

BM3003 – Check Screen

Use the Check Screen to view check information; view credit/debit memo, AP and account information related to the check; and cancel, reissue, void, and delete checks.

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Initial Check Fields and Function Keys

Use the Initial Check Screen to enter the check number.

User Function Keys

F1	HAND WRITE	Adds and balances a manually generated (not computer-generated) check.
F2	CANCEL/ REISSUE	Cancels an existing check number and re-establishes the related invoice data on the AP Invoice Screen (BM3002).
F3	CANCEL CHECK	Cancels an existing check number.
F4	INQUIRY	Displays an existing check number.
F5	DELETE CHECK	Deletes an existing check number.
F6	VOID CHECK	voids an existing check number.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CHECK NUMBER (key)	STATE WARRANT (key)
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Check Number (CHK-KEY)

Description	Key field. The number of the check.
Length	9 characters (8 digits followed by an optional one-digit check stock code)

State Warrant (ST-WARRANT-IND)

Description	Key field. A code indicating whether a check is locally written, a state warrant or a duplicate check number.						
Length	1 character						
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Locally written check</td> </tr> <tr> <td>D</td> <td>Duplicate check</td> </tr> <tr> <td>S</td> <td>State warrant</td> </tr> </table>	Blank	Locally written check	D	Duplicate check	S	State warrant
Blank	Locally written check						
D	Duplicate check						
S	State warrant						

Data Sets

Additions and changes made on this screen may update the following data sets:

- Check Master (AP-CHK-M)
- Credit Memo Master (AP-CM-M)
- District Information (DST-INFO-M)

- Invoice Master (AP-INV-M)
- Check Number/Credit Memo Cross Reference (AP-CHK-CM-D)
- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Item Detail (AP-INV-ITM-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)
- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)

Check Fields and Function Keys

Use the Check Screen to view check information and to access credit/debit memo, invoice and account information related to a check.

User Function Keys

F1	REFRESH	Goes back to the initial Check Screen.
F4	CM SCREEN	Displays the Credit/Debit Memo Screen.
F5	INVOICE SCREEN	Displays the Invoice Screen.
F6	ACCOUNT SCREEN	Displays the Account Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CHECK STATUS (display only)	ID TYPE (display only)
CHECK TYPE (display only)	NAME (display only)
CHECK DATE (display only)	NET CHECK AMOUNT (display only)
CANCELLATION DATE (display only)	TOTAL INVOICES (display only)
CHECK BALANCE IND (display only)	TOTAL CREDIT MEMOS (display only)
ID NUMBER (display only)	DIFFERENCE (display only)

Check Status (CHK-STAT)

Description	A code indicating the status of the check.										
Length	1 character										
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Normal</td> </tr> <tr> <td>V</td> <td>Void</td> </tr> <tr> <td>C</td> <td>Canceled</td> </tr> <tr> <td>H</td> <td>Handwritten</td> </tr> <tr> <td>R</td> <td>Canceled and reissued</td> </tr> </table>	Blank	Normal	V	Void	C	Canceled	H	Handwritten	R	Canceled and reissued
Blank	Normal										
V	Void										
C	Canceled										
H	Handwritten										
R	Canceled and reissued										

Check Type (CHK-TYP)

Description	Displayed from the AP Invoice Screen (BM3002). A code indicating the kind of check entered.				
Length	1 character				
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>L</td> <td>Local</td> </tr> <tr> <td>S</td> <td>State warrant</td> </tr> </table>	L	Local	S	State warrant
L	Local				
S	State warrant				

	V Vendor payment advance P Payroll vendor check F Financial aid check
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Check Date (CHK-DATE)

Description	Displayed from the AP Invoice Screen (BM3002). The date the check was written.
Length	6 digits

Cancellation Date (CHK-CANCEL-DATE)

Description	If the check was canceled, this field shows the date that cancellation took place.
Length	6 digits

Check Balance Indicator (CHK-BAL-IND)

Description	A code indicating whether or not a check is in balance.
Length	1 character
Values	Defined by SBCTC-ITD as follows: O Out of balance I In balance

