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**Date:** August 10, 2010 **Code: AD 10-04**

**To:** FOA Delegates  
FSAC Members

**From:** George V. Ashkar  
Assistant Vice Chancellor/Controller  
Financial Services

**Subject:** **2010-11 Capital Outlay Re-Appropriation Bridge Funding**

Per the memorandum dated August 10, 2010 titled 2010/11 State Budget and Capital Outlay Program Funding issued by Elvyra F. San Juan, the re-appropriation of various capital projects is contingent on the approval of the final state budget. Due to the delay in the budget approval by the governor, the re-appropriation has also not been approved. However, campuses may continue capital project spending, as determined by the Vice President, utilizing the campuses' working capital. If appropriate, this shall be implemented by the campus Financial Services staff using the following steps:

1. The invoices from the reverted or expired projects shall be paid from the project fund and appropriate expenditure account via direct vendor pay. When the claims process is run, the deficit cash balance created by the payment in the capital project fund will be relieved and moved to the campus revolving fund mapped to CSU fund 499 – TF Revolving Fund.
  - a. These items should be treated as an exception to any established campus policy on dollar limits for direct vendor pay in reimbursable funds.
  - b. Detailed accounting and accounts payable instructions including the treatment of rejected claims are enclosed in Attachment A.
2. The TF CSU Operating Fund, or CSU fund 485, provides the working capital for the revolving fund activity in CSU fund 499. Therefore, the forgone interest due to delayed reimbursement of the held claims shall be absorbed by the Operating Fund.
  - a. Campuses may be asked for an accounting of the forgone interest and thus should maintain adequate records in anticipation of a request for this information by the Chancellor's Office.

If you have any questions, please contact Jean Gill at (562) 951-4318 or [jgill@calstate.edu](mailto:jgill@calstate.edu).

CC: Jean Gill, Assistant Controller  
Elvyra F. San Juan, Assistant Vice Chancellor, Capital Planning, Design and Constructions  
Nancy Frelander-Pace, Executive Program and Fiscal Manager

GVA:kc AD 10-04  
Attachment A

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

**General Accounting Notes**

For questions on this section please contact Sedong John [sjohn@calstate.edu](mailto:sjohn@calstate.edu) or (562) 951-4577.

- As a reminder, here is a T account depiction of the accounts payable process including the claims process.

**Accounting Entries for Claim Schedule Processing**

<u>General Obligation Bond Fund</u>	<u>TR Revolving Fund</u>	<u>Transaction</u>
HA001-607033 Capital-Construction Other	DVP01-101100 Cash-Short Term (SWIFT)	
(1) 300	<300> (3)	1. Enter Voucher
HA001-201001 AP Liability	DVP01-103002 Claims AR Clearing	2. Pay Voucher
(2) 300   <300> (1)	(3) 300	3. Claim Voucher
HA001-101100 Cash-Short Term Investment (SWIFT)		
(3) 300   <300> (2)		
HA001-305022 Fund Balance Clearing		
<300> (3)		

**SAM99 Reporting**

- Since the claim schedules will remain unprocessed by the State Controller’s Office, the SAM99 report for the General Obligation Bond Funds should be out of balance by the unprocessed claims amount. This out of balance condition is expected and should occur until: 1) the claims reimbursement process is resumed and the claim is paid by the State Controller’s Office or 2) the Chancellor’s Office Systemwide Reporting Group issues further accounting instructions.

**FNAT Maintainance**

- For re-appropriations that extend the reversion date for the same projects without any change in state attributes, FNAT keys will remain the same. However, Systemwide Financial Standards and Reporting (SFSR) will update the reversion date on the FNAT key based on the information in the SCO’s Agency Reconciliation Report (i.e., tab run). No action is required by the campus.

**Accounts Payable Notes**

For questions on this section please contact Lauri Reilly [lreilly@calstate.edu](mailto:lreilly@calstate.edu) or (562) 951-4534.

While the steps outlined in this memorandum conform to regular accounts payable processes, there are some notable differences. Due to this, step by step instructions are covered below to allow the differences to be more clearly illustrated and understood for consistent treatment across all campuses.

