

ADVANTAGE FINANCIAL TRAINING



This class is provided by the Administrative Services Division
of the Department of Administration.

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Class Outline

Contents

WHAT IS ADVANTAGE?	4
NAVIGATION OVERVIEW	4
ADVANTAGE Hours of Operation.....	4
State Controller’s Office Intranet Site	4
Financial Help Desk.....	4
SNAP Manuals.....	5
ADVANTAGE Access	5
User IDs.....	5
What does a User ID do?	5
Password Parameters	5
Compromising your User ID	6
Be Aware	6
Security.....	6
State Financial System.....	6
The Payment Process.....	7
Are you on the mailing list?.....	7
Some Accounting Vocabulary.....	8
State of Nevada Account Coding	8
General Ledger and Account Types.....	8
Document Processing	9
Document Numbers.....	9
The ADVANTAGE Desktop.....	10
ADVANTAGE Tables.....	11
What do Tables do?	11
Multiple-Entry Windows	11
Single-Entry Windows.....	12
What happened to my document?.....	13
Document Listing (SUSF).....	13
Searching SUSF by Document Number.....	14
Searching for Documents in SUSF	15
Using the New Selection Button	16
Understanding SUSF	17
Required Levels of Approval	18
What approvals are on my document?.....	18
SCHED vs. ACCPT	19
Anatomy of a Document.....	20
The Status Bar	21
Document Error Codes	21
Document Error Codes	22

Edit: Go To Line.....	22
Navigation Hands on Exercises.....	23
CASH RECEIPTS OVERVIEW	29
What do Cash Receipts do?	29
Types of Deposits	29
Deposit Policies - State of Nevada/Bank.....	29
Deposit Policies – State Controller’s Office/ADVANTAGE	29
Most Important!	30
To Create a Cash Receipt (CR).....	30
The Completed CR Header	31
Accounting View:.....	31
All Attributes View:.....	32
Editing the Cash Receipt:.....	32
Searching for a Cash Receipt	33
Nevada Electronic Treasury.....	34
Document History Inquiry.....	36
CASH RECEIPTS HANDS-ON EXERCISES	37
Class Example #1 – Deposit to a Revenue	37
Copying a Document.....	38
Class Example #2 – Deposit to a Revenue	39
Class Example #3 – Reduction to an Expenditure	40
PAYMENT VOUCHERS OVERVIEW.....	43
What do payment vouchers do?	43
Controller’s Office Policy on Payment Vouchers.....	43
Vendors	43
How do you become a vendor?.....	43
Vendor Registration Forms	43
What do our Vendor numbers look like?	44
How are Vendors Paid?	44
Vendor Tables in ADVANTAGE.....	45
How do I locate a Vendor?.....	45
What is an address indicator?	45
Vendor (1 of 2) (VEN2).....	46
Vendor Text (VTEXT)	47
To Create an Easy Payment Voucher (PVE)	48
The Completed PVE.....	49
Header.....	49
Payment Options.....	49
Detail Lines.....	50
Description Field on Payment Vouchers.....	50
Adding the Additional Description Field.....	51
Example of Multiple Additional Descriptions	52
Before applying approval:	52
Editing the PVE:.....	53

Approvals.....	53
Creating Additional Documents	54
Error Message: Vendor on Hold.....	54
Accounting Periods	55
Special Handling	57
Check (AD-Automatic Disbursement).....	58
Direct Deposit Advice (EFT payment).....	60
Direct Deposit Advice via E-Mail (EFT payment).....	61
Searching for a PVE.....	62
Using the Approval Log (ALOG) Table.....	63
Warrant Reconciliation (1 of 2) (WREC).....	65
Nevada Electronic Treasury.....	66
PAYMENT VOUCHER HANDS-ON EXERCISES	68
Practice Payment Voucher	68
JOURNAL VOUCHERS OVERVIEW	71
What do Journal Vouchers do?	71
Policies for Journal Vouchers.....	71
Journal Voucher Date of Record	71
Changing an Object Code or Expense GL.....	72
7 Easy Steps to a Correcting JVD or JVR.....	72
Guidelines for Documents to be submitted to the Controller’s Office	78
To Create a Decentralized Journal Voucher (JVD).....	79
The Completed JVD	80
Header:.....	80
Detail Lines:.....	80
Approvals.....	81
When to use a Restricted Journal Voucher (JVR)	82
TO CREATE A RESTRICTED JOURNAL VOUCHER (JVR)	82
The Completed JVR.....	83
Header:.....	83
Detail Lines:.....	83
Approvals.....	84
JOURNAL VOUCHER HANDS-ON EXERCISES.....	85
Practice Decentralized Journal Voucher (JVD).....	85
Practice Restricted Journal Voucher (JVR)	87

ADVANTAGE Financial Training

WHAT IS ADVANTAGE?

ADVANTAGE - The software program used to record financial transactions.

Application ID – (fSCO) Financial System Controller’s Office

IFS - Integrated Financial System includes ADVANTAGE, DAWN, Vista Plus and Discoverer.

- ❖ ADVANTAGE is a dynamic system
- ❖ Paperwork does not leave your agency
- ❖ 24-hour turnaround
- ❖ Documents can be viewed on-line after they process through the nightly cycle

NAVIGATION OVERVIEW

- ❖ ADVANTAGE User Manuals
- ❖ User IDs, passwords and security
- ❖ State Financial System
- ❖ ADVANTAGE Financial Software
 - Software overview and software hands on

ADVANTAGE Hours of Operation

- ❖ ADVANTAGE is available Monday through Friday 6:00AM- 6:00PM.
- ❖ ADVANTAGE may be taken down for maintenance on weekends, sometimes without notice to users.
- ❖ Work on ADVANTAGE on the weekend at your own risk.

State Controller’s Office Intranet Site

Need information about ADVANTAGE, DAWN, Discoverer or Vista Plus? Need forms or information about other items within the State Controller’s Office? Navigate to the State Controller’s Office intranet site at:

<http://intra.ktl.nv.gov/intranet/index.html>

Financial Help Desk

If you need help with ADVANTAGE, DAWN, Discoverer or Vista Plus, please contact the State Controller’s Office Financial Help desk at (775) 684-5654 or finhelpdesk@controller.state.nv.us

SNAP Manuals

State of Nevada ADVANTAGE Procedures include:

- ADVANTAGE Navigation
- Cash Receipts
- Easy Payment Vouchers & Payment Vouchers
- Decentralized & Restricted Journal Vouchers
- DAWN Basic Navigation

Each agency has hard copies of the SNAP manuals. Revision dates can be located in lower right hand corner of the manual. Updated versions of manuals are available on line at:

http://intra.ktl.nv.gov/intranet/HelpDesk/HD_Financial_User_Manuals.html

ADVANTAGE Access

Users of the ADVANTAGE Financial System are required to the ADVANTAGE Financial Training class **prior** to receiving their User ID and password. However, they must also complete and submit the User Establishment Form. ADVANTAGE users are also required to complete ADVANTAGE Recertification Training every two years after their initial training class.

User IDs

- ❖ Required to get into ADVANTAGE
- ❖ User Establishment Form available on the State Controller's Office intranet site.
- ❖ Complete and return the original document to the State Controller's Office including a security phrase.
- ❖ The Financial Help Desk at the State Controller's Office will walk you through signing on to ADVANTAGE for the first time.

What does a User ID do?

ADVANTAGE users are assigned profiles based on the agency and level of approvals. ADVANTAGE allows 3 unsuccessful tries when logging in before locking the user out of the program. Contact the Financial Help Desk for a password re-set.

Password Parameters

Passwords need to be:

- ❖ All lower case;
- ❖ Between 6-8 characters;
- ❖ Letters, numbers or a combination of the two;
- ❖ No capitals or special characters.

Compromising your User ID

- ❖ Sharing of User IDs and passwords among employees is considered fraud against the State of Nevada.
- ❖ Employees can be held financially responsible.
- ❖ Sharing is grounds for disciplinary action against the agency head and/or the employee.

Read the full Policy on Establishment and Maintenance of User Id's located on the State Controller's intranet site at: http://intra.ktl.nv.gov/intranet/AgencyServices/AS_System_Administration.html

Be Aware

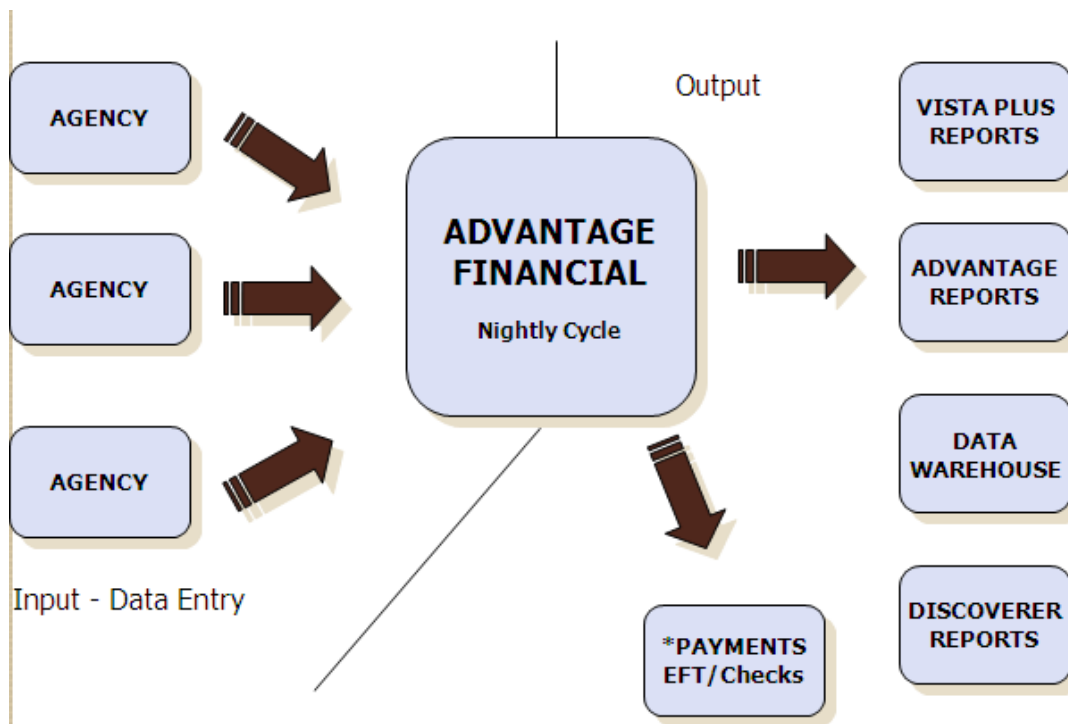
- ❖ Electronic approvals are the same as a physical signature
- ❖ **Do not** share your password with anyone.
- ❖ Change your password if you think someone else knows it.
- ❖ Log out of ADVANTAGE when leaving your desk or use a password protected screen saver.

Security

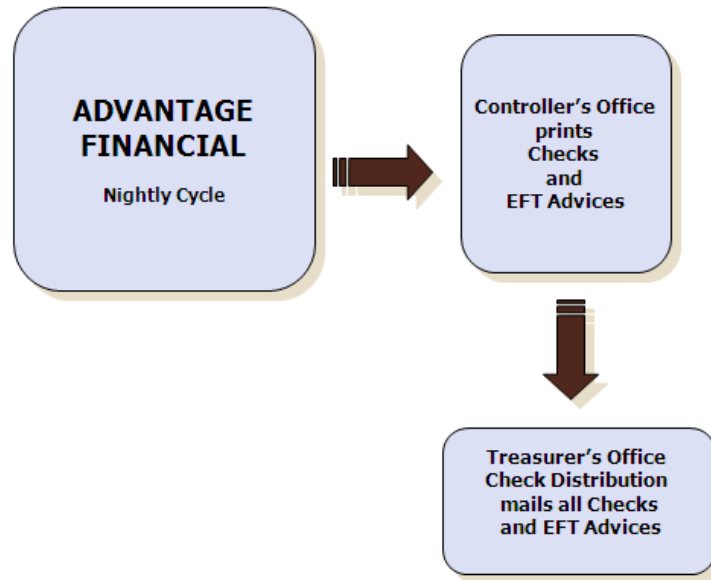
Users will be **logged out** after 30 minutes if activity in the application is not detected.

- Process: Edit regularly

State Financial System



The Payment Process



Are you on the mailing list?

The State Controller's Office Financial Help Desk will notify agency contacts regarding:

- ❖ System availability
- ❖ Vendor updates
- ❖ State Controller's Office Accounting Policies & Procedures
- ❖ Financial Connections Newsletters

Contact the State Controller's Office Financial Help Desk directly to be added to their e-mail distribution list at (775) 684-5654 or finhelpdesk@controller.state.nv.us

Some Accounting Vocabulary

Account Coding - Series of numbers that creates a pathway to a “bucket” of money

State of Nevada Account Coding

Fund - 3 digits, set of accounts used for a specific purpose

Agency - 3 digits, each agency is unique

Organization - 4 characters, divisions of agencies, physical or organizational

Appropriation Unit - 6 digits, combination of an agency budget account and category. Level at which agency is budgeted

Budget Account - 4 digits, unique to an agency

Category - 2 digits, common to all agencies

Job Number - funds that must be tracked separately

General Ledger (GL) - 4 digits, divided into balance sheet accounts, revenues and expenditures, common to all agencies.

General Ledger and Account Types

Account Types - Coding used in ADVANTAGE for type of transaction; important when doing research in DAWN.

ADVANTAGE GLs have 3 different designations:

Revenue Source (revenue GL) - Records revenues

Revenue	3000-4999	Account Type 31
---------	-----------	-----------------

Object Codes (expense GL) - Records expenditures

Pre-Encumbrance	5000-9999	Account Type 20
-----------------	-----------	-----------------

Encumbrance	5000-9999	Account Type 21
-------------	-----------	-----------------

Expense/Expenditure	5000-9999	Account Type 22
---------------------	-----------	-----------------

Balance Sheet Accounts – Used to record cash, assets and liabilities

Assets	1000-2999	Account Type 01
--------	-----------	-----------------

Liability	2000-2399	Account Type 02
-----------	-----------	-----------------

Fund Balance	2400-2999	Account Type 03
--------------	-----------	-----------------

The State of Nevada uses a double-entry accounting system, requiring a balancing debits and credits.

Most often users enter only one side of the transaction (usually expenditure or revenue) and the system infers the other side using the balance sheet accounts.

Document Processing

Documents processed at the agency:

Cash Receipts (CR) - Records deposits

Payment Vouchers (PV, PVE) - Records expenditures and generates checks/EFTs

Journal Vouchers (JVD, JVR) - Records corrections/reallocations

Requisitions (RX, RXQ) and Receivers (RC) - Records purchases and receipt of goods

Fixed Assets (FA) - Records inventory

Documents processed at the Controller's Office:

Billing Claims - Records revenues/expenditures between agencies

Some JVs - Records corrections/reallocations

Work Programs - Records appropriations and changes at budget level

Contact the Purchasing division of the Department of Administration directly at (775) 684-0170 regarding assistance with requisitions, receivers or fixed assets or training classes for those procedures.

Document Numbers

Document ID is made up of 3 parts:

- ❖ Document type or transaction code
- ❖ Agency
- ❖ Unique document number (up to 11 characters maximum). Special characters cannot be used.

