



## Payments to Internal Service Bills Quick Reference Guide

### Introduction

The following pages are examples of different scenarios for processing documents to generate an IETM to pay for Internal Service Invoices using the REMS (Receivable Management System):

- Page 1 – 7 Full Payment
- Page 8 – 12 Partial Payment
- Page 13 – 17 Disputed Charge
- Page 18 – 25 Split Coding (Adding Lines)
- Page 26 – 32 Summarizing Multiple Detail Records and Split Coding the Payment

### Full Payment - Paying All Lines of the REM

1. Login to Advantage (step not shown).
2. Click **Page Search**.
3. Type in **FSD**.
4. Press **Enter**.
5. Each type of Internal Service Invoice has its own Page Code.
6. Choose the type of invoice to pay by clicking on the name in blue and underlined.

The screenshot shows the Advantage system interface. On the left is a navigation menu with sections: Message Center, Search, History, Favorites, and Administration. The 'Search' section is expanded, and 'Page Search' is highlighted. The main area shows search filters: Category (dropdown), Page Type (dropdown), Description (text input), and Page Code (text input with 'FSD\*' entered). Below the filters is a table of search results with columns 'Description' and 'Page Code'. The first row is selected and highlighted in orange.

| Description                                    | Page Code |
|--|-----------|
| <a href="#">Annual Books Detail</a>            | FSDANS    |
| <a href="#">OIT Billing Detail</a>             | FSDBIL    |
| <a href="#">Credit Card/Procurement Detail</a> | FSDCCP    |
| <a href="#">Copy Center Detail</a>             | FSDCCR    |
| <a href="#">Central Warehouse Detail</a>       | FSDCWR    |
| <a href="#">Meter Postage Detail</a>           | FSDMPJ    |
| <a href="#">Print Center Detail</a>            | FSDPCR    |
| <a href="#">Central Fleet Lease Detail</a>     | FSDRFL    |
| <a href="#">Central Fleet Rental Detail</a>    | FSDRFR    |
| <a href="#">Risk Management Detail</a>         | FSDRMR    |

At the bottom of the table are navigation links: First Prev Next Last and [Open With Data](#). Two red arrows point to the 'Page Code' input field and the first row of the table.



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7. In the search window enter the **Doc Dept** and the **Doc ID** and press enter or click **OK**.

8. The detail for that invoice will be on the Advantage screen.
9. Click **Select All (on this page)** to process payment for all of the lines.

### Credit Card/Procurement Detail

|                                     | Charge Amount | Open Amount | Payment Document Status | Billing Document Status |
|-------------------------------------|---------------|-------------|-------------------------|-------------------------|
| <input checked="" type="checkbox"/> | \$274.95      | \$274.95    | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$18.85       | \$18.85     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$46.14       | \$46.14     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$22.38       | \$22.38     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$91.22       | \$91.22     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$31.58       | \$31.58     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$31.58       | \$31.58     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$10.53       | \$10.53     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$61.21       | \$61.21     | Ready To Generate       | Generated               |
| <input type="checkbox"/>            | \$63.71       | \$63.71     | Ready To Generate       | Generated               |

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[Save](#) [Undo](#) [Search](#) [De-Select All\(on this page\)](#) [Select All\(on this page\)](#)

10. For multiple pages click **Next** and click **Select All**. If there are several pages to process you must select each page separately.

|                                     | Charge Amount | Open Amount | Payment Document Status | Billing Document Status |
|-------------------------------------|---------------|-------------|-------------------------|-------------------------|
| <input checked="" type="checkbox"/> | \$274.95      | \$274.95    | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$18.85       | \$18.85     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$46.14       | \$46.14     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$22.38       | \$22.38     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$91.22       | \$91.22     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$31.58       | \$31.58     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$31.58       | \$31.58     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$10.53       | \$10.53     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$61.21       | \$61.21     | Ready To Generate       | Generated               |
| <input checked="" type="checkbox"/> | \$63.71       | \$63.71     | Ready To Generate       | Generated               |

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## Payments to Internal Service Bills Quick Reference Guide

11. Enter the **Department** number making the payment and a document **ID** number or check **Auto Numbering**.
12. Down at the bottom of the page click **Create Payment**.

Credit Card/Procurement Detail

|   |                                     | <u>Charge Amount</u> | <u>Open Amount</u> | <u>Payment Document Status</u>                     | <u>Billing Document Status</u> |
|---|-------------------------------------|----------------------|--------------------|--|--------------------------------|
| ✓ | <input checked="" type="checkbox"/> | \$85.04              | \$85.04            | Ready To Generate <input type="button" value="v"/> | Generated                      |
|   | <input checked="" type="checkbox"/> | \$16.71              | \$16.71            | Ready To Generate <input type="button" value="v"/> | Generated                      |
|   | <input checked="" type="checkbox"/> | \$346.40             | \$346.40           | Ready To Generate <input type="button" value="v"/> | Generated                      |
|   | <input checked="" type="checkbox"/> | \$420.80             | \$420.80           | Ready To Generate <input type="button" value="v"/> | Generated                      |
|   | <input checked="" type="checkbox"/> | \$28.54              | \$28.54            | Ready To Generate <input type="button" value="v"/> | Generated                      |

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[Save](#) [Undo](#) [Search](#) [De-Select All\(on this page\)](#) [Select All\(on this page\)](#)

▼ Create Document

Department:  ID:

Unit:  Auto Numbering:

▶ Detail Line Information

▶ Intended Fund Accounting

▶ Intended Detail Accounting

▶ Billing Document Information

▶ Load Information

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Excel Templates > [Credit Card/Procurement Bill](#)



## Payments to Internal Service Bills Quick Reference Guide

13. This brings you to the **Payment Staging Sheet**.

14. To see information already assigned to a line click on it.

15. Verify or change **Fund Accounting** clicking in that section.

16. Add or change **Detail Accounting** by clicking in that section.

### Payment Staging Sheet

| Request                    | Open Amount | Pay Amount | Event Type |
|----------------------------|-------------|------------|------------|
| ✓ <input type="checkbox"/> | \$151.20    | \$151.20   | INM1       |
| <input type="checkbox"/>   | \$323.00    | \$323.00   | INM1       |
| <input type="checkbox"/>   | \$217.00    | \$217.00   | INM1       |
| <input type="checkbox"/>   | (\$170.15)  | (\$170.15) | INM1       |
| <input type="checkbox"/>   | \$179.80    | \$179.80   | INM1       |
| <input type="checkbox"/>   | \$455.71    | \$455.71   | INM1       |
| <input type="checkbox"/>   | \$4.34      | \$4.34     | INM1       |
| <input type="checkbox"/>   | (\$455.71)  | (\$455.71) | INM1       |
| <input type="checkbox"/>   | \$50.00     | \$50.00    | INM1       |
| <input type="checkbox"/>   | \$47.99     | \$47.99    | INM1       |

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▶ **Fund Accounting**

▶ **Detail Accounting**

[Save](#) [Undo](#) [Search](#) [De-Select All\(on this page\)](#) [Select All\(on this page\)](#)

▼ Create Document

Department: 04A

ID:

Unit:

Auto Numbering:

▶ Detail Line Information

▶ Intended Fund Accounting

▶ Intended Detail Accounting

▶ Billing Document Information

▶ Load Information

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## Payments to Internal Service Bills Quick Reference Guide

17. To generate an **IETM** document, click on **Select All (on this page)** for each page of detail.
18. All lines will be automatically checked in the **Request** column.
19. Click **Create Payment**.

