

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	III General Accounting	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	3 - Recurring Payment Voucher	REVISION DATE:	July 1, 1993
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RECURRING PAYMENT VOUCHER

The recurring payment voucher capability automatically generates transactions on a one-time monthly, bi-monthly, or quarterly basis using data that users have previously entered in a master table (REPV - Vendor , RPV2 - intra-governmental). The information is entered only once, along with starting and ending dates and an indicator controlling how often the transaction should be generated. An off-line job generates the transactions and posts them to the Document Suspense file. Users can access the transactions in the corrections mode, change them if desired, approve them, and process them. Users can establish a REPV for a known account distribution but unknown dollar amount by leaving the dollar amount fields blank. When the transaction is generated, the dollar amounts alone need to be keyed for the transaction to process. See Record a Recurring Payment Voucher in the WiSMART Procedures Manual for data entry procedures.

The recurring transaction is validated against budget tables when the transaction is added to the Document Suspense file and quick edited. The recurring payment voucher job is run on the last business day at the end of the month for the next month.

1. If the entry's start date is after the end of the next month (to-date), the entry will not be selected.
2. If the entry's end-date is before or equal to the end of the next month (to-date), the entry will be selected and deleted from the table.
3. The to-date becomes the latest date posted field on the REPV table.
4. The to-date becomes the batch date and transaction date for the generated payment voucher transactions.
5. Quarterly recurring payment vouchers are created once a quarter, not every three months. (Example: A new REPV entered in February will be created for March (once a quarter) and again in April for the next quarter.)

The document ID will be the transaction code (PV), the submitting agency from the REPV table, and the voucher number from the REPV table, and the voucher number from the REPV table (9 digits) followed by the to-date-month. Blanks are replaced by zeros. For example, "PV 115 77894878503" could be a document ID created for the month of March.

Note: WiSMART requires that the entire Recurring Payment Voucher key be referenced when scanning the REPV and RPV2 tables.
