Posting - Purchase Order - FIN3610

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This tab is used to create credit card transactions for an existing purchase order. When creating a credit card transaction for a purchase order, the general ledger's expenditure, 4310 reserves for encumbrance, and the contra accounts are automatically updated. Also, the outstanding purchase order and vendor files are updated.

If **Create Receiving Payables** is selected on the District Administration > Options > Purchasing/Warehouse tab, when items are received in Purchasing, a payable is automatically created on the Finance > Maintenance > Pending Payables page.

Purchase orders with pending payable records cannot be modified.

The **Requisition Status** field displays the current status of the purchase order. If using Receiving in Purchasing, the **Received Date** field displays the date the items were received. Both of these fields are display only and cannot be modified.

The tab consists of a free-form grid at the top and a display-only summary grid at the bottom.

Retrieve a PO:

<table>
<tr><td>Retrieve an existing purchase order.</td><td>Search for a purchase order.
<table>
<tr><td>PO Number</td><td>Type the purchase order 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.
PO Number
Vendor Number
Vendor Name
From Date
To Date
Vendor Sort Key
To search through all available data, leave all fields blank. A purchase order is not displayed if the balance is zero and all check transactions have been completed (printed or changed to district).
A list of data that matches the search criteria is displayed.
Select an item from the list. Otherwise, click Cancel.
Click Retrieve. The PO fields are automatically populated, and the transaction details are displayed for the PO in the top grid and the transaction summary for the PO in the bottom grid.</td></tr>
</table>

Create a credit card transaction for an existing PO:

Click **+Add** to add a row.

Field	Description
View Account Detail	Selected by default. Clear the field to hide the summary section (i.e., bottom grid).

Under **Credit Card Transactions**:

Proc	Selected if the PO has not been fully liquidated (a check has been issued but an encumbrance balance exists) and the transaction has been through end-of-month processing. The field is not selected if the PO is unprocessed.
Acct Per	The accounting period for the transaction is displayed.
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.
Liquidated Amt	Type an amount to be liquidated for the credit card transaction. Or, click **Fully Liquidate** to automatically populate the **Liquidated Amt** field. The amount defaults to zero and displays a warning message if nothing is entered. **Notes**: If the liquidated amount is zero for the selected account code, an amount must be entered in the **Net Expend Amt** field prior to clicking **Fully Liquidate**. If you click **Fully Liquidate** after you manually enter an amount in the **Liquidated Amt** field, the system will override the amount with the appropriate amount for the selected transaction. 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.
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 PO 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 transactions displayed in the grid.

Click **Save**.

Reverse a credit card transaction for a PA:

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

In the detail section, click **Reverse** for a specific transaction.

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 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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