PAYMENT SERVICES USER MANUAL 1

PAYING AN ENCUMBRANCE 1

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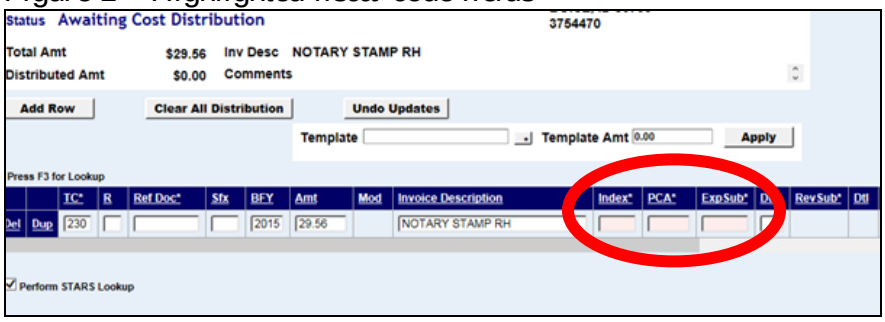
The encumbrance must be created in STARS first, and then it can be paid in Payment Services by transactions from received invoices. Payment Services cannot create the encumbrance.

1. The **Distribute** screen displays the invoice details and a distribution grid in which the fiscal codes are entered and costs are distributed.
2. In the distribution grid, enter a transaction code in the **TC** field on the first row. Be sure to use a transaction code appropriate to pay an encumbrance. Payment Services prohibits the use of a TC 215 because it is linked to GL 4300. Use the lookup or refer to STARS documentation for more information about encumbrance and pre-encumbrance TCs.
3. Press TAB or click into another field and the transaction code will be validated. (**TC** is a required field.) When the TC is validated, Payment Services will highlight other fiscal code fields required by the TC.

Figure 1 – Highlighted fiscal code fields



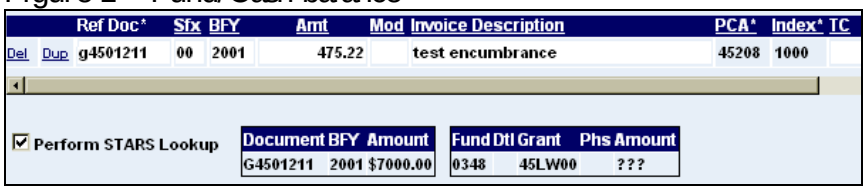
4. Enter the encumbrance number in the **RefDoc** and **Sfx** fields, or use a "look up" or search for and select a reference document number (see step 7).
5. Enter the **BFY** of the encumbrance. This field will be blank if you manually enter the **RefDoc**.
6. Press TAB or click into another field and Payment Services will automatically enter other fiscal code fields (PCA, Index, Grant, etc.) if the encumbrance has been set up in STARS to do so. If you see an 'Invalid Encumbrance' error message, make sure the **BFY** is correct for that **RefDoc** (encumbrance.)
7. Continue entering fiscal codes on the distribution grid. You can change the **Invoice Description** field and this will be printed on the remittance advice to the vendor.

However, this will not update the **Invoice Description** on the **Invoice** screen in Payment Services.

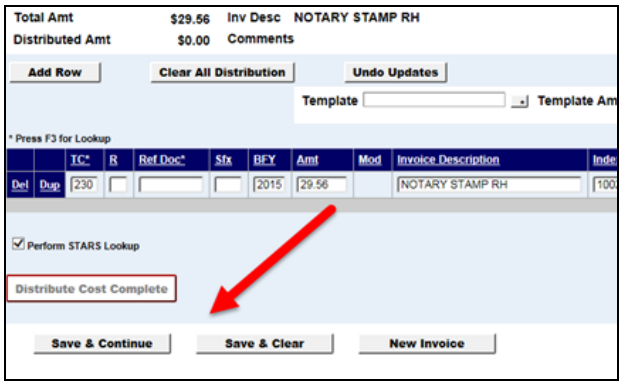
8. To look up or search for ('look up') certain fiscal codes:
   a. Choose a fiscal code field designated with an asterisk, place the cursor in the field, and then press F3.
   b. The application will validate the codes and (except for the **TC** field as noted above) will also automatically enter any other related fiscal codes. Error messages will be displayed if a fiscal code is not valid.
9. To create an additional row for cost distribution and coding, click **Add Row** or **Dup**. Use **Dup** to copy all of the fiscal coding into the next row so you do not have to re-enter codes you will be using again.

   The balances of the Encumbrance funds for encumbered invoices or the Cash Control file for cash balances will be displayed below the distribution grid.

Figure 1 – Fund/Cash balance



If you are entering several rows of distribution, click **Save & Continue** often. If you enter several rows, but do not save your work and the application displays a warning (e.g., you do not enter a Transaction Code and click on another tab) or if you log off, it is likely that none of your work will be saved.

If you see a warning message that indicates there are unsaved disbursement updates, click **Cancel** and be sure any required fiscal codes (e.g., the Transaction Code) are entered.

10. Click **Save & Continue** or **Save & Clear**.
    - **Save & Continue** saves the data you have entered and keeps it displayed on screen.
    - **Save & Clear** will save the data you have entered, close the **Distribute** screen, and then automatically open the **Invoice** screen.Figure 2 - Save the fiscal coding