


# Pending Payables - FIN3250

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# Pending Payables - FIN3250

***Finance > Maintenance > Pending Payables***

This page is used to match invoices to the corresponding receiving transactions and create check transactions. Transactions that originated from bundled requisitions are included.

❑ To view Purchasing pending payable transactions on this page, **Create Receiving Payables** must be selected on the District Administration > Options > Purchasing/Warehouse page.

- If **Use Commodity Codes in Finance Payables** is selected on the District Administration > Options > Purchasing/Warehouse page:
  - The **Actual Cost** field can be modified.
  - The **Net Expend Amt** field cannot be modified.
  - If the **Freight %** is greater than zero, then the **Freight Amt** field can be modified. If not, then the field cannot be modified.
- If **Use Commodity Codes in Finance Payables** is not selected:
  - The **Actual Cost** field cannot be modified.
  - The **Net Expend Amt** field can be modified.
  - The **Freight Amt** field cannot be modified.

❑ To view Warehouse pending payable transactions on this page, **Create Receiving Payables** must be selected on the Warehouse > Tables > Warehouse Options page. Only restock orders are used from Warehouse.

- If **Use Commodity Codes in Finance Payables** is selected on the Warehouse > Tables > Warehouse Options page:
  - The **Actual Cost** field can be modified.
  - The **Net Expend Amt** field cannot be modified.
  - If the **Freight %** is greater than zero, then the **Freight Amt** field can be modified. If not, then the field cannot be modified.
- If **Use Commodity Codes in Finance Payables** is not selected:
  - The **Actual Cost** field cannot be modified.
  - The **Net Expend Amt** field can be modified.
  - The **Freight Amt** field cannot be modified.

A list of all available Purchasing and Warehouse pending payable transactions from the logged-on file ID is displayed.

## Retrieve and select a transaction:

Use one of the following fields to narrow the list of items.

| Field | Description |
|---|---|
| **Nbr** | Type the purchase order number |

| Field | Description |
|---|---|
| **Vendor** | Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the vendor name from the list. |

❑ Click **Retrieve**. A list of pending payable transactions for the selected vendor is displayed.

❑ To narrow your search even further, use the **Search** field in the upper-right corner of the grid to type a specific keyword (e.g., vendor, amount, type, etc.). As you type data in the **Search** field, a list of records matching your search is displayed.

The following information is displayed for each transaction:

- **Type** - transaction type (Purchase Order, Inventory Restock)
- **Nbr** - purchase order number for the transaction
- **Vendor** - vendor number and name
- **Date Received**- date the transaction was received
- **Rcvd By** - name of the person who received the transaction
- **Rcvd Amount** - amount received
- **Whse Cd** - warehouse code
- **Originator** - name of the person who originated the transaction
-  - Displays if the purchase order has documents attached.

Bundled Requisition/PO Notes

If the pending payable transaction is part of a bundled purchase order, the **Originator** column displays **Bundled Requisition/PO**. A new line item is displayed for items received in the same instance (at the same time).

❑ Click  to view the details of the received items.

- The **Received Amount** displays the entire amount of the bundled requisitions that were received.
- The **Account Summary** displays all of the account numbers that are associated with the bundled PO.
- The **Req Nbr** number for each received item is displayed.

**Note**: The Document Attachments functionality is not available for bundled requisitions.

❑ Click  to select a transaction. The purchase order details are displayed.

In the upper section, the following fields are displayed but cannot be modified.

- **Type & Number**
- **Vendor**
- **Whse Cd**
- **Received Date**
- **Received Amount**
- **Received By**
- **Originator**
- **Original Amount**
- **Balance Amount**

