PRC – Commodity-Based Payment Request Document

Header Section

▼ General Information

Document Name : _____

Record Date : _____ 📅

Budget FY : _____

Fiscal Year : _____

Period : _____

Bank Account : _____ ➤

Replacement : ☐

P-Card Payment : ☐

P-Card Administrator : _____

Document Description : _____

Actual Amount
Retainage Amount (-)
Discount Amount (-)
Penalty/Interest Amount (+)
Withheld Amount (-)
Intercept Amount (-)
Use Tax Withheld (-)
Default Intercept Fee Amount(-)
Supplementary Intercept Fee Amount(-)
Payment Amount (=)
Outstanding Amount
Closed Amount
Closed Date

▼ Payee

Payee Vendor : _____ ➤

Payee Name : _____

Payee Alias/DBA : _____

Payee Address : _____

Payee Address : _____

Payee City : _____

Payee State : _____

Payee ZIP : _____

▼ Extended Description

Extended Description : _____

Vendor Section

▼ General Information

Vendor Customer :	[ ] >	Vendor Contact ID :	[ ] >
Legal Name :	[ ]	Vendor Contact Name :	[ ]
Alias/DBA :	[ ]	Vendor Contact Phone :	[ ]
Address Code :	[ ] >	Vendor Contact Phone Ext. :	[ ]
Address 1 :	[ ]	Vendor Contact Email :	[ ]
Address 2 :	[ ]	Fax :	[ ]
City :	[ ]	Fax Extension :	[ ]
State :	[▼]	Web Address http:// :	[ ]
Zip Code :	[ ]	Taxpayer ID Number :	[ ]
Country :	[ ]	Taxapayer ID Type :	[▼]
County :	[ ] >	Merchant ID :	[ ] >
		Tax Profile :	
		Received Service From Date :	[ ] 🗓
		Received Service To Date :	[ ] 🗓

▼ Disbursement Options

Disbursement Type :		Handling Code :	[ ] >
Disbursement Format :	[ ] >	Disbursement Category :	[ ] >
Scheduled Payment Date :	[ ] 🗓		
Disbursement Priority :	[ ] >		
Single Payment :	☐		
Pay Third Party :	☐		
On-line Disbursement Rqst :	☐		
EFT Status :			

▼ Invoice Information

Invoice Doc Code :	[ ]	Vendor Invoice Number :	[ ]
Invoice Doc Dept :	[ ]	Vendor Invoice Date :	[ ] 🗓
Invoice Doc ID :	[ ]	Tracking Date :	[ ] 🗓

PRC – Commodity-Based Payment Request Document

Discount Terms

Days 1:		Percent 1:		Discount Always 1: ☐
Days 2:		Percent 2:		Discount Always 2: ☐
Days 3:		Percent 3:		Discount Always 3: ☐
Days 4:		Percent 4:		Discount Always 4: ☐

Accounting Distribution Section

General Information

Event Type: ❯

Accounting Template: ❯

Line Description:

Budget FY:

Fiscal Year:

Period:

Distribution Percentage:

Fund Accounting

Fund:

Sub Fund:

Department:

Unit:

Sub Unit:

Appr Unit:

Object:

Sub Object:

Revenue:

Sub Revenue:

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:

Commodity Section

▼ General Information

Commodity :	Received Service From Date :
Stock Item Suffix :	Received Service To Date :
Commodity Description :	Tax Profile :
	Procurement Card :
	P-Card Expiration Date :
Description :	Account Number :
	Reconciliation Sequence :
	Reconciliation Status :
Line Type :	Receipt Date :
Quantity :	Comments :
Unit of Measure :	
Unit Price :	
Discount Unit Price :	
Contract Amount :	
Item Amount :	
Use Tax Amount :	
Total Tax Amount :	
Total Item Amount :	
Closed Amount :	

▼ Reference

Commodity Ref Code :	Commodity Ref VL :
Commodity Ref Dept :	Commodity Ref CL :
Commodity Ref ID :	Ref Type :

▼ Invoice Information

Invoice Doc Code :	Vendor Invoice Number :
Invoice Doc Dept :	Vendor Invoice Line :
Invoice Doc ID :	Vendor Invoice Date :
Invoice Doc VL :	Tracking Date :
Invoice Doc CL :	

PRC – Commodity-Based Payment Request Document

▼ Discount Terms

Days 1 : [   ]   Percent 1 : [   ]   Discount Always 1 : ☐

Days 2 : [   ]   Percent 2 : [   ]   Discount Always 2 : ☐

Days 3 : [   ]   Percent 3 : [   ]   Discount Always 3 : ☐

Days 4 : [   ]   Percent 4 : [   ]   Discount Always 4 : ☐

▼ Additional Amounts

Retainage Amount :   Withheld Amount :

Discount Amount :   Intercept Amount :

Penalty/Interest Amount :   Use Tax Withheld :

Payment Amount :

Outstanding Amount :

▼ Tax Information

Tax Type 1 :	Tax Type 1 Percentage :	Tax Type 1 Amount :
Tax Type 2 :	Tax Type 2 Percentage :	Tax Type 2 Amount :
Tax Type 3 :	Tax Type 3 Percentage :	Tax Type 3 Amount :
Tax Type 4 :	Tax Type 4 Percentage :	Tax Type 4 Amount :
Tax Type 5 :	Tax Type 5 Percentage :	Tax Type 5 Amount :
Tax Type 6 :	Tax Type 6 Percentage :	Tax Type 6 Amount :
Tax Type 7 :	Tax Type 7 Percentage :	Tax Type 7 Amount :
Tax Type 8 :	Tax Type 8 Percentage :	Tax Type 8 Amount :
Tax Type 9 :	Tax Type 9 Percentage :	Tax Type 9 Amount :
Tax Type 10 :	Tax Type 10 Percentage :	Tax Type 10 Amount :
	Tax Types Total Percentage :	Tax Types Total Amount :

▼ Fixed Asset Information

Shell Indicator : [▼]

Fixed Asset Type : [   ]

Shell Generated Date : [   ]

PRC – Commodity-Based Payment Request Document

Accounting Section

▼ General Information

Event Type : ___ >

Accounting Template : ___ >

Bank Account : ___ >

Line Description : ___

Sub Total Line Amount : ___

Tax Amount : ___

Use Tax Amount : ___

Total Line Amount :

Budget FY : ___

Fiscal Year : ___

Period : ___

Check Description : ___

Special Instructions Code : ___ >

Disbursement Frequency :

▼ Reference

Ref Doc Code :   Ref Vendor Line :

Ref Doc Dept :   Ref Commodity Line :

Ref Doc ID :   Ref Accounting Line : ___

RefType : ___ ▼

▼ Fund Accounting

Fund : ___

Sub Fund : ___

Department : ___

Unit : ___

Sub Unit : ___

Appr Unit : ___

Object : ___

Sub Object : ___

Revenue : ___

Sub Revenue : ___

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 : ___

Additional Amounts

Retainage Amount :   Payment Amount :
Discount Amount :   Outstanding Amount :
Penalty/Interest Amount :   Ref Line Amount :
Withheld Amount :   Line Closed Amount :
Intercept Amount :   Line Closed Date :
Use Tax Withheld :
Default Intercept Fee Amount :
Supplementary Intercept Fee Amount :

Extended Description

Extended Description :

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 :