State of Alabama

Non-Automated Accounts Payable Document Preparation Reference Guide

AKA The "Manual" Manual for AP Processing

<u>Introduction</u>

This document has been prepared for the Manual user to use as a reference in the preparation and submission of documents and invoices to the Office of the Comptroller for payment. It is not intended to be a replacement for the Fiscal Policies and Procedures Manual but merely a supplement to assist you. You are strongly urged to read all the information contained in this reference guide and direct any questions or concerns to the Accounts Payable Hotline at 33-242-4444. This reference guide and copies of all forms are now available at www.comptroller.alabama.gov. Click Manual Agencies under the Procedures Tab.

All manual agencies are required to submit their invoices with a properly completed Transmittal sheet. Separate Transmittal sheets must be used for **regular vendor** invoices, **interfund invoices,** and for **employee in-state travel invoices**. The procedure for completing the transmittal sheets are the same.

A)	Each document within the Transmittal should have the backup ***<u>stapled</u>*** – not paper or binder clipped – in the ***<u>top left hand corner</u>***. Clipped documents will be returned. The use of clips lends to backup being separated and/or lost.

B)	The Transmittal sheet should be on the top of the packet with the documents in the same order as listed on the Transmittal sheet (Numerical by Document Number) and should be **clipped together** – NOT STAPLED. Make sure the clip appropriately holds the packet together so they are not separated.

C)	The Transmittal packet should be taken to Room 217 and put in the basket marked MANUAL.

D)	Documents without Transmittals sheets will be returned.

E)	IRS W-9 Form's **<u>SHOULD NOT</u>** BE ATTACHED TO DOCUMENTS. If a vendor needs to be added, a Vendor Request form and an IRS W-9 Form should be completed by the vendor and emailed to vendors@comptroller.alabam.gov.

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<u>M-1 HOW TO COMPLETE THE PAYMENT DOCUMENT FORM</u>

To obtain payment of an invoice or expense reimbursement request, Form FRMS-9 must be filled out completely and submitted to the State Comptroller's Office. Manual agencies will complete the FRMS-9 and Transmittal sheet and submit it to the State Comptroller's Office for audit and processing.

Items 1 - 23 reference Exhibit 1.

1. Document Number (Must be 11 digits)
The department assigns the document number. The document number must begin with the last two digits of the fiscal year. For example, 17=FY 2017, 18=FY 2018. The second, third and fourth digits designate the three-digit department code to which the document is being charged. The department may then assign up to 6 digits as the department number sequence.

Example: For FY 2017 and Agency 999, the numbering would start with 17999000001.

2. Department
Enter the three-digit department code.

3. Accounting Prd
If a payment is made in the current fiscal year for current fiscal year goods or services, leave the accounting period blank. If a payment is being made in the 13th accounting period for goods or services received on or by September 30th, enter 13 in the accounting period.

Example: For a good or service received in September 2017 and being paid in November 2017, the FY would be 2017 and the Accounting PRD would be 13. 13 would be entered in the Accounting Prd field.

4. Budget FY
Enter the correct budget fiscal year on all documents.

5. FY
If a payment is made in the current fiscal year for current fiscal year goods or services, leave the FY blank. If a payment is being made in the 13th accounting period for goods or services received on or by September 30th, enter the four digits that represent the prior fiscal year.

Example: For a good or service received in September 2017 and being paid in November 2017, the FY would be 2017.

6. Vendor Customer Number

Enter the vendor customer number (VC number). The VC number may be obtained from the Vendor Customer Table (VCUST) in STAARS. If the business' federal ID number is used the document will be returned for corrections. **It is very important to make sure you use the VC number with the correct address as that is the name and address that prints on the warrant**.

Complete the Name, Address, City, State and Zip information. This will be compared to the computer information and should agree.

> *******Note for items 7, 8, 9, & 10: DO NOT PUT ANY OTHER INFORMATION IN THE REFERENCED DOCUMENT COLUMN OTHER THAN THE PURCHASING DOCUMENT OR PROFESSIONAL SERVICES CONTRACT DOCUMENT, AGENCY, REFERENCED DOCUMENT NUMBER AND LINE # IN THE CORRECT FORMAT. *******

7. Ref Doc Code

If the purchase involves the use of a purchasing document or professional services contract document enter the correct reference document code. Appendix 1 includes a list of the possible document codes. Otherwise, leave blank.

8. Department

Enter the three-digit department code.

