P-Card Purchase Order Liquidation Instructions

Financials<Accounts Payable<Invoice Processing<Purchase Cards<Purchase Card Statements

P-Card Purchase Order Liquidation Instructions

Financials<Accounts Payable<Invoice Processing<Purchase Cards<Purchase Card Statements

1. Search



2. Select transaction

| К НОМЕ | : | | | | | | | | | Purchase | e Card Statem | ents - Munis [BIRD | VILLE ISD] | | | | |
|---|-------------------|---------------------------|--------------|------------------------|-------|--------|------------|---------------------------|-------------|----------|--|--|-------------------------|--------|-----------|------------------------------|------|
| Accept Cancel | Search | Browse | Add U | Delete | Print | PDF | X Excel | Word Email Schedule | U Attach | Notes | Audit Maplink[*] Alerts[*] | Transactions Transaction Search GL Allocations | Release Mass Release | Return | | | |
| Confirm | 9 | Search | | Actions | | Output | | Office | | Tools | ; | Men | u | | | | |
| Statement ID | | 0740 | | | | | | | | | | | | | | | |
| Statement ID | | 6710 | | | | | | | | | | | | | | | |
| Card Card number Name on card Dept | PURC 99PC | CHASING DEPAR | RTMENT | | | | | | | | | | | | | | |
| Statement Details | S | | | | | | | | | | | | | | | | |
| Code | | 070318 | | 🗃 Notes | | | | | | | | | | | | | |
| Status | [| New | 7 | | | | | | | | | | | | | | |
| GL year/period | | 2018 12 | | | | | | | | | | | | | | | |
| GL effective date | | 06/30/2018 | | | | | | | | | | | | | | | |
| Invoice date | | 06/30/2018 | | | | | | | | | | | | | | | |
| Total | | | 137.74 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Transactions | | | | | | | | | | | | | | | | | |
| Transactions Charg | ge Date | Import Date | e \\ | endor | 540 | | | ▲ Desc | ription | | | | | Bank | Fransacti | Amount Updated? | |
| Transactions Charg 06/27 | ge Date 7/2018 | Import Date 07/15/2018 | ə (\ | endor THE HOME DEPO | 540 | | | Leso | Sel | ect tra | insaction | n | | Bank | Fransacti | Amount Updated? 137.74 No | |
| Transactions Charg 06/27 | ge Date 7/2018 | Import Date 07/15/2018 | ə (\ | endor THE HOME DEPO | 540 | | | ▲ Desc | Sel | ect tra | insactio | n | | Bank | Fransacti | Amount Updated? 137.74 No | |

K K 3 of 3 > >

3. Update

| НОМЕ | | | Purch | ase Card Statements - M | unis (BIRDVILLE I | SD] > Transactio |
|--|---|---------------------------------------|-------------------------------------|-------------------------|---|------------------|
| Accept Jancel Search Search Confirm Se | Browse Query Builder Add Update Actions | Text file PDF Preview Output | Word Email Schedule Office | Notes Audit | Allocate By Code FA Detail Liquidate PO Menu | Return |
| Card and Statement | | | | | | |
| Card number | | | | | | |
| Current card holder | PURCHASING DEPARTMENT | | | | | |
| Name on card | PURCHASING DEPARTMENT | | | | | |
| Statement ID | 6710 | | | | | |
| Statement code | 070318 | | | | | |
| Transaction | | | | | | |
| Munis Transaction ID | 19209 😂 Notes | | | | | |
| Card holder for transaction | PURCHASING DEPARTMENT | | | | | |
| Vendor | 19 THE HOME DEPOT 54 | 0 | | | | |
| Charge description | 2. Enter PO# | | | | | |
| Commodity code | | | MCC code | | | |
| Charge date | 06/27/2018 | | | | | |
| Post date | 06/29/2018 | | ٨ | Transaction amount | | 137.74 |
| Import date | 07/15/2018 | | | | | |
| Allocation code | | | | | | |
| Contract | 😂 Contract | | | | | |
| PO year/number/line | | PO Liquidation | | | | |
| Document number | (글 Invoice | | | | | |
| Invoice number | 3. Enter invoice/receipt # | not available, cre | ate one to refere | nce your transaction | | |
| Last Change | | | | | | |
| No changes made since trans | action imported | | | | | |
| Allesstiens | - | | | | | |
| Anocations | | | | | | |
| T Account | | Description | 1 | Percent | Amount A | GL Bud |
| B 199-00-2010-0 |)-000-00- | ACI LIABIL | ITY ACCOUNT | 100.000 | 137.74 N | U |
| | | | | | | |
| | | | | | | |
| 1 | | | | | | |