Identification Number (IY-ID-NUM)

Description	Displayed from the AP Invoice Screen, BM3002 (if entered). An identification number indicating the person or business that was paid.
Length	9 characters

Identification Type (IY-ID-TYP)

Description	Displayed from the AP Invoice Screen, BM3002 (if entered). A code identifying the type of person or business that was paid.
Length	1 character
Values	Defined by SBCTC-ITD as follows: S Student E Employee V Vendor (edits against the Vendor Table, MM2001) O Other

Name (NAME)

Description	Displayed from the AP Invoice Screen, BM3002 (if entered). The name of the person or business that was paid.
Length	30 characters

Net Check Amount (NET-CHK-AMT)

Description	A number indicating the amount of the check.
Length	12 digits

Total Invoice Amount (INV-PYMT-AMT)

Description	Displayed from the AP Invoice Screen (BM3002). A number indicating the total amount of all invoices applied to a check.
Length	12 digits

Total Credit Memo Amount (CM-AMT)

Description	A number indicating the total amount of all credit/debit memos applied to a check.
Length	12 digits

Balance Amount

Description	A number showing the balance of the following calculation: <div style="text-align: right;"><p>Net Check Amount - Total Invoices - Total Credit Memos <hr/><p>Difference</p></p></div>
Length	12 digits

Data Sets

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- Credit Memo Master (AP-CM-M)
- District Information (DST-INFO-M)
- Invoice Master (AP-INV-M)
- Check Number/Credit Memo Cross Reference (AP-CHK-CM-D)

- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Item Detail (AP-INV-ITM-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)
- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)

Credit/Debit Memo Fields and Function Keys

Use the Check Screen - Credit/Debit Memo to apply credit/debit memos to a locally written check or to view existing credit/debit memo information.

User Function Keys

F1	REFRESH	Goes back to the initial Check Screen.
F2	ADD CM	Adds a credit/debit memo to a locally written check.
F3	CHANGE CM	Changes an existing credit/debit memo.
F4	INQUIRY CM	Displays an existing credit/debit memo.
F5	DELETE CM	Deletes an existing credit/debit memo.
F6	CHECK SCREEN	Displays the Check Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CM NUMBER	CM AMOUNT
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Credit/Debit Memo Number (CM-NUM)

Description	The number of the credit/debit memo.
Length	6 characters

Credit/Debit Memo Amount (CM-AMT)

Description	The amount of the credit/debit memo.
Length	12 digits

Data Sets

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- Credit Memo Master (AP-CM-M)
- District Information (DST-INFO-M)
- Invoice Master (AP-INV-M)
- Check Number/Credit Memo Cross Reference (AP-CHK-CM-D)
- Invoice Account Detail (AP-INV-ACCT-D)
- Invoice Item Detail (AP-INV-ITM-D)
- Invoice Number/Check Number Cross Reference (AP-INV-CHK-D)

- Invoice Number/Order Number Cross Reference (AP-INV-ORDR-D)
- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)

Check Screen – Invoices

Use Check Screen - Invoices to display data entered on the AP Invoice Screen (BM3002) and add or delete invoices that exist in the AP Invoice Master (AP-INV-M) data set.

User Function Keys

F1	REFRESH	Redisplays the most recently saved version of the record.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CHECK NUMBER (protected field)	INVOICE DATE
NAME (protected field)	INVOICE DESCRIPTION
INVOICE NUMBER (key field)	INVOICE PAYMENT AMOUNT
VENDOR INVOICE NUMBER	

Check Number (CHK-KEY)

Description	Displayed from the Initial Check Screen. The number of the check used to pay the invoice.
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Name (NAME)

Description	Displayed from the Initial Check Screen. The name of the vendor or payee.
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Invoice Number (INV-NUM)

Description	Displayed from the AP Invoice Screen BM3002. A unique, system-generated number assigned to each invoice.
Length	6 characters

Vendor Invoice Number (VNDR-INV-NUM)

Description	Displayed from the AP Invoice Screen BM3002. The vendor's invoice number.
Length	10 characters

Invoice Date (INV-DATE)

Description	Displayed from the AP Invoice Screen BM3002. The date of the vendor's invoice.
Length	6 digits

Invoice Description (INV-DESC)

Description	Displayed from the AP Invoice Screen BM3002. A description of the invoice.
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Length	24 characters
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Invoice Payment Amount (INV-PYMT-AMT)

Description	Displayed from the AP Invoice Screen BM3002. The payment amount of the invoice.
Length	12 digits

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- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)

Check Screen – Accounts

Use Check Screen - Accounts to display the account structures entered on the AP Invoice Screen (BM3002).

