Finance: Maintenance

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Maintenance

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1099 Record Maintenance - FIN3400

Finance > Maintenance > 1099 Record Maintenance

This page permits you to verify, add, delete, or update check transactions by vendor to ensure accuracy of the vendor's 1099 records. The page can be populated using the Create 1099 Work Table in Utilities. All transactions that meet the qualifications of the Tables > 1099 Object Codes page for vendors marked 1099 eligible are created and displayed here.

- If the LEA has not created the 1099 Object Codes table, all transactions for 1099-eligible vendors are displayed.
- If the LEA's student activity fund is not maintained in the system, you can add transactions for vendors that should be reported as income on the vendor's 1099 MISC forms.
- If the Create 1099 Work Table - Add is performed after a manual add or manual change of an existing record, the manual entries are not deleted by this process.
- If the Create 1099 Work Table - Delete is performed after a manual add or manual change of an existing record, the manual entries are deleted by this process.

Perform 1099 record maintenance:

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 vendor name and click **Retrieve**. The vendor record is displayed. If the vendor name or number is not known, click **Directory**. The Vendors directory is displayed.

A list of check transactions is displayed for the selected vendor.

❑ Click 🔍 view the transaction details.

❑ Click **+Add** to add a row.

❑ Complete the following fields:

Check Type	Click ⌄ to select C for computer check or D for district check.
Check Date	Type the date of the check using the MMDDYYYY format.
Check Number	Type the check number. The field can be a maximum of six characters. Check numbers can be alphanumeric. If only numeric values are entered, the field is zero-filled to equal six digits when you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled (e.g., you entered ABC2, the check number remains ABC2).
Net Exp Amt	Type the net expenditure amount.
PO Type	Click ⌄ to select A for payment authorization or O for the purchase order.

PO Number	Click ⋮ to open the PO Number directory. Select one of the following options and click **Search**: **Only POs with Current File ID** **Only POs with Previous File ID** A list of purchase order numbers is displayed. Select a purchase order to populate the **PO Number** field.
Account Code	Enter an account code using either of the following: Type the account number, if known. Click ⋮ to open the Account Code directory. Type the applicable account code components or leave blank for all account codes. Click **Search**. A list of available account code components is displayed. Select an account code from the list. Otherwise, click **Cancel**.
Description	The field is populated when the **Account Code** field is entered.
Invoice Number	Type the invoice number.
Invoice Date	Type the date of the invoice in the MMDDYYYY format.
Transaction Date	The current date is displayed in the MMDDYYYY format; however, it can be changed.
Reason	Type a description of the transaction.

❑ Click **Save**.

Other functions and features:

+Add	Click to add a row to the grid or press ALT+1. **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.
🗑	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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Check Processing

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Print Checks - FIN3300

Finance > Maintenance > Check Processing > Print Checks

This tab is used to process and print checks, and post the transactions to Finance. Only the **Beginning Check Number** and **Check Date** fields are required.

If a check has more than 15 entries and cannot be displayed on one check stub, the system prints one check with the total amount and SEE VENDOR CHECK TRANSACTION DETAIL is printed on the check. The detail of the transactions is displayed as a separate report when updating the check transactions. The Vendor Check Transaction Detail Report is sorted by the invoice number and then account code if the invoice number is the same.

Notes:

- Before running the process, it is highly recommended that you export the Finance tables.
- Grants and Projects payments cannot be processed in Finance and vice versa.

- Finance Check Proof
- Two-signature Test Pattern Page
- Three-signature Test Pattern Page

Finance checks are printed in the following font:

- Top section: Courier 8 point font size
- Middle section: Courier 12 point font size
- Bottom section: Courier 8 point font size

Print a check:

☐ Complete the following fields:

Field	Description
Beginning Check Number	Populates based on the last check stock number used, but it can be modified.
Beginning EFT Reference Number	Populates based on the last EFT reference number used, but can be modified. The field displays an "E" at the beginning of the EFT reference number, which identifies the transaction as an electronic funds transfer throughout the application. **Note**: EFT transactions are excluded from positive pay.
Check Date	Type the date in the MM-DD-YYYY format, or select a date from the calendar. This field represents the date of the check/EFT payment.

Field	Description
Fund	Type the fund/fiscal year that has outstanding checks. You can enter the fund/fiscal year with or without the slash (e.g., 161/5 or 1615). Use a comma (with no space and no other symbols) to separate multiple funds. Click ⋮ to search for [multiple funds/years](#). To use all funds, leave the field blank. When using the Student Activity Fund option on the District Finance Options page, and Student Activity Fund checks were created, they must be separate from all other funds' checks. To process Student Activity Fund checks, enter only the Student Activity Fund (e.g., 865) in the **Fund** field.
Check Select Date Range: From	Type the beginning date in the MM-DD-YYYY format, or select a date from the calendar. Include the earliest check transaction posting date, or leave blank for all outstanding checks.
Check Select Date Range: To	Type the ending date in the MM-DD-YYYY format, or select a date from the calendar. Include the latest check transaction posting date, or leave blank for all outstanding checks. If the **Payables Date Used** field in Finance Options is set to *T - Use transaction date for payables*, check transactions are included on the check if the transaction date is in the date range. If the **Payables Date Used** field in Finance Options is set to *D - Use due date for payables*, check transactions are included on the check if the due date is in the date range.
Apply any credit memos up to the amount of the total invoices	This field is set to **Yes** by default. If **Yes** is selected, the credit memo amount is deducted from the total **Check Amount** and is displayed in the **Credit Amount** field. If the invoices entered for a vendor exceed the amount of the credit memo, a zero check is issued to the vendor listing the invoices and credit memos associated with the check. The credit memo balance is reduced by the check amount, and the remaining credit memo amount is available when new invoices are entered for the vendor. Select **No** to not apply credit memos. If **No** is selected, the credit memo amount is not deducted from the **Check Amount** or displayed in the **Credit Amount** field. Any credit memos are ignored and a check is processed.
Sort Vendors by Alpha or Numerical	Click ⌄ to select to sort vendors by *Alpha* or *Numeric*. If *Alpha* is selected, the checks and EFTs are sorted by the vendor sort key. If *Numeric* is selected, the checks and EFTs are sorted by the vendor number.

❑ Click **Preview**. The Vendor Check Processing page is displayed with a list of all transactions (PO, PA, and credit memo transactions are included) to be processed. All transactions listed are selected by default and included in the totals at the bottom of the page.

❑ Select the top-level checkbox to select/unselect the list of transactions. Or, select individual checkboxes to only select specific transactions.

Vendor Number	Displays the vendor number.
Vendor Sort Key	Displays the vendor sort key.
Vendor Name	Displays the vendor name.
Check Amount	Displays the check amount.
Trans Amt	Displays the total transaction amount.
Credit Amt	Displays the total amount of credit memos applied to the check.

| Separate Check | This field is set to *Y* if **Separate Check** is selected for the transaction on the Check Processing - PA or Check Processing - PO maintenance pages.

If **Separate Check** is not selected for the transaction, *N* is displayed. If you want separate checks, return to the Check Processing - PA or Check Processing - PO tabs, select the PA or PO number that contains the transaction and select the **Separate Check** field for the transaction.

Separate Check Information
Select if a vendor has multiple transactions and/or multiple purchase authorization 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.
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.

Example 1: There are three separate PAs for the same vendor. The first PA has two transactions, one of which has **Separate Check** selected and the other does not. The second PA has a transaction that does not have **Separate Check** selected. The third PA 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.
Example 2: There is one PA 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.
Example 3: There is one PA with two transactions for the same vendor. Both transactions have **Separate Check** selected. When checks are processed, one check is generated. |
|---|---|
| EFT Payment | This field is set to *Y* if **EFT** is selected for the transaction on the Check Processing - PA or Check Processing - PO tabs. If *Y*, the payment is disbursed via an electronic funds transfer.
If **EFT** is not selected for the transaction, *N* is displayed. If you want to change it to an EFT, return to the Check Processing - PA or Check Processing - PO tabs, select the PA or PO number that contains the transaction and select the **EFT** field for the transaction.

The vendor must have an EFT email address on file to be eligible for an electronic funds transfer. |
PO/PA Number	The purchase order (**PO**) or purchase authorization (**PA**) number for the transaction is only displayed if **Separate Check** is selected for the transaction on the Finance > Maintenance > Postings > PA or PO tabs.
Check Type	The transaction type is displayed; purchase order (**PO**) or purchase authorization (**PA**).
Check Notes	Type any notes to be displayed on the check. The field is not saved in the database and is limited to 60 characters.

The **Selected Check Amount**, **Check Transaction Amount**, and **Credit Amount Totals** are displayed at the bottom of the tab and are automatically updated as you select/unselect transactions.

Selected Check Amount	The total amount of the selected checks and EFT transactions is displayed.

Check Trans Amount Total	The total amount of the selected transactions is displayed.
Credit Amount Total	The total amount of the selected credit memo transactions is displayed.

❏ Click the Check Signatures button to select the signature(s) to print on the check(s).

❏ Click **Next**. A preview of the checks to be printed is displayed. Review the report.

Use the scroll bars to view the check details.

❏ Under **Print Options**, select one of the following:

- **Vendor Checks** - Selected by default and displays the vendor checks to be printed.
- **Non-Negotiable Vendor Checks** - Select to display the non-negotiable check pages for each transaction, which can be printed for internal use.

❏ If EFT transactions are included in the process, click **Next** to view the EFT Payment Detail report.

❏ Click **Next**. A list of the transactions to be processed is displayed.

