PAYMENT SERVICES USER MANUAL

USING A TEMPLATE FOR FISCAL CODING AND COST DISTRIBUTION

INTRODUCTION

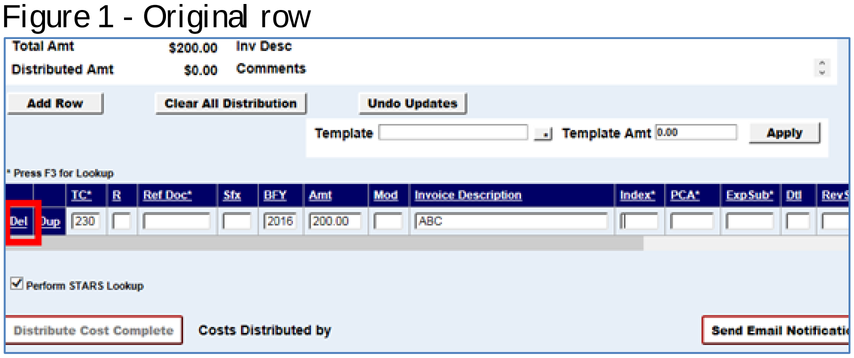
A template is a preset distribution based on dollar amounts or on percentages and fiscal coding. When the template is applied, just the actual amounts have to be entered on the **Distribute** screen. A template with percentages can be applied so that the amounts are automatically calculated and populated and the remainder of the fiscal coding can be entered on the **Distribute** screen. (Cost distribution may be rounded when using templates based on percentages and, therefore, would need to be modified.) There are several combinations that could be used for a variety of situations.

Templates are created by the agency's users who have been given **Template Maintenance** access by the Payment Services administrator. See the Fiscal Coding/Cost Distribution Templates documentation for more information.

APPLY A TEMPLATE ON THE DISTRIBUTE SCREEN

1. Select an invoice either from the **Status** screen or the invoice lookup on the **Distribute** screen.
2. Once selected, the **Distribute** screen will open.
3. Click **Del** next to the row in the distribution grid or click **Clear All Distribution** to delete it. The template will add new rows when it is applied.

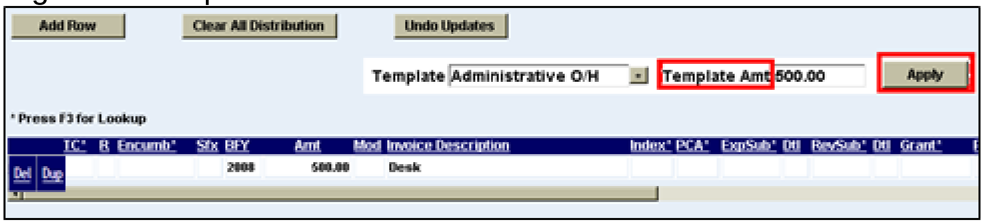
Figure 1 - Original row



4. Click the asterisk next to **Template** to find a template. In the Template look up, click **Find** to a list of all templates - see the Finding a Template section below. Or type the exact name (case insensitive) of the template in the **Template** field.