**I. Processing General Obligation Bond Invoices**

- A. Communicate with your Construction Management or Property/Plant Personnel to ensure that approved vendor invoices are forwarded to Accounts Payable for payment during the work stoppage period. (Please note that public contracting code requires payment within 39 days of invoice approval.)
- B. Enter the invoice into the accounts payable system and pay the vendor.
- C. Run the claims extract process.
- D. Run the Claims SCO Fund Report – Prior to Submission. Locate the pages for the CSU SCO Funds impacted by this directive.

PeopleSoft Financials														Page No. 1			
CLAIMS SCO FUND REPORT - PRIOR TO SUBMISSION														Run Date 06/30/2003			
														Run Time 17:51:22			
Bank Reimb Flag: RC		TU SCO Fund: 0011		CSU SCO Sub Fund: 000		Appropriation Yr Effect: 1999											
Appropriation Ref No: 001		Appropriation Seq: 00		Appropriation Chapter: 0050		Appropriation Purpose: SUPPORT											
SCO Category: 11		SCO Program Code:		SCO Element:		SCO Component:											
Remit Vendor: 9999900000 - SLO Revolving Fund		SCO Revenue Account:															
Vchr	Dist	Pymt	Fund									Pymt	Clm	Hand			
BU	Vchr ID	Ln	Ln	Chk	Code	Account	Invoice ID	Vendor ID	Vendor Name	Invoice Dt	Paid Amt	Gross	Paid Discount	Net Amt	Id Ref	Code	
ELCMF	00063409	1	1	1	AD199	601102	cindyLou-1	000000009	000000009-Scramble	05/22/2003	5,000.00		0.00	5,000.00	255884	RE	
														Total Claim Amount:		5,000.00	

For each voucher appearing on the page, set the Stage Status on the CSU Claims Staging Table to ‘H’ or Hold.

Navigation: CSU Claims Processing > Use > CSU Claims Staging Table > Enter Voucher ID

Once the State Controller’s Office resumes processing claims reimbursements for these funds, the Stage Status for the held items should be reset to ‘A’ or Available so that they will be picked up the next time the Claim Build process is run.

**PeopleSoft**

Menu: Use, CSU Claim Handling Codes, Claim Control, CSU Claims Staging Table, CSU Manual Reconciliation, CSU Rejected Claim Update, Process, Inquire, Report, eSettlements, Asset Management, Banking, Cash Management, Deal Management, Risk Management, VAT and Intrastat, Commitment Control, General Ledger, CSU CDIP, Allocations, Statutory Reports, CSU Manage CO/State Require, CSU Administrator Integration, Data Exchanges.

**Voucher Payment Information**

Business Unit: SLCMP Voucher ID: 00063837  
Vendor: 0000008107 ALPHA NATIONAL  
Invoice: PCTEST54 Date: 06/20/2003 Vchr Gross Amt: 254.850

**Claim Information**

Voucher Line: 1 Distrib Line: 1 Pymnt Cnt: 1 Staged Date: 06/22/2003  
Reference: 000229 Check Dt: 06/20/2003 Stage Status: A Cln Handling Cdt: IRE  
Bank Code: STATE Bank Account: DVP PO ID: 2002202793 Orig Distrib Amt: 14.850  
Paid Gross Distrib Amt: 14.850 Paid Dsct Amt: 0.000 Claimed Amt: 14.85

Account	Fund Code	Deptid	Program Code	Class Field	Budget Reference	Project
1 A00032	FPA01	D00044				

**II. PROCESS DIRECT VENDOR PAY VOUCHERS ON CLAIM HOLD**

**A. Identify all vouchers with Claims Status HOLD**

Run the Claims Staging Report with Claim Stage Status = HOLD

**PeopleSoft**

Menu: My Favorites, Chancellor's Office, Vendors, Purchasing, General Ledger, CSU Claims Processing, Use, Process, Inquire, Report, Manual Override Claims Report, Claim Staging Report, SCO Fund Report, Claim Schedule Form (STD-218), Remittance Advice (STD-404), Claims Audit Report, Claim Status Reports, CSU CDIP, Set Up Financials/Supply Chain, Accounts Payable, CSU Manage CO/State.