❏ Under **Last Recorded Checks**:

Check Number	Displays the last recorded check number from the list of selected check/credit memo transactions .
EFT Number	Displays the last recorded EFT number from the list of selected EFT transactions.

❏ Under **Report Options**, select the reports to be generated (**Fund Transfer Summary Report** and/or **Credit Card Transfer Summary Report**).

❏ If a check did not print for any of the listed vendors, unselect the **Post** check box for the transaction and click **Update** to post the transactions.

❏ Click **Update** to post the transactions. The selected reports are generated in a separate window. Review the report.

A message is displayed indicating that the print checks process was completed successfully.

❏ Click **Finish** to return to the Print Checks tab.

If any errors occur during the process, the **Cancel** button is displayed.

❏ Click **Cancel** to return to the Print Checks tab, correct any errors and run the process again.

Void Check - FIN3300

Finance > Maintenance > Check Processing > Void Check

This page is used to void a check and all transaction records associated with the check if you are authorized. The current date (i.e., the date that the check is voided) is used as the check date when a transaction is voided. In addition, the voided transactions are removed from the vendor EFT notification.

The tab consists of three sections: transaction, summary, and detail.

Notes:

If a computer-written check is voided in a month other than the month that it was issued, the check is listed as a district-written check on the FIN1300 - Check Payments List.

Grants and Projects checks and EFT payments can be voided using this page.

[Additional notes](#)

- Checks created in the current accounting period can be voided in the current or next accounting period.
- Deferred checks can be voided in the current or next accounting period.
- Checks created in the next accounting period can only be voided in the next accounting period.
- EFT deferred Checks can be voided in the current or next accounting period.
- EFT Checks created in the next accounting period can only be voided in the next accounting period.
- The Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1600 - Batch Process Balance Error Listing report should not have any out-of-balance errors after a check is voided.
- All voided checks are included on the current Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1300 - Check Payments List and the FIN1750 - YTD Check Payment List reports.

Retrieve checks:

Retrieve a check number.	Use the following search parameters to retrieve a list of check transactions. **Check Number** **Vendor Number** **From Date** and **To Date** - Type the date range for which you want to retrieve check data. If a check number was entered, only that check number's transaction, summary, and detailed information are displayed. This query item can be combined with a vendor number and date or date range during the sort to narrow the search. If a vendor number was entered, all checks that have been issued to that vendor in the transaction, summary, and detail sections of the tab are displayed. This query item can be combined with a check number and date or date range during the sort to narrow the search. If a date or range of dates (**From Date** and **To Date**) was entered, all checks issued within that period are displayed. This query item can be combined with a check number and vendor number during the sort to narrow the search results. **Note**: If more than one PO exists for a check, you can click on that PO's row in the summary grid, and all detail items are displayed in the detail section of the tab.

❏ Click **Retrieve**. A list of check transactions that meet the search criteria is displayed.

❏ Click 🔍 to open a pop-up window with the transaction details from the Postings page.

Void a check:

Field	Description
Check Type	The check type displayed.
Acct Per	The accounting period is displayed.
Check Number	The check number is displayed.
Check Date	The check date is displayed.
Vendor Number	The vendor number is displayed.
Vendor Name	The vendor name is displayed.
Check Amt	The check amount is displayed.
Void Flag	Select for each check to be deleted. Multiple checks can be selected.
Void Reason	Type the reason that you are voiding the selected check(s).
Del EFT	This checkbox is selected by default for EFT checks (i.e., check number begins with "E", example: E12345.) This field is disabled for non-EFT checks. If selected, the electronic vendor email notification is deleted.
Application	The process from which the check transaction originated is displayed.

Field	Description
Repost Transactions	This field is displayed and automatically selected if **Allow for repost option when voiding checks** is selected on the Finance > Tables > District Finance Options > Finance Options tab. This field is not displayed if **Allow for repost option when voiding checks** is not selected. Select the top-level checkbox (in the blue header at the top of the page) to select/unselect all listed transactions. Or, select individual checkboxes to only select specific transactions. This field allows you to re-post check transactions for POs, PAs, Finance credit memos and Grants and Projects checks and EFT payments in the signed-on accounting period. If selected, the transaction is added back to the applicable posting page allowing you to process the transaction as a new check. The transaction is created without the check date, check number, and process date but with the current user ID. This option only applies to computer checks; district checks are excluded. For payables or deferred checks, the original dates are used and entries are created from the original check transactions, not the deferred check transactions. Credit memos are either created or updated. If the credit memo was depleted by the check payment, the credit memo record was deleted by the check processing so it will need to be recreated. If the credit memo amount exceeded the amount of the check, the credit memo should be increased by the amount of the check. For checks associated to purchase orders, the PO amounts should be added as encumbrances again so that they can be unencumbered when the check is processed again. If a check was issued in a closed accounting period or the current accounting period, then the transactions should be created in the logged-on accounting period. If the check was issued in the next accounting period, the check and new transactions should be created in the next accounting period only.

❏ Click **Void Transactions** to void transactions.

Transfer transactions can be voided. The transfer transaction is voided and reinserted without the check number and check date in order to reprocess the vendor.

All transactions for the selected check number and vendor number are voided. Partial voids are not allowed. If a check has been cleared through Bank Reconciliation, you are given the choice to continue with the void or to cancel.

CAUTION: A check that has been cleared through Bank Reconciliation can be voided.

The Void Checks Report is displayed, which lists all of the checks that are being voided. The report also displays any checks that are not voided and a reason for not being voided (e.g., already voided and fund/year for account code and contra account code do not match). Review the report.

❏ Click **Process** to proceed.

A message is displayed indicating that the process was completed successfully.

The check number and check date are removed and the user ID is updated on the Deduction Checks table when a Finance check stock is used for Deduction Check Processing. A new deduction check for the vendor can now be processed.

❏ Click **Cancel** to return to the Void Check tab without voiding the checks.

Other functions and features:

Retrieve	Click to retrieve data.
Errors	This button is only displayed if an error is encountered on the page. A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors. Click to close the pop-up window.

Create Chart of Accounts - FIN3100

Finance > Maintenance > Create Chart of Accounts

This page is used to create, update, or delete the list of valid accounts in a chart of accounts for the logged-on file ID. No amounts are entered and no additional records are created when a new account is added. Accounts can be deleted if there are no transactions. The **Description** and **Active/Inactive** fields can be changed.

Notes:

- When creating the new funds for the next year, do not duplicate any funds that are inactive here. (An option is available in the Budget application when updating from the general ledger to use active only or active and inactive).
- When adding an account, the account description can be set to the description for the object code if the description is left blank and the **Refresh Description** button is clicked. If the description for an existing account code record is deleted, the **Refresh Description** button can be used to populate it.
- If the first digit of the object code is 6, the function code cannot be 00.
- Alphanumeric code components can be used in subobject, educational span, and project detail components of the account code.

Reference the following documents for additional information:

- Common Payroll/Subobject Codes Guide
- Debit/Credit Guide

❑ Under **Retrieval Options**, you can narrow the account codes displayed on the page by entering data in the following fields:

Field	Description
Account Code	Type all or some of an account code, or click ⋮ in each field of the lookup to select the appropriate account code components from the Account Codes lookup. The selected account code component is populated in the corresponding **Account Code** field.
Active/Inactive	Click ﹀ to select *Active* or *Inactive* from the drop down.
Description	Type the account description.

❑ Click **Retrieve**. A list of account codes matching your search criteria is displayed.

Add an account:

❑ Click **+Add** to add a row to the current page of account codes.

Account Code	PEIMS Reporting Element
	TWEDS Data Elements: FUND-CODE (E0316) (Code table: C145), FUNCTION-CODE (E0317) (Code table: C146), OBJECT-CODE (E0318) (Code table: C159), ORGANIZATION-CODE (E0319), PROGRAM-INTENT-CODE (E0320) (Code table: C147)
	Type the new account number, or click ⋮ to select an account code component from the corresponding lookup.
	Click ⋮ in each field of the lookup to select the appropriate account code components.
	Click **Cancel** to return to the Chart of Accounts page.
Description	Type the new account description.
Active/Inactive	Click ⌄ to select *Active* or *Inactive* from the drop down.

❑ Click **Refresh Description** to update the **Description** field after entering an existing account code or after entering a new account code with a blank description. The description is populated from the **Object Description** field on the Finance > Tables > Account Codes > Object Code tab.

❑ Click **Save**.

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.
Reset	Click to clear the fields under **Retrieval Options**.
Print	Click to print the report. Review the report.
🗑	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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Credit Card

Use the Table of Contents to access a page.

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Posting - Purchase Authorization - FIN3610

Finance > Maintenance > Credit Card > Posting - PA

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 purchase authorization:

Retrieve an existing PA.	PA Number	Type the purchase authorization number to retrieve. Leading zeros are not required.
	Vendor Number	Type the vendor number to retrieve. Leading zeros are not required.
	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**.	
Field	Click **Retrieve**. The PAs are displayed in the grid. **Description**	
View Account Detail	Selected by default. Clear the field to hide the summary section (i.e., bottom grid).	

❑ 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:

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 an 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 a 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 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 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	Click to add a new row.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Delete	Click to delete the purchase authorization.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Posting - Purchase Order - FIN3610

Finance > Maintenance > Credit Card > Posting - PO

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 purchase order:

Retrieve an existing PO.	PO Number	Type the purchase order number to retrieve. Leading zeros are not required.
	Vendor Number	Type the vendor number to retrieve. Leading zeros are not required.
	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.		

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 an 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 a 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** to save the changes.

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** to save the changes.

Other functions and features:

+Add	Click to add a new row.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Reconciliation - FIN3610

Finance > Maintenance > Credit Card > Reconciliation

> This page is used to reconcile credit card statements against the credit card transaction table. Credit card transactions can be reconciled by only the vendor, or by the vendor and credit card code. You must have the credit card account statement in hand prior to reconciling the transactions.
>
> Reconciling credit card transactions creates a single check amount that will post as a PA check transaction for payment to the vendor associated with the retrieved credit card code.

Retrieve credit card transactions

Retrieve credit card transactions.	Vendor	Begin typing the vendor name or number for which you want to reconcile credit card transactions. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number or name, and click **Retrieve**. Only active credit card vendors that are in use by a transaction are displayed in the drop-down list.
	Credit Card Code	Type the corresponding credit card code that you want to reconcile. As you type the data, a drop-down list of corresponding data is displayed. Select a credit card code. Only credit cards codes that are assigned to the selected vendor on the Tables > Credit Card Codes page are displayed in the drop-down list.
	Acct Period	Click ⌄ to select an accounting period to reconcile. Options include the following: YTD Processed Current YTD + Current All YTD + Current + Next
	Include Prev File ID	Select to include all credit card transactions from the previous file ID. **Notes**: If **Include Prev File ID** is selected, the previous file ID is not exported. It is recommended that the users use the Export by File ID utility before the bank statement is reconciled. A check can be created in file ID C for a transaction in the previous file ID if **Include Prev File ID** is selected when reconciling the transaction. Click **Retrieve**. All pending credit card returns/payments and outstanding credit card charges for the selected credit vendor or vendor and card code, and accounting period are displayed. Credit card payments and returns that have not been reconciled are displayed under Credit Card Returns/Payments. Credit card charges that have not been reconciled are displayed under Credit Card Charges.

Reconcile a credit card statement:

❏ Select the credit card returns and payments or outstanding credit card charges in one of the following two ways:

- Select **Recon** for each of the return/payment or credit card charge to be reconciled.
- Under **Credit Card Returns/Payments** or **Credit Card Charges**, click **Select All** to choose all returns/payments or credit card charges to be reconciled. Or, click **Unselect All** to clear the selected fields.

❏ Under **Credit Card Statement**:

Field	Description
Previous Balance	Type the beginning/previous balance from the credit card statement.
Cleared Returns	The total amount of all nonpayment credit card returns selected for reconciliation is displayed.
Cleared Charges	The total amount of all credit card charges selected for reconciliation is displayed.
Cleared Check Payments	The total amount of all selected credit card payments.
Statement Balance	Type the ending balance from the credit card statement.

❏ Under **System**:

System Balance	The liability general ledger account code balance for the retrieved vendor or credit card code is displayed.
Outstanding Returns	The total amount of all unselected nonpayment returns is displayed.
Outstanding Charges	The total amount of all unselected charges is displayed.
Outstanding Check Payments	The total amount of all unselected credit card payments. The **Statement Balance** field displays the ending balance entered in the **Statement Balance** field under **Credit Card Statement**.
Miscellaneous Adjustment	Type the additional entries that have not been posted yet.
Unreconciled Difference	A calculated value based on the following formula is displayed: Unreconciled Difference = System Balance + Outstanding Returns + Outstanding Charges + Outstanding Check Payments + Statement Balance - Miscellaneous Adjustment

❏ Under **Check Amount**, the check payment amount to be sent to the vendor is displayed. This amount is updated based on the selections under **Credit Card Returns/Payments** and **Credit Card Charges**.

Review your credit card statement and the data on the page to ensure that any discrepancies are resolved.

❏ Click **Save as Pending** to save work for resumption later.

❏ Click **Reconcile** to finalize the bank reconciliation.

- A message is displayed asking if you are ready to finalize the bank reconciliation.

- Click **Yes** to continue, or click **No** to return to the Reconciliation tab.
- If you click **Yes**, a pop-up is displayed with a list of the credit card reconciliation reports.

By default, all of the reports are selected.

- **Cleared Returns/Payments and Cleared Charges** - includes all credit card returns, payments, and charges with the Recon field selected, credit card statement data, system data, and comments.
- **Outstanding Returns/Payments and Outstanding Charges** - includes all credit card returns, payments, and charges without the Recon field selected, credit card statement data, system data, and comments.
- **Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges** - includes all credit card returns, payments, and charges, credit card statement data, system data, and comments.

❑ Click **Save**.

Other functions and features:

Comments	Click to open the comments pop-up window. The comments are printed on the last page of the Reconciliation reports. The comments are not saved and have to be reentered if you click **Save as Pending** or close the pop-up window without reconciling. Type your notes or other information that relates to the selected credit card code reconciliation. Click **OK** to save the comments. Or, click **Cancel** to close the pop-up window without saving data. A paperclip icon displays on the **Comments** button if comments exist for the selected credit card code.
Print	Click to print the selected reports. Review the report.

EFT Processing

Use the Table of Contents to access a page.

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Create EFT File - FIN3700

Finance > Maintenance > EFT Processing > Create EFT File

Electronic fund transfer (EFT) is a method of electronically transferring funds to a vendor for payment. The transfer is accomplished by creating an EFT file during payment processing. The file is then given to the local education agency's (LEA) bank to be transmitted to an automated clearing house (ACH). The ACH is a centralized, federal reserve bank that transmits the necessary data for electronically transferring funds to the vendor's participating depository financial institution (DFI).

The EFT process is completed in the logged-on file ID.

Notes:

- The vendor's bank information must be completed on the Finance > Tables > Bank Codes > EFT tab. Otherwise, the create EFT file process cannot be performed.
- Grants and Projects EFT files cannot be created in Finance and vice versa.

Create an EFT file:

There are two types of EFT file options available on this tab:

Field	Description
Finance	If selected, all EFT checks (i.e., payments) for the selected date time stamp(s) are included in the EFT file. If multiple date time stamp records are selected, all records will be included in the same file. A list of data from the last ten check runs is displayed in the grid.
Pre-Note	If selected, all vendors with **PreNote** selected on the Maintenance > Vendor Information > Vendor Miscellaneous tab are included in the file. The file is sorted by vendor number. After the prenote file is generated, the **PreNote** field is cleared.
Effective Date	Type the effective date for the EFT file in the MM-DD-YYYY format. This is the date that the bank will transfer the funds to the vendor's bank.

❏ Click **Create EFT File** to create the EFT file. If **Pre-Note** is selected, the Finance EFT Pre-Note Report is displayed with a zero transaction. Otherwise, the Finance EFT Report is displayed with a list of transactions to be processed. Review the report.

❏ Click **Process** to proceed. A dialog box is displayed with a preset File name.

- If **Finance** is selected, the Finance_EFT_MMDDYYYY.txt file is generated with the actual EFT payments for each vendor.
- If **Pre-Note** is selected, the Finance_Prenote_MMDDYYYY.txt is generated for those vendors with **Pre-Note** selected on their bank information record.

You can type a different name for the file and save the file on your computer or network.

❏ Click **Cancel** to close the report and return the Create EFT file tab.

Revise EFT File - FIN3700

Finance > Maintenance > EFT Processing > Revise EFT File

This tab is used to edit Finance and Finance Prenote EFT files. The EFT process is completed in the logged-on file ID.

Note: Grants and Projects EFT files cannot be revised in Finance and vice versa.

Important: Reference the NACHA file format at www.NACHA.org before modifying the EFT file.

The following warning is displayed at the top of the tab:

WARNING: Ensure that you are entering correct information. Any information entered will be processed.

Revise the EFT file:

❑ Click **Choose File**.

- Locate and select the file (e.g., Finance_EFT_10102020.txt or Finance_Prenote_10102020.txt) to be revised.
- Click **Open** to select the file, or click **Cancel** to close the dialog box without processing.

❑ Click **Retrieve File**.

- The selected EFT file is displayed in the table fields.
- Make changes to the employee data fields, as needed.

Record Cd	Only displays detail record code 6.
Account Type	Type the one-digit account type code. Or, select one of the following from the drop-down list. • *2 - Checking account* • *3 - Savings account*
Run Type	Type the one-digit run type code. Or, select one of the following from the drop-down list. • *2 - Finance EFT file* • *3 - Finance Prenote EFT file*
Transit Route	Type the nine-digit routing number for the vendor's bank. The transit routing number must be a numeric value.
Bank Account Nbr	Type the vendor's bank account number. The account number must be a numeric value.
Bank Account Amt	Type the bank account amount. The bank account amount should be zero if the **Run Type** is 3 (i.e., Finance Prenote EFT file). The bank account amount cannot be a negative value.

Vendor Nbr	Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance > Vendor Information page. The **Vendor Name** field is automatically populated with the vendor name. If the vendor number is not known, click ⋮ . The Vendor Information directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor from the list. Otherwise, click **Cancel**.
Vendor Name	Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The **Vendor Number** field is automatically populated with the vendor number. If the vendor name is not known, click ⋮ . The Vendors directory is displayed. **Note**: The vendor name represents the credit card company (e.g., Bank of America).
Description Data	The description data listed in the file is displayed.
Addend Ind	The Addenda Record Indicator listed in the file is displayed. By default, the field displays a zero.
Orig DFI ID Cd	The eight-digit code used to identify the originating depository financial institution is displayed.
Totals	A running total of the EFT payments in the file is displayed. The amount is updated when changes are made to the **Bank Account Amount** field.

❏ Click **Process File** when all changes have been entered.

- The preview report is displayed. Review the report.
- Click **Process** to process the data. Or, click **Cancel** to return to the Revise EFT File tab without making changes.

The revised .txt file is generated and a message is displayed indicating that the EFT file was created successfully. Click **OK**.

