B2 Document Introduction

Purpose

The Standard Voucher (B2) document is used for:

- Expenditure/Revenue adjustments
- Zero balance adjustments
- Reclassifications of accounting codes

B2s should only be done once the status of a payment voucher is marked "closed" on the Voucher Header Inquiry Table (PVHT).

Tables updated

The Standard Voucher (B2) updates the following tables:

- Journal Voucher and Standard Journal Table (JVLT)
- Budget Execution tables
- Cross-Reference tables
- General Ledger tables

Create a B2 Document

Example B2 document header screen

Below is an example of the B2 document header screen.

```
COMMND:                 DOCID: 1                            06/27/00 17:24:00
STATUS:                BATID:                  SEC2:
H-
                              STANDARD VOUCHER DOCUMENT

               SV DATE:                          ACCOUNTING PERIOD: 2
                ACTION:    EXPENSE(E), REVENUE(R), GL(G), BUDGET(B):  3
            BUDGET FYS:                                        FUND:
       REVERSAL PERIOD:
               COMMENT:                   BUDGET OVERRIDE IND:
          REF TRANS ID:
        DOCUMENT TOTAL: 4
           DESCRIPTION:
```

Required fields

The table below shows the required fields for the B2 document header screen. The fields are numbered in the example screen.

#	Field	Data	
1	DOCID	Trans Code	B2 (type of document)
		SEC1 Code	See *Appendix B: GIPSA Spending Document Numbering Scheme*
		Document #	See *Appendix B: GIPSA Spending Document Numbering Scheme*
2	ACCOUNTING PERIOD	Two-digit fiscal month and two-digit fiscal year of the transaction (e.g., 05 03 for February 2003)	
3	EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET (B) INDICATOR	E to record an expense	
	DOCUMENT TOTAL	Total amount of payment. The B2 is a zero balance adjustment. Therefore, you must enter 0.00 for the document total.	

Create a B2 Document, *continued*

Enter B2 document header screen

To enter a B2 document header screen, follow the steps outlined below:

Step	Action	
1	FROM A TABLE: Type L in ACTION of a table. In TABLEID type B2. Press the spacebar twice to clear remaining data. Press Enter. Tab twice to the field following the B2 and type in the SEC1 code. (See *Appendix B: GIPSA Spending Document Numbering Scheme.*)	FROM WITHIN A DOCUMENT: Type NEW in COMMND of a document. Tab to DOCID, and type B2. Tab to the next field, and type in the SEC1 code. (See *Appendix B: GIPSA Spending Document Numbering Scheme.*)
2	Tab once and type in the document number. (See *Appendix B: GIPSA Spending Document Numbering Scheme.*)	
3	Press Enter.	
4	Tab to ACCTG PD, and type in the current accounting period (fiscal month MM, fiscal year YY).	
5	Tab to EXPENSE (E), REVENUE (R), GENERAL LEDGER (G), BUDGET (B) INDICATOR, and enter an E for expense.	
6	Tab to DOCUMENT TOTAL, and type 0.00 for the total amount.	
7	Press Enter, and the B2 line screen will appear.	
8	Fill in the line screen fields. (Steps detailed in next sections.)	

FYI

The B2 requires two lines for each adjustment. The first line reduces the expense for the incorrect accounting code (I/D indicator is D). The second line increases the expense for the correct accounting code (I/D indicator is I).

Create a B2 Document, *continued*

Example B2 document line screen

Below is an example of the B2 document line screen.

```
COMMND:                 DOCID:                              06/27/00 17:24:42
STATUS:                BATID:                  SEC2:       001-001 OF 002
01-
       LINE NUMBER: 1               TRANS TYPE: 2      EXP/REV/GL/BUD:
        BUDGET FYS:                   FUND:             DIVISION:
    BUDGET ORG/SUB:             COST ORG/SUB:                  PGM: 3
    BOC/REV SOURCE: 4     SUB BOC/SUB SRCE:     JOB:          RPTG:
       CLOSED BFYS:             CLOSED FUND:
    VENDOR: 5              NAME:                                QUANT: 6
    SCHD FISC YR:      SCHD CAT:     SCHD TYP:     SCHD NO:
    D.O.:          GUEST SYMBOL:
    REF TRAN ID: 7                   DOC TYP:   AGREE #:                 ADV:
    INVOICE NO:                      INVOICE DATE:           INVOICE LINE:
    AMOUNT:   8               INC/DEC IND: 9    ACC DATE:             OBL FY:
    DESCRIPTION:10                                      TREAS NO:
```

Required fields

The table below describes required fields for the B2 document line screen. The fields are numbered in the example screen:

#	Field	Data
1	LINE NUMBER	Different 3-digit number for each line from 001 to 999
2	TRANS TYPE	TO
3	PGM	Program code (management code)
4	BOC/REV SOURCE	Budget Object Code
5	VENDOR	Vendor code from original document being adjusted
6	QUANT	If doing a payroll adjustment, enter related number of hours in this field, otherwise go to step 7
7	REF TRANS ID	Enter trans code and document number of the document being referenced/adjusted (e.g., PV 12345).
8	AMOUNT	Total amount of this line item
9	INC/DEC IND	• I if the entered amount is an increase (being entered with the CORRECT accounting information) • D if the amount is a decrease (being taken out of the INCORRECT accounting strip).

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#	Field	Data
10	DESCRIPTION	• On the line with the CORRECT accounting information include the DOCID of the document you're adjusting (Example: MO 03745123456) • On the line with the INCORRECT accounting information indicate the type of adjustment being made (Example: Incorrect Program Code)

Enter B2 document line screen

To enter B2 document line screens, follow the steps below:

Step	Action
1	In LINE NUMBER, type a 3-digit number for each line from 001 to 999.
2	Tab to TRANS TYPE, and type TO (Expense Adjustments).
3	Tab to PGM, and type the program code (management code).
4	Tab to BOC/REV SOURCE, and type the budget object code. A budget object code is required for expenditures.
5	Tab to VENDOR, and type the vendor code.
6	If entering a payroll adjustment, tab to QUANT and enter the number of hours associated with the adjustment, otherwise go to step 7.
7	Tab to REF TRANS ID, and enter trans code and document number of the document being referenced/adjusted (e.g., PV 12345).
8	Tab to AMOUNT, and type the total amount for the line.
9	Tab to INC/DEC IND, and enter I if the entered amount is an increase (being entered with the CORRECT accounting information), D if the amount is a decrease (being taken out of the INCORRECT accounting strip).
10	Tab to DESCRIPTION, and type in an appropriate description for the line: • On the line with the CORRECT accounting information include the DOCID of the document you're adjusting (Example: MO 03745123456) • On the line with the INCORRECT accounting information indicate the type of adjustment being made (Example: Incorrect Program Code)

Step	Action
11	Press Enter. A second blank line screen appears.
12	Type in the next consecutive 3-digit number from 001 to 999 in LINE NUMBER.
13	Repeat steps 2-8 for this line entry.
14	Tab to INC/DEC IND, and enter the opposite of what was entered on the previous line—I if the entered amount is an increase, D if the amount is a decrease—so that the total of lines is equal to zero.
15	Tab to DESCRIPTION, and type in an appropriate description for this line: • On the line with the CORRECT accounting information include the DOCID of the document you're adjusting (Example: MO 03745123456) • On the line with the INCORRECT accounting information indicate the type of adjustment being made (Example: Incorrect Program Code)
16	Press Home, and type E in COMMND.
17	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is PEND1.
18	If there are no error messages at the bottom of the screen, close the document, and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
19	The person who approves the document will be able to type R in COMMND, and press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.