

Negative Quantities or Unit Price

Problem: Entry of a negative quantity and/or unit price against a line item causes the line item to not interface with the AFSFMS.

Immediate Solution: When creating a PR, award or receiving report, there should not be a negative quantity entered. You can not purchase or receive a negative quantity. In IBPS do not enter (-) anywhere there is a quantity box.

If the line item is for a Return, Refund, Trade-In or Discount, do not enter a negative unit price (-xx.xx) Instead in the description box of the line item enter "Refund", "Return", "Trade-In", or "Discount" followed by the total dollar value. In the quantity box enter "1" and in the unit price box enter "0.00".

<input type="checkbox"/>	Item#	Item	Qty.	Unit	Unit Price (USD)	Total (USD)
<input type="checkbox"/>	0001	Return - \$50.00 *	1	EA	0.00	0.00
		Returning a total of 10 kegs at a cost of \$5.00 per keg.				
		Vendor/Contract:				

Example line item entry within IBPS

This line item will interface to the AFSFMS and Accounts Payable will be alerted that a credit is being applied to the award.

Receiving Area:

When a receiving report is opened, all remaining quantity to be received displays. Ensure that the users know to update the quantity based on actual quantity received.

If the line item is for a good, non-service item, DO NOT change the unit price field, as the record will not interface to the AFSFMS.

If the line item is for a service, then the unit price field can be edited to reflect the actual amount of the service. Remember that payment will be based on the amount received.

If you use a negative in the unit price box it currently will not interface to the AFSFMS. After signing the report that contains the negative unit price send it to the AP mailbox at ap.ssc@afsv.net. To send the receiving report to the mailbox, click the print button, use the save icon



and save the file to your hard drive. Open your email and send the file as an attachment to the ap.ssc@afsv.net email address. Do not use the email icon, as the file will not be in a readable format.

Notification will be provided to change these procedures once the AFSFMS has been updated to allow a negative unit price on a receiving report.