IV-FN-5-A

Managing Purchase Cards, Credit Cards and Vendor EFT

Infinite Visions > Purchasing & Payables

OVERVIEW

There are many benefits of using purchase cards at a district, including better tracking of what was spent, allowing for emergency type purchases, and reducing the amount of paper that comes along with the purchase order process. However, using purchase cards comes with its own challenges. Infinite Visions® helps with these challenges by offering a streamlined process for importing and tracking purchase card purchases. While this process was made with purchase cards in mind, it can be used for credit card purchases as well.

Infinite Visions is doing everything we can to help turn your office into a paperless office. With this in mind, we also offer a Vendor EFT interface for paying vendors electronically and a method for submitting vendor payments via a Direct Deposit ACH file.

PURCHASE CARD / CREDIT CARD PAYMENTS

The process described below works within your existing Purchasing & Payables product. This process will work for any vendor that offers the ability to export transactions to Excel.

Setup

SECURITY OPTIONS

1. Security > User Security

    a. Controls what account codes are used on purchase card transactions.

☑ Allow Add Blanket PO Line

PURCHASING & PAYABLES

1. Identify vendors as P-Card/EFT Payees.
2. Understand and create a file that meets the format required by Infinite Visions.

Column	Field Name	Condition
A	VendorRemitName	Must match the remit name in Vendor Maintenance.
B	PCardID	The PCardID must match the **Purchase Card Vendor ID** on the Vendor Maintenance > E-Procurement Information tab.
C	AlternatePayeeName	It must match the **Remit Name** in Vendor Maintenance. The **P-Card/EFT Payee** field must be selected on the Vendor Maintenance > E-Procurement Information tab.
D	InvoiceNumber	(Optional) Imported invoice numbers longer than 20 characters will be truncated.
E	InvDate	(Optional) If left blank, the system auto-fills with today's date.
F	PONumber	Open Blanket POs only. PO must exist in the system.
G	Groupcode	(Optional)
H	CheckGroup	(Optional)
I	DAC	(Optional)
J	Is1099	If the invoice is 1099 reportable, enter Yes, No, or leave blank. If Yes, fill in the **1099Box** also.
K	1099Box	Include this field if the **Is1099** field is Yes. (i.e. Misc 7)
L	Description	
M	PartNo	(Optional) Imported part numbers longer that 15 characters will be truncated.
N	Unit	
O	Quantity	Field cannot be zero or blank.
P	UnitPrice	
Q	AccountCode	The account code can be entered with or without delimiters.
R	Sales Tax	(Optional)
S	Freight	(Optional)

Processing Purchase Card / Credit Card Payments

PURCHASING & PAYABLES

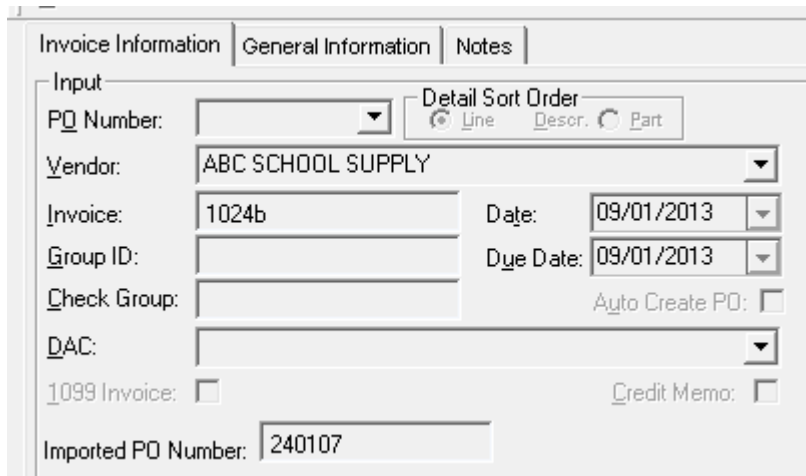1. Set up a Blanket PO for each card issued.

Note This encumbers the amount of money each purchase card has been "pre-approved" to spend so that your budget reports are always as accurate as possible.

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2. Import transactions into the Import Invoices from File menu item.

3. Review / Edit the imported records, as necessary.

4. Create Invoices.

INTEGRATION THROUGHOUT IVEE

Purchasing & Payables

1. Related Purchase Order (if applicable)

    a. A line will be added to the Purchase Order to reduce the Blanket PO by the amount of the imported invoice.

2. Invoice Processing

General Ledger

In Transaction Inquiry > Journal Detail, you can view the **Imported PO Number** for all related transactions.

Fixed Assets

When importing assets from Purchasing & Payables, the imported PO number will populate into the **P.O. Number** field in Asset detail, when applicable.