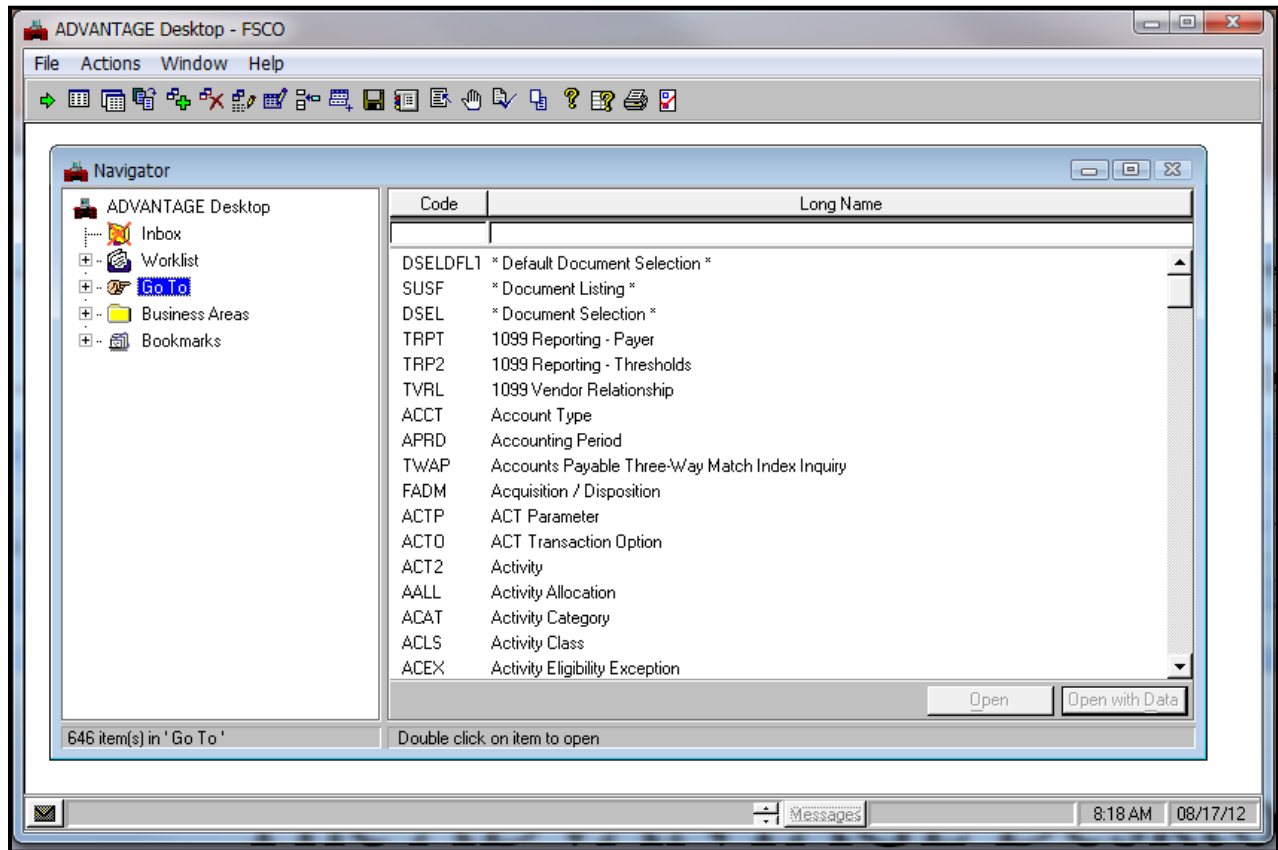
<u>Document Types</u>	<u>Agency</u>	<u>Unique Document Number</u>
Cash Receipts (CR)	XXX	Deposit slip number
Payment Vouchers (PV/PVE)	XXX	Auto document numbering or agency assigned
Journal Vouchers (JVD/JVR)	XXX	Auto document numbering or agency assigned
Receivers (RC)	XXX	Auto document numbering or agency assigned
Requisitions (RXXQ)	XXX	Assigned
Live/Paper Checks (AD)		System assigned
Electronic Funds Transfers (EF)		System assigned

The ADVANTAGE Desktop

Title Bar - Displays name of the application

Menu Bar - Changes with each document or table

Tool Bar - Displays mouse-click icons



Navigator Window:

Left pane - Functions available in ADVANTAGE

Right pane - All documents and tables available on ADVANTAGE

Single-click the **Go To** hand  to open the list of tables and documents in ADVANTAGE.

ADVANTAGE Tables

What do Tables do?

Organize related information – organizes information into manageable bites

Validate information – validates information we enter into our documents, i.e. vendors, account coding, etc.

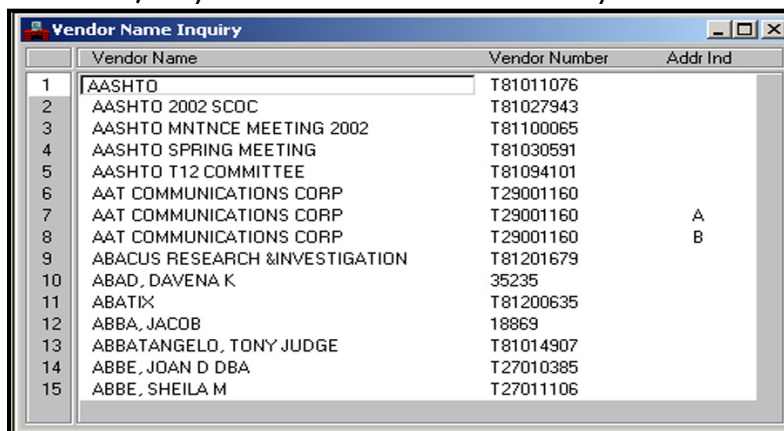
Provide inquiry information – provides information about vendors and/or transactions

Populate additional information – infers information, i.e. vendor number in a PVE populates the vendors address, etc.

Set system options and controls – sets system controls regarding profiles, offsetting the double entry accounting controls, etc.

Multiple-Entry Windows

Displays multiple entries per window, very little information for each entry.



	Vendor Name	Vendor Number	Addr Ind
1	AASHTO	T81011076	
2	AASHTO 2002 SCOC	T81027943	
3	AASHTO MNTNCE MEETING 2002	T81100065	
4	AASHTO SPRING MEETING	T81030591	
5	AASHTO T12 COMMITTEE	T81094101	
6	AAT COMMUNICATIONS CORP	T29001160	
7	AAT COMMUNICATIONS CORP	T29001160	A
8	AAT COMMUNICATIONS CORP	T29001160	B
9	ABACUS RESEARCH & INVESTIGATION	T81201679	
10	ABAD, DAVENA K	35235	
11	ABATIX	T81200635	
12	ABBA, JACOB	18869	
13	ABBATANGELO, TONY JUDGE	T81014907	
14	ABBE, JOAN D DBA	T27010385	
15	ABBE, SHEILA M	T27011106	

Single-Entry Windows

One entry per window, lots of information, organized on tabs.

The screenshot shows a window titled "Vendor (1 of 2)". At the top, there are fields for "Vendor" (1111111111), "Vendor Type" (circled in red), "Misc Vendor Indicator" (N), "Text Flag" (checkbox), and "Last Action Date" (06 / 09 / 03). Below this are two tabs: "General Information" (selected) and "Payment Information". The "General Information" tab contains a "Vendor Name and Address" section with fields for Name (RABBIT, PETER), Address (1234 BEAR RD), City (SUNNYVILLE), State (CA), and Zip (99999). There is also an "Alternate Name" section with three redacted fields. Other fields include E-Mail Address, Contact, W-9 Date, Comment, E-Mail Advice (checkbox), Vendor Fax, Vendor Phone, and Single Check Requested (checkbox).

The screenshot shows the same "Vendor (1 of 2)" window, but with the "Payment Information" tab selected. The "Vendor" and "Vendor Type" fields are visible at the top, with "Vendor Type" circled in red. The "Payment Information" section includes a "Payment Hold Indicator" (Processes as Normal), "EFT Status" (Not Eligible for EFT), "Calendar YTD Amount" (0.00), "Fiscal Year YTD Amount" (0.00), "Scheduled Payment Day" (checkbox), "Application Type" (checkbox), "Prior Calendar Year Amount" (0.00), and "Prior Fiscal Year Amount" (0.00).

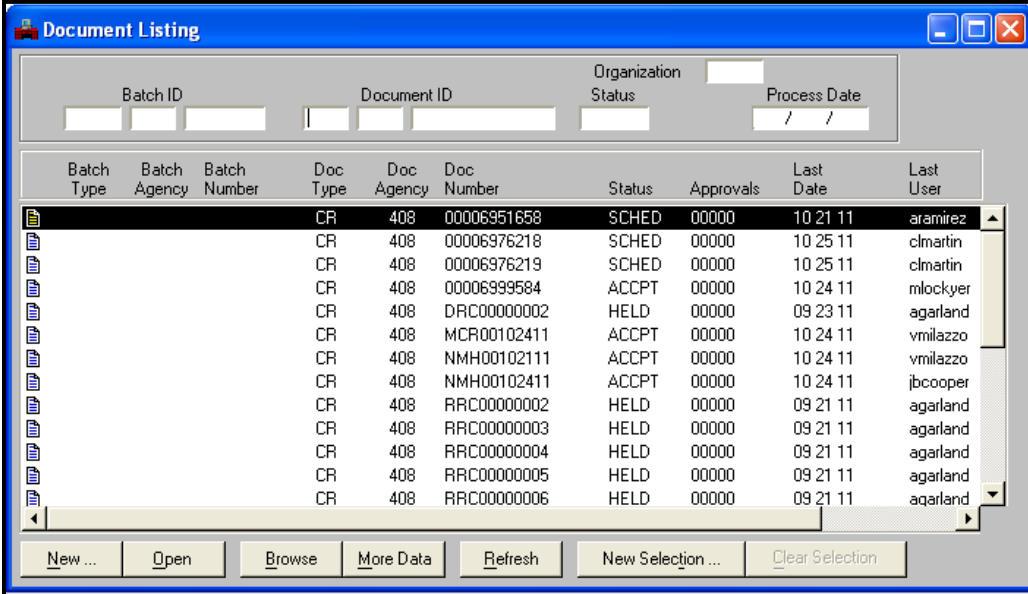
What happened to my document?

Where do I find my document after I enter it into ADVANTAGE?

Document Listing (SUSF)

SUSF displays:

- ❖ 30 Documents at a time, in order by document type
- ❖ Documents for user's assigned agency/profile only
- ❖ Documents ready to process through the nightly cycle
- ❖ Documents in need of corrections or approvals



The screenshot shows a window titled "Document Listing" with a search filter area at the top and a table of document records below. The search filter includes fields for Batch ID, Document ID, Organization, Status, and Process Date. The table has columns for Batch Type, Batch Agency, Batch Number, Doc Type, Doc Agency, Doc Number, Status, Approvals, Last Date, and Last User. The records are sorted by document type (CR) and agency (408).

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User
			CR	408	00006951658	SCHED	00000	10 21 11	aramirez
			CR	408	00006976218	SCHED	00000	10 25 11	clmartin
			CR	408	00006976219	SCHED	00000	10 25 11	clmartin
			CR	408	00006999584	ACCPY	00000	10 24 11	mlockyer
			CR	408	DRC00000002	HELD	00000	09 23 11	agarland
			CR	408	MCR00102411	ACCPY	00000	10 24 11	vmilazzo
			CR	408	NMH00102111	ACCPY	00000	10 24 11	vmilazzo
			CR	408	NMH00102411	ACCPY	00000	10 24 11	jbcooper
			CR	408	RRC00000002	HELD	00000	09 21 11	agarland
			CR	408	RRC00000003	HELD	00000	09 21 11	agarland
			CR	408	RRC00000004	HELD	00000	09 21 11	agarland
			CR	408	RRC00000005	HELD	00000	09 21 11	agarland
			CR	408	RRC00000006	HELD	00000	09 21 11	agarland

Keep in mind!

The **Document Listing (SUSF)** table is a temporary holding area for all documents. Documents will stay in the SUSF table until they have successfully processed through a nightly cycle and then one additional business day.

Searching SUSF by Document Number

Open **Document Listing (SUSF)** from the Navigator window. Use all or part of the document ID and/or the document status to search for a document.

To search by complete document number, enter the 2 or 3-letter document type in first field, the agency number in the second field and the unique document number in the third field. Select **Display: Browse Data (F4)**. The document you are searching for will be located at the top of the list. For this exercise, let's browse document **PVE 901 0000002399**.

The screenshot shows the 'Document Listing' window with the following search criteria: Batch ID (empty), Document ID (PVE 901 0000002399), Organization Status (empty), and Process Date (empty). The search results table is as follows:

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User	Process Date
PVE	901	0000002399	ACCPT	00YY0	08 04 08	ccspencer				
PVE	901	0000002400	ACCPT	00YY0	08 04 08	ccspencer				
PVE	901	0000002401	ACCPT	00YY0	07 02 09	ccspencer				
PVE	901	0000002405	ACCPT	00YY0	07 02 09	ccspencer				
RB	084	FT04BUDGETB	ACCPT	00YYY	07 03 03	mrempe				
RB	084	FY03BUDGETB	ACCPT	00YYY	07 19 02	mrempe				
RB	084	FY05BUDGETB	ACCPT	00YYY	07 06 04	mrempe				
RB	084	FY06BUDGETB	ACCPT	00YYY	07 11 05	mrempe				
RB	084	FY07BUDGETB	ACCPT	00YYY	07 18 06	mrempe				
RB	084	FY08BUDGETB	ACCPT	00YYY	07 05 07	mrempe				
RB	084	FY09BUDGETB	ACCPT	00YYY	07 09 08	trng01				
RB	084	FY10BUDGETB	ACCPT	00YYY	07 02 09	ccspencer				
RB	901	FY03BUDGETA	ACCPT	00YYY	07 19 02	mrempe				
RB	901	FY04BUDGETA	ACCPT	00YYY	07 03 03	mrempe				
RB	901	FY05BUDGETA	ACCPT	00YYY	07 06 04	mrempe				
RB	901	FY06BUDGETA	ACCPT	00YYY	07 11 05	mrempe				

The screenshot shows the 'Batch' window for document PVE 901 0000002399. The document is highlighted in the list. The window displays the following information:

Batch: Document: PVE 901 0000002399

Date of Record: 08 / 04 / 08 Accounting Period: 01 / 09 Budget FY: 09 Text Flag:

Document Total: 4,200.00 Calculated Total: 4,200.00

Vendor Code: PUR0000006

Vendor Name: UNITED RENTALS

Vendor Address: 4820 IDAHO STREET
ELKO NV 89801

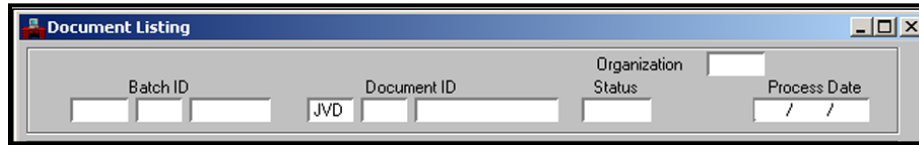
Payment Options:
 Single Check: No Check Cat: DO
 EFT Indicator: No App Type:
 Scheduled Pay Date: / /

Line	Fund	Agency	Org / Sub	Appr Unit	Activity	Function	Object / Sub	Rev	Job Number	Invoice
01	101	901	0501 /	326904			7065 /		96001D0	
Description								Amount	4,200.00	<input checked="" type="radio"/> Inc <input type="radio"/> Dec

To open the document, double click the highlighted document or click on **Open**.

Searching for Documents in SUSF

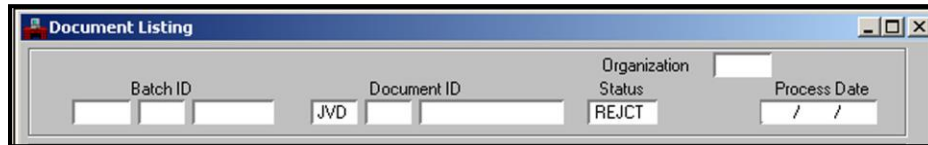
To search by document type, enter 2 or 3-letter document type in first field. Select **Display: Browse Data** or **(F4)**.



The screenshot shows a window titled "Document Listing" with a search form. The form contains the following fields and values:

Batch ID	Document ID	Organization	Status	Process Date
<input type="text"/>	JVD <input type="text"/>	<input type="text"/>	<input type="text"/>	/ /

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



The screenshot shows the same "Document Listing" window, but with the "Status" field populated with the value "REJECT".

Batch ID	Document ID	Organization	Status	Process Date
<input type="text"/>	JVD <input type="text"/>	<input type="text"/>	REJECT	/ /

Using the New Selection Button

Using the **New Selection** button in the **Document Listing (SUSF)** table allows users to search for documents by document type, approval levels, document status, latest date, initial user or latest user. The New Selection button is a great tool!

Select the **New Selection** button.

The screenshot illustrates the workflow for using the 'New Selection' button. It shows three main components:

- Document Listing (SUSF) Table:** A table with columns for Batch ID, Document ID, Organization, Status, and Process Date. The table contains two rows of data:

Batch ID	Document ID	Organization	Status	Process Date

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User
			PVE	060	DEBT0000606	PEND4	00YA0	10 03 11	jponte
			PVE	060	KT000003196	PEND4	00YA0	10 21 11	jrobbins

- Document Selection Dialog:** A dialog box with fields for Agency(ies) (060), Document Type(s) (PVE), Approvals (checkboxes 1-5), Status(es) (PEND4), Latest Date, Initial User ID(s), and Latest User ID(s). Buttons include Find, Validate, Save, Load, Clear, and Cancel.
- Select Choices Dialog:** A dialog box with 'Available Choices' (including Easy Payment Voucher), 'View by' (Name/Code), and 'Selected Choices' (Easy Payment Voucher). Buttons include Add, Add All, Remove, and Remove All.

Arrows indicate the flow from the 'New Selection' button in the top toolbar to the 'Document Selection' dialog, and from the 'Easy Payment Voucher' in the 'Available Choices' list to the 'Selected Choices' list.