9. Number

Enter the purchasing document number or professional services contract number. Otherwise, leave blank.

10. Comm LN

Enter the purchasing document or professional services contract document commodity line number that is being paid. This must be completed correctly or the voucher will be green slipped. Agencies are responsible for looking up the referenced document and making sure any commodity line that is being paid from an encumbrance document is referenced.

11. Acct LN

Enter the purchasing document or professional services contract document accounting line number that is being paid. This must be completed correctly or the voucher will be green slipped. Agencies are responsible for looking up the referenced document and making sure any accounting line that is being paid from an encumbrance document is referenced.

12. Invoice Number – MANDATORY FOR ALL DOCUMENTS
Enter the vendor invoice number. For invoices with no invoice number, please refer to the Policies and Procedures Manual for guidance on correct formatting.

13. Invoice Date – MANDATORY FOR ALL DOCUMENTS
Enter the vendor invoice date. For invoices with no invoice date, the date notated must correspond with the invoice in some way.

14. Fund
Enter the four-digit fund number to be charged.

15. Appr Unit
Enter the three-digit appropriation code to be charged.

16. Obj/Rev
Enter the four-digit expenditure object code if a vendor is being paid for goods or services. Object codes should four digits instead of previous 6 digits ex) 1004 instead of 1000 04. *Enter the four-digit revenue source code if a refund is being issued because the department was overpaid.*

17. BS Acct
If this transaction affects a balance sheet account, enter the four-digit balance sheet code. Otherwise, leave blank.

For example, if an inventory item is being purchased, the balance sheet code 1301 for inventory should be entered. If an investment is being acquired, the correct investment balance sheet code from the 1100 series balance sheet section should be entered. If the fund is an agency fund type, only balance sheet accounts may be entered on the document form. When disbursements are being made from the agency fund, the balance sheet code to which funds were initially deposited must be coded on the document.

18. Function
Enter the four-digit function code to be charged.

19. Property/Lease Number
 If purchasing an asset, the property number should be notated here. If paying a lease payment, the Office of Space Management (OSM) lease number should be notated here. If neither situation applies, leave blank.

20. Amount
Enter the dollar amount of this accounting line to be paid. If the amount is a credit, please indicate by making the dollar amount a negative amount.

21. Document Total

Enter the total of all lines to be paid by the document. If this document covers multiple pages, then the document total will appear on the last page. ***Sign or affix approvals on the last page.***

22. Departmental Auditor

Enter the date and name of the person responsible for auditing the document in the department

23. Auditor of Disbursements

This is for the signature of the person in the Accounts Payable Section of the Comptroller's Office approving the payment.

24. Authorized Departmental Approval

Enter the date and signature of the department head or other authorized person.

Exhibit 1
Payment Document Form

FORM FRMS-9 REV 01/2018

Vendor Customer Number: **6**

Legal Name:

Alias/DBA:

Address Line 1:

Address Line 2:

City: State: Zip Code:

State of Alabama
DEPARTMENT OF FINANCE
STATE COMPTROLLER
MONTGOMERY, AL 36130

WARRANT #

DOCUMENT #   **1**

DEPARTMENT #   **2**

DATE:

ACCT PRD: **3**   PAGE:

BUDGET FY: **4**   FY: **5**

REFERENCED DOCUMENT		ACCOUNTING DISTRIBUTION								
REF DOC CODE-DEPARTMENT-NUMBER-COMM LN-ACCT LN	INVOICE NUMBER	INVOICE DATE	FUND	APPR UNIT	OBJ/ REV	BS ACCT	FUNCTION	PROPERTY/LEASE NUMBER	AMOUNT	
7-8-9-10-11	12	13	14	15	16	17	18	19	20	
DOCUMENT TOTAL									21	

Audited: _____   **22**
Date   Departmental Auditor

Examined and Approved for Payment

_____   **23**

Date   Auditor of Disbursements
Division of Control and Accounts

I hereby certify that the named article(s) and/or service(s) as stated on the invoice attached have been received, are the kind and quantity ordered, are not excessive and are necessary for the use of this department in conducting public business only, and this account is correct, due and unpaid. For those items requiring the approval of the Governor, I certify that I have obtained the Governor's approval for payment.

_____   **24**

Date   Autorized Departmental Approval

M-2 HOW TO LOCATE VENDOR CUSTOMER NUMBERS IN STAARS

All payment documents must have the vendor customer (VC) number listed along with the correct legal name, alias/DBA if applicable, and address.

