

**OFFICE OF STATE CONTROLLER
BUSINESS SERVICES
NORTH CAROLINA ACCOUNTING SYSTEM
GENERAL SCHEDULE
MATERIALS MANAGEMENT**

ITEM 42977. Accounts Payable Control Groups. Accounts payable - invoices paid for goods and services.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 42978. Invoice Accrual (APEOY). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42979. Batch Document Entry Exceptions APEOY Invoice Accrual (AP-F0013). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42980. Batch Invoices With BC Exceptions (AP-F0014). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42981. Batch Purchase Order Entry - Purchase Orders Changed (PS-P1620). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42982. Batch PO Entry Run Time Variables (PS-P1600). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42983. Batch REQ-TO-PO Processor Run-Time Variables (PS-P1605). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42984. Batch Purchase Order Entry - Purchase Orders Added (PS-P1610). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42985. Batch Purchase Order Entry - Error Report (PS-P1680). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42986. Batch Purchase Order Summary (PS-P1690). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42987. Batch Document Process Totals (PS-P1695). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42988. Budgetary Control Exception (BC-R0001). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42989. Budgetary Control Approval Activity (BC-R0002). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

**OFFICE OF STATE CONTROLLER
BUSINESS SERVICES
NORTH CAROLINA ACCOUNTING SYSTEM
GENERAL SCHEDULE
MATERIALS MANAGEMENT**

ITEM 42990. Buyer Action Report (PS-P1200). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42991. Budgetary Control Exception and Rejection Buyer Action Report (PS-P1220). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42992. Purchasing Daily Activity (PS-P9000). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42993. Held Receipts (PS-P1320). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42994. Receipt Exceptions (PS-P1310). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42995. Requisition Approval Report (C-REQ-APPROVAL-REPORT). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42996. Generic Item Audit Report (GENER-1). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42997. Entities Not Updated With Invoice Totals (AP-F0008). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42998. Accounts Payable Bank Cycle Control Report (AP-BCC). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 42999. Accounts Payable Payments Entity Cycle Control Report (AP-PCC). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43000. Employee Advance Usage Report (AP-P0003). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43001. Payment Error Report (AP-P0008). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 43002. System Payment Register by Entity (AP-P0006). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

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GENERAL SCHEDULE
MATERIALS MANAGEMENT**

ITEM 43003. Entities Not Updated With Invoice Totals (AP-F0008). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43004. Payment Error Report (AP-P0008). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 43005. Payment Renumber Parameter Edit Report (AP-P0005). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 43006. System Payment Register by Bank Account Payment Code (AP-P0007). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 43007. AP Action Report (AP-A0005). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43008. Daily Proof and Balance (AP-A0007). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43009. Document Maintenance (AP-A0017). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43010. Automated Balancing Report (AP-A007A). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43011. Negative Balance Report by Vendor (AP-I0004). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43012. Outstanding Employee Advances (AP-I0005). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43013. Payment Cancellation Report (Y-T-D) (AP-I0013). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43014. Payment Cancellation Report (Daily) (AP-I0013). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43015. Employee Expense Reconciliation Summary Report (AP-R0003). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

**OFFICE OF STATE CONTROLLER
BUSINESS SERVICES
NORTH CAROLINA ACCOUNTING SYSTEM
GENERAL SCHEDULE
MATERIALS MANAGEMENT**

ITEM 43016. Employee Expense Reconciliation Summary Report (AP-R003S). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43017. AP Deposit Slips Report. Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43018. ACH Prenotification Alert (AP-PA033). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43019. Matching Document Entry (AP-A0002). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43020. Invoice Entry by Paying-Entity (AP-A0004). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43021. Document Entry For Incompletes and Models (AP-A0009). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43022. Document Entry Employee Accounts Payable (AP-A001D). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43023. Document Entry Report Summary Totals (AP-A001T). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43024. Invoice Entry by Operator (AP-A003D). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43025. Invoice Entry by Operator Report Summary Totals (AP-A003T). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43026. Aged Unpaid Invoice Register (AP-I003D). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43027. Aged Unpaid Invoice Register Summary Total (AP-I003T). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43028. Out of Balance Invoices (COOBINV- A/P). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

**OFFICE OF STATE CONTROLLER
BUSINESS SERVICES
NORTH CAROLINA ACCOUNTING SYSTEM
GENERAL SCHEDULE
MATERIALS MANAGEMENT**

ITEM 43029. Matching Invoice Verification (Filed in A/P Control Groups) (AP-A0006). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 43030. Blanket Order Summary Report (PS-P1110). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43031. Invoice Analysis Register by General Ledger Effective Date (AP-I0006). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43032. Invoice Multiple Payment Register (AP-I0011). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43033. Payment Replacement Register Report (AP-I0014). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 43034. AP Budgetary Control Offline Update by GL Company (AP-BC001). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43035. General Ledger Validation Report (AP-E0005). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43036. Control Input Reconciliation-Account Distribution (AP-D0001). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43037. General Ledger Cash Distribution Analysis (AP-D0002). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

ITEM 43038. General Ledger Extract Detail Report (AP-E0004). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43039. Intercompany General Ledger Extract Detail Report (AP-E0004A). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43040. Intercompany General Ledger Extract Detail Report Intercompany Entries Only (AP-E0004I). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43041. Fixed Asset Transactions - Account Exclusion (C-AP-FA-INTERFACE). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

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NORTH CAROLINA ACCOUNTING SYSTEM
GENERAL SCHEDULE
MATERIALS MANAGEMENT**

ITEM 43042. Generated Fixed Asset Transactions (C-AP-FA-INTERFACE). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43043. Fixed Asset Transactions Under Threshold (C-AP-FA-INTERFACE). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43044. Vendor Letter Error Report (VENDLTR). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43045. Deleted Vendor Report (CCFM200). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43046. Accounts Payable Reconciliation Error List (AP-F0010). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43047. Accounts Payable Clearance Exception (AP-F0011). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43048. Accounts Payable Reconciliation Update (AP-F0012). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43049. Payment Reconciliation Register (AP-R0002). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43050. Outstanding Payments Report (AP-R0004). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43051. Check Reconciliation Extract Totals (RCNSUM-01). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

ITEM 43052. Accounts Payable 1099 Extract Parameter Edit Report (AP-TN001). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years and upon release from audits.

ITEM 43053. Accounts Payable 1099 Detail Verification Report by Paying Entity (AP-TN002). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years and upon release from audits.

ITEM 43054. Accounts Payable 1099 Detail Verification Report by Payer Tax Id Number (AP-TN003). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years and upon release from audits.

**OFFICE OF STATE CONTROLLER
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GENERAL SCHEDULE
MATERIALS MANAGEMENT**

ITEM 43055. Accounts Payable 1099 Exceptions Report (AP-TN004). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years and upon release from audits.

ITEM 43056. Accounts Payable 1099 Error Report (AP-TN005). Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years and upon release from audits.