For the search criteria entered above, the outcome would list all PVE's for agency 060 that are in PEND4 status. Remember that user IDs are case sensitive so if you are searching by user, you must use lower case.

Understanding SUSF

Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User	Process Date
AP	334	C15280B	ACCPT	00YYY	06 02 09	pgandhi	
AP	650	C15280A	ACCPT	00YYY	06 02 09	pgandhi	
AP	690	HR0007	ACCPT	00YYY	06 01 09	haley	

Document statuses are:

- ❖ **PENDX** - Waiting for approval (the X represents the next required approval level)
- ❖ **REJCT** - Rejected and waiting for correction
- ❖ **HELD** - Held by the user (to remove hold, re-edit document)
- ❖ **SCHED** - Scheduled for processing in nightly cycle
- ❖ **ACCPT** - Has processed and is posted on the ledgers
- ❖ **DELET** - Deleted by the user

Approvals – different documents require different levels of approval. SUSF displays applied approvals and pending approvals on a document. Each position of the graphic represents a different level of approval.

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

Required Levels of Approval

Document Type	Required Approvals	Approvals in SUSF
Cash Receipt (CR)	Requires no approvals	00000
Payment Voucher (PV)	PEND3 & PEND4	00AA0
Easy Payment Voucher (PVE)	PEND3 & PEND4	00AA0
Decentralized Journal Voucher (JVD)	PEND3, PEND4 & PEND5	00AAA
Restricted Journal Voucher (JVR)	PEND4 only	000A0
Quick Requisition (RXQ)	Depends on type	Depends on type

What approvals are on my document?

Example below is based on a payment voucher:

Status	Approvals	Explanation
PEND3	00AA0	Document is awaiting level 3 and level 4 approvals, as indicated by the "a"s in the 3rd and 4th positions.
PEND4	00YA0	Document has level 3 approval, as indicated by the "Y" in the 3rd position, and is awaiting level 4 approval.
SCHED	00YY0	Document has both required approvals and is ready to go through the nightly cycle.
ACCPT	00YY0	Document has gone through the nightly cycle.
PEND3	00AY0	Document has the level 4 approval and is awaiting level 3 approval.

SCHEDED vs. ACCPT

What is the difference between **Scheduled** and **Accepted** Documents?

A document with all required approvals applied which has not been run, is in **SCHEDED** status on **Document Listing (SUSF)** and will process in the nightly cycle. Changes can be made to a document in **SCHEDED** status once all approvals have been removed. It is possible for a document in **SCHEDED** 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. 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 **SCHEDED** and **ACCPT** 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.

Last Date/Last User

Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User	Process Date
AP	334	C15280B	ACCPT	00rYY	06 02 09	pgandhi	
AP	650	C15280A	ACCPT	00rYY	06 02 09	pgandhi	
AP	690	HR0007	ACCPT	00rYY	06 01 09	hrley	

Last User - Displays the user ID of the last person to make a change to this document.

Last Date - Displays the date the document was last changed.

Document Listing (SUSF) is a snapshot in time. Users must “Refresh” before they can view any changes made to the document list.



Anatomy of a Document

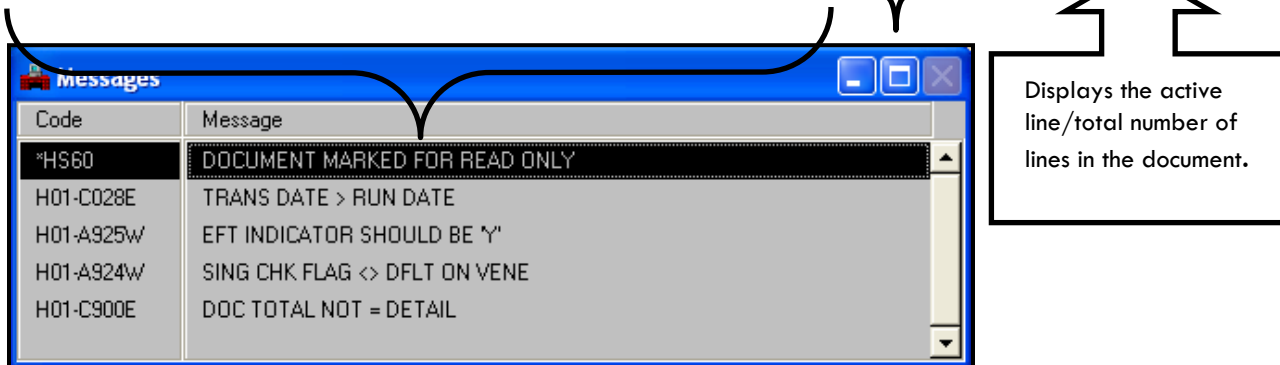
Always record your document number on your back up documentation.

The screenshot shows a software window titled "Batch: Document: PVE 999 00000002427". The window is divided into several sections:

- Title Bar:** Contains the window title and standard minimize, maximize, and close buttons.
- Header:** Includes fields for "Date of Record", "Accounting Period", "Budget FY", and "Text Flag". Below these are "Document Total" and "Calculated Total" fields. Further down are "Vendor Code", "Vendor Name", and "Vendor Address" fields. A "Payment Options" section contains "Single Check" (Default), "Check Cat", "EFT Indicator" (Default), "App Type", and "Scheduled Pay Date" fields.
- Line Details:** A table with columns: Line, Fund, Agency, Org / Sub, Appr Unit, Activity, Function, Object / Sub, Rev, Job Number, Rept Cat. The first row is highlighted in cyan and contains the text "Invoice" and "Desc". Below the table are "Amt" and "Inc / Dec" radio buttons.
- Status Bar:** Located at the bottom, it shows "Message", "Status: NEW", "Ln 1/1", "9:31 AM", and "06/23/14".

The Status Bar

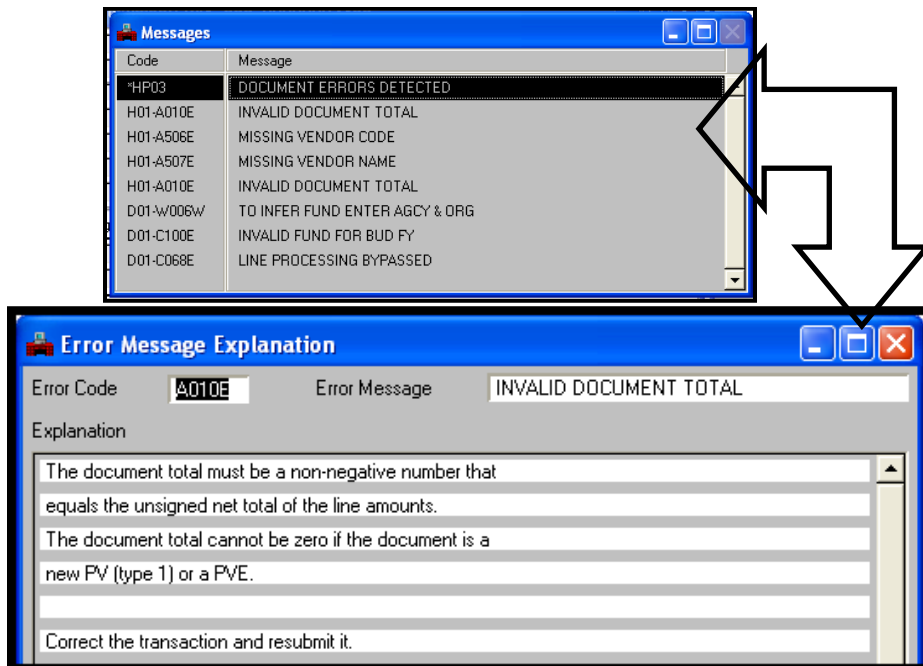
Click on the message button to display messages.



The active live is also designated on your document by having a dark box outline around that particular line.

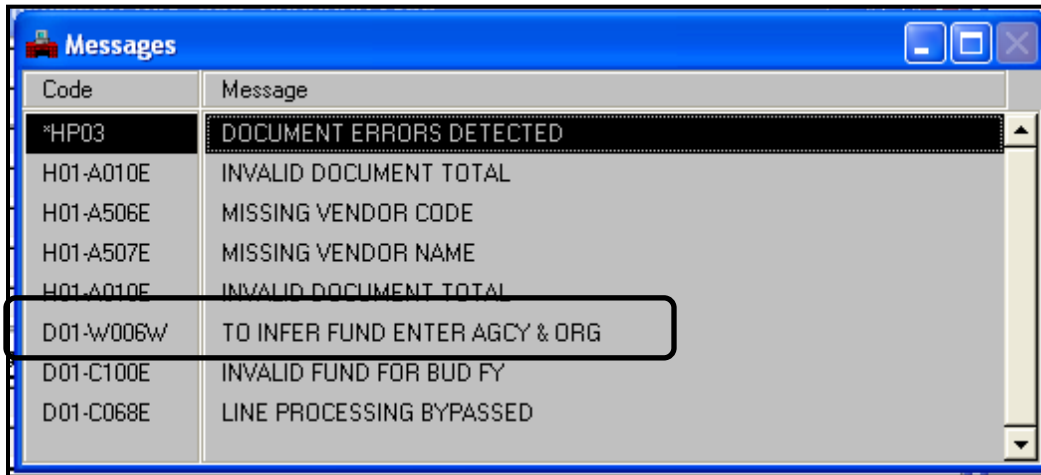
Document Error Codes

Double click error message to view expanded explanation.



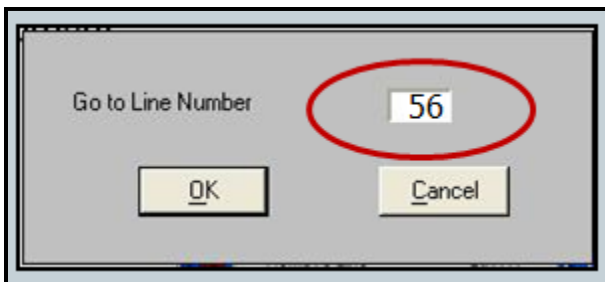
Document Error Codes

- H** The error is in the header.
- D** The error is in a line details. The numbers next to the **D** indicate the line associated with the error. For Example: The code for the error displayed below, **To Infer Fund Enter Agcy & Org** begins with **D01**, which means the error is on line #1.
- E** This error causes a document to reject.
- I** Informational, may or may not cause rejection.
- W** Warning, warns this is not the usual procedure.
- O** Override. Requires a State Controller's Office accountant to override.



Edit: Go To Line

How do I find the line with the error on it when I have lots of lines and the error messages is referring to line 56?



Entering a specific detail line number in the **Go to Line Number** box will take you directly to that line in your document saving you lots of time!

Navigation Hands on Exercises

Signing in to ADVANTAGE:

Double-click on the ADVANTAGE icon. It is the red desk icon on your desktop.

Enter **fscotr** in the **Application ID** and **Verify Appl ID** fields of the window. This is the application ID for the training environment only.

A dialog box titled "Select Application" with a blue header. It contains two text input fields: "Application ID" and "Verify Appl ID", both containing the text "fscotr". Below the fields are "OK" and "Cancel" buttons. At the bottom, a cyan bar contains the text "Enter Application ID and Verify.".

Select Application	
Application ID	fscotr
Verify Appl ID	fscotr
OK	Cancel
Enter Application ID and Verify.	

After training, the application ID will be **fsc0**.

- Enter the **user ID** from the label of the ADVANTAGE log in card in the user ID field of the **Front-end Security** window.
- Enter the password from the label in the password field.

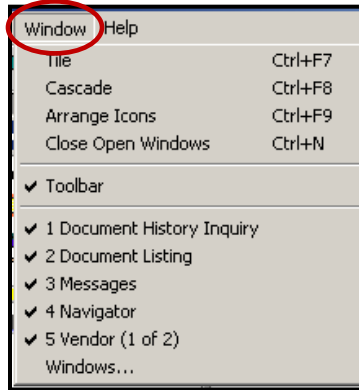
User IDs and passwords are case sensitive-the CAPS-lock key must be turned off.

A dialog box titled "ADVANTAGE Front-end Security" with a blue header. It has a cyan bar with "Financial Functions" text. Below is a "User ID" field with "trng00" and a "Password" field with "xxxxxx". At the bottom are "OK", "Cancel", and "Change Password" buttons. A cyan bar at the very bottom contains the text "Enter user id and password.".

ADVANTAGE Front-end Security		
Financial Functions		
User ID	trng00	
Password	xxxxxx	
OK	Cancel	Change Password
Enter user id and password.		

Using Window on the Menu Bar:

Use **Window** on the menu bar to manage open windows.



Tile/Cascade - Select arrangement for open windows.

The lower section of the drop-down - Displays a list of all windows currently open.

Close Open Windows or (**Ctrl + N**) - Closes all the windows with one click. Especially important when closing the ADVANTAGE application to avoid “**document in use**” errors.

From the Window drop-down open and minimize the following tables:

- Vendor Name Inquiry (VNAM)
- Vendor (1 of 2) (VEN2)
- Document History Inquiry (DHIS)
- Document Listing (SUSF)
-

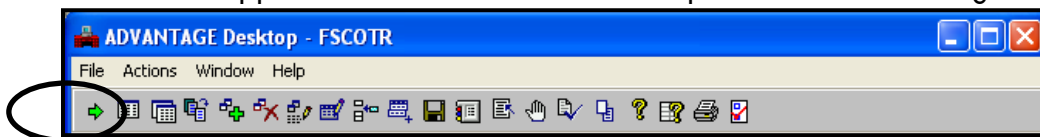
Make sure that you close all open windows and/or documents prior to logging out of the ADVANTAGE program.

To Open a Table:

Use the **Long Name** or **Code** to search for a table.



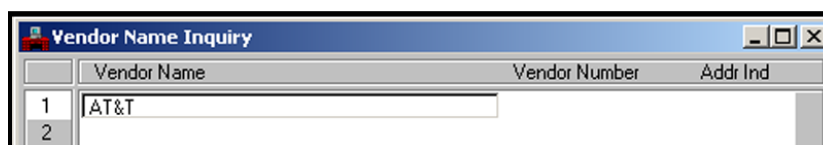
Select the green arrow on the upper left hand corner of the desktop to return to the Navigator window.



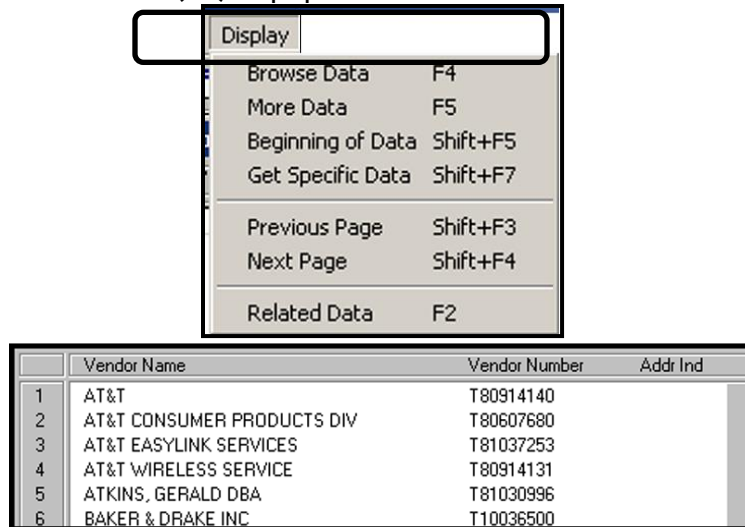
Browsing for Data:

In the Navigation window, enter VNAM in the code field and hit enter or select the open button. The **Vendor Name Inquiry (VNAM)** table will open. **Vendor Name Inquiry (VNAM)** is an alphabetic list of vendors and displays 15 entries per page.

- Enter **AT&T** in the **vendor name** field (key field). (You must use **ALL CAPS** when browsing vendor tables).



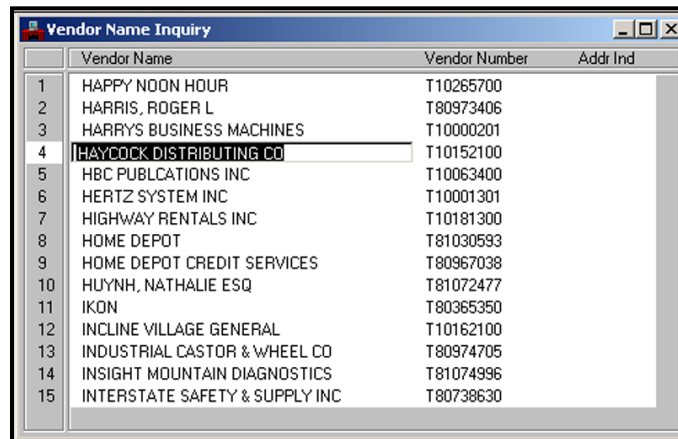
- Select **Display: Browse Data** or (**F4**) to populate the table.



