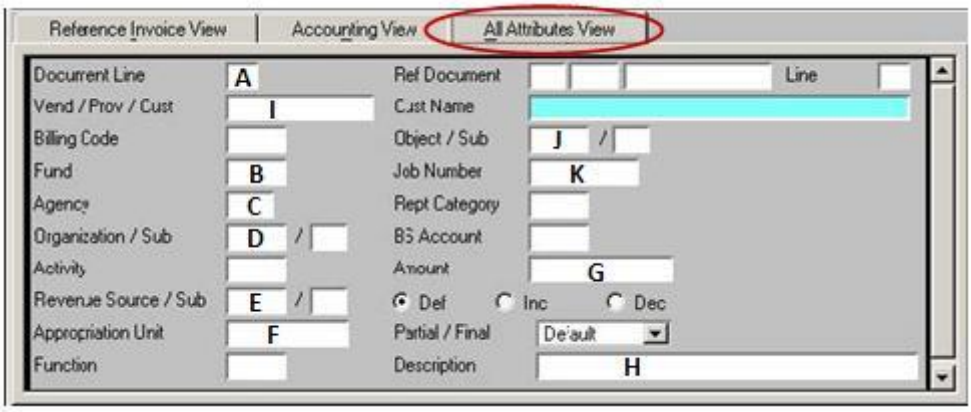
For Document Number: PV 406 FK5249

Back

Record Date	Process Date	BFY	Acct Per	Vendor/Provider
07/26/2000	08/14/2000	2001	02/2001	T80211700 FRED PRYOR SEMINARS

Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub Src	Ref Doc/Line	Amount
02	101	406-2200			2000			-$59.00
	Line #/Desc: 01						Comments/Invoice #:	
22	101	406-2200	315304		7300			$59.00
	Line #/Desc: 01 3557689 ZQ50097 531						Comments/Invoice #:	
							Total Amount	$.00

All Attributes Tab

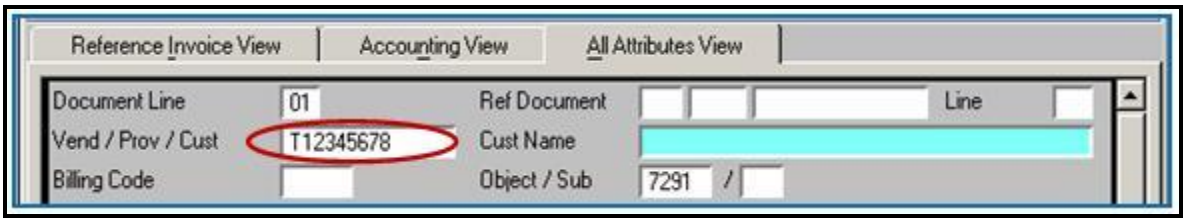


(A) Line - Enter a two-digit line number.
(B) Fund - Enter a three-digit Fund number.
(C) Agency - Enter a three-digit Agency number.
(D) Org - Enter a four-digit Organization number.
(E) Revenue Source/Sub - Enter the four-digit Revenue GL and/or two-digit Sub Revenue code, if applicable.
(F) Appropriation Unit - Enter the six-digit Appropriation Unit. The Appropriation Unit consists of your four-digit Budget Account number and the two-digit category number.
(G) Amount - Enter the amount to be deposited under this account coding.
(H) Description - Optional. (30 character maximum)
(I) Vend/Prov/Cust - Enter a vendor number, to deposit a refund from an established vendor.
(J) Object/Sub -Enter the four-digit expenditure GL, if applicable.
(K) Job Number - Enter the Job number, if applicable.

If you need to make a deposit to an expense/expenditure GL, you must enter a vendor code in the Vend/Prov/Cust field of the All Attributes View or the document will not process.

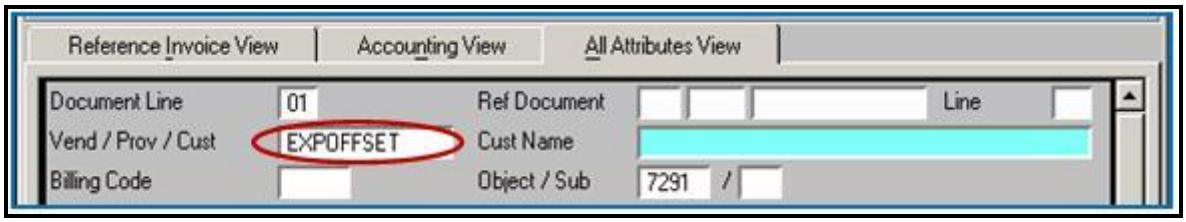
If this is a reimbursement of a prior transaction, print the Document History Inquiry screen from DAWN as backup for the account coding and vendor codes.

If the money is a refund of a payment previously made to a vendor, enter that vendor number in the Vend/Prov/Cust field.

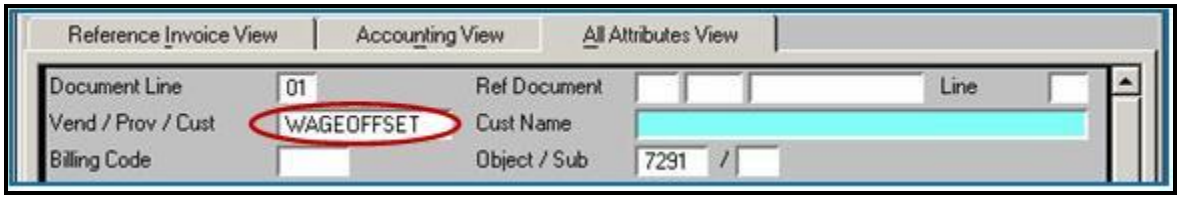


Other Vendor Numbers

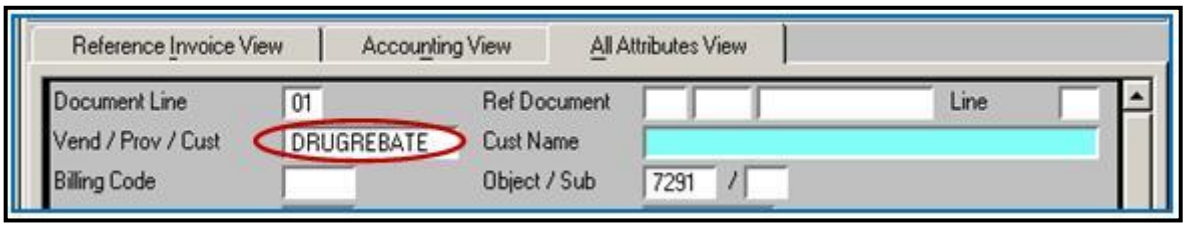
To deposit money from someone other than the original vendor or a reimbursement from an employee, use EXPOFFSET in the Vend/Prov/Cust field.



To deposit payroll and Workmen's Compensation repayments from an employee, use WAGEOFFSET in the Vend/Prov/Cust field.



To deposit rebates received from drug companies under the Federal Best Price Practice Agreement, use DRUGREBATE in the Vend/Prov/Cust field.



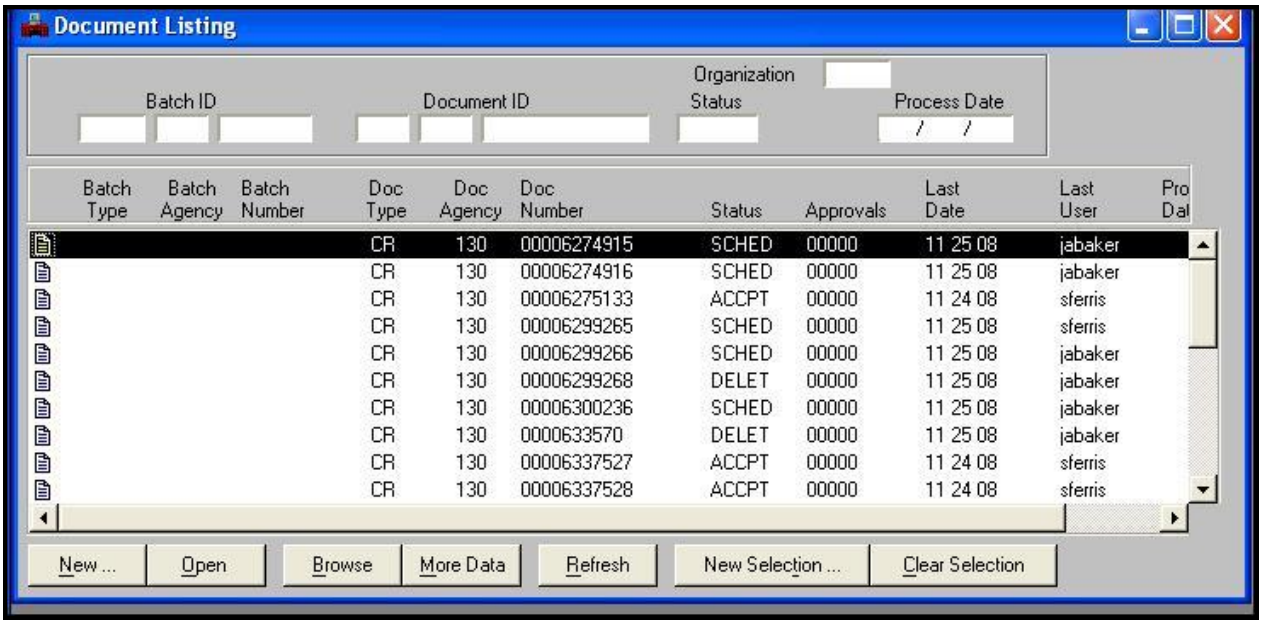
Searching for a Cash Receipt

Document Listing (SUSF)

Displays all unprocessed documents entered into ADVANTAGE, and documents accepted and processed the previous day. SUSF is updated in real time. Accepted documents remain on SUSF for 24 hours or one additional business day.

After you have entered a cash receipt document into ADVANTAGE you will be able to display the document in the Document Listing (SUSF) table.

Example:



Once the cash receipt document has completed the nightly cycle, the document will populate in other tables in both ADVANTAGE and DAWN.

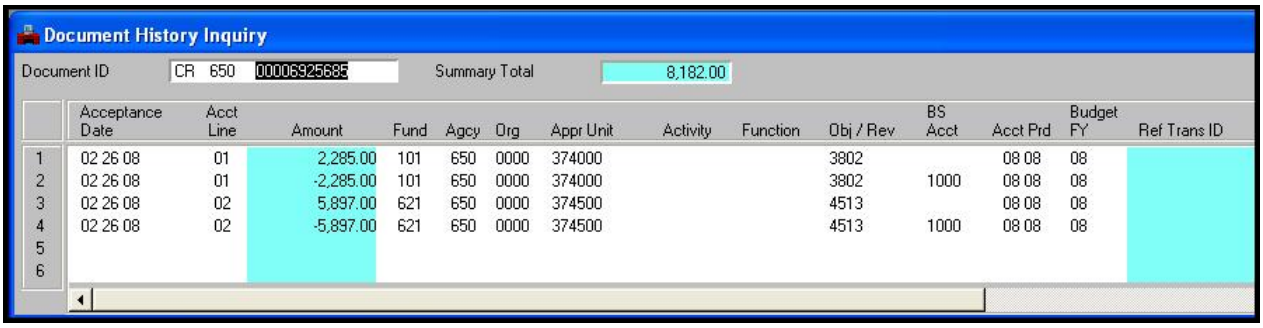
DREC-Deposit Reconciliation

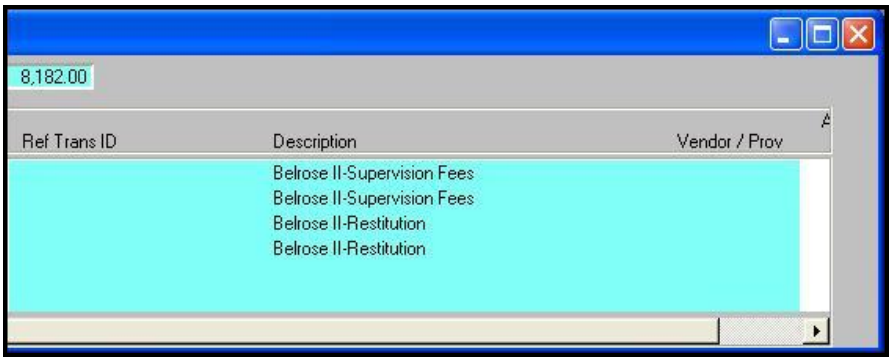
Displays all cash receipts entered into ADVANTAGE and indicates whether they have been matched to a bank transaction (reconciled). This table is updated in the nightly cycle.

Document History Inquiry

After your cash receipt document has successfully completed the nightly cycle in ADVANTAGE, you may view your cash receipt in Document History Inquiry (DHIS**)** in either ADVANTAGE or DAWN.

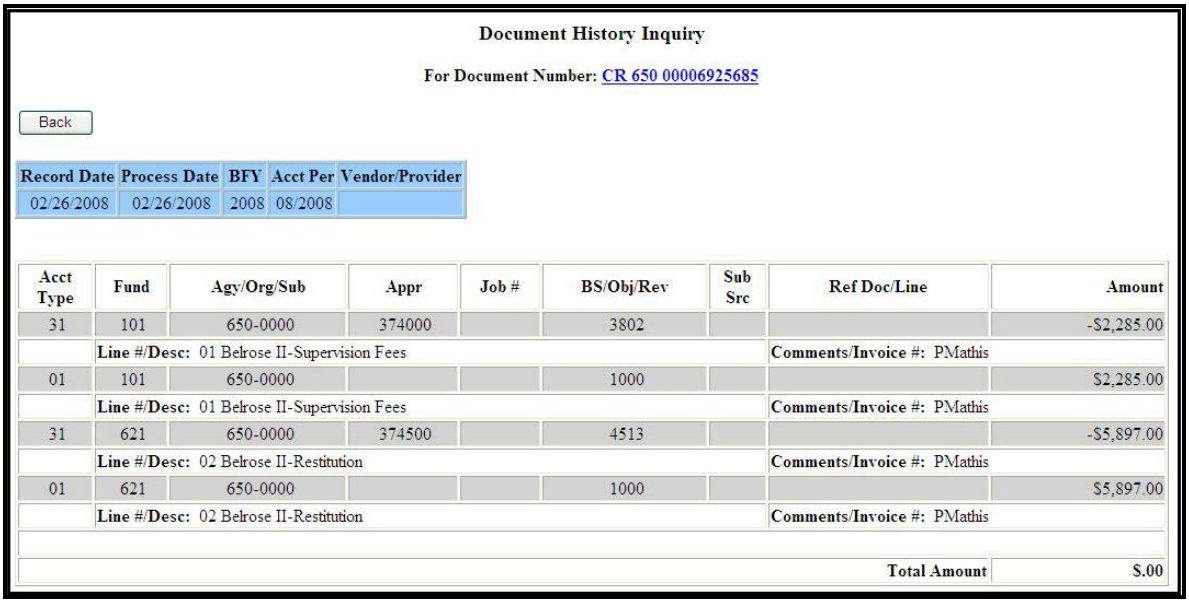
Example of Document History (DHIS) in ADVANTAGE:





The debits and credits displayed on DHIS for CR documents are reversed - negative entries to BS Acct 1000 are really debits.

Example of a Cash Receipt document in Document History Inquiry (DHIS) in DAWN:



Document History Inquiry

For Document Number: CR 650 00006925685

Back

Record Date	Process Date	BFY	Acct Per	Vendor/Provider
02/26/2008	02/26/2008	2008	08/2008	

Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub Src	Ref Doc/Line	Amount
31	101	650-0000	374000		3802			-$2,285.00
	Line #/Desc: 01 Belrose II-Supervision Fees						**Comments/Invoice #:** PMathis	
01	101	650-0000			1000			$2,285.00
	Line #/Desc: 01 Belrose II-Supervision Fees						**Comments/Invoice #:** PMathis	
31	621	650-0000	374500		4513			-$5,897.00
	Line #/Desc: 02 Belrose II-Restitution						**Comments/Invoice #:** PMathis	
01	621	650-0000			1000			$5,897.00
	Line #/Desc: 02 Belrose II-Restitution						**Comments/Invoice #:** PMathis	
							Total Amount	**$.00**

Nevada Electronic Treasury

Why do we care?

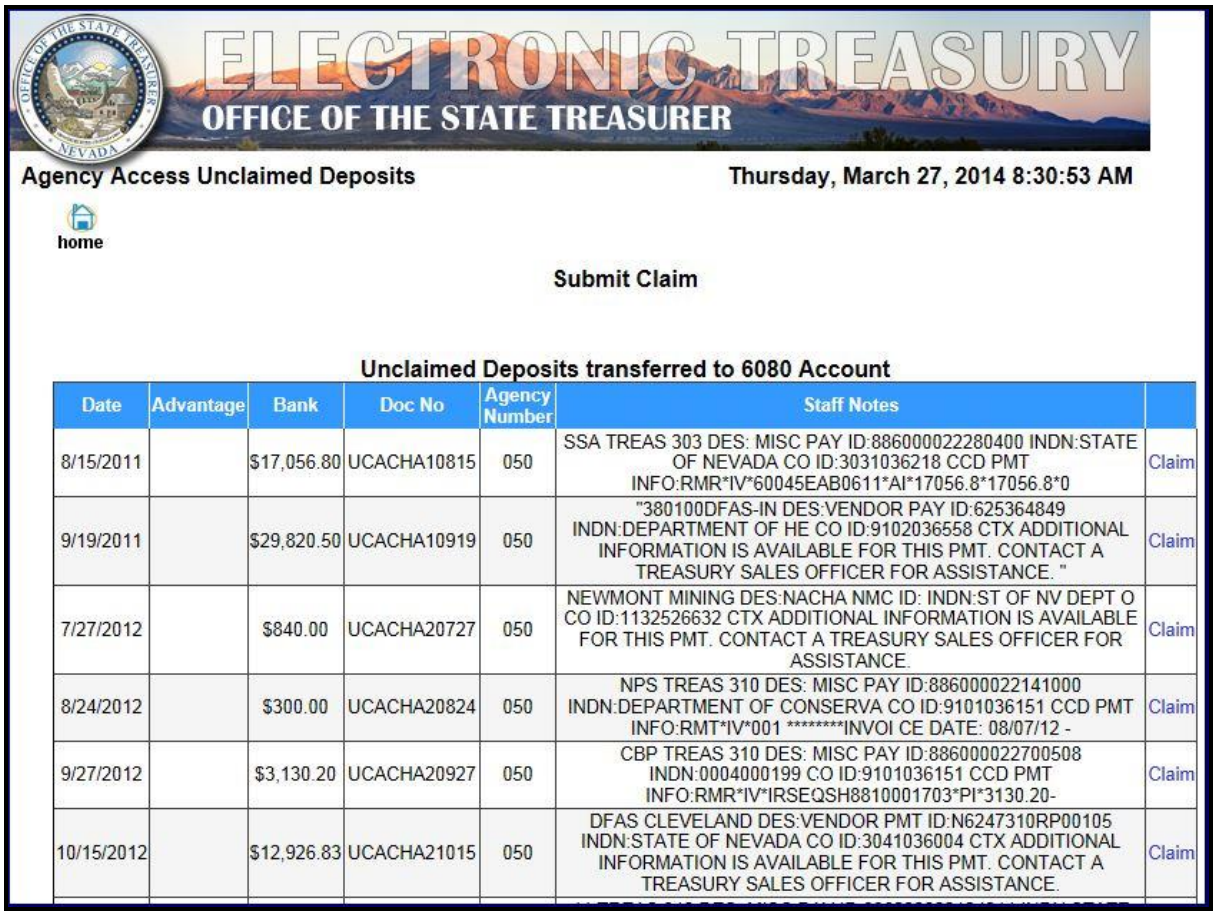
If the deposit doesn't reconcile within 5 days, you should go to the Nevada Electronic Treasury site to see if the deposit shows up there.

- Un-reconciled deposits will be transferred by the Treasurer's Office to their un-reconciled Budget Account.
- Deposits that are missing may indicate fraud. We don't like that.

To check the status of a deposit or claim an un-reconciled deposit, go to:
http://net.nevadatreasurer.gov/

Select the Submit button under Unclaimed Deposits on the right side of the page.

Un-reconciled deposits will be displayed on the screen.