**Claim Staging Report**

Run Control ID: Report Report Manager Process Monitor Run

**Report Request Parameters**

'SetID' COCSU 'Bank Code' WELLS 'Account' CMP  
Claim Stage Status: Hold  
Claim Stage From Date: 07/01/2002 Claim Stage Thru Date: 02/02/2009

Review the report for items by Payment Date (PYMNT DT):

Report ID: CSUAP025 PeopleSoft Financials CSU CLAIM STAGING REPORT Page No. 1  
Run Date 02/02/2009 Run Time 10:27:13

Stage Dt from 07/01/2002 thru 02/02/2009  
Claim Status = Hold  
SetId = COCSU Bank Code = WELLS Bank Account = CMP

BU	Vchr Id	Vchr Ln	Dist Ln	Pymnt Cnt	Vendor ID	Name	Invoice ID	Invoice Dt	Pymnt Ref	Pymnt Dt	Code Type	Claim Amt	Stage Dt	Claim Status	Claims Post
COCSU	00091716	1	1	1	0000000974	BOND LOGISTIX LLC	416125979072607	08/09/2007	307182	09/04/2007	HMU14 CMP	159.96	09/05/2007	Hold	U
COCSU	00091716	2	1	1	0000000974	BOND LOGISTIX LLC	416125979072607	08/09/2007	307182	09/04/2007	SLH14 CMP	1,262.20	09/05/2007	Hold	U
COCSU	00091716	3	1	1	0000000974	BOND LOGISTIX LLC	416125979072607	08/09/2007	307182	09/04/2007	SMU15 CMP	177.84	09/05/2007	Hold	U
COCSU	00091997	1	1	1	0000002292	FUNDAMENT & ASSOCIA	410371	07/16/2007	307190	09/04/2007	CO003 CMP	2,025.00	09/05/2007	Hold	U
COCSU	00092020	1	1	1	0000000974	BOND LOGISTIX LLC	46123650081707	08/17/2007	307182	09/04/2007	SOH01 CMP	1,600.00	09/05/2007	Hold	U
COCSU	00099978	1	1	1	0000000036	TRUSTEES OF THE CSU	AV042526	02/22/2008	312943	03/04/2008	CE002 CMP	-8,556.08	03/17/2008	Hold	U
COCSU	00112740	1	1	1	0000003529	COGENT ENERGY INC	121008	12/10/2008	321346	01/06/2009	CP024 CMP	20,436.20	01/15/2009	Hold	P
COCSU	00113079	1	1	1	0000001364	TELEISIE ENGINEERS	TE9167	01/01/2009	321696	01/27/2009	CP024 CMP	16,600.00	01/29/2009	Hold	P
COCSU	00113697	1	1	1	0000003529	COGENT ENERGY INC	010609	01/06/2009	321840	01/29/2009	CP024 CMP	48,627.60	01/29/2009	Hold	P

Number of entries found = 9

**B. Reset Stage Status to Available**

Vouchers selected from the Claim Staging Report to be claimed will need to have their Stage Status changed from “H” to “A”.

Navigation: CSU Claims Processing > Use > CSU Claims Staging Table

Enter the Business Unit and Voucher #  
Change Claim Stage Status From “H” To “A” – **SAVE**  
Repeat for each voucher to be submitted on the claim

The screenshot shows the PeopleSoft interface for the CSU Claims Staging Table. The 'Voucher Payment Information' section displays the following details:

- Business Unit: CUCSU Voucher ID: 00113079
- Vendor: 0000001364 TELESIS ENGINEERS
- Invoice: TE9167 Date: 01/01/2009 Vchr Gross Amt: 16,600.000

The 'Claim Information' section shows:

- Claims Vendor Payee: 0000001364 TELESIS ENGINEERS
- Voucher Line: 1 Distrib Line: 1 Pymnt Cnt: 1 Staged Date: 01/29/2009
- Reference: 321696 Check Dt: 01/27/2009 Stage Status: **A** Clm Handling Cdt: **RE**
- Bank Code: WELLS Bank Account: CMP PO ID: 0000071063 Orig Distrib Amt: 16,600.000
- Paid Gross Distrib Amt: 16,600.000 Paid Dsct Amt: 0.000 Claimed Amt: 16,600.00

A callout box points to the 'Stage Status' field, indicating a change from 'H' to 'A'. The 'Clm Handling Cdt' field is also highlighted with a red box and contains the value 'RE'. Below this, a table shows the account distribution:

Account	Fund Code	Deptid	Program Code	Class Field	Budget Reference	Project
1 607801	CP024	1089				SY800PRJ

Once all vouchers have been updated, run the Claims Build (CSUAP002) process with the Claims Handling code ‘RE’.