4. Liquidate PO

| Image: Search Searc |
|---|
| Card number Current card holder PURCHASING DEPARTMENT Name on card PURCHASING DEPARTMENT Statement ID 6710 Statement code 070318 Transaction Munis Transaction ID 19209 © Notes Card holder for transaction PURCHASING DEPARTMENT Vendor 19 THE HOME DEPOT 540 Charge description POT 1805511 BUY BOARD XXX-XX Commodity code 66/27/2018 Post date 66/27/2018 Allocation code Contract PO year/number/line Contract PO year/number/line Cocument number Card number Card holder Contract PO year/number/line Contract Commodity code Contract PO year/number/line Contract PO year/number/line Contract Commodity code Commodity code Contract PO year/number/line Contract PO year/number/line Contract Commodity code Commodity code Commodity code Commodity code Contract PO year/number/line Contract PO year/number/line Commodity code Commodity code Commodity code Commodity code Contract PO year/number/line Contract PO year/number/line Commodity code Commodity c |
| Transaction Munis Transaction ID 19209 Provides Card holder for transaction PURCHASING DEPARTMENT Vendor 19 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code MCC code Charge date 06/27/2018 Post date 06/29/2018 Import date 07/15/2018 Allocation code Import date Contract PO Liquidation PO year/number/line PO Liquidation Document number Imvoice |
| Invoice number 12345 |

5. Select PO to liquidate



6. Update Allocations

| 🧩 ном | E | | | | | | Purch | hase Card S | itatements | - Munis [BIRD | VILLE ISC | D] > Trans | actions > | Liquidate | PO Line | | | |
|----------------|---------------------------|----------|--------|-----------------------------------|-------------|-----------------|------------------------|-------------|--------------|----------------------|----------------------|--------------------------|-------------------|-------------|---------|----|---|--|
| Accept Cancel | Search | er Add | Update | X Delete O Global * | Print Dervi | le XII Excel | Word Email | Attach | Notes Notify | 🖹 Audit 🔁 Maplial | Update / Return T | Allocations To Browse | Return | | | | | |
| Confirm | Search | | Actio | ns | Output | | Office | | Tools | | M | /lenu | | | | | | |
| PO Line | | | | | | | | | | | | PO Line A | mounts | | | | (| |
| PO Fiscal Year | 2018 | | | | | | | | | | | Quantity of | dered | | 1.0 | 00 | | |
| PO Number | 71805551 | | | | | | | | | | | Quantity re | ceived | | 1.0 | 00 | | |
| PO Line | 1 | | | | | | | | | • | | UOM | | | | | | |
| Dept | 510 | | | | | | 1. | Update | e Alloca | tions | | Unit price | i | | 5000.0 | 00 | | |
| Description | BLANKET PURCHASE | ORDER | | | | | | | | | | Line item t | otal | | 5000.0 | 00 | | |
| | FOR | JILDEN | ^ | | | | | | | | | Liquidated | amount | | 124.7 | 76 | | |
| | MAINTENANCE SUPPL | ES & | \sim | | | | | | | | | Cancelled | amount | | 0.0 | 0 | | |
| 0 | | | | | | | | | | | | Onon amo | unt | | 4075.0 | 24 | | |
| Commodity | | | | | | | | | | | | Open anio | unt | | 407.3.2 | | | |
| | | | | | | | | | | | | | | | | | | |
| Allocations | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| Seq T | Account | 051 00 | 510 | | | Desc | ription | 150 | | Line Amo | ount | Open / | Amount | GL Bud | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPL | IES | | Line Amo 5000 | ount 0.00 | Open / | Amount 1875.24 | GL Bud V | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPL | IES | | Line Amo 5000 | ount D.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPL | IES | | Line Amo 5000 | ount 0.00 | Open / | Amount 1875.24 | GL Bud V | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPL | IES | | Line Amo 5000 | ount 0.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPLI | IES | | Line Amo 5000 | ount 0.00 | Open / | Amount 1875.24 | GL Bud V | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPLI | IES | | Line Amo 5000 | ount 0.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | cription IER SUPPLI | IES | | Line Amo 5000 | ount 0.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | cription IER SUPPLI | IES | | Line Amo 5000 | ount 0.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | cription IER SUPPLI | IES | | Line Amo 5000 | 0.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | cription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud V | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTI- | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud V | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc OTH | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud V | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud U | | | | |
| Seq T 1 E | Account 199-51-6319-MS | -951-99- | 510- | | | Desc | ription IER SUPPLI | IES | | Line Amo 5000 | Dunt D.00 | Open / | Amount 1875.24 | GL Bud U | | | | |