ELECTRONIC TREASURY
OFFICE OF THE STATE TREASURER

Agency Access Unclaimed Deposits — Thursday, March 27, 2014 8:30:53 AM

home

Submit Claim

Unclaimed Deposits transferred to 6080 Account

Date	Advantage	Bank	Doc No	Agency Number	Staff Notes	
8/15/2011		$17,056.80	UCACHA10815	050	SSA TREAS 303 DES: MISC PAY ID:886000022280400 INDN:STATE OF NEVADA CO ID:3031036218 CCD PMT INFO:RMR*IV*60045EAB0611*AI*17056.8*17056.8*0	Claim
9/19/2011		$29,820.50	UCACHA10919	050	"380100DFAS-IN DES:VENDOR PAY ID:625364849 INDN:DEPARTMENT OF HE CO ID:9102036558 CTX ADDITIONAL INFORMATION IS AVAILABLE FOR THIS PMT. CONTACT A TREASURY SALES OFFICER FOR ASSISTANCE. "	Claim
7/27/2012		$840.00	UCACHA20727	050	NEWMONT MINING DES:NACHA NMC ID: INDN:ST OF NV DEPT O CO ID:1132526632 CTX ADDITIONAL INFORMATION IS AVAILABLE FOR THIS PMT. CONTACT A TREASURY SALES OFFICER FOR ASSISTANCE.	Claim
8/24/2012		$300.00	UCACHA20824	050	NPS TREAS 310 DES: MISC PAY ID:886000022141000 INDN:DEPARTMENT OF CONSERVA CO ID:9101036151 CCD PMT INFO:RMT*IV*001 ********INVOI CE DATE: 08/07/12 -	Claim
9/27/2012		$3,130.20	UCACHA20927	050	CBP TREAS 310 DES: MISC PAY ID:886000022700508 INDN:0004000199 CO ID:9101036151 CCD PMT INFO:RMR*IV*IRSEQSH8810001703*PI*3130.20-	Claim
10/15/2012		$12,926.83	UCACHA21015	050	DFAS CLEVELAND DES:VENDOR PMT ID:N6247310RP00105 INDN:STATE OF NEVADA CO ID:3041036004 CTX ADDITIONAL INFORMATION IS AVAILABLE FOR THIS PMT. CONTACT A TREASURY SALES OFFICER FOR ASSISTANCE.	Claim

Why is this important?

Cash receipts un-reconciled to the bank records after 5 business days will be posted to the Nevada Electronic Treasury intranet site.

Payment Vouchers

Controller's Office Policy on Payment Vouchers

The State accounting system records and reports all funds disbursed by State agencies. This is accomplished through the timely recording of disbursements within an accounting structure that adheres to the State legal and budgetary requirements.

Vendor invoices must be paid by their due date. If a vendor offers a discount for early payment, it is recommended the agency pay the invoice by the discount date to take ADVANTAGE of the better terms.

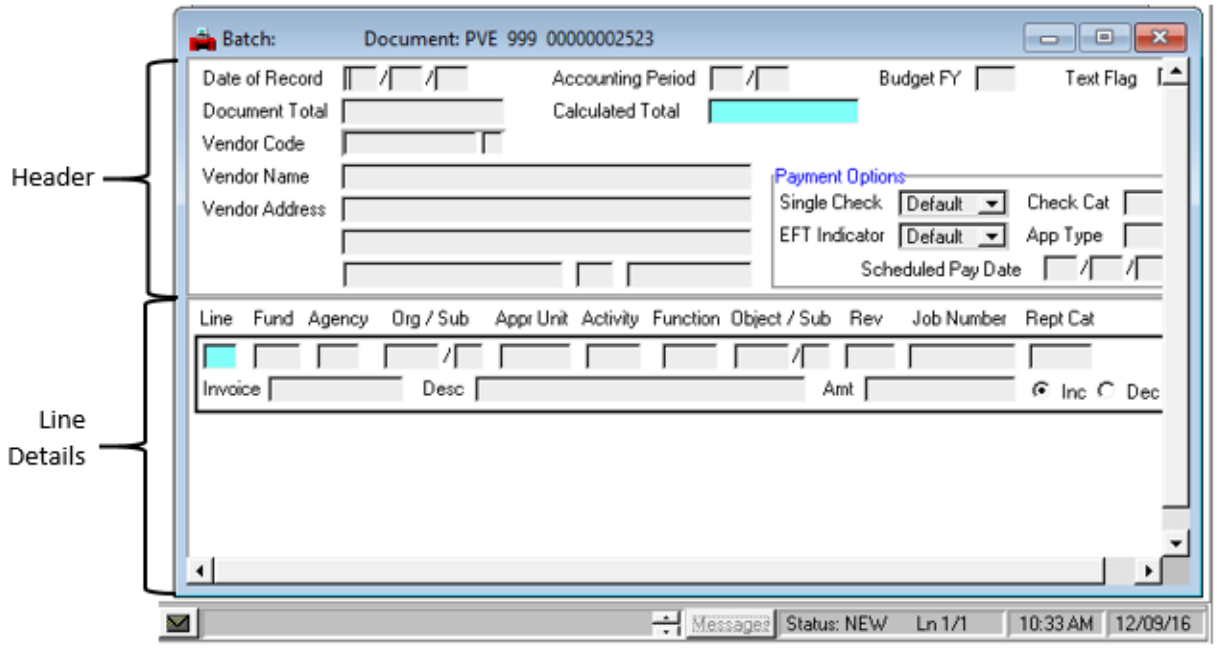
It is the responsibility of the agency initiating payments to a vendor to keep them informed about the payment process as well as answering any questions their vendors may have about payments they may receive from the State of Nevada.

Payment Voucher Approvals

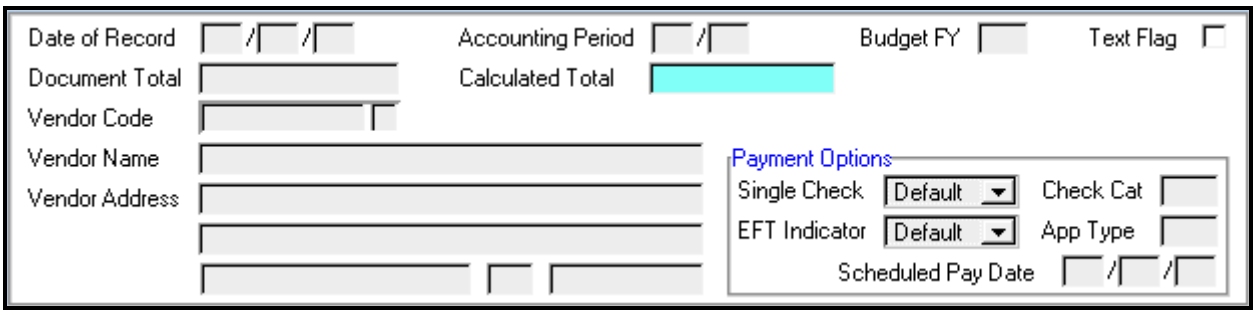
Before applying an approval, the user must verify:

- The payment is for a valid claim. Is it a valid debt of the State?
- The payment was not previously presented or paid.
- The vendor information is correct. Does the payment voucher reflect the correct vendor name and remittance address, including the address indicator.
- The payment voucher is complete and mathematically accurate.
- If a contract payment, is the payment in compliance with the contract.

Easy Payment Voucher Header



Easy Payment Voucher Header Information:

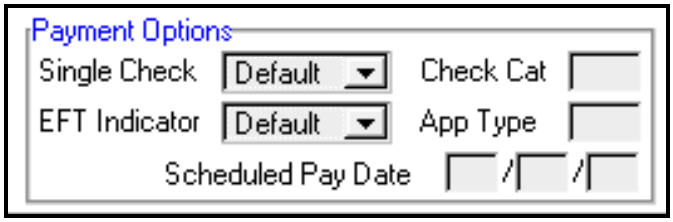


- **Date of Record** – Enter today's date in mm/dd/yy format.
- **Accounting Period** – Used if the payment is for a previous fiscal month or fiscal year.
- **Budget Fiscal Year** – Enter the fiscal year from which the payment is being made.
- **Text Flag** - This box is populated after the document is edited if information is entered on the Note Pad Text table.
- **Document Total** – Enter the grant total amount of all lines of the payment voucher.
- **Vendor Code** – Enter the Vendor ID number.
- **Vendor Name** – Information is inferred by the system when the document is edited.
- **Vendor Address** – Information is inferred by the system when the document is edited.
- **Payment Options** - Information is inferred by the system when the document is edited.

The Payment Options Box:

The payment option section is populated when you edit your payment voucher. This information is inferred by the system from information gathered from the vendor when the vendor record

was created. These fields can be changed if needed. The example below is set at the default settings.



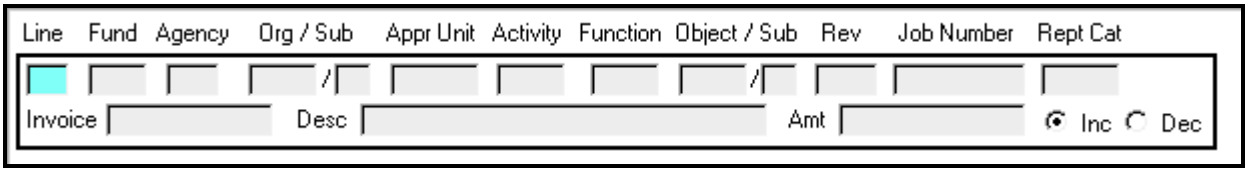
- **Single Check** – Yes will be indicated if a single check is required for this voucher. No will combine this voucher with others processed to the same vendor from the same agency on the same day.
- **Check Category** – Leave blank. The field is populated with values inferred from the vendor information when the document is edited.
- **EFT Indicator** – Leave blank. The field is populated with values inferred from the vendor information when the document is edited.
- **Application Type** – Leave blank. The field is populated with values inferred from the vendor information when the document is edited.
- **Scheduled Pay Date** – Optional. A future date can be entered. If a date is not entered, a check will be printed the same night the system processes the payment voucher.

When you edit a document after you have entered a vendor number, the system populates the payment options specific to that vendor record. If you change the vendor number and re-edit the document, the payment options box will still be set to the previous vendor number unless you re-set the payment options to the "default" settings prior to editing the document.

NRS 227.185

Senate Bill 81 passed in the Nevada Legislature in May of 2011, requiring all vendors, including employees, receiving reimbursements in the State of Nevada to be paid by "Electronic Funds Transfer (EFT)", unless that form of payment creates an undue hardship for the payee or if the payee does not have a bank account, then payment may be made by paper check.

Easy Payment Voucher Line Details:



- **Line** – Inferred. Each document may contain up to 99 lines. If a line is added or deleted, the system automatically re-numbers the detail lines when the document is re-edited.
- **Fund** – Enter the 3-digit fund code.
- **Agency** – Enter the 3-digit agency code.
- **Org** – Enter the 4-digit organization code.

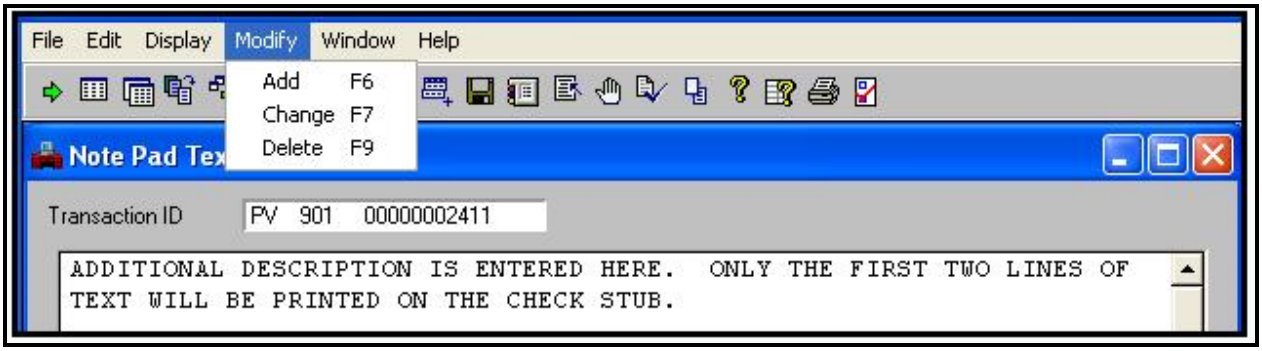
- **Sub Org** – Enter when applicable. There must be a value in the organization field before you can enter a sub-organization.
- **Appr Unit** – Enter the 6-digit budget account and two-digit category combination.
- **Activity** – Enter when applicable.
- **Function** – Enter when applicable.
- **Object** – Enter the 4-digit expenditure general ledger code (valid values are 5000-9999).
- **Sub Obj** – Enter when applicable.
- **Rev** – Used to record payment from a revenue source. If a revenue source is entered, the object field must be blank.
- **Job Number** – Optional. Enter the job number if applicable.
- **Invoice** – Enter a unique invoice number. Information entered in this 12-character field will print on the check or remittance advice. Information entered in this field will be linked to the vendor and no other payment vouchers using this vendor/invoice combination will be allowed to process.
- **Description** – Information entered in this field will print on the check or remittance advice. (27-character maximum)
- **Amount** – Enter the amount being paid by this line of account coding.
- **Inc/Dec** – Inc button is selected by default. Select Dec to record a credit memo.

Using Additional Description

Use additional description to add information to a payment voucher. The additional description field may contain up to 99 lines of text however only the first two lines entered on the Note Pad Text (NOTE) table will print on the check stub or remittance advice. The text in Additional Description will not be recorded on the Document History Inquiry table, does not appear in DAWN and is purged regularly. It is not a permanent record.

Use the first two lines to help inform your vendor who to contact if he or she has questions about their payment.

- Select Edit: Additional Description or (F3) to open Note Pad Text (NOTE) table.



The Note Pad Text (NOTE) table will open.

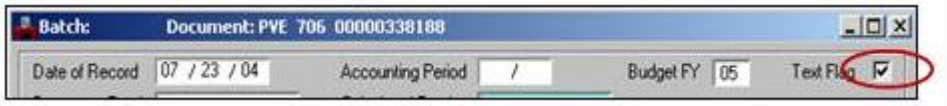
- Enter information or comments.
- Select Modify: Add or (F6).

Since only the first two lines of the additional description field record on the check stub or remittance advice, it is a great place to include the following:

- Questions about this payment? Contact (Your name) at (Your work phone including area code) or (Your work e-mail address).

To change, edit or add additional information to the Note Pad Text table after adding text, enter the changes and select Modify: Change or (F7). To delete a note, select Modify: Delete or (F9).

After editing the payment voucher, the Text Flag box will display a check mark to indicate text has been added to the document.



The Line Description, Additional Description and Invoice fields are tools you can use to help the vendor identify your payment and properly record the payment to the appropriately account.

Enter your account number in the line description field, not the invoice field. The invoice field (12 characters) prevents duplicate payments by keeping a record of the vendor number/invoice number combination. If you try to process another payment voucher with the same combination, you will receive an error stating the Record is Already on OVIH, or the Open Vendor Invoice Header Inquiry (OVIH).

Do you have Multiple Additional Descriptions?
One will display for each payment voucher on the same payment for the same agency.

STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701

DIRECT DEPOSIT ADVICE
406-00-HEALTH DIVISION

9548729

DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
1214 567426 30152747	40631620010727	01/08/15	889802	11.81
1214 567426 31121352	40631620010727	01/08/15	889812	85.00
For any questions regarding this payment contact Patricia Kaplanis at (775) 688-2149 or pkaplanis@health.nv.gov				
1214 567426 18094810	40631620010728	01/08/15	860139	65.92
1214 567426 18094810	40631620010728	01/08/15	863265	11.04
1214 567426 2900	40631620010728	01/08/15	870192	84.00
1214 567426 17123611	40631620010728	01/08/15	870273	2,626.00
1214 567426 22080117	40631620010728	01/08/15	889819	80.08
For any questions regarding this payment contact Patricia Kaplanis at (775) 688-2149 or pkaplanis@health.nv.gov				

PUR0001124H OFFICEMAX NORTH AMERICA DIRECT DEPOSIT ADVICE TOTAL: $2,963.85

STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701
(775) 684-5750

ACCOUNTS PAYABLE
DIRECT DEPOSIT ADVICE

9548729

DATE	WARRANT AMOUNT
01/12/15	**********$2,963.85

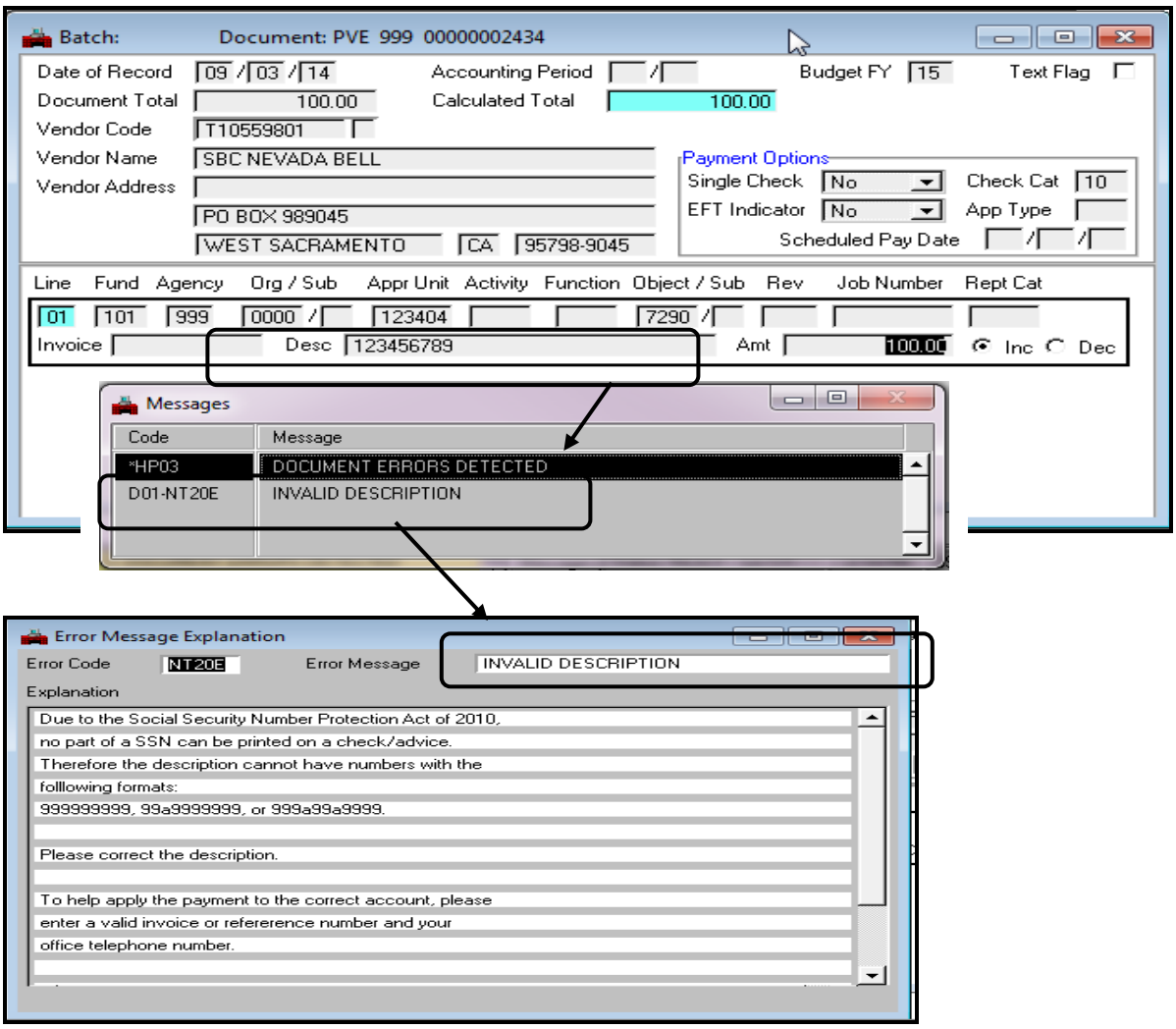
Two thousand nine hundred sixty three and 85/100 Dollars

Social Security Number Protection Act

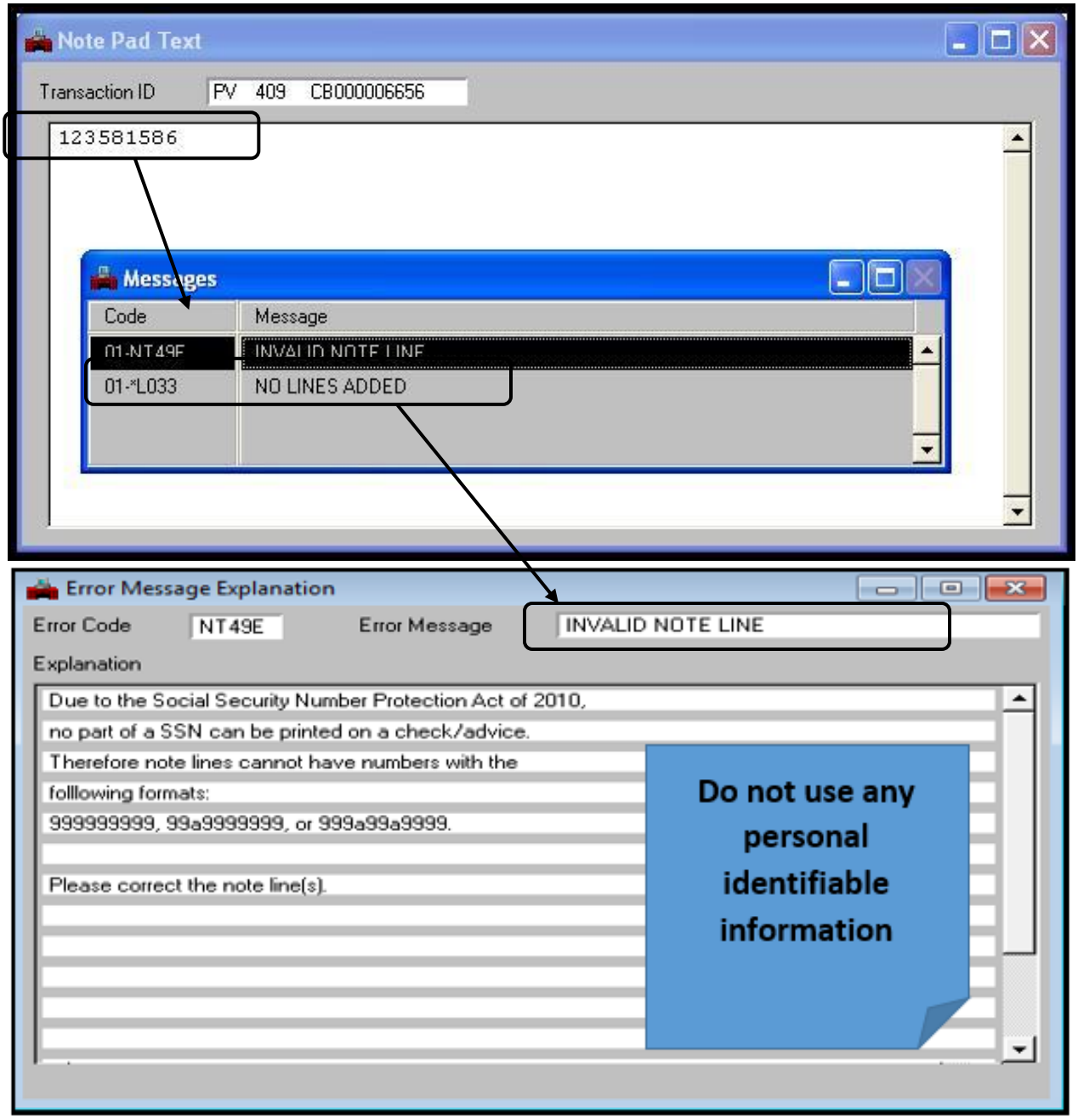
Entering a 9-digit number in the Note Pad Text or Additional Description areas will create a hard error. Add a zero to the beginning of the number to still have the same number however to change the number count.