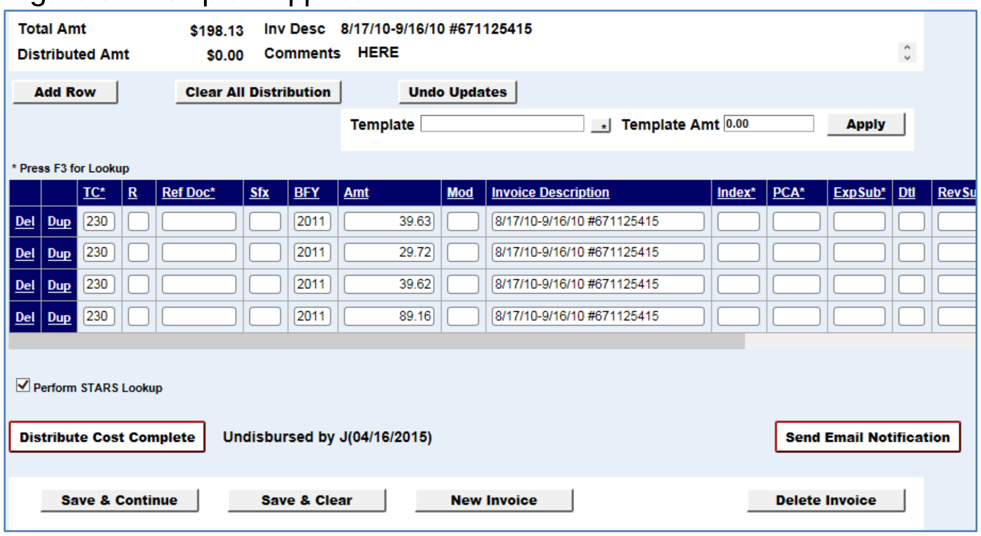
5. In the **Template Amt** field, enter all or part of the total invoice amount that you want the template applied to (leaving the rest of the fiscal coding and cost distribution to be entered manually).

Figure 2 - Template Amount



6. Click **Apply**. (Note the **Total Amt** and **Distributed Amt** in the invoice details. Also note that the **Distribute Cost Complete** button will not be available until the total invoice amount is distributed.

Figure 3 - Template applied



a. If you are using a template for Bank of America P-Card payments, the **Invoice Description** must begin with your agency's unique 16-digit account number. The remaining 14 characters can be descriptive information.

b. After applying a template, the cost distribution can be modified as needed. (The dollar amounts will be rounded when using templates based on percentages and, therefore, would need to be modified because the Distributed amount may differ from the Total amount.)

c. Since the **TC** is a required field, even if the **PCA/Index** has been set up to look up other codes, entering a PCA/Index without a TC still won't look up those other codes in the distribution grid. If the TC validation fails, it stops the rest of the validation process.

- If the PCA or Index looks up the **Budget Unit**, **Fund**, and **Fund Detail**, do not manually change them.

- When the transactions are uploaded to STARS, if the **PCA** or **Index** on the transaction, the Payment Services upload routine will then only have to check the PCA. If it is there it will know the Budget Unit and Fund fields were protected on the transaction (populated for viewing by lookups) and will not send the BU, Fund and Fund DTL. If the PCA is blank it will send those fields.

d. If the **TC** requires an **encumbrance number**, enter it in the **Ref Doc** field. Be sure to use the correct TC for an encumbrance. See the Paying an Encumbrance document for more information.

e. If you have applied the template to only part of the invoice amount, you can add a row(s) to complete the distribution. (Note that the **Distribute Cost Complete** button will not be available until the total invoice amount is distributed.

f. Check the **Perform STARS Lookup** checkbox and the balances of Encumbrance funds for encumbered invoices or the Cash Control file for cash balances will be displayed below the distribution grid when the distribution is saved.

g. If after a applying a template, the Budget Unit and Fund are not entered by PCA lookups but should have been, click **Clear All Distribution**, and then apply the template again.

h. If you want to clear your data entry and start over with the cost distribution, click **Clear All Distribution**. This will clear every row including the original first row. Click **Add Row** or **Save & Continue** to create the first row again with the original total amount. (If you click **New Invoice**, the distribution will be cleared and you will start over on the **Invoice** screen with a new, blank invoice.)

FIND A TEMPLATE USING THE LOOK UP

You can search for a templates that has been created and apply it to an invoice. This will automatically create the distribution rows and amounts based on the template and the invoice amount.

1. Click the asterisk next to **Template**.
2. In the **Template Look Up** dialog box, enter the name, description, select the type, or use any combination of search criteria. (Leave the search criteria blank to see all templates for your agency.)
3. Select **Show Details** to see the distribution details of the template.
4. Click **Find**.
5. Click **Select** next to the template.
6. In the **Template Amt** field, enter all or part of the total invoice amount that you want the template applied to, and then click **Apply**.