7. Liquidate

| НОМЕ | Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions > Liquidate PO Line |
|---|---|
| Image: Confirm Image: Confir | Image: Word to the text of the text of the text of te |
| Continini Search Actions Output | |
| PO Line | PO Line Amounts |
| PO Fiscal Year 2018 | Quantity ordered 1.00 |
| PO Number 71805551 | Quantity received 1.00 |
| PO Line 1 | |
| Dent E10 | |
| | |
| Description BLANKET PURCHASE ORDER | Line item total 5000.00 |
| MAINTENANCE SUPPLIES & | Liquidated amount 124.76 |
| EQUIPMENT | Cancelled amount 0.00 |
| Commodity | Open amount 4875.24 |
| | |
| Allocations | A |
| 7 110 56(15115 | Description Line Amount Open Amount GL Rud |
| Seg T Account | |
| Seq T Account | |
| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
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| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
| Seq T Account 1 E 199-51-6319-M5-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
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| Seq T Account 1 E 199-51-6319-M5-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |
| Seq T Account 1 E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES 5000.00 4875.24 U |

8. Accept

| 🌾 но | ME | Purchase Card Staten | nents - Munis [BIRDVII | LLE ISD] > Transactions > Liqu | uidate PO Line | |
|-------------------|--|--|--|--------------------------------|----------------|--|
| Accept Confirm | Query Builder 1. Accept Actions X Delete © Global Duplicate Duplicate Curry Builder Curry Builder Duplicate | t file t file Excel triew Excel Conffice Word Email Schedule | Notes 🖹 Audit Notify 🔁 Maplink* 1 Alerts* Tools | J eturn | | |
| PO Line | | | | PO Line Amounts | | |
| PO Fiscal Yea | ar 2018 | | | Quantity ordered | 1.00 | |
| PO Number | 71805551 | | | Quantity received | 1.00 | |
| PO Line | 1 | | | UOM | | |
| Dept | 510 | | | Unit price | 5000.00 | |
| Description | BLANKET PURCHASE ORDER | | | Line item total | 5000.00 | |
| | FOR MAINTENANCE SUPPLIES & | | | Liquidated amount | 124.76 | |
| | EQUIPMENT | | | Cancelled amount | 0.00 | |
| Commodity | | | | Open amount | 4875.24 | |
| | | | | | | |
| | | | | P-card liquidation quantity | 0.03 | |
| Allocations | | | | | | |
| Seq T | Account | Description | Line Amoun | t Open Amount GL B | ud | |
| 1 E | E 199-51-6319-MS-951-99-510- | OTHER SUPPLIES | 5000.00 | 0 4875.24 U | | |
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| P-card trans | action allocations have been updated, and will show when the current w | indow is closed. | | | | |
| | | | | | | |