- **Credit Card Code**

## Create a check transaction:

Complete the following fields for the transaction:

| | |
|---|---|
| **Reason** | The reason is automatically populated from the purchase order; however, it can be modified. The field can be a maximum of 30 characters. |
| **Invoice Date** | Type the date of the invoice being paid by the transaction. Or, select a date from the calendar. |
| **Invoice Nbr** | Type the invoice number being paid by the transaction. |
| **Due Date** | Type the due date in the MMDDYYYY format. |
| **EFT** | Select to disburse the payment via an electronic funds transfer. By default, By default, the **EFT** field is automatically selected if the vendor retrieved has bank information on the Maintenance > Vendor Information > Vendor Miscellaneous tab and an EFT email address on the Maintenance > Vendor Information > Vendor Name/Address tab. If a check is needed, unselect the **EFT** field.<br><br>**Notes**:<br>•<br>The vendor must have bank information and an EFT email address on file to be eligible for an electronic funds transfer.<br>•<br>This field is not displayed for purchase orders that were created using a credit card code.<br>•<br>If **Separate Check** is selected, **EFT** is unselected. Leave **Print** selected as this allows the transactions to be processed during the check run. |
| **Separate Check** | Select if a vendor has multiple transactions and/or multiple purchase order transactions and you need a separate check for one (or more) transactions. When selected, the associated transactions are displayed as separate check items in the list of checks to be processed.<br>When checks are processed, those transactions with **Separate Check** selected are issued separately. This functionality creates a single check per vendor per PO/PA number. If selected, a credit memo is not be applied and the check amount will be for the full amount. Check transactions without **Separate Check** selected are grouped by the vendor number.<br><br>**Example 1**: There is three separate POs for the same vendor. The first PO has two transactions, one of which has **Separate Check** selected. The second PO has a transaction that does not have **Separate Check** selected. The third PO has a transaction that also does not have **Separate Check** selected. When checks are processed, two checks are issued: one for the transaction with **Separate Check** selected and one for all the other transactions for that vendor.<br>**Example 2**: There is one PO with two transactions for the same vendor. One transaction has **Separate Check** selected, the other does not. When checks are processed, two checks are generated.<br>**Example 3**: There is one PO with two transactions for the same vendor. Both transactions have **Separate Check** selected. When checks are processed, two checks are generated.<br>**Notes**: This field is not displayed for purchase orders that were created using a credit card code. |
| **Trans Date** | The current system date is displayed by default; however, the date can be modified. |

| | |
|---|---|
| **Freight Amt** | If enabled, type the freight cost or leave the field blank if there are no charges. |

Under **Items Received**, the following purchase order details are displayed and cannot be modified.

- **Item**
- **Catalog**
- **Item Description**
- **Commodity**
- **Quantity Received**
- **Ordered Cost**

| | |
|---|---|
| **Actual Cost** | If enabled, type the actual cost of the line item. |

Under **Account Summary**, the following account code details are displayed and cannot be modified.

- **Account Code**
- **Description**
- **GL Balance Amt**
- **Liquidate Amt**

| | |
|---|---|
| **Net Expend Amt** | If enabled, type the net expenditure amount for the account code(s). The purchase order is liquidated by the net expenditure amount. |

❑ Click **Submit/Return** to create the check transaction. The pending payable transaction is automatically deleted and you are returned to the main page.

OR

❑ Click **Submit/Stay** to create the check transaction. The pending payable transaction is not automatically deleted but instead, a submit date is added to the record. The submit date is used to indicate that the pending payable transaction is completed but has not been deleted from the table. Click **Delete** to delete the pending payable transaction.

After you click **Submit/Stay**, the Document Attachments functionality becomes available and the **Inv Documents** button is displayed allowing you to upload documents.

- Any files uploaded through the Document Attachments functionality must be smaller than 15 MB.
- The Document Attachments functionality is not available for bundled requisitions.

These actions do not affect the general ledger. You can view the check transactions on the Finance > Maintenance > Postings > Check Processing - PO tab or go directly to the Finance > Maintenance > Check Processing > Print Checks tab for processing.

## Other functions and features:

| | |
|---|---|
| **Cancel** | Click to return to the main Pending Payables page. |
| **Delete** | Click to delete a pending payable transaction. |
| **Inv Documents** | View or attach supporting documentation. |

| | |
|---|---|
| **Req Documents** | This button is displayed if the purchase order has existing document attachments. It provides read-only access to the Document Attachment functionality and is not available for bundled requisitions.<br><br>Click to view the documents. |