

# 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 6<sup>th</sup>. 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
<a href="#">0006041408</a>	09/11/2008	730000	0000	C0705002	0	00	0	30.94	CEP	02840782	<a href="#">00004641208/30</a> CDW GOVT INC		0.00
<a href="#">0006041394</a>	09/02/2008	730000	0000	C0705002	0	00	0	121,740.00	CEP	02840782	<a href="#">00004640608/30</a> CDW GOVT INC		0.00
<a href="#">0006041395</a>	09/02/2008	730000	0000	C0705002	0	00	0	51,604.00	CEP	02840781	<a href="#">00004640708/30</a> 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	<a href="#">0006041408</a>	730000	0000	C0705002	0	00	0	\$30.94	0006041408

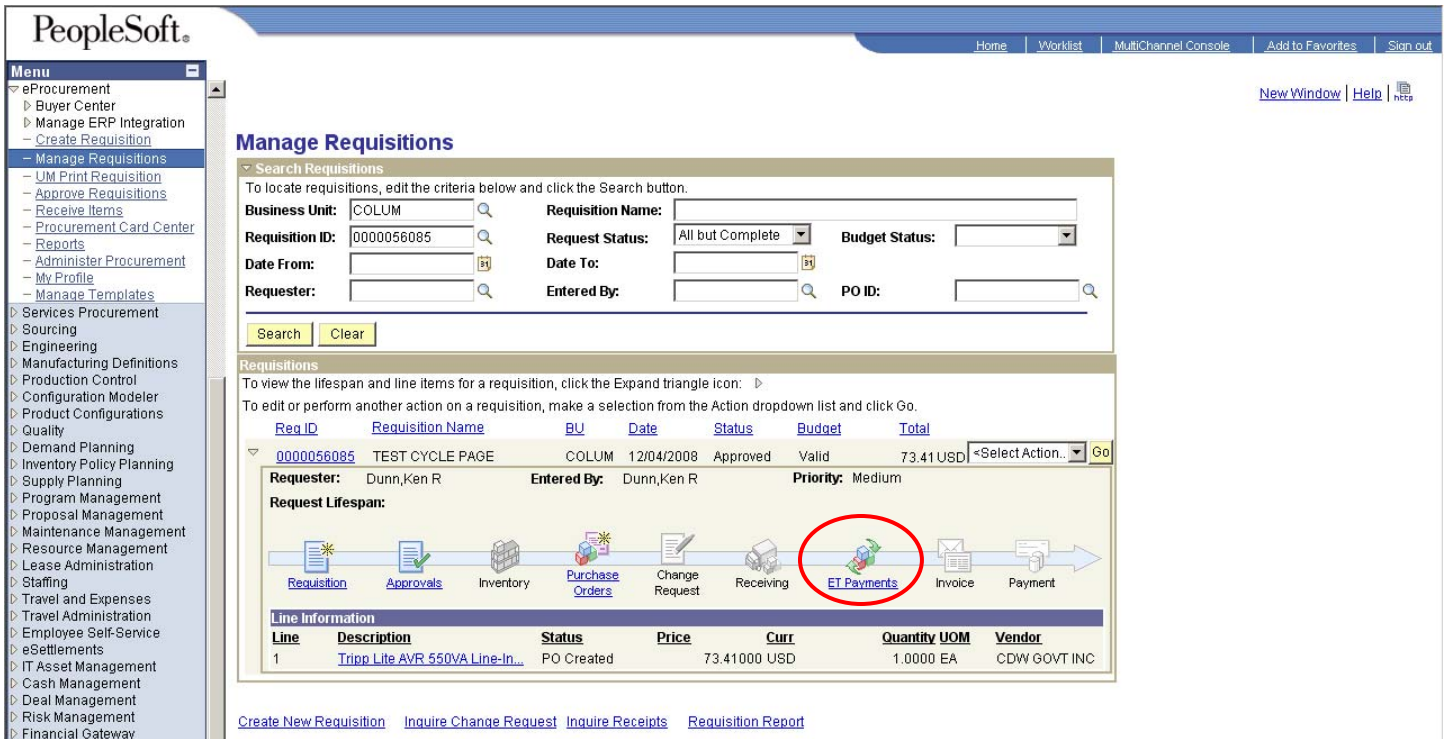
[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logout](#) | [Message of the Day](#) | [Feeder Upload Doc](#)

© copyright 2008 © University of Missouri - All Rights Reserved

# 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 specific requisition. In the detailed view, a process flow diagram is shown with 'ET Payments' highlighted by a red circle.

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: COLUM Requisition Name: Request Status: All but Complete Budget Status: Requester ID: 0000056085 Date From: Date To: Requester: Entered By: PO ID:

Search Clear

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon: To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000056085	TEST CYCLE PAGE	COLUM	12/04/2008	Approved	Valid	73.41 USD	<Select Action..> Go