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$274.95    | \$274.95   | INM1       |
| <input type="checkbox"/>            | \$18.85     | \$18.85    | INM1       |
| <input type="checkbox"/>            | \$46.14     | \$46.14    | INM1       |
| <input type="checkbox"/>            | \$22.38     | \$22.38    | INM1       |
| <input type="checkbox"/>            | \$91.22     | \$91.22    | INM1       |
| <input type="checkbox"/>            | \$31.58     | \$31.58    | INM1       |
| <input type="checkbox"/>            | \$31.58     | \$31.58    | INM1       |
| <input type="checkbox"/>            | \$10.53     | \$10.53    | INM1       |
| <input type="checkbox"/>            | \$61.21     | \$61.21    | INM1       |
| <input type="checkbox"/>            | \$63.71     | \$63.71    | INM1       |

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### ▼ Fund Accounting

Fund : 010    Object : 5330  
Department : 04A    Revenue :  
Unit : 7759    BSA :  
Sub Unit : 53    Dept Object :  
Dept Revenue :

### ▶ Detail Accounting

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[Create Payment](#) [Add Line to Payment](#)



## Payments to Internal Service Bills Quick Reference Guide

20. An **IETM** document is created based on the information from the **Payment Staging Sheet**.

21. Enter the **Document Name** (not required).

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013031100000000113 Ver.: 1 Function: New Phase: Draft Modified by k

**Header**

General Information | 1st Party Information | Extended Description | Document Information

Document Name: Pay procurement credit card for the month of February. Initiator: Receiver/Buyer

Record Date: [ ] Delivery Date: [ ]

Budget FY: [ ] Additional Information: [ ]

Fiscal Year: [ ]

Period: [ ]

Document Description: [ ]

Actual Amount: \$652.15

Save Undo

|                      |                   |                    |                       |             |
|----------------------|-------------------|--------------------|-----------------------|-------------|
| Exchange Details     | No. of Lines: 10+ | Line Number: 1     | Vendor Customer:      | Legal Name: |
| 2nd Party Accounting | No. of Lines: 1   | Line Number: 1     | Line Amount: \$274.95 |             |
| Posting              | No. of Lines: 0   | Posting Line: none |                       |             |

Copy Validate Submit Discard Print Processing Workflo

22. **1<sup>st</sup> Party Fund Accounting** is brought in from the **Payment Staging Table** and changes can still be made if necessary before validating and submitting the **IETM**.

**NOTE:** Dollar amounts should only be changed back on the **Payment Staging Sheet**.

|    |        |
|----|--------|
| 5  | \$91.2 |
| 6  | \$31.5 |
| 7  | \$31.5 |
| 8  | \$10.5 |
| 9  | \$61.2 |
| 10 | \$63.7 |

From 1 to 10 Total: 10+ First Previous Next Last

General Information | 2nd Party Information | 1st Party Reference | **1st Party Fund Accounting** | 1st Party Detail Accounting

Fund: 010 Object: 5330

Sub Fund: [ ] Sub Object: [ ]

Department: 04A Revenue: [ ]

Unit: 7759 Sub Revenue: [ ]

Sub Unit: 53 BSA: [ ]

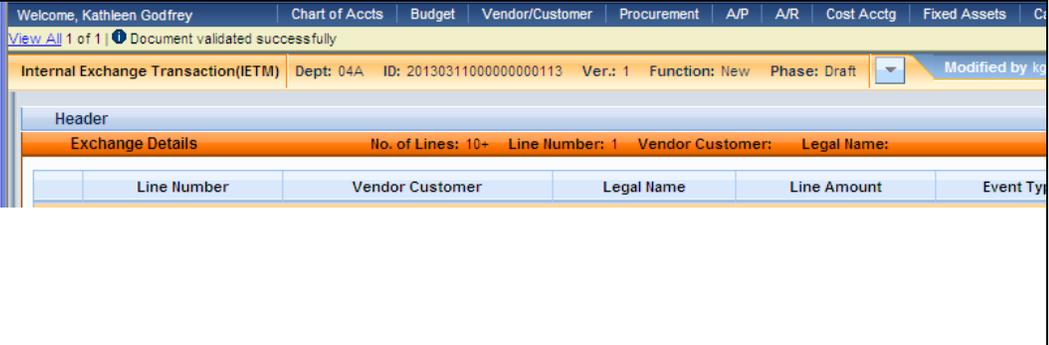
Save Undo Insert New Line Insert Copied Line Edit with Grid

|                      |                 |                    |                       |
|----------------------|-----------------|--------------------|-----------------------|
| 2nd Party Accounting | No. of Lines: 1 | Line Number: 1     | Line Amount: \$274.95 |
| Posting              | No. of Lines: 0 | Posting Line: none |                       |

Copy Validate Submit Discard Print Proce



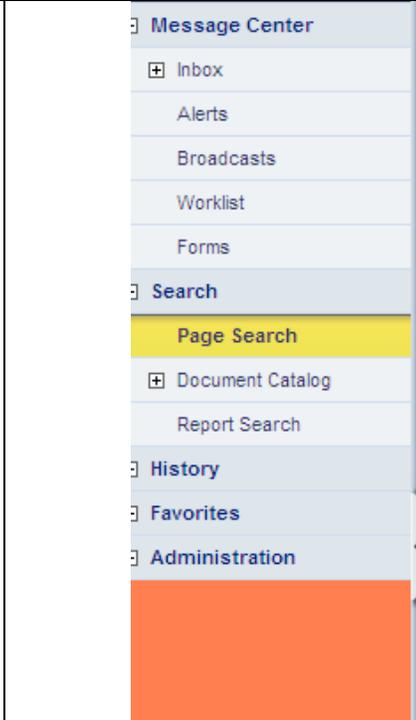
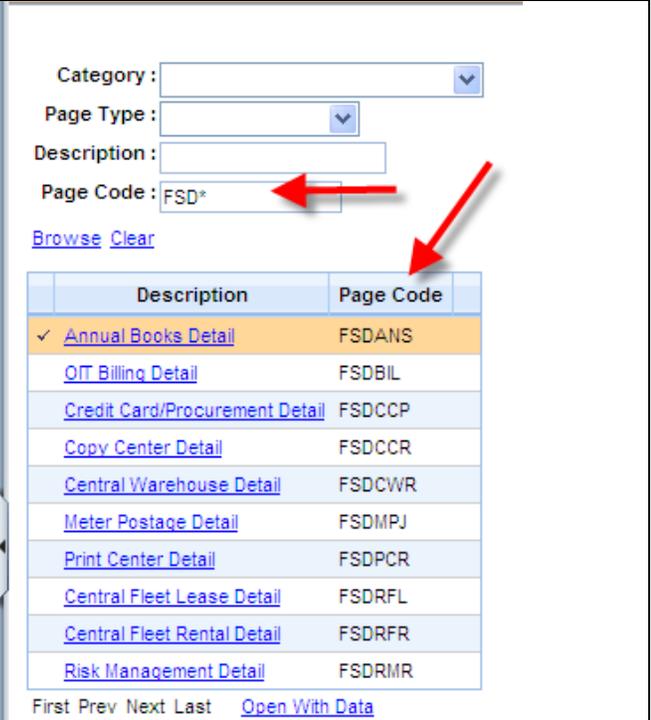
## Payments to Internal Service Bills Quick Reference Guide

|   |  |
|---|--|
| <p>23. Click <b>Validate</b> and if there are no errors the document will validate successfully.</p>  |  <p>The screenshot shows the 'Internal Exchange Transaction(IETM)' interface. At the top, it says 'Document validated successfully'. Below that, the 'Phase' is set to 'Draft'. A table with columns 'Line Number', 'Vendor Customer', 'Legal Name', 'Line Amount', and 'Event Ty' is visible.</p> |
| <p>24. Click <b>Submit</b> and if there are no errors, the document phase changes to <b>Pending</b>. The IETM document only requires agency approval.</p> |  <p>The screenshot shows the 'Internal Exchange Transaction(IETM)' interface. At the top, it says 'Document submitted successfully - Pending Approval'. Below that, the 'Phase' is set to 'Pending'. A red arrow points to the 'Phase' dropdown menu.</p>  |



