

ExacTrac and eProcurement Catalog Orders



ExacTrac is a way for the University to pay for eProcurement Catalog orders using a one-time use virtual credit card number. The vendor receives the electronic purchase order for the catalog items purchased through the ePro Show Me Shop. The PO contains a credit card number for the vendor to charge the merchandise to. This credit card number is set to allow the vendor to charge up to the amount of the purchase order and no more. The vendor does not need to send the University an invoice for payment.

Accounts Payable does not have to process a voucher. Since the majority of the catalog orders were previously processed using employees' purchasing cards, this will relieve the burden of extra invoice/voucher processing on Accounts Payable. After the vendor processes the credit card transaction, the information is sent to Procurement through a new piece of our current pcard reconciliation software, PaymentNet. The system automatically matches the payment with the appropriate purchase order. The charges then feed on a daily basis to the General Ledger.

Since these payments are not being processed as vouchers we needed to find a way for departments to be aware of the payments. We also needed to find a way to release the encumbrances that were created by the purchase orders. The next few pages address the specifications for how departments are able to view the transactions and associate them with the proper purchase order. An overwhelming majority of the ePro catalog orders are processed in their entirety and do not require multiple payments. The decision was made to close the order to release all encumbrances when the first ExacTrac payment for a purchase order is processed. IF an order requires additional payments or credits they can be made without any problem. The transaction is posted to the General Ledger as a journal entry so it does not rely on the order being open. There should be a minimal number of these transactions.

ePro catalog purchase orders began utilizing this option with Fisher Scientific on October 6th. After a few weeks of piloting with Fisher, we are ready to start adding additional vendors. We are working to have all ePro vendors added to this process around the beginning of Calendar year 2009. Notifications will be added to the Show Me Shop as each vendor is added to the process. Catalog orders sent to vendors before they have been added to this process will continue to be paid through the traditional invoice/voucher process.

ExacTrac Info on MIS Web Pages

ExacTrac transactions are credit card transactions that go to the General Ledger in a feed similar to the current pcard transactions. These feeds happen daily.

This is a sample of how the payment transaction appears. It is very similar to our current pcard transaction. For ExacTrac transactions, the description information is fed as: 10-digit PO number, space, Trans Date MM/DD, space, 13 characters of Merchant Name. The PO number appears as a hyperlink and can be used to access the PO inquiry screen within the MIS reports. Source codes are CEP, KEP, REP, and SEP and indicate the campus processing the journal and the fact that the transaction is to pay for an ePro catalog order.

DataSource: F02H00000007 Error: alexanderj, Permission level: 1 Security DataSource: univwtest.

DETAIL INCOME STATEMENT

*Depts.: C0705002 *Business Unit: COLUM *Fiscal Year: 2009 *Month: Current *YTD,PTD,or ALL: Fiscal Year to Date

*Budget Level: Budget Level 1 Funds: 0000 Stat: Report: 1-Fund,Deptid.

*Run Report to Excel? **Please be patient. Click once, wait for results.**

Journal Lines Posted to: Bus Unit:COLUM Fiscal Year:2009 Month: 3 Account:730000 Fund:0000 Dept:C0705002

Journal Id	Date	Account	Fund	Deptid	Program	Project	Class	Amount	Source	Line Ref	Desc	Stat	Stat Amt
0006041408	09/11/2008	730000	0000	C0705002	0	00	0	30.94	CEP	02840782	00004641208/30 CDW GOVT INC		0.00
0006041394	09/02/2008	730000	0000	C0705002	0	00	0	121,740.00	CEP	02840782	00004640608/30 CDW GOVT INC		0.00
0006041395	09/02/2008	730000	0000	C0705002	0	00	0	51,604.00	CEP	02840781	00004640708/30 DELL COMPUTER		0.00

The line reference will eventually link to the detail feeder information. We currently do not have this information. When the detail feed is completed we will include the additional custom fields used for ExacTrac.

This is the sample of the PO screen in the MIS Web Applications. You are able to hyperlink to this page from the description on the ExacTrac payment. A list of all the ExacTrac Payments for a catalog PO are listed at the bottom of the PO screen.

PO ID: 000046412

PO Date: 11-Sep-2008 **Requestor:** [Dunn, Ken R](#)
Req ID: 0000048067 **PO Total:** \$195.80 **Ship to Addr:** C01460
RFO ID: **Buyer:** Dept Catalog Purchase Lowry Hall-Rm 00211
 HONORS COLLEGE

CDW GOVT INC
[0100003563-1](#) 75 REMITTANCE DR
 STE 1515
 CHICAGO, IL 60675-5273

Ln-Schd: 1-1 Qty: 1.0000 UOM: EA Price: \$195.80 Ext Amt: \$195.80 Due Dt: 11-Sep-2008

Tripp Lite Smart Digital LCD UPS 1500VA (Special price; until 9/30/08)

