

## BM3001 – Accounts Payable Information Screen

Required table.

Use the Accounts Payable Information Screen (BM3001) to update the following accounts payable information:

- Beginning invoice numbers
- Beginning credit memo numbers
- Check print lead time
- Bank account information
- Transaction codes

Use the Accounts Payable Information Screen (BM3001) to update the AP information on the District Information Table (GA1101). The current data is listed when the screen is displayed.

### User Function Keys

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

### Data Fields

<a href="#">FYR</a> (display only)	<a href="#">LIQUIDATION</a> (required)
<a href="#">NEXT INVOICE NUMBER</a> (required)	<a href="#">CREDIT BANK ACCOUNT</a> (required)
<a href="#">NEXT CREDIT MEMO NUMBER</a> (required)	<a href="#">RECORD CREDIT MEMO</a> (required)
<a href="#">ACCRUAL OPTION</a> (required)	<a href="#">USE CREDIT MEMO</a> (required)
<a href="#">DEFAULT CHECK TYPE</a>	<a href="#">ACCRUED EXPENDITURE</a> (required)
<a href="#">CHECK PRINT LEAD TIME</a> (required)	<a href="#">REVERSE ACCRUED EXPENDITURE</a> (required)
<a href="#">CHECK RECONCILIATION BANK</a>	<a href="#">PAY LIABILITY</a> (required)
<a href="#">CHECK RECONCILIATION ACCOUNT NUMBER</a>	<a href="#">LIQUIDATE PRIOR YEAR LIABILITY</a> (required)
<a href="#">TRANSACTION CODES:</a>	<a href="#">VPA DISBURSEMENT</a> (required)
<a href="#">USE TAX</a> (required)	<a href="#">PRIOR YEAR VPA EXPENDITURE</a> (required)
<a href="#">EXPENDITURE</a> (required)	<a href="#">VPA REIMBURSEMENT</a> (required)
<a href="#">PRIOR YEAR EXPENDITURE</a> (required)	<a href="#">VPA SUMMARY</a> (required)
<a href="#">ENCUMBRANCE</a> (required)	

### Fiscal Year (FYR)

<b>Description</b>	Display only. The fiscal year of the table.
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### Next Invoice Number (NEXT-INV-NUM)

<b>Description</b>	Required field. The unique, system-generated number to be assigned to the next accounts payable invoice.
<b>Length</b>	6 digits

### Next Credit Memo Number (NEXT-CM-NUM)

<b>Description</b>	Required field. The unique, system-generated number to be assigned to the next credit memo.
<b>Length</b>	6 digits

### Accrual Option (AP-ACCR-OPT)

<b>Description</b>	Required field. A code indicating whether accrued expenditures should be transferred to actual expenditures.
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITDD as follows:  <b>A</b> Always transfer accrued expenditures to actual expenditures <b>F</b> Do not transfer accrued expenditures to actual expenditures at the end of a fiscal year <b>B</b> Do not transfer accrued expenditures to actual expenditures at the end of a biennium

### Default Check Type (CHK-TYP)

<b>Description</b>	A code defining the default value of the Check Type field on the AP Invoice Screen (BM3002).
<b>Length</b>	1 character
<b>Values</b>	Defined by SBCTC-ITDD as follows:  <b>L</b> Local <b>S</b> State warrant <b>V</b> Vendor payment advance <b>P</b> Payroll vendor payment <b>F</b> Financial aid

### Check Print Lead Time (CHK-LEAD-TIME)

<b>Description</b>	Required field. A number indicating how many working days a check is printed prior to the payment due date.
<b>Length</b>	2 digits
<b>Edits</b>	Value entered must be 00 through 10.

### Check Reconciliation Bank (CHK-RECON-BANK)

<b>Description</b>	A code identifying the bank for which a check reconciliation file will be prepared.
<b>Length</b>	1 digit
<b>Values</b>	Defined by SBCTC-ITDD as follows:  <ul style="list-style-type: none"><li><b>0</b> Bank of the Pacific</li><li><b>1</b> Bank of America (previously Seafirst)</li><li><b>2</b> US Bank</li><li><b>3</b> Peoples Bank (no positive pay file generated)</li><li><b>4</b> Columbia Bank (using America West Bank format)</li><li><b>5</b> Bank of America</li><li><b>6</b> Rainier Bank (obsolete)</li><li><b>7</b> Wells Fargo</li><li><b>8</b> Key Bank</li><li><b>9</b> First Citizens Bank (previously Venture)</li></ul>

### Check Reconciliation Account Number (CHK-RECON-ACCT)

<b>Description</b>	A code identifying the bank account number to use in preparing a check reconciliation tape.
<b>Length</b>	10 characters

### Use Tax Transaction Code (USE-TAX-TRNS-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording use tax liability. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Expenditure Transaction Code (EXP-TRNS-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording expenditures. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Prior Year Expenditure Transaction Code (PRIOR-YR-EXP-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording or adjusting prior year expenditures. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters

<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).
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### Encumbrance Transaction Code (ENC-TRNS-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording encumbrances. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Liquidation Transaction Code (LIQ-TRNS-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording encumbrance liquidations. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Credit Bank Account Transaction Code (CR-BANK-TRNS-CD)

<b>Description</b>	Required field. A transaction code to be assigned for generating the cash summary entry when checks are recorded. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Record Credit Memo Transaction Code (REC-CM-TRNS-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording a credit memo. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Use Credit Memo Transaction Code (USE-CM-TRNS-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording the use of a credit memo. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Accrued Expenditure Transaction Code (ACCR-EXP-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording an accrued
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	expenditure. If this field is not used, enter three asterisks (**).
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Reverse Accrued Expenditure Transaction Code (RVRS-ACCR-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording the reverse of an accrued expenditure. If this field is not used, enter three asterisks (**).
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Pay Liability Transaction Code (PAY-AP-LIAB-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording a payment against an Accounts Payable liability. If this field is not used, enter three asterisks (**).
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Liquidate Prior Year Liability Transaction Code (PAY-VPA-LIAB-CD)

<b>Description</b>	Required field. A transaction code to be assigned when liquidating an Accounts Payable liability from a prior fiscal year. If this field is not used, enter three asterisks (**).
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Vendor Payment Advance Disbursement Transaction Code (VPA-DSBR-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording a charge to the operating fund for disbursements made from the vendor payment advance. If this field is not used, enter three asterisks (**).
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Prior Year Vendor Payment Advance Expenditure Transaction Code (PRIOR-VPA-CD)

<b>Description</b>	Required field. A transaction code to be assigned when recording a prior year vendor payment advance expenditure. If this field is not used, enter three asterisks (**).
<b>Length</b>	3 characters

<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).
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### Vendor Payment Advance Reimbursement Transaction Code (VPA-REIM-CD)

<b>Description</b>	Required field. A transaction code to be assigned when generating the vendor payment advance reimbursement. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

### Vendor Payment Advance Summary Transaction Code (VPA-SUMMARY-CD)

<b>Description</b>	Required field. A transaction code to be assigned when generating the withdrawal of monies from the vendor payment advance. If this field is not used, enter three asterisks (***)
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid on the Transaction Code Table (GA1093).

## Data Sets

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

- Bank Account Code Table (BANK-ACCT-TBL-M)
- District Information (DST-INFO-M)