

MULTIPURPOSE POSTING DOCUMENT, AO-25
(1987)

3668

Purpose/Use: Posting of multi-transaction documents.

Reference/Authority: Accounting Procedures Handbook, Sections 3762 and 3766;
CALSTARS Procedures Manual, Volume 1, Chapter VI,
Page 25-31;
Remittance Advise, 404c.

Source: N/A.

Forms/Related Documents: Multipurpose Posting Document, AO-25.

Due Date(s): When needed.

Distribution: See procedures.

On occasion, it is necessary to make an entry into CALSTARS which includes more than one Transaction Code, document number, invoice or CALSTARS code. To ease processing, prepare a Multipurpose Posting Document (AO-25):

- VENDOR NO/SUFF. - The first ten digits identify the vendor, while the two-digit suffix is used to distinguish between multiple mailing addresses.
- CURRENT DOC#/SUFF. - An eight-digit document number which uniquely identifies the document being processed. See Accounting Procedures Handbook, Section 3766.
- TC - A three-digit numeric transaction code that directs CALSTARS in its processing of the entry. See CALSTARS Procedures Handbook, Volume 5.
- MOD - A one-digit alphabetic code that may have one of the following meanings:
 - A. Activate a closed document.
 - C. Close a document to preclude further posting.

- F. For transactions that were previously encumbered, this modifier causes the total liquidation of the outstanding encumbrance balance regardless of the amount of the transaction. DAO uses the F modifier in this way when payment is being posted for a final shipment.
- P. Partial payment or receipt. Liquidate the encumbrance for the amount of this transaction only. The balance of the encumbrance remains awaiting further transactions.
- Blank - used when there was no encumbrance.
- REFERENCE DOC#/SUFF. - An eight-digit document number with a two-digit suffix used to reference a previously entered document.
- INVOICE# - Up to 14 digits of the vendor's invoice number as it is to appear on the Remittance Advise, STD 404c.
- INDEX, OBJECT, and PCA - See Accounting Procedures Handbook, Section 3762.
- AMOUNT - Dollar value of entry.
- CR - Place an R in this space if a credit or reversing entry is desired.
- INCIDENT# - If the entry is related to an incident, place the incident number in this space.
- REMARKS: Provide a brief description of the purpose of the entry.
- NOTE, form revision pending. New version will provide space for FFY. In interim write FFY in space left of VENDOR NO./SUFF.
- Sign ACCOUNTING line and provide current date.
- Attach AO-25 to front of listed duplicate copy(s) of document(s) when preparing claim schedule.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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