



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Using Accounts Payable Accounting Entry Templates

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Using Accounts Payable Accounting Entry Templates

Overview

Accounting Entry Templates (AETs) are tools configured to be used with vouchers. The AETs contain fields that assist users in creating vouchers. When populated on the AETs, these fields can auto-populate specific fields on the vouchers.

Accounting Entry Templates

Templates and Fields

Accounting Entry Templates (AETs) are used to generate the accounting entries that offset the individual expense line items entered on the voucher. AETs also determine the transaction code (T-code), confidentiality indicator and USAS document type.

Some fields will auto-populate with defaulted information on or from the AET:

- USAS DOCUMENT TYPE — defaults from the *T-Code Lookup Table* if the type isn't specified on the AET.
- USAS PAYMENT DUE DATE — defaults to the current date from the AET.
- REQUESTED PAYMENT DATE — defaults to the current date from the AET.
- INTEREST CONTROL — defaults from the AET.
- REASON CODE — defaults from the AET.

Note: The CAPPS AET configurations mimic the requirements on the 28A and 28B screens in USAS.

AET Fields

Field	Description
DEFAULT CONFIDENTIALITY INDICATOR	Allows the CONFIDENTIALITY INDICATOR to be populated on the AET. When the AET is pulled into a voucher, it automatically populates the CONFIDENTIALITY INDICATOR from the AET onto the voucher's distribution lines.
CONFIDENTIALITY INDICATOR	Defaults the voucher distribution lines when the DEFAULT CONFIDENTIALITY INDICATOR field is checked. Valid values are: Y – Always Confidential N – Never Confidential S – Some Confidential
DEFAULT REQUESTED PMT DT	Defaults to the current date when the AET is selected on a voucher (i.e., Travel).
DEFAULT USAS PMT DUE DATE TO CURRENT DATE	Defaults the USAS PAYMENT DUE DATE to the current date when the AET is selected on a voucher. <i>For example, T-code 875, which does not allow the USAS PAYMENT DUE DATE to be a future date.</i>
INTEREST CONTROL	Defaults from the AET. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Note: If a voucher has the interest control added manually and the user changes to an AET that does not have the interest control or reason code set, the interest values previously entered on the voucher should not be impacted. </div>
REASON CODE	Default REASON CODE from the AET. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Note: If a voucher has the interest control added manually and the user changes to an AET that does not have the interest control or reason code set, the interest values previously entered on the voucher should not be impacted. </div>

Field	Description
USAS TC	The USAS T-code that is sent with the voucher to USAS. Note: Some AETS contain a non-USAS T-code of <i>MAN</i> , which does not go to USAS and is typically used to make reversal or correction entries in CAPPS. (See the <i>Transaction Codes and Payment Types for Voucher Corrections</i> section.)
DOC TYPE	Used by the outbound when creating the USAS Document Number. The <i>DOC TYPE</i> on the AET overrides the <i>DOC TYPE</i> calculated from the T-code/PCC combination.
USAS GENERATE T-CODE	Used by the outbound to generate additional T-codes for a voucher (<i>for example: T-codes 247/904</i>).
GENERATE SETID	Generates the SetID on a generated T-code.
ACCOUNTS PAYABLE ACCOUNT	Used as the offset account when the accounting entries for the voucher are generated.

Viewing Templates

Navigation

Dashboard: Accounts Payable; **Tile:** Accounts Payable Configuration

1. Select **Accounting Entry Templates**.

Note: The *SETID* field search criteria is required and auto-populates with your agency *SETID* value.

2. Select **Search** to view the list of AETs for your agency.
3. Select the AET that you want to view.

Transaction Codes and Payment Types for Voucher Corrections

Transaction Codes

Corrections that need to go to USAS (such as an ETV) use the accounting entry template that generates the appropriate USAS T-code.

For corrections that only impact CAPPS (such as a voucher that is deleted in USAS), you must select an accounting entry template that will create a *MAN* T-code (non-USAS T-code) and assign the appropriate offset.

Examples of AETs that create a *MAN* T-code :

AETs	Offset
CANCEL	Used for warrant cancellations that need to adjust the cash account (0045).
MAN_1009	Used when the transaction needs to adjust payables (1009).
MAN_0045	Used when the transaction needs to adjust the cash account (0045).

Payment Types

Correction vouchers that go to USAS are assigned valid USAS Payment Types. Correction vouchers that impact only CAPPS will have a *MAN* T-code and will be assigned a payment type of *USX* or *MAN*.

The following payment types are provided to instruct CAPPS what to do with payments not sent to USAS.

CAPPS Payment Type	Description
MAN	Used when a payment is not sent to USAS and does not need to be reconciled with a USAS transaction that is being returned on the HX. The USAS document number is optional .
USX	Used when a payment is not sent to USAS but needs to reconcile with a transaction that has occurred in USAS. The USAS document number is required .

Creating a Voucher Using AET

Navigation

Dashboard: Accounts Payable; **Tile:** Vouchers

Note: The page opens to the *Regular Entry* section on the *Add a New Value* page.