- A hard error will occur using a 9-digit number
- User will be prompted to change the configuration
- Alter the format – For example: from 999999999 to 9 99999999 Change the number
- Change the number of digits – For example: add a zero at the beginning of the number

Entering a 9-digit number in the Additional Description field:



Entering a 9-digit number in the Note Pad Text:



Editing and Approving a Payment Voucher

Remember that approving a document electronically is the same as signing off on a paper voucher. Employees are responsible for all approvals made under their user ID. Each user must keep their user ID and password confidential. The must not leave their computer unattended with ADVANTAGE open. The ADVANTAGE software records the user ID for each approval applied.

Approval levels are associated with the user profiles established and approved by agency management. Payment vouchers require both PEND3 and PEND4 approvals. Documents awaiting approval can be found on the Document Listing (SUSF) table.

Remember! Before applying an approval, the user must verify:

- The payment is for a valid claim. Is it a valid debt of the State?
- The payment was not previously presented or paid.
- The vendor information is correct. Does the payment voucher reflect the correct vendor name and remittance address, including the address indicator.
- The payment voucher is complete and mathematically accurate.
- If a contract payment, is the payment in compliance with the contract.

Employee Crosswalk

Employee not listed in ADVANTAGE?

At times an employee may not be listed in ADVANTAGE Financial or their personal information may be incorrect. Updates to personnel records for state employees also process through a nightly cycle in ADVANTAGE HR and there is a crosswalk that occurs between ADVANTAGE HR and ADVANTAGE Financial. Sometimes that crosswalk does not take place.

To trigger the crosswalk of information from ADVANTAGE HR to ADVANTAGE Financial your personnel representative must:

- Bring up the employee's record on the ADDR table of ADVANTAGE HR.
- Change the Effective Date field to the current date.
- Select Process: Update.

An ESMT-B is NOT required per the Department of Human Resources. After approval, the information will crosswalk to ADVANTAGE Financial during the nightly cycle. You can check the record on the financial side of ADVANTAGE the following day. If the information has NOT been updated, please follow the instructions below.

- If bank information failed to update: The agency's personnel representative must fax a copy of the vendor information &/or additional remittance update form (with SS#, not employee ID#) along with the appropriate bank information to Vendor Database Services at (702) 486-3813. “EFT Crosswalk did not occur” must also be noted on the form along with a copy of an imprinted voided check.
- If the address failed to update: The agency's personnel representative must fax a completed vendor information &/or additional remittance update form (with SS#, not employee ID#) to Vendor Database Services at (702) 486-3813.

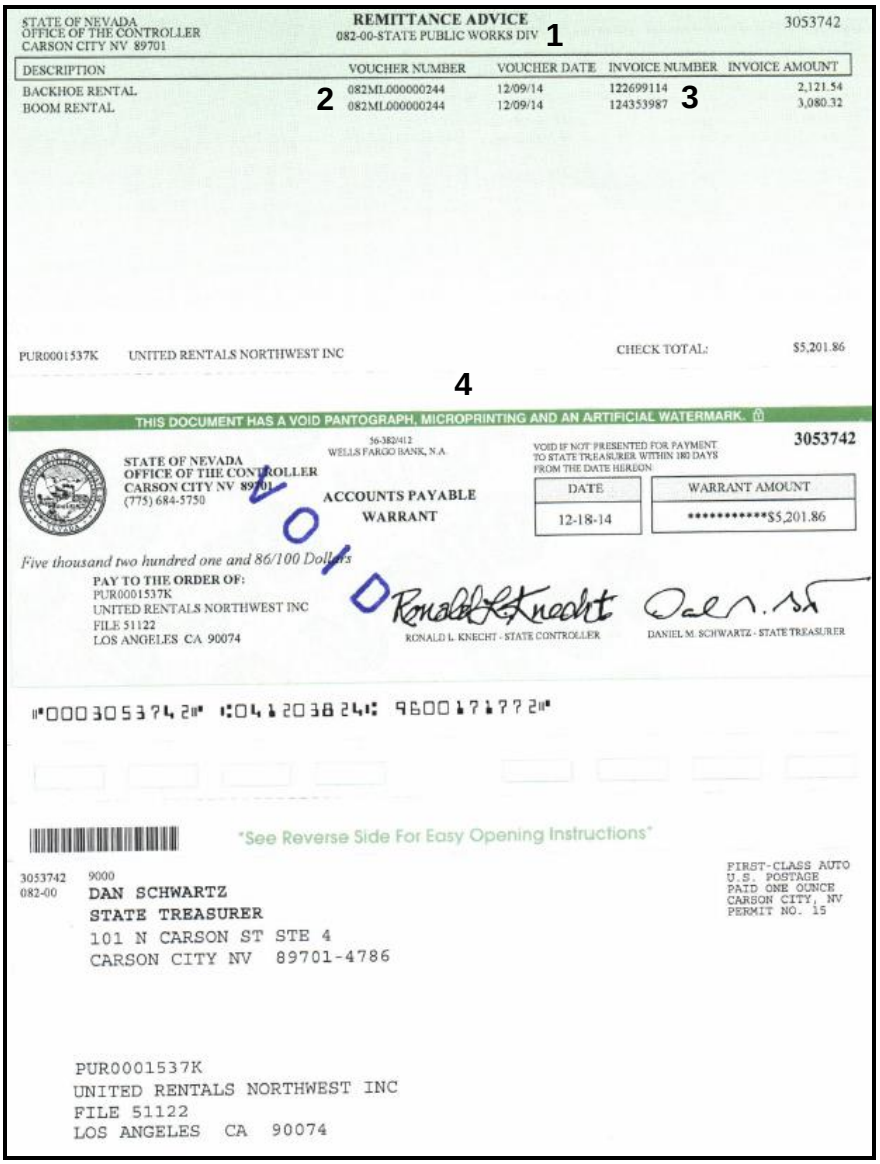
If you have any questions after these procedures, contact the Financial Help Desk at (775) 684-5654 or the Vendor Database Services at (702) 486-3895.

Examples of Payments

Sample-Accounts Payable Warrant

The information entered in the invoice and description fields of the payment voucher will print on the check stub. Different information can be entered into the invoice and description fields for each line of the payment voucher. The first two lines of the additional description field will also print on the vendor's check stub for each voucher scheduled for payment to the vendor.

If you have over 15 lines of account coding contained in your payment voucher, the additional information will be placed on a second page as the stub is limited to 15 lines.



STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701

REMITTANCE ADVICE 1
082-00-STATE PUBLIC WORKS DIV

3053742

DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
BACKHOE RENTAL	082ML000000244	12/09/14	122699114	2,121.54
BOOM RENTAL	082ML000000244	12/09/14	124353987	3,080.32

2 3

PUR0001537K UNITED RENTALS NORTHWEST INC CHECK TOTAL: $5,201.86

4

THIS DOCUMENT HAS A VOID PANTOGRAPH, MICROPRINTING AND AN ARTIFICIAL WATERMARK.

3053742

STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701
(775) 684-5750

56-382/412
WELLS FARGO BANK, N.A.

VOID IF NOT PRESENTED FOR PAYMENT TO STATE TREASURER WITHIN 180 DAYS FROM THE DATE HEREON

ACCOUNTS PAYABLE WARRANT

DATE	WARRANT AMOUNT
12-18-14	**********$5,201.86

VOID

Five thousand two hundred one and 86/100 Dollars

PAY TO THE ORDER OF:
PUR0001537K
UNITED RENTALS NORTHWEST INC
FILE 51122
LOS ANGELES CA 90074

RONALD L. KNECHT - STATE CONTROLLER

DANIEL M. SCHWARTZ - STATE TREASURER

⑈000305374⑈ ⑆041203824⑆ 9600171772⑈

See Reverse Side For Easy Opening Instructions

3053742 9000
082-00 DAN SCHWARTZ
STATE TREASURER
101 N CARSON ST STE 4
CARSON CITY NV 89701-4786

FIRST-CLASS AUTO
U.S. POSTAGE
PAID ONE OUNCE
CARSON CITY, NV
PERMIT NO. 15

PUR0001537K
UNITED RENTALS NORTHWEST INC
FILE 51122
LOS ANGELES CA 90074

A

B

C

A – Check Stub
1. Agency issuing payment
2. Description
3. Invoice number
4. Details for extra lines go to an overflow page

B – Check

C- Envelope

Overflow Page & Additional Description

D – Overflow Page

E – Additional Description

STATE OF NEVADA
OFFICE OF THE CONTROLLER

REMITTANCE ADVICE
800-00-DEPT OF TRANSPORTATION

4542243
OVERFLOW 4542244-4542244

DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
OFFICE SUPPLIES	80000000492663	06/28/07	W014164112	80.75
OFFICE SUPPLIES	80000000492663	06/28/07	W014164271	310.32
OFFICE SUPPLIES	80000000492663	06/28/07	W014164411	31.90
OFFICE SUPPLIES	80000000492663	06/28/07	W014176511	69.30
OFFICE SUPPLIES	80000000492663	06/28/07	W014187621	55.64
OFFICE SUPPLIES	80000000492663	06/28/07	W014188171	24.86
OFFICE SUPPLIES	80000000492663	06/28/07	W014188591	167.60
OFFICE SUPPLIES	80000000492663	06/28/07	W014196531	92.76
OFFICE SUPPLIES	80000000492663	06/28/07	W014196671	59.66
OFFICE SUPPLIES	80000000492663	06/28/07	W01419541	9.72
OFFICE SUPPLIES	80000000492663	06/28/07	W014191731	18.40
OFFICE SUPPLIES	80000000492663	06/28/07	W014198741	7.80
OFFICE SUPPLIES	80000000492663	06/28/07	W014198811	63.03
OFFICE SUPPLIES	80000000492663	06/28/07	W014196951	614.84
OFFICE SUPPLIES	80000000492663	06/28/07	W014202591	127.91
OFFICE SUPPLIES	80000000492663	06/28/07	W014233811	37.25
OFFICE SUPPLIES	80000000492663	06/28/07	W014283571	147.28
OFFICE SUPPLIES	80000000492663	06/28/07	W014284681	89.24
OFFICE SUPPLIES	80000000492663	06/28/07	W014453491	40.00

PUR0002562A PARTNERS IN BUSINESS Page 2 of 2 CHECK TOTAL: $3,691.46

D

STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701

REMITTANCE ADVICE
333-00-ST COUNCIL ON THE ARTS

4146934

DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
SPG07-06:2	33300000508909	01/06/06		2,187.00

NEVADA ARTS COUNCIL - 716 N CARSON ST., STE A, CARSON CITY, NV 89701
SPECIAL PROJECT GRANT: SPG07-06:2

T81072830 NEVADA SHAKESPEARE CO DBA CHECK TOTAL: $2,187.00

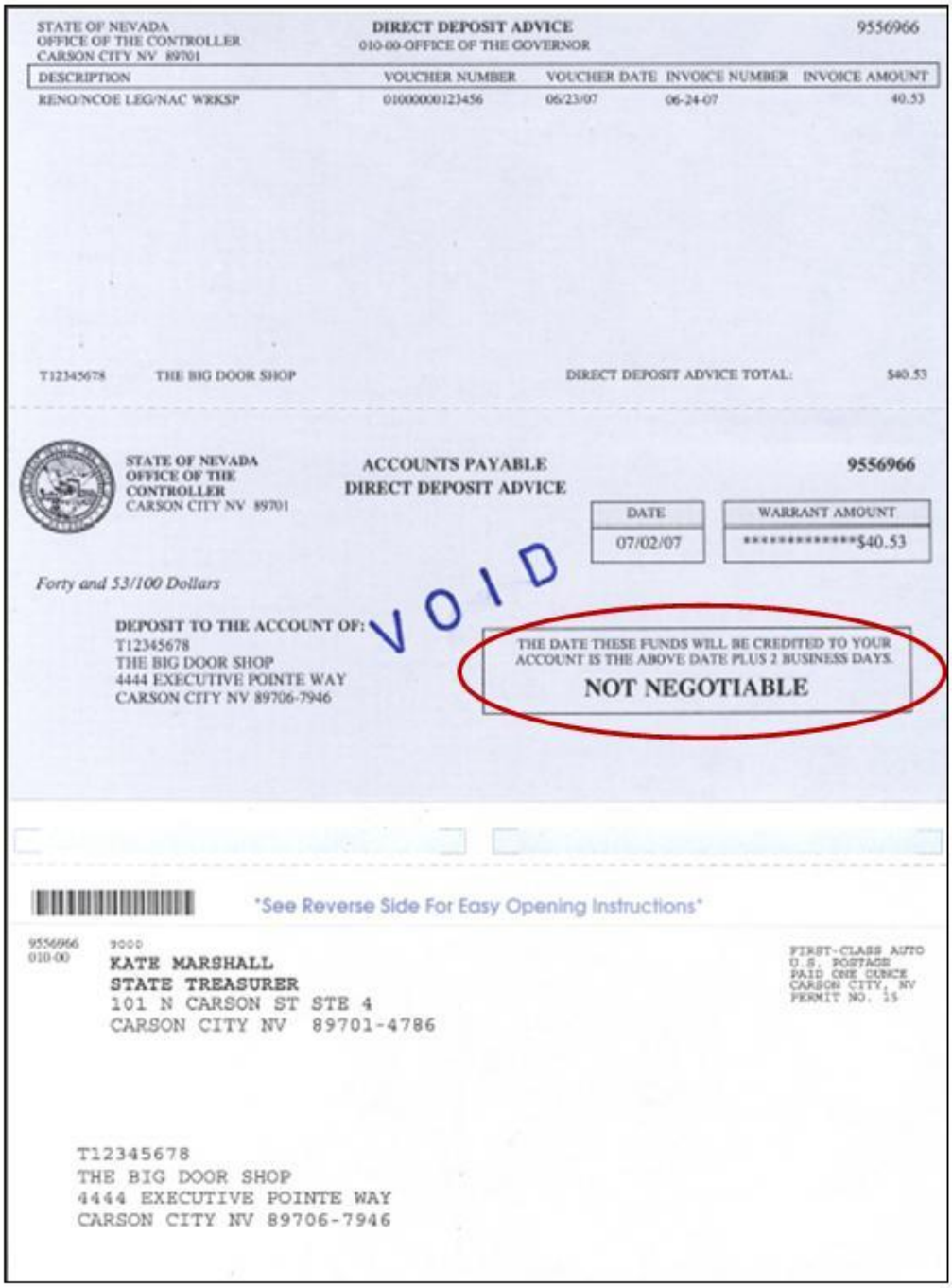
E

Sample-Direct Deposit Advice

Information printed on direct deposit advices for EFT payments displays the same information as the accounts payable warrant with the exception of the check portion itself. The message box in the center of the direct deposit advice gives information to the vendor regarding the date the funds will be credited to their bank account.

It states “The date these funds will be credit to your account is the above date (the date of the check) plus 2 business days.”

If the vendor cannot locate the EFT payment in their account, they need to contact the ACH representative at their bank for assistance.



STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701

DIRECT DEPOSIT ADVICE
010-00-OFFICE OF THE GOVERNOR

9556966

DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
RENO/NCOE LEG/NAC WRKSP	01000000123456	06/23/07	06-24-07	40.53

T12345678 THE BIG DOOR SHOP DIRECT DEPOSIT ADVICE TOTAL: $40.53

STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701

ACCOUNTS PAYABLE
DIRECT DEPOSIT ADVICE

9556966

DATE	WARRANT AMOUNT
07/02/07	**********$40.53

Forty and 53/100 Dollars

VOID

DEPOSIT TO THE ACCOUNT OF:
T12345678
THE BIG DOOR SHOP
4444 EXECUTIVE POINTE WAY
CARSON CITY NV 89706-7946

THE DATE THESE FUNDS WILL BE CREDITED TO YOUR ACCOUNT IS THE ABOVE DATE PLUS 2 BUSINESS DAYS.

NOT NEGOTIABLE

See Reverse Side For Easy Opening Instructions

9556966
010-00

9000
KATE MARSHALL
STATE TREASURER
101 N CARSON ST STE 4
CARSON CITY NV 89701-4786

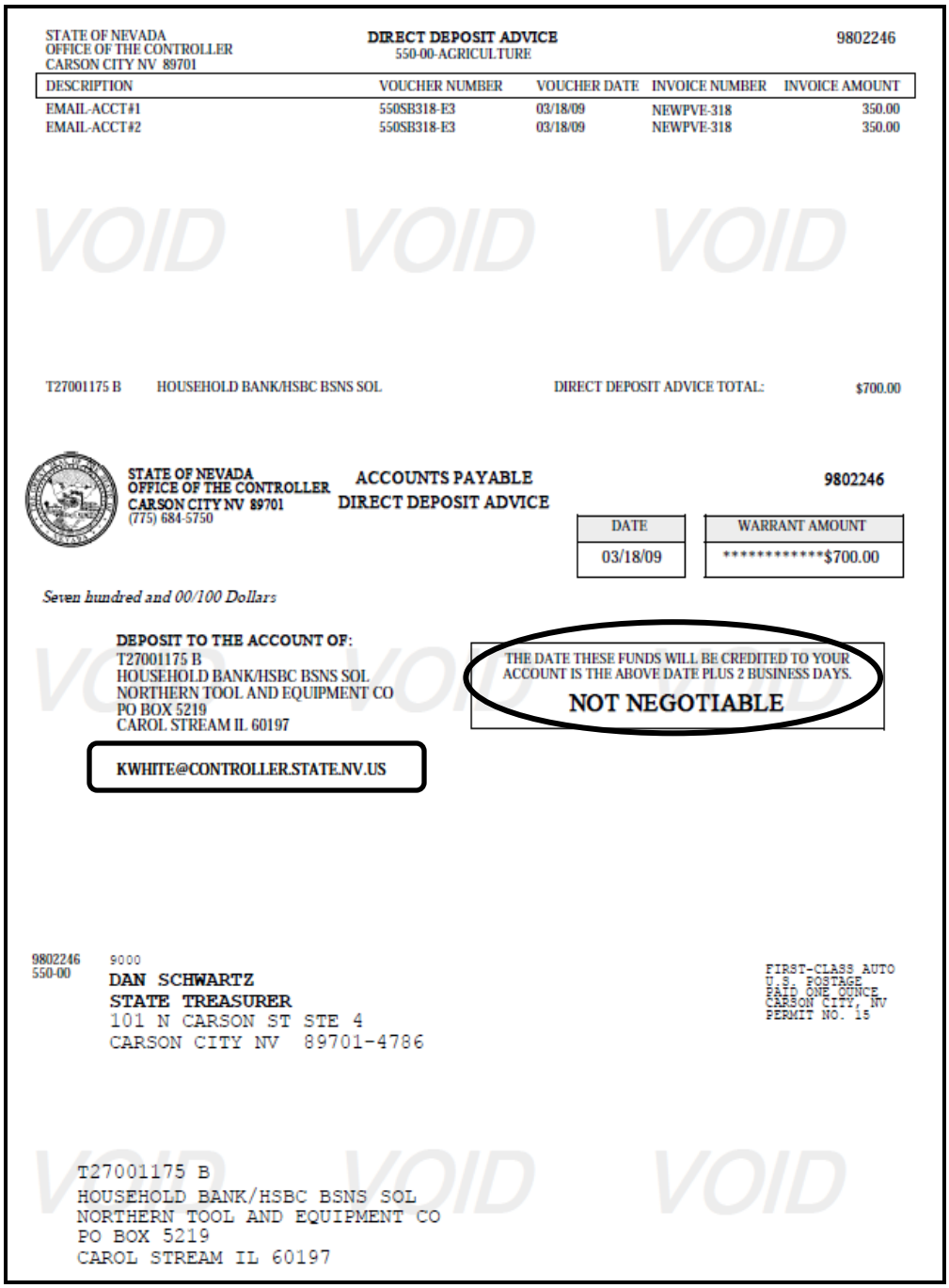
FIRST-CLASS AUTO
U.S. POSTAGE
PAID ONE OUNCE
CARSON CITY, NV
PERMIT NO. 15

T12345678
THE BIG DOOR SHOP
4444 EXECUTIVE POINTE WAY
CARSON CITY NV 89706-7946

Direct Deposit Advice sent via E-mail

- E-mail advices can only be sent to one address
- E-mail address must be 60 characters or less
- The EFT advice can be resent to the vendor if requested from Vendor Database Services within 5 days

Sending the direct deposit advice to a vendor via e-mail informs the vendor immediately that funds are being sent to them but also saves money for the State of Nevada.



STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701

DIRECT DEPOSIT ADVICE
550-00-AGRICULTURE

9802246

DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
EMAIL-ACCT#1	550SB318-E3	03/18/09	NEWPVE-318	350.00
EMAIL-ACCT#2	550SB318-E3	03/18/09	NEWPVE-318	350.00

VOID VOID VOID

T27001175 B HOUSEHOLD BANK/HSBC BSNS SOL DIRECT DEPOSIT ADVICE TOTAL: $700.00

STATE OF NEVADA
OFFICE OF THE CONTROLLER
CARSON CITY NV 89701
(775) 684-5750

ACCOUNTS PAYABLE
DIRECT DEPOSIT ADVICE

9802246

DATE	WARRANT AMOUNT
03/18/09	**********$700.00

Seven hundred and 00/100 Dollars

DEPOSIT TO THE ACCOUNT OF:
T27001175 B
HOUSEHOLD BANK/HSBC BSNS SOL
NORTHERN TOOL AND EQUIPMENT CO
PO BOX 5219
CAROL STREAM IL 60197

KWHITE@CONTROLLER.STATE.NV.US

THE DATE THESE FUNDS WILL BE CREDITED TO YOUR ACCOUNT IS THE ABOVE DATE PLUS 2 BUSINESS DAYS.

NOT NEGOTIABLE

9802246
550-00

9000
DAN SCHWARTZ
STATE TREASURER
101 N CARSON ST STE 4
CARSON CITY NV 89701-4786

FIRST-CLASS AUTO
U.S. POSTAGE
PAID ONE OUNCE
CARSON CITY, NV
PERMIT NO. 15

VOID VOID VOID

T27001175 B
HOUSEHOLD BANK/HSBC BSNS SOL
NORTHERN TOOL AND EQUIPMENT CO
PO BOX 5219
CAROL STREAM IL 60197

Example Check Register in Vista Plus

REPORT ID: ACHK *** STATE OF NEVADA *** PAGE: 3
OFFICE OF THE STATE CONTROLLER RUN DATE: 07/27/2016
CHECK REGISTER BY CHECK CATEGORY RUN TIME: 18:28:19
FOR CHECKS WRITTEN 07/27/2016

040-00-SECRETARY OF STATE

TRANSACTION CODE: AD BANK: 01 WELLS FARGO BANK ACCOUNT 4000101030

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	VENDOR INVOICE	PAYMENT AMOUNT
				TOTAL FOR CHECK:		20.00
00003196850	MASERGY CLOUD COMMUNICATIONS	MISC 040	040RF000014528	07 22 16		75.00
				TOTAL FOR CHECK:		75.00
00003196851	MOORE, TRAVIS	MISC 040	040RF000014527	07 22 16		100.00
				TOTAL FOR CHECK:		100.00
00003196852	NATIONAL DIAPER BANK NETWORK	MISC 040	040RF000014539	07 27 16		50.00
				TOTAL FOR CHECK:		50.00
00003196853	PEPPER JAY PRODUCTION LLC	MISC 040	040RF000014513	07 11 16		750.00
				TOTAL FOR CHECK:		750.00
00003196854	REYNOLDS INTERNATIONAL LLC	MISC 040	040RF000014521	07 13 16		150.00
				TOTAL FOR CHECK:		150.00
00003196855	RODRIGUEZ, ALLYSON M	MISC 040	040RF000014536	07 27 16		175.00
				TOTAL FOR CHECK:		175.00
00003196856	SCHULTZ, FRANK H	MISC 040	040RF000014526	07 22 16		75.00
				TOTAL FOR CHECK:		75.00

Example EFT Register in Vista Plus

REPORT ID: ECHK *** STATE OF NEVADA *** PAGE: 11
OFFICE OF THE STATE CONTROLLER RUN DATE: 07/27/2016
VOUCHER PAYMENT ELECTRONIC FUNDS TRANSFER REGISTER RUN TIME: 18:28:20
FOR ELECTRONIC FUNDS TO TRANSFER ON 07/28/2016 AND SETTLE ON 07/29/2016

082-00-STATE PUBLIC WORKS DIV

TRANSACTION CODE: EF BANK: 01 WELLS FARGO BANK ACCOUNT 4000101030

ADVICE NUMBER	EMAIL	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	VENDOR INVOICE	PAYMENT AMOUNT
00009863785	Y	AUTOMATED TEMPERATURE CONTROLS	PUR0003825	08200001512278	07 22 16	1ST QTR FY16	0.50
						3RD QTR FY15	0.01
						4TH QTR FY15	0.24
					TOTAL FOR CHECK:		0.75
00009863786	Y	NELSON ELECTRIC COMPANY INC	PUR0004455	08200001512446	07 22 16	1ST QTR FY16	5.76
						2ND QTR 2015	5.76
						3RD QTR FY15	4.82
						4TH QTR FY15	4.80
					TOTAL FOR CHECK:		21.14
00009863787	Y	OTIS ELEVATOR COMPANY	PUR0005666B	082BG000005868	07 21 16	SAL06082	2,105.00
						SAL06082A	510.00
						SAL06082B	1,263.00
						SAL06082C	319.25
						SAL06082D	340.00
						SAL32872005	3,001.00
					TOTAL FOR CHECK:		7,538.25
00009863788	Y	CUSTOM HOMES BY CHATEAU LLC	T27032615 A	08200001512296	07 22 16	3RD QTR FY15	0.01
						4TH QTR FY15	0.01
					TOTAL FOR CHECK:		0.02
00009863789	Y	CONTRACT FLOORING & INTERIOR	T27032773	08200001512920	07 26 16	1ST QTR FY16	0.19
						4TH QTR FY15	0.16
					TOTAL FOR CHECK:		0.35

NRS 227.185:

Requires all vendors including employees receiving reimbursements in the State of Nevada to be paid by electronic funds transfer (EF), unless that form of payment creates an undue hardship for the payee or if the payee does not have a bank account, then payment may be made by paper check.

- FAQ's regarding EFT payments on "Controller's Office Financial Services" page

To Request a Check Cancellation or Reissue:

If an outstanding warrant contains an error or is a duplicate payment, cancel the warrant through Agency Services at the Controller's Office. The original warrant OR a copy of a notarized Affidavit for Non-Receipt of Warrant form signed by the vendor must accompany the Warrant Cancel/Reissue Request form. Forms can be found at: **http://intra.ktl.nv.gov/intranet/AgencyServices/AS_Forms.html** After the warrant has been canceled, your agency may re-voucher, if necessary.

Stale Checks

If a check is not cashed within 180 days, it becomes stale and non-negotiable. It is the agency's responsibility to research all stale checks. If the vendor states your account is not overdue and a liability does not exist, contact Agency Services at the State Controller's Office for instructions as to how to proceed.

Note: If a vendor has moved, agencies must use any means possible to locate them. Checks will not be canceled because a vendor cannot be located since the liability to pay them still exists. After a check has been stale for six years, it will be reverted to the fund from which it originated and will no longer appear on the Stale Check Report.

Lost or Stolen Checks

The Controller's Office can only reissue an outstanding or stale warrant if there are no changes to the original voucher. The original warrant OR a copy of a notarized Affidavit for Non-Receipt of Warrant signed by the vendor must accompany the Warrant Cancel/Reissue Request form.

Damaged Checks

To reissue a damaged check, return the damaged check and a completed Warrant Cancel/Reissue form to Agency Services at the State Controller's Office.

To learn more about the Warrant Cancel/Reissue process or other services offered by Agency Services at the State Controller's Office, take the Agency Services Policies and Procedures class which is available on the State e-Learn site.

How is the MISC XXX Vendor Code used?

The miscellaneous vendor code is used primarily for the refund of money previously paid to the State, or a restitution payment for the cost of damages. However, a vendor number must be used if any part of the payment is for medical services, lawyer's fees, lost wages or punitive damages.

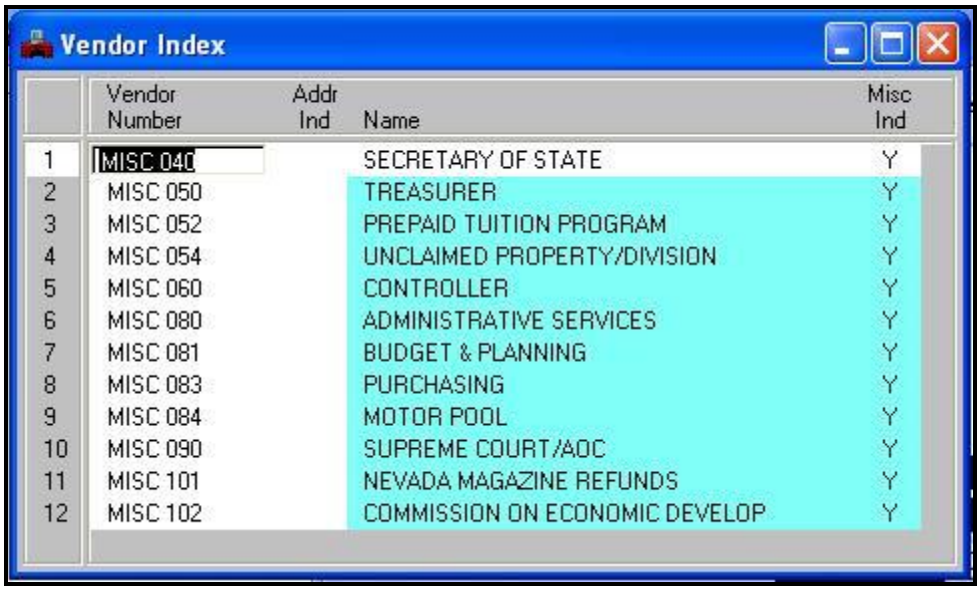
Before using the MISC vendor code, search the existing vendors listed in DAWN and/or the vendor tables in ADVANTAGE. For a list of vendor related tables in ADVANTAGE refer to the Payment Voucher Manuals on the Controller's Office website for additional information.

If an agency uses the MISC XXX vendor code with a 1099 reportable GL, the payment voucher will reject. The reject message reads: A miscellaneous vendor cannot be used with a 1099 reportable object code.

An agency who cannot locate a vendor number or a vendor who is unwilling to complete a vendor form does not constitute sufficient reason to use the MISC XXX vendor number.

Does your agency have a MISC Vendor number?

Navigate to the Vendor Index (VEND) table to confirm a MISC vendor number has been established for your agency. For example: If you work for the Secretary of State's office, enter MISC 040 in the vendor number field and then browse (F4).

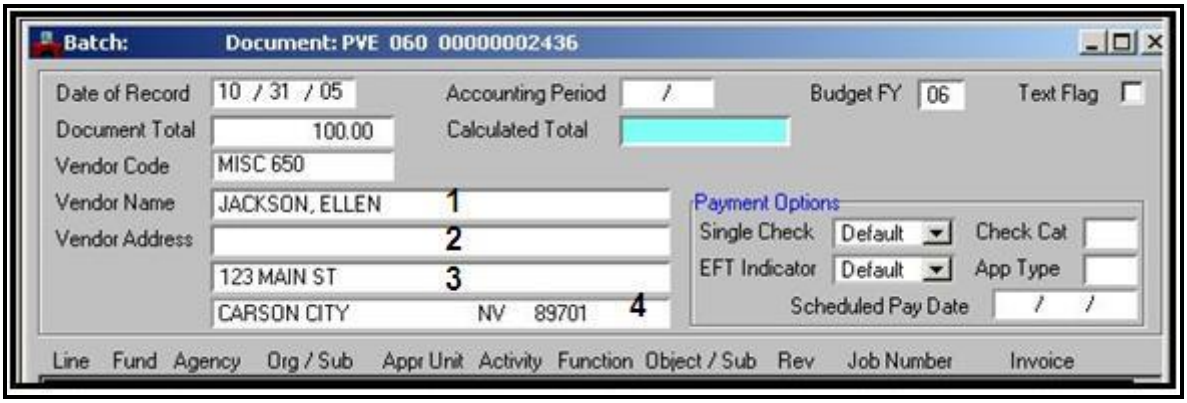


If your agency does not have a MISC vendor code listed on the VEND table, you can request one by calling Vendor Services at (702) 486-3895. Please note that your agency must have policies and procedures in place for using the miscellaneous vendor code prior to the establishment of a MISC record.

The Miscellaneous vendor code is used for a vendor who, to the best knowledge of the agency, is a ONE-TIME vendor, for the refund of money previously paid to the State, or a restitution payment for the cost of damages. However, a T number must be used if any part of the payment is for medical services, lawyer’s fees, lost wages or punitive damages.

Formatting the Header of your MISC Payment Voucher

To complete a PV or PVE using the MISC vendor code, enter MISC XXX (XXX is your 3-digit agency number) in the vendor code field and follow the name and address formatting below:



Line 1 - LAST NAME, FIRST
Line 2 - Optional for lengthy addresses, continuation of Name line, C/O or ATTN information
Line 3 - ADDRESS (30 characters maximum, follow USPS standards)
Line 4 - CITY (tab) 2-digit STATE ABBREVIATION ZIP

Note: All information must be entered in ALL CAPS.

See the Vendor Manual Edition for Agency Use on the Vendor Services page of the Controller's Office Financial Services website. Additional information on address formats and zip codes can be found at: **http://zip4.usps.com/**

Some Common Payment Voucher Errors

Account Period Closed

What does the error message Account Period Closed mean? Each fiscal year is made up of fiscal months, which begin in July, fiscal month 01. The accounting period is made up of the two-digit fiscal month and the two-digit fiscal year. After June 30, documents for the prior fiscal year use 13/XX (XX is the prior fiscal year) in the accounting period field.

Many users see the Account Period Closed error message on documents that have been left in SUSF for an extended period of time when the date of record of a document occurs after that fiscal month is closed. To correct the error, remove any approvals already applied to the document.

Change the Date of Record to the current date OR enter the current open fiscal month/fiscal year into the accounting period field.

Process: Edit or (F7) and apply approvals to the document.

Accounting Periods

MONTHLY CLOSING DATES - 2018

A fiscal year begins in July. Accounting period 01 begins July 1st.

Month	Statewide	NDOT	Accounting Period
January	February 15th	February 14th	07
February	March 29th	March 28th	08
March	April 26th	April 25th	09
April	May 24th	May 23rd	10
May	June 21st	June 20th	11
June	July 26th	July 25th	12
July	August 30th	August 29th	01
August	September 27th	September 26th	02
September	October 25th	October 24th	03
October	November 29th	November 28th	04
November	December 30th	December 19th	05
December	January 3rd, 2019	January 2nd, 2019	06

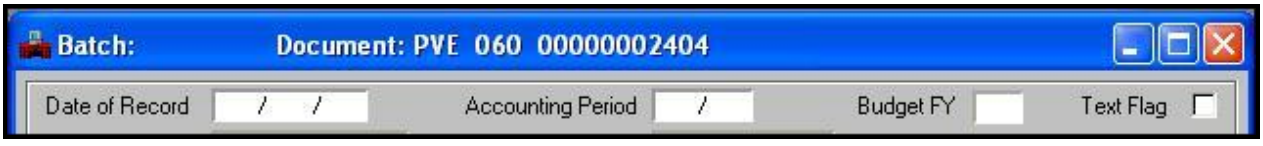
NOTE: Accounting Period 13 should be used to post transactions occurring after June 30th that belong only in the prior fiscal year.

Example: Today's date is October 10th and you had a payment voucher in SUSF which had not been processed yet. The Date of Record on the document was September 27, 2015. The user can change the date to October 10, 2016 or enter the current accounting period, Fiscal month 04 and fiscal year 16 (see example.)

Processing a Voucher for the Prior Fiscal Year

When keying a payment voucher, enter the current date as the Date of Record and Fiscal Year in which the payment belongs. The system infers the Accounting Period from the Date of Record.

From July 1st through August 31st, ADVANTAGE has two Fiscal Years open. After July 1st, enter an Accounting Period of 13-XX, where XX is the prior fiscal year or the document will not process. Transactions entered after the fiscal year is closed cannot be posted to the prior Fiscal Year. The State Controller's Office issues a Fiscal Year Closing memo each year notifying agencies of exact closing dates.



To record a payment voucher for the prior fiscal year when two years are open:

Date of Record	Enter today's date
Accounting Period	Enter 13/XX
Budget Fiscal Year	Enter the prior Budget Fiscal Year

To obtain a current listing of the Monthly Closing dates, go to:
http://intra.ktl.nv.gov/Agency_Services_Closing_Dates.htm This list is updated at the end of each calendar year.

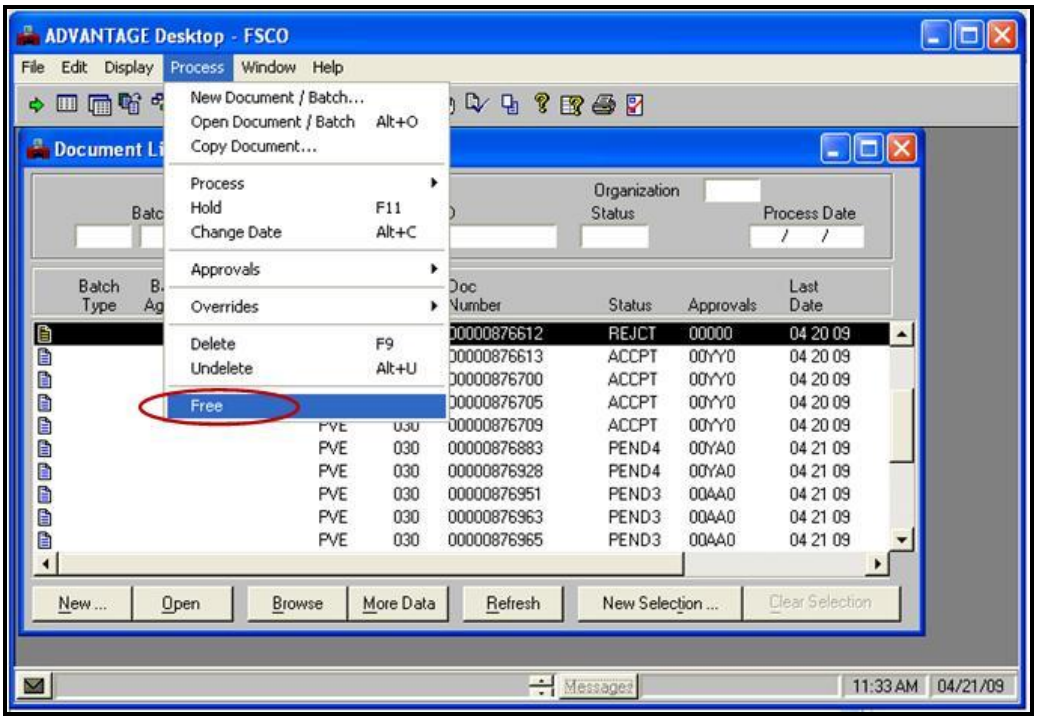
Document in Use

Have you ever gotten a Document in Use error and couldn't get your document to accept any changes? At one time or another, most users get an error message that reads Document in Use. This error means that the document is "hung up" in cyberspace and will not process.

Common causes of this error include the document being left open when the user shut down ADVANTAGE, the document was open when the user lost connection with the server or the user timed-out.

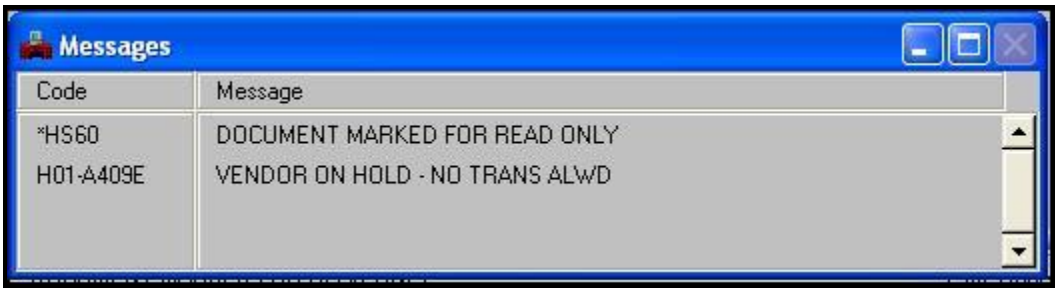
Taking care of this error is very simple.

