Recurring Payment Reminders

- ❖ When establishing an RPO for recurring payments, the document **must** have separate commodity lines for each fiscal year of the supporting contract or lease. Commodity line service dates must be for only one fiscal year. If the service dates span multiple fiscal years, end of year payments will attempt to pay from the next fiscal year's accounting line, as well as the current fiscal year's accounting line. When this happens, payments (PRM) reject. To avoid rejected PRMs, departments must establish separate commodity line for each fiscal year.
- ❖ When a modification is done to reduce a commodity line and its companion accounting line down to the spent amount, or to zero, if nothing has been spent, it is critical that a department checks the SIG table in MMARS for any open records against the commodity line that is being modified. The open lines on SIG **must** be put on HOLD status. If the open record is not held, the RIN will keep rejecting with the error "SC amount is required for service line type. (A647)". If there are no funds available on the line; the system will pull in $0 from the closed line. See examples below:

REJECTED RIN IF OPEN RECORD ON SIG NOT PUT ON HOLD

SELECT OPEN RECORD ON SIG

Scheduled Invoice Generation

	Order Document	Order Document Vendor Line No	Order Document Commodity Line No	Order Document Commodity Name	Schedule	Scheduled Payment Date	Invoice Document	Hold Payment	Single Payment	Disbursement Handling
	RPO MRC LOMRC20100FRAMINGH01 8	1	13	Lease and rental of property or building	MG01	04/01/2013	RIN MRC AUTO0401130000597871	No	No	
	RPO MRC LOMRC20100FRAMINGH01 8	1	13	Lease and rental of property or building	MG01	05/02/2013	RIN MRC AUTO0502130000668271	No	No	
	RPO MRC LOMRC20100FRAMINGH01 9	1	13	Lease and rental of property or building	MG01	06/01/2013	RIN MRC AUTO0603130000729604	No	No	
✓	RPO MRC LOMRC20100FRAMINGH01 12	1	20	Lease and rental of property or building	MG01	08/02/2013		No	No	
	RPO MRC LOMRC20100FRAMINGH01 10	1	16	Lease and rental of property or building	MG01	10/01/2013	RIN MRC AUTO1001130000218033	No	No	
	RPO MRC LOMRC20100FRAMINGH01 10	1	16	Lease and rental of property or building	MG01	11/01/2013	RIN MRC AUTO1101130000287044	No	No	
	RPO MRC LOMRC20100FRAMINGH01 10	1	16	Lease and rental of property or building	MG01	12/01/2013	RIN MRC AUTO1202130000346295	No	No	
	RPO MRC LOMRC20100FRAMINGH01 10	1	16	Lease and rental of property or building	MG01	01/03/2014	RIN MRC AUTO0103140000415200	No	No	
	RPO MRC LOMRC20100FRAMINGH01 10	1	16	Lease and rental of property or building	MG01	02/01/2014	RIN MRC AUTO0203140000477945	No	No	
	RPO MRC LOMRC20100FRAMINGH01 10	1	16	Lease and rental of property or building	MG01	03/01/2014	RIN MRC AUTO0303140000537709	No	No	

First Prev Next Last

Save Undo Search

▶ Order Details

▼ Invoice Details

Invoice Document Code :	**Invoice Document Vendor Line No :**	
Invoice Document Department :	**Invoice Document Commodity Line No :**	
Invoice Document ID :	**Service From :** 08/01/2013	
Hold Payment : ☑	**Service To :** 08/31/2013	
Single Payment : ☐	**Invoiced Status :** Open	
Disbursement Handling :		

PUT OPEN RECORD ON HELD BY CHECKING HOLD PAYMENT, THEN CLICK "SAVE"