- **Finding the VC Number, Legal Name, and Alias/DBA**
  To find the VC number in STAARS, enter VCUST in the "Jump To" box in the top of your screen. Once VCUST has been entered, select "GO." The search screen will then appear. Enter the legal name in the Legal Name field and select "OK." If the exact legal name of the vendor is not known search by using an asterisk at the beginning and end of the name. For example, when searching for Acme Cleaning Supplies, enter *Acme* and all vendors with Acme in their name will be displayed. The VC number is located on the left of the Legal Name. Once you select the correct vendor, the line will be highlighted. The general info tab provided below the list of vendors provides the VC number, legal name, and if applicable the alias/DBA. This information should be listed in the appropriate places on the payment document form (FRMS-9).

- **Finding the Correct Address**
  Once the correct legal name has been located, then verify that the correct address exists for that VC number. Choose the "Address" section on the left side of the screen. Select the payment address that matches the invoice to be paid.

  ******Make sure the VC number is shown as "Active" in the Vendor Active Status column. Also, ensure that the needed address is an option for the VC number used. The correct payment address may be connected to another VC number with the same name as the one that was chosen. If either of these conditions are not correct the document will be green slipped and returned to the agency.******

M-3 HOW TO CORRECTLY FORMAT PROPERTY NUMBERS

All payment documents coded to major object codes 1200, 1300, and 1400 that are over $500.00 or items deemed as sensitive items must have a unique 12-digit inventory number entered on the payment request document in the Property/Lease Number Column. The unique inventory number must be in one of the two formats described below, depending on whether the capital asset purchased is required to be inventoried by the State Auditor.

1) **_State Auditor Assets_** – The Property Inventory Number used by the State Auditor contains a maximum of 10 characters. When entering the Property/Lease Number in the appropriate column of the payment request document, add the letters QA to the beginning of the property Inventory Number and insert zeros after the dash to fill out the full **12 characters**.

> **NOTE**: The dash counts as a character.

Example – If the Auditor's Property Inventory Number is 23-8569, write QA23-0008569 in the Property/Lease Number Column of the Payment Document.

> **Note: Property Numbers should be entered in column 19.**

> **Note:** If there are multiple items on one invoice, which require a property number, each item, with the appropriate property number, must be listed on a separate line of the document.
>
> Example – Two Dell Computers – $1500.00 each -- Invoice Total is $3000.00. Two lines will be written on the payment document. Each line will be for $1500.00 and the appropriate property number of each item will be on each individual line.

2) **_Non-State Auditor Capital Assets_** – Certain capital asset items are exempt by law from the State Auditor's inventory process. These Capital Assets must be assigned a Capital Asset Number. Most of these items are purchased under object category 1200. This Capital Asset Number is to be generated by the individual department in the following format and entered in the Property/Lease Number Column of the Payment Request Document:

> Q+3-digit Agency Number + dash + 7-character asset number.

For example, if a building were purchased by agency 010 under 1202, the Capital Asset Number entered in the Property/Lease Number Column of the Payment Request Document would be Q010-0000001 where "0000001" is any unique alphanumeric combination chosen by the department to identify that asset.

M-4 HOW TO COMPLETE THE PAYMENT DOCUMENT TRANSMITTAL

Items 1- 11 reference exhibits 2, 3, & 4. The procedure is the same for **Employee In-State Travel, Internal Transactions and General Payment documents** <u>BUT</u> MUST be on the respective Transmittal sheets. **Separate Transmittals must be used for EMPLOYEE IN STATE TRAVEL, INTERNAL TRANSACTION, and REGULAR VENDOR documents**

1. **Date Prepared**
This is the date the transmittal was prepared and forwarded to the Comptroller's Office.

2. **Prepared By**
This is the name of the person preparing the transmittal.

3. **Date Keyed**
This is for use by the Comptroller's Office staff member to enter the date the payment request documents are entered into STAARS.

4. **Keyed By**
This is for the initials of the Comptroller's Office staff member who entered the payment request documents into STAARS

5. **Department**
This is your 3-digit department number.

6. **# Of Documents**
This is the number of payment request documents attached to this transmittal.

7. **Payment Request Document Number**
Enter each payment request document number on a separate line.

8. **Vendor Customer Number (VC Number)**
Enter the VC Number that corresponds to the payment request document number in item 8.