The next step is to run the Claims Submission (CSUAP003) process with Claims Handling code ‘RE’.

The Claim Form STD 218, Remittance Advice Form STD 404, Claims File, and Claims Audit Report need to be generated for submission.

Put the claim packet together as usual.

**IMPORTANT:** The approved CSU Campus Claims for Work Performed letter should be the second document of the packet, located directly behind the Cash Transfer Letter.

Additional information on the above processes is available in section 12.3 of the *CSU Manage Claims Process* user guide on the CMS website.

**III. PROCESS REJECTED DIRECT VENDOR PAY CLAIMS**

The re-submission of claims rejected by the SCO depends on how the campus treated the claim when they received it back. Choose the scenario below that applies to the rejected claim.

**A. Claims Rejected by SCO – Rejected in PeopleSoft**

The voucher distribution lines need to change from ‘R’ for Rejected to ‘A’ for Available in the CSU Claims Staging Table. Using information on the Claims Audit Report Detail attached to the rejected claim,

Navigation: CSU Claims Processing > Use > Claims Staging Table

Enter the Business Unit and Voucher #

Validate Stage Status = “R” and Clm Handling Cd = “RJ”

Change the voucher distribution lines Stage Status from ‘R’ for Rejected to ‘A’ for Available  
SAVE

**PeopleSoft.** Home

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CSU Manual Reconciliation  
CSU Rejected Claim Update  
Process  
Inquire  
Report  
CSU CDIP  
Set Up Financials/Supply Chain  
Accounts Payable  
CSU Manage CO/State

**Voucher Payment Information**

Business Unit: COCSU Voucher ID: 00112187  
Vendor: 0000005108 0000005108-Scramble  
Invoice: 5 Date: 12/01/2008 Vchr Gross Amt: 3,570.000

**Claim Information** Find | View All

Claims Vendor Payee: 0000005108 0000005108-Scramble  
Voucher Line: 1 Distrib Line: 1 Pymnt Cnt: 1 Staged Date: 12/23/2008  
Reference: 320683 Check Dt: 12/17/2008 Stage Status: **A** Clm Handling Cd: RJ

Bank Code: WELLS Bank Account: CMP PO ID: 0000071021 Orig Distrib Amt: 3,570.000  
Paid Gross Distrib Amt: 3,570.000 Paid Dsct Amt: 0.000 Claimed Amt: 3,570.000

Account	Fund Code	Deptid	Program Code	Class Field	Budget Reference	Project
1 607802	CQ004	1089				

Once all vouchers have been updated, rerun the Claims Build (CSUAP002) process with the Claims Handling code ‘RJ’ for Rejected.

The next step is to run the Claims Submission (CSUAP003) process with Claims Handling code ‘RJ’ for rejected.

The Claim Form STD 218, Remittance Advice Form STD 404, Claims File, and Claims Audit Report need to be generated for re-submission.

Put the claim packet together as usual.

**IMPORTANT:** The approved CSU Campus Claims for Work Performed letter should be the second document of the packet, located directly behind the Cash Transfer Letter.