- Highlight the document on Document Listing (SUSF), but DO NOT open the document.
- Select Process: Free from the Menu Bar.
- Your message on the status bar will read, Batch Document Freed.
- Open your document and Process: Edit or (F7). You will now be able to correct, edit, approve or run your document.



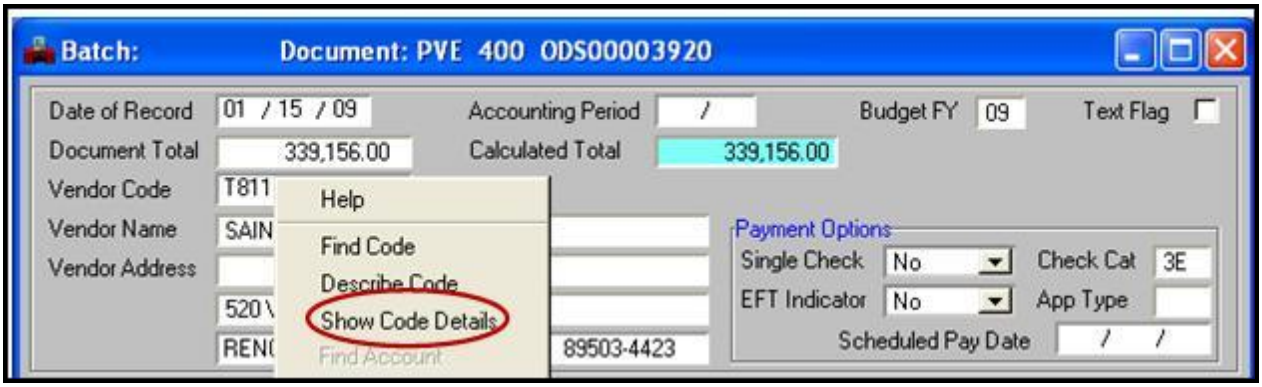
Vendor on Hold - No Trans Alwd

Have you ever edited a document and received a Vendor on Hold – No Trans Alwd error? Some vendors with the State are placed on hold. These include those who have been through the clean-up/consolidation process and those in Debt Collection. When you edit a payment voucher using a vendor number that is on hold, the following error message will display:



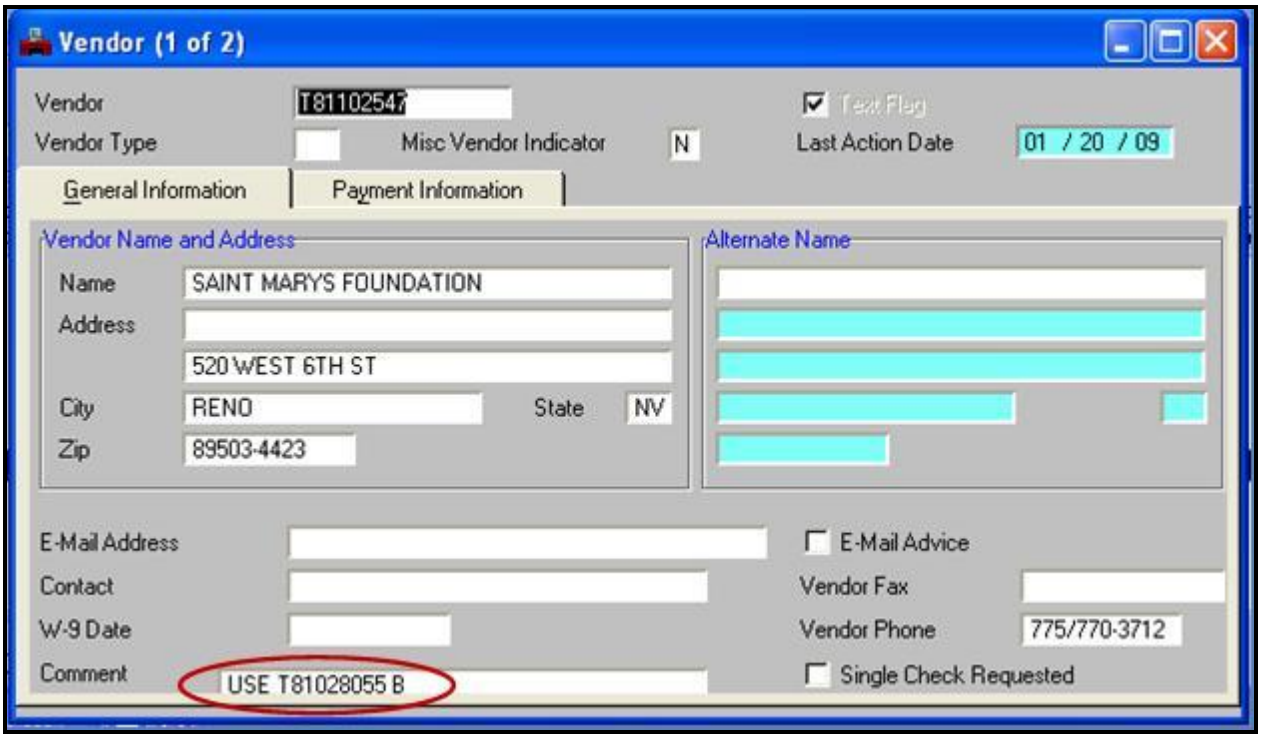
To find the correct vendor number:

- With the cursor in the Vendor Code field, click the right mouse button.
- Select Show Code Details.

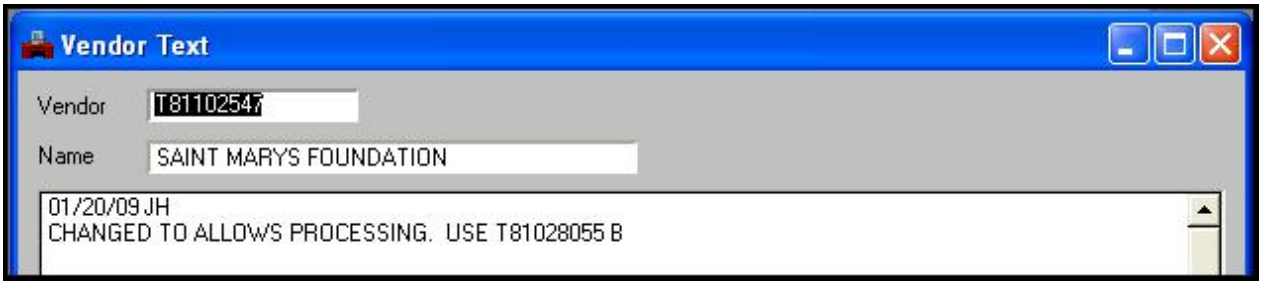


- The Vendor (1 of 2) (VEN2) table opens to the vendor listed on the payment voucher.
- Look at the Comment field for another vendor number.

If an alternate number is available, it will be listed in the Comment field at the bottom of the table.

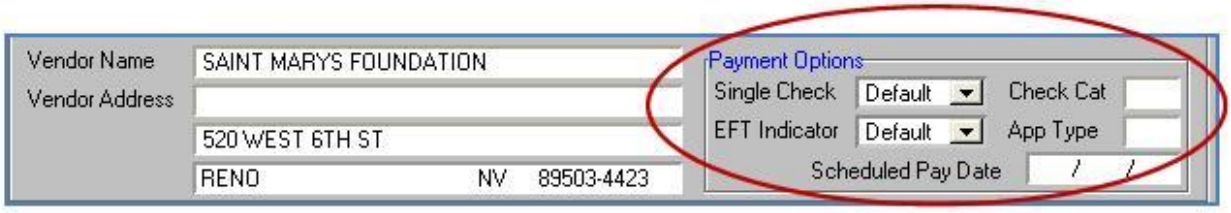


When the vendor is in debt collection, the comment field will read Debt Collection. If the Comment field does not contain any information look at the Text Flag box in the upper right. Is there a check mark in this field? If so, go to the Vendor Text (VTXT) table to see any notes regarding this vendor number.



If Vendor Services has not noted a change, check Vendor Name Inquiry (VNAM) and Vendor Alternate Name Inquiry (VANA) tables for another vendor number to use or contact Vendor Services for further information.

Once you have changed the vendor number on your payment voucher, you will need to reset your payment options to the default settings and then re-edit your document (see example below.)



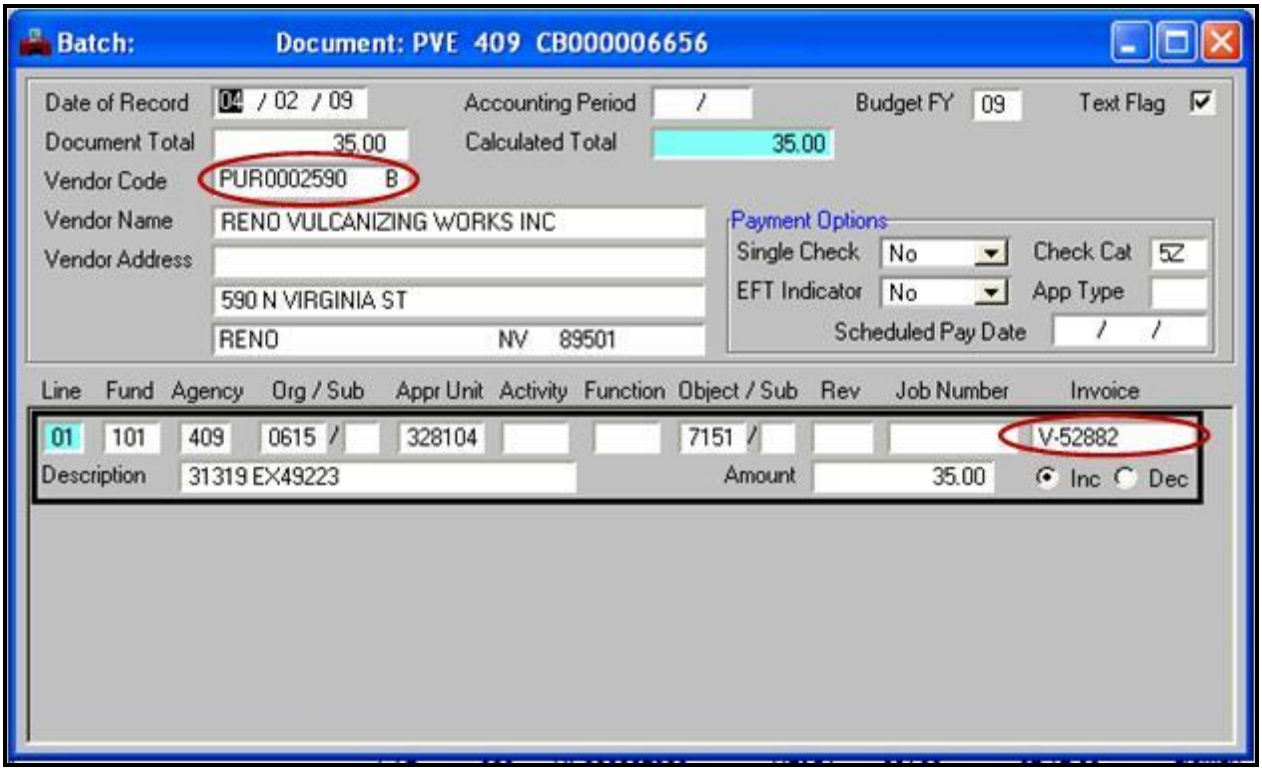
The payment options are set up in ADVANTAGE from information provided on the vendor forms. When you edit your payment voucher, ADVANTAGE goes to the payment options table and picks up the appropriate options for the vendor number you entered in the Vendor Code field. When you change the vendor number in the vendor code field, ADVANTAGE will update the name and address of the new vendor number when you edit your document however it does not update the payment options unless you reset them to default.

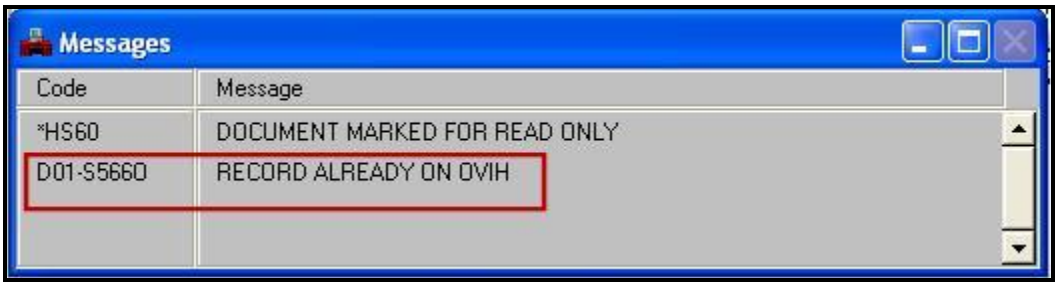
Not resetting the payment options box to the default settings may cause the payment to the vendor to be processed in a different manner than how they have requested payment. A vendor who is set up to receive EFT payments but receives a paper check is one of the problems that may occur from not resetting your payment options.

Record Already on OVIH

Have you error gotten a Record Already on OVIH error message and didn't know what to do? The invoice field should be used to prevent duplicate payments. The Record Already on OVIH error indicates the vendor number and invoice number combination has previously been recorded in ADVANTAGE. This feature in ADVANTAGE is to keep us from making duplicate payments to vendors.

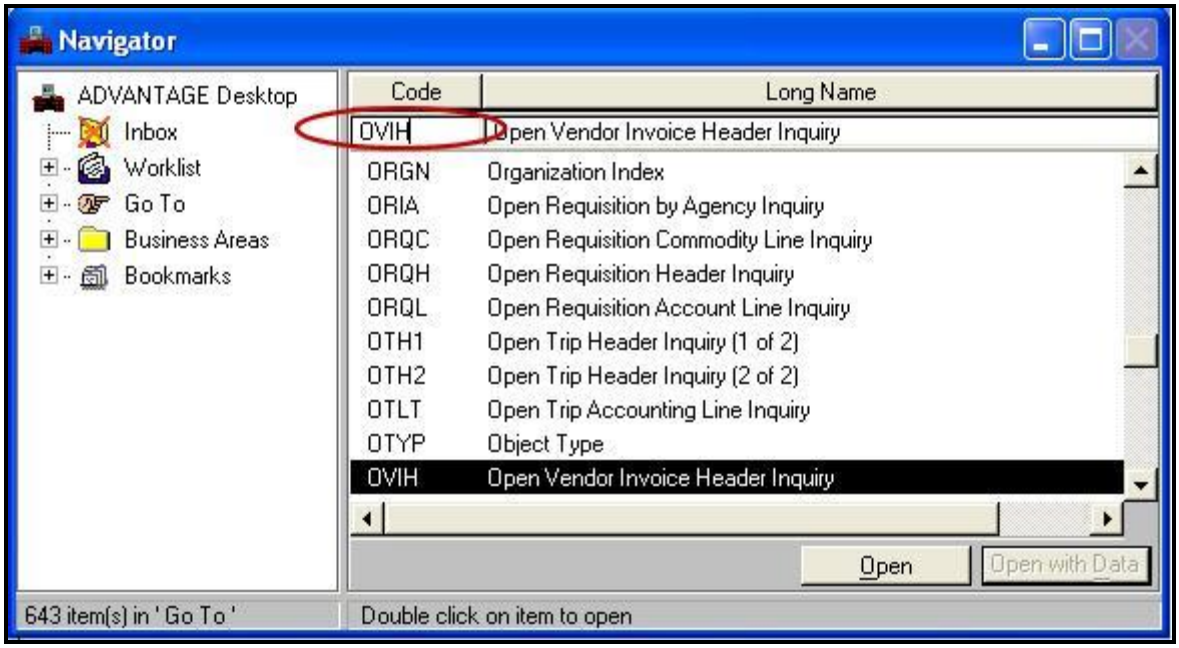
Below is an example of an OVIH error (including the extended error message) which occurred processing a payment voucher:





Once you receive an OVIH error on a payment voucher document, navigate to the Open Vendor Invoice Header Inquiry (OVIH) table to investigate if this payment voucher is truly going to create a duplicate payment. There are some companies that re-use invoice numbers. DO NOT just add an "A" to your invoice field to force the document to process. INVESTIGATE FIRST!

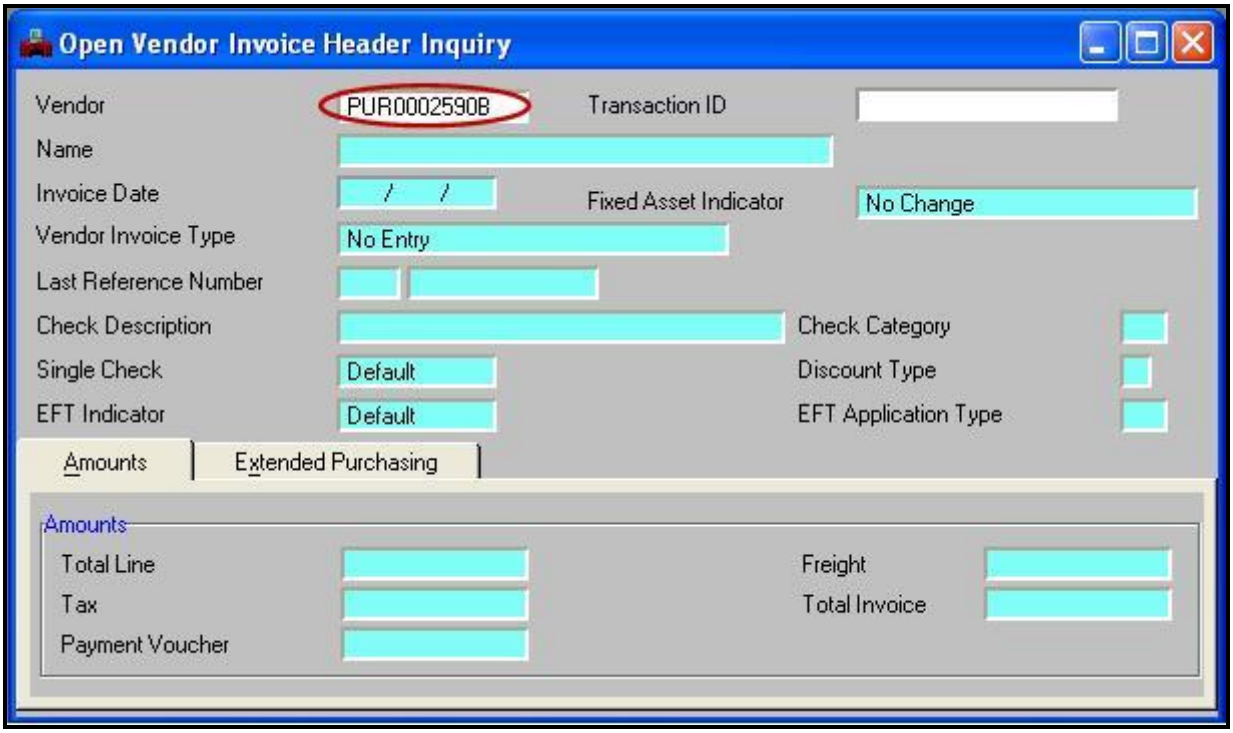
- To research go to the Open Vendor Invoice Header Inquiry (OVIH) table in ADVANTAGE.