9. **Payment Request Document Total**
Enter the payment request document total dollar amount that corresponds to the payment request document number in item 8.

10. **Transmittal Total**
Add the document Total Column and enter in the Transmittal Total field.

Exhibit 2
General Payment Document Transmittal

Payment Document Transmittal

Date Prepared: _____1_____   Date Keyed: _____3_____

Prepared By: _____2_____   Keyed By: _____4_____

PAYMENT DOCUMENT TRANSMITTAL

Department: _____5_____   # of Docs: _____6_____

	Payment Request Document Number	Vendor/Customer Number	Document Total
1	7	8	9
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Transmittal Total _____10_____

**** Make sure the Invoice number is listed on each line of the voucher <u>exactly</u> as listed on invoice.

Exhibit 3
Internal Transaction Document Transmittal

Internal Transaction Transmittal

Date Prepared: _____1_____   Date Keyed: _____2_____

Prepared By: _____3_____   Keyed By: _____4_____

INTERNAL TRANSACTION TRANSMITTAL

Department: _____5_____   # of Docs: _____6_____

	Document Number (numerical order)	Vendor Customer Number	Document Total
1	7	8	9
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Transmittal Total _____10_____

**** Make sure the Invoice number is listed on each line of the voucher <u>exactly</u> as listed on invoice.

Exhibit 4
Employee In-State Travel Payment Document Transmittal

Employee In State Travel Transmittal

Date Prepared: _____1_____   Date Keyed: _____3_____

Prepared By: _____2_____   Keyed By: _____4_____

EMPLOYEE IN STATE TRAVEL TRANSMITTAL

Department: _____5_____   # of Docs: _____6_____

	Payment Request Document Number	Vendor Customer Number	Document Total
1	7	8	9
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Transmittal Total _____10_____

**** Make sure the Invoice number is listed on each line of the voucher <u>exactly</u> as listed on invoice.

M-5 HOW TO COMPLETE THE ITI INVOICE RECORD FORM

If a department sells goods or services to another state department, the **Invoice Record** form must be completed and forwarded to the Office of the State Comptroller. This form will be used to create an ITI document in STAARS. No accounting transactions will take place in STAARS until the buyer department processes an ITA to make payment of the ITI (invoice record). Once the ITA is entered and approved by the buyer department and the State Comptroller, a transfer of funds is initiated instead of the issuance of a warrant. Departments can access transaction report through InfoAdvantage that identifies the department, invoice number, and amounts transferred through the ITA.

Items 1- 9 reference exhibit 5.

1. **Seller Department VC Number**
This is the seller department's vendor customer number that is located in STAARS on the VCUST page. This number should begin with AGCY followed by the seller department's three-digit department code. The seller department is the department receiving funds for goods or services.

2. **Buyer Department VC Number**
This is the buyer department's vendor customer number that is located in STAARS on the VCUST page. This number should begin with AGCY followed by the buyer department's three-digit department code. The buyer department is the department paying for the goods or services.

3. **Invoice Number**
The invoice number must be the same as the invoice number on the invoice sent to the buyer department. For example, if the number on the invoice is 04-12345 then the dash must be included as part of the number. It is important to distinguish between the letter S and the number 5 and the letter O and the number 0. These are often miskeyed.

4. **Event Type**
The correct STAARS event type must be entered in this box. There is a guide to all event types on the Comptroller's website and in Appendix II of this manual. At the bottom of the ITI invoice record form, there is a short list of the most commonly used event types. Please note that when processing a refund, you must use the same event type as used on the original transaction.

5. **Invoice Amount**
This is the total amount of the invoice.

6. **Invoice Date**
This is date on the invoice.

7. Invoice Accounting Information

When recording the sale as a normal cash receipt you will need to provide the following:

Fund
Department Number
Revenue Source

Fund	Dept	Appr	Function	Rev Src	Object
XXXX	XXX			XXXX	

When recording the sale as a refund against disbursements you will need to provide the following:

Fund
Department Number
Appropriation Number
Function
Object Code – Remember to use the new Object code which is a combination of the old major object and sub object. Example: 0900 02 is now 0902.

Fund	Dept	Appr	Function	Rev Src	Object
XXXX	XXX	XXX	XXXX		XXXX

8. Prepared by

Enter the name of the person preparing the form.

9. Date Submitted:

Enter the date sent to the State Comptroller's office.

A blank form is available on the State Comptroller's Website for department's use.