Dist Ln	Loc	Acct	Fund	Deptid	Dept Name	Prog	Proj ID	Class	GL Unit	Dist %
1	C00077	730000	0000	C0705002	EVA J'S	0	00	0	COLUM	100.00

ExacTrac Payment Data

Tran Date	Tran ID	Account	Fund	Deptid	Program	Project	Class	Amount	Jrnl ID
30-Aug-2008	0006041408	730000	0000	C0705002	0	00	0	\$30.94	0006041408

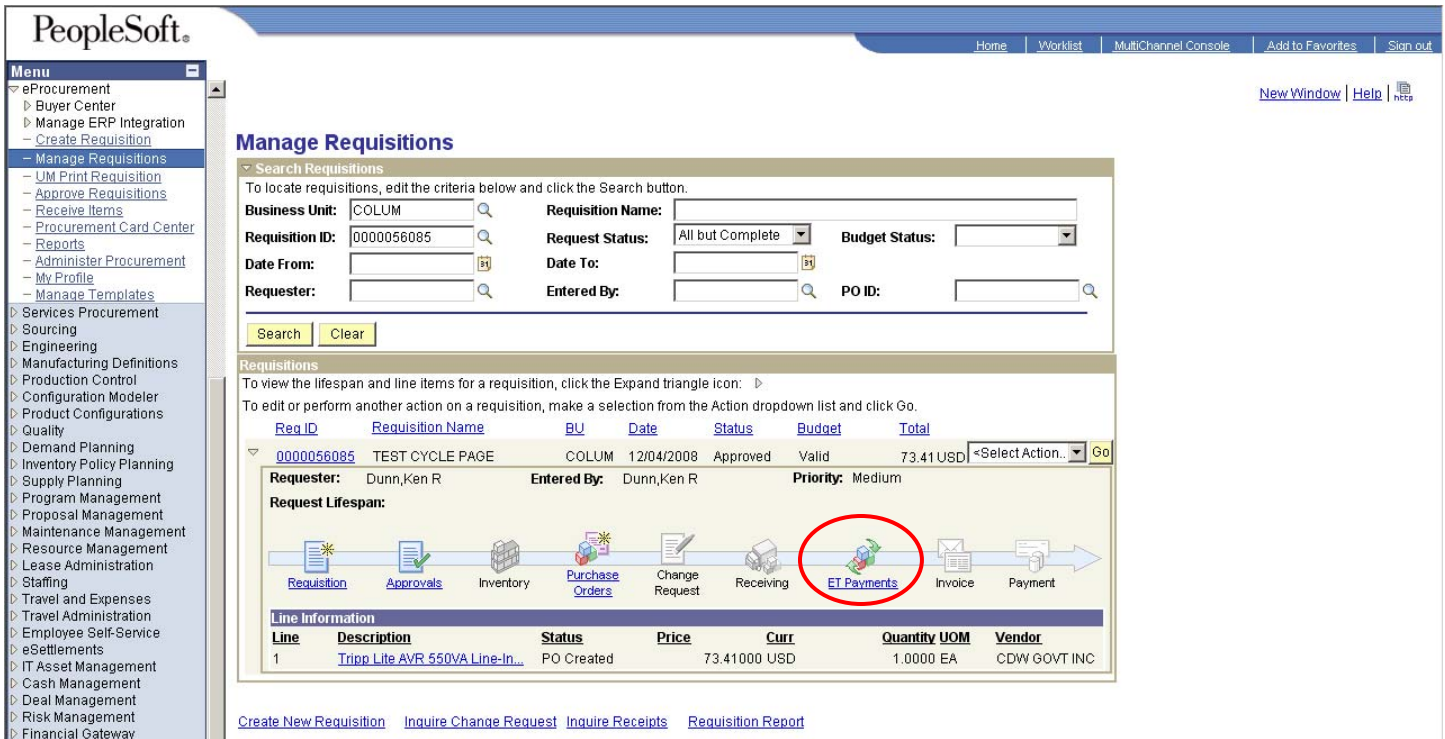
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ExacTrac Info on PeopleSoft Pages

There are two places in PeopleSoft that we feel is important to be able to view ExacTrac payments for an order. This first one focuses on the information available to the end users when using the Manage Requisitions option in eProcurement.

Manage Requisitions provides the screen below to view documents/transactions associated with the lifespan of the requisition. The ET Payments link shows a list which includes date, dollar amount of transaction and the chartfields charged.

