Pre-Transaction Log

Chapter 2
Pre-Transaction Log

Section Objectives

At the end of this section, you should be able to:

- Enter planned purchases into the Pre-Transaction Log manually
- Enter planned purchases into the Pre-Transaction Log using a Copy feature
- Enter single and multi-line Pre-Transaction logs
- Enter Pre-Transaction logs for expected credits
- Query existing Pre-Transaction logs
Pre-Transaction Log

The Pre-Transaction Log is used to record planned PCard purchases.

- Using the Pre-Transaction Log is optional
- If you choose not to use it, you would still record your purchases via a paper log

The