**B. Claims Rejected by SCO – NOT Rejected in PeopleSoft**

Validate that the claim was not rejected

Using information on the Claims Audit Report Detail attached to the rejected claim,

Navigation: CSU Claims Processing > Inquire > Claims Staging Information

Enter the Business Unit and Voucher #

Validate Stage Status = “S” and Clm Handling Cd = “RE”

**PeopleSoft.** Home

**Menu**

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General Ledger  
CSU Claims Processing  
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Process  
Inquire  
- SCO CD-102 Tape Info  
- Claims Staging Information  
- Claims Filed Information  
- Voucher Accounting Entries  
Report  
CSU CDIP  
Set Up Financials/Supply Chain  
Accounts Payable  
CSU Manage CO/State Requirement  
CSU Administer Integration  
Worklist

**Csu Claim Stg Inq**

Business Unit: COCSU Voucher ID: 00112187  
Vendor: 000005108 000005108-Scramble  
Invoice: 5 Date: 12/01/2008 Vchr Gross Amt: 3,570.000

**Claim Information** Find | View All

Claims Vendor Payee: 000005108 000005108-Scramble  
Voucher Line: 1 Distrib Line: 1 Pymnt Cnt: 1 Staged Date: 12/23/2008  
Reference: 320683 Check Dt: 12/17/2008 Stage Status: S Cln Handling Cdt: RE  
Bank Code: WELLS Bank Account: CMP PO ID: 0000071021 Orig Distrib Amt: 3,570.000  
Paid Gross Distrib Amt: 3,570.000 Paid Dsct Amt: 0.000 Claimed Amt: 3,570.000

Customize | Find | View All | First 1 of 1 Last

Account	Fund Code	Deptid	Program Code	Class Field	Budget Reference	Project
1 607802	CQ004	1089				

Recreate the following documents for each claim to be re-submitted:

- Claim Schedule Form (STD 218)
- Remittance Advice (STD 404)
- Claims Audit Report

**PeopleSoft.**

**Menu**

Search: [ ]

My Favorites  
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CSU Claims Processing  
Use  
Process  
Inquire  
Report  
- Manual Override Claims Report  
- Claim Staging Report  
- SCO Fund Report  
- Claim Schedule Form (STD-218)  
- Remittance Advice (STD-404)

**Claim Schedule Form - STD218**

Run Control ID: Report Report Manager Process Monitor Run

**Report Request Parameters**

'CSU Agency Cd' 6620 'SetID' COCSU 'Bank Code' WELLS 'Account' CMP  
'CSU Claim From' 00002863 'CSU Claim To' 00002863

On the Claim Schedule (STD 404) form, white out the first "0" of the Schedule Number and add an "A" at the end.

STATE OF CALIFORNIA  
**CLAIM SCHEDULE**  
STD. 218 California State University (REV. 7.00)

PAYABLE FROM: FUND 6028 SUB 003 FUND NAME 2002 Higher Education Capital Outlay Bond Fund  
AGENCY NO. 6620 AGENCY NAME CSU, Office of the Chancellor

APPROPRIATION: YR. OF STAT. 2007 METH. 301 REFERENCE/ITEM 00 PPFY 2007 CHAPTER 0171 STATUTES  
PURPOSE GC 13306

FED. CATALOG NUMBER	SCO PROJ.	CATEGORY	PGM.	BLK.	COMP.	TASK	GENERAL LEDGER	RECEIPT OBJECT	F/S	AMOUNT	DESCRIPTION
			06	48	315					3,570.00	

SCHEDULE NUMBER 0002865A

Put the claim packet together as usual.

**IMPORTANT:** The approved CSU Campus Claims for Work Performed letter should be the second document of the packet, located directly behind the Cash Transfer Letter.

**IV. Processing General Obligation Bond Direct Vendor Pay Claims Rejected by the State**

Recognize the rejected claim by the State Controller’s Office either by the automated or manual claims reconciliation process.

The screenshot displays the 'Manual Reconciliation' interface. At the top, there are fields for 'Claim No: 00002825', 'SCO Fund: 6041', 'Submission Date: 11/13/2008', 'Begin Warrant:', 'Total Claim Amt: 39151.16', 'Recon Date:', 'End Warrant:', 'Total State Claim Amt: 0.00', 'Accounting Date: 01/09/2008', and 'Recon Posted Flag'. Below these, the 'Claim Recon Status' is set to 'Rejected', with a red box around it. A red arrow points to the 'Reject Claim' button. The 'Complete Flag' checkbox is checked, also highlighted with a red box. The 'Claim Line' section shows a table with one entry:

Claim Line No:	BU	Voucher ID	PymntCnt	VchrLn	DistLn	Vendor ID	Claim Distrib Amt	State Adj Amt	Status
1	COC	001110543	1	1	1	0000000725	39151.16	0.00	X

Once the State Controller’s Office resumes processing claims reimbursements for these funds, reset the Stage Status for the rejected items manually or by using the CSU Rejected Claims Update functionality. (Further description of this process is available starting at section 12.3 of the *CSU Manage Claims Process* user guide on the CMS website.)

