Posting - Purchase Authorization - FIN3610

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This tab is used to create credit card transactions for items purchased by a new or existing purchase authorization. When posting a transaction by PA, the general ledger expenditure and contra accounts are automatically updated, as well as the vendor file. Additional PA updates are not necessary when paying a PA since there are no encumbrances. Duplicate PA numbers can be used as long as the vendors are not the same. If you enter multiple invoices for one account, it is important that you save the data after each entry. When you do not save each entry, the amount originally entered is overwritten with the new amount, and the transaction only posts the new amount when saved.

Retrieve a PA:

<table>
<tr><td>Retrieve an existing purchase authorization.</td><td>Search for a purchase authorization.
<table>
<tr><td>PA Number</td><td>Type the purchase authorization number to retrieve. Leading zeros are not required.</td></tr>
<tr><td>Vendor Number</td><td>Type the vendor number to retrieve. Leading zeros are not required.</td></tr>
</table>
If the purchase authorization number is not known, click Directory.
Type data in one of the following search fields, and click Search.
PA Number
Vendor Number
Vendor Name
From Date
To Date
Vendor Sort Key

To search through all available data, leave all fields blank.
A list of data that matches the search criteria is displayed.
Select an item from the list. Otherwise, click Cancel.
Click Retrieve. The PAs are displayed in the grid.</td></tr>
</table>

Under **Credit Card Transactions**, select an existing PA. The transaction details are displayed for the PA in the top grid and the transaction summary for the PA in the bottom grid.

Click **Add** to add a PA.

If **Use Automatic PA Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, the **PA Nbr** field displays AUTO. Once the record is saved, AUTO is replaced with the next available PA number.

If **Use Automatic PA Number Assignment** is not selected on the Tables > District Finance Options > Finance Options tab, the **PA Nbr** field is editable and a PA number must be entered. If the PA number is numeric, leading zeros are not required.

In the detail section:

Field	Description
Proc	Selected if the PA has not been paid (a check has been issued) and the transaction has been through end-of-month processing. The field is not selected if the PA is unprocessed.
Acct Per	The accounting period for the transaction is displayed. The field is display only.
Account Code	Type the 20-digit account code for the transaction. As you type the data, a drop-down list of corresponding data is displayed. Select the desired account code. The field is display only for saved transactions. Only active account codes to which the user has access on the Maintenance > User Profiles > Accounts tab in District Administration are displayed in the drop-down list. The account code must exist in the chart of accounts.
Type	Click ⌄ to select the transaction type. Select **Credit Card** to disable to **Credit Memo Nbr** field. Select **Return** to enable the **Credit Memo Nbr** field.
Credit Card Code	Type the credit card code to be used for the transaction. As you type the data, a drop-down list of corresponding data is displayed. Or, press the SPACEBAR to view a list of available credit card codes. Select the desired credit card code. The field is display only for saved transactions. Only active credit card codes are displayed in the drop-down list. The selected credit card code automatically populates the **Contra Account Code** field with the corresponding liability account code from the credit card code table.
Reason	Type a user-defined reason for the transaction. The field can be a maximum of 30 characters.
Net Expend Amt	Type an amount for the credit card transaction. The field is display only for saved transactions. If **Credit Card** is selected in the **Type** field, the amount must be a positive number. If **Return** is selected in the **Type** field, the amount must be a negative number.
Invoice Date	Type the date of the invoice being paid by the transaction in the MM-DD-YYYY format. Or, select the date from the calendar. The field is automatically populated with the current system date.
Invoice Nbr	Type the invoice number being paid by the transaction. The system verifies that the vendor and invoice number combination does not exist in the current or previous file ID. If the system finds the invoice number in a previous file ID, a warning message is displayed to continue using that invoice number or to enter a new number. The field can be a maximum of 15 characters.
Contra Account Code	The corresponding the liability account code from the credit card code table is displayed. The field is automatically populated based on the selection in the **Credit Card Code** field. The field is display only.
Credit Memo Nbr	Type the credit memo number for the return transaction. The field can be a maximum of ten alphanumeric characters. The field zero-fills the number to ten digits when you enter a partial credit memo number and tab out of the field (e.g., you entered 123456, the field zero-fills to 0000123456). If alphanumeric values are used, the field does not zero-fill the credit memo number to ten characters (e.g., you entered ABC2, the credit memo number remains ABC2). The field is only enabled when **Return** is selected in the **Type** field. The field is display only for saved transactions
Trans Date	The current system date is displayed by default. If the transaction has not been through end-of-month processing, the date can be modified.

Field	Description
User ID	The name of the user who created the transaction is displayed. Users are created in the Security Administration application. If a pending transaction overdraws an account, an error is generated to alert the user of the overdrawn condition for the specific account.

In the summary section, a running total of all entered credit card transactions for the PA is displayed:

Account Code	The account code selected when the transaction was created is displayed.
Description	The general ledger description of the account code is displayed.
Balance Amt	The current available balance for the selected account is displayed.
Net Expend Amt	A running total of all detail transactions for each account code is displayed.

Click to view additional information for the transaction in the bottom grid.

Click **Refresh Summary** to recalculate the summary totals if you added or made changes to the data under Credit Card Transactions.

Click **Save**.

Reverse PA:

Only transactions that have not been previously reversed or reconciled can be reversed.

In the detail section, click **Reverse** for a specific transaction. Or, click **Reverse** at the top of the page to reverse all existing transactions for the retrieved PA.

In the detail section, a new row is added with the same account code, description, and contra account code, but with a negative amount in the **Net Expend Amt** field.

Reason	The field displays CREDIT CARD REVERSAL.
Trans Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
User ID	The name of the user who created the reversal transaction is displayed.

In the summary section, the negative amount from the detail section is added to the **Balance Amt** field and resets the **Net Expend Amt** field to zero upon clicking **Save**.

Click **Save**.

Other functions and features:

+Add	Add a row. Click to add a new row.
Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Delete	Delete the PA. Click to delete the purchase authorization.

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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