



ADDY NOTES



Linking PCard Transactions to Multiple-line Purchase Orders

Follow the steps in this Addy Note to link a PCard transaction to a typical, multiple-line Purchase Order (PO) (Figure 1). To properly link the transactions, you must select the appropriate PO line and schedule numbers on the **Purchase Details** page. You may want to have two separate browser windows open in UCF Financials while you link the transactions, so you can tell which PO line to associate with a PCard charge.

You *must* enter a **PO Line** and **PO Sched.** If you do not enter the appropriate PO line and schedule numbers, the system will split the PCard transaction to equal the number of lines on the PO. If you enter the incorrect line and numbers, *do not save* the changes.* Instead, exit out of the **Reconcile Statement** page and follow the steps below.

If you save without including the PO line and schedule numbers, the transaction amount will be split automatically into a multi-line purchase order. This will be **irrevocable. You will not be able to revert to a single-line purchase order.*

Purchase Order Inquiry							
Purchase Order							
Business Unit RFD01				PO Status Dispatched			
PO ID RFD0000009				Budget Status Valid			
Header							
PO Date 09/20/2016				Backorder Status Not Backordered			
Supplier Name ALERT_SECU-001				Receipt Status Not Recvd			
Supplier ID 0000030070				Supplier Details			
Buyer Brian Michael Sargent				Hold From Further Processing			
PO Reference				Amount Summary			
View Printable Version				Merchandise 129.97			
Header Details				Freight/Tax/Misc. 0.00			
All RTV				Total 129.97 USD			
Matching				Encumbrance Balance 129.97 USD			
Activity Summary							
Header Comments...							
Document Status							
Actions							
Lines							
Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		SEASON 1 TV SHOWS FOR BREAKROO	52160000	1.0000	EA	39.99 USD	Approved
2		SEASON 2 TV SHOWS FOR BREAKROO	52160000	1.0000	EA	39.99 USD	Approved
3		SEASON 3 TV SHOWS FOR BREAKROO	52160000	1.0000	EA	49.99 USD	Approved

Fig. 1. Typical, Multiple-line Purchase Order



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Step	Action										
1.	<p>Select the check box next to the PCard transaction that you wish to link to the PO.</p> <div data-bbox="310 548 1154 957" style="border: 1px solid black; padding: 5px;"> <p>Reconcile Statement</p> <p>Procurement Card Transactions</p> <p><input type="checkbox"/> Run Budget Validation on Save</p> <hr/> <p>Bank Statement</p> <p>Transaction Billing [icon]</p> <table border="1"> <thead> <tr> <th></th> <th>Trans Date</th> <th>Merchant</th> <th>Card Issuer</th> <th>*Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07/01/2016</td> <td>PREP, INC</td> <td>BOFA</td> <td>Staged</td> </tr> </tbody> </table> </div>		Trans Date	Merchant	Card Issuer	*Status	1	07/01/2016	PREP, INC	BOFA	Staged
	Trans Date	Merchant	Card Issuer	*Status							
1	07/01/2016	PREP, INC	BOFA	Staged							
2.	<p>Click the Purchase Details link.</p> <div data-bbox="310 1052 756 1398" style="border: 1px solid black; padding: 5px;"> <p>9 <input type="checkbox"/> 06/30/2016 BEST BUY MHT 0000571</p> <hr/> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</p> <p>Search Purchase Details</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p> </div>										



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3. On the **Purchase Details** page, enter the PO number in the **PO ID** field.

ProCard Purchase Order

Line 1
 Merchant WARMART.COM 8009666546
 City 800-966-6546
 State AR
 Country USA

Purchase Order

*Business Unit UCF01

PO ID

PO Line

PO Sched

4. Select the appropriate **PO Line** and **PO Schedule** numbers based on the information from the PO. As this note mentioned earlier, if you have two browser windows open, you can easily ascertain which PO line to associate with the PCard charge.

ProCard Purchase Order

Line 1
 Merchant WARMART.COM 8009666546
 City 800-966-6546
 State AR
 Country USA

Purchase Order

*Business Unit UCF01

PO ID

PO Line

PO Sched

5. Click the **OK** button.* The PCard transaction will now be properly linked to the PO, and the ChartField information of the PCard transaction will now match that of the linked PO.

Do not save without including the PO Line and PO Sched. If you don't include this information, the transaction amount will be split automatically into a multi-line purchase order. This will be **irrevocable. You will not be able to revert to a single-line purchase order.*