


# Check Processing - Purchase Order - FIN3200

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# Check Processing - Purchase Order - FIN3200

***Finance > Maintenance > Postings > Check Processing - PO***

This tab is used to post a transaction for a computer check or to post a district check for an existing purchase order. When posting a check for a purchase order, the general ledger's expenditure, 4310 reserves for encumbrance, and the contra accounts are automatically updated. The outstanding purchase order and vendor files are also updated.

When posting invoices on the Check Processing - PO tab, enter an account in the detail section. It is important that you tab out of the field after making an entry, as this enables the system to update the summary information. Fifteen transactions can be placed on a single vendor check before the transactions flow over to the next check. The totals are displayed on the last check to that vendor. All previous checks are then voided by the system.

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. For bundled requisitions, the payable transaction is created on the Finance > Maintenance > Postings > Check Processing - PO tab.

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.

You can reverse a transaction by clicking **Reverse** in the detail section. In the detail section, REVERSAL is displayed in the **Reason** column, and the **Net Expend Amt** and **Liquidated Amt** fields reflect a negative entry.

## Retrieve a PO:

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|---|---|
| **Retrieve an existing record.** | In the **PO Number** field, type an alphanumeric purchase order number; hyphens are allowed. Leading zeros are not required. If the purchase order number is alphanumeric, the field is not zero-filled. The field can be six characters.<br><br>In the **Vendor Number** field, type a vendor number. If the vendor number is numeric, leading zeros are not required.<br><br>Click **Retrieve**.<br>If the purchase order number is not known, click **Directory**.<br><br>To search for a specific purchase order number, type data in one or more of the search fields.<br><br>To search through all available data, leave all fields blank.<br><br>Click **Search**. A list of purchase order numbers matching the search criteria is displayed.<br><br>Select a purchase order number from the list. Otherwise, click **Cancel**. |
| **View Account Details** | Selected by default to display the detail section. Clear the field to hide the detail section. |

## Create a check transaction for a new or an existing PO:

❑ In the transaction section, select an existing PO. Transaction details for the PO are displayed in the detail section and the transaction summary in the summary section.

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| **Fully Liquidate** | This field applies to only the selected purchase order.<br><br>If selected, the liquidated amount is zero, the **Liquidated Amt** field is populated after the **Net Expend Amt** is entered for the selected account code.<br><br>If not selected, you must manually type an amount in the **Liquidated Amt** field. By default, the field is not selected. If the **Fully Liquidate** field is not selected and a liquidated amount is manually entered, the **Fully Liquidate** field is selected, and the highlighted row is liquidated.<br><br>**Note**: If **Fully Liquidate** is selected after an amount has already been entered in the **Liquidated Amt** field, the **Liquidated Amt** field is populated with the appropriate amount for the selected transaction. |
| **Refresh Totals** | Click to update the totals. |

❑ Click **+Add** to add a transaction.

| Field | Description |
|---|---|
| **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. |

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Account Code</td><td>This field is automatically populated when a specific purchase order is selected from the transaction section. The check transactions that are automatically created are based on the amount available for the accounting period, which is displayed in the Acct Period Bal field (in the summary section) and must be greater than zero.<br>For example, when a purchase order has been created in the next accounting period, and you are in the current accounting period, the Acct Period Bal field should be zero and the Account Code drop down is blank. Log into the next accounting period to post to the PO.<br>Note: If a change needs to be made, use the Finance > Maintenance > Postings > Purchase Order page.<br>Click Validate Account Code to verify the account code for the transaction.</td></tr>
<tr><td>Type</td><td>Click ⌄ to select either computer- or district-type check. The following table shows which fields are required depending on the selection in the Type field.
<table>
<tr><th>Field to Fill In</th><th>Computer</th><th>District</th></tr>
<tr><td>Check Nbr</td><td>No</td><td>Yes</td></tr>
<tr><td>Check Date</td><td>No</td><td>Yes</td></tr>
<tr><td>Reason</td><td>No</td><td>No</td></tr>
<tr><td>Invoice Date</td><td>No</td><td>No</td></tr>
<tr><td>Invoice Nbr</td><td>No</td><td>No</td></tr>
<tr><td>Contra Account Code</td><td>No</td><td>Yes</td></tr>
<tr><td>Print</td><td>Yes</td><td>No</td></tr>
<tr><td>Trans Date</td><td>Yes</td><td>Yes</td></tr>
</table></td></tr>
<tr><td>Check Nbr</td><td>This field is only enabled only after District is selected as the check type to be issued. This is a user-defined, six-digit field. The field does not have to be filled, you can enter one or more digits.<br><br>Notes:<br><br>The check numbers are validated for district checks and a message is displayed if a duplicate check number is entered.<br><br>Once a deferred check is printed, the check number description is PAYABL in the expenditure account. The numerical check number is displayed in the accounts payable account for the accounting period in which the check was printed.</td></tr>
<tr><td>Check Date</td><td>This field is only enabled after District is selected as the check type to be issued. Type the date the district check is issued.</td></tr>
<tr><td>Reason</td><td>Type a user-defined reason for the transaction. The field can be a maximum of 30 characters.</td></tr>
<tr><td>Net Expend Amt</td><td>Type an amount for the check transaction.</td></tr>
<tr><td>Invoice Date</td><td>Type the date of the invoice being paid by the transaction.</td></tr>
<tr><td>Invoice Nbr</td><td>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.<br><br>Note: The Invoice Nbr field is automatically filled using data from the previous row when the Net Expend Amt field is entered or modified on the selected row and the Invoice Nbr field on the selected row is empty.</td></tr>
</table>

