


# INP – Incidental Payment Document

## Header Section

### ▼ General Information

Document Name :	<input type="text"/>	Bank Account :	<input type="text"/> ▶
Record Date :	<input type="text"/> 	Replacement :	<input type="checkbox"/>
Budget FY :	<input type="text"/>		
Fiscal Year :	<input type="text"/>		
Period :	<input type="text"/>		
Document Description :	<input type="text"/>		
Actual Amount :	<input type="text"/>		
Closed Amount :	<input type="text"/>		
Closed Date :	<input type="text"/>		

### ▼ Additional Amounts

Retainage Amount :	Withholding Amount :
Discount Amount :	Intercept Amount :
Penalty/Interest Amount :	Default Intercept Fee Amount :
	Supplementary Intercept Fee Amount :
	Payment Amount :

### ▼ Extended Description

Extended Description :	<input type="text"/>
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## Vendor Section

### ▼ General Information

Vendor Customer :	<input type="text"/> ▶	Vendor Contact ID :	<input type="text"/> ▶
Legal Name :	<input type="text"/>	Vendor Contact Name :	<input type="text"/>
Alias/DBA :	<input type="text"/>	Vendor Contact Phone :	<input type="text"/>
Address Code :	<input type="text"/> ▶	Vendor Contact Phone Ext. :	<input type="text"/>
Address Line 1 :	<input type="text"/>	Vendor Contact Email :	<input type="text"/>
Address Line 2 :	<input type="text"/>	Fax :	<input type="text"/>
City :	<input type="text"/>	Fax Extension :	<input type="text"/>
State :	<input type="text"/> ▼	Web Address http:// :	<input type="text"/>
Zip :	<input type="text"/>		
Country :	<input type="text"/>		
County :	<input type="text"/> ▶		

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## ▼ Disbursement Options

Disbursement Category :	<input type="text"/>	EFT Status :	<input type="text"/>
Schedule Payment Date :	<input type="text"/>	Handling Code :	<input type="text"/>
Disbursement Priority :	<input type="text"/>	On Line Disbursement Rqst :	<input type="checkbox"/>
Disbursement Type :	<input type="text"/>	Taxpayer Id :	<input type="text"/>
Disbursement Format :	<input type="text"/>	Taxpayer Id Type :	<input type="text"/>
Single Payment :	<input type="checkbox"/>	Pay Third Party :	<input type="checkbox"/>

## ▼ Discount Terms

Days 1 :	<input type="text"/>	Percent 1 :	<input type="text"/>	Discount Always 1 :	<input type="checkbox"/>
Days 2 :	<input type="text"/>	Percent 2 :	<input type="text"/>	Discount Always 2 :	<input type="checkbox"/>
Days 3 :	<input type="text"/>	Percent 3 :	<input type="text"/>	Discount Always 3 :	<input type="checkbox"/>
Days 4 :	<input type="text"/>	Percent 4 :	<input type="text"/>	Discount Always 4 :	<input type="checkbox"/>

## Accounting Section

### ▼ General Information

Event Type :	<input type="text"/>	Budget FY :	<input type="text"/>
Accounting Template :	<input type="text"/>	Fiscal Year :	<input type="text"/>
Line Description :	<input type="text"/>	Period :	<input type="text"/>
Line Amount :	<input type="text"/>	Bank :	<input type="text"/>
Reserved Funding :	<input type="text"/>	Vendor Invoice Number :	<input type="text"/>
Line Closed Amount :	<input type="text"/>	Vendor Invoice Line :	<input type="text"/>
Line Closed Date :	<input type="text"/>	Vendor Invoice Date :	<input type="text"/>
Ref Line Amount :	<input type="text"/>	Tracking Date :	<input type="text"/>
		Check Description :	<input type="text"/>
		Special Instructions Code :	<input type="text"/>
		Disbursement Frequency :	<input type="text"/>
		Billing Profile :	<input type="text"/>

### ▼ Reference

Ref Doc Code :	<input type="text"/>	Ref Vendor Line :	<input type="text"/>
Ref Doc Dept :	<input type="text"/>	Ref Commodity Line :	<input type="text"/>
Ref Doc ID :	<input type="text"/>	Ref Accounting Line :	<input type="text"/>
		Ref Type :	<input type="text"/>

### ▼ Fund Accounting

Fund :	<input type="text"/>	Object :	<input type="text"/>	OBSA :	<input type="text"/>
Sub Fund :	<input type="text"/>	Sub Object :	<input type="text"/>	Sub OBSA :	<input type="text"/>
Department :	<input type="text"/>	Revenue :	<input type="text"/>	Dept Object :	<input type="text"/>
Unit :	<input type="text"/>	Sub Revenue :	<input type="text"/>	Dept Revenue :	<input type="text"/>
Sub Unit :	<input type="text"/>	BSA :	<input type="text"/>		
Appr Unit :	<input type="text"/>	Sub BSA :	<input type="text"/>		

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## ▼ Detail Accounting

Location :	<input type="text"/>	Reporting :	<input type="text"/>	Major Program :	<input type="text"/>
Sub Location :	<input type="text"/>	Sub Reporting :	<input type="text"/>	Program :	<input type="text"/>
Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

## ▼ Service Dates

Service From Date :	<input type="text"/>	
Service To Date :	<input type="text"/>	

## ▼ Additional Amounts

Retainage Amount :	WithHolding Amount :
Discount Amount :	Intercept Amount :
Penalty/Interest Amount :	Default Intercept Fee Amount :
	Supplementary Intercept Fee Amount :
	Payment Amount :

## Posting Section

### ▼ General Information

Run Time/Date :	Budget FY :
Record Date :	Fiscal Year :
Journal Posting :	Period :
Budget Posting :	Post Pair ID :
Bank Account :	Line Amount :
BSA Type Indicator :	Posting Amount :
OBSA Type Indicator :	Closed Amount :

### ▼ Fund Accounting

Fund :	Cabinet :	BSA :
Sub Fund :	Department :	Sub BSA :
Object :	Unit :	OBSA :
Sub Object :	Sub Unit :	Sub OBSA :
Object Category :	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

### ▼ Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function :	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :