AD – Nightly Summary Document of Disbursements Document

Header Section

▼ General Info

Document Name :

Record Date :

Budget FY :

Fiscal Year :

Period :

Bank Account :

Check/EFT Number :

Routing ID Number :

Transit Routing Number :

Check/EFT Amount :

Cleared Date :

Check/EFT Issue Date :

Disbursement Category :

Internal Reconciliation :

Run ID :

▼ Consolidation Object

Consolidation Object 1 :

Consolidation Object 2 :

Consolidation Object 3 :

Consolidation Object 4 :

Consolidation Object 5 :

Consolidation Object 6 :

▼ Payee

Payee Vendor :

Payee Name :

Payee Alias/DBA :

Payee Address :

Payee Address :

Payee City :

Payee State :

Payee ZIP :

Payee Country :

▼ Cancellation

Cancellation Type :

Cancellation Reason :

Comments :

Scheduled Payment Date :

Additional Amounts

Total Accounting Line Amount :

Total Discount Amount :

Total Penalty Amount :

Total Interest Amount :

Total Withholding Amount :

Total Intercept Amount :

Total Default Intercept Fee Amount :

Total Supplementary Intercept Fee Amount :

Total Retainage Amount :

Total Freight Amount :

Total Use Tax :

Total Tax Amount :

Vendor Section

General Information

Vendor Customer :

Legal Name :

Alias/DBA :

Address Code :

Address Line 1 :

Address Line 2 :

City :

State :

Zip :

Country :

County :

Vendor Contact ID :

Principal Contact :

Phone :

Phone Extension :

Email Address :

Fax Number :

Fax Extension :

Web Address http:// :

Line Amount :

Additional Information

Taxpayer ID Number :

Taxpayer ID Number Type :

Parent Account :

Default Disbursement Format :

Disbursement Category :

EFT Status :

Parent Account :

Valid Address :

Prevent New Spending :

Restricted Use :

Misc. Account :

Held Payment :

Vendor Single Check :

Third Party Only :

Third Party Vendor :

Third Party Customer :

Require Tax ID :

Internal Account :

Bill Parent :

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Accounting Section

General Information

Event Type :	Budget FY :
Accounting Template :	Fiscal Year :
Check Description :	Period :
Line Description :	Service From Date :
Check Amount :	Service To Date :
Vendor Invoice Number :	Warrant Number :
Vendor Invoice Line Number :	Replacement : ☐
Vendor Invoice Date :	
Tracking Date :	

Reference

Ref Doc Code :	PO/RQ Document Code :
Ref Doc Dept :	PO/RQ Document Department :
Ref Doc ID :	PO/RQ Document ID :
Ref Vendor Line :	PO/RQ Document Vendor Line :
Ref Commodity Line :	PO/RQ Commodity Line :
Ref Accounting Line :	PO/RQ Accounting Line :
Ref Type :	
Ref Line Amount :	

Fund Accounting

Fund :	Object :	OBSA :
Sub Fund :	Sub Object :	Sub OBSA :
Department :	Revenue :	Dept Object :
Unit :	Sub Revenue :	Dept Revenue :
Sub Unit :	BSA :	
Appr Unit :	Sub BSA :	

Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Sub Task :	Phase :
Sub Activity :	Task Order :	Program Period :
Function :		
Sub Function :		

Additional Amounts

Line Amount :	Intercept Line Amount :	Line Closed Amount :
Discount Line Amount :	Default Intercept Fee Amount :	Line Closed Date :
Penalty Line Amount :	Supplementary Intercept Fee Amount :	
Interest Line Amount :	Retainage Line Amount :	
Withholding Line Amount :	Freight Amount :	
	Use Tax amount :	
	Tax Amount :	

▼ Additonal Information

Contact (name) :
Contact Location :
Contact Telephone :
Contact Telephone Extension :
Special Instructions Code :

Disbursement Frequency :
Advance Type :
Dyna Bank :

Posting Section

▼ General Information

Run Time/Date :
Record Date :
Journal Posting :
Budget Posting :
Bank Account :
BSA Type Indicator :
OBSA Type Indicator :

Budget FY :
Fiscal Year :
Period :
Post Pair ID :
Line Amount :
Posting Amount :
Closed Amount :

▼ Fund Accounting

Fund :
Sub Fund :
Object :
Sub Object :
Object Category :
Revenue :
Sub Revenue :
Revenue Category :

Cabinet :
Department :
Unit :
Sub Unit :
Appr Unit :
Appr Category :
Internal Fund :
Internal Sub Fund :
Internal Dept :

BSA :
Sub BSA :
OBSA :
Sub OBSA :
Dept Object :
Dept Revenue :

▼ Detail Accounting

Location :
Sub Location :
Activity :
Sub Activity :
Function :
Sub Function :

Reporting :
Sub Reporting :
Task :
Sub Task :
Task Order :

Major Program :
Program :
Phase :
Program Period :
Funding Profile :
Stage Profile :
Funding Priority :
Funding Line :