| Field | Description |
|---|---|
| **Contra Account Code** | When a purchase authorization is created, the field defaults to the payable object/subobject account on the District Finance Options > Clearing Fund Maintenance page with the same fund number and fiscal year as the account number that monies are being expended against. You can modify the contra account for a district check; however, the fund and fiscal year must be the same as the account number. |
| **Due Date** | The due date represents the date that the check is to be processed. The field is automatically populated with the current system date if *D - Use Due Date for Payables* is selected on the District Finance Options page. Otherwise, enter a due date in the MMDDYYYY format.<br><br>**Note**: If *D - Use Due Date for Payables* is selected, the system uses the date to determine whether it is time to print a check for the selected transaction. If the due date is within the range that the user listed on the Process Check page, or if the range is left blank, the check is printed. Otherwise, the transaction is retained until the due date is within the requested range. If you change the Payables Due Date option to *T - Use Transaction Date for Payables*, the check is printed during the next check process. |
| **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. |
| **Print** | Selected automatically when the transaction is created, and a check is printed, if the criteria for issuing the check (e.g., date or account balance) is met. You can clear the **Print** field, and the transaction is not processed when the checks are issued.<br><br>**Note**: If the field is not selected and end-of-month processing has occurred, the transaction is considered a deferred check transaction. When the user is ready to print the transaction, he must select Print. If date ranges are used as a criteria for selecting checks for processing, the date of the transaction must be included in that selection criteria in order for it to be processed.<br>You can verify all deferred checks by printing an Accounts Payable Listing (FIN1700). It is the only report in the system that prints both the due date and the entry dates. Other reports that would be helpful are the Expenditure and Liquidation Journal, the Capital Outlay Expenditure Report, the Check Register and Check Transaction Listing, and the Check Payment Listing. |

| Field | Description |
|---|---|
| **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. 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. |

In the summary section, a running total of all check transactions entered is displayed:

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|---|---|
| **Account Code** | the account code selected when the purchase order transaction was created is displayed. |
| **Description** | The general ledger description of the account code is displayed. |
| **Contra Account Code** | field displays the contra account used by the system when processing purchase orders. |
| **Balance Amt** | The current available balance for the selected account is displayed. |
| **Encumbrance Amt** | The total amount that was encumbered for the PO is displayed. |
| **Net Expend Amt** | A running total of all detail transactions for each account code is displayed. |
| **Liquidated Amt** | A running total of all detail transactions to be liquidated for each account code is displayed. |
| **Encumbrance Bal** | The balance of the encumbered amount minus the liquidated amount for the highlighted transaction is displayed. |
| **Acct Period Bal** | The available amount that can be used on the logged-on accounting period, based on the encumbrance transactions and check transactions that were created is displayed. |

## Reverse a computer check transaction for a PO:

PO check transactions can be reversed in the detail section of the tab. The following rules apply when reversing a check transaction for a PO:

- Check transactions for POs created in the current accounting period can only be reversed in the current accounting period.
- Check transactions for POs created in the next accounting period can only be reversed in the next accounting period.
- Deferred check transactions for POs can only be reversed in the current accounting period.
    - Deferred check transactions are displayed in the next accounting period, but can only be reversed in the current accounting period.
    - Once a deferred check has been paid, the **Reason** column cannot be modified.

❑ In the detail section, select a transaction to be reversed.

❑ Click **Reverse**. In the detail section, a 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** | REVERSAL is displayed. |
| **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 transaction is displayed. Users are created in the Security Administration application. |

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.

❑ Click **Save**.

A pop-up window is displayed with the balance amounts prior to and projected for the transaction.

- Click **Yes** to continue.
- Click **No** to cancel.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **+Add** | Click to add a row to the grid or press ALT+1.<br>**Note**: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad. |


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