- 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, also called leafing.

To find another vendor - Corporate Express:

- Select **Window: Clear Window** or (**Ctrl + W**) Clears the information in the window. For a cleaner or more accurate search, use clean window for each new search on a table.
- Enter **CORP** in the vendor name field (do not complete the name).
- Select **Display: Browse Data** or (**F4**) to find the item.
- To go to the next page select **Display: More Data** or (**F5**). Do this several times.



- Select **Display: Beginning of Data**.
- Select **Display: Previous Page**.
- Select any vendor on the page.
- Select **Display: Related Data** or (**F2**). This is the **Vendor (1 of 2) (VEN2)** table. The table populates with the vendor information for the vendor that was selected on the VNAM table.

Searching for an individual in the Vendor Tables:

You must enter their last name, comma, space, first name.

Vendor (1 of 2)

Vendor: T10152100
 Vendor Type: Misc Vendor Indicator: N
 Last Action Date: 10 / 04 / 00

General Information | Payment Information

Vendor Name and Address: Name: HAYCOCK DISTRIBUTING CO, Address: PO BOX 340, City: LAS VEGAS, State: NV, Zip: 89125-0340

Alternate Name: [Redacted]

E-Mail Address: [Redacted] E-Mail Advice: []
 Contact: [Redacted] Vendor Fax: [Redacted]
 W-9 Date: [Redacted] Vendor Phone: 7023824315
 Comment: [Redacted] Single Check Requested: []

- Select **Window: Clear Window.**
- Enter **T81009160** in the vendor number field of the **Vendor (1 of 2) (VEN2)** table.
- Select **Display: Browse Data** or **(F4).**
- Select **Window: Clear Window.**

Note: If ADVANTAGE cannot locate an entry to match the information entered in the key fields, it will cycle through to the next valid value either alphabetically or numerically.

Searching Document History Inquiry (DHIS) or Document Cross Reference (DXRF) tables:

- Open the **Document History Inquiry (DHIS)** table from the Navigator.
- Enter **PV 083 AV000010617** in the document ID field.
- Select **Display: Browse Data** or **(F4).**

Document History Inquiry

Document ID: PV 083 AV000010617 Summary Total: 15,000.00

	Acceptance Date	Acct Line	Amount	Fund	Agcy	Org	Appr Unit	Activity	Function	Obj /
1	10 23 00	01	-15,000.00	101	999	0000	123405			8310
2	10 23 00	01	15,000.00	101	999	0000	123405			8310
3										
4										
5										
6										

Locate the account coding for the document by moving the scroll bar located at the bottom to the right.

Document History Inquiry (DHIS) displays the first 6 lines of account coding for the document. If there are more lines, you need to use **Display: More Data** or **(F5)** to display additional lines.

Document History Inquiry (DHIS) is related to other tables:

Select **Display: Related Data** or **(F2)** to open to the same entry on the **Document Cross Reference Inquiry (DXRF)** table.

Document Cross Reference Inquiry (DXRF) displays all the documents related to the original document number you browsed in the **Document History Inquiry (DHIS)** table. All associated documents are listed in alphabetical order by transaction. The **Document Cross Reference Inquiry** screen displayed below is from **DAWN**, the **Data Warehouse of Nevada**.

Document Cross Reference in ADVANTAGE:

Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount	Vendor / Prov
AD 000 02433246	10 24 00		15,000.00		15,000.00	PUR0000010 B
PC 083 00000014489	10 23 00	E	15,000.00	10 23 00	15,000.00	PUR0000010 B
PV 083 AV000010617	10 23 00	E	15,000.00	10 23 00	15,000.00	PUR0000010 B
RX 083 00000001007	10 23 00	E	15,000.00	10 06 00	0.00	PUR0000010 B
VI PC14489	10 23 00	E	15,000.00	10 23 00	0.00	PUR0000010 B

Document Cross Reference in DAWN:

Document Cross Reference Inquiry

ument

[PV 083 AV000010617](#) REFERS TO the following Documents:

R	Referenced Document #	Acceptance Date	Fyr/ Fmo	Amount	Vendor/ Provider #	Action	Closed Date
R	AD 000 02432814	07/20/2000	2001/01	\$51,267.00	PUR0000102		
R	PC 083 00000010553	07/20/2000	2000/08	\$51,267.00	PUR0000102	E	07/20/2000
R	PV 083 AV000010617	07/20/2000	2000/13	\$51,267.00	PUR0000102	E	07/20/2000
R	RX 083 C007539	07/20/2000	2000/08	\$51,267.00	PUR0000102	E	02/18/2000
R	VI 1597	07/20/2000		\$17,089.00	PUR0000102	E	12/10/2004
R	VI 1598	07/20/2000		\$17,089.00	PUR0000102	E	09/29/2004
R	VI 1599	07/20/2000		\$17,089.00	PUR0000102	E	09/29/2004

Cash Receipts

CASH RECEIPTS OVERVIEW

- ❖ Deposit Policies
- ❖ Cash Receipt Screen Views
- ❖ Completion of a Cash Receipt Document
- ❖ Related Tables and Reports

What do Cash Receipts do?

Cash receipts record the deposit of money in the form of:

- ❖ Cash
 - ❖ Checks
 - ❖ Credit Card
 - ❖ Wire Transfers
 - ❖ Draws
- } Recorded in coordination with Treasurer's Office

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.

Deposit Policies - State of Nevada/Bank

NRS 353.250 (2) Except as otherwise provided in subsections 3 and 4, every state officer, department or commission which receives or which may receive any money of the State of Nevada or for its use and benefit **shall deposit on or before Thursday of each week**, in a financial institution designated by the State Treasurer to the credit of the State Treasurer's account, all money received by that officer, department or commission during the previous week.

- (3) **Except** as otherwise provided in subsection 4, **if on any day the money accumulated for deposit is \$10,000 or more, a deposit must be made not later than the next working day.**
- (4) If the Department of Wildlife accumulates for deposit \$10,000 or more on any day, the money must be deposited within 10 working days.

Deposit Policies – State Controller's Office/ADVANTAGE

Cash receipts must be recorded in ADVANTAGE the same day of the deposit, but not more than 2 business days later.

- ❖ **State Controller's Office Accounting Policies & Procedures**

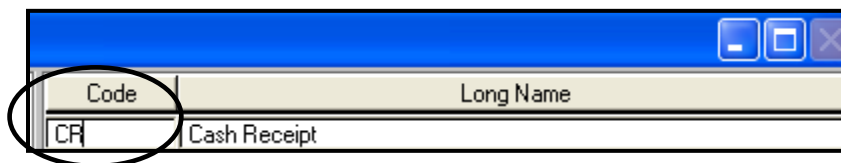
Most Important!

- ❖ CR document number is the pre-printed number on the deposit slip preceded by four zeros.
- ❖ CR date of record is the date of deposit at the bank
- ❖ CR 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.

To Create a Cash Receipt (CR)

Enter CR in the Code field of the Navigator window. Press Enter.

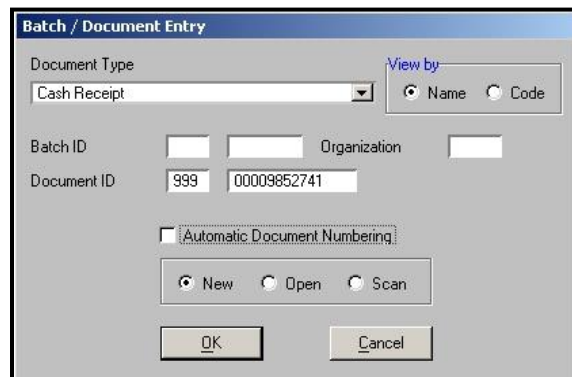


Cash Receipt is defaulted in the Document Type field.

Enter the agency number in the first field next to **Document ID**.

Enter the necessary number of leading zeros needed along with the pre-printed deposit number from the deposit slip in the next field to satisfy the 11-character requirement.

Select **OK**.

A screenshot of a dialog box titled 'Batch / Document Entry'. It contains several fields and controls:

- 'Document Type' dropdown menu set to 'Cash Receipt'.
- 'View by' radio buttons: 'Name' (selected) and 'Code'.
- 'Batch ID' field with two empty input boxes.
- 'Organization' field with an empty input box.
- 'Document ID' field with two input boxes containing '999' and '00009852741'.
- 'Automatic Document Numbering' checkbox, which is unchecked.
- 'New', 'Open', and 'Scan' radio buttons, with 'New' selected.
- 'OK' and 'Cancel' buttons at the bottom.

The Completed CR Header

Batch: Document: CR 999 00009852741

Date of Record: 03 / 27 / 07 Acctg Period: / Budget Fiscal Year: 07
 New Modification CMA Schedule Date: / /
 Bank Account: 01 Cash Account: Comments: C SPENCER
 Document Total: 100.00 Calculated Doc Total:

Header:

Date of Record – Enter the date of deposit.

Accounting Period – If the deposit is for a closed accounting period or fiscal year, enter the current accounting period.

Budget Fiscal Year – Enter the fiscal year to which the deposit applies.

New – Always leave **New** marked.

Bank Account – Enter 01.

Cash Account – Leave blank.

Comments – Optional. This field appears in DAWN. (12 characters maximum)

Document Total – Enter the amount of the deposit, as shown on the deposit slip.

Detail Lines - Select either the **Accounting View** or **All Attributes View** to record the account coding.

Accounting View:

Used to record most deposits.

Line	Fund	Agency	Org	Activity	Revenue Source	Sub	Appropriation Unit	BS Account	Amount
01	101	999	0000		4251		123400		50.00
		<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec		Description	GIFT WILD HORSE FOUNDATION				
02	101	999	0000		4251		123400		50.00
		<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec		Description	GAME THIEF FOUNDATION				

Line – Enter the two-digit line number. Each document may contain up to 99 lines.

Accounting Elements – Enter the fund, agency, org, activity, revenue source/sub, appropriation unit, and BS account specific to your agency.

Amount – Enter the amount to be recorded in the account coding on this line.

Def/Inc/Dec – Leave Def marked.

Description – Enter a description, if desired. This field appears in DAWN. (30-characters maximum)

All Attributes View:

Allows users to record refunds or use the accounting elements sub organization, job number and all other accounting elements.

Reference Invoice View	Accounting View	All Attributes View	
Document Line	01	Ref Document	Line
Vend / Prov / Cust		Cust Name	
Billing Code		Object / Sub	/
Fund	101	Job Number	ADMFEE
Agency	999	Rept Category	
Organization / Sub	0000 /	BS Account	
Activity		Amount	50.00
Revenue Source / Sub	4251 /	<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec	
Appropriation Unit	123400	Partial / Final	Default
Function		Description	GIFT WILD HORSE FOUNDATION

Line – Enter the two-digit line number. Each document may contain up to 99 lines.

Ref Document/Line – These fields are not used.

Vend/Prov/Cust – If this is a **Reduction to Expenditure** which can be tied to a specific vendor, enter the vendor number.

Billing Code – Leave blank.

Accounting Elements – Enter the fund, agency, org/sub org, activity, revenue source/sub revenue, appropriation unit, function, object/sub object, job number, and BS account specific to your agency.

Amount – Enter the amount to be posted to the account coding on this line.

Description – Enter a description, if desired. This field appears in DAWN. (30 characters maximum)

Editing the Cash Receipt:

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

Check the status of the document.

Correct any errors.

Re-edit.

Close the Cash Receipt.

Remember! Cash receipts do not require any approvals.

Searching for a Cash Receipt

SUSF – Displays all documents entered in ADVANTAGE that have not gone through the nightly cycle and documents that were accepted the previous day.

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
CR	999	00009852741	SCHED	00000	03 29 07			

Deposit Reconciliation Table (DREC) – Displays all cash receipts entered in ADVANTAGE and indicates if they have been matched to the bank transaction (reconciled).

	Trans Code	Deposit Number	Agcy	Orgn	Mult Orgn	Date	Amount	Status	Last Action Date
1	CR	401772	130	0000		00 10 03	9,902,482.54	P	00 10 24
2	CR	601070	500	0000		00 10 05	8,419.73	P	00 10 24
3	CR	601510	810	3000		00 10 05	20,301.77	O	00 10 10

Key to Status Codes:

- ❖ C - Cleared (electronically reconciled)
- ❖ O – Outstanding
- ❖ P - Purged (manually reconciled)

Nevada Electronic Treasury

Check the status of a deposit or claim an un-reconciled deposit.

Go to: <http://net.nevadatreasurer.gov/>

Select **Search Un-Reconciled Deposits**.

Un-reconciled deposits will be displayed on the screen.

Date	Advantage	Bank	Doc No	Agency Number	Staff Notes	Claim
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*60045EA80011*AI*17056 8*10	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:65247310RPP0105 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. Funds not claimed after 10 business days from the transaction date, will be transferred to budget account 6080.

Document History Inquiry

Document History Table (DHIS) – Displays account coding for each document. Debits and credits are reversed for cash receipts on this table in ADVANTAGE only.

DAWN

Document History Inquiry													
For Document Number: CR 332 00008070226													
Back													
Record Date	Process Date	BFY	Acct Per	Bank Act	Vendor/Provider								
12/02/2014	12/02/2014	2015	06/2015	01									
Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub	Func	Activity	Rpt Cat	Ref Doc/Line	Line #/Desc	Comments/Invoice	Amount
31	101	332-0000	289100		3737						01 LIBRARY FEES--CURRENCY	VBOLTON	-\$6.00
01	101	332-0000			1000						01 LIBRARY FEES--CURRENCY	VBOLTON	\$6.00
31	101	332-0000	289100		3737						02 LIBRARY FEES--COIN	VBOLTON	-\$2.10
01	101	332-0000			1000						02 LIBRARY FEES--COIN	VBOLTON	\$2.10
												Total Amount	\$0.00

ADVANTAGE

Document History Inquiry														
Document ID										CR 332 00008070226	Summary Total			8.10
	Acceptance Date	Acct Line	Amount	Fund	Agy	Org	Appr Unit	Activity	Function	Obj / Rev	BS Acct	Acct Prd		
1	12 02 14	01	6.00	101	332	0000	289100			3737		06 15		
2	12 02 14	01	-6.00	101	332	0000	289100			3737	1000	06 15		
3	12 02 14	02	2.10	101	332	0000	289100			3737		06 15		
4	12 02 14	02	-2.10	101	332	0000	289100			3737	1000	06 15		
5														
6														

CASH RECEIPTS HANDS-ON EXERCISES

Class Example #1 – Deposit to a Revenue

In this example, we will use a single line of account coding.

Scenario: We deposited \$125.35 in the bank today.

Enter CR in the Code field of the Navigator.

In the document entry window, enter 999 in the agency field.

The deposit slip number is 65287XX. XX is your two-digit sign on number.

Select OK.

WRITE DOWN YOUR DOCUMENT NUMBER _____

Header Information:

Date of Record — Today's date

BFY — Current BFY

Bank Account — 01

Comments — First initial, last name.

Document Total — 125.35. This is the total for the entire deposit.

Select the Accounting View tab.

Line Detail Information:

Line — 01

Fund — 101

Agency — 999

Org — 0000

Rev Source — 4254

Appr Unit — 123400

Amount — 125.35

Description — UNR VEHICLE RENTAL

To Edit the Cash Receipt:

Select Process: Edit or (F7).

Check the status of the document.

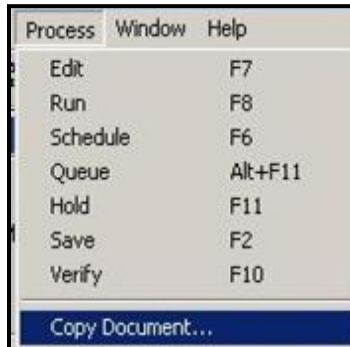
Correct any errors.

Re-edit.

Copying a Document

From **SUSF (Document Listing)**, open a document.

Select **Process: Copy Document** from the **Menu Bar**.



Enter the correct document number in the **Target Document Area**.
Select **OK**.

Target Document for COPY

Source Document

Document Type: Cash Receipt

Batch ID: [] [] Organization: []

Document ID: 999 9852741

Target Document

Document Type: Cash Receipt

Batch ID: [] [] Organization: []

Document ID: 999 []

Automatic Document Numbering

OK Cancel

Make any necessary changes and edit the new document.

Class Example #2 – Deposit to a Revenue

In this example, we will use multiple lines of account coding.

Scenario: We made a deposit yesterday for \$ 1,000.00.

Our deposit slip number is 000065729XX. XX is your two-digit sign on number.
Select OK.