Other functions and features:

+**Add**	Click to add a new row.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

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.

Note: The **EFT** and **Separate Check** checkboxes are not displayed for purchase orders that were created using a credit card code since the payment goes to the credit card company and not the vendor.

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
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. This 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. This field can be a maximum of 15 characters.
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. **Notes**: • The vendor must have bank information and an EFT email address on file to be eligible for an electronic funds transfer. • This field is not displayed for purchase orders that were created using a credit card code. • 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. 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. **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. **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. **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. **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 and you remain on the PO details page. 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.

- There is a 10MB maximum upload size.
- The Document Attachments functionality is not available for bundled requisitions.

These actions do not affect the general ledger. You can view or edit the pending payable 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. Click to view the documents.

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~~HIDEPAGE~~

Postings

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Cash Receipt - FIN3200

Finance > Maintenance > Postings > Cash Receipt

This tab is used to record cash receipts (monies received) or deposits for all district accounts that are valid in the chart of accounts. The tab consists of three sections: transaction, detail, and summary. When the transaction is highlighted, the detail and summary are displayed.

Retrieve a cash receipt:

Retrieve an existing record.	In the **Cash Receipt** field, type an alphanumeric cash receipt number, hyphens are allowed. Leading zeros are not required. However, if the cash receipt number is alphanumeric, the field is not zero-filled. The field can be six characters. Click **Retrieve**. If the cash receipt number is not known, click **Directory**. To search for a specific cash receipt number, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of cash receipt numbers matching the search criteria is displayed. Select a cash receipt number from the list. Otherwise, click **Cancel**.

Add a cash receipt:

❑ Click **Add Receipt** to add a cash receipt.

Field	Description
Receipt Number	If **Use Automatic Cash Receipt Number Assignment** is not selected on the Finance Options tab, type the user-defined, six-character alphanumeric receipt number. If the receipt number is numeric, leading zeros are not required.
Cash Rcpt Nbr Description	Type a user-defined description about the origin of the cash receipt. The description can be a maximum of 30 characters and is displayed on the FIN1000 - Cash Receipt Journal report.
Cash Receipt Total	The total cash receipt transactions entered in the detail section is displayed.
Default Cash Rcpt Nbr Description	Type a cash receipt number description that is automatically used for new cash receipts, that is, all cash receipts created contain the default reason.

❑ In the transaction section, click **+Add** to add a row.

Account Code	Type an account code. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number. If the account code is not known, place the cursor in the account code field and press F2. Or, click ⋮ . The Account Codes lookup is displayed. To search for a specific account code component, type data in the applicable account code components, or leave blank for all account codes. Click **Search**. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click **Cancel** to return to the Cash Receipt page. The **Description** and **Contra Account Code** fields are automatically populated. The contra account is set to the same fund number and fiscal year as the account number. (The fund and fiscal year must be the same as the account number.) The **Contra Account Code** is a user-defined object/subobject code that is in the Finance Automatic Posting Defaults section on the Tables > District Finance Options > Clearing Fund Maintenance tab. If you manually type a contra account code, the function code must be 00, and the object code must be 11XX, 181X, or 191X. Click **Validate Account Code** to verify the account code for the transaction.
Contra Account Code	If it is necessary to override the contra number, click ⋮ to select a different contra account code or begin typing a contra account code. As you type the data, a drop-down list of corresponding data is displayed. Select a contra account code. The fund and fiscal year must be the same as the account number. If you manually type a contra account code, the function must be 00 and the object code must be 11XX, 181X, or 191X.
Receipt Source/Description	You can enter a detail transaction description for one or more account codes that are part of this cash receipt.
Amount	Type the amount of the cash receipt. The value is also entered in the transaction and summary sections and is display only. As additional detail transactions are entered in the detail section, the cash receipt amount displayed in the transaction and summary sections are updated to include each additional transaction.
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.
Customer Number/Name	Begin typing the customer number or name. As you type the data, a drop-down list of corresponding data is displayed. Select a customer. This field contains a list of Accounts Receivable customers.

The **Account Code**, **Description**, **Contra Account Code**, and **Cash Receipt Amt** fields are populated by the entries in the detail section.

Refresh Totals	Click to update the totals.

❏ Click **Save**.

Reverse a cash receipt:

You can reverse a cash receipt in either the transaction or detail section of the tab.

> **Note**: You can click **Reverse**, and the resulting reversal entries are displayed in the detail section. If you have not saved the reversal, **Reverse** cannot be clicked again. However, once the reversal is saved, you can select Reverse again, and it reverses all transactions in the detail section. The summary section displays zero amounts. Once saved, all entries in the detail section are displayed on the general ledger.

❑ Click **Reverse**. The **Cash Receipt Total** field is set to zero.

- In the detail section, a new row is added with the same account code, description, and contra account code, but with an opposite amount entered in the **Amount** field. All previous detail transaction amounts remain, and the **Total** field in the detail section is set to zero.
- The **Trans Date** field is set to the current system date but can be modified.

User ID	The name of the user who reversed the transaction is displayed. Users are created in the Security Administration application.
Cash Receipt Amt	The amount is set to zero in the summary section.

> **Note**: You can highlight a transaction and click **Reverse**. The resulting reversal is displayed. If you have not saved the reversal, **Reverse** can be clicked again on the same transaction and it creates another reversal transaction. If you select the reversed transaction, the **Delete** button is displayed. You cannot reverse a reversal. However, once saved, you can click **Reverse** on any transaction whether it is a reversal or not.

❑ Click **Save**.

Reference Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1000 - Cash Receipts Journal to verify data.

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.
Delete Receipt	Click to delete a cash receipt.
Reverse Receipt	Click to reverse a cash receipt.
+Add	Click to add a new 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**.

Check Processing - Purchase Authorization - FIN3200

Finance > Maintenance > Postings > Check Processing - PA

This tab is used to post a transaction for a computer check or post a district check for a payment authorization. When posting a transaction or district check by PA, the general ledger expenditure and contra accounts are automatically updated. Additional PA updates are not necessary when paying a PA since there are no encumbrances.

When posting invoices in the Check Processing - PA tab, an account should be entered in the detail section. It is important that you tab out of the field after making an entry, as this allows the summary information to be updated.

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 to 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. 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. If the transaction contains the same object code contained in the Asset Management Cross-Reference Table, the information for extract to Asset Management is retained.

Retrieve an existing check transaction for a PA:

Retrieve an existing record.	In the **PA Number** field, type an alphanumeric purchase authorization number, hyphens are allowed. If the PA number is numeric, leading zeros are not required. In the **Vendor Number**, type the vendor number. If the vendor number is numeric, leading zeros are not required. Click **Retrieve**. If the purchase authorization number is not known, click **Directory**. To search for a specific purchase authorization number, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of purchase authorization numbers matching the search criteria is displayed. Select a purchase authorization 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 PA:

❏ In the transaction section, select an existing PA. The system displays the transaction details for the PA in the detail section and the transaction summary for the PA in the summary section.

❏ Click **Add PA** to add a new PA.

Field	Description
Add 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.
Vendor	Begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number or name. Only active vendor numbers are displayed. An inactive vendor number is displayed if the vendor has check transactions that have not been printed or a purchase order that still has a balance. Once all check transactions have been paid and all purchase order balances are zero, an inactive vendor number is no longer displayed in the drop-down list.

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

Note: New rows are automatically populated with data from the first row. For example, if a new row is added (**Computer** or **District**), any subsequent rows are populated with the same data as the first row until the record is saved. The **Account Code** and the **Net Expend Amt** columns are not copied. After the save, if another row is added, then the newly added row becomes the template for any subsequent rows. For District checks, if the **Check Nbr** and **Check Date** are invalid, then only the **Check Date** is populated.

Proc	Selected if the PA has 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.

Account Code	Type an account code. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number. If the account code is not known, place the cursor in the account code field and press F2. Or, click ⋮ . The Account Codes lookup is displayed. To search for a specific account code component, type data in the applicable account code components, or leave blank for all account codes. Click **Search**. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click **Cancel** to return to the Purchase Order page. Click **Validate Account Code** to verify the account code for the transaction.
Type	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. | Field to Fill In	Computer	District
---	---	---
Check Nbr	No	Yes
Check Date	No	Yes
Reason	No	No
Invoice Date	No	No
Invoice Nbr	No	No
Contra Account Code	No	Yes
Due Date	No	No
Print	Yes	No
Separate Check	No	No
Trans Date	Yes	Yes	
Check Date	This field is only enabled after District is selected as the check type to be issued. Type the date the district check is issued.
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 check transaction.
Invoice Date	Type the date of the invoice being paid by the transaction. Invoices can be processed regardless of the date/year in which they originated.
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. **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.
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. **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. **Notes**: • The vendor must have bank information and an EFT email address on file to be eligible for an electronic funds transfer. • This field is not displayed for purchase orders that were created using a credit card code. • 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. **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. 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.

Separate Check	Select if a vendor has multiple transactions and/or multiple purchase authorization 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.
	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.
	Example 1: There are three separate PAs for the same vendor. The first PA has two transactions, one of which has **Separate Check** selected and the other does not. The second PA has a transaction that does not have **Separate Check** selected. The third PA 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.
	Example 2: There is one PA 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.
	Example 3: There is one PA with two transactions for the same vendor. Both transactions have **Separate Check** selected. When checks are processed, one check is generated.
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:

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.
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.

Reverse a computer check transaction for a PA:

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

- Check transactions for PAs created in the current accounting period can only be reversed in the current accounting period.
- Check transactions for PAs created in the next accounting period can only be reversed in the next accounting period.
- Deferred check transactions for PAs 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 PA**. 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.

