

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

4. Accept

Purchase Card Statements - Munis [BIRDVILLE ISD]

1. Search

2. Enter department/campus #

3. Select "New"

Statement ID

Statement ID

Card

Card number

Name on card

Dept 99pc ...

Statement Details

Code

Status New

GL year/period

GL effective date

Invoice date

Total

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
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2. Select transaction

Purchase Card Statements - Munis [BIRDVILLE ISD]

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Statement ID

Statement ID 6710

Card

Card number [REDACTED]
Name on card PURCHASING DEPARTMENT
Dept 99PC Purchasing

Statement Details

Code 070318 Notes
Status New
GL year/period 2018 12
GL effective date 06/30/2018
Invoice date 06/30/2018
Total 137.74

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540			137.74	No

1. Select transaction

Workflow

My Approvals Approve Reject Forward Hold Approvers

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3. Update

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1. Update

3. Accept

Return

Card and Statement

Card number [REDACTED]

Current card holder PURCHASING DEPARTMENT

Name on card PURCHASING DEPARTMENT

Statement ID 6710

Statement code 070318

Transaction

Munis Transaction ID 19209

Card holder for transaction PURCHASING DEPARTMENT

Vendor 19 THE HOME DEPOT 540

Charge description **2. Enter PO#**

Commodity code MCC code

Charge date 06/27/2018

Post date 06/29/2018

Import date 07/15/2018

Allocation code

Contract

PO year/number/line

Document number

Invoice number **3. Enter invoice/receipt #** If not available, create one to reference your transaction

Last Change

No changes made since transaction imported

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U

4. Liquidate PO

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions

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Allocate By Code FA Detail Liquidate PO Return

Card and Statement

Card number: [REDACTED]

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: PO 7180551 BUY BOARD XXX-XX

Commodity code: [REDACTED] MCC code: [REDACTED]

Charge date: 06/27/2018

Post date: 06/29/2018 Transaction amount: 137.74

Import date: 07/15/2018

Allocation code: [REDACTED]

Contract: [REDACTED] Contract

PO year/number/line: [REDACTED] PO Liquidation

Document number: [REDACTED] Invoice

Invoice number: 12345

Last Change

The Charge Description was changed to PO 7180551 by Ayala, Erika.

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
B	199-00-2010-00-000-00-000-	ACI LIABILITY ACCOUNT	100.000	137.74	N	U



1. Liquidate PO

5. Select PO to liquidate

Purchase Card Statements - Munis [BIRDVILLE ISD] > Transactions > PO Lines Available to Liquidate

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2. Accept

PO Fiscal Yr	Number	PO Line	Dept	Item Description	Ordered Amount	Ordered Qty	UOM	Open Amount	Open Qty
2018	71805551	1	510	BLANKET PURCHASE ORDER FOR	5000.0	1.0		4875.24	0.0

1. Select PO to liquidate

PO NOT LISTED?	
Problem	Solution
Transaction(s) amount exceed PO amount	Complete a Purchase Order Change Order Form to increase PO amount
Vendor # on PO does not match vendor # on transaction	Contact Purchasing Specialist to update vendor #
PO has more than 1 line	Contact Purchasing Specialist
PO # starts with a number other than 4	Contact Purchasing Specialist
Other	Contact Purchasing Specialist

Search / Filter

Record 1 of 1

9. Fully Liquidate PO Option

Purchase Card Statements - Munis [BIRDEVILLE ISD] > Transactions > Liquidate PO Line

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Confirm Search Actions Output Office Tools

PO Line		PO Line Amounts	
PO Fiscal Year	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 FOR MAINTENANCE SUPPLIES & EQUIPMENT	Line item total	5000.00
Commodity		Liquidated amount	124.76
		Cancelled amount	0.00
		Open amount	4875.24
		P-card liquidation quantity	0.03

Allocations						
Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

Fully Liquidate PO Option

There is a remaining open amount of 4737.50 on this PO line. There are no additional lines on the PO with open amounts, and no invoices for this PO exist in proof. Do you wish to fully liquidate the PO?

Select NO if you have more than one transaction for this PO.

Select YES if this is the ONLY transaction for this PO.

If no, you will select YES on the last transaction for this PO.

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

10. Close PO Option

Purchase Card Statements - MUNIS [BIRKVILLE ISD] > Transactions > Liquidate PO Line

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Confirm Search Actions Output Office Tools

PO Line		PO Line Amounts	
PO Fiscal Year	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 FOR MAINTENANCE SUPPLIES & EQUIPMENT	Line item total	5000.00
Commodity		Liquidated amount	124.76
		Cancelled amount	0.00
		Open amount	4875.24
		P-card liquidation quantity	0.03

Allocations						
Seq	T	Account	Description	Line Amount	Open Amount	GL Bud
1	E	199-51-6319-MS-951-99-510-				

Close PO Option

There are now no lines on the PO with open amounts, and no invoices for this PO exist in proof. Do you wish to close the PO?

Select YES on last transaction for PO. This will close PO in Munis.

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

11. Return

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Return

Card and Statement

Card number [REDACTED]
 Current card holder PURCHASING DEPARTMENT
 Name on card PURCHASING DEPARTMENT
 Statement ID 6710
 Statement code 070318

Transaction

Munis 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 [REDACTED] MCC code [REDACTED]
 Charge date 06/27/2018
 Post date 06/29/2018 Transaction amount 137.74
 Import date 07/15/2018
 Allocation code [REDACTED]
 Contract [REDACTED]
 PO year/number/line 2018/71805551/1
 Document number [REDACTED]
 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#.

Last Change
 The Liquidated PO Line was changed to 2018/71805551/1 by Ayala, Erika.

Allocations

T	Account	Description	Percent	Amount	A	GL Bud
E	199-51-6319-MS-951-99-510-	OTHER SUPPLIES	100.000	137.74	N	U

1. Return

12. Attach Documents and release

Purchase Card Statements - Munis [BIRDVILLE ISD]

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1. Attach receipt, packing slip, and any other documents

2. Release

Statement ID
Statement ID 6710

Card
Card number [REDACTED]
Name on card PURCHASING DEPARTMENT
Dept 99PC Purchasing

Statement Details
Code 070318 Notes
Status New
GL year/period 2018 12
GL effective date 06/30/2018
Invoice date 06/30/2018
Total 137.74

Charge Date	Import Date	Vendor	Description	Bank Transacti...	Amount	Updated?
06/27/2018	07/15/2018	THE HOME DEPOT 540	PO 7180551		137.74	Yes

★ Follow these instructions for each transaction. Once they are all allocated you will release for approvals.

Attachment Warning
The are no attachments on this statement, and there are some transactions which do not have attachments. Do you wish to continue?
4. Click "Yes"

Yes No

Workflow
My Approvals Approve Reject
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