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August 2, 1988

COMPTROLLER'S MEMORANDUM NO. 1988-26

TO: Heads of Departments and Agencies

FROM: Russel S. Nagata, Comptroller

SUBJECT: Identification of Payments to Vendors

We have been receiving calls from vendors concerning their inability to identify payments received from the State and to credit them readily in their records. Our review indicates that in most instances, vendor inquiries are the result of missing or inadequate coding of remittance information on expenditure transactions processed through FAMIS.

Currently, each vendor payment transaction processed through FAMIS can accommodate the following information on the remittance advice:

Invoice Number	- 12 characters
Invoice Date	- MM/DD/YY
Optional Remittance Data	- 25 characters

Each vendor payment transaction processed through FAMIS should be coded with an invoice number, invoice date, and optional remittance data to enable vendors to identify payments immediately. Payments for each invoice should be input into FAMIS as a separate transaction so that vendor payment information for each invoice is printed on the remittance advice attached to the warrant.

Vendor payments that require additional remittance information not provided for in FAMIS should be coded with a Warrant Routing Indicator "1". For these payments, the warrants will be transmitted to the expending department for insertion of the required additional remittance information (such as a copy of vendor's invoice). These vendor payments are to be distributed to the vendors by the departments.

Please have your staff assist us in providing the necessary payment information for vendors to readily identify payments received from the State. Your assistance in this matter will be appreciated.

RUSSEL S. NAGATA
Comptroller