9. Fully Liquidate PO Option

| 🌾 но | ME | | | Purchase C | ard Statements - | - Munis (BIRD) | (ILLE ISD] > Transactions > Liq | quidate PO Line | | |
|---------------|---------------------|-------------|--|---|---|--|--|---------------------------|--------|--|
| Accept Canc | el Search | Add Update | X Delete G Global* Print PDF Print Preview Print Corporation | X Word Excel Schedule | Notes | Audit 😥 Audit 🔛 Audit | Return | | | |
| PO Line | Search | Action | ns Output | Office | TOOIS | | PO Line Amounts | | | |
| PO Eiscal Yea | ar 2018 | | | | | | Quantity ordered | | 1.00 | |
| PO Number | 71805551 | | | | | | Quantity received | | 1.00 | |
| PO Line | 1 | | | | | | UOM | | | |
| Dept | 510 | | | | | | Unit price | 500 | 00.00 | |
| Description | BLANKET PURCHASE OF | RDER | | | | | Line item total | 500 | 00.00 | |
| | FOR | <u>^</u> | | | | | Liquidated amount | 12 | 24.76 | |
| | EQUIPMENT | ·5 α 🗸 | | | | | Cancelled amount | | 0.00 | |
| Commodity | | | | | | | Open amount | 487 | 75.24 | |
| | | | | | | | | | | |
| | | | | | | | P-card liquidation quantity | | 0.03 | |
| Allocations | | | | | | | | | | |
| Seq T | Account | | | Description | | Line Amo | nt Open Amount GL I | Bud | | |
| 1 6 | 199-51-6319-MS-9 | 951-99-510- | | | Fully | Liquidate | PO Option | | ⊗ | |
| | | | | There is a rema There are no a Do you wish to | aining open amo dditional lines on fully liquidate th | unt of 4737.5 a the PO with e PO? Yes |) on this PO line. open amounts, and no invoice | es for this PO exist in p | proof. | |
| | | \wedge | Select NO if yo | u have mo | ore than | one tra | insaction for th | his PO. | | |
| | | | | | | | | | | |
| | | | Select YES if th | is is the Of | NLY tran | sactio | n for this PO. | | | |
| | | \sim | | | | | | | | |
| | | | If no, you will s | elect YES | on the la | ast trar | saction for this | s PO. | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |

P-card transaction allocations have been updated, and will show when the current window is closed.

10. Close PO Option



P-card transaction allocations have been updated, and will show when the current window is closed.

