

**POSTING TAG, AO-225**  
(1987)

**3671**

Purpose/Use: To facilitate the posting of payment documents into CALSTARS.

Reference/Authority: Accounting Procedures Handbook, Sections 3672, 3762, and 3766;  
CALSTARS Procedures Manual, Volume 5.

Source: N/A.

Forms/Related Documents: Posting Tag, AO-225; Remittance Advice, STD 404c.

Due Date(s): When needed.

Distribution: See procedures.

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To facilitate the CALSTARS posting of payment documents (except Draft Purchase Voucher (AO-5)s and documents for which a Multipurpose Posting Document (AO-25) has been prepared) prepare a Posting Tag (AO-225):

- TC - A three-digit numeric transaction code that directs CALSTARS in its processing of the entry. See CALSTARS Procedure Manual, Volume 5.
- M - 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 settlement.
  - P. Partial payment or receipt. Liquidate the encumbrance for the amount of this transaction only. The balance of the encumbrance remains awaiting further transaction.

- Blank-used when there was no encumbrance.
- FFY- A two-digit number that identifies the funding fiscal year to which the transaction applies.
- REF DOC, SUF - The first ten digits identify the vendor with a two-digit suffix used to reference a previously entered document.
- VENDOR NO., SUF - The first ten digits identify the vendor, while the two-digit suffix is used to distinguish between multiple mailing addresses.
- RP - Reportable payments to individuals. See Accounting Procedures Handbook, Section 3672.
- INVOICE NO. - Up to 14 digits of the vendor invoice number as it is to appear on the Remittance Advise (STD 404c).
- DATE - Current document or vendor invoice date in MM/DD/YY format.
- CURR DOC, SUF - An eight-digit document number which uniquely identifies the document being processed. See Accounting Procedures Handbook, Section 3766.
- INDEX, OBJECT SUF, PCA - See Accounting Procedures Handbook, Section 3762.
- AMOUNT - Dollar value of entry.
- MULTI-PUR - If the document is related to an incident, place the incident number in this space.
- Attach AO-225 to bottom front of duplicate copy of document.
- If payment is to be made via Revolving Fund, AO-225 must be signed and dated by authorized supervisor, and any special instructions provided.
- DAO - Revolving Fund will place check number in CHECK NO. space.

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

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