## Payment of an SF 1164

An employee trained in RDE enters the document into RDE as an FP document.

An employee cannot enter a payment to himself/herself. In the event that you have one, the SF 1164 is to be sent to the appropriate Regional Office for input.

The payment is not subject to the Prompt Pay Act since it represents a reimbursement to an employee. Keying an "N" in the "Prompt Pay Typ" field of the document bypasses the Prompt Pay Act.

Once the payment is accepted into FFS, an email message is generated to the employee. The message contains the Document Control Number, the Amount, the contents of the vendor invoice field, and the contents of the invoice date field. The employee is told to expect a deposit to their bank account within 48-72 hours.

## SF 1164 Header Screen

- 1. Follow steps listed in "Creating the Initial FP Document".
- 2. Key the following fields:
  - VENDOR CODE
- Employee's ACH vendor code
- TRANS TYPE Always an "01" (numeric)

"N"

- DOC TOTAL
- VEND INV
- Total amount of the payment
- 1164 and a brief description Date 1164 signed
- INV DATE
- PROMPT PAY TYP

STATUS:	DOCID: FP 9 97320409 BATID: S: FIELD PAYMENT HEADER INPUT	EC2:			
VENDOR CODE: 1472845043 ACCP DATE:	Be TRANS TYPE: 01 DO	OC TOTAL: 147.00			
VEND INV#: 1164 - mileage to DC INV DATE: 11 15 2003					
REF DOC#: COMMENTS TO PRINT: SCHED PYMT DATE: DESCR:	INT REASON: AGENCY HEAD APPRVL BFY:	DISC LOST REASON: SCHEDULE CAT: : <b>PROMPT PAY TYP: N</b> ACTION:			
DISCOUNT %:	/ AMOUNT: DAYS:				
DISCOUNT %:	/ AMOUNT: DAYS:				
DISCOUNT %:	/ AMOUNT: DAYS:				
NAME: ADDRESS1: 2: 3: 4:					

3. "ENTER" to go to the line screen.

## SF 1164 Line Screen

- 1. Key the following fields:
  - LN 3 digit sequential line number
  - AMT Amount of the accounting line
  - **BUDGET ORG** Organization to be charged
  - JOB 4 digit sub-activity and 4 digit project number
  - BOC Budget object class
  - BFY 4 digit budget fiscal year

STATUS: 01-	DOCID: FP 9 BATID:	973	2040905A SEC2		000-000 OF 000	
LN: 001 REF DOC:	I	REFLN:	AMT:	147.00	P/F:	
BUDGET ORG: 97320	J	гов #: <mark>1</mark>	6610044	BOC: 2570	I/D:	
BFY: 2004 FUI	ND: ACCP	DATE:		LOG DATE:		
INT REAS: INV#:		I	NV DATE:		LIN TYPE:	
DISC LOST REAS:		DESC:				
OUTST OBLIG:		TT:				
02-						
LN: REF DOC:	F	REFLN:	AMT:		P/F:	
BUDGET ORG:	J	гов #:		BOC:	I/D:	
BFY: FUI	ND: ACCP	DATE:		LOG DATE:		
INT REAS: INV#:		I	NV DATE:		LIN TYPE:	
DISC LOST REAS:		DESC:				
OUTST OBLIG:		TT:				

- 2. "ENTER" if more lines are needed.
- 3. Press the "HOME" key to return to the Command Line and key a "Q" to do a quick edit.
- 4. If the status line displays:
  - REJECT (any dollar amount) correct errors and then do another quick edit
    PEND1 (over \$500.01) mail complete original documentation to approving official to process payment

• SCHED (under \$500.01)	the next day, verify document shows ACCPT in SUSF. At month end, mail all payments sorted by DCN with a cover memo to approving		
• HELD (under \$500.01)	official for filing purposes. mail complete original documentation to approving official to process the payment.		

5. Keep a copy for your files