11. Return

| Accept Cancel Can | Q Image: Browse Image: Construction of the second sec |
|---|---|
| Card and Statement Card and Statement Card and Statement Current card holder PURCHASING DEPARTMENT Name on card PURCHASING DEPARTMENT Statement ID 6710 Statement Code 070318 Transaction ID 19209 Potes Card holder for transaction PURCHASING DEPARTMENT Vendor 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXXXX Commodity code Charge date 06/27/2018 Post date 06/27/2018 Allocation code Contract PO year/number/line 2018/71805551/1 PO Liquidation Document number 12345 | Search Actions Output Office Tools |
| Card number Current card holder PURCHASING DEPARTMENT Name on card PURCHASING DEPARTMENT Statement ID 6710 Statement code 070318 Transaction Munis Transaction ID 19209 PNotes Card holder for transaction PURCHASING DEPARTMENT Card holder for transaction PO 71805551 BUY BOARD XXXXX Commodity code Charge date 06/27/2018 Allocation code Contract PO year/number/line 2018/71805551/1 PO Liquidation PO Yaudition NOTE: If you liquidated a P-Card PO that PO# will populate in the PO year/number/line. Please be sure this matches you PO#. | ement |
| Current card holder PURCHASING DEPARTMENT Name on card PURCHASING DEPARTMENT Statement ID 6710 Statement code 070318 Transaction Transaction ID 19209 Protes Card holder for transaction PURCHASING DEPARTMENT Vendor 199 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code Charge date 06/27/2018 Post date 06/27/2018 Allocation code Contract PO year/number/line 2018/71805551/1 PO Liquidation Document number Invoice Invoice Invoice number Invoice Invoic | |
| Name on card PURCHASING DEPARTMENT Statement ID 6710 Statement code 070318 Transaction ID 19209 © Notes Card holder for transaction PURCHASING DEPARTMENT Card holder for transaction PURCHASING DEPARTMENT Vendor 19 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code MCC code Charge date 06/27/2018 Transaction amount Post date 06/29/2018 Transaction amount Import date 07/15/2018 NOTE: If you liquidated a P-Card PO that PO# will populate in the PO year/number/line. PO year/number/line 2018/71805551/1 © PO Liquidation Import is invoice Document number 12345 Is invoice Sure this matches you PO#. | older PURCHASING DEPARTMENT |
| Statement ID 6710 Statement code 070318 Transaction ID 19209 Card holder for transaction PURCHASING DEPARTMENT Vendor 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code Charge date 06/27/2018 Post date 06/29/2018 Import date 07/15/2018 Allocation code PO year/number/line 2018/71805551/1 Document number 12345 | PURCHASING DEPARTMENT |
| Statement code 070318 Transaction ID 19209 Notes Card holder for transaction PURCHASING DEPARTMENT Vendor 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code MCC code Charge date 06/27/2018 MCC code Post date 06/29/2018 Transaction amount Import date 07/15/2018 NOTE: If you liquidated a P-Card PO year/number/line 2018/71805551/1 PO Liquidation PO that PO# will populate in the PO year/number/line. Please be sure this matches you PO#. Invoice number 12345 12345 12345 | 6710 |
| Transaction Munis Transaction ID 19209 Image: Notes Card holder for transaction PURCHASING DEPARTMENT Vendor 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code MCC code Charge date 06/27/2018 Transaction amount Post date 06/22/2018 Transaction amount Import date 07/15/2018 NOTE: If you liquidated a P-Card Allocation code Import date NOTE: If you liquidated a P-Card PO year/number/line 2018/71805551/1 Import date PO that PO# will populate in the PO year/number/line. Please be sure this matches you PO#. Invoice number 12345 Import date Import date | Je 070318 |
| Munis Transaction ID 19209 Notes Card holder for transaction PURCHASING DEPARTMENT Vendor 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code Charge date 06/27/2018 Post date 06/29/2018 Import date 07/15/2018 Allocation code Contract PO year/number/line 2018/71805551/1 PO Liquidation Document number 12345 | |
| Card holder for transaction PURCHASING DEPARTMENT Vendor 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX MCC code Charge date 06/27/2018 Post date 06/29/2018 Import date 07/15/2018 Allocation code Contract PO year/number/line 2018/71805551/1 Document number Invoice Invoice Post | ction ID 19209 🖨 Notes |
| Vendor 19 THE HOME DEPOT 540 Charge description PO 71805551 BUY BOARD XXX-XX Commodity code MCC code Charge date 06/27/2018 Transaction amount Post date 06/29/2018 Transaction amount Import date 07/15/2018 NOTE: If you liquidated a P-Card Allocation code Contract NOTE: If you liquidated a P-Card PO year/number/line 2018/71805551/1 E PO Liquidation PO year/number/line. Please be sure this matches you PO#. Invoice number 12345 12345 Sure this matches you PO#. | r transaction PURCHASING DEPARTMENT |
| Charge description PO 71805551 BUY BOARD XXX-XX Commodity code MCC code Charge date 06/27/2018 Transaction amount Post date 06/29/2018 Transaction amount Import date 07/15/2018 NOTE: If you liquidated a P-Card Allocation code Contract PO year/number/line PO year/number/line 2018/71805551/1 Contract PO Liquidation Document number 12345 Invoice sure this matches you PO#. | 19 THE HOME DEPOT 540 |
| Commodity code Charge date O6/27/2018 Post date O6/29/2018 Import date O7/15/2018 Allocation code Contract PO year/number/line 2018/71805551/1 PO Liquidation Document number Invoice number 12345 MCC code MCC code Transaction amount Transaction amount NOTE: If you liquidated a P-Card PO that PO# will populate in the PO year/number/line. Please be sure this matches you PO#. | ption PO 71805551 BUY BOARD XXX-XX |
| Charge date 06/27/2018 Post date 06/29/2018 Import date 07/15/2018 Allocation code Import date Contract Import date PO year/number/line 2018/71805551/1 Document number Importe Invoice number 12345 | ide MCC code |
| Post date 06/29/2018 Transaction amount Import date 07/15/2018 Allocation code Import date NOTE: If you liquidated a P-Card PO that PO# will populate in the PO year/number/line PO year/number/line 2018/71805551/1 Import PO Liquidation Import PO year/number/line. Please be sure this matches you PO#. Invoice number 12345 Import PO Import PO | 06/27/2018 |
| Import date 07/15/2018 Allocation code Import date Contract Import date PO year/number/line 2018/71805551/1 Document number Import date Invoice number 12345 | 06/29/2018 Transaction amount 13 |
| Allocation code Contract PO year/number/line Document number Invoice number 12345 NOTE: If you liquidated a P-Card PO that PO# will populate in the PO year/number/line. Please be sure this matches you PO#. | 07/15/2018 |
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| PO year/number/line 2018/71805551/1 PO Liquidation Document number Image: Constraint of the second s | PO that PO# will populate in the |
| Document number Invoice number 12345 sure this matches you PO#. | per/line 2018/71805551/1 PO Liquidation PO year/number/line. Please be |
| Invoice number 12345 | |
| | nber 😰 Invoice sure this matches you PO#. |
| Last Change | nber 2345 sure this matches you PO#. |
| The Liquidated PO Line was changed to 2018/71805551/1 by Ayala, Erika. | mber ar 12345 sure this matches you PO#. |
| Allocations | mber ar 12345 1 PO Line was changed to 2018/71805551/1 by Ayala, Erika. |
| T Account Description Percent Amount A GLI | mber ar 12345 1 PO Line was changed to 2018/71805551/1 by Ayala, Erika. |
| E 199-51-6319-MS-951-99-510- OTHER SUPPLIES 100.000 137.74 N U | mber ar 12345 d PO Line was changed to 2018/71805551/1 by Ayala, Erika. Account Description Percent Amount A GL Bud |