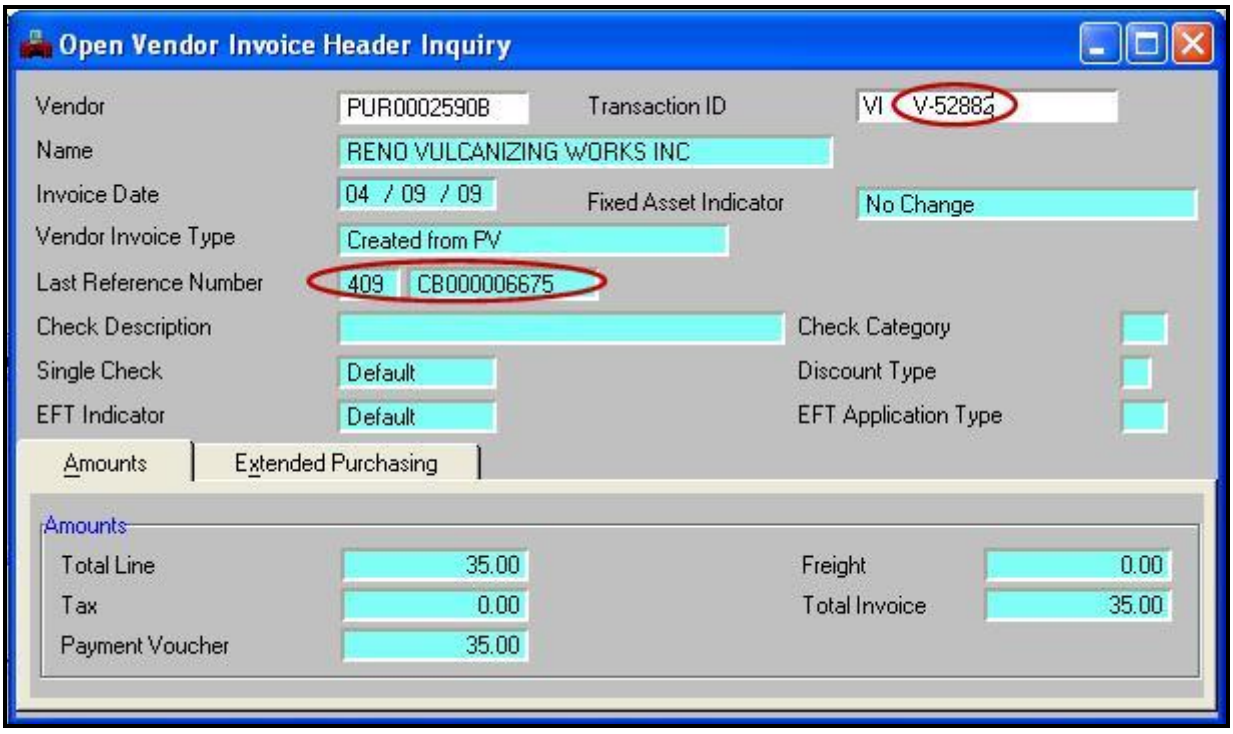


The Open Vendor Invoice Header Inquiry (OVIH) table will open.

Browsing the OVIH Table:

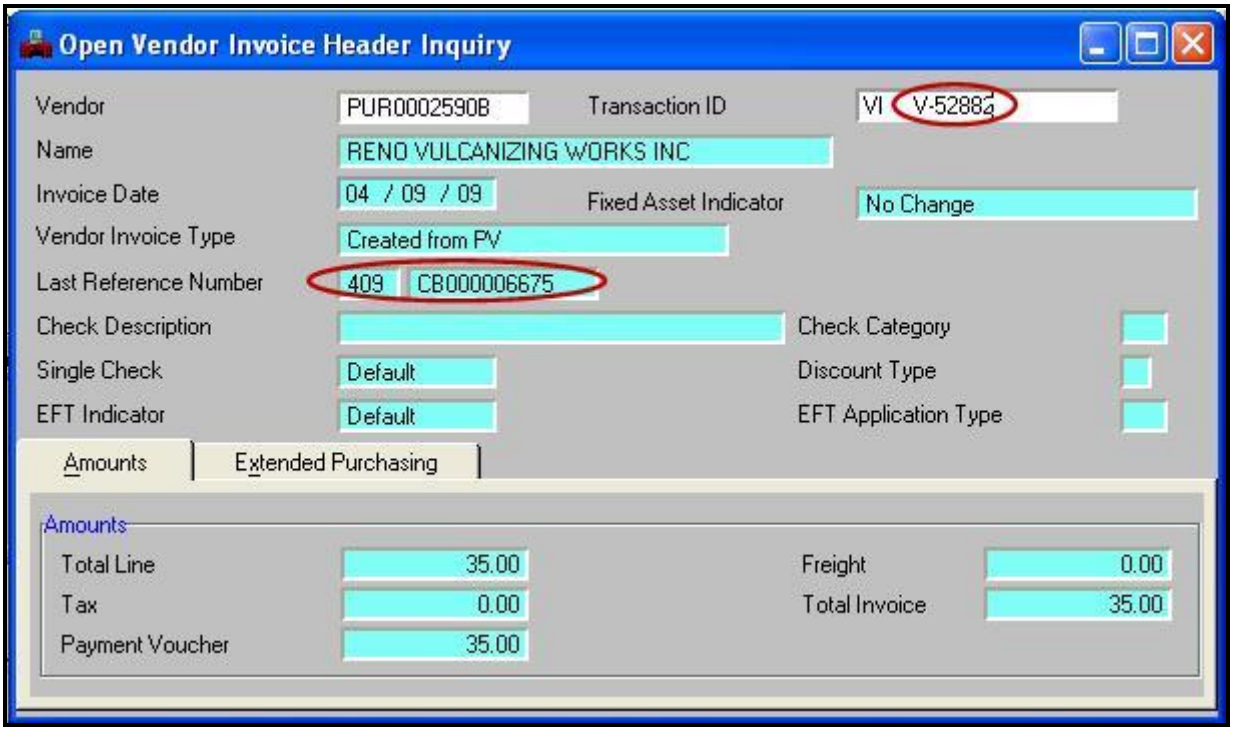
- Enter the Vendor Number from the PV or PVE into the vendor field.
- Select Display: Browse Data or (F4).





This table is in numerical order by vendor number, then by Vendor Invoice (VI) number. The Invoice Number displays to the right of the VI in the Transaction ID field.

To find your invoice number, select Display: More Data or (F5) until your invoice number appears, OR replace the invoice number with the one on your PV or PVE and select Display: Browse Data or (F4).

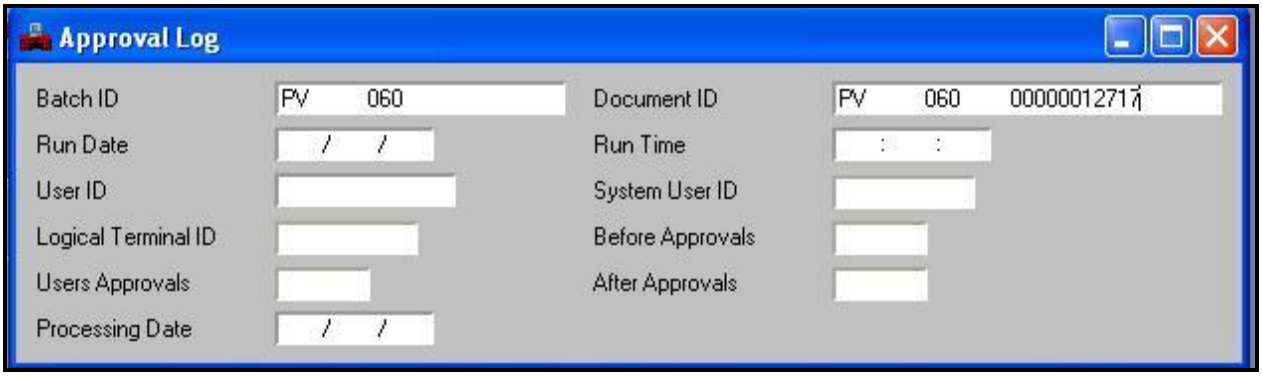


Verify that you have the appropriate vendor number and invoice number on the first line. If so, the previous payment voucher which was processed using this same combination will be displayed in the Last Reference Number field. Investigate the previous payment voucher. Verify you are NOT making a duplicate payment. If not, then you will need to format the invoice number different in order for ADVANTAGE to accept the document, i.e. add an "A" at the end of the invoice number or some other format change.

Other Useful Payment Voucher Information

Using the Approval (ALOG) Table

The Approval Log (ALOG) table displays the history of any approvals or un-approvals a document has received and indicates the user applying each approval.



Using the Navigator, go to the Approval Log (ALOG) table and complete the following:

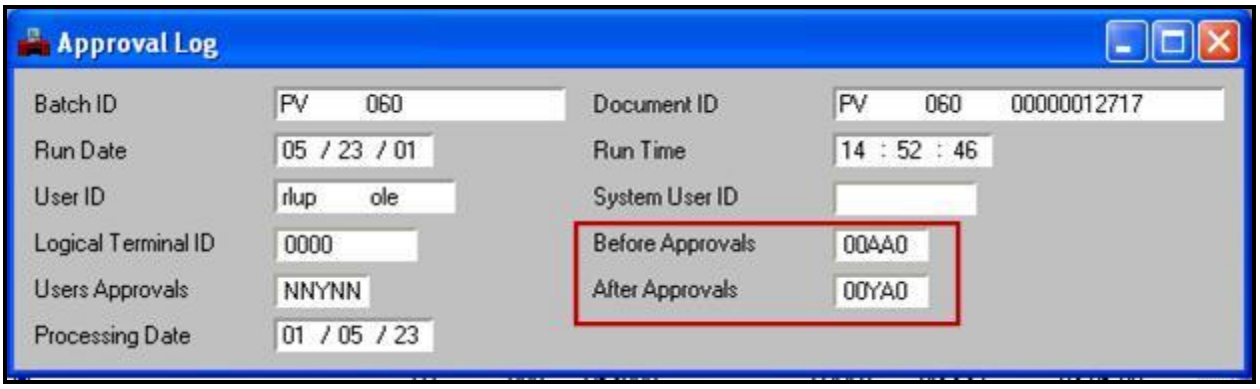
- In the Batch ID field, enter the Trans Code (i.e. PV, JV, CX). In this example we are using PV.
- Tab over to enter the 3-digit agency code. In this example we are using agency 060.
- Tab over to the Document ID field and again enter the Trans Code.
- Tab over to enter the 3-digit agency code again.
- Tab again and enter the Document ID number. In this example we are using 00000012717.

Select Display: Browse Data or (F4) to populate the initial information screen for this particular document. Make sure to verify that the document number you are searching for is the actual number contained on the top line. If the ALOG table does not locate your document, it will page through to the next numerical document number.

Note: CR documents do not display in the ALOG table because they do not require any level of approval.

Browsing the Table:

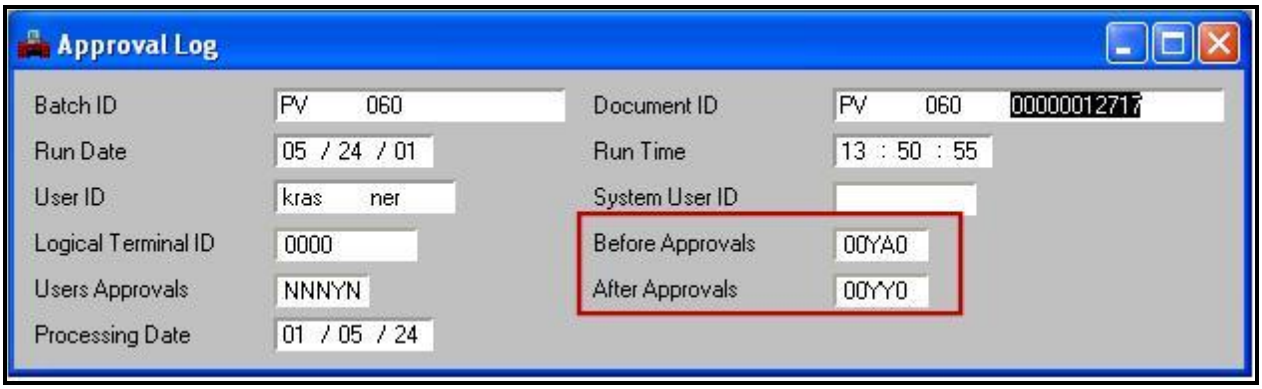
The approval log shows that on May 23, 2001, the person with the specified user ID (rlupole) applied a PEND3 approval. Notice the document status before and after approval as well as what level of approvals this user has.



The third level approval changed from A (needs approval) to Y (has approval). The run date and run time on this screen displays the date and time that the PEND3 approval was applied in ADVANTAGE.

To view the next page of this document's history, Display: More Data or (F5).

The second page shows that on May 24, 2001, another user applied PEND4 approval. You can continue to page through until there is no further information on a document.



The Approval Log (ALOG) table is a useful tool to view a document's history. You may find that one person input and approved a document, took an approval off (perhaps to make corrections), reapplied approval and then another user applied the final approval. Once all approvals and/or un-approvals are displayed, ALOG will automatically page through to the next document.

Note: Remember, CRs do not require approval and are not found in the ALOG table.

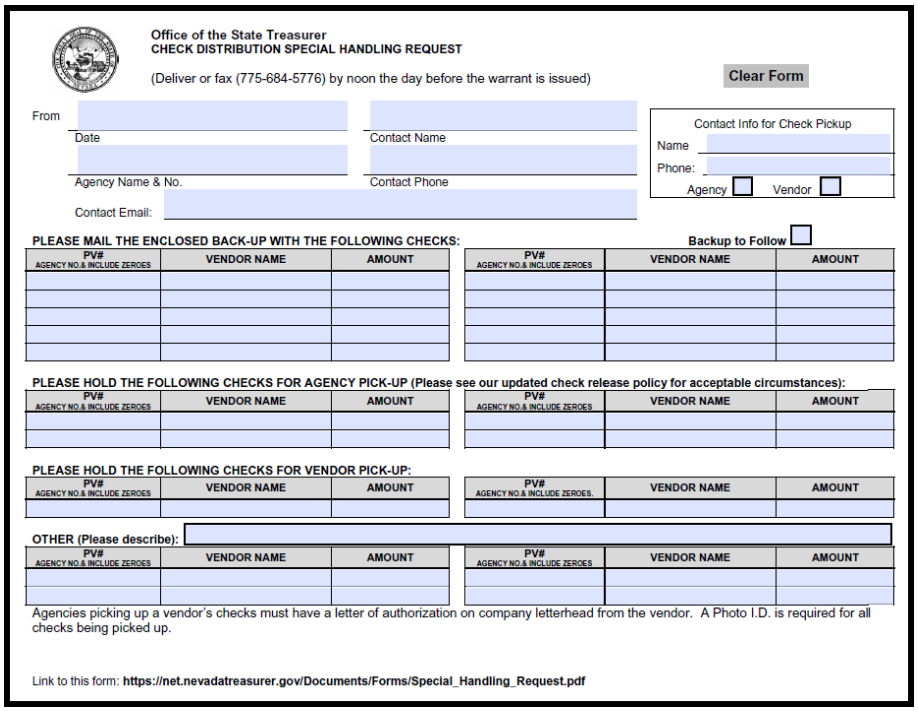
Special Handling

Check Distribution at the State Treasurer's Office can provide special handling for a vendor's payment if there is an invoice or back up information which needs to be included.

The AP Check Special Handling Request form is available on the Nevada Electronic Treasury website.

Using special handling can be very helpful in processing payments to vendors that did not provide you with an invoice number and you want to assure that the payment is properly applied, i.e. phone bills.

The Special Handling Request form must be faxed to Check Distribution as soon as it is approved. An online version of this form is now available.



Office of the State Treasurer
CHECK DISTRIBUTION SPECIAL HANDLING REQUEST

(Deliver or fax (775-684-5776) by noon the day before the warrant is issued)

Clear Form

From
Date
Contact Name
Agency Name & No.
Contact Phone
Contact Email:

Contact Info for Check Pickup
Name
Phone:
Agency ☐ Vendor ☐

PLEASE MAIL THE ENCLOSED BACK-UP WITH THE FOLLOWING CHECKS: Backup to Follow ☐

PV# AGENCY NO.& INCLUDE ZEROES	VENDOR NAME	AMOUNT	PV# AGENCY NO.& INCLUDE ZEROES	VENDOR NAME	AMOUNT

PLEASE HOLD THE FOLLOWING CHECKS FOR AGENCY PICK-UP (Please see our updated check release policy for acceptable circumstances):

PV# AGENCY NO.& INCLUDE ZEROES	VENDOR NAME	AMOUNT	PV# AGENCY NO.& INCLUDE ZEROES	VENDOR NAME	AMOUNT

PLEASE HOLD THE FOLLOWING CHECKS FOR VENDOR PICK-UP:

PV# AGENCY NO.& INCLUDE ZEROES	VENDOR NAME	AMOUNT	PV# AGENCY NO.& INCLUDE ZEROES.	VENDOR NAME	AMOUNT

OTHER (Please describe):

PV# AGENCY NO.& INCLUDE ZEROES	VENDOR NAME	AMOUNT	PV# AGENCY NO.& INCLUDE ZEROES	VENDOR NAME	AMOUNT

Agencies picking up a vendor's checks must have a letter of authorization on company letterhead from the vendor. A Photo I.D. is required for all checks being picked up.

Link to this form: **https://net.nevadatreasurer.gov/Documents/Forms/Special_Handling_Request.pdf**

Note: Their form states that they should receive the request by noon the day before the warrant is issued. If you have any questions regarding special handling, contact Check Distribution at (775) 684-5694.

Decentralized Journal Vouchers

What do Journal Vouchers do?

- Record changes and corrections to transactions previously posted in ADVANTAGE (most common use)
- Record transfers between funds and/or agencies

Controller's Office Policies for all Journal Vouchers

- Only accounting for your agency can be changed or corrected
- All original account coding must be included in a correcting Journal Voucher
- Note original document number and the nature of the change in the correcting journal voucher

Journal Voucher Date of Record

For most journal voucher documents, use the current date as the date of record.

If a transaction includes a Federal assistance program that requires CMIA compliance the following will apply:

- To correct a payment voucher: Use the process date as the journal voucher date of record.
- To correct a cash receipt: Use the record date for the journal voucher date of record. If the accounting period for the date of record is closed, enter the current accounting period.

These dates are displayed on the Document History Inquiry report.

Record Date	Process Date	BFY	Acct Per	Vendor/Provider
10/14/2016	10/18/2016	2017	04/2017	PUR0004790A METRO OFFICE SOLUTIONS INC

What's the difference between JVDs and JVRs?

JVDs	JVRs
Corrections to account coding and/or fiscal years.	Corrections to Org, Sub-Org, Activity, Function, Sub-Obj, Sub-Rev and Job Number fields only.
Reallocation of monies.	Reallocations to above elements.
Requires approval Levels 3, 4 and 5 to process in ADVANTAGE.	Requires approval Level 4 only to process in ADVANTAGE.

Note: After processing, JVDs and JVRs are recorded in Document History Inquiry and other tables as a JV. They will still remain a JVD or a JVR in the ALOG or SUSF tables in ADVANTAGE.

JVD and JVR documents can contain up to 99 lines of account coding just like payment vouchers or cash receipts, but they must contain at least 2 lines of coding (with total debits equaling the total credits).

Guidelines for Documents Submitted to the Controller's Office

- Documents should not exceed a total of 50 lines of account coding.
- The font size should be at least 12 points (legibility).
- Use grid lines.
- Do not include a line of coding that has a zero or negative amount
- Comment field is 12 characters long. Description field is 25-30 characters long depending on the type of document.
- If possible, do not repeat coding used in the accounting line above (see examples). Use arrows or quotation marks to indicate repeated information.
- Staple in the upper left hand corner of the document.
- Do not date stamp over the document number.
- Use blue or black ink only.
- Use white paper only.

Use the current online form only!

To obtain guidelines for filling out Decentralized Journal Voucher forms, go to:
http://intra.ktl.nv.gov/intranet/AgencyServices/AS_Agency_Services_Activites.html

Coding Example for a JVD

If possible, do not repeat coding used in the accounting line above (see examples below). Use arrows or quotation marks to indicate repeated information. This makes your work shorter and speeds up the keying process.

Fund	Agcy	Org	Appr Unit	Object	Job #	Amount	Description
101	408	1101	316126	7533		437.85	DOIT EMAIL
↓	↓	1102	↓	↓		524.10	DOIT VM
↓	↓	1103	↓	↓		62.55	DOIT 800
↓	↓	1106	↓	↓		229.35	
↓	↓	1110	↓	↓		13.90	
↓	↓	1115	↓	↓		125.10	DOIT EMAIL

Fund	Agcy	Org	Appr Unit	Object	Job #	Amount	Description
101	550	0500	453704	7296	GASPOLL	15.16	DOIT EMAIL
↓	↓	0400	↓	↓	PLANT	108.02	
↓	↓	↓	↓	↓	↓	2.00	
↓	↓	↓	454004	↓	FEES	33.57	
↓	↓	↓	↓	↓	↓	4.26	
↓	↓	↓	454022	↓	↓	17.59	
↓	↓	0200	↓	↓	↓	370.15	
↓	↓	↓	↓	↓	↓	4.29	
↓	↓	0500	455104	↓	WM	57.11	

Combining Coding on a Correcting JVD or JVR

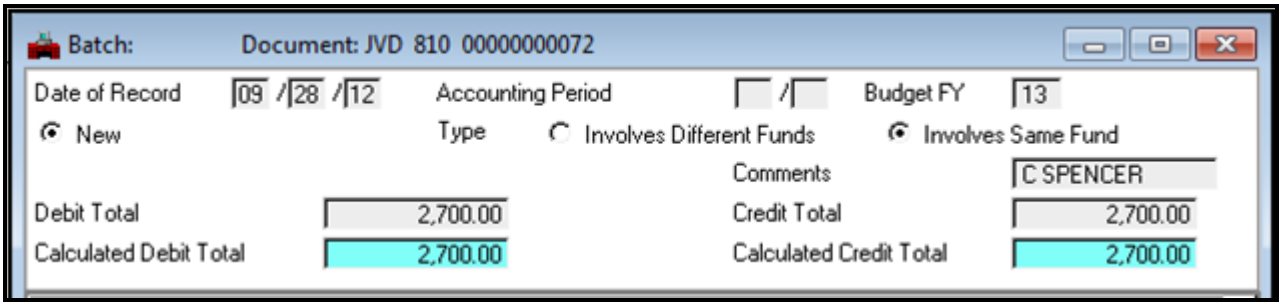
Which one of these is the correct way to list our line details?