*Processing a Partial Payment*

**Scenario: Preparing a \$500 partial payment.**

| <ol style="list-style-type: none"><li>1. Login to Advantage (step not shown).</li><li>2. Click <b>Page Search</b>.</li><li>3. Type in <b>FSD</b>.</li><li>4. Press <b>Enter</b>.</li><li>5. Each type of Internal Service Invoice has its own <b>Page Code</b>.</li><li>6. Choose the type of invoice to pay by clicking on the name in blue and underlined.</li></ol> |  |  <p>Category : <input type="text"/></p> <p>Page Type : <input type="text"/></p> <p>Description : <input type="text"/></p> <p>Page Code : FSD*</p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <table border="1"><thead><tr><th></th><th>Description</th><th>Page Code</th></tr></thead><tbody><tr><td>✓</td><td><a href="#">Annual Books Detail</a></td><td>FSDANS</td></tr><tr><td></td><td><a href="#">OIT Billing Detail</a></td><td>FSDBIL</td></tr><tr><td></td><td><a href="#">Credit Card/Procurement Detail</a></td><td>FSDCCP</td></tr><tr><td></td><td><a href="#">Copy Center Detail</a></td><td>FSDCCR</td></tr><tr><td></td><td><a href="#">Central Warehouse Detail</a></td><td>FSDCWR</td></tr><tr><td></td><td><a href="#">Meter Postage Detail</a></td><td>FSDMPJ</td></tr><tr><td></td><td><a href="#">Print Center Detail</a></td><td>FSDPCR</td></tr><tr><td></td><td><a href="#">Central Fleet Lease Detail</a></td><td>FSDRFL</td></tr><tr><td></td><td><a href="#">Central Fleet Rental Detail</a></td><td>FSDRFR</td></tr><tr><td></td><td><a href="#">Risk Management Detail</a></td><td>FSDRMR</td></tr></tbody></table> <p>First Prev Next Last <a href="#">Open With Data</a></p> |  | Description | Page Code | ✓ | <a href="#">Annual Books Detail</a> | FSDANS |  | <a href="#">OIT Billing Detail</a> | FSDBIL |  | <a href="#">Credit Card/Procurement Detail</a> | FSDCCP |  | <a href="#">Copy Center Detail</a> | FSDCCR |  | <a href="#">Central Warehouse Detail</a> | FSDCWR |  | <a href="#">Meter Postage Detail</a> | FSDMPJ |  | <a href="#">Print Center Detail</a> | FSDPCR |  | <a href="#">Central Fleet Lease Detail</a> | FSDRFL |  | <a href="#">Central Fleet Rental Detail</a> | FSDRFR |  | <a href="#">Risk Management Detail</a> | FSDRMR |
|--|--|--|--|-------------|-----------|---|-------------------------------------|--------|--|------------------------------------|--------|--|--|--------|--|------------------------------------|--------|--|--|--------|--|--------------------------------------|--------|--|-------------------------------------|--------|--|--|--------|--|---|--------|--|--|--------|
|  | Description  | Page Code  |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
| ✓  | <a href="#">Annual Books Detail</a>  | FSDANS   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">OIT Billing Detail</a>   | FSDBIL   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Credit Card/Procurement Detail</a>                                     | FSDCCP   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Copy Center Detail</a>   | FSDCCR   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Central Warehouse Detail</a>   | FSDCWR   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Meter Postage Detail</a>   | FSDMPJ   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Print Center Detail</a>  | FSDPCR   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Central Fleet Lease Detail</a>   | FSDRFL   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Central Fleet Rental Detail</a>  | FSDRFR   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |
|  | <a href="#">Risk Management Detail</a>   | FSDRMR   |  |             |           |   |                                     |        |  |                                    |        |  |  |        |  |                                    |        |  |  |        |  |                                      |        |  |                                     |        |  |  |        |  |   |        |  |  |        |



## Payments to Internal Service Bills Quick Reference Guide

- Enter the document number in the **Doc ID** box.
- Press Enter or Click **Ok**.

- Click in the boxes to the left to choose which lines you plan to pay.
- Enter the **Department** number and **ID** or check **Auto Numbering**.
- Click **Create Payment** at the bottom of the page.

|                                     | <u>Charge Amount</u> | <u>Open Amount</u> | <u>Payment Document Status</u> | <u>Billing Document Status</u> |
|-------------------------------------|----------------------|--------------------|--------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | \$274.95             | \$274.95           | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$18.85              | \$18.85            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$46.14              | \$46.14            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$22.38              | \$22.38            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$91.22              | \$91.22            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$31.58              | \$31.58            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$31.58              | \$31.58            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$10.53              | \$10.53            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$61.21              | \$61.21            | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$63.71              | \$63.71            | Ready To Generate              | Generated                      |

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[Save](#) [Undo](#) [Search](#) [De-Select All\(on this page\)](#) [Select All\(on this page\)](#)

▼ Create Document

Department:   ID:

Unit:   Auto Numbering:

▶ Detail Line Information

▶ Intended Fund Accounting

▶ Intended Detail Accounting

▶ Billing Document Information

▶ Load Information

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## Payments to Internal Service Bills Quick Reference Guide

12. This brings you to the **Payment Staging Sheet**.
13. Click the box to the left to **Request** each line you want to pay.
14. To change the **Pay Amount**, type in a new amount in the **Pay Amount** box.
15. Click on **Create Payment** at the bottom of the page to generate the **IETM** document.

Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$274.95    | \$274.95   | INM1       |
| <input checked="" type="checkbox"/> | \$18.85     | \$18.85    | INM1       |
| <input checked="" type="checkbox"/> | \$46.14     | \$46.14    | INM1       |
| <input checked="" type="checkbox"/> | \$22.38     | \$22.38    | INM1       |
| <input checked="" type="checkbox"/> | \$91.22     | \$91.22    | INM1       |
| <input checked="" type="checkbox"/> | \$31.58     | \$31.58    | INM1       |
| <input checked="" type="checkbox"/> | \$31.58     | 14.88      | INM1       |

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▼ Fund Accounting

|             |      |               |      |
|-------------|------|---------------|------|
| Fund:       | 010  | Object:       | 6330 |
| Department: | 04A  | Revenue:      |      |
| Unit:       | 7759 | BSA:          |      |
| Sub Unit:   | 53   | Dept Object:  |      |
|             |      | Dept Revenue: |      |

► Detail Accounting

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## Payments to Internal Service Bills Quick Reference Guide

16. The **IETM** document is created based on the information from the **Payment Staging Sheet**.

17. Enter the **Document Name** (not required).

18. The **Actual Amount** shows the partial payment of \$500.00.

19. Click on **Exchange Details**.

20. **1<sup>st</sup> Party Fund Accounting** is brought in from the **Payment Staging Table** and changes can still be made by clicking on the **1<sup>st</sup> Party Fund Accounting** or **1<sup>st</sup> Party Detail Accounting** tabs before validating and submitting. **NOTE:** Dollar amounts should only be changed back on the **Payment Staging Sheet**.

