

Procedures for Payment Research

GENERAL ACCOUNTING DIVISION



COMPTROLLER
of MARYLAND

Serving the People

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There are several ways to determine whether a vendor's invoice has been received and processed or to determine where it is in the R*STARS process: R*STARS screens, One Stop Vendor Payment Inquiry (OSVP) in R*STARS, RAPI and GAD's OSVP web site are available to agencies and vendors, and additional reports are available in VIEWDIRECT. To research payments, the vendor's Taxpayer Identification Number (TIN), i.e., Federal Employer Identification Number or Social Security Number, must be known. To find the vendor number, i.e., the TIN, use Screen 3A, Vendor Alpha Inquiry. The information available when beginning the search determines which screens to use first.

R*STARS ONE STOP VENDOR PAYMENT INQUIRY (OSVP):

One Stop Vendor Payment Inquiry (OSVP) lists the status of all vendor transactions (by TIN) including all documents created for a payment, i.e., the purchase order, payment transaction, liability offset, etc. Document number types are listed on the 33 Screen.

The OSVP system is able to search for vendor payments using four screens requiring different information: (1) Vendor Document Inquiry – searches by vendor number (i.e., TIN without prefix) and lists all documents, (2) Vendor Document Details – searches by agency and document number, (3) Vendor Payment Inquiry – searches by check number and (4) Payments by TIN – lists only payments, by payment number, to a vendor.

Agencies can also request security from their agency's FMIS security officer to access the One

Stop Vendor Payment Inquiry (OSVP) on the General Accounting Division web site at <http://compnet.comp.state.md.us./gad/>. User class 90 with "0" access for the OSV Screen is needed. OSVP includes the status of paid and unpaid invoices and is available for vendors to view the status of their invoices.

RAPI-RAPI/R*STARS ARCHIVED PAYMENTS INQUIRY:

Use this screen when researching older vendor payments, not in OSVP. After the yearly archive of data greater than one full fiscal year old, payments will be held in RAPI for five years and then dropped. The TIN or BATCH AGENCY number with either the WARRANT, VOUCHER or INVOICE number must be entered; also the date range and W/D (Payments or Documents) may be entered.

VENDOR TRANSACTION INQUIRY (Screen 85):

For transaction detail, if you do not know the R*STARS document number, enter the Vendor Number (with prefix)/Mail Code (Mail Code is optional); Financial Agency Code; Doc Type (ex., D5, V5); Invoice Number (optional); and Record Type - A (active) or I (inactive). This screen will link to the Document Tracking Inquiry (Screen 37); financial agency code must be changed to batch agency.

DOCUMENT TRANSACTION INQUIRY (Screens 86 & 84):

On the 86 Screen, type financial agency, document number and fiscal year. This screen displays payment number and amount. For more detail, select a line and press F2. This will link to

the 84 Screen (accounting event record). Find PMT-NO: (payment number) and date of the payment. If there is an LO number – it was offset for a liability. If PMT-NO is blank, check the payment due date, or Screen 37 to be sure payment was processed.

DOCUMENT TRACKING INQUIRY

(Screen 37):

To view a document's history use the 37 Screen, the Document Tracking Inquiry. The list of action codes (D44 Screen) will tell you where the document is in the payment processing cycle:

100 Entered by agency
123 Ready to transmit
456 Transmitted to GAD
700 Received at GAD
708 Assigned, Pre Audit
750 Approved by GAD
600 Payment - check/ACH
702 Rejected by GAD
710 – 730 GAD Processing
588 Changed
388 Deleted

SINGLE PAYMENT INQUIRY

(SCREEN 44):

With the 44 screen, payments can be looked up by the payment (check) number.

DAFR 7930 VENDOR PAYMENT DETAIL BY VENDOR TIN NUMBER

This report is put in VIEWDIRECT by batch agency, monthly (and year end). You may find vendor payments for a batch agency by selecting the month needed from the report Version screen. After you locate the month, use the search function to find the TIN.

PAYMENTS CAPTURED BY LIABILITY OFFSET:

Payments captured by Liability Offset can be seen using screens 86, 84, & OSVP. In the payment number field there will be a Liability Offset document number beginning with LO or LF. In R*STARS' OSVP select screen S002 Vendor Document Details. On this screen, key the Financial Agency, original document number and the vendor TIN number and press enter. The Vendor Document Detail screen will show your document number with a status code (ST) of 750 and a LR----- or LG----- document number (Liability Release). The status for the LR document will be 600, indicating that the payment, either in full or partially, has been paid. Transfers of payments for taxes are not shown.

In GAD's web site, OSVP, in the "unpaid," there is a 750-Offset under the Status column to indicate it was captured for Liability Offset. The "Paid" screen shows if the payment, or part of it, was released to the vendor. It will list the Agency code of E05 / E00 and the Liability Release (LR or LG) document number, and reference your agency and original document number.

Also, offset notification letters sent to the vendors for state and federal offsets are in ViewDirect and on GAD's web site for Federal offsets.

More detailed procedures for research may be found in the Comptroller's Accounting

Procedures Manual, Chapter 3 which is on GAD's web site. At GAD's web site, in the left side column under "State Agencies", click on "Forms and Manuals":
<http://compnet.comp.state.md.us/gad>.

ASSISTANCE INFORMATION

To locate additional information, reference <http://www.dbm.maryland.gov>. Click on "Technology" and "Applications Systems Management (ASM)" for R*STARS application user and technical subjects. For detailed accounting procedures information, reference: <http://compnet.comp.state.md.us/gad/agencyinfo> Questions concerning R*STARS screens, profile and reports should be directed to the ASM Service Desk at 410-260-7778. Accounting questions may be directed to 410-260-7504.