Exhibit 5
ITI Invoice Record Form

ITI INVOICE RECORD FORM

Seller Dept VC#: _____1_____   Buyer Dept VC#: _____2_____

Invoice Number: _____3_____   Event Type: _____4_____

Invoice Total: _____5_____   Invoice Date: _____6_____

Invoice Accounting Information

Fund	Dept	Appr	Function	Rev Src	Object	BS Account
7	7	7	7	7	7	7

Prepared by: Date Submitted:

_____8_____   _____9_____

Commonly Used Event Types

IN30 - Seller Expense-Buyer Expense-Current Year
IN32 - Seller Revenue-Buyer Expense-Current Year
INX9 - Seller Revenue-Buyer Revenue-Current Year

Submit to: State Comptroller's Office
c/o Accounts Payable
100 North Union Street
RSA Building, Suite 217
Montgomery, AL 36130

robyn.coppock@comptroller.alabama.gov
taylor.freeman@comptroller.alabama.gov

APENDIX 1 LIST OF REFERENCE DOCUMENTS AND DESCRIPTIONS

The lists below should be used as a reference to the meaning of a term or acronym used.

Purchasing Documents

- **RQS – Requisition –** The Standard Requisition document enables users to request the procurement of goods and/or non-professional services. This document pre-encumbers funds. The Division of State Purchasing approves this document.

- **RQN – Requisition New Year –** This Standard New Year Requisition documents enables users to request the procurement of goods and/or non-professional services without pre-encumbering funds. This document is used prior to the beginning of the new fiscal year.

- **PO – Purchase Order –** The Purchase Order document is an award document that is a contractual agreement between the State and a vendor to provide goods and/or non-professional services. This document encumbers (reserves) funds to be paid out in the future. The Division of State Purchasing approves this document.

- **PO3 – 3-Way Match Purchase Order –** The Purchase Order 3 document is an award document that is a contractual agreement between the State and a vendor to provide goods and/or non-professional service. This document encumbers (reserves) funds to be paid out in the future. This document requires the presence of an invoice document and material receipt document to initiate the payment request document. The Division of State Purchasing approves this document.

- **MA – Master Agreement –** The Master Agreement document is used to set prices, terms, and conditions for purchase of itemized goods and/or non-professional services from a vendor at a negotiated price. These documents usually represent statewide contracts. This document does not encumber (reserve) funds. The Division of State Purchasing approves this document.

- **DO – Delivery Order –** The Delivery Order document is an award document that is a contractual agreement between the State and a vendor to provide goods and/or non-professional services at pre-arranged prices and delivery dates in accordance with a previously established Master Agreement. This document encumbers (reserves) funds to be paid out in the future. The Division of State Purchasing approves this document. Related documents are the DO3 which requires an invoice and a material receipt to initiate a payment request document.

Professional Service Documents

- **MAP1 – Master Agreement Professional Service–** The Master Agreement Professional Service document is used to set up professional service contracts. The State Comptroller's Office approves this document. This document does not encumber funds. Related documents are the MAPBC1 for Building Commission Contracts and MAPIT1 for IT related contracts.

- **DOP1 - Deliver Order for Professional Service.** The Deliver Order for Professional Service document is used to encumber (reserve) funds related to the MAP1 document. The State Comptroller's Office approves this document. Related documents are the DOPBC1 for Building Commission Contracts and DOPIT1 for IT related contracts.

- **ISA1 – Interfund Agreement –** The Interfund Service Agreement for Professional Services document is used to set up professional service contracts between two departments and/or funds. The State Comptroller's Office approves this document. This document does not encumber funds. The ISA1 document acts as a professional service contract between two agencies

- **ISE1 – Interfund Encumbrance –** The Interfund Service Encumbrance for Professional Services document is used to encumber (reserve) funds to be paid in the future for professional service contracts between two departments and/or funds. The State Comptroller's Office approves this document. The ISE1 document is an encumbrance document that is referenced on the ITA1 document.