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013031200000000116 Ver.: 1 Function: New Phase: Draft Modified by kgodfrey , 03/12/2013

Header

General Information 1st Party Information Extended Description Document Information

Document Name: Partial payment against February Procurement Card  
 Record Date:   
 Budget FY:   
 Fiscal Year:   
 Period:   
 Document Description:   
 Actual Amount: \$500.00

Initiator: Receiver/Buyer  
 Delivery Date:   
 Additional Information:

Save Undo

Exchange Details No. of Lines: 7 Line Number: 1 Vendor Customer: Legal Name:  
 2nd Party Accounting No. of Lines: 1 Line Number: 1 Line Amount: \$274.95  
 Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013031200000000116 Ver.: 1 Function: New Phase: Draft Modified by kgodfrey , 03/12/2013

Header

Exchange Details No. of Lines: 7 Line Number: 1 Vendor Customer: Legal Name:

| Line Number | Vendor Customer | Legal Name | Line Amount   |
|-------------|-----------------|------------|---------------|
| 1           |                 |            | \$274.95 INM1 |
| 2           |                 |            | \$18.85 INM1  |
| 3           |                 |            | \$46.14 INM1  |
| 4           |                 |            | \$22.38 INM1  |
| 5           |                 |            | \$91.22 INM1  |
| 6           |                 |            | \$31.58 INM1  |
| 7           |                 |            | \$14.88 INM1  |

From 1 to 7 Total: 7

General Information 2nd Party Information 1st Party Reference **1st Party Fund Accounting** 1st Party Detail Accounting 1st Party Service Dates

Fund: 010 Object: 5330 OBSA:  
 Sub Fund: Sub Object: Sub OBSA:  
 Department: 04A Revenue: Dept Object:  
 Unit: 7759 Sub Revenue: Dept Revenue:  
 Sub Unit: 53 BSA:  
 Appr Unit: 023253 Sub BSA:



## Payments to Internal Service Bills Quick Reference Guide

21. Click **Validate** and if there are no errors the document will validate successfully.

22. Click **Submit** and if there are no errors, the document phase changes to **Pending**. The IETM document only requires agency approval.

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013031100000000113 Ver.: 1 Function: New Phase: Draft Modified by kg

| Header  |                 |            |             |          |
|---|-----------------|------------|-------------|----------|
| Exchange Details  |                 |            |             |          |
| No. of Lines: 10+ Line Number: 1 Vendor Customer: Legal Name: |                 |            |             |          |
| Line Number   | Vendor Customer | Legal Name | Line Amount | Event Ty |

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013031100000000113 Ver.: 1 Function: New Phase: Pending Modified by kg





## Payments to Internal Service Bills Quick Reference Guide

### Disputing a Charge

| <ol style="list-style-type: none"> <li>1. Login to Advantage (step not shown).</li> <li>2. Click <b>Page Search</b>.</li> <li>3. Type in <b>FSD</b>.</li> <li>4. Press <b>Enter</b>.</li> <li>5. Each type of Internal Service Invoice has its own <b>Page Code</b>.</li> <li>6. Choose the type of invoice to pay by clicking on the name in blue and underlined.</li> </ol> | <p>Category : <input type="text"/></p> <p>Page Type : <input type="text"/></p> <p>Description : <input type="text"/></p> <p>Page Code : FSD*</p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Page Code</th> </tr> </thead> <tbody> <tr> <td>✓ <a href="#">Annual Books Detail</a></td> <td>FSDANS</td> </tr> <tr> <td><a href="#">QIT Billing Detail</a></td> <td>FSDBIL</td> </tr> <tr> <td><a href="#">Credit Card/Procurement Detail</a></td> <td>FSDCCP</td> </tr> <tr> <td><a href="#">Copy Center Detail</a></td> <td>FSDCCR</td> </tr> <tr> <td><a href="#">Central Warehouse Detail</a></td> <td>FSDCWR</td> </tr> <tr> <td><a href="#">Meter Postage Detail</a></td> <td>FSDMPJ</td> </tr> <tr> <td><a href="#">Print Center Detail</a></td> <td>FSDPCR</td> </tr> <tr> <td><a href="#">Central Fleet Lease Detail</a></td> <td>FSDRFL</td> </tr> <tr> <td><a href="#">Central Fleet Rental Detail</a></td> <td>FSDRFR</td> </tr> <tr> <td><a href="#">Risk Management Detail</a></td> <td>FSDRMR</td> </tr> </tbody> </table> <p>First Prev Next Last <a href="#">Open With Data</a></p> | Description | Page Code | ✓ <a href="#">Annual Books Detail</a> | FSDANS | <a href="#">QIT Billing Detail</a> | FSDBIL | <a href="#">Credit Card/Procurement Detail</a> | FSDCCP | <a href="#">Copy Center Detail</a> | FSDCCR | <a href="#">Central Warehouse Detail</a> | FSDCWR | <a href="#">Meter Postage Detail</a> | FSDMPJ | <a href="#">Print Center Detail</a> | FSDPCR | <a href="#">Central Fleet Lease Detail</a> | FSDRFL | <a href="#">Central Fleet Rental Detail</a> | FSDRFR | <a href="#">Risk Management Detail</a> | FSDRMR |
|---|---|-------------|-----------|---------------------------------------|--------|------------------------------------|--------|--|--------|------------------------------------|--------|--|--------|--------------------------------------|--------|-------------------------------------|--------|--|--------|---|--------|--|--------|
| Description   | Page Code   |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| ✓ <a href="#">Annual Books Detail</a>   | FSDANS  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">QIT Billing Detail</a>  | FSDBIL  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Credit Card/Procurement Detail</a>  | FSDCCP  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Copy Center Detail</a>  | FSDCCR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Central Warehouse Detail</a>  | FSDCWR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Meter Postage Detail</a>  | FSDMPJ  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Print Center Detail</a>   | FSDPCR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Central Fleet Lease Detail</a>  | FSDRFL  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Central Fleet Rental Detail</a>   | FSDRFR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Risk Management Detail</a>  | FSDRMR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <ol style="list-style-type: none"> <li>7. In the search window enter the <b>Doc Dept</b> and the <b>Doc ID</b> and press enter or click <b>OK</b>.</li> <li>8. The detail for that invoice will be on the Advantage screen.</li> </ol>  | <p>Customer : <input type="text"/> Open Amount : <input type="text"/></p> <p>Fund : <input type="text"/> Payment Document Status : <input type="text"/></p> <p>Department : <input type="text"/> Job ID : <input type="text"/></p> <p>Appr Unit : <input type="text"/> Billing Month : <input type="text"/></p> <p>Doc Dept : <input type="text"/> Billing Year : <input type="text"/></p> <p>Doc ID : CCP030713*372 Billing Document Status : Generated</p> <p><a href="#">Ok</a> <a href="#">Clear</a> <a href="#">Cancel</a></p>   |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |



## Payments to Internal Service Bills Quick Reference Guide

- Click in the box to the left of the **Charge Amount** for all of the amounts you want to pay.
- Do not click in the box beside the line that is disputed. In this example \$18.85 is being disputed.
- Enter the **Department** number making the payment and a document **ID** number or check **Auto Numbering**.
- Down at the bottom of the page click **Create Payment**.