Void a district check transaction for a PA:

PA district check transactions can be voided in the detail section of the tab prior to EOM processing.

❑ In the detail section, select a district check transaction to void.

❑ Click **Reverse PA**. 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	Type the reason for the 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 transaction is displayed. Users are created in the Security Administration application.

❑ Click **Save**. A pop-up window opens with the balance amounts prior to and projected for the transaction.

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

You must correct any imbalance prior to saving the record.

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. **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.
Delete PA	Click to delete a purchase authorization.

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:

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. In the **Vendor Number** field, type a vendor number. If the vendor number is numeric, leading zeros are not required. Click **Retrieve**. If the purchase order number is not known, click **Directory**. To search for a specific purchase order number, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of purchase order numbers matching the search criteria is displayed. 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.

Fully Liquidate	This field applies to only the selected purchase order. 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. 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. **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.

Field	Description
Account Code	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. 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. **Note**: If a change needs to be made, use the Finance > Maintenance > Postings > Purchase Order page. Click **Validate Account Code** to verify the account code for the transaction.
Type	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. | **Field to Fill In**	**Computer**	**District** | |---|---|---| | **Check Nbr** | No | Yes | | **Check Date** | No | Yes | | **Reason** | No | No | | **Invoice Date** | No | No | | **Invoice Nbr** | No | No | | **Contra Account Code** | No | Yes | | **Print** | Yes | No | | **Trans Date** | Yes | Yes |
Check Nbr	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. **Notes**: The check numbers are validated for district checks and a message is displayed if a duplicate check number is entered. 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.
Check Date	This field is only enabled after District is selected as the check type to be issued. Type the date the district check is issued.
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 check transaction.
Invoice Date	Type the date of the invoice being paid by the transaction. Invoices can be processed regardless of the date/year in which they originated.
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. **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.

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. **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. **Notes**: • The vendor must have bank information and an EFT email address on file to be eligible for an electronic funds transfer. • This field is not displayed for purchase orders that were created using a credit card code. • 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. **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. 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. 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. **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. **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. **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. **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:

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 opens 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. **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.

Credit Memo - FIN3200

Finance > Maintenance > Postings > Credit Memo

Credit memos are reimbursements or credits from vendors that can be applied against one or more invoices from the vendor. Credit memos are used when computer printed checks are processed. Credit memos do not post to the general ledger, and you can delete a selected credit memo at any time by clicking **Delete**.

When you add a blank row in the grid at the top of the page, a free-form area is displayed at the bottom of the page. You can use either the grid or the free-form area to retrieve an existing credit memo or to create a new credit memo. You can add multiple credit memo entries for the same vendor by tabbing past the entries to open a new row for the next credit memo. You cannot use 99999 for a miscellaneous vendor.

Retrieve a credit memo:

Retrieve an existing record.	Type data in any of the following search fields. **Vendor** **From Date** **To Date** **Cr Memo Nbr** **Reason** To retrieve all credit memos, leave the fields blank. Click **Retrieve**. The credit memos are displayed in the grid area.

Add a credit memo:

☐ Click **+Add** to add a row.

☐ Under **Vendor**:

Name	Begin typing the vendor name. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. The vendor number and ATTN: address information are displayed.
Number	Begin typing the vendor number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor name and ATTN: address information is displayed.

☐ Under **Credit Memo**:

Number	Type an alphanumeric credit memo number, hyphens are allowed. Leading zeros are not required. However, if the credit memo number is alphanumeric, the field is not zero-filled.
Transaction 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.
Amount	Type the amount of the credit memo.

Account Code	Click ⋮ to select the account code against which the credit memo will be credited.
Reason	Type the LEA-defined reason for creating the credit memo. The field can be a maximum of 30 characters. If only a portion of a credit memo was used for a check transaction, the check number, the date of the check, and the amount of the credit memo that was used in the field are displayed.
EFT	Select to disburse the payment via an electronic funds transfer. By default, the field is automatically selected if the retrieved vendor has bank information and an EFT email address listed on the Maintenance > Vendor Information > Vendor Name/Address and Vendor Miscellaneous tabs. The vendor must have bank information and an EFT email address listed on the Maintenance > Vendor Information > Vendor Name/Address and Vendor Miscellaneous tabs to be eligible for an electronic funds transfer.

❑ Under **Invoice**:

Number	Type the user-defined, invoice number. The field can be a maximum of 15 characters and is not required.
Date	Type the invoice date.

❑ Click **Save**. After all the validations are passed correctly, a credit memo is created. No other subsequent updates are performed on any general ledger balances. The associated account number balances are not updated until the credit memo is applied during check processing.

❑ Click 🔍 to view additional information for the credit memos displayed in the grid.

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 new 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**.

Journal Actual - FIN3200

Finance > Maintenance > Postings > Journal Actual

This tab is used to create journal entries for realized revenue, expenditures, and balance sheet accounts. You can enter all transactions related to one journal voucher, as long as the debit and credit entries are balanced within the fund and fiscal year.

The page consists of three sections: transactions, detail, and summary. When the transaction is highlighted, the detail and summary are displayed. If the detail is highlighted, the summary section displays a summary of the highlighted transaction.

Reference the [Debit/Credit Guide](#) for additional information.

Retrieve existing journal vouchers:

Retrieve an existing record.	In the **JV Number** field, type the journal voucher number. In the **JV Number** Description field, type the journal voucher description. Click **Retrieve**. If the journal voucher number is not known, click **Directory**. To search for a specific purchase authorization number, type data in one or more of the search fields. To search through all available data, leave all fields blank. Click **Search**. A list of journal voucher numbers matching the search criteria is displayed. Select a journal voucher number from the list. Otherwise, click **Cancel**.

Create a journal voucher or add a journal entry:

❑ Click **Add JV** to add a journal voucher.

Field	Description
JV Type	The field is set to ACTUAL.
JV Number	Type an alphanumeric journal voucher number, hyphens are allowed. Leading zeros are not required. If the journal voucher number is alphanumeric, the field is not zero-filled. The field can be six characters. If **Use Automatic JV Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, the **JV Number** field displays AUTO. When the record is saved, AUTO is replaced with the next available journal voucher number.

Field	Description
JV Number Description	Type a user-defined description of the journal voucher transaction. If a description exists in the **Default JV Number Description** field, that description automatically displays in the **JV Number Description** field. You may change the description. The description can be a maximum of 30 characters. When creating requisitions, the **JV Number Description** field automatically populates with *REQ* plus the requisition number. This is for current year requisitions only.
Acct Per	The accounting period for the transaction is displayed.
Ignore for Grants and Projects	Select to ignore all JV entries for the Grants and Projects application.
Default JV Number Description	Type a JV number description that is used for new journal vouchers automatically, that is, all journal vouchers created contain the default JV number description.

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

Account Code	Type an account code. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number. If the account code is not known, place the cursor in the account code field and press F2. Or, click **Lookup**. The Account Codes lookup is displayed. To search for a specific account code component, type data in the applicable account code components, or leave blank for all account codes. Click **Search**. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click **Cancel** to return to the tab. If needed, the same account code can be selected for a transaction line when creating numerous transactions. Journal voucher entries can be saved with an account code that does not exist in the Chart of Accounts if **Allow JV Account Creation** is selected on the District Administration > Maintenance > User Profiles > Permissions tab. If **Allow JV Account Creation** is selected, then the account code is created upon clicking **Save** if all account code components exist in the tables.
Description	The general ledger description of the account code is displayed.
Reason	If a description exists in the **JV Number Description** field, that description is automatically displayed in the Reason field. You may change the reason. The reason can be a maximum of 30 characters.
Debit or Credit Amount	Tab to either the **Debit Amount** or **Credit Amount** fields to enter an amount for the transaction. If any pending transaction overdraws an account, an error message is displayed to alert the user of the overdrawn condition for the specific account.
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.

❑ Click **Save**. The system validates that the debit and credit amounts balance within a specific journal voucher and that the debit and credit amounts balance within a specific fund. If the user attempts to save an unbalanced fund, the system advises the user that the funds are out of balance

and cannot be saved. You must correct the imbalance prior to saving.

🔍	Click to view additional information for the transaction in the bottom grid.
Refresh Description	Click after an existing object code number is entered to update the **Description** field. The object code description is populated from the Object tab.
Refresh Totals	Click to update the totals.

In the summary section, a row is added when an account code is selected and entered in the detail section. All fields are display only.

Account Code	The account code selected when the journal actual transaction was created is displayed.
Description	The general ledger description of the account code is displayed.
Curr Exp/Rlzd Rev	The expenditure or realized revenue balance for the selected account is displayed. The balance reflects all changes made in the current and next accounting periods.
Current Balance	The balance for the selected account is displayed. The balance reflects all changes made in the current and next accounting periods.
Debit Amount and Credit Amount	The amount to balance the transaction that was entered in the detail section is displayed.
Adj Exp/Rlzd Rev	The anticipated new balance for the selected account is displayed.
Adjusted Balance	The anticipated new actual balance after posting of debit/credit is displayed.

Reverse a journal voucher:

You can reverse an entry in the transaction section of the tab.

❑ Click **Reverse**.

- The **Debit Amount** and **Credit Amount** fields in the summary section to zero.
- The value that is reversed is added to the **Adj Exp/Rlzd Rev** field and modifies the **Adjusted Balance** field to display the new balance.

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.

❑ Click **Save**. The system validates that the debit and credit amounts balance within a specific journal voucher and that the debit and credit amounts balance within a specific fund. If the user attempts to save an unbalanced fund, the system advises the user that the funds are out of balance and cannot be saved. You must correct the imbalance prior to saving.