Requester: Dunn, Ken R Entered By: Dunn, Ken R Priority: Medium

**Request Lifespan:**

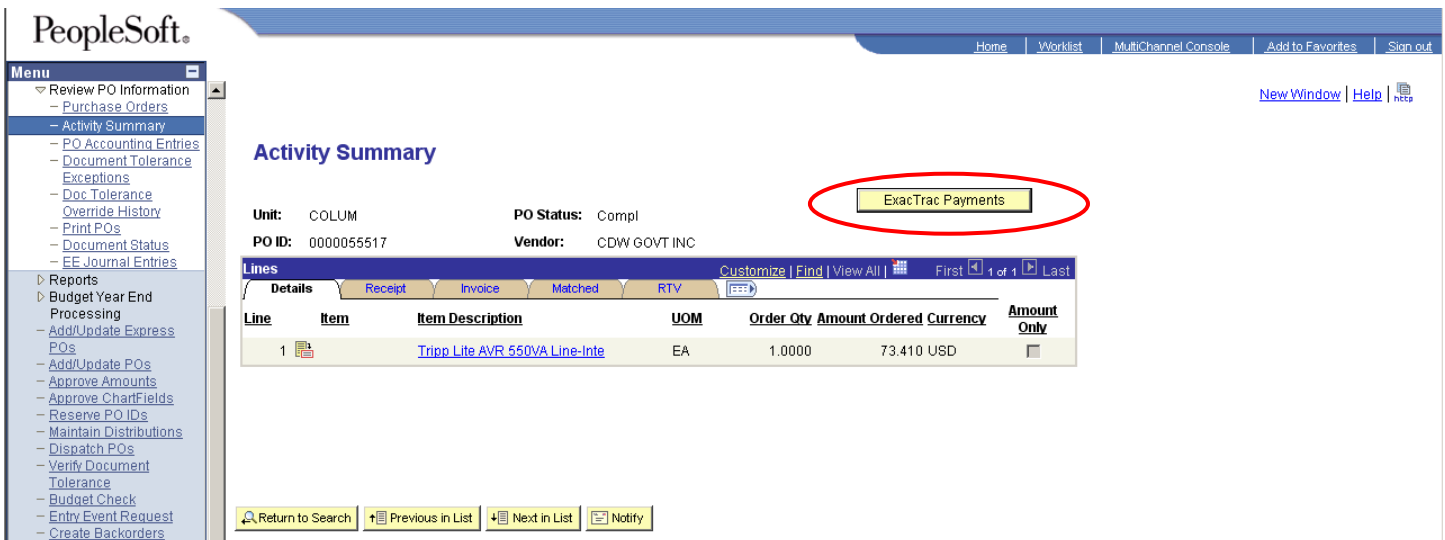
Requisition Approvals Inventory Purchase Orders Change Request Receiving **ET Payments** Invoice Payment

**Line Information**

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

Create New Requisition Inquire Change Request Inquire Receipts Requisition Report

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 includes a summary of the purchase order and a table of lines. A button labeled 'ExacTrac Payments' is highlighted with a red circle.

**Activity Summary**

Unit: COLUM PO Status: Compl Vendor: CDW GOVT INC PO ID: 0000055517

ExacTrac Payments

**Lines**

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	


Return to Search Previous in List Next in List Notify

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.

## ExacTrac Payment Configuration

One credit card number is supplied per order. When the supplier charges against the credit card number they charge an amount. They do not charge for a line item. Some vendors can pass what is referred to as level III detail, which will include line description information but this comes as an addendum for informational purposes. It does not change how MasterCard processes the transaction.

Pcard transactions show up with a default chartfield and departments split as they see fit. ExacTrac catalog orders eliminate the back end reconciliation by using the chartfield information supplied on the original requisition. This allows for a feed to happen on a daily basis, allowing departments to review their expenses on a timelier basis.

Approximately 98% of orders are paid in full when the charge is received from the vendor. A small number of orders are shipped in stages, if an item happens to be backordered. Since a charge is placed against an order and not a line item, charges are prorated against an entire order. If a requisition is split funded then you will see all lines charged a portion of the transaction each time a shipment/charge is made. Once the entire order has shipped, each line should be charged out at its full amount. Below is an example of how this would work.

PO – A0123456789

<u>Line #</u>	<u>Description</u>	<u>Amount</u>	<u>Chartfield</u>
1.	Item one	\$20	A11111
2.	Item two	\$30	A22222
3.	Item three	\$50	A33333

**PO Total - \$100**

If the entire order is shipped and charged, as 98% of orders are, then the department will see three charges on the income statement; \$20 to chartfield A11111, \$30 to chartfield A22222, and \$50 to chartfield A33333.

If the item is shipped in pieces, for example item three is shipped and then a week later items one and two are shipped, then you will see the following entries.

\$50 is charged after line 3 is shipped, which in this case equates to 50% of an order.

- \$10 charge to chartfield A11111
- \$15 charge to chartfield A22222
- \$25 charge to chartfield A33333

\$50 is charged after lines 1 and 2 are shipped, which equates to the remaining 50% of the order.

- \$10 charge to chartfield A11111

\$15 charge to chartfield A22222

\$25 charge to chartfield A33333

Vendors are prohibited from charging more than an order's total amount so a chartfield should never be charged more than anticipated. There have been a few cases where a vendor is running a special and the amount charged is less than originally anticipated. Since vendors can charge only against an order the discount is applied as a discount against the order, not a particular line item.

Departments may need to make adjustments to chartfield entries via JE if an item is returned, the order was split funded, and a credit is received. Credits use the same formula as a charge. If a \$50 credit was received against the order above each chartfield would have a 50% credit applied to it. Again, this is because a vendor does not charge or credit a line item, when the information is sent to MasterCard for processing it is for a charge or credit against an order. Our backend programs then look at the purchase order for the chartfield information and prorate accordingly.