|                                     | <u>Charge Amount</u> | <u>Open Amount</u> | <u>Payment Document Status</u> | <u>Billing Document Status</u> |
|-------------------------------------|----------------------|--------------------|--------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | \$274.95             | \$274.95           | Ready To Generate              | Generated                      |
| <input type="checkbox"/>            | \$18.85              | \$18.85            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$46.14              | \$46.14            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$22.38              | \$22.38            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$91.22              | \$91.22            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$31.58              | \$31.58            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$31.58              | \$31.58            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$10.53              | \$10.53            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$61.21              | \$61.21            | Ready To Generate              | Generated                      |
| <input checked="" type="checkbox"/> | \$63.71              | \$63.71            | Ready To Generate              | Generated                      |

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[Save](#) [Undo](#) [Search](#) [De-Select All\(on this page\)](#) [Select All\(on this page\)](#)

### ▼ Create Document

Department: 04A  ID:   
Unit:  Auto Numbering :

▶ Detail Line Information

▶ Intended Fund Accounting

▶ Intended Detail Accounting

▶ Billing Document Information

▶ Load Information

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Excel Templates > [Credit Card/Procurement Bill](#)



## Payments to Internal Service Bills Quick Reference Guide

13. This brings you to the **Payment Staging Sheet**.
14. The disputed line that was not requested is not listed.
15. Verify or change **Fund Accounting** by clicking in that section.
16. Add or change **Detail Accounting** by clicking in that section.
17. Once all changes have been made to the **Fund Accounting** and **Detail Accounting**, click on **Select All** and it will check the boxes in the **Request** column.
18. Select **Create Payment** at the bottom of the page to generate the **IETM** document.

Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$274.95    | \$274.95   | INM1       |
| <input checked="" type="checkbox"/> | \$46.14     | \$46.14    | INM1       |
| <input checked="" type="checkbox"/> | \$22.38     | \$22.38    | INM1       |
| <input checked="" type="checkbox"/> | \$91.22     | \$91.22    | INM1       |
| <input checked="" type="checkbox"/> | \$31.58     | \$31.58    | INM1       |
| <input checked="" type="checkbox"/> | \$31.58     | \$31.58    | INM1       |
| <input checked="" type="checkbox"/> | \$10.53     | \$10.53    | INM1       |
| <input checked="" type="checkbox"/> | \$61.21     | \$61.21    | INM1       |
| <input checked="" type="checkbox"/> | \$63.71     | \$63.71    | INM1       |

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▼ Fund Accounting

Fund : 010      Object : 5330  
Department : 04A      Revenue :  
Unit : 7759      BSA :  
Sub Unit : 53      Dept Object :  
Dept Revenue :

▶ Detail Accounting

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[Create Payment](#) [Add Line to Payment](#)



# Payments to Internal Service Bills Quick Reference Guide

- 19. The **IETM** document is created based on the information from the **Payment Staging Sheet**.
- 20. Enter the **Document Name** (not required).

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013031200000000119 Ver.: 1 Function: New Phase: Draft Modified by kgodfrey , 03/12/2013

**Header**

General Information | 1st Party Information | Extended Description | Document Information

Document Name: Payment of February Procurement Card Initiator: Receiver/Buyer

Record Date: Budget FY: Fiscal Year: Period: Delivery Date: Additional Information:

Document Description: Actual Amount: \$833.30

Save Undo

Exchange Details No. of Lines: 9 Line Number: 1 Vendor Customer: Legal Name:

2nd Party Accounting No. of Lines: 1 Line Number: 1 Line Amount: \$274.95

Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File

- 21. **1<sup>st</sup> Party Fund Accounting** is brought in from the **Payment Staging Table** and changes can still be made by clicking on the **1<sup>st</sup> Party Fund Accounting** or **1<sup>st</sup> Party Detail Accounting** tabs before validating and submitting. **NOTE:** Dollar amounts should be changed back on the **Payment Staging Sheet**.

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013031200000000119 Ver.: 1 Function: New Phase: Draft Modified by kgodfrey , 03/12/2013

**Header**

Exchange Details No. of Lines: 9 Line Number: 1 Vendor Customer: Legal Name:

| Line Number | Vendor Customer | Legal Name | Line Amount  |
|-------------|-----------------|------------|--------------|
| 1           |                 |            | \$274.95 INM |
| 2           |                 |            | \$46.14 INM  |
| 3           |                 |            | \$22.38 INM  |
| 4           |                 |            | \$91.22 INM  |
| 5           |                 |            | \$31.58 INM  |
| 6           |                 |            | \$31.58 INM  |
| 7           |                 |            | \$10.53 INM  |
| 8           |                 |            | \$61.21 INM  |
| 9           |                 |            | \$63.71 INM  |

From 1 to 9 Total: 9

General Information | 2nd Party Information | 1st Party Reference | **1st Party Fund Accounting** | 1st Party Detail Accounting | 1st Party Service Dates

Fund: 010 Object: 5330 OBSA:

Sub Fund: Sub Object: Sub OBSA:

Department: 04A Revenue: Dept Object:

Unit: 7759 Sub Revenue: Dept Revenue:

Sub Unit: 53 BSA:

Appr Unit: 023253 Sub BSA:

2nd Party Accounting No. of Lines: 1 Line Number: 1 Line Amount: \$274.95

Posting No. of Lines: 0 Posting Line: none

Edit Copy Validate Submit Discard Print Processing Wor



## Payments to Internal Service Bills Quick Reference Guide

22. Click **Validate** and if there are no errors the document will validate successfully.

23. Click **Submit** and if there are no errors, the document phase changes to **Pending**. The IETM document only requires agency approval.

The screenshot displays the IETM (Internal Exchange Transaction Management) system interface. The top navigation bar includes links for 'Welcome, Kathleen Godfrey', 'Chart of Accts', 'Budget', 'Vendor/Customer', 'Procurement', 'A/P', 'A/R', 'Cost Acctg', and 'Fixed Assets'. Below the navigation bar, a status bar indicates 'View All 1 of 1 | Document validated successfully'. The main content area shows the 'Internal Exchange Transaction(IETM)' header with details: 'Dept: 04A', 'ID: 2013031100000000113', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by kg'. A table titled 'Exchange Details' is visible, with columns for 'Line Number', 'Vendor Customer', 'Legal Name', 'Line Amount', and 'Event Ty'. Below the table, a status bar indicates 'View All 1 of 1 | Document submitted successfully - Pending Approval'. The main content area shows the 'Internal Exchange Transaction(IETM)' header with details: 'Dept: 04A', 'ID: 2013031100000000113', 'Ver.: 1', 'Function: New', 'Phase: Pending', and 'Modified by kg'. A red arrow points to the 'Phase: Pending' dropdown menu.



Split Coding (Adding a Line)

1. Login to Advantage (step not shown).  
 2. Click **Page Search**.  
 3. Type in **FSD**.  
 4. Press **Enter**.  
 5. Each type of Internal Service Invoice has its own **Page Code**.  
 6. Choose the type of invoice to pay by clicking on the name in blue and underlined.

| Description                                    | Page Code |
|--|-----------|
| ✓ <a href="#">Annual Books Detail</a>          | FSDANS    |
| <a href="#">OIT Billing Detail</a>             | FSDBIL    |
| <a href="#">Credit Card/Procurement Detail</a> | FSDCCP    |
| <a href="#">Copy Center Detail</a>             | FSDCCR    |
| <a href="#">Central Warehouse Detail</a>       | FSDCWR    |
| <a href="#">Meter Postage Detail</a>           | FSDMPJ    |
| <a href="#">Print Center Detail</a>            | FSDPCR    |
| <a href="#">Central Fleet Lease Detail</a>     | FSDRFL    |
| <a href="#">Central Fleet Rental Detail</a>    | FSDRFR    |
| <a href="#">Risk Management Detail</a>         | FSDRMR    |

7. In the search window enter the **Doc Dept** and the **Doc ID** and press enter or click **OK**.  
 8. The detail for that invoice will be on the Advantage screen.