Duplicate a journal voucher or entry:

The duplicate option allows you to duplicate an existing journal actual transaction from a previous year file ID to file ID C. The duplicate function only displays if you are logged on to the previous year file ID associated with file ID C. For example, if the previous year file ID is 4 for file ID C in the District

Finance Options table, you can log on to file ID 4, and the **Duplicate JV** button is available. However, if you log on to file ID 3, **Duplicate JV** is not available.

This is a comma-delimited file format, which means that commas are not allowed within a field.

❑ Select an existing transaction to be duplicated. Click **Duplicate JV**. A pop-up window with associated journal actual fund/fiscal year transactions is displayed.

File ID	The file ID is displayed.
JV Number	The selected JV number is displayed, but it can be modified. If the journal voucher number is already assigned to file ID C, a message is displayed prompting you to enter a different journal voucher number. Also, a duplicate journal voucher is not allowed if there are detailed transactions with class 5XXX-8XXX for the selected journal voucher that is being duplicated from a previous file ID. **Note**: If **Use Automatic JV Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, AUTO is displayed in the **JV Number** field. When you click **Execute**, AUTO is replaced with the next available journal voucher number from file ID C. A message with the newly assigned next available JV number is displayed when the duplicate transactions have been copied successfully to file ID C.
Transaction Date	The current system date is displayed, but it can be modified.
Ignore for Grants and Projects	Select to ignore all JV entries for the Grants and Projects application. This check box is only enabled when duplicating a JV transaction with a JV type of Actual.

Under **Accounting Period**, you can choose to duplicate the accounting period for the current accounting period or the next accounting period.

From Fund/Year	The previous year is displayed. All transactions associated with the From Fund/Year are changed to the To Fund/Year.
To Fund/Year	The current year is displayed, but it can be modified. All transactions associated with the From Fund/Year are changed to the To Fund/Year.

❑ Click **Execute** to start the export function. You are prompted to create a backup. A pop-up with the assigned JV number is displayed. Click **OK**. A message indicating that the duplicate JV transactions process completed successfully is displayed. Click **OK**.

❑ Click **Cancel** to close the pop-up window without creating a duplicate JV transaction.

Note: If the account code does not exist in file ID C, the account code is created in the chart of accounts.

Other functions and features:

+Add	Click to add a row to the grid or press ALT+1. **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.
Reset	Click to reset all previously selected options to the default.

Delete	Click to delete the journal voucher. A message is displayed asking you to confirm the deletion. Click **Yes** to delete the journal voucher. Otherwise, click **No** to return to the tab without deleting the journal voucher.
🗑	Click to delete a transaction. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Print	Click to print the journal voucher information. Review the report.

Journal Budget - FIN3200

Finance > Maintenance > Postings > Journal Budget

This tab is used to create new journal entries for the budget only. You can enter all transactions related to one journal voucher; it requires you to enter both sides of the transactions. Total debits must equal total credits, and the total credits for each fund and fiscal year must equal the total debits for that fund and fiscal year.

A list of Budget general ledger transactions is displayed and only those transactions for that accounting period that have not been run through the end-of-month process are included. When posting transactions in the Journal Budget tab, you should enter an account in the detail section. It is important that you tab out of the field after making an entry in order to update the summary information.

Retrieve existing journal vouchers:

Retrieve an existing JV.	In the **JV Number** field, type a journal voucher number. Click **Retrieve**. The journal voucher information is displayed. If the journal voucher number is not known, click **Directory**. The JVs directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a journal voucher number from the list. Otherwise, click **Cancel**.

Add a journal voucher:

☐ Click **Add JV** to add a journal voucher.

Field	Description
JV Type	BUDGET is displayed.
JV Number	Type a journal voucher number, hyphens are allowed. Leading zeros are not required. The field can be a maximum of six alphanumeric characters. If the journal voucher number is alphanumeric, the field is not zero-filled. If **Use Automatic JV Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, the **JV Number** field displays AUTO. When the record is saved, AUTO is replaced with the next available journal voucher number.

Field	Description
JV Number Description	Type a user-defined description of the journal voucher transaction. If a description exists in the **Default JV Number Description** field, that description automatically displays in the **JV Number Description** field. You may change the description. The description can be a maximum of 30 alphanumeric characters. When data from the Budget application is moved to the Finance application, the **JV Number Description** field automatically populates with MOVE BUDGET TO FINANCE.
Acct Per	The accounting period for the transaction is displayed.
Ignore for Grants and Projects	Select to ignore all JV entries for the Grants and Projects application.
Capture Orig Budget	If selected, entered transactions update the **Original Budget Amt** displayed on the Amended Budget Maintenance page and the **Adj Appr/Est Rev** field. If not selected, entered transactions only update the **Adj Appr/Est Rev** field.
Default JV Number Description	Type a journal voucher number description to be automatically used for new journal vouchers, that is, all journal vouchers created will contain the default journal voucher number description.

❏ Click **+Add** to add a row.

Account Code	Type an account code, or with the cursor in the field, press F2 to display the Account Codes lookup. To view a list of account code components, place the cursor in one of the account code component fields, and then click ⋮ or press F2. Type the applicable account code components, or leave blank for all account codes, and then click **Search**. A list of available account code components is displayed. Select an account code from the list. Otherwise, click **Cancel**. Journal voucher entries can be saved with an account code that does not exist in the Chart of Accounts if **Allow JV Account Creation** is selected on the District Administration > Maintenance > User Profiles > Permissions tab. If selected, the account code is created upon clicking Save if all account code components exist in the tables. Only 3XXX, 5XXX, 6XXX, 7XXX, and 8XXX accounts are available. The account number can be selected multiple times when creating numerous transactions. If the journal voucher is not balanced by the fund and fiscal years, a message informs you that the funds are out of balance and cannot be saved. You must correct the balance issue prior to saving.
Description	The account code description from the chart of accounts is displayed.
Reason	If a description exists in the **JV Number Description** field, that description automatically displays in the **Reason** field. You may change the reason. **Note**: When data from the Budget application is moved to the Finance application, the **Reason** field is automatically populated with OPENING ENTRY.
Debit Amount	Type an amount to be posted to the selected account. A balanced entry of equal debits and credits must be posted.

Credit Amount	Type an amount to be posted to the selected account. A balanced entry of equal debits and credits must be posted.
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. If a pending transaction overdraws an account, an error is generated to alert the user of the overdrawn condition for the specific account.

❑ Click **Save**. The **Curr Appr/Est Rev** and **Current Balance** fields in the lower grid are updated.

🔍	Click to view additional information for the transaction in the bottom grid.
Refresh Description	Click after an existing object code number is entered to update the **Description** field. The object code description is populated from the Object tab.
Refresh Totals	Click to update the totals.

In the summary section, a row is added when an account code is selected and entered in the detail section. All fields are display only.

The **Account Code**, **Description**, **Debit Amount**, and **Credit Amount** fields display the account information from the detail section.

Curr Appr/Est Rev	The appropriations balance or estimated revenue balance for the selected account as of the next accounting period is displayed.
Current Balance	The actual balance of the selected account after encumbrances/expenditures (if appropriations) or after revenue realized (if estimated revenue) is displayed. This balance reflects all changes made in the current and next accounting periods.
Adj Appr/Est Rev	The anticipated approved fund balance, estimated revenue balance, or appropriations balance after the debit/credit amount is posted.
Adjusted Balance	The anticipated new actual balance is displayed after posting of the debit/credit.

❑ Click **Save**. The debit and credit amounts balance within a specific journal voucher, and the debit and credit amounts balance within a specific fund are validated. If you try to save an unbalanced fund, a message informs you that the funds are out of balance and cannot be saved. You must correct the balance issue prior to saving.

Reverse an entry:

An entry in the transaction or detail section can be reversed.

❑ In the transaction section, select an existing transaction to be reversed.

Note: You can click **Reverse**, and the resulting reversal entries are displayed in the detail section. If you have not saved the reversal, **Reverse** cannot be clicked again. However, once the reversal is saved, you can click **Reverse** again, and it reverses all transactions residing in the detail section. The summary section is still displayed as zero amounts. Once saved, all entries in the detail section are displayed on the general ledger.

❑ Click **Reverse JV** to reverse the JV entries.

- The **Current Balance**, **Debit Amount**, and **Credit Amount** fields in the summary section are set to zero.
- A new row is added in the detail section with the same account code and description, but with an entry in the credit column that is equal to the amount in the debit column or with an entry in the debit column that is equal to the amount in the credit column.
- The **Trans Date** field displays the current system date, but it can be modified.
- When logged on to file ID C, the year is validated to ensure that it is not less than the current year, not less than the Finance Options **From School Year**, and not greater than the Finance Options **To School Year**.
- The **User ID** field (in the detail section) displays the name of the user who entered the transaction. This field is display only.

❑ Click **Save**. The debit and credit amounts balance within a specific journal voucher, and the debit and credit amounts balance within a specific fund are validated. If you try to save an unbalanced fund, a message informs you that the funds are out of balance and cannot be saved. You must correct the balance issue prior to saving.

Other functions and features:

+Add	Click to add a row to the grid or press ALT+1. **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.
Reset	Click to reset all previously selected options to the default.
Delete	Click to delete the journal voucher. A message is displayed asking you to confirm the deletion. Click **Yes** to delete the journal voucher. Otherwise, click **No** to return to the tab without deleting the journal voucher.
🗑	Click to delete a transaction. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Print	Click to print the journal voucher information. Review the report.