User Function Keys

F1	REFRESH	Goes back to to the initial Check Screen.
F8	MENU	Goes back to the FMS System Menu.

Data Fields

CHECK NUMBER (display only)	ORG INDX (display only)
NAME (display only)	SOBJ (display only)
ORDER NUMBER (display only)	SSOBJ (display only)
TRNS CD (display only)	SRC REV (display only)
TRNS RVRS (display only)	SUB SRC (display only)
APPR INDX (display only)	REIM-CD (display only)
PRG INDX (display only)	SUBSID ACCOUNT (display only)

Check Number (*CHK-KEY*)

Description	Displayed from the Initial Check Screen. The number of the current check.
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Name (*NAME*)

Description	Displayed from the Initial Check Screen. The name of the payee for the current check.
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Order Number (*ORDR-NUM*)

Description	Displayed from the Order Screen (BM3002). The number of the purchase order.
Length	10 characters

Transaction Code (*AS-TRNS-CD*)

Description	Displayed from the AP Invoice Account Screen (BM3002). A code identifying the type of transaction entered into the Accounts Payable module (for example, expenditure, liquidation, revenue, or liability).
Length	3 characters

Transaction Reverse (*TRNS-RVRS*)

Description	Displayed from the AP Account Screen (BM3002). A code indicating that the normal debit/credit posting of the transaction code is to be reversed.
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Length	1 character				
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>R</td> <td>Reverse posting</td> </tr> <tr> <td>Blank</td> <td>Normal posting (default)</td> </tr> </table>	R	Reverse posting	Blank	Normal posting (default)
R	Reverse posting				
Blank	Normal posting (default)				

Appropriation Index (AS-APPR-INDX)

Description	Displayed from the AP Account Screen (BM3002). A code displaying the appropriation index for the AP transaction.
Length	3 characters

Program Index (AS-PRG-INDX)

Description	Displayed from the AP Account Screen (BM3002). A code identifying the program index for the AP transaction.
Length	3 characters

Organization Index (AS-ORG-INDX)

Description	Displayed from the AP Account Screen (BM3002). A code identifying the organization index for the AP transaction.
Length	4 characters

Subject (AS-SOBJ)

Description	Displayed from the AP Account Screen (BM3002). A code identifying the subject for the AP transaction.
Length	2 characters

Sub-subject (AS-SSOBJ)

Description	Displayed from the AP Account Screen (BM3002). A code identifying the sub-subject for the AP transaction.
Length	2 characters

Source of Revenue (AS-SRC-REV)

Description	Displayed from the AP Account Screen (BM3002). A code identifying the source of revenue for the AP transaction.
Length	4 characters

Sub Source (AS-SSRC)

Description	Displayed from the AP Account Screen (BM3002). A code identifying the subsource for the AP transaction.
Length	2 characters

Reimbursable Code (REIM-CD)

Description	Displayed from the AP Account Screen (BM3002). The reimbursable code used for the AP transaction.
Length	2 characters

Subsidiary Account (SUBSID-ACCT)

Description	Displayed from the AP Account Screen (BM3002). A combined code identifying the subsidiary account for the current AP transaction. The subsidiary account positions are:	
	Position 1-6	AR-ID (accounts receivable identification number)
	Position 7	FA source (financial aid source code)
	Position 8-10	Due To/From or FAPC (due to or from fund or agency code, or financial aid program code)
Length	10 characters	

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- Invoice Payee Detail (AP-INV-PAYEE-D)
- Invoice/ID Number Cross Reference (AP-INV-ID-NUM-D)