## Payments to Internal Service Bills Quick Reference Guide

9. Click in the box to the left of the charge amount for all of the amounts you want to pay.
10. Enter the **Department** number making the payment and a document **ID** number or check **Auto Numbering**.
11. Down at the bottom of the page click **Create Payment**.

|                                     | <a href="#">Charge Amount</a> | <a href="#">Open Amount</a> | <a href="#">Payment Document Status</a> | <a href="#">Billing Document Status</a> |
|-------------------------------------|-------------------------------|-----------------------------|---|---|
| <input checked="" type="checkbox"/> | \$274.95                      | \$274.95                    | Ready To Generate                       | Generated                               |

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▼ **Create Document**

Department:   ID:

Unit:   Auto Numbering:

▶ [Detail Line Information](#)

▶ [Intended Fund Accounting](#)

▶ [Intended Detail Accounting](#)

▶ [Billing Document Information](#)

▶ [Load Information](#)

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Excel Templates > [Credit Card/Procurement Bill](#)



## Payments to Internal Service Bills Quick Reference Guide

12. This brings you to the **Payment Staging Sheet**.

### Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$274.95    | \$274.95   | INM1       |

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#### ▼ Fund Accounting

|              |      |                |      |
|--------------|------|----------------|------|
| Fund :       | 010  | Object :       | 5330 |
| Department : | 04A  | Revenue :      |      |
| Unit :       | 7759 | BSA :          |      |
| Sub Unit :   | 53   | Dept Object :  |      |
|              |      | Dept Revenue : |      |

#### ▶ Detail Accounting

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## Payments to Internal Service Bills Quick Reference Guide

13. Click on the box under **Request** for any lines that you need to **split code**.
14. Click on **Copy** and **Paste**. A new line will be inserted with \$0.00.

Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$274.95    | \$274.95   | INM1       |
| <input checked="" type="checkbox"/> | \$0.00      | \$0.00     | INM1       |

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▼ Fund Accounting

|              |      |                |      |
|--------------|------|----------------|------|
| Fund :       | 010  | Object :       | 5330 |
| Department : | 04A  | Revenue :      |      |
| Unit :       | 7759 | BSA :          |      |
| Sub Unit :   | 53   | Dept Object :  |      |
|              |      | Dept Revenue : |      |

► Detail Accounting

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## Payments to Internal Service Bills Quick Reference Guide

15. In this scenario we are charging 50% of line one to another object code.
16. Change the **Pay Amount** of the original line.
17. Add the **Pay Amount** of the new line and change the **Fund Accounting**.
18. Verify or change **Fund Accounting** for other lines by clicking it.
19. Add or change **Detail Accounting** by clicking it.

### Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$274.95    | 137.48     | INM1       |
| <input checked="" type="checkbox"/> | \$0.00      | 137.47     | INM1       |

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#### ▼ Fund Accounting

|              |      |                |      |
|--------------|------|----------------|------|
| Fund :       | 010  | Object :       | 5331 |
| Department : | 04A  | Revenue :      |      |
| Unit :       | 7759 | BSA :          |      |
| Sub Unit :   | 53   | Dept Object :  |      |
|              |      | Dept Revenue : |      |

#### ► Detail Accounting

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## Payments to Internal Service Bills Quick Reference Guide

20. Once all changes have been made to the **Fund Accounting** and **Detail Accounting**, click on **Select All** and it will check the boxes under the **Request** column for each line.

21. Click **Create Payment** at the bottom of the page to generate the **IETM** document.

Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$274.95    | 137.48     | INM1       |
| <input checked="" type="checkbox"/> | \$0.00      | 137.47     | INM1       |

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▼ Fund Accounting

Fund : 010 Object : 5331

Department : 04A Revenue :

Unit : 7759 BSA :

Sub Unit : 53 Dept Object :

Dept Revenue :

► Detail Accounting

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## Payments to Internal Service Bills Quick Reference Guide

22. An **IETM** document is created based on the information from the **Payment Staging Sheet**.
23. Enter the **Document Name** (not required).

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013040800000000149 Ver.: 1 Function: New Phase: Draft Modified by kgodfrey 04/09/20

**Header**

**General Information** | 1st Party Information | Extended Description | Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Actual Amount: \$274.95

Initiator: Receiver/Buyer

Delivery Date:

Additional Information:

Save Undo

| Exchange Details     | No. of Lines: 2 | Line Number: 1     | Vendor Customer:      | Legal Name: |
|----------------------|-----------------|--------------------|-----------------------|-------------|
| 2nd Party Accounting | No. of Lines: 1 | Line Number: 1     | Line Amount: \$137.48 |             |
| Posting              | No. of Lines: 0 | Posting Line: none |                       |             |

Copy Validate Submit Discard Print Processing Work



## Payments to Internal Service Bills Quick Reference Guide

24. **1<sup>st</sup> Party Fund Accounting** is brought in from the **Payment Staging Table** and changes can still be made by clicking on the **1<sup>st</sup> Party Fund Accounting** or **1<sup>st</sup> Party Detail Accounting** tabs before validating and submitting.

**NOTE:** Dollar amounts should only be changed back on the **Payment Staging Sheet**.

25. Click **Validate** and if there are no errors the document will validate successfully.

26. Click **Submit** and if there are no errors, the document phase changes to **Pending**. The IETM document only requires agency approval.

Internal Exchange Transaction(IETM) Dept: 04A ID: 2013040800000000149 Ver.: 1 Function: New Phase: Draft Modified by lgodfrey , 04/09/20

Header  
Exchange Details No. of Lines: 2 Line Number: 1 Vendor Customer: Legal Name:

| Line Number | Vendor Customer | Legal Name | Line Amount | Event |
|-------------|-----------------|------------|-------------|-------|
| 1           |                 |            | \$137.48    | INM1  |
| 2           |                 |            | \$137.47    | INM1  |

From 1 to 2 Total: 2

General Information 2nd Party Information 1st Party Reference **1st Party Fund Accounting** 1st Party Detail Accounting 1st Party Service Dates

Fund: 010 Object: 5330 OSA:   
 Sub Fund: Sub Object: Sub OSA:   
 Department: 04A Revenue: Dept Object:   
 Unit: 7759 Sub Revenue: Dept Revenue:   
 Sub Unit: 53 BSA:   
 Appr Unit: 023253 Sub BSA:

Save Undo Insert New Line Insert Copied Line Edit with Grid

2nd Party Accounting No. of Lines: 1 Line Number: 1 Line Amount: \$137.48  
 Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Work

Welcome, Kathleen Godfrey Chart of Accts Budget Vendor/Customer Procurement A/P A/R Cost Acctg Fixed Assets C

View All 1 of 1 Document validated successfully

Internal Exchange Transaction(IETM) Dept: 04A ID: 20130311000000000113 Ver.: 1 Function: New Phase: Draft Modified by kg

Header  
Exchange Details No. of Lines: 10+ Line Number: 1 Vendor Customer: Legal Name:

Line Number Vendor Customer Legal Name Line Amount Event Ty

View All 1 of 1 Document submitted successfully - Pending Approval

Internal Exchange Transaction(IETM) Dept: 04A ID: 20130311000000000113 Ver.: 1 Function: New Phase: Pending Modified



## Payments to Internal Service Bills Quick Reference Guide

### *Summarizing Multiple Detail Records and Split Coding the Payment*

In this scenario we are choosing a Central Fleet Lease document with several detail lines which we will summarize detail and then split code the total between two funds.

