

This process is in effect as of 1/17/08 Procurement Card Meeting until further procedural changes are deemed necessary.

PROCUREMENT CARD PAYMENTS

Edit Pre-Loaded PRC Documents for Fixed Asset Purchases Only

NOTE: Procurement card purchases will be loaded into Payment Request (PRC) documents in a Draft Phase by an interfacing process. The Document ID for procurement card PRC documents will begin with L48 and end in the name of the owner of the procurement card starting with his/her last name.

1. Select **Search:Document Catalog** from the Secondary Navigation Panel on the Home page. The “Document Catalog” page appears.
2. Search for the desired document, by entering the Search criteria for the document.

Document Identifier:

- Enter **PRC** (Payment Request) in the **Code**.
 - Enter the **department number** in the **Dept.**
 - Enter **L48*** in the **ID** field.
3. Select the **Browse** link or press **Enter**. The search results appear in the grid at the bottom section of the Document Catalog page.
 4. Select the **Underlined Document** link. The document appears in read-only mode.
 5. Select the **Edit** button at the bottom of the document. The PRC document appears in Edit mode.
 6. Select the **Expand arrow** to open the sub sections within the Header section of the PRC document.

NOTE: Only the required fields for input are addressed below. If the instructions do not address a field, no entry is required.

7. Select the **Vendor** section from the Secondary Navigation Panel. The Vendor section of the PRC document is displayed. It features a grid listing the vendor relevant to the payment as well as fields for vendor information.
8. Select the **Expand arrow** to open the sub sections within the Vendor section of the PRC document.
9. Enter the appropriate information in the fields indicated below for each sub section of the PRC document.

General Information:

- **Vendor Customer** is loaded from the interface, as defined on the Vendor/Customer 2 (VCUST2) table pick list.
- **Address Code** and **Vendor Contact ID** will automatically infer from the Vendor/Customer 2 (VCUST2) table if the field is left blank.

Disbursement Options:

- **Schedule Payment Date** will default the current date. If a different Schedule Payment Date is required, enter the desired date.

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- **Disbursement Priority** and **Disbursement Format** will automatically infer from the Vendor/Customer 2 (VCUST2) table.
10. Select the **Commodity** section from the Secondary Navigation Panel. The Commodity section of the PRC document is displayed. It features a grid listing the commodity line(s) relevant to the PRC document.
 11. Select the **Expand arrow** to open the sub sections within the Commodity section of the PRC document.
 12. Enter the appropriate information in the fields indicated below for each sub section of the PRC document.

General Information:

- The **Commodity V299** (Visa Purchase) is loaded from the interface. For a fixed asset purchase, change the Commodity to one of the following: 0241, 0242, 0243, 0244, 0245, 0246, 0247, 0249, or 0707.
- Select **Item** in the **Line Type** field.
- Enter the **Quantity**.
- Enter the **Unit of Measure**, as defined on the Unit of Measure (UOM) table pick list.
- Enter the **Unit Price**.

NOTE: For fixed asset purchases, the Commodity and Object codes must match.

Invoice Information:

- **Vendor Invoice Number, Vendor Invoice Line, and Vendor Invoice Date** are loaded from the interface.
13. Repeat above steps as necessary for additional commodity lines.
 14. On the Commodity section, to enter an accounting line(s) select the commodity line. A separate accounting line(s) exists for each commodity line. The accounting line(s) displays on a per commodity basis.
 15. Select the **Accounting** section from the Secondary Navigation Panel. The Accounting section of the PRC document is displayed. It features a grid listing the accounting line(s) relevant to the specific commodity.
 16. Select the **Expand arrow** to open the sub sections within the Accounting section of the PRC document.
 17. Enter the appropriate information in the fields indicated below for each sub section of the PRC document.