Reports

The following reports will display the imported PO number in the **PO Number** field when applicable:

- Purchasing & Payables Reports
  - Vendor Invoice History
  - Invoice Journal Detail
- General Ledger Reports
  - General Ledger Report Writer GL Report and GL Report with Budget Adjustments
  - Trial Balance with Summary Report
  - On Demand Reports – GL Report and GL Report with Budget Adjustments
- iVisions Web Portal Reports
  - GL Report

VENDOR EFT

Tyler Technologies partnered with Commerce Bank to provide a method for you to submit vendor payments electronically while still providing the important *check stub* detail vendors require to process payments appropriately.

The process described below does require a separate license key. Commerce Bank typically picks up the initial setup fees and the first year license key fee; however, all subsequent years are the district's responsibility.

Setup

PURCHASING & PAYABLES > VENDOR MAINTENANCE

1. Export Vendors for EFT

2. Import Vendors for EFT

3. Identify EFT Vendor as **P-Card/EFT Payee**. This is done in Vendor Maintenance on the E-Procurement Tab when editing a vendor.

Processing EFT Payments

1. When adding invoices, select **P-Card/EFT Payee**.

2. When creating a voucher choose the **Non Check Batch** option.

NOTE After choosing the option **Non Check Batch**, an additional option will become available to **Post in Vendor Detail**. Selecting this will create an 'Other Disbursement' transaction for each vendor paid on this voucher to facilitate with bank reconciliation.

3. After posting the voucher, select the option to **Create EFT File**. This will create the file that then needs to be sent to Commerce Bank so they can distribute the payments to the vendors appropriately.
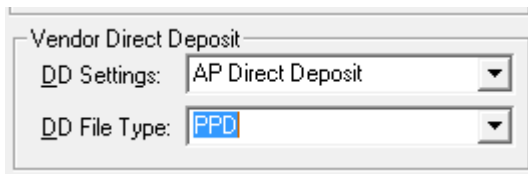
VENDOR DIRECT DEPOSIT

Vendor direct deposit is available in your current product and does not require an additional license key or any additional costs. Vendor direct deposit was created with the thought that this could be used to submit employee reimbursement payments in a manner in which your employees are used to being paid – direct deposit, however all vendors can be paid via vendor direct deposit.

Vendor direct deposit creates an ACH file that is submitted to your bank in the same process as the Payroll direct deposit file.

Setup

PURCHASING & PAYABLES > CONFIGURATION

1. ACH File Settings > Actions > Save Direct Deposit Template

2. Purchasing & Payables Default Settings

    a. Apply Direct Deposit Template

    b. Determine the file type to be created

NOTE Check with your bank to determine the file type they require. Typically, vendor direct deposit files require a CCD ACH file type. However, if you are primarily using this to pay employees for non-payroll related items; your bank may prefer a PPD file type.

PURCHASING & PAYABLES > VENDORS

1. Add Vendor Direct Deposit Information

NOTE You can link employee direct deposit information from Payroll to the vendor direct deposit information set up here if the employee – vendor link exists in Vendor Maintenance. To link vendors and employees, use the actions item available in Employee Maintenance or make sure that the SSN in Vendor Maintenance matches the SSN for the employee in Employee Maintenance.

Because SSN is used as the link between employees and vendors, you can control who has access to view and edit the SSN in Vendor Maintenance via a security option in Security > User Security.

Processing Vendor Direct Deposit

1. The Purchasing process is completed as normal.

2. Create an Invoice as you normally would.

3. When creating a voucher choose the options **Non Check Batch** and **Direct Deposit Batch.**

   a. When you do this, the list of available vendors will be filtered to only those set up for direct deposit.

4. After posting the voucher, select the option to **Create Direct Deposit File.**

   a. Create the direct deposit file for upload to your bank.

   b. Choose to print paper receipts for distribution to the vendors being paid.

   c. Choose to email receipts to the vendors paid on the voucher.

Capital City School District #1
1234 East Main Street
PO Box 1234
Capital City, OR 12345-1234

DIRECT DEPOSIT RECEIPT

DEPOSIT DATE: 10/9/2013

DIRECT DEPOSIT AMOUNT: ***One Thousand Fifty and 00/100*** Dollars

$1,050.00

ACE HANDYMAN SERVICES
PO BOX 5632
CAPITAL CITY, IV 85001-1400

NON - NEGOTIABLE

DEPOSIT TO ACCT #   XXXX3232

Invoice	Purchase Order	Voucher	Amount
12345	0	1076	$700.00
12346	0	1076	$100.00
12347	0	1076	$250.00