**V. Processing General Obligation Bond State Vendor Pay Claims Rejected by the State**

Recognize the rejected claim by the State Controller’s Office either by the automated or manual claims reconciliation process. Same as Direct Vendor Pay.

Void and Reissue the state vendor pay “check”.

Cancel a Payment			
Enter Cancel Payment			
<b>Bank Set ID:</b>	COCSU	<b>Reference ID:</b>	000001
<b>Bank:</b>	WELLS Wells Fargo Bank, N.A.	<b>Creation Date:</b>	01/08/2009
<b>Account:</b>	SPV 9999999998	<b>Payment Date:</b>	12/31/2008
<b>Payment Method:</b>	Wire Report	<b>Payment Amount:</b>	100,000.00 USD
<b>Remit Vendor:</b>	0000000013 0000000013-Scramble	<b>Pay Status:</b>	Void
<b>Date Cancelled:</b>	01/08/2009	<b>Payment Status</b>	<b>Cancel Action</b>
		<input checked="" type="radio"/> Void	<input checked="" type="radio"/> Re-Open Voucher(s)/Re-Issue
		<input type="radio"/> Stop	<input type="radio"/> Re-Open Voucher(s)/Put on Hold
		<input type="radio"/> Undo Cancel	<input type="radio"/> Do Not Reissue/Close Liability
<b>Description:</b>	Void and reissue - State Reject claim to pay vendor. Campus will pay and process claim when appropriate. L Reilly 01/08/09		

On the Voucher Payment Page for the reissue of the check, change the Bank to “CMP” and the Method to “CHK”. Note: You must reopen the Control Group by changing the status from Verified to Assigned. Once the changes have been made, the Control Group status must be changed back to Verified. Run your pay cycles and issue the check to the vendor.

Invoice Information | Payments | Voucher Attributes | Accounting Information

Unit: COCSU    Voucher ID: 00112555    'Pay Terms: DUE NOW    Schedule Payment

Payment Information    Find | View 1    First 1-2 of 2 Last

Payment Inquiry    Holiday/Currency Options    Express Payment    Vendor Banks    Messages    Drafts

Comments

Payee

'Remit to: 0000000013    0000000013-Scramble  
Location: MAIN    \*Addr: 2    0000000013Street - Seq-2  
CHICO, CA 95929

Payment Method	Payment Details	Payment Options
'Bank: WELLS 'Account: SPV 'Method: WIR Wire Pay Group: RE 'Handling: RE 'Netting: N Hold Payment <input type="checkbox"/> Hold Reason: <input type="text"/> Separate Payment <input type="checkbox"/>	Gross Amt: 100,000.00 USD Discount: 0.00 USD Net Due: 12/01/2008 Discount Due: <input type="text"/> Scheduled Due: 12/31/2008 Acctg Date: 12/31/2008	'Action: Cancelled Pay: <input type="text"/> Reference: 000001 L/C ID: <input type="text"/> Paymt Date: 12/31/2008

Payment Inquiry    Holiday/Currency Options    Express Payment    Vendor Banks    Messages    Drafts

Comments

Payee

'Remit to: 0000000013    0000000013-Scramble  
Location: MAIN    \*Addr: 2    0000000013Street - Seq-2  
CHICO, CA 95929

Payment Method	Payment Details	Payment Options
'Bank: WELLS 'Account: CMP 'Method: CHK Check Pay Group: RE 'Handling: RE 'Netting: N	Gross Amt: 100,000.00 USD Discount: 0.00 USD Net Due: 12/01/2008 Discount Due: <input type="text"/>	'Action: Schedule Pay: <input type="text"/> Reference: <input type="text"/> L/C ID: <input type="text"/> Paymt Date: <input type="text"/>

Follow steps 3 through 5 from the Processing General Obligation Bond Invoices section above.