Elementary Schools
Schoolbooks
Purchasing Card Transactions

Use this procedure to record Purchasing Card transactions that have been made.

This procedure views Purchasing Card transactions as just another form of payment to a vendor. A Purchasing Card transaction is recorded as though it were a manual check, but with a distinct check numbering sequence so as to not conflict with the paper check numbering sequence. This method ties the transaction to the vendor, which allows for faster resolution of vendor inquiries.

Note: SchoolBooks uses the same entry screen to issue manual checks and to void checks. This procedure treats Purchasing Card transactions as manual check entries, but with a distinct check numbering sequence. It is recommended that checks being issued, checks being voided, and Purchasing Card transactions be entered in separate "batches", such that each batch prints on a separate Manual/Void Check Journal – checks issued in one batch, checks voided in another batch, and Purchasing Card transactions in a third batch.

When to Record
Ideally, Purchasing Card transactions should be recorded on the same day the transaction occurs, so that the balance of the affected activity account reflects that a portion of the balance has been spent.
Practically, Purchasing Card transactions should be recorded after the SAF Purchasing Card statement for the week has been downloaded from Commerce Bank and the amount to be debited from the school's bank account is known.

Recording in SchoolBooks

1. Click the "Manual/Void Check Entry" button or make this selection from the "Entry" drop-down menu. The "Manual/Void Check Entry" window opens.

2. Bank Code "C" should be indicated. If not, use the magnifying glass and select the bank code that corresponds to the checking account.

3. Tab to the "Check Number" field and enter the transaction number. Purchasing Card transactions should be denoted as PCxxxxx, where xxxxx is a numerical sequence. Example: the school's first Purchasing Card transaction will be PC00001, the second will be PC00002, etc. You will need to keep track of this numbering sequence so that there are no gaps in the numbering sequence (just as with the paper checks).

4. Tab to the "Date" field and enter the Checking Account statement date as the date the "check" was issued.

5. Tab to the "Amount" field and enter the amount of the transaction.

6. Tab to the "Vendor Number" field.

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    a. Use the magnifying glass to open the "Vendor Lookup" window.

    b. Select the vendor from whom the purchase was made, and press the Tab key.

        1) If the vendor is NOT listed (refer to your printed Vendor Listing to make sure the vendor doesn't already exist), click "Cancel" and you will be returned to the "Manual/Void Check Entry" window.

        2) Type in a vendor number (refer to the <u>Vendor Number Parameters</u> section of the Creating a New Vendor procedure).

        3) Press the Tab key and the "Add a New Vendor" window will appear.

        4) Click "Yes" and the "Vendor Maintenance" window appears.

        5) Fill in applicable vendor information and click "Accept" when done. *Hint: The only <u>required</u> information for a vendor is the vendor number and name.*

7. You will be automatically returned to the "Manual/Void Check Entry" window; the vendor's name should now appear in the "1. Header" tab.

8. Click on the "2. Detail" tab and complete (at the minimum) the following fields:

    a. "Inv #" -- this will be the actual invoice number being paid, OR, if no invoice is available, any type of invoice description you wish to use (such as the date on the Purchasing Card transaction receipt, in mmddyy format).

    b. "Purpose" – a detailed description of the purpose of the transaction.

    c. "Amount" – the transaction amount.

    d. "Inv Date" – the date the transaction occurred, i.e., the date on the charge slip.

    e. "GL Acct" – the activity account from which the funds are being disbursed.

9. Click "OK". The transaction will appear in the large white field.

10. Click "Accept".

11. You may continue to enter the remaining Purchasing Card transactions that have occurred since the last time you performed this process.

12. After you have clicked on "Accept" for the final transaction, click "Cancel".

13. You will be asked, "Do you want to print the Manual/Void Check Journal?" Click "Yes".

14. At the next window click "Print" and wait for the journal to print.

15. The next window asks "Did the Manual/Void Check Journal print OK, and is the data correct?" If the journal looks okay (printed cleanly, data is correct), click "Yes".

16.   The next window asks "Do you want to UPDATE the Manual/Void Check Journal?" Click "Yes".

17.   A small window appears indicating "Update Complete". The transactions you entered are now posted to the GL accounts you specified.

18.   Make a notation on the Manual/Void Check Journal that it has been posted/updated, and file it in your monthly transactions/reports file.

Hint: The check entries will not post until you: 1) print a Manual/Void Check Journal and 2) answer "Yes" to update the journal.

PROCESS COMPLETE