**NOTE:** Full amount of selected lines must be made to update FSDXXX appropriately.

| <ol style="list-style-type: none"> <li>1. Login to Advantage (step not shown).</li> <li>2. Click <b>Page Search</b>.</li> <li>3. Type in <b>FSD</b>.</li> <li>4. Press <b>Enter</b>.</li> <li>5. Each type of Internal Service Invoice has its own <b>Page Code</b>.</li> <li>6. Choose the type of invoice to pay by clicking on the name in blue and underlined.</li> </ol> | <p>Message Center</p> <ul style="list-style-type: none"> <li>Inbox</li> <li>Alerts</li> <li>Broadcasts</li> <li>Worklist</li> <li>Forms</li> </ul> <p>Search</p> <ul style="list-style-type: none"> <li><b>Page Search</b></li> <li>Document Catalog</li> <li>Report Search</li> </ul> <p>History</p> <p>Favorites</p> <p>Administration</p> <p>Category : <input type="text"/></p> <p>Page Type : <input type="text"/></p> <p>Description : <input type="text"/></p> <p>Page Code : FSD* </p> <p><a href="#">Browse</a> <a href="#">Clear</a></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Page Code</th> </tr> </thead> <tbody> <tr> <td>✓ <a href="#">Annual Books Detail</a></td> <td>FSDANS</td> </tr> <tr> <td><a href="#">OIT Billing Detail</a></td> <td>FSDBIL</td> </tr> <tr> <td><a href="#">Credit Card/Procurement Detail</a></td> <td>FSDCCP</td> </tr> <tr> <td><a href="#">Copy Center Detail</a></td> <td>FSDCCR</td> </tr> <tr> <td><a href="#">Central Warehouse Detail</a></td> <td>FSDCWR</td> </tr> <tr> <td><a href="#">Meter Postage Detail</a></td> <td>FSDMPJ</td> </tr> <tr> <td><a href="#">Print Center Detail</a></td> <td>FSDPCR</td> </tr> <tr> <td><a href="#">Central Fleet Lease Detail</a></td> <td>FSDRFL</td> </tr> <tr> <td><a href="#">Central Fleet Rental Detail</a></td> <td>FSDRFR</td> </tr> <tr> <td><a href="#">Risk Management Detail</a></td> <td>FSDRMR</td> </tr> </tbody> </table> <p>First Prev Next Last <a href="#">Open With Data</a></p> | Description | Page Code | ✓ <a href="#">Annual Books Detail</a> | FSDANS | <a href="#">OIT Billing Detail</a> | FSDBIL | <a href="#">Credit Card/Procurement Detail</a> | FSDCCP | <a href="#">Copy Center Detail</a> | FSDCCR | <a href="#">Central Warehouse Detail</a> | FSDCWR | <a href="#">Meter Postage Detail</a> | FSDMPJ | <a href="#">Print Center Detail</a> | FSDPCR | <a href="#">Central Fleet Lease Detail</a> | FSDRFL | <a href="#">Central Fleet Rental Detail</a> | FSDRFR | <a href="#">Risk Management Detail</a> | FSDRMR |
|---|---|-------------|-----------|---------------------------------------|--------|------------------------------------|--------|--|--------|------------------------------------|--------|--|--------|--------------------------------------|--------|-------------------------------------|--------|--|--------|---|--------|--|--------|
| Description   | Page Code   |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| ✓ <a href="#">Annual Books Detail</a>   | FSDANS  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">OIT Billing Detail</a>  | FSDBIL  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Credit Card/Procurement Detail</a>  | FSDCCP  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Copy Center Detail</a>  | FSDCCR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Central Warehouse Detail</a>  | FSDCWR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Meter Postage Detail</a>  | FSDMPJ  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Print Center Detail</a>   | FSDPCR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Central Fleet Lease Detail</a>  | FSDRFL  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Central Fleet Rental Detail</a>   | FSDRFR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <a href="#">Risk Management Detail</a>  | FSDRMR  |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |
| <ol style="list-style-type: none"> <li>7. In the search window enter the <b>Doc ID</b> and press enter or click <b>OK</b>.</li> </ol>   | <p>Search - Windows Internet Explorer provided by IE8 Policy McAfee</p> <p>Customer : <input type="text"/></p> <p>Fund : <input type="text"/></p> <p>Department : <input type="text"/></p> <p>Appr Unit : <input type="text"/></p> <p>Doc Dept : <input type="text"/></p> <p>Doc ID : RFL031213*736 </p> <p>Open Amount : <input type="text"/></p> <p>Payment Document Status : <input type="text"/></p> <p>Job ID : <input type="text"/></p> <p>Billing Month : <input type="text"/></p> <p>Billing Year : <input type="text"/></p> <p>Billing Document Status : Generated <input type="text"/></p> <p><a href="#">Ok</a> <a href="#">Clear</a> <a href="#">Cancel</a></p>   |             |           |                                       |        |                                    |        |  |        |                                    |        |  |        |                                      |        |                                     |        |  |        |   |        |  |        |



## Payments to Internal Service Bills Quick Reference Guide

8. The detail for that invoice will be on the Advantage screen.

Central Fleet Lease Detail

|                                     |                          | Charge Amount | Open Amount | Payment Document Status | Billing Document Status |
|-------------------------------------|--------------------------|---------------|-------------|-------------------------|-------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$387.36      | \$387.36    | Ready To Generate       | Generated               |
|                                     | <input type="checkbox"/> | \$361.96      | \$361.96    | Ready To Generate       | Generated               |
|                                     | <input type="checkbox"/> | \$299.42      | \$299.42    | Ready To Generate       | Generated               |
|                                     | <input type="checkbox"/> | \$282.52      | \$282.52    | Ready To Generate       | Generated               |
|                                     | <input type="checkbox"/> | \$337.29      | \$337.29    | Ready To Generate       | Generated               |
|                                     | <input type="checkbox"/> | \$337.27      | \$337.27    | Ready To Generate       | Generated               |
|                                     | <input type="checkbox"/> | \$312.67      | \$312.67    | Ready To Generate       | Generated               |

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[Save](#) [Undo](#) [Search](#) [De-Select All \(on this page\)](#) [Select All \(on this page\)](#)

▼ Create Document

Department:  ID:

Unit:  Auto Numbering:

▶ Detail Line Information

▶ Intended Fund Accounting

▶ Intended Detail Accounting

▶ Billing Document Information

▶ Load Information

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[Create Payment](#)  [Add to Current Payment](#)  [View Current Payment](#)



## Payments to Internal Service Bills Quick Reference Guide

9. Click **Select All (on this page)** to process payment for all of the lines.
10. Click **Select All**.
11. Enter the **Department** number and **ID** or check **Auto Numbering**.
12. Click **Create Payment**.