TYPE	ALRE	Fund	Agcy	Org	Sub	Appr Unit	Activity	Func	Obj Rev BS	Sub	Job	Amount
E		101	060	0000		113004			7040			19.00
E		101	060	0000		113004			7040			84.50
							OR					
E		101	060	0000		113004			7040			103.50

Either way is correct! Because the account coding is the same, the items will be combined into one line with a total of $103.50 on the Budget Status Report.

The Completed JVD

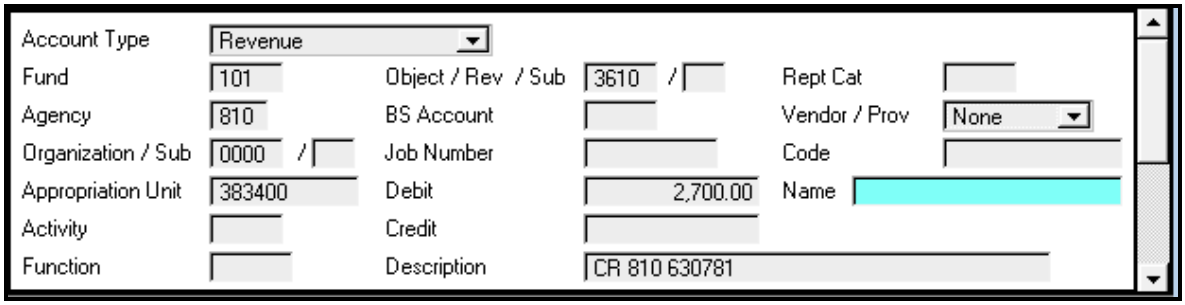
Header



Date of Record - Enter the current date unless the transaction requires CMIA compliance.
Accounting Period – Enter the current accounting period if the date of record is in a closed Accounting Period.
Budget Fiscal Year – Enter the fiscal year to which transaction applies.
New – Leave marked.
Type: Involves Different/Same Funds – Select the appropriate option according to the funds used in the journal voucher. Are they different or the same?
Comments – Optional. (12-characters maximum)
Debit Total – Enter debit total for transaction.
Credit Total – Enter credit total for transaction.

Detail Lines

Each JVD has at least two lines, which are viewed one at a time.



Line 1

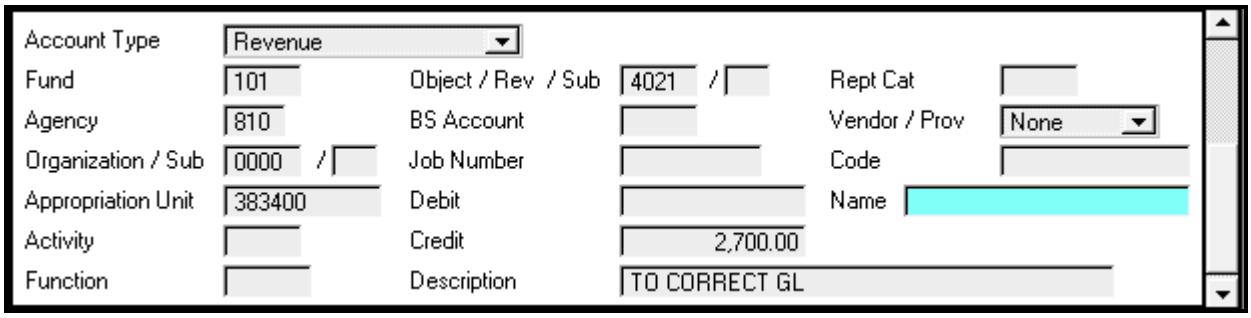
Account Type – Select the account type (asset, liability, revenue or expense/expenditure) which matches the GL of the account coding.
Fund, Agency, Organization/Sub, Activity, Function, Obj/Rev/Sub, BS Account, Job Number – Enter the appropriate account coding for this line of detail.
Debit/Credit – Enter the amount for this line of account coding.
Description – Enter additional information to explain this transaction. (25-characters maximum)

Vendor/Prov – If this line of account coding involves a change to the object code, select Vendor.
Code – If this line of account coding involves a change to the object code, enter the vendor code.

To add a blank line:

Select **Edit: Insert Line After** or **(Ctrl+F),** or press **Enter** on the alpha side of the keyboard.

Line 2



To edit the document:

After entering all lines of account coding, select **Process: Edit** or **(F7)**.

Check the status of the document.
Correct any errors.
Re-edit.
The document status is **PEND3**.

Approvals

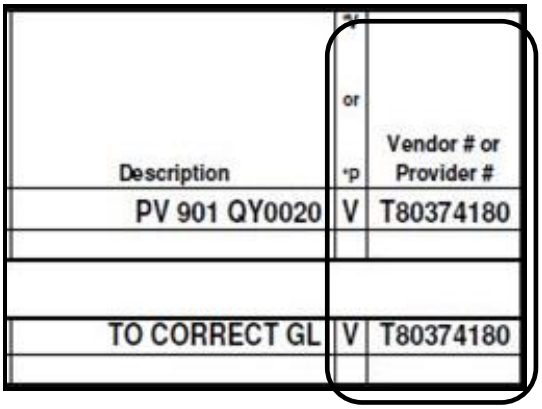
Decentralized Journal Vouchers require three levels of approval to process.

PEND3 Approval – agency approver
PEND4 Approval – agency approver
PEND5 Approval – Controller's Office accountant

The document will then be in **SCHED** status. The document will process in the nightly cycle.

Changing an Object Code or Expense GL

When preparing a journal voucher to correct an object code or an expense GL on a payment voucher, the vendor number must be entered on both the debit and credit lines of the correcting journal voucher in the vendor “code” field. This is to ensure that payments to vendors are reported correctly to the IRS on Form 1099.



Description	or *p	Vendor # or Provider #
PV 901 QY0020	V	T80374180
TO CORRECT GL	V	T80374180

7 Easy Steps to Correcting a Journal Voucher

- Print the DAWN Document History screen that pertains to the original document needing correction.
- Circle or highlight the lines on your Document History document that need to be corrected.
- Is/are the line(s) to be corrected a debit or a credit.
- Using the JVD/JVR Document Input form, enter the offsetting entry first. (i.e. when correcting a cash receipt (which goes into ADVANTAGE as a credit) you would enter the offsetting or original account coding as a debit on the JVD/JVR form to cancel the original entry.
- Enter the correcting entry on the JVD/JVR form.
- Complete the header information on the JVD/JVR Document Input form.
- Enter your document into ADVANTAGE.

Example of a Correcting Journal Voucher

Scenario: PV 406 V0000002869 was entered into ADVANTAGE using an incorrect object code.

The original document was entered using object code 6240 instead of 6230. First we need to locate the line of account coding which needs to be corrected.

Step#1 - The Document History Inquiry report from DAWN for this payment voucher is listed below.

Document History Inquiry

For Document Number: PV 901 QY0020

Back

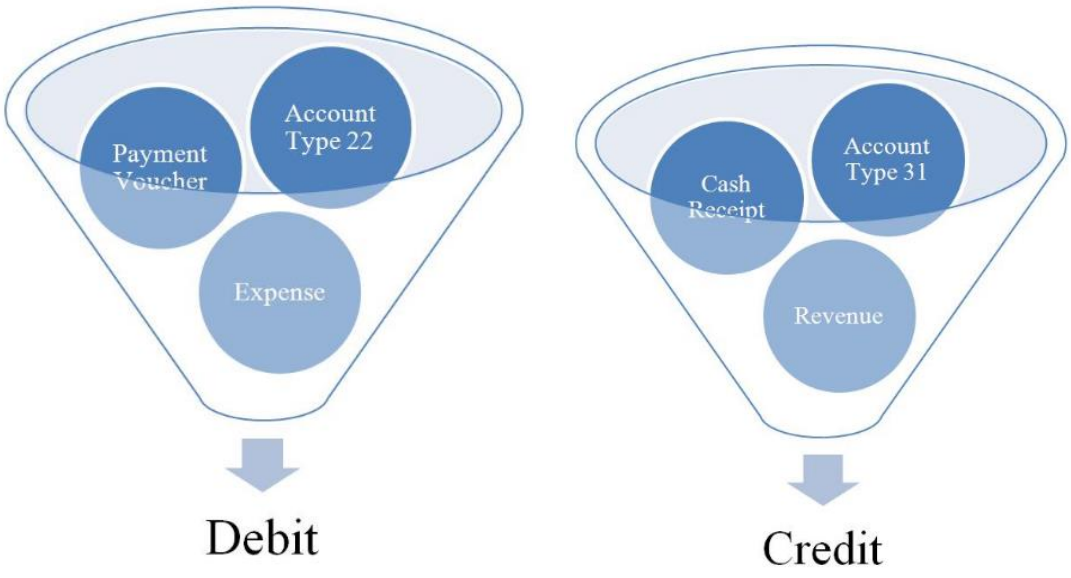
Record Date	Process Date	BFY	Acct Per	Vendor/Provider
01/24/2001	01/24/2001	2001	07/2001	T80374180 PITNEY BOWES INC

Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub Src	Ref Doc/Line	Amount
02	101	901-5332		84126V1	2000			-$40.94
	Line #/Desc: 01						Comments/Invoice #:	
22	101	901-5332	326504	84126V1	7020			$40.94
	Line #/Desc: 01 397217 E101223 531						Comments/Invoice #:	
							Total Amount	$.00

Step #2 - Highlight or circle the appropriate line of account coding to be corrected.

Step #3 – Determine if the original document went into ADVANTAGE as a debit or a credit.

Do you get confused if you should debit or credit an entry on your JVD or JVR document? OR have you ever processed a JVD or JVR to correct a previously posted document and then made the same mistake?



Payment Vouchers = Expenditures = Account Type 22 = Debit
Cash Receipts =Revenue = Account Type 31 = Credit

Step #4 – Enter the offsetting or cancelling entry.

Now that we have the Document History Inquiry print-out from DAWN for the original document, we are ready to fill out the JVD form. Since the original document was a payment voucher (entered into ADVANTAGE as a debit), we need to enter the offsetting entry as a credit. The correcting line would then be entered as a debit and then we would complete our header section of the JVD form. When making a correction to a previously posted document, the explanation should finish the sentence "The difference between line one and line two is _____."

DECENTRALIZED JOURNAL VOUCHER (JVD)
FOR ENTRY BY CONTROLLER'S OFFICE

Document Number JVD _____ Different Funds ☐
Header Information Date of Record _____ Acct Period ___/___ BFY _____ Same Funds ☐
Preparer: _____ Credit Total: _____ Debit Total: _____ Comments: _____

Credit Line Detail

TYPE	ALRE	Fund	Agcy	Org	Sub	Appr Unit	Activity	Func	Obj Rev BS	Sub	Job	Amount	Description	*V or *P	Vendor # or Provider #
E		101	901	5332		326504			7020		84126V1	40.94	PV 901 QY0020	V	T80374180

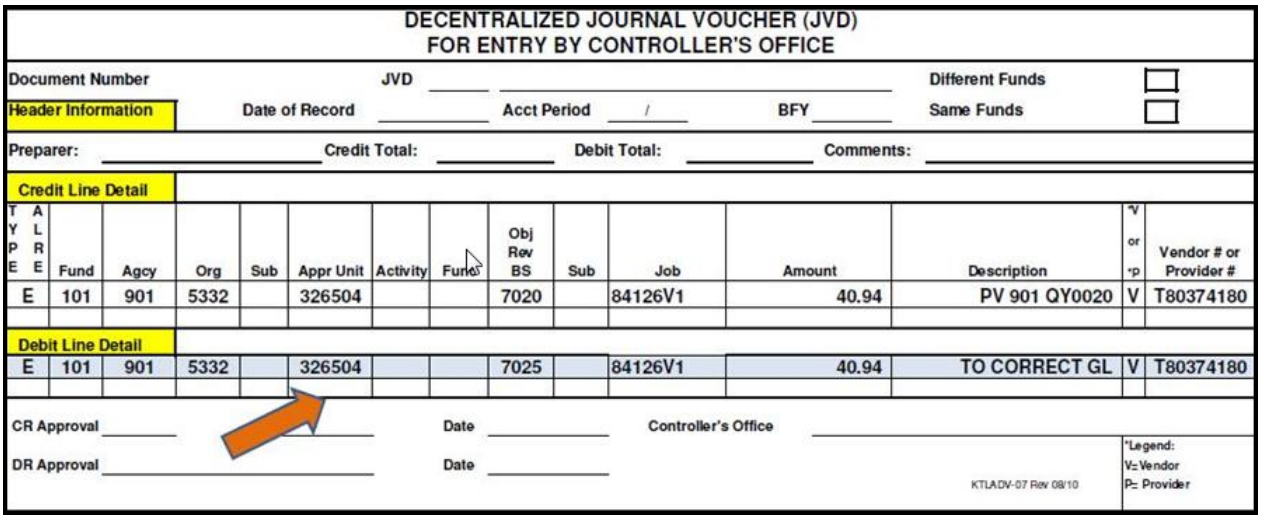
Debit Line Detail

CR Approval _____ Date _____ Controller's Office _____
DR Approval _____ Date _____

*Legend:
V= Vendor
P= Provider

If you are correcting a GL on a previously posted document, you are required to include the vendor number on your accounting lines as above. This will ensure that the vendor receives a 1099 for the correct dollar amount.

Step #5 – Enter the correcting entry.



DECENTRALIZED JOURNAL VOUCHER (JVD)
FOR ENTRY BY CONTROLLER'S OFFICE

Document Number JVD Different Funds
Header Information Date of Record Acct Period / BFY Same Funds
Preparer: Credit Total: Debit Total: Comments:

Credit Line Detail

TYPE	ALRE	Fund	Agcy	Org	Sub	Appr Unit	Activity	Func	Obj Rev BS	Sub	Job	Amount	Description	*V or *P	Vendor # or Provider #
E		101	901	5332		326504			7020		84126V1	40.94	PV 901 QY0020	V	T80374180

Debit Line Detail

E		101	901	5332		326504			7025		84126V1	40.94	TO CORRECT GL	V	T80374180

CR Approval Date Controller's Office
DR Approval Date

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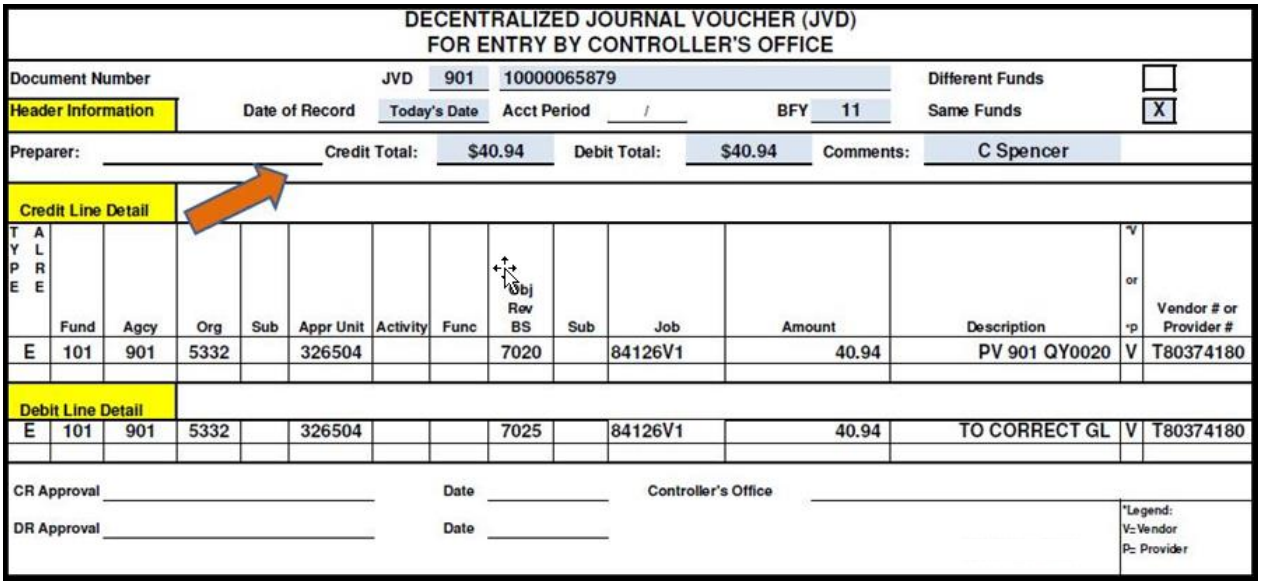
*Legend:
V= Vendor
P= Provider

Step #6 – Complete the header.



DECENTRALIZED JOURNAL VOUCHER (JVD)
FOR ENTRY BY CONTROLLER'S OFFICE

Document Number JVD 901 10000065879 Different Funds
Header Information Date of Record Today's Date Acct Period / BFY 11 Same Funds X
Preparer: Credit Total: $40.94 Debit Total: $40.94 Comments: C Spencer

Credit Line Detail

TYPE	ALRE	Fund	Agcy	Org	Sub	Appr Unit	Activity	Func	Obj Rev BS	Sub	Job	Amount	Description	*V or *P	Vendor # or Provider #
E		101	901	5332		326504			7020		84126V1	40.94	PV 901 QY0020	V	T80374180

Debit Line Detail

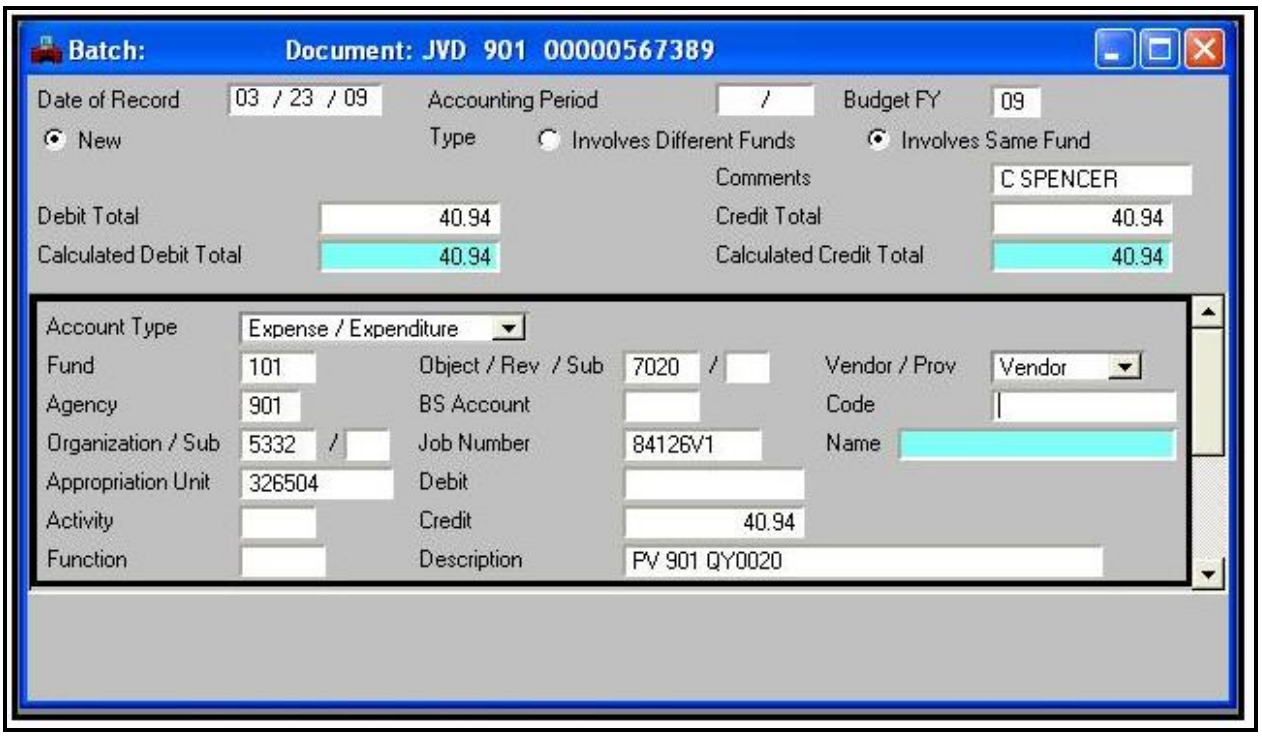
E		101	901	5332		326504			7025		84126V1	40.94	TO CORRECT GL	V	T80374180

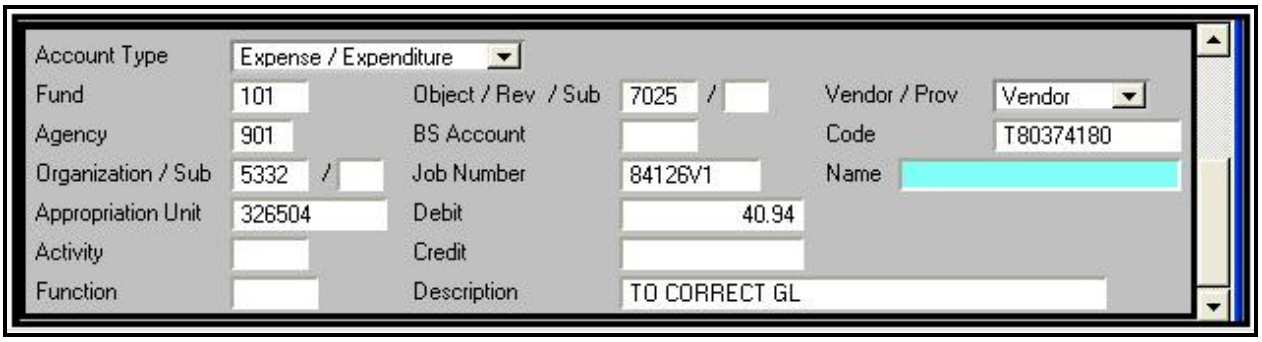
CR Approval Date Controller's Office
DR Approval Date

*Legend:
V= Vendor
P= Provider

Step #7 - After the JVD Document Entry form is completed, the document is then ready to be entered in ADVANTAGE. The following screen shots display each line from the completed ADVANTAGE document.

