ADPICS – Easy Steps for Direct Voucher Single/ Percentage Distribution

DOIT Training Department

Easy Steps: For Single/Percentage Distribution

1. In the "Link To" field, Type **<1800>**; Press **<F9>.**

2. Optional-If you do not know the Vendor Number (Federal ID or SS#), Press **<F7>** to select the vendor.

   The screen will advance to the R*STARS Vendor Alpha Inquiry (3A)

   a. Type **<S>** in the "Select Vendor From" field if "S" has not defaulted
   b. Enter the vendor's name in the "Search Name" field
   c. Press **<ENTER>**
   d. Tab to desired selection and Type **<S>**.
   e. Press **<F9>** to return vendor information to the header screen (1800).

3. Populate the following fields:
   a. **Ven Invoice No** (the vendor's invoice number-maximum of 14 characters)
   b. **Invoice Date**
   c. **Invoice Desc** (optional field-brief description for agency reference)
   d. **Ivc Recpt Date** (the date the invoice was received in the agency)
   e. **Vendor** (enter vendor number if you did not select the vendor on screen 3A)
   f. **Dist Method** (the appropriation distribution method)
      Type <S> - single distribution
      Type <P> - percentage distribution
   g. **Commodity ID, Quantity, and Unit Cost** (if entering only one commodity line).

NOTE: You will need to know the commodity ID #. If entering more than one commodity line, leave Commodity ID, Quantity, and Unit Cost blank.

4. Populate the Accounting Line fields:
   NOTE: For Single Accounting Distribution only 1 accounting line can be entered. For Percentage Accounting Distribution, 2 or 3 lines are required.
   a. **AGY** (3 digit agency code)
   b. **YR** (fiscal year)
   c. **INDEX** (if required)

d. **PCA**
e. **OBJ or AOBJ**
f. **PERCENTAGES** (if using percentage distribution method)

5. Press **<F10>** to save.
(The system will advance to the Direct Voucher Detail Entry (1810) screen.

NOTE: If you entered Commodity ID, Quantity, and Unit Cost on Direct Voucher Header Entry (1800) screen, the system will **not** advance to the Direct Voucher Detail Entry (1810) screen. Proceed to Step 10

6. Enter the **Commodity ID** in the "Commodity" field.

If you do not know the Commodity ID, press **<F2>** in the "Commodity" field to select a commodity (the system will advance to the Commodity Table Inquiry 1100 screen).

a. Type a search name; press **<ENTER>**
b. Tab to the selected commodity; type **<S>** in the selection column
c. If the commodity is a Fixed Asset, press **<F2>** to transfer to the 5100 screen. Make sure the "Commodity Type" field contains a *C*.
d. Escape back to the 1100 screen, tab to the selected commodity and type **<s>** in the selection column.
e. Press **<F6>** to return to screen 1810

7. Tab to the "Qty Vouchered" field; enter the quantity.

8. Tab to the "Unit Cost" field; enter the unit cost.

9. Press **<F10>** to save; repeat steps 6-9 for each commodity to be vouchered.

10. If any of the commodities are fixed assets, press **<F6>** to transfer to the 1820 screen to begin the capturing process
11. Tab to the commodity line with the commodity that is a fixed asset. Type **<s>** in the selection column and press **<F11>**.

12. On the Property Capture (3400) screen, enter the following:

Property ID
Location
Class
Manufacturer
Model Number
Serial Number

Press **<F10>** to save. Select the property id by placing a **<s>** in the selection column. Press **<F2>** to attach the accounting information.