APENDIX 2 LIST OF EVENT TYPES FOR ITI DOCUMENTS

- **IN20 - Transfer – Current Year –** For use only on Operational Transfers during the current year. The transaction will create offset cash entries.
- **IN23 – Transfer – 13th APD -** For use only on Operational Transfers during the 13th APD. The transaction will create Due To / Due From offset entries.
- **IN30 – Seller Expense – Buyer Expense – Current Year –** Records an Expenditure Refund to the Seller and an Expenditure to the Buyer during the current year. The transaction will create offset cash entries.
- **IN32 – Seller Revenue – Buyer Expense – Current Year –** Records a Revenue to the Seller and an Expenditure to the Buyer during the current year. The transaction will create offset cash entries.
- **IN34 – Seller Expense – Buyer Expense – 13th APD -** Records an Expenditure Refund to the Seller and an Expenditure to the Buyer during the 13th APD. The transaction will create Due To / Due From offset entries.
- **IN35 – Seller Revenue – Buyer Expense – 13th APD -** Records a Revenue to the Seller and an Expenditure to the Buyer during the 13th APD. The transaction will create Due To / Due From offset entries.
- **INX2 – Seller Asset BSA – Buyer Expense – Current Year -** Records to the Seller's Asset BSA and records an Expenditure to the Buyer during the current year. The transaction will create offset cash entries.
- **INX3 – Seller Liability BSA – Buyer Expense – Current Year -** Records to the Seller's Liability BSA and records an Expenditure to the Buyer during the current year. The transaction will create offset cash entries.
- **INX4 – Seller Asset BSA – Buyer Expense – 13th APD -** Records to the Seller's Asset BSA and records an Expenditure to the Buyer during the 13th APD. The transaction will create Due To / Due From offset entries.
- **INX5 – Seller Liability BSA – Buyer Expense – 13th APD -** Records to the Seller's Liability BSA and records an Expenditure to the Buyer during the 13th APD. The transaction will create Due To / Due From offset entries.
- **INX6 – IN32 Refund Workaround - Current Year -** To be used during the current year as a workaround on ITAs for IN32 refunds when the ITI was mistakenly created as ETYP IN30 with the Initiator = Provider/Seller The transaction will create offset cash entries.
- **INX7 – IN32 Refund Workaround - 13th APD -** To be used in the 13th APD as a workaround on ITAs for IN32 refunds when the ITI was mistakenly created as ETYP IN30 with the Initiator = Provider/Seller. The transaction will create Due To / Due From offset entries.
- **INX8 – Seller Revenue - Buyer Revenue -13th APD -** Records a Revenue Transfer between the Seller and the Buyer during the 13th APD. The transaction will create Due To / Due From offset entries.

- **INX9 – Seller Revenue - Buyer Revenue - Current Year -** Records a Revenue Transfer between the Seller and the Buyer during the current year. The transaction will create offset cash entries.
- **IX01 – State Share / ADPH; Medicaid use only - Current Year -** For use on the negative revenue line on ADPH > Medicaid State Share invoices during the current year. The transaction will create offset cash entries.
- **IX02 – State Share / ADPH; Medicaid use only – 13th APD -** For use on the negative revenue line on ADPH > Medicaid State Share invoices during the 13th APD. The transaction will create Due To / Due From offset entries.
- **IX03 – Seller Rev - Buyer Liability BSA - Current Year -** Records Revenue to the Seller and a payment from a Liability BSA during the current year. The transaction will create offset cash entries.
- **IX04 – Seller Rev - Buyer Liability BSA - 13th APD -** Records Revenue to the Seller and a payment from a Liability BSA during the 13th APD. The transaction will create Due To / Due From offset entries.
- **IX07 – Seller Expense - Buyer Liability BSA - Current Year -** Records an Expenditure Refund to the Seller and a payment from a Liability BSA during the current year. The transaction will create offset cash entries.
- **IX08 – Seller Expense - Buyer Liability BSA - 13th APD -** Records an Expenditure Refund to the Seller and a payment from a Liability BSA during the 13th APD. The transaction will create Due To / Due From offset entries.
- **SOP1 – Salary Overpayment - Payroll - Current Year -** Event type used for salary overpayment reimbursement requests from the Comptroller-Payroll Group during the current year. The transaction will create offset cash entries.
- **SOP2 – Salary Overpayment - RSA - Current Year -** Event type used for salary overpayment reimbursement requests from RSA during the current year. The transaction will create offset cash entries.
- **SOP3 – Salary Overpayment - Payroll - 13th APD -** Event type used for salary overpayment reimbursement requests from the Comptroller-Payroll Group during the 13th APD. The transaction will create Due To / Due From offset entries.
- **SOP4 – Salary Overpayment - RSA - 13th APD -** Event type used for salary overpayment reimbursement requests from RSA during the 13th APD. The transaction will create Due To / Due From offset entries.