12. Attach Documents and release

| HOME | | | | Purchase Card Statement | s - Munis [BIRDVILLE ISD] | |
|---|------------------|--------------------------------------|------------------------------|--|---|-------------------------------|
| Accept Cancel S Confirm | Search Ear | wse ery Builder Ada | Update Colobat Actions | Text file Image: Constraint of the second secon | ransactions Release 2. Release ransaction Search Mass Release L Allocations Arrent More • Menu | 2 |
| Statement ID Statement ID | | 6710 | | 1. Attach receipt, pac | king slip, and any other docume | nts |
| Card | | 0/10 | | | | |
| Card number | | | | | | |
| Name on card | PURCHA | ING DEPARTME | NT | | | |
| Statement Details | 99PC . | Purchasing | | | | |
| Code | 070 | 18 | 🗃 Notes | | | |
| Status | Nev | ∇ | | | | |
| GL year/period | 2 | 18 12 | | | | |
| GL effective date | 06/ | 0/2018 | | | | |
| Invoice date | 06/ | 137 | 74 | | | |
| Total | _ | 157. | 14 | | | |
| Transactions | | | | | | |
| Transactions Charge | je Date | Import Date | Vendor | ▲ Description | Bank Transacti | Amount Updated? |
| Transactions Charge 06/27/ | je Date /2018 | Import Date 07/15/2018 | Vendor THE HOME DEPOT 540 | ▲ Description PO 71805551 | Bank Transacti | Amount Updated? 137.74 Yes |
| Transactions Charge 06/27/ | Je Date /2018 | Import Date 07/15/2018 | Vendor THE HOME DEPOT 540 | Follow these instructi they are all allocated y | Bank Transacti ons for each transac you will release for a | Amount Updated? 137.74 Yes |
| Transactions Charge 06/27/ Workflow My Approval | IS | Import Date 07/15/2018 Approve | Vendor THE HOME DEPOT 540 | Description PO 71805551 Follow these instructi they are all allocated v <u>Attachment Warning 4 The are no attachments on this statement, and there are some transactions which do not h </u> | Bank Transacti ons for each transac you will release for a | Amount Updated? 137.74 Yes |