WRITE DOWN YOUR DOCUMENT NUMBER _____

Header Information:

Date of Record — Yesterday's date

BFY — Current BFY

Bank Account — 01

Comments — First initial, last name

Document Total — \$ 1000.00

Select the Accounting View tab.

Line Detail Information:

Line 1

Line — 01

Fund — 101

Agency — 999

Org — 0000

Rev Source — 4021

Appr Unit — 123400

Amount — 438.25

Description — MISC SALES

Line 2

To copy a line:

Edit: Copy Line or Ctrl + Y

Rev Source — 4027

Amount — 500.00

Description — PUBLICATION SALES

Line 3

To add a blank line:

Edit: Insert Line After (Ctrl+F), or press the enter key on the alpha part of the keyboard.

Line — 03

Fund — 101

Agency — 999

Org — 0000

Rev Source — 3601

Appr Unit — 123400

Amount — 61.75

Description — BOOK SALES

To edit the Cash Receipt: Process: Edit (F7)

Check the status of the document.

Correct any errors and re-edit.

Class Example #3 – Reduction to an Expenditure

Scenario: You paid a vendor for a seminar, but were unable to attend. The vendor returned the full registration amount to your agency and you need to deposit that refund. You took this \$195.00 refund to the bank today. Your deposit number is 000078764XX.

Use **Document History** in **DAWN** (displayed here) for the account coding of this deposit.

Document History Inquiry													
For Document Number: PV 800 00000064559													
<input type="button" value="Back"/>													
Record Date	Process Date	BFY	Acct Per	Vendor/Provider									
07/12/2001	07/13/2001	2002	01/2002	T80211700 FRED PRYOR SEMINARS									
Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub	Func	Activity	Rpt Cat	Ref Doc/Line	Line #/Desc	Comments/Invoice	Amount
02	201	800-A077			2000						01		-\$195.00
22	201	800-A077	466004		7302						01		\$195.00
												Total Amount	\$0.00

If the old CR is still open:

Go to Display: New Document to open a new CR.
 Your agency number will be defaulted for you.
 Enter 000065729XX in the second field.

If you closed your old CR:

Go to the Navigator, enter CR in the code field. Select Enter.
 Enter 999 in the agency field.
 Enter 000065729XX in the second field.

In the Document Entry window, enter 800 in the agency field.
 The deposit slip number is 000078764XX. **XX is your two-digit sign on number.**
 Select **OK**.

WRITE DOWN YOUR DOCUMENT NUMBER _____

Header Information:

Date of Deposit — Today's date
BFY — Current BFY
Bank Account — 01
Comments — First initial last name
Doc Total — 195.00

Select the **All Attributes View** tab.

Line Detail Information:

Line — 01
Vend/Cust/Prov — T80211700
Fund — 201
Agency — 800
Org — A077
Appr Unit — 466004
Object — 7302
Amount — 195.00
Description — RFND PV 800 00000064559
Select **Process: Edit** or **(F7)**
Check the document status.
Correct any errors. Re-edit.
Close the Cash Receipt.

Payment Vouchers

PAYMENT VOUCHERS OVERVIEW

- ❖ What do payment vouchers do?
- ❖ Vendors for the State of Nevada
- ❖ What is the payment for?
- ❖ Completion of a payment voucher
- ❖ Related tables and reports

What do payment vouchers do?

- ❖ Record expenditures and generate payments
- ❖ Generate payments
- ❖ Paper checks (AD-Automatic Disbursement) will be printed and mailed the next business day
- ❖ An electronic fund transfer (EF-Electronic Funds) will be credit to the vendor's bank account in three business days.

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 States 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.

Vendors


- ❖ Must be established with the State in order to be paid.
- ❖ Based on a legal name and federal identification number or social security number.
- ❖ How to become a Vendor?
- ❖ Be an employee of the State of Nevada
- ❖ Complete and submit a Vendor Registration Form to Vendor Database Services.

How do you become a vendor?

Vendor Registration Forms

State of Nevada-Vendor Registration Form

Forms are available at: <http://www.controller.nv.gov/>

CLEAR FORM				Mail or fax to: STATE CONTROLLER'S OFFICE 555 E WASHINGTON AVE STE 4300 LAS VEGAS NV 89101-1071 PHONE: 702-486-3810 or 702-486-3856 FAX: 702-486-3813	
STATE OF NEVADA VENDOR REGISTRATION					
<i>All sections are mandatory and require completion. IRS Form W-9 will not be accepted in lieu of this form.</i>					
1. NAME For proprietorship, provide proprietor's name in first box and DBA in second box.					
Legal Business Name, Proprietor's Name or Individual's Name			Doing Business As (DBA)		
2. ADDRESS/CONTACT INFORMATION					
Address A - Physical address of			Address B		
<input type="checkbox"/> Company Headquarters <input type="checkbox"/> Individual's Residence			<input type="checkbox"/> Additional Remittance - PO Box, Lockbox or another physical location.		
Is this a US Post Office deliverable address? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Address			Address		
Address			Address		
City	State	Zip Code	City	State	Zip Code

What do our Vendor numbers look like?

- ❖ Vendor numbers beginning with **T** and **PUR** are outside vendors.
- ❖ Vendor numbers beginning with **D** are other State agencies.
- ❖ **State employees** are paid using their five-digit internal ID number.
- ❖ **MISC XXX** vendors (XXX is your agency number) are used for ONE-TIME refunds.

How are Vendors Paid?

- ❖ **Paper Check** – Automatic Disbursement (AD)
- ❖ **Electronic Fund Transfer (EF)**
- ❖ Vendors are required to be paid electronically by EFT. They must provide a legible photocopy of a voided check to Vendor Database Services.

NRS 227.185: requires all vendors including employees receiving reimbursements from the State of Nevada to be paid via 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.

Vendor Tables in ADVANTAGE

- ❖ **VNAM** - Vendors by name
- ❖ **VEND** - Vendors by number
- ❖ **VEN2** - Vendors by number
- ❖ **VZIP** - Vendors by name then by ZIP code
- ❖ **VANA** - Vendors by their alternate name
- ❖ **VTXT** - Extra information about vendors

How do I locate a Vendor?

Some guidelines for Vendor Searches:

Use **ALL CAPS** when browsing vendor tables.

Use **Window: Clear Window** for more accurate searches.

The, A and **An** are not used at the beginning of the vendor name.

When performing name searches in **VNAM, VZIP, or VANA**, use only a portion of the vendor name.

- ❖ **Individuals** – Last name, First name
- ❖ **Businesses** – Legal name (may not be the same name on the invoice)
- ❖ **Nevada System of Higher Education** – Use the listed located on the Controller’s Office Financial Services page (intranet) under Vendor Database Services (do not request any additional addresses for the University system)

What is an address indicator?

	Vendor Name	Vendor Number	Addr Ind
1	RABBIT_PETER	1111111111	
2	RADIO SHACK	T10040800	
3	RADIO SHACK	T10040800	A
4	RALEYS	T10112100	

For Example:

Kmart Corporate Office	T81007289
Reno Store Location	T81007289 A
Elko Store Location	T81007289 B
Las Vegas Location	T81007289 C

Each of these locations have the same tax ID #!

Vendor (1 of 2) (VEN2)

Displays vendors by vendor number.

To use this table:

Enter the vendor number and select Display: Browse Data or (F4).

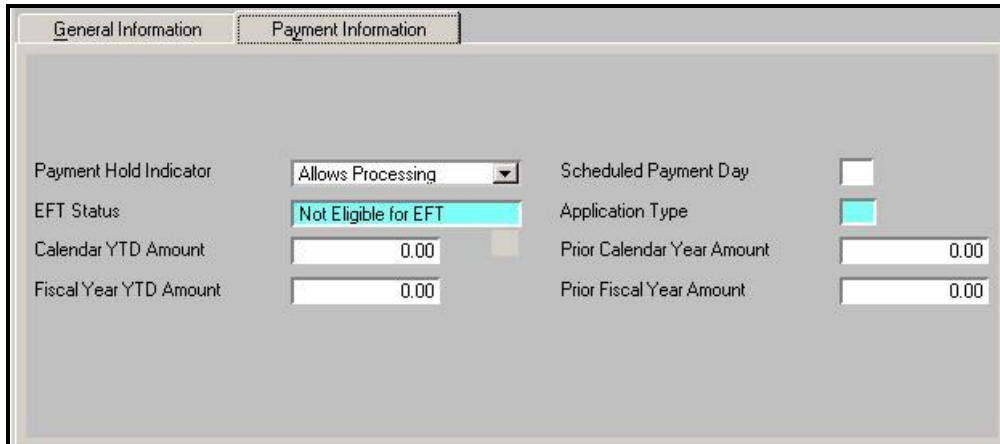
General Information View:

- ❖ Text Flag is checked if there is an entry on VTXT for this vendor.
- ❖ Vendor's legal name and remittance address are on the left side of the window.
- ❖ The Alternate Name field displays DBA names, multiple owners, acronyms or name changes.
- ❖ If this vendor number is no longer being used, an alternate number will be indicated in the Comment field.

Vendor	T81038588	<input checked="" type="checkbox"/> Text Flag
Vendor Type	<input type="checkbox"/> Misc Vendor Indicator	N
		Last Action Date 07 / 28 / 03
General Information		Payment Information
Vendor Name and Address		Alternate Name
Name	NEVADA BELL WIRELESS	SBC NEVADA BELL
Address		
	PO BOX 989049	
City	WEST SACRAMENTO	State CA
Zip	95798-9049	
E-Mail Address		<input type="checkbox"/> E-Mail Advice
Contact		Vendor Fax
W-9 Date		Vendor Phone 7023675555
Comment	USE T10559801	<input type="checkbox"/> Single Check Requested

Payment Information View:

Displays vendor payment status and method of payment.



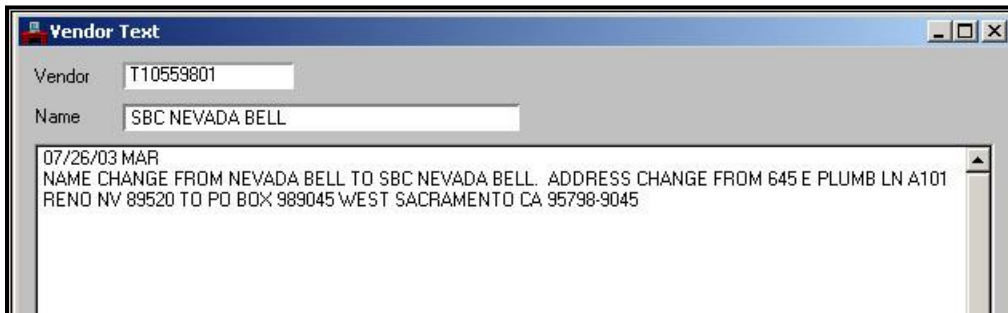
Payment Hold Indicator	Allows Processing	Scheduled Payment Day	<input type="checkbox"/>
EFT Status	Not Eligible for EFT	Application Type	<input type="checkbox"/>
Calendar YTD Amount	0.00	Prior Calendar Year Amount	0.00
Fiscal Year YTD Amount	0.00	Prior Fiscal Year Amount	0.00

Vendor Text (VTXT)

Displays vendors by vendor number.

To use this table:

Enter the vendor number and Display: Browse Data or (F4).



Vendor: T10559801
 Name: SBC NEVADA BELL

07/26/03 MAR
 NAME CHANGE FROM NEVADA BELL TO SBC NEVADA BELL. ADDRESS CHANGE FROM 645 E PLUMB LN A101 RENO NV 89520 TO PO BOX 989045 WEST SACRAMENTO CA 95798-9045

Verify the vendor number in the Vendor field. Is this the record you are searching for? This table does not have records on file for every vendor record.

To Create an Easy Payment Voucher (PVE)

Enter **PVE** in the code field of the **Navigator** window. Press **Enter** or select **OK**.

Code	Long Name
PVE	Easy Payment Voucher

Assign a Document ID:

- ❖ **Easy Payment Voucher** is defaulted in the document type field.
- ❖ Enter the **3 digit agency number** in the first field next to **Document ID**.
- ❖ Select **Automatic Document Numbering** or enter the document number assigned by the agency.
- ❖ Select **OK**.

Batch / Document Entry

Document Type: Easy Payment Voucher

View by: Name Code

Batch ID: [] [] Organization: []

Document ID: 999 []

Automatic Document Numbering

New Open Scan

The Completed PVE

Header

Batch: Document: PVE 999 00000002399

Date of Record: 09 / 20 / 12 Accounting Period: Budget FY: 13 Text Flag:

Document Total: 100.00 Calculated Total: 0.00

Vendor Code: 1111111111

Vendor Name: RABBIT, PETER

Vendor Address: 1234 BEAR RD
SUNNYVILLE CA 99999

Payment Options

Single Check: No Check Cat:

EFT Indicator: No App Type:

Scheduled Pay Date: / /

Header:

Date of Record – Enter today’s date.

Budget Fiscal Year – Enter the fiscal year from which the payment is made.

Accounting Period – Used if the payment is for a previous accounting period.

Text Flag – Populated by the system when an **Additional Description** is added.

Document Total – Enter the total amount of the payment to the vendor.

Vendor Code – Use the **Find Code** or enter the code manually.

Vendor Name – Information inferred by the system.

Vendor Address – Information inferred by the system.

Payment Options -- Information inferred by the system.

Payment Options

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 as well as accounting coding information.

The example below is set at the **default settings**:

Payment Options

Single Check: Default Check Cat:

EFT Indicator: Default App Type:

Scheduled Pay Date: / /

Single Check – This field is populated with values inferred from the vendor information when a document is edited. Yes will be indicated if a single payment 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.

EFT Indicator - This field is populated with values inferred from the vendor information when the document is edited. Yes will be indicated if the vendor is receiving their payment electronically via EFT.

Check Category - Leave blank. The field is populated with values inferred from the account coding information when the document is edited.

Application Type - Leave blank. The field is populated with values inferred from the account coding information when the document is edited.

Scheduled Pay Date - Optional. A future date can be entered. If a date is not entered, the payment will process after the document has processed in the nightly cycle.

Detail Lines

Line	Fund	Agency	Org / Sub	Appr Unit	Activity	Function	Object / Sub	Rev	Job Number	Rept Cat	
01	101	999	0000 /	123404			6141 /		1055396		
Invoice		8840679	Desc		GFOA CONFERENCE OMAHA			Amt		100.00	<input checked="" type="radio"/> Inc <input type="radio"/> Dec

Line – Inferred. Each document may contain up to 99 lines.

Accounting Elements – Enter the fund, agency, org/sub, appr unit, activity, function, object/sub, rev or job number specific to your agency. **Note:** Rept Cat is not currently being used.

Invoice – Enter a vendor invoice number. ADVANTAGE will not allow an invoice number to be repeated with the same vendor. This field appears in the Data Warehouse.

Description – Enter an account number or other description, which will be printed on the check stub. This field appears in DAWN. (27-characters maximum)

Amount – Enter the amount to be recorded to the account coding on this line.

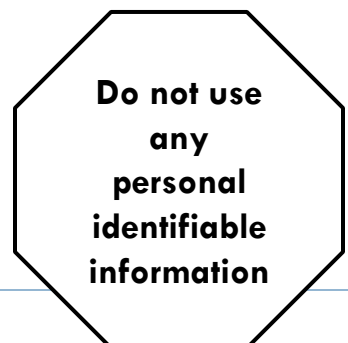
Description Field on Payment Vouchers

In accordance with the **Social Security Number Protection Act of 2010**, the Controller’s Office made the following changes in ADVANTAGE in September, 2011.