Central Fleet Lease Detail

|   |                                     | <u>Charge Amount</u> | <u>Open Amount</u> | <u>Payment Document Status</u>                     | <u>Billing Document Stat</u> |
|---|-------------------------------------|----------------------|--------------------|--|------------------------------|
| ✓ | <input checked="" type="checkbox"/> | \$387.36             | \$387.36           | Ready To Generate <input type="button" value="v"/> | Generated                    |
|   | <input checked="" type="checkbox"/> | \$361.96             | \$361.96           | Ready To Generate <input type="button" value="v"/> | Generated                    |
|   | <input checked="" type="checkbox"/> | \$299.42             | \$299.42           | Ready To Generate <input type="button" value="v"/> | Generated                    |
|   | <input checked="" type="checkbox"/> | \$282.52             | \$282.52           | Ready To Generate <input type="button" value="v"/> | Generated                    |
|   | <input checked="" type="checkbox"/> | \$337.29             | \$337.29           | Ready To Generate <input type="button" value="v"/> | Generated                    |
|   | <input checked="" type="checkbox"/> | \$337.27             | \$337.27           | Ready To Generate <input type="button" value="v"/> | Generated                    |
|   | <input checked="" type="checkbox"/> | \$312.67             | \$312.67           | Ready To Generate <input type="button" value="v"/> | Generated                    |

First Prev Next Last

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▼ Create Document

Department:  ID:

Unit:  Auto Numbering :

▶ Detail Line Information

▶ Intended Fund Accounting

▶ Intended Detail Accounting

▶ Billing Document Information

▶ Load Information

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Excel Templates > [Fleet Lease Bill](#)



## Payments to Internal Service Bills Quick Reference Guide

13. This brings you to the **Payment Staging Sheet**.
14. Click **Select All**.
15. Click **Summarize Lines**.

### Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$387.36    | \$387.36   | INM1       |
| <input checked="" type="checkbox"/> | \$361.96    | \$361.96   | INM1       |
| <input checked="" type="checkbox"/> | \$299.42    | \$299.42   | INM1       |
| <input checked="" type="checkbox"/> | \$282.52    | \$282.52   | INM1       |
| <input checked="" type="checkbox"/> | \$337.29    | \$337.29   | INM1       |
| <input checked="" type="checkbox"/> | \$337.27    | \$337.27   | INM1       |
| <input checked="" type="checkbox"/> | \$312.67    | \$312.67   | INM1       |

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#### Fund Accounting

|              |      |                |      |
|--------------|------|----------------|------|
| Fund :       | 012  | Object :       | 4672 |
| Department : | 17A  | Revenue :      |      |
| Unit :       | 1095 | BSA :          |      |
| Sub Unit :   | 95   | Dept Object :  |      |
|              |      | Dept Revenue : |      |

#### Detail Accounting

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## Payments to Internal Service Bills Quick Reference Guide

16. The **Payment Staging Sheet** now shows the summarized line.
17. Click **Select All**.
18. Click Add Line to Payment to split code the bill.

Payment Staging Sheet

| Request                               | Open Amount | Pay Amount | Event Type |
|---------------------------------------|-------------|------------|------------|
| ✓ <input checked="" type="checkbox"/> | \$2,318.49  | \$2,318.49 | INM1       |

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▼ Fund Accounting

Fund : 012 Object : 4672

Department : 17A Revenue :

Unit : 1095 BSA :

Sub Unit : 95 Dept Object :

Dept Revenue :

► Detail Accounting

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19. To add a line to split code the summarized total click **Select All** to **Request** the line.
20. Click **Copy**.
21. Click **Paste**.

Payment Staging Sheet

| Request                               | Open Amount | Pay Amount | Event Type |
|---------------------------------------|-------------|------------|------------|
| ✓ <input checked="" type="checkbox"/> | \$2,318.49  | \$2,318.49 | INM1       |

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## Payments to Internal Service Bills Quick Reference Guide

22. This brings in a new line with zeroes.

23. In our scenario we will split code 50/50 to fund 010 and 012.

24. Change line one **Pay Amount**.

25. Add Line 2 **Pay Amount**.

26. Change the **Fund** under **Fund Accounting**.

27. Click **Select All** to **Request** the second line.

28. Click **Create Payment** at the bottom of the page.

### Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$2,318.49  | \$2,318.49 | INM1       |
| <input checked="" type="checkbox"/> | \$0.00      | \$0.00     | INM1       |

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#### ▼ Fund Accounting

Fund : 012

Department : 17A

Unit : 1095

Sub Unit : 95

Object : 4672

Revenue :

BSA :

Dept Object :

Dept Revenue :

#### ▶ Detail Accounting

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[Create Payment](#) [Add Line to Payment](#)

### Payment Staging Sheet

| Request                             | Open Amount | Pay Amount | Event Type |
|-------------------------------------|-------------|------------|------------|
| <input checked="" type="checkbox"/> | \$2,318.49  | 1159.25    | INM1       |
| <input checked="" type="checkbox"/> | \$0.00      | 1159.24    | INM1       |

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#### ▼ Fund Accounting

Fund : 012

Department : 17A

Unit : 1095

Sub Unit : 95

Object : 4672

Revenue :

BSA :

Dept Object :

Dept Revenue :

#### ▶ Detail Accounting

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## Payments to Internal Service Bills Quick Reference Guide

29. An **IETM** document is created based on the information from the **Payment Staging Shell**.

30. Enter the **Document Name** (not required).

31. **1<sup>st</sup> Party Fund Accounting** is brought in from the **Payment Staging Table** and changes can still be made by clicking on the **1<sup>st</sup> Party Fund Accounting** or **1<sup>st</sup> Party Detail Accounting** tabs before validating and submitting. **NOTE:** Dollar amounts should only be changed back on the **Payment Staging Sheet**.

Internal Exchange Transaction(IETM) Dept: 17A ID: 2013031400000000127 Ver.: 1 Function: New Phase: Draft Modified by kgodfrey , 03/14/2013

Header

General Information | 1st Party Information | Extended Description | Document Information

Document Name: To pay for February Lease Vehicles  
Split fund 010 / 012

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Actual Amount: \$2,318.49

Initiator: Receiver/Buyer

Delivery Date:

Additional Information:

Exchange Details No. of Lines: 2 Line Number: 1 Vendor Customer: Legal Name:

2nd Party Accounting No. of Lines: 1 Line Number: 1 Line Amount: \$1,159.25

Posting No. of Lines: 0 Posting Line: none

Save Undo Copy Validate Submit Discard Print Processing Workflow File Close

Internal Exchange Transaction(IETM) Dept: 17A ID: 2013031400000000127 Ver.: 1 Function: New Phase: Draft Modified by kgodfrey , 03/14/2013

Header

Exchange Details No. of Lines: 2 Line Number: 1 Vendor Customer: Legal Name:

| Line Number | Vendor Customer | Legal Name | Line Amount | Event Type |
|-------------|-----------------|------------|-------------|------------|
| 1           |                 |            | \$1,159.25  | INM1       |
| 2           |                 |            | \$1,159.24  | INM1       |

From 1 to 2 Total: 2

General Information | 2nd Party Information | 1st Party Reference | 1st Party Fund Accounting | 1st Party Detail Accounting | 1st Party Service Dates

Ref Doc Code:

Ref Doc Dept:

Ref Doc ID:

Ref Vendor Line:

Ref Accounting Line:

Ref Type:

Save Undo Insert New Line Insert Copied Line Edit with Grid

2nd Party Accounting No. of Lines: 1 Line Number: 1 Line Amount: \$1,159.25

Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close