Journal Inquiry - FIN3200

Finance > Maintenance > Postings > Journal Inquiry

This tab is for display only and cannot be updated. You can select a specific journal voucher (JV) number and view a summary by account code for that JV entry. You can also use the filter feature to select the JV type to view. If viewing a budget journal voucher, entries for the following accounts are displayed:

- Estimated revenue
- Appropriations amount
- Budgetary fund balance

If viewing an actual journal voucher, the selected journal voucher displays the entries to the following accounts:

- Realized revenue
- Expenditures
- Balance sheet

Perform an inquiry:

Retrieve an existing record.	Type specific data in any of the following fields to retrieve journal vouchers for that criteria: **JV Number** **JV Type** **From Date** **To Date** **Acct Per** **Reason** To retrieve all journal vouchers, leave the fields blank. Click **Retrieve**. The journal vouchers are displayed.
Field	**Description**
JV Type	The journal voucher type (actual or budget) is displayed.
JV Number	The journal voucher numbers that were retrieved.
JV Number Description	The reason for the journal voucher is displayed.
Acc Per	The accounting period for the journal voucher is displayed.
Process Date	The date the journal voucher went through end-of-month processing is displayed.
Account Code	The account code for the selected journal voucher is displayed.
Description	The name of the account code.
Debit Amount	The positive value of the journal voucher.
Credit Amount	The negative value of the journal voucher.
User ID	The name of the user who posted the transaction is displayed.

❑ Click 🔍 to view additional information for the journal voucher in the bottom grid.

Purchase Order - FIN3200

Finance > Maintenance > Postings > Purchase Order

This tab consists of three sections: transaction, summary, and detail. You can perform the following functions:

- Add - allows you to create a purchase order to encumber funds to specific accounts.
- Edit - allows you to:
    - Edit a purchase order encumbrance amount at any time prior to liquidation.
    - Modify a purchase order created in the current accounting period in either the current or next accounting period, as long as the balance has not become zero through reversal or liquidation in either period.
- Reverse - allows you to remove an encumbrance from an account if the purchase order is canceled (there is no Delete).
- Change vendor - allows you to change the vendor number of an existing purchase order.

Notes:

- Purchase orders with pending payable records cannot be modified.
- 99999 is not available as a vendor number or as a purchase order number. Also, a purchase order number cannot be reused once it is reversed or liquidated.
- You can add or insert account codes, or reverse account codes for purchase orders.
- In addition, if you are logged on to the current file ID and click **Save**, a new line item on the associated requisition and account codes for those encumbrance amounts is created.

Add or edit a purchase order:

Add PO	Click to add a purchase order.
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.
	In the **Vendor Number** field, type a vendor number. If the vendor number is numeric, leading zeros are not required.
	Click **Retrieve**.
	If the purchase order number is not known, click **Directory**.
	To search for a specific purchase order number, type data in one or more of the search fields.
	To search through all available data, leave all fields blank.
	Click **Search**. A list of purchase order numbers matching the search criteria is displayed.
	Select a purchase order number from the list. Otherwise, click **Cancel**.

Field	Description
Default PO Reason	Type a PO reason that is used for new POs automatically, that is, all POs created contain the default reason.
View Account Details	Selected by default to display the detail section. To hide the details section, clear the field.
PO Nbr	Type an alphanumeric purchase order number, hyphens are allowed. Leading zeros are not required. However, if the purchase order number is alphanumeric, the field is not zero-filled. The field can be six characters. **Note**: If a match is found, a message is displayed indicating a duplicate purchase order number was entered and prompts you to enter a different PO number.
PO Reason	Type the user-defined reason for creating the purchase order. The field can be a maximum of 30 characters. If the **Default PO Reason** field was entered before you added a blank row for a new purchase order, the **PO Reason** field displays the default reason. You can change the reason if necessary. When a reason is entered in the requisition **Reason** field and the requisition is submitted or approved to become a purchase order, then the **PO Reason** field displays REQ plus the requisition number plus the **Reason** field.
Sort Key/Vendor Name	Type a valid vendor name. The **Vendor Nbr** field is populated with the corresponding vendor number.
Vendor Nbr	Populated with the vendor number based on the value entered in the **Sort Key/Vendor Name** field. Or, type a valid vendor number if known. The **Sort Key/Vendor Name** field is populated with the corresponding vendor name.
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.
Original Amt	The original amount of the purchase order when it is saved as well as any changes made to the same purchase order is displayed.
Balance Amt	The balance of the purchase order that is yet to be liquidated is displayed.

❑ Click **Save**.

❑ Click **+Add** to add a row.

Account Code	Type an account code to be charged. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number. If the account code is not known, place the cursor in the account code field and press F2. Or, click ⁝ . The Account Codes lookup is displayed. To search for a specific account code component, type data in one or more of the search fields, or leave blank for all account codes. Click **Search**. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click **Cancel** to return to the Purchase Order page. **Note**: The **PO Object Code Restriction** selection on the Finance > Tables > District Finance Options Page determines the allowed range of object codes to be used on purchase orders. Only account codes with object codes in the selected range are displayed. For example, if *R - Class 62XX-64XX and 66XX* is selected, then only account codes with object codes in the 62XX-64XX and 66XX range can be selected. If an entered account code does not meet the selected criteria, an error message is displayed.

Description	The account description is automatically displayed.
Account Balance	The available balance for the selected account is displayed. After you enter an encumbrance amount, the account balance changes to reflect the new balance. This field is display only. This balance reflects all changes made in the current and next accounting periods.
Encumbrance Amt	Type an amount to be encumbered for the selected account. Click **+Add** to continue adding more rows of account numbers until the Total field has reached the amount of the purchase order.
Liquidated Bal	The encumbrance amount that has been liquidated (i.e., paid) is displayed.
Outstanding Amt	The balance of the purchase order that is yet to be liquidated is displayed.

❏ Click 🔍 to view additional information for the transaction in the following grid.

❏ To update the display-only fields in the lower grid, click **Update Details** if the **Account Code** or **Encumbrance Amt** fields are changed.

If the encumbrance amount is changed and saved, a new line item is created for the difference, and the description on the Warehouse > Inquiry Warehouse Requisition Status page displays "RESTOCK CHANGED IN FINANCE".

Lower grid:

The **Account Code** and **Description** fields are display only.

If the purchase order or the account code is reversed, REVERSAL is displayed in the **Reason** field. Once the requisition becomes a purchase order, the **Reason** field is the same as the **PO Reason** field. You can change the encumbrance reason if necessary.

Acct Per	The accounting period in which the encumbrance transaction was posted is displayed.
Encumbrance Amt	The amount of the encumbrance applied to the account 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.

❏ Click **Save**. A pop-up window opens with balance amounts prior to and projected for the transaction.

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

Reverse a purchase order:

You can reverse a purchase order in either the transaction or summary sections of the tab. The following rules apply to purchase order reversals:

- A purchase order number cannot be reused once it is reversed.
- Purchase orders created in the next accounting period can only be reversed in the next accounting period.

- Purchase orders created in the current accounting period can be reversed in either the current or next accounting period.

You cannot reverse or add new transactions once the PO balance amount is zero.

- In either the transaction or summary section, select an existing transaction to be reversed and click **Reverse**.
- In the transaction section, the **Original Amt** and the **Balance Amt** fields are set to zero.
- In the summary section, the **Account Balance** field is updated accordingly. The **Encumbrance Amt**, **Liquidated Bal**, and **Outstanding Amt** fields are also reset to zero.
- In the detail section, a new row with the same account code and description is added with a negative or positive amount in the **Encumbrance Amt** field.
- In the **User ID** field, the name of the user who entered the transaction is displayed.

❏ Click **Save**. A pop-up window opens with balance amounts prior to and projected for the transaction.

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

Change a vendor number:

Purchase orders that originated from Purchasing and Warehouse restock requisitions can be modified if the **Change PO Created by a Requisition** field is selected on the Finance > Tables > District Finance Options > Finance Options tab. If the vendor is changed on this tab, the vendor is changed in Purchasing and Warehouse.

- Select a purchase order and click **Change Vendor**. The Vendors pop-up window opens.
- Type data in the search fields to narrow the displayed search results.
- Click a vendor number. The Vendors pop-up window closes and the purchase order is populated with the new vendor number.

The vendor number can only be changed if no check transactions exist for the purchase order on the Check Processing - PO tab.

❏ Click **Save**.

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 new row.
Delete PO	Click to clear the page when the purchase order has not been saved yet but is no longer needed. The **Delete PO** button is not enabled when an existing purchase is retrieved.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Vendor Information

Use the Table of Contents to access a page.

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~~HIDEPAGE~~

Vendor Miscellaneous - FIN3000

Finance > Maintenance > Vendor Information > Vendor Miscellaneous

This tab is used to record bank information for each vendor doing business with the local education agency (LEA). If a vendor has bank information on file, the vendor can receive electronic payments via an electronic funds transfer (EFT). This information is also used for employee travel reimbursements.

Additionally, this tab allows you to assign category codes to specific vendors making it easy to sort and group vendors to meet your LEA's needs. The information listed on this tab is optional.

The vendor's assigned category codes are automatically populated in the **Bid Category** drop-down field on the Purchasing > Maintenance > Create/Modify Requisition and Warehouse > Maintenance > Create/Modify Inventory Restock Requisitions pages when a requisition is created for the vendor.

Retrieve or add vendor information:

Retrieve an existing record.	In the **Vendor** field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

❏ Under **Bank Information**:

Bank	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the Finance > Tables > Bank Codes tab. Select a bank code. If the bank code or name is not known, click ⋮ to select a bank from the Banks lookup or press the SPACEBAR to view a list of banks.
Bank Acct Nbr	Type the corresponding bank account number for the selected bank.
Bank Acct Type	Select the account type for the selected bank and bank account number. *2 Checking account* *3 Savings account*
PreNote	Select to generate a prenote to the bank.