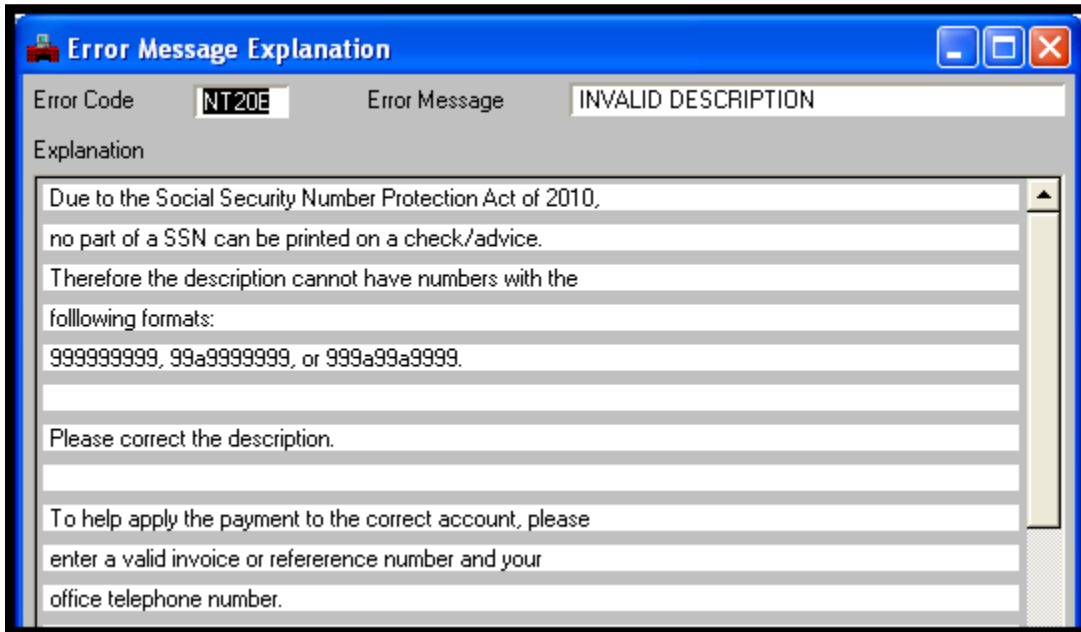
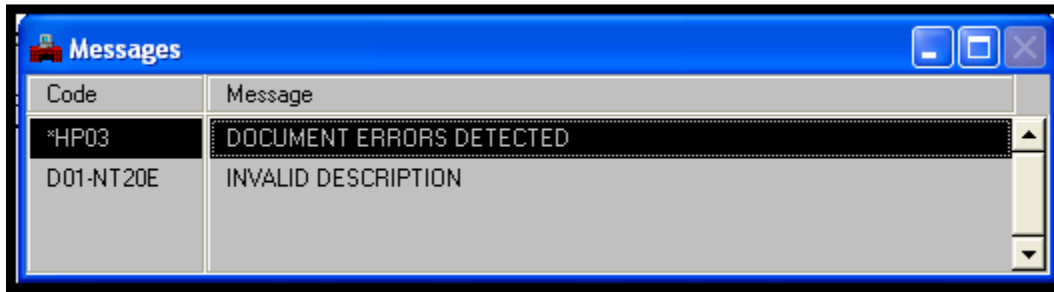
Any number in the **description field** or the **Note Pad Text** area (**Additional Description**) that resembles a social security or federal tax ID number either in format or number of digits will trigger a hard error. When the error is triggered you will be prompted to change the configuration of the number. If the change is not made you will not be able to proceed with processing the document. This type of error **must** be corrected.

To correct the error, perform one of the following:

- Alter the format. (i.e. from: 999999999 to 9 99999999) **or**
- Change the number of digits. (i.e. add a zero at the beginning of the number).

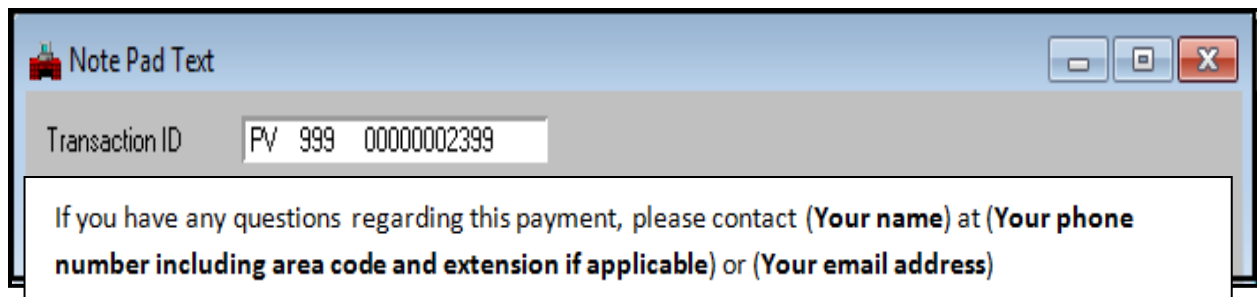


Error message examples:



Adding the Additional Description Field

Suggested Text:




Note Pad Text can accommodate up to 99 lines of information however only the first 2 lines populate on the check stub. Use the first two lines to help inform your vendor who to contact if he/she has questions about the payment.

However, if you delete the document however, make sure you first delete the additional description. If you re-use the document number, then the original note pad text could attach to a new document.

Example of Multiple Additional Descriptions

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	9548729
	DIRECT DEPOSIT ADVICE	

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

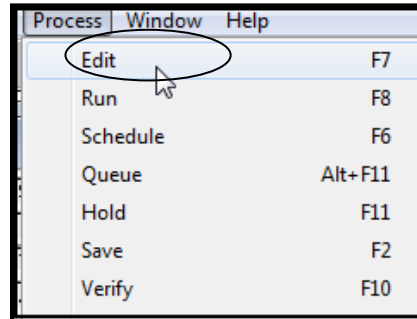
Two thousand nine hundred sixty three and 85/100 Dollars

Before applying approval:

Before applying approval to a payment voucher, the user must first verify:

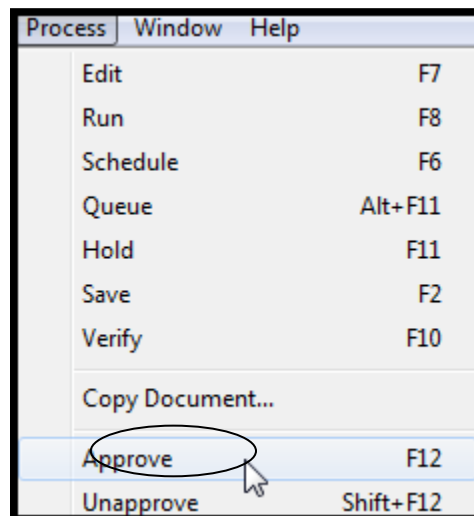
- ❖ The payment is for a valid claim. Is it a valid debit of the State?
- ❖ The payment has not been previously presented, or paid.
- ❖ The vendor information is correct. Does the payment voucher reflect the correct vendor name and remittance address?
- ❖ The payment voucher is complete and mathematically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

Editing the PVE:



- ❖ After entering all lines of account coding, select **Process: Edit**, or **(F7)**.
- ❖ Check the status of the PVE.
- ❖ Correct any errors and re-edit.
- ❖ The document status is **PEND3**.

Approvals



Payment vouchers require two levels of approval to process.

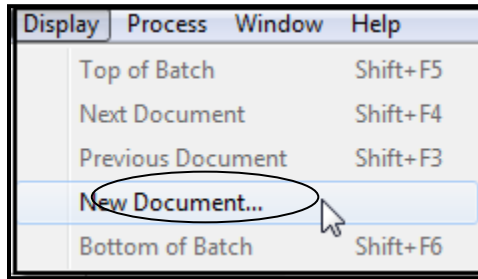
PEND3 Initial Approval

PEND4 Final Approval

Approve the Payment Voucher:

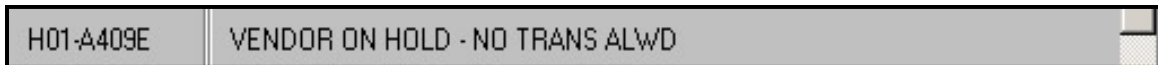
Select **Process: Approve** or **(F12)**.

Creating Additional Documents



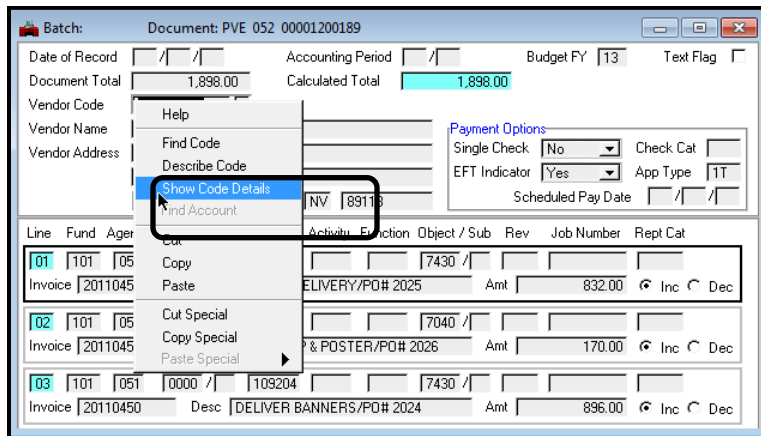
Remember, to enter additional PVs or PVEs, while you still have a payment voucher document open, select **Display: New Document**. A new **Batch/Document Entry** screen will open.

Error Message: Vendor on Hold



ON HOLD vendors include those who have been through the clean-up/consolidation process and those in debt collection.

To research, right-click in the **Vendor Code** field of the PVE. Select **Show Code Details**.



The **VEN2** table will open populated with information for that particular 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 display **Debt Collection**.

Vendor (1 of 2)

Vendor: T32001749 Text Flag

Vendor Type: W9 Misc Vendor Indicator: N Last Action Date: 09 / 18 / 12

General Information Payment Information

Vendor Name and Address

Name: TEN EXHIBITS LLC

Address: 4245 W POST RD

City: LAS VEGAS State: NV

Zip: 89118

Alternate Name

E-Mail Address: CLEE@TENEXHIBITS.COM E-Mail Advice

Contact: TIM PATRICK Vendor Fax: 702/736-2058

W-9 Date: 20120614 Vendor Phone: 702/736-8458

Comment: USE T32001920 Single Check Requested

Accounting Periods

What does the error message **Account Period Closed** mean?

The fiscal year is comprised of fiscal months, which begin in July, with fiscal month 01. The accounting period is comprised 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. Each accounting period closes approximately 14-21 days after the end of each calendar month.

Many users see the **Account Period Closed** error message on documents that remain 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:

First, remove any approvals from the document.

Change the **Date of Record** to the current date **OR** enter the current open fiscal month and fiscal year into the **Accounting Period** field.

Process: **Edit** and apply approvals to the document.

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.

The schedule above is located on the State Controller's Office intranet site under Agency Services and the schedule is updated at the end of each calendar year.

Special Handling

Check Distribution at the State Treasurer's Office can provide special handling for checks.

The **Check Special Handling Request Form** is available on Nevada Electronic Treasury.

This form must be faxed to Check Distribution as soon as the payment voucher is approved.

Office of the State Treasurer
CHECK DISTRIBUTION SPECIAL HANDLING REQUEST FORM
 Email to OSTCash@nevadatreasurer.gov, fax to (775) 684-5781 or hand deliver by 12:00pm noon the day before the warrant is issued

Date: _____ Contact Name: _____
 Agency Name & Number: _____ Contact Phone Number: _____

Clear Form

Contact Info for Check Pick-Up
 Name: _____
 Phone: _____
 Agency Vendor

Agency# & PV# (include all leading 0s) example: 050 00001415757	VENDOR NAME	AMOUNT	Select one of the following options:						Check Number *Treasurer's Office Use Only*
			Mail with the attached backup	Mail in the attached envelope	Hold for agency pick-up	Hold for vendor pick-up	*Mail to alternate address	Other (please describe)	
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

*Please provide address label(s) if an alternate address is required
 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.

<http://net.nevadatreasurer.gov/>

Check (AD-Automatic Disbursement)

A – Check Stub

Agency issuing payment

Description

Invoice number


Details for extra lines go to an overflow page

B – Check

C- Envelope

STATE OF NEVADA OFFICE OF THE CONTROLLER CARSON CITY NV 89701		REMITTANCE ADVICE 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
PUR0001537K UNITED RENTALS NORTHWEST INC				CHECK TOTAL: \$5,201.86

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

 STATE OF NEVADA OFFICE OF THE CONTROLLER CARSON CITY NV 89701 (775) 684-5750	56-382/412 WELLS FARGO BANK, N.A. ACCOUNTS PAYABLE WARRANT	VOID IF NOT PRESENTED FOR PAYMENT TO STATE TREASURER WITHIN 180 DAYS FROM THE DATE HEREON	3053742 DATE: 12-18-14 WARRANT AMOUNT: *****\$5,201.86
---	---	---	--

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

⑈0003053742⑈ ⑆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

PUR0001537K
 UNITED RENTALS NORTHWEST INC
 FILE 51122
 LOS ANGELES CA 90074

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

A

B

C

D – Check stub with additional description

STATE OF NEVADA OFFICE OF THE CONTROLLER CARSON CITY NV 89701		REMITTANCE ADVICE 580-00-PUBLIC UTILITIES COMM			3053845
DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT	
12/02/14	5800001234567	12/17/14	2524444 1214	86.00	
PLEASE CREDIT OUR ACCOUNT NO. 123 456-7890 333 9. WITH QUESTIONS CONTACT BILL BROWN AT 775-684-1234 OR BBROWN@PUB.STATE.NV.US					
PUR0005271A NEVADA BELL TELEPHONE COMPANY		CHECK TOTAL:		\$86.00	

D

E – Overflow page

STATE OF NEVADA OFFICE OF THE CONTROLLER		DIRECT DEPOSIT ADVICE 082-00-STATE PUBLIC WORKS DIV			9538254
DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT	
CAPITOL BLDG-DEC	082BG000002751	12/15/14	77416216	240.50	
ELCON BLDG-DEC	082BG000002751	12/15/14	77416216	176.75	
TOURISM-DEC	082BG000002751	12/15/14	77416216	158.00	
EDUCATION-DEC	082BG000002751	12/15/14	77416216	183.00	
DMV CARSON	082BG000002751	12/15/14	77416216	410.00	
B&G - DEC	082BG000002751	12/15/14	77440035	99.50	
DMV GALETTI-DEC	082BG000002751	12/15/14	77440036	166.75	
PURCHASING WHSE-DEC	082BG000002751	12/15/14	77440037	166.75	
STEWART BLDG # 107-DEC	082BG000002751	12/15/14	77440038	171.25	
NHP HAMMIL-DEC	082BG000002751	12/15/14	77440039	166.75	
STEWART BLDG # 17-DEC	082BG000002751	12/15/14	77440040	171.25	
STEWART BLDG # 13-DEC	082BG000002751	12/15/14	77440042	171.25	
STEWART BLDG # 12-DEC	082BG000002751	12/15/14	77440170	171.25	
MOTOR POOL-DEC	082BG000002751	12/15/14	77440171	171.25	
DEL PAPA BLDG-DEC	082BG000002751	12/15/14	77440172	171.25	
AG BLDG-DEC	082BG000002751	12/15/14	77440173	171.25	
CAPITOL BLDG-DEC	082BG000002751	12/15/14	77440174	171.25	
ELCON BLDG-DEC	082BG000002751	12/15/14	77440175	171.25	
DMV CARSON-DEC	082BG000002751	12/15/14	77440176	171.25	
CHILDRENS CLINIC-DEC	082BG000002751	12/15/14	77440177	171.25	
STEWART BLDG #6-DEC	082BG000002751	12/15/14	77440178	171.25	
EDUCATION-DEC	082BG000002751	12/15/14	77440179	171.25	
SUPREME COURT-DEC	082BG000002751	12/15/14	77440180	171.25	
LIBRARY & ARCHIVES-DEC	082BG000002751	12/15/14	77440181	171.25	
BLASDEL BLDG-DEC	082BG000002751	12/15/14	77440182	171.25	
BRYAN BLDG-DEC	082BG000002751	12/15/14	77440183	171.25	
TOURISM-DEC	082BG000002751	12/15/14	77440184	171.25	
MAIL SERVICE-DEC	082BG000002751	12/15/14	77440185	171.25	
GOV MANSION-DEC	082BG000002751	12/15/14	77440313	342.50	
PUR0003182B SIMPLEXGRINNELL LP	Page 2 of 2	DIRECT DEPOSIT ADVICE TOTAL:		\$8,196.89	

E

Direct Deposit Advice (EFT payment)

STATE OF NEVADA OFFICE OF THE CONTROLLER CARSON CITY NV 89701		DIRECT DEPOSIT ADVICE 082-00-STATE PUBLIC WORKS DIV		9538252
DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE	INVOICE NUMBER	INVOICE AMOUNT
N200-NOV	082ML00002752	12/16/14	116625	5,910.00
PUR0002695 SIERRA CONTROLS LLC		DIRECT DEPOSIT ADVICE TOTAL:		\$5,910.00

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

ACCOUNTS PAYABLE
DIRECT DEPOSIT ADVICE

9538252

DATE	WARRANT AMOUNT
12/18/14	*****\$5,910.00

Five thousand nine hundred ten and 00/100 Dollars

DEPOSIT TO THE ACCOUNT OF:
 PUR0002695
 SIERRA CONTROLS LLC
 940 MALLORY WAY STE 1
 CARSON CITY NV 89701-5380

THE DATE THESE FUNDS WILL BE CREDITED TO YOUR ACCOUNT IS THE ABOVE DATE PLUS 2 BUSINESS DAYS.
NOT NEGOTIABLE

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

9538252 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

PUR0002695
SIERRA CONTROLS LLC
940 MALLORY WAY STE 1
CARSON CITY NV 89701-5380


Direct Deposit Advice via E-Mail (EFT payment)

- ❖ 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.