1. Ensure BUSINESS UNIT is populated.
2. Select **Add** on the *Vouchers* page.

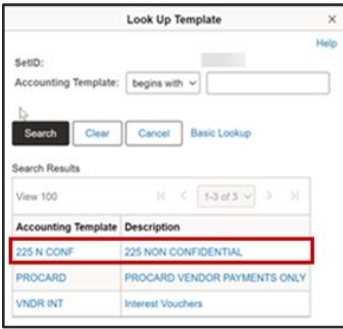
The screenshot shows the 'Vouchers' page with the 'Regular Entry' section selected. The 'Add a New Value' form is displayed, containing various input fields for voucher details. The 'Add' button at the bottom of the form is highlighted with a red box.

3. Select **Voucher Attributes**.

The screenshot shows the 'Voucher Attributes' section of the voucher form. The 'Voucher Attributes' tab is highlighted with a red box. Below the tab, various voucher details are displayed, including Business Unit (09900), Voucher ID (NEXT), and Voucher Style (Regular Voucher). The 'Accounting Instructions' section at the bottom shows the 'Template' field with the value 'STD 225 S' and a search icon highlighted with a red box.

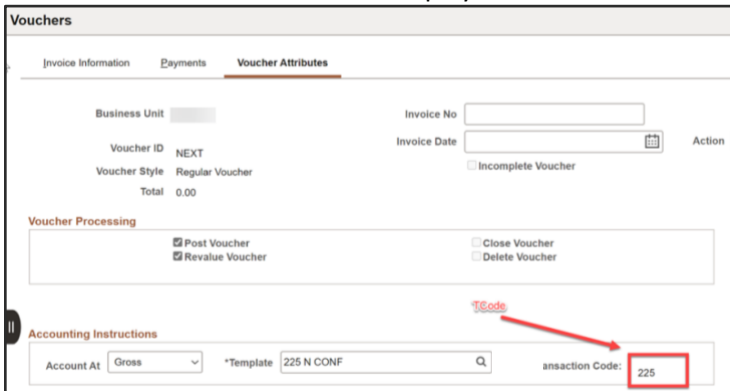
4. Select the search icon in the **TEMPLATE** field under the *Accounting Instructions* section. The *Look Up Template* window displays.

5. Select **225 N CONF**.

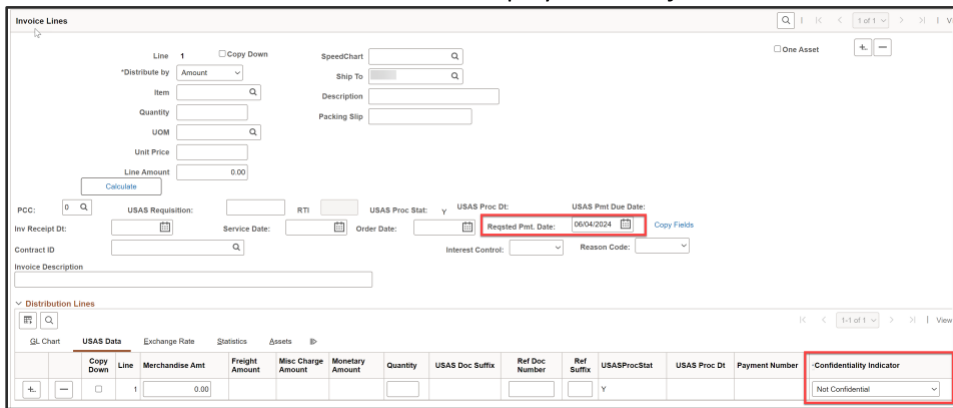


The fields that populate on the voucher are:

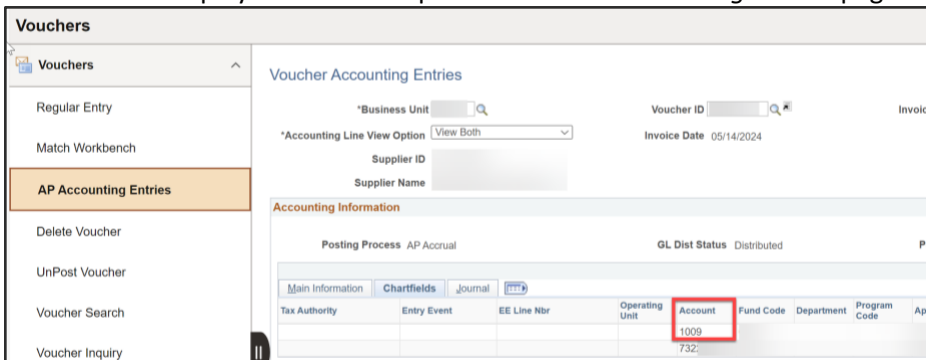
- **USAS TRANSACTION CODE** — displays **225** on the *Voucher Attributes* page.



- **REQUESTED PMT DATE** — displays the current date on the *Invoice Information* page.
- **CONFIDENTIALITY INDICATOR** — displays *Not Confidential* on the *Invoice Information* page.



- **ACCOUNT** — displays **1009** on the posted *Voucher Accounting Entries* page



Revision History

Date	Description of Change	Changed By
Jan. 12, 2026	Initial release.	P. Felps