❏ Click **Copy from Payroll** to copy the employee's bank information from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab.

Note: The **Copy from Payroll** functionality uses the Finance bank code and not the Payroll bank code. If the bank record (routing number) from Payroll does not exist in Finance, a new bank

record will be automatically added to the Finance > Tables > Bank Codes > Bank Codes tab. The bank record in Finance may be added with a different bank code than Payroll as it uses the next available bank code when adding the new record. If the employee does not have a bank record in Payroll, an error message is displayed.

- The vendor must have an **EFT Email** listed on the Vendor Name/Address tab to save the record.
- The bank information must have a zero **Bank Acct Amt**.
- This button only displays if the vendor and employee SSN records match. On the Finance > Maintenance > Vendor Information > Vendor Name/ Address tab, under **EIN/SSN**, the **Type** must be *SSN* and the **Number** must match the employee's **SSN** on the Personnel > Maintenance > Staff Demo > Demographic Information tab.

❑ Under **Category Information**:

The fields in this section are display only with the exception of the **Category Code**, but can be edited on the Tables > Vendor Categories page.

Category Code	Type the category code, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a category code. The category code must exist on the Tables > Vendor Categories page. If the category code is not known, click ⋮ . The Category Codes lookup is displayed. Select a category code from the list. Otherwise, click **Cancel**.
Category Description	The description of the selected category code is displayed.
Bid Category	Selected if the category code is identified as an active bid category.
Begin Date	The beginning effective date for the bid is displayed.
End Date	The ending effective date for the bid is displayed.

❑ Under **HUB Information**:

HUB Code	Type the three-digit HUB category code. Or, click ⋮ to select a code from the HUB Codes lookup. Only HUB codes with the **HUB** field selected on the Tables > Vendor Categories page are displayed.
HUB Description	The HUB category code description from the Tables > Vendor Categories page is displayed.

❑ Click **Save**.

Other functions and features:

Documents	View or attach supporting documentation.

Vendor Name/Address - FIN3000

Finance > Maintenance > Vendor Information > Vendor Name/Address

This tab is used to establish and maintain a file for each vendor doing business with the LEA. You can activate or deactivate a vendor, delete a vendor (if no outstanding transactions are pending), and maintain vendor status or eligibility for doing business with the LEA.

Retrieve or add a vendor name and address:

Add				
	Click to clear all fields and add a vendor.	OR	**Retrieve an existing record.**	In the **Vendor** field, begin typing the vendor name or number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. Click **Retrieve**. The vendor information is displayed. If the vendor number is not known, click **Directory**. The Vendors directory is displayed. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select a vendor name from the list. Otherwise, click **Cancel**.

Field	Description
Vendor Number	If **Use Automatic Vendor Number Assignment** is selected on the Tables > District Finance Options page, type the vendor's name and click **Save**. A vendor number is automatically assigned to the vendor based on the **Next Available Vendor Number** field on the District Finance Options page. If **Use Automatic Vendor Number Assignment** is not selected on the Tables > District Finance Options page, type a five-digit vendor number to be assigned to the vendor.
Active/Inactive	Click ⌄ to select whether or not this vendor is active. The default is set to **Active**. If the vendor is set to inactive, the record remains, but you cannot use it in posting data. If the field is set to **Inactive**, you can use the vendor name for transactions that were created prior to setting the flag (e.g., printing checks, reversals, changes).
Vendor Name	Type the name of the vendor. **Notes**: If the **Name** field from the **Remittance Address** section is blank, the **Vendor Name** field is populated to all unprocessed checks within all file IDs, and the checks will contain the newly updated vendor name. The **Name** field will replace the **Vendor Name** field unless the **Name** field is blank.
Vendor Sort Key	The vendor name is displayed unless you overwrite it.
Doing Business As	Type the DBA name if it is different from the vendor name entered above. This field is printed on all checks and 1099s, in addition to the vendor name. The vendor name is not printed on purchase orders if a DBA name exists.

Field	Description
Fed Code (SBIR)	Type a five-digit numeric code to identify if the vendor is a recipient of a Small Business Innovative Research award and possibly linked to other federal grants for reporting and compliance purposes.
Required Review in Req	Select if the vendor requires a review by the business office. A message is displayed when selected in the Purchasing application.
Contract Eligible	Select if the vendor is eligible for contracts.
Last Trans	The last transaction date is only updated when a PO, PA, or check transaction is created. This field does not normally display on a new vendor entry.

❑ Under **EIN/SSN**:

Type	Click ⌄ to select the EIN (employee identification number) or SSN (social security number). This selection determines the format that is displayed or printed on reports.
Number	The selected format (XXX-XX-XXXX for SSN or XX-XXXXXXX for EIN) in the **Type** field is displayed. If the field is not populated at the time the 1099-MISC is printed, this vendor is not included.

Note: The vendor can have an EIN or SSN without the **1099 Eligible** flag selected. However, for transactions to be selected and included on the FIN2050 - 1099 Report, the **1099 Eligible** flag must be selected. The **1099 Eligible** flag and the **EIN/SSN** must be populated for a 1099-MISC form to be printed.

❑ Under **Flags**:

1099 Eligible	Select to not require an EIN/SSN number until printing the 1099 form. This field does not have to be selected before creating transactions as transactions are collected based on 1099 eligibility and the object code table at the time Create 1099 Work File is run. If it is found that a vendor should have a 1099-MISC and the Create 1099 Work File has already been performed, you need to either recreate the 1099 work file or manually enter the transactions in the 1099 Record Maintenance page for the vendor.
Local Vendor	Select to indicate that the vendor is local. This field is selected by default.
Bid Eligible	Select to indicate that the vendor is eligible for bid processing. This field is selected by default.
Minority Owned	Select if the vendor is minority owned.

❑ Under **W9 Date**:

The W-9 is a federal IRS form required from all vendors with whom the district expects to do business of $600 or more and that qualify for 1099 eligibility within the year.

Mailed	Type the date in the MMDDYYYY format on which the W-9 form was mailed.
Received	Type the date in the MMDDYYYY format on which the vendor W-9 data is entered.

☐ Under **Local Use**:

1	Type any vendor information or comments. The field can be a maximum of 25 characters.
2	Type any vendor information or comments. The field can be a maximum of 25 characters.

☐ Under **CIQ**:

Form Received	Select if the Conflict of Interest Questionnaire (CIQ) form has been received.
Received Date	Type the date in the MMDDYYYY format on which the CIQ form was received.

☐ Under **Order Address**:

Address Line 1	Type the vendor point of contact or other address information.
Street Nbr/Name	Type the vendor's mailing or physical address. Use the apartment abbreviation (APT) or the suite abbreviation (STE) and number, if known.
City/State	Type the name of the city where the vendor's address is located. Click ⌄ to select the two-character state code.
Zip Code	Type the five-digit postal code for the delivery area.
+4	Type the four-digit code for the designation of the delivery route, if known.
Country	Type the country where the vendor's address is located. The field is optional and can be a maximum of 35 characters.

Notes:

- If a remittance address exists, it is used as the 1099 address; if there is no remittance address, the order address is used as the 1099 address.
- Click **Duplicate** to copy the data from **Order Address** to **Remittance Address**, all **Remittance Address** fields (except the **Name** field) must be blank.

☐ Under **Remittance Address**:

Name	Type the remittance vendor name that may be different from the actual vendor name. The field is optional and can be a maximum of 35 characters.
Address Line 1	Type the vendor point of contact or other address information.
Street Nbr/Name	Type the vendor's mailing or physical address. Use the apartment abbreviation (APT) or the suite abbreviation (STE) and number, if known.
City/State	Type the name of the city where the vendor's address is located. Click ⌄ to select the two-character state code.
Zip Code	Type the five-digit postal code for the delivery area.
+4	Type the four-digit code for the designation of the delivery route, if known.
Country	Type the country where the vendor's address is located. The field is optional and can be a maximum of 35 characters.

Note: If the **Name** field is blank, the **Vendor Name** field is populated to all unprocessed checks within all file IDs, and the checks will contain the newly updated vendor name. The **Name** field will replace the **Vendor Name** field unless the **Name** field is blank.

❏ Under **Numbers**:

Phone	Type the phone number in the standard format of (000) 000-0000. A six-digit extension is also allowed.
Fax	Type the fax number in the standard format of (000) 000-0000. A six-digit extension is also allowed.

❏ Under **Links**:

E-mail	Type the vendor's e-mail address in order to send information to the contact person as needed. The field can be a maximum of 45 characters.
E-mail	Click to send an e-mail using your default e-mail client. The To: e-mail address is populated if the **E-mail** field contains an e-mail address.
Internet	Type the vendor's web address. The field can be a maximum of 45 characters.
Internet	Click to go to the specified website using your default Internet browser.
EFT E-mail	Type the vendor's email address to send the vendor EFT payment information. The field can be a maximum of 45 characters.
EFT E-Mail	Click to open a new email message using your default email provider.

Note: The vendor's EFT email address is required prior to adding the vendor's bank information on the Vendor Miscellaneous page.

Comments	Click to open the Comments pop-up window. • Type your notes or other information that relates to the particular vendor on the page. • Click **OK** to save the comments and close the page, or click **Cancel** to close the page without saving the comments. A paperclip icon is displayed on the **Comments** button if comments exist for the selected vendor.

❏ Click **Save**.

Other functions and features:

Add	Click to add a vendor.
Delete	Click to delete a vendor.
Documents	View or attach supporting documentation.

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