STATE OF NEVADA OFFICE OF THE CONTROLLER CARSON CITY NV 89701	DIRECT DEPOSIT ADVICE 550-00-AGRICULTURE	9802246
DESCRIPTION	VOUCHER NUMBER	VOUCHER DATE
EMAIL-ACCT#1	550SB318-E3	03/18/09
EMAIL-ACCT#2	550SB318-E3	03/18/09
		INVOICE NUMBER
		NEWPVE-318
		INVOICE AMOUNT
		350.00
		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

The date these funds will be credited to your account is the above date plus 2 business days.

NOT NEGOTIABLE

9802246 9000
550-00

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

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

VOID VOID VOID

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

Searching for a PVE

PVEs are listed as **PVE** on **SUSF** and **ALOG** only.

SUSF

Document Listing

Organization: []
 Status: []
 Process Date: / /

Batch ID: [] Document ID: PVE []

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			PVE	010	00000512993	PEND4	00YA0	01 19 06
			PVE	010	00000513191	PEND4	00YA0	01 20 06

ALOG

Approval Log

Batch ID: PVE 440 Document ID: PVE 440 00000234383
 Run Date: 09 / 12 / 03 Run Time: 09 : 58 : 52
 User ID: abri nker System User ID: []
 Logical Terminal ID: 0000 Before Approvals: 00AA0
 Users Approvals: NNYNN After Approvals: 00YA0
 Processing Date: 03 / 09 / 12

PVEs are listed as **PV** on all other tables.

DHIS

Document History Inquiry

Document ID: PV 440 37060000023 Summary Total: 1,965.00

	Acceptance Date	Acct Line	Amount	Fund	Agcy	Org	Appr Unit	Activity	Function	Obj /
1	12 26 01	01	485.00	101	440	1602	370604			7060
2	12 26 01	02	485.00	101	440	1802	370604			7060
3	12 26 01	03	995.00	101	440	1702	370604			7060

DXRF

Document Cross Reference Inquiry

Document ID: PV 440 37060000023 Summary Total: 1,965.00

	Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount
1	AD 000 02882750	12 26 01		1,965.00		1,965.00
2	PV 440 37060000023	12 26 01	E	1,965.00	12 26 01	0.00
3	VI 458	12 26 01	E	485.00	02 03 05	0.00

Using the Approval Log (ALOG) Table

Enter the document number as displayed below and then Display: Browse Data (F4) to view first record. As you select Display” More Data (F5) you may view any additional approvals and/or unapprovals as long as the same document number is still displayed.

Pend 3 approval displayed:

Approval Log			
Batch ID	PVE 010	Document ID	PVE 010 10000000008
Run Date	07 / 28 / 16	Run Time	12 : 13 : 56
User ID	ddav id	System User ID	
Logical Terminal ID	0000	Before Approvals	00AA0
Users Approvals	NNYNN	After Approvals	00YA0
Processing Date	16 / 07 / 28		

Pend 4 approval displayed:

Approval Log			
Batch ID	PVE 010	Document ID	PVE 010 10000000008
Run Date	07 / 29 / 16	Run Time	07 : 51 : 04
User ID	jvic tor	System User ID	
Logical Terminal ID	0000	Before Approvals	00YA0
Users Approvals	NNNYN	After Approvals	00YY0
Processing Date	16 / 07 / 29		

Where is my payment?

Search for PVs the day after it has processed through the nightly cycle.

Document Cross Reference (DXRF) – Displays all transactions associated with your document. Payments are listed as ADs (Automatic Disbursements) or EFs (Electronic Funds.)

EFs are not displayed until 3 business days after a PV processes in the nightly cycle.

Document Cross Reference in ADVANTAGE:

Document Cross Reference Inquiry						
Document ID		PV 440 37060000023		Summary Total		1,965.00
	Reference Document ID	Acceptance Date	Doc Action	Amount	Closed Date	Reference Doc Released Amount
1	AD 000 02882750	12 26 01		1,965.00		1,965.00
2	PV 440 37060000023	12 26 01	E	1,965.00	12 26 01	0.00
3	VI 458	12 26 01	E	485.00	02 03 05	0.00

Document Cross Reference in DAWN:

Document Cross Reference Inquiry							
Document							
PV 440 37060000023 REFERS TO the following Documents:							
R	Referenced Document #	Acceptance Date	Fyr/Fmo	Amount	Vendor/ Provider #	Action	Closed Date
R	AD 000 02882750	12/26/2001	2002/06	\$1,965.00	T12299500		
R	PV 440 37060000023	12/26/2001	2002/06	\$1,965.00	T12299500	E	12/26/2001
R	VI 458	12/26/2001		\$485.00	T12299500	E	02/03/2005
R	VI 460	12/26/2001		\$485.00	T12299500	E	01/09/2004
R	VI 469	12/26/2001		\$995.00	T12299500	E	06/07/2004

Warrant Reconciliation (1 of 2) (WREC)

Warrant Reconciliation (1 of 2)							
Bank Account		01					
	Warrant Number	Status	Warrant Amount	Warrant Date	Last Action Date	Fund	Vendor Name
1	AD00002882444	S	4.23	12 24 01	06 24 02	619	ODDIS, RAMI
2	AD00002882445	S	0.50	12 24 01	06 24 02	619	OLGUIN, RIC
3	AD00002882451	S	1.00	12 24 01	06 24 02	619	OVERTON, D
4	AD00002882488	S	3.99	12 24 01	06 24 02	619	ROJAS-CRUZ
5	AD00002882518	S	17.74	12 24 01	06 24 02	619	SHEETS, DO
6	AD00002882532	S	15.74	12 24 01	06 24 02	619	STANLEY, EU

Warrant Status:

- O – Outstanding
- C – Cashed (automatically)
- P – Paid
- V – Void
- S – Stale
- I – Reissued
- A – Reverted

Sample Check Register (ACHK) in Vista Plus:

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

Sample EFT Register (ECHK) 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	
ADVISE 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	

Nevada Electronic Treasury

Search for checks which may have been returned to the Treasurer's Office on the Nevada Electronic Treasury (NET.)

Go to the Treasurer's intranet site at: <http://net.nevadatreasurer.gov/>

Enter a check number in the **AP Check Search**. Select the **Go** button.



CASH MANAGEMENT DIVISION

OSTCash@NevadaTreasurer.GOV
775-684-5600
775-684-5781 (Fax)

CHECK DISTRIBUTION
775-684-5694
775-684-5781 (Fax)

Merchant Bank Card Services

Contact Information

PAYMENTS TO VENDORS

CHECKS ISSUED

- STATE TREASURER'S CHECK RELEASE POLICY
- Affidavit of Lost or Stolen Warrant (Controller's Office Forms)
- Check Cancel/Re-Issue Form (Controller's Office Forms)
- State Check Search (Controller's Office Forms)
- Check Signature Authorization Form
- Check Copy Request
- Check Special Handling Request (ONLINE)
- Check Search

EXAMPLE: 3604769

ADVANCED CHECK SEARCH

ACH PAYMENTS ISSUED

INCOMING DEPOSITS

ELECTRONIC DEPOSITS

- STATE TREASURER'S ACH/WIRE POLICY
- Incoming Funds Notification Form

FEDERAL DRAWS

- Federal Draw Request Form

BANK DEPOSITS

- STATE TREASURER'S UN-RECONCILED DEPOSITS PROCEDURE
- SEARCH UN-RECONCILED DEPOSITS
- STATE AGENCY DEPOSITOR ACCOUNT INFORMATION

Any checks being held at the Treasurer's Office will be displayed.

Search

by Check Number:

OR

by Agency:
 Status:

AGING SERVICES DIVISION

Check Number	Date Issued	Status	Date Keyed
5186059	12/7/2009	RELEASED by Treasurer	12/15/2009

Voucher Detail

Vendor Number:	MISC 402	Vendor Name:	AGING SERVICES
Issued to:	LOVE, LOREAN L		
Address:	PO BOX 43941		
City:	LAS VEGAS	State:	NV
		Zip:	89116
Check Number:	AD00005186059	Issue Date:	12/07/2009
		Amount:	\$500.00
Status Change Date:	12/22/2009	Status:	C

Date	Reason	Comments	Keyer
12/15/2009 11:05:33 AM	Returned by USPS - Forwarding Expired		Haaland McIntire
12/15/2009 11:05:36 AM	Release - Released to Agency		Haaland McIntire

PAYMENT VOUCHER HANDS-ON EXERCISES

Practice Payment Voucher

This exercise will use multiple lines of account coding and use the Additional Description feature.

Scenario: We are paying SBC NEVADA BELL \$100 for our monthly bill.

We have an invoice with the remittance address: PO Box 989045
West Sacramento, CA 95798-9045

Enter PVE in the Code field of the Navigator.

In the Document Entry Screen, enter 999 in the agency field. Select Automatic Document Numbering.

WRITE DOWN YOUR DOCUMENT NUMBER _____

Header Information:

Date of Record – Today’s Date
 BFY – Current fiscal year
 Document Total – Enter 100.00 (with or without the decimal point)
 Vendor Code – Use the find code feature to find Nevada Bell.

Be sure your cursor is in the vendor code field.

Use your mouse to select the yellow question mark or right click, select Find Code.

The Find Code window opens. Use the buttons at the lower right to select the table you wish to view.

You will need to use the Browse, More Data, and Select buttons rather than the F4 or F5 short cut keys.

Line Detail Information:

<u>Line 1</u>	<u>Line 2</u>
Fund – 101	To copy a line:
Agency – 999	
Org – 0000	Edit: Copy Line or Ctrl+Y
Appr – 123404	
Object – 7290	Object - 7291
Description – Acct 0123456-987	
Amount – 20.00	Amount – 40.00

Line 3**To insert a blank line:**

Edit: Insert Line After, Ctr+F, or press the enter key on the alpha side of the keyboard.

Fund – 101
 Agency – 999
 Org – 0000
 Appr – 123404
 Object – 7292
 Description – Acct 0123456-987
 Amount – 40.00

Additional Description

Only the first two lines of the additional description are printed on the check stub.

Suggested text for Additional Description:

“Any questions about this payment, please contact (your name, phone number and e-mail address.)” and/or, enter a reference to a specific person’s attention, account number and/or dates of service.

To open the additional description field, go to Edit: Additional Description or (F3).

Example: “Any questions about this payment, please contact (your name) at (your phone including the area code) and/or (your e-mail address). Thank you.

Modify: Add

To Edit the Payment Voucher:

Select Process: Edit or (F7).

Verify that the text flag box has populated with a check mark.

Batch: Document: PVE 999 00000002399			
Date of Record	02 / 01 / 06	Accounting Period	/
Document Total	100.00	Budget FY	06
		Calculated Total	
		Text Flag	<input checked="" type="checkbox"/>

Correct any errors and re-edit.

Journal Vouchers

JOURNAL VOUCHERS OVERVIEW

- ❖ What do Journal Vouchers do for us?
- ❖ Controller’s Office Policies/Procedures
- ❖ What is the difference, Decentralized vs. Restricted Journal Vouchers?
- ❖ Decentralized Journal Vouchers
- ❖ Restricted Journal Vouchers

What do Journal Vouchers do?

- ❖ Record changes and corrections to transactions previously posted in ADVANTAGE.
- ❖ Record transfers between funds and/or agencies

Policies for Journal Vouchers

- ❖ Only documents involving your agency can be changed or corrected.
- ❖ All original account coding must be included in a correcting JV.
- ❖ Note the document ID and the nature of the change in the description field of the correcting JV to include an audit trail on correcting journal vouchers.

Journal Voucher Date of Record

For most journal vouchers, use the current date.

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

- ❖ **To correct a Payment Voucher:** use the PV/PVE “**process date**” as the journal voucher date of record. If the accounting period for the date of record is closed, enter the current accounting period.
- ❖ **To correct a Cash Receipt:** use the CR “**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 display on 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 is 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	Requires approval level 4 only

Note: After processing, JVDs and JVRs are recorded in **Document History Inquiry** and other tables as a JV. However, they remain a JVD or JVR in the Document Listing (SUSF) or Approval Log (ALOG) tables.

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.

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

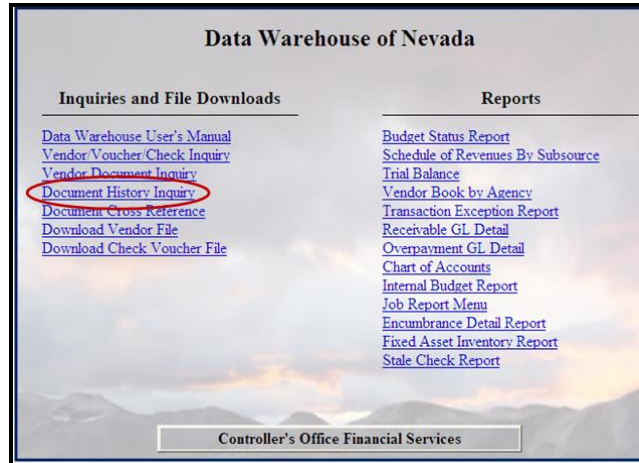
7 Easy Steps to a Correcting JVD or JVR

1. Print the **Dawn Document History Inquiry** screen that pertains to the original document needing correction.
2. Select or highlight the line(s) on the **Document History Inquiry** that need to be corrected.
3. Is/are the line(s) to be corrected a **debit or a credit** in ADVANTAGE?
4. 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.
5. Enter the **correcting entry** on the JVD/JVR form.
6. Complete the **header information** on the JVD/JVR document input/entry form.
7. Enter your document into ADVANTAGE.

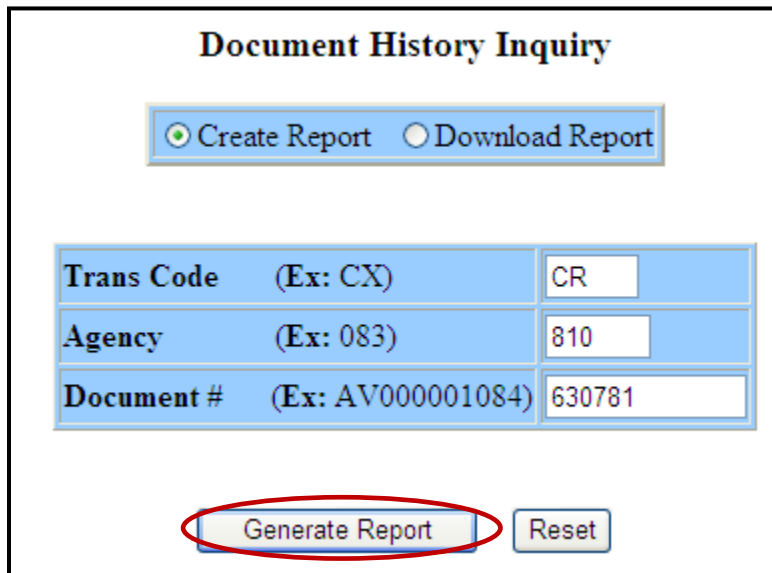
Step#1- Print the Document History Inquiry screen from DAWN.

Go to the **Data Warehouse of Nevada/DAWN.**

Select the **Document History Inquiry.**



Enter the ID number of the document you wish to correct.



Select **Generate Report.** Print the report.

Step #2 – Select the line(s) to be corrected by highlighting or circling the line or lines.

Document History Inquiry													
For Document Number: CR 810 630781													
<input type="button" value="Back"/>													
Record Date	Process Date	BFY	Acct Per	Vendor/Provider									
10/05/2000	10/05/2000	2001	04/2001										
Acct Type	Fund	Agy/Org/Sub	Appr	Job #	BS/Obj/Rev	Sub	Func	Activity	Rpt Cat	Ref Doc/Line	Line #/Desc	Comments/Invoice	Amount
31	101	810-0000	383400		3610						01 S630781 721		-\$2,700.00
01	101	810-0000			1000						01 S630781 721		\$2,700.00
31	101	810-0000	472900		3722						02 S630781 721		-\$330.00
01	101	810-0000			1000						02 S630781 721		\$330.00
Total Amount												\$.00	

Look for the line or lines of account coding that need to be corrected.

This is usually the line that begins with **Account Type 31** (revenue for cash receipts) or **Account Type 22** (expenditure for payment vouchers).

This will be the coding to use for the correction.

The lines beginning with **Account Types 01, 02 or 03** are the balancing transactions inferred by the ADVANTAGE software.