The PEND3 and PEND4 approvals are applied at the agency level and the PEND5 approval is applied by the agency's accounting liaison at the Controller's Office.





Note: Remember, after processing, a JVD is displayed as a JV in ADVANTAGE and DAWN.

Restricted Journal Vouchers

How do I make a correction?

I need to make a correction to a document that was previously entered into AVANTAGE incorrectly. What do I do now?

In order to make a correction to a document, you need to reverse the original incorrect information. Include all account coding elements from the original document in a correction. Overlooking any account coding elements will only compound the errors.

- Print out a copy of the original document to be correction from Document History Inquiry in DAWN.

- Complete the Restricted Journal Voucher (JVR) document entry form. (Follow the same steps you used in the correcting JVD document.)

Enter the information in the description field that will help you or your accounting liaison understand why you need to make this transaction. If you are making a correction to a previous transaction, record that transaction number in the description field of your document. This will create an audit trail. The other line should finish the sentence "The difference between line one and line two is ___."

Restricted Journal Vouchers do not affect the budget so you will not see any difference on the Budget Status Report. The change will be reflected on the Job Report or Organization reports in the Internal Budget.

The Document History Inquiry listed below is for a payment voucher PV 060 KT4014. The job number ADMFEE was omitted when the agency originally entered the document.

Document History Inquiry

For Document Number: PV 060 KT4014

Back

Record Date	Process Date	BFY	Acct Per	Vendor/Provider
07/25/2000	07/25/2000	2001	01/2001	T80512280 XEROX CORPORATION

Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub Src	Ref Doc/Line	Amount
02	101	060-0000			2000			-$92.00
	Line #/Desc: 01						Comments/Invoice #: 173305673	
22	101	060-0000	113004		7020			$92.00
	Line #/Desc: 01 CUST # *****6376						Comments/Invoice #: 173305673	
							Total Amount	$.00

Locate the line of account coding entered by the agency. The payment voucher in our example above, contained one line of account coding. To locate the line which needs to be corrected, look for the account type.

This is usually the line beginning with account type 31 for revenue or cash receipts or account type 22 for expenditures or payment vouchers. Circle or highlight the appropriate line(s) to use for your Restricted Journal Voucher. This will ensure that you are entering the correct information on your document.

RESTRICTED JOURNAL VOUCHER (JVR)
DOCUMENT ENTRY FORM

DOCUMENT ID: JVR 060 JVR 00028963

Header Information

Date of Record: 3/23/2009 Accounting Period: / BFY: 09

Debit Total: $92.00 Credit Total: $92.00 Comments: C. Spencer

Account Type: ☐ Asset ☐ Liability ☐ Revenue ☒ Expense / Expenditure

Fund: 101 Agency: 060 Appr Unit: 113004 Object/Revenue: 7020 BS Account:

Line Details

Org	Sub Org	Activity	Function	Sub Obj	Sub Rev	Job #	Debit	Credit	Description
0000								92 00	PV 060 KT4014
0000						ADMFEE	92 00		To Add Job Number

Prepared By: Entered By:

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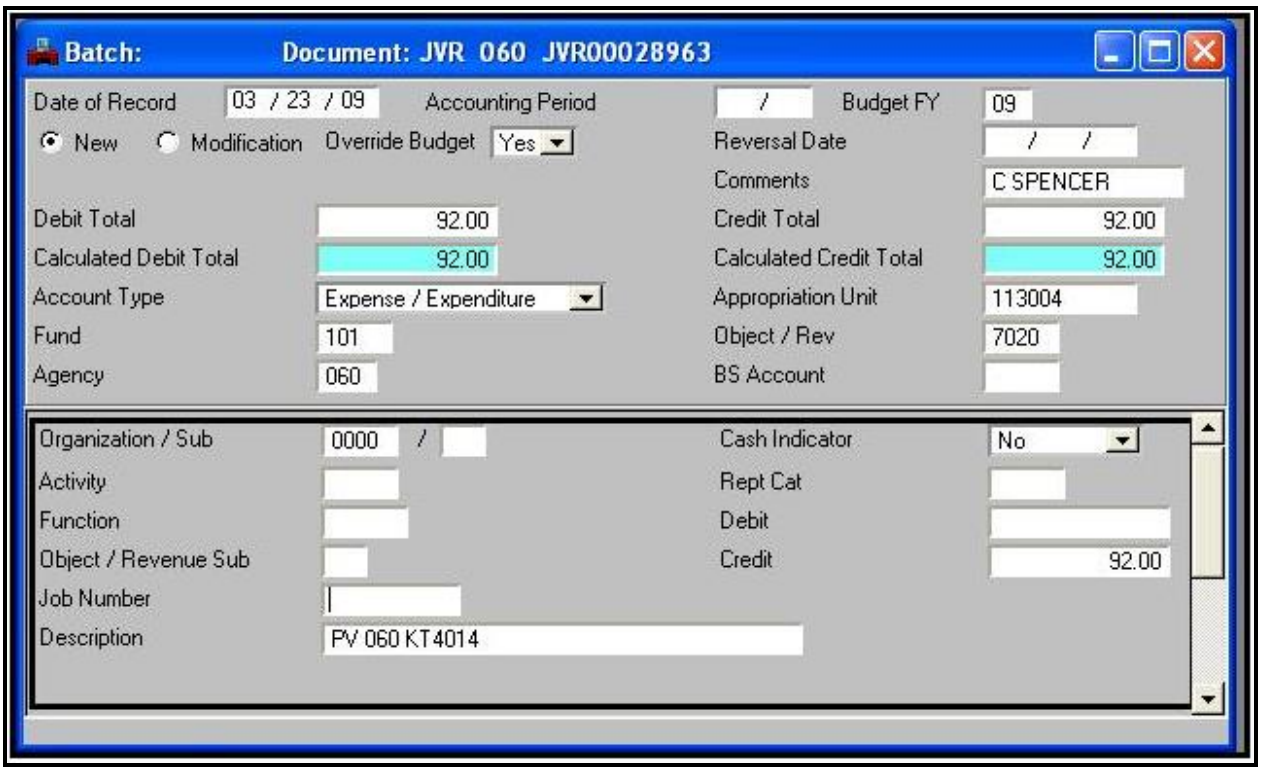
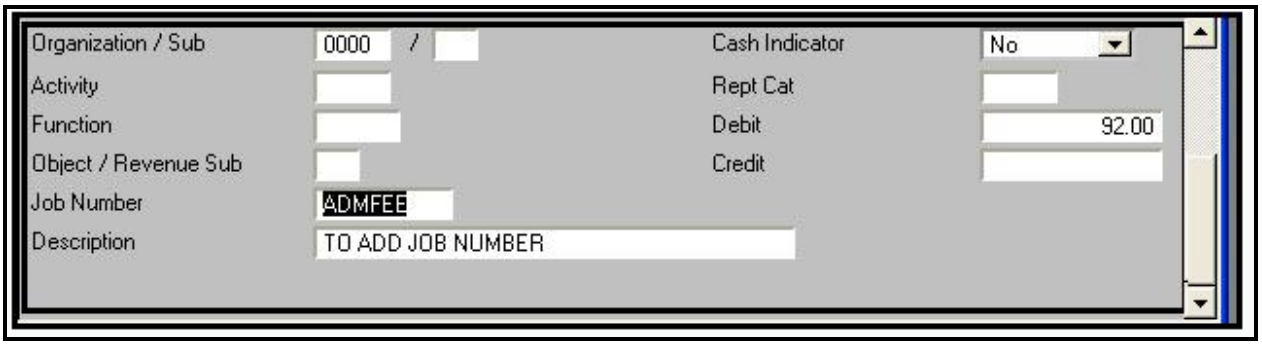
Since the original document was a payment voucher (entered into ADVANTAGE as a debit), we need to enter the offsetting entry as a credit. The correcting line would then be entered as a debit. After these steps are completed we can complete our header section of the JVR document.

After the JVR Document Entry form is completed, the document is then ready to be entered in ADVANTAGE. The following screen shots display each line from the completed ADVANTAGE document.

The PEND4 approval is applied at the agency level.



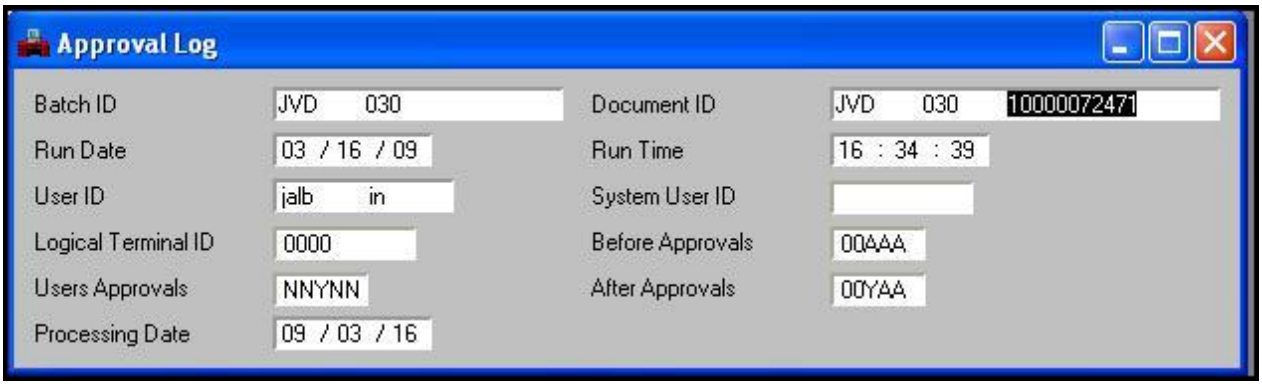


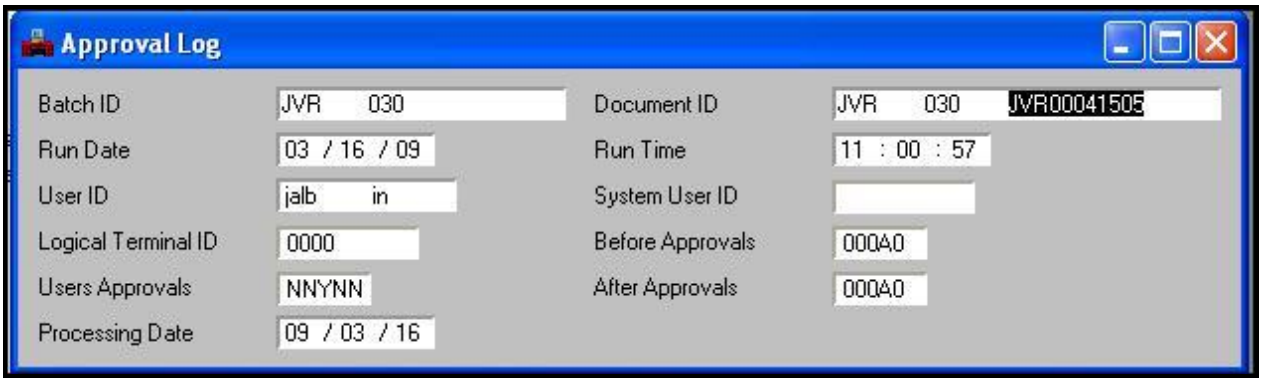
Note: Remember, after processing, a JVR is displayed as a JV in ADVANTAGE and DAWN.

Searching for the JVD/JVR Document

After the JVD or JVR processes in the nightly cycle, use JV as the document type when searching all tables with the exception of the SUSF and ALOG tables in ADVANTAGE. Users will need to use JVD or JVR while searching the SUSF and ALOG tables in ADVANTAGE.

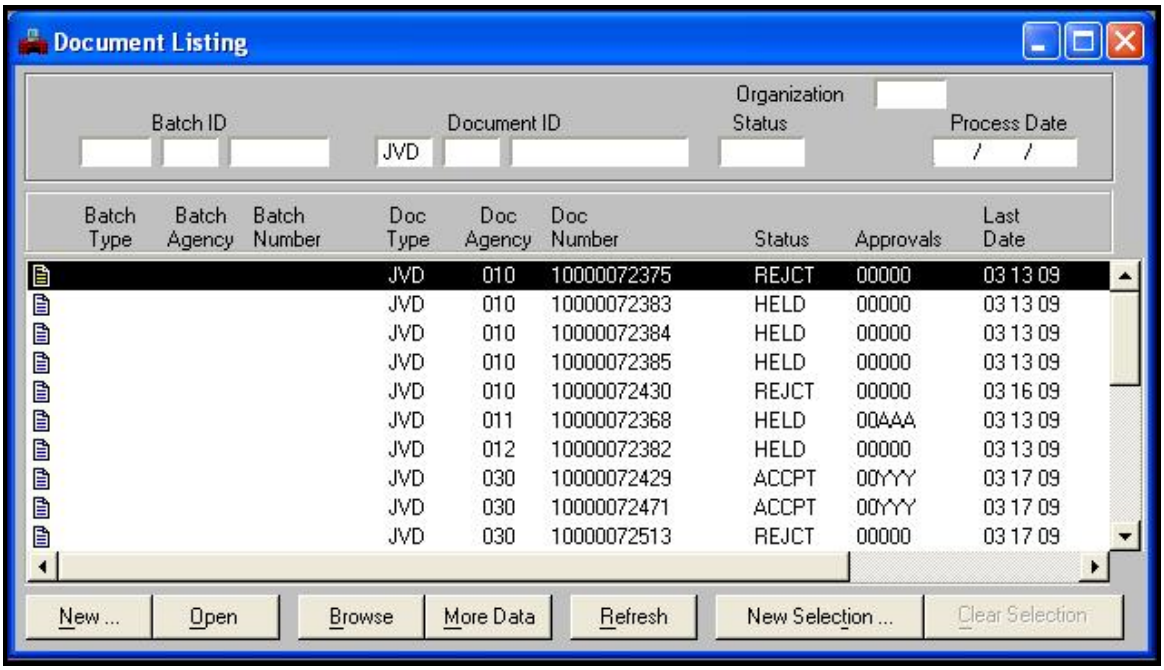
Approval Log (ALOG)

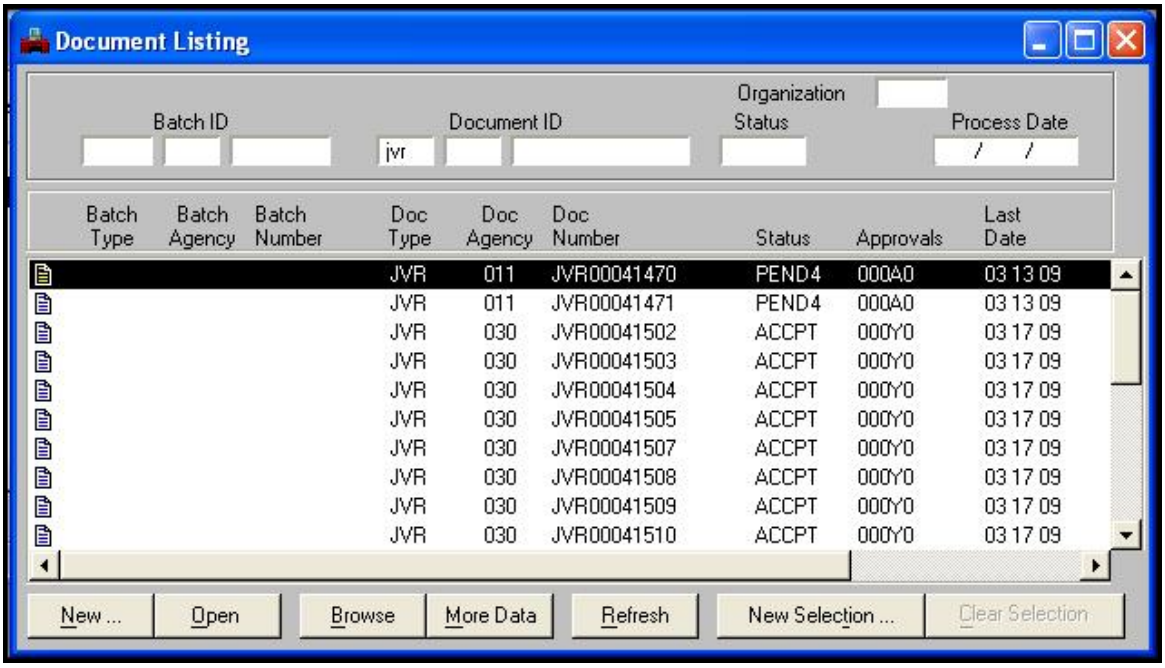




When searching the Approval Log (ALOG) table, enter the transaction code in the Batch ID box, tab and then enter your 3-digit agency number. Tab over to the Document ID section on the right side and enter the transaction code again. Tab over and enter the 3-digit agency number. Tab again and enter the document id number. Display: Browse Data or (F4).

Document Listing (SUSF)

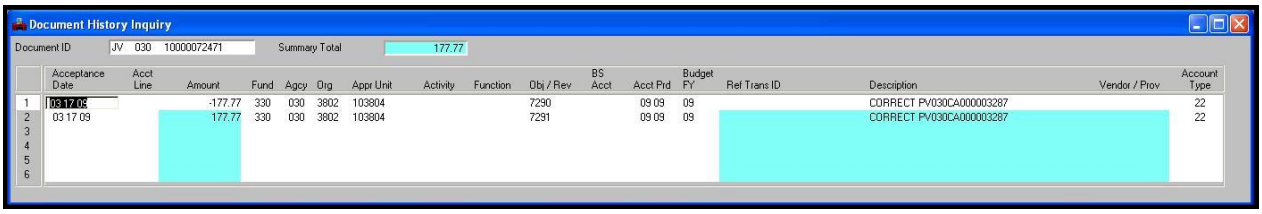




Document Listing (SUSF) is a temporary holding file. It lists all unprocessed documents entered into the system and documents accepted and processed the previous day. SUSF is updated in real time. Accepted documents remain on SUSF for 24 hours. The JVD or JVR is listed as a JVD or JVR on the SUSF table.

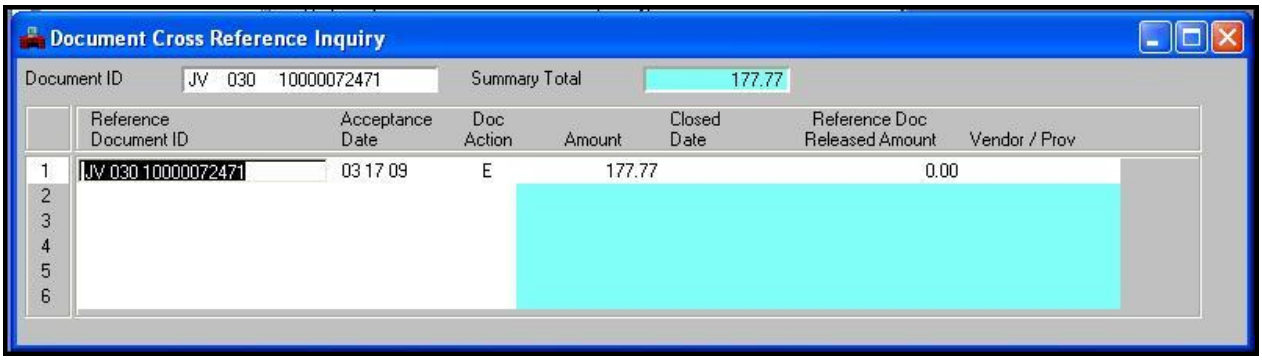
JVDs and JVRs are listed as a JV in all other tables.

Document History Inquiry (DHIS)



The Document History Inquiry (DHIS) table displays all accounting events for the document entered in the Document ID field. Document History is updated in the nightly cycle.

Document Cross Reference Inquiry (DXRF)



The Document Cross Reference Inquiry (DXRF) table displays all documents that have processed in the system which are associated with a specific document. Document Cross Reference is updated in the nightly cycle.

ADVANTAGE Tutorials

If you would like to view tutorials for common error messages in ADVANTAGE, how do I create a cash receipt, payment voucher or journal voucher, etc. Navigate to the Training page of the Administrative Services Division site at**:** **http://adminsvcs.nv.gov/Training/ADVANTAGE-Tutorials/**

Select the needed tutorial. Most have a downloadable PDF document at the end that you can print out and use as reference material in the future.