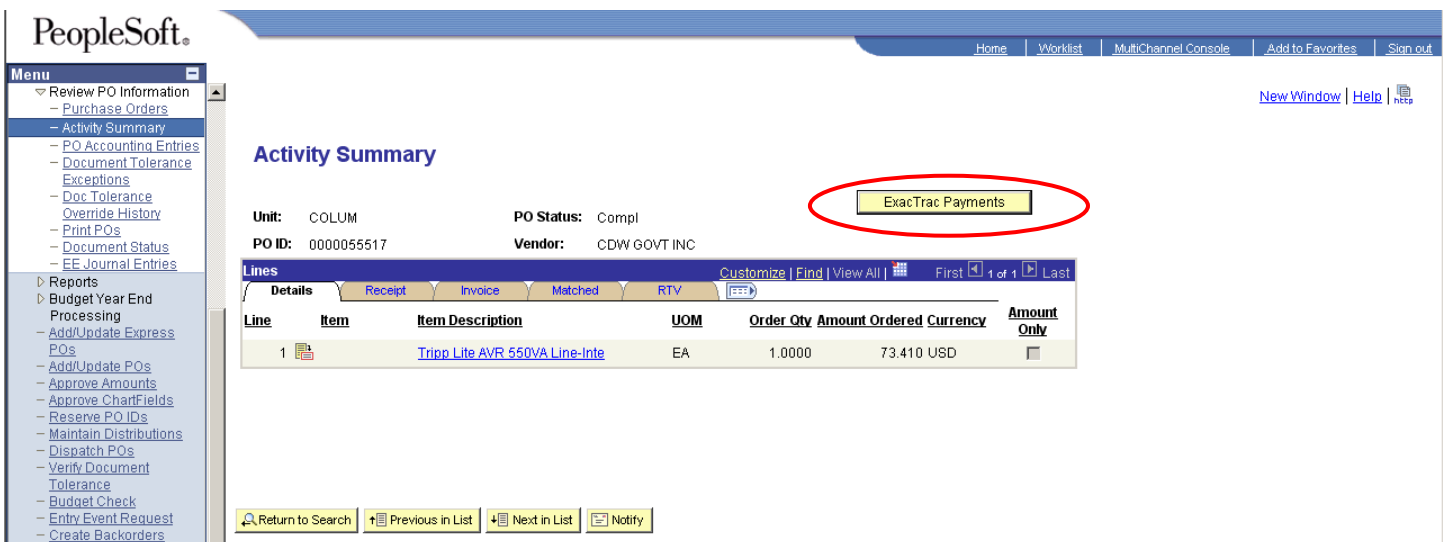


The screenshot shows the 'Manage Requisitions' page in PeopleSoft. The left-hand menu is expanded to 'Manage Requisitions'. The main content area includes a search form for requisitions, a table of requisitions, and a detailed view of a requisition's lifecycle. The lifecycle diagram shows steps from Requisition to Payment, with 'ET Payments' highlighted by a red circle. Below the lifecycle, a 'Line Information' table is visible.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000056085	TEST CYCLE PAGE	COLUM	12/04/2008	Approved	Valid	73.41 USD

Line	Description	Status	Price	Curr	Quantity	UOM	Vendor
1	Tripp Lite AVR 550VA Line-In...	PO Created	73.41000	USD	1.0000	EA	CDW GOVT INC

The second place allows both departments and Procurement to review the Activity Information linked to a Purchase Order. Click on the ExacTrac Payments button to view a list with the date, dollar amount of transaction, and the chartfields charged for all ExacTrac payments associated with the catalog PO.



The screenshot shows the 'Activity Summary' page in PeopleSoft. The left-hand menu is expanded to 'Activity Summary'. The main content area displays details for a purchase order, including a table of lines. A button labeled 'ExacTrac Payments' is highlighted with a red circle.


Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Tripp Lite AVR 550VA Line-Inte	EA	1.0000	73.410	USD	

This is an example of the page seen after clicking on the ET Payments hyperlink in the requisition lifespan from Manage Requisitions or the ExacTrac Payments button from the PO Activity Summary.

PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- ▾ eProcurement
 - Buyer Center
 - Manage ERP Integration
 - Create Requisition
 - Manage Requisitions
 - UM Print Requisition
 - Approve Requisitions
 - Receive Items
 - Procurement Card Center
 - Reports
 - Administer Procurement
 - My Profile
 - Manage Templates
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning


[New Window](#) | [Help](#) | 

ET Payments

ExacTrac Payment Information

Business Unit COLUM **PO Number** 0000055517 [Return to Manage Requisitions](#)

Business Unit	Journal ID	Journal Date	Jrnl Ln	UnPost Sequence	Monetary Amount	Account	Department	Fund Code	Class Field	Program	Project	Merchant Name
1 COLUM	0006433418	12/04/2008	2	0	\$73.410	730000	C0705002	0000	0	0	00	CDWGOVTINC

Customize | Find | View All |  First 1 of 1 Last

ExacTrac Advantages

- No invoices to be processed by Accounts Payable. Eliminates need for departments to be involved when vendor sends invoice to wrong location.
- No reconciliation by department until verification at Income Statement review. Chartfield information on requisition is used during auto reconciliation process.
- Vendors process payments when orders are shipped and transactions are fed to General Ledger the day after they are received from the bank. Departments do not have to wait to see charges post to their accounts.
- Credits can be received and linked to a purchase order even if the order is closed since transactions are fed as journal entries.
- Procurement staff follows up on any order still outstanding after 30 days.
- Eliminates the ability for a vendor to charge more than contract prices for total PO.