ACCOUNT TYPES and GL TYPES (*Most frequently used)

Balance Sheet Accounts

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

Revenue Source

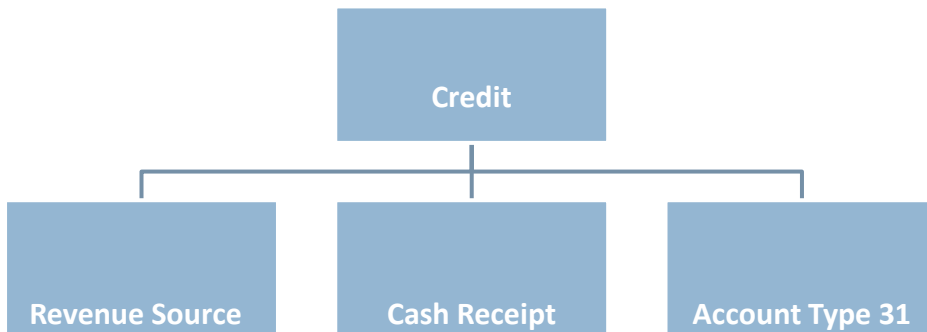
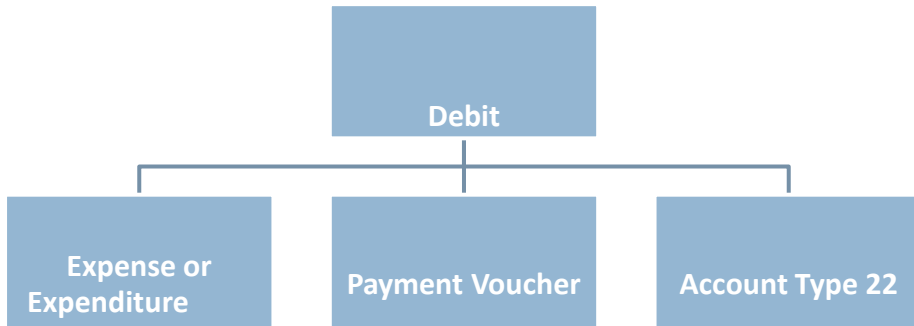
31	Revenue	3000-4999
----	---------	-----------

Object Codes

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

Note: Users may view a complete list of account types in the **Account Type (ACCT)** table. Highlight or circle the line(s) to be corrected. This will keep you from transferring inappropriate information into your JVD/JVR form.

Step #3 – Did the original line go in as a debit or a credit?



Note: When preparing a journal voucher to correct or change an expenditure GL or object code originally coded 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.

Step #4 – Enter the offsetting or canceling entry first.

Since our entry was originally a credit, we would debit the original entry in order to offset or cancel it. The description is our original document number so that we are providing that audit trail.

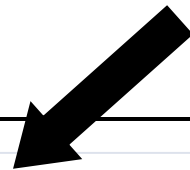
DECENTRALIZED JOURNAL VOUCHER (JVD) FOR ENTRY BY CONTROLLER'S OFFICE															
Document Number:		JVD _____						Different Funds		<input type="checkbox"/>					
Header Information		Date of Record _____		Acct Period ____ / ____		BFY _____		Same Funds		<input type="checkbox"/>					
Preparer: _____		Credit Total: _____		Debit Total: _____		Comments: _____									
Credit Line Detail															
T Y P E	Fund	Agcy	Org	Sub	Appr Unit	Activity	Func	Obj Rev BS	Sub	Job	Amount	Description	*V or P	Vendor # or Provider #	
Debit Line Detail															
R	101	810	0000		383400			3610			2,700.00	CR 810 630781			
CR Approval _____		Date _____		Controller's Office _____											
DR Approval _____		Date _____												*Legend: V=Vendor P= Provider	

Step #5 – Enter the correcting entry.

Our correcting line will then be the credit line and the description states the reason for the change or correction to complete the audit trail.

DECENTRALIZED JOURNAL VOUCHER (JVD) FOR ENTRY BY CONTROLLER'S OFFICE															
Document Number:		JVD _____						Different Funds		<input type="checkbox"/>					
Header Information		Date of Record _____		Acct Period ____ / ____		BFY _____		Same Funds		<input type="checkbox"/>					
Preparer: _____		Credit Total: _____		Debit Total: _____		Comments: _____									
Credit Line Detail															
T Y P E	Fund	Agcy	Org	Sub	Appr Unit	Activity	Func	Obj Rev BS	Sub	Job	Amount	Description	*V or P	Vendor # or Provider #	
R	101	810	0000		383400			3722			2,700.00	Change Revenue Code			
Debit Line Detail															
R	101	810	0000		383400			3610			2,700.00	CR 810 630781			
CR Approval _____		Date _____		Controller's Office _____											
DR Approval _____		Date _____												*Legend: V=Vendor P= Provider	

Step #6 – Complete the header.



DECENTRALIZED JOURNAL VOUCHER (JVD) FOR ENTRY BY CONTROLLER'S OFFICE														
Document Number:			JVD 810		10007984560				Different Funds		<input type="checkbox"/>			
Header Information		Date of Record		Today's Date		Acct Period /		BFY Current FY		Same Funds		<input type="checkbox"/>		
Preparer:			Credit Total:		\$2,700.00		Debit Total:		\$2,700.00		Comments: C. Spencer			
Credit Line Detail														
T Y P E	A L L E	Fund	Agcy	Org	Sub	Appr Unit	Activity	Func	Obj Rev BS	Sub	Job	Amount	Description	*Y or P Vendor # or Provider #
R		101	810	0000		383400			3722			2,700.00	Change Revenue Code	
Debit Line Detail														
R		101	810	0000		383400			3610			2,700.00	CR 810 630781	
CR Approval							Date		Controller's Office					
DR Approval							Date							
*Legend: V= Vendor P= Provider														

Step #7 – Enter the document into ADVANTAGE.

Guidelines for Documents to be submitted to the Controller's Office

- ❖ Font size should be at least 12 points.
- ❖ Use grid lines if using additional sheets of paper.
- ❖ **DO NOT** include coding lines with zero or negative amounts.
- ❖ **DO NOT** date stamp over the document number.
- ❖ Staple in the upper left hand corner of the document.
- ❖ Use **blue or black ink only**.
- ❖ Use **white paper only**.

The same accounting lines are listed below in two different ways. **Which one is easier to read?** Which one makes it easier for you to visually see changes in the document coding?

A

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

B

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	↓

Which one of the above is visually easier to read? Which is easier to detect where there are changes in the account coding?

To Create a Decentralized Journal Voucher (JVD)

Enter **JVD** in the code field of the ADVANTAGE navigator window. Press enter.

Code	Long Name
JVD	Journal Voucher Decentralized

Assigning a Document ID:

- ❖ **Journal Voucher Decentralized** is defaulted in the document type field.
- ❖ Enter your agency number in the first field next to **Document ID**.
- ❖ Check **Automatic Document Numbering** or enter the document number assigned by the agency.
- ❖ Select **OK**.

Record the document number on your back-up documentation.

The Completed JVD

The screenshot shows a software window titled "Batch: Document: JVD 810 0000000072". The header section includes the following fields:

- Date of Record: 09 / 28 / 12
- Accounting Period: [] / []
- Budget FY: 13
- Type: New
- Involves Different Funds:
- Involves Same Fund:
- Comments: C SPENCER

The summary section shows the following totals:

Debit Total	2,700.00	Credit Total	2,700.00
Calculated Debit Total	2,700.00	Calculated Credit Total	2,700.00

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.

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.

The screenshot shows a detail line form with the following fields:

- Account Type: Revenue
- Fund: 101
- Object / Rev / Sub: 3610 / []
- Rept Cat: []
- Agency: 810
- BS Account: []
- Vendor / Prov: None
- Organization / Sub: 0000 / []
- Job Number: []
- Code: []
- Appropriation Unit: 383400
- Debit: 2,700.00
- Name: []
- Activity: []
- Credit: []
- Function: []
- Description: CR 810 630781

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

Account Type	Revenue			
Fund	101	Object / Rev / Sub	4021 /	Rept Cat
Agency	810	BS Account		Vendor / Prov
Organization / Sub	0000 /	Job Number		Code
Appropriation Unit	383400	Debit		Name
Activity		Credit	2,700.00	
Function		Description	TO CORRECT GL	

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 accounting liaison

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

When to use a Restricted Journal Voucher (JVR)

- ❖ The transaction involves only your agency.
- ❖ The transaction corrects only organization, sub-org, activity, function, sub-object, sub-revenue or job number fields.
- ❖ The transaction re-allocates monies within the above items.

TO CREATE A RESTRICTED JOURNAL VOUCHER (JVR)

Enter **JVR** in the **Code** field of the ADVANTAGE navigator window.
Press **Enter**.

Code	Long Name
JVR	Journal Voucher Restricted

Assign a Document ID number:

- ❖ **Journal Voucher Restricted** is defaulted in the document type field.
- ❖ Enter your agency number in the first field next to document ID.
- ❖ Enter JVR in the second field next to document ID.
- ❖ Select **Automatic Document Numbering** or enter the document number assigned by your agency.

Batch / Document Entry

Document Type: Journal Voucher Restricted

View by: Name Code

Batch ID: [] [] Organization: []

Document ID: 999 [JVR]

Automatic Document Numbering

New Open Scan

[OK] [Cancel]

Select **OK**.

Record the document number on your back-up documentation.

The Completed JVR

Header:

Batch:		Document: JVR 999 JVR00000004	
Date of Record	09 / 23 / 11	Accounting Period	/ /
<input checked="" type="radio"/> New	<input type="radio"/> Modification	Override Budget	Yes
		Budget FY	12
		Reversal Date	/ /
		Comments	C SPENCER
Debit Total	100.00	Credit Total	100.00
Calculated Debit Total		Calculated Credit Total	
Account Type	Expense / Expenditure	Appropriation Unit	123404
Fund	101	Object / Rev	7020
Agency	999	BS Account	

- ❖ **Date of Record** — Enter the current date.
- ❖ **Accounting Period** — Leave blank.
- ❖ **Budget Fiscal Year** — Enter the current fiscal year.
- ❖ **New** — Always leave new marked.
- ❖ **Comments** — Enter your first initial and last name.
- ❖ **Debit Total** — Enter the amount to be corrected.
- ❖ **Credit Total** — Enter the amount to be corrected.
- ❖ **Account Type** — Enter the account type that will agree with your GL.
- ❖ **Appropriation Unit** — Enter the appropriation unit from the original transaction.
- ❖ **Fund** — Enter the fund from the original transaction.
- ❖ **Object/Rev** — Enter the GL from the original transaction.
- ❖ **Agency** — Enter the agency from the original transaction.
- ❖ **BS Account** — Enter the GL from the original transaction, if applicable.

Detail Lines:

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

Line 1

Organization / Sub	0000 /	Cash Indicator	No
Activity		Rept Cat	
Function		Debit	
Object / Revenue Sub		Credit	100.00
Job Number			
Description	PV 999 654987772		

To add a blank line:

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

Line 2

Organization / Sub	0000 /	Cash Indicator	No
Activity		Rept Cat	
Function		Debit	100.00
Object / Revenue Sub		Credit	
Job Number	ADMFEE		
Description	TO ADD JOB NUMBER		

To edit the document:

- ❖ Select **Process: Edit** or **(F7)**.
- ❖ Check the status of the document.
- ❖ Correct any errors.
- ❖ Re-edit.
- ❖ Select **Process: Approve** or **(F12)**.

Approvals

Restricted journal vouchers require level 4 approval to process.

PEND4 Approval – agency approver

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

JOURNAL VOUCHER HANDS-ON EXERCISES

Practice Decentralized Journal Voucher (JVD)

Correcting an Object Code (Expense GL)

Scenario: The object code (expense GL) entered on PV 901 QY0020 was incorrectly keyed as 7020 instead of 7025. Create a JVD to make this correction.

Step #1 – Print the document history for the document which needs correction. For this exercise, the DAWN document history is displayed below.

Step #2 - Locate the line(s) of account coding you need to correct by highlighting or circling them.

Document History Inquiry													
For Document Number: PV 901 QY0020													
<input type="button" value="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	Func	Activity	Rpt Cat	Ref Doc/Line	Line #/Desc	Comments/Invoice	Amount
02	101	901-5332		84126V1	2000						01		-\$40.94
22	101	901-5332	326504	84126V1	7020						01 397217 E101223 531		\$40.94
												Total Amount	\$0.00

Step #3 – Did this document go into ADVANTAGE originally as a debit or a credit? _____

Step #4 – Enter the offsetting line first using the JVD input form you printed out for class.

- **Detail Line 1** - This line will reverse the original transaction.
- **Account Type** – Expense/Expenditure
- **Fund** – 101
- **Agency** – 901
- **Organization/Sub** – 5332
- **Appropriation Unit** – 326504
- **Activity** – Leave blank
- **Function** – Leave blank
- **Obj/Rev/Sub** – 7020
- **BS Account** – Leave blank
- **Job** – 84126V1

- **Credit** – Enter 40.94
- **Description** – PV 901 QY00220
- **Vendor/Prov** – *Leave as None
- **Code** – *Leave blank
- *Since we are making a change to an object code, the vendor code for Pitney Bowes would normally be included on all accounting lines of this document however we cannot populate this field in the training environment.

Step #5 – Enter the correcting line next.

- **Detail Line 2** - This line will record the corrected information.
- **Account Type** – Expense/Expenditure
- **Fund** – 101
- **Agency** – 901
- **Organization/Sub** – 5332
- **Appropriation Unit** – 326504
- **Activity** – Leave blank
- **Function** – Leave blank
- **Obj/Rev/Sub** – 7025
- **BS Account** – Leave blank
- **Job** – 84126V1
- **Debit** – Enter 40.94
- **Description** – Correct GL
- **Vendor/Prov** – *Leave as None
- **Code** – *Leave blank
- *Since we are making a change to an object code, the vendor code for Pitney Bowes would normally be included on all accounting lines of this document however we cannot populate this field in the training environment.

Step #6 – Complete the header.

Header Information

- **Date of Record** – Current date.
- **Accounting Period** – Leave blank.
- **Budget Fiscal Year** – Current Budget Fiscal Year.
- **New** – Always leave New marked.
- **Type** – Involves Same Fund.
- **Comments** – First initial, last name.
- **Debit Total** – 40.94
- **Credit Total** – 40.94

Step #7 – Enter your document into ADVANTAGE using the automatic document numbering feature.

- Select **Process: Edit** or (F7).
- Check the status of the document.
- Correct any errors.
- Re-edit.
- Select **Process: Approve** or (F12).

Practice Restricted Journal Voucher (JVR)

Adding a Job Number to a Previously Posted Payment Voucher

Scenario: The job number ADMFEE was omitted when the agency originally entered PV 060 KT4014. Create a JVR to make this correction. The DAWN Document History is printed below.

Step #1 – Print the document history for the document which needs correction. For this exercise, the DAWN document history is displayed below.

Step #2 - Locate the line(s) of account coding you need to correct by highlighting or circling them.

Document History Inquiry													
For Document Number: PV 060 KT4014													
<input type="button" value="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	Func	Activity	Rpt Cat	Ref Doc/Line	Line #/Desc	Comments/Invoice	Amount
02	101	060-0000			2000						01	173305673	-\$92.00
22	101	060-0000	113004		7020						01 CUST # *****6376	173305673	\$92.00
												Total Amount	\$0.00

Step #3 – Did this document go into ADVANTAGE originally as a debit or a credit? _____

Step #4 – Enter the offsetting line first, using the JVR input form you printed out for class.

Detail Line 1 - This line will reverse the original transaction.

- **Organization/Sub** – 0000
- **Description** – PV 060 KT4014
- **Debit** – Leave blank

- **Credit** – 92.00 **Step #5** – Enter the correcting line next.

Detail Line 2 - This line will record the correct information.

- **Organization/Sub** – 0000
- **Job Number**– ADMFEE
- **Description** – ADD JOB NUMBER
- **Debit** – Enter 92.00
- **Credit** – Leave blank

Step #6 – Complete the header.

Header Information

- **Date of Record** – Current date.
- **Accounting Period** – Leave blank.
- **Budget Fiscal Year** – Current Budget Fiscal Year.
- **Debit Total** – 92.00
- **Credit Total** – 92.00
- **Comments** – First initial, last name
- **Account Type** – Expense/Expenditure
- **Appropriation Unit** – 113004
- **Fund** – 101
- **Object/Rev** – 7020
- **Agency** – 060

Step #7 – Enter your document into ADVANTAGE using the automatic document numbering feature.

- Select **Process: Edit** or **(F7)**.
- Check the status of the document.
- Correct any errors.
- Re-edit.
- Select **Process: Approve** or **(F12)**.