General Information:

- **AP01** (Authorize Normal Payment) is the **Event Type**, as defined on the Event Type (ETYP) table pick list. AP01 is the only Event Type available for the PRC document.
- Enter the **Line Description** if the PRC is for a Fixed Asset. Line Description will copy forward to the Fixed Asset Acquisition (FA) document.
- **Sub Total Line Amount** is the amount of the procurement card purchase.

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- If necessary, edit the **Budget FY** as it is the current budget fiscal year.
- If necessary, edit the **Check Description** as it will print directly on the warrant.

Fund Accounting:

- Verify the **Fund, Department, Unit, and Appr Unit**.
- The **Object** is *V299* (Visa Purchase) and **Sub Object** is *01*. Enter the correct **Object** and **Sub Object**.

NOTE: For fixed asset purchases, the Commodity and Object codes must match.

Detail Accounting:

- Enter the **Function** (Project number), if applicable.
 - Enter the **Program, Phase, and Program Period** (Grant number), if applicable.
18. Repeat steps as necessary for additional commodity and accounting lines listed on the PRC document. The Group Indicator (below the grid) may also be used to navigate between commodity line(s) and the corresponding accounting line(s). See the *Overview* User Guide on “Moving from the Accounting Section to the Commodity Code” for more information.
19. Select **Validate** at the bottom of the document. Correct errors and view warnings, if necessary.
- If all of the errors cannot be corrected, the document is placed in Draft Phase on the Document Catalog. The document number is shown at the top of the document. This number may be used to uniquely identify the document. See the *Overview* User Guide, “Searching for Documents in Document Catalog” for document retrieval information.
20. Select the **Posting** section from the Secondary Navigation Panel and review the posting lines.
21. Select **Submit** at the bottom of the document. View warnings, if necessary. If the user does not have authority to submit the document, proceed with appropriate notification to the next user for submittal.
- After the user/department approvals have been applied, the document is automatically routed to the appropriate SAO Group Worklist. If SAO rejects the document, the document is available in the User’s Worklist and Document Catalog. Once the user/department has corrected all of the errors and approves the document, it goes to the appropriate SAO Group Worklist again. This document posts after SAO applies approvals to finalize the document.
22. Select **Close** at the bottom of the document to exit the document.

NOTE: On the Fixed Asset Acquisition (FA) shell document generated from the PRC document, in the **Component** section under the **Acquisition Detail** sub section, enter the correct **Vendor**, as defined on the Vendor/Customer 2 (VCUST2) table pick list.. The Vendor must be changed from UMB to the actual vendor from which the fixed asset was purchased.

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PRC - 003- L4809062121RIEF_GERA-2- Modification- Final

Action Menu

Commodity

Commodity Line	Commodity	Quantity	Line Type
1	0242	10.00000	Item
2	0242	9.00000	Item
3	0242	30.00000	Item
4	0242	20.00000	Item
5	0242	10.00000	Item
6	0242	5.00000	Item
7	0242	1.00000	Item

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor 1: VC0030019434 >



General Information

Commodity :	0242	Received Service From Date :	03/03/2009
Stock Item Suffix :		Received Service To Date :	03/03/2009
Commodity Description :	DP,REPRODUCT OTH EQ	Tax Profile :	
Description :	4715629003000001	Procurement Card :	
Line Type :	Item	P-Card Expiration Date :	
Quantity :	10.00000	Account Number :	
Unit of Measure :	EA	Reconciliation Sequence :	
Unit Price :	\$29.99	Reconciliation Status :	
Discount Unit Price :	\$29.99	Receipt Date :	
Contract Amount :	\$0.00	Comments :	GLOBALSCAPE ON CuteFTP
Item Amount :	\$299.90		
Use Tax Amount :	\$0.00		
Total Tax Amount :	\$0.00		
Total Item Amount :	\$299.90		
Closed Amount :	\$299.90		

Reference

Commodity Ref Code :		Commodity Ref VL :	0
Commodity Ref Dept :		Commodity Ref CL :	0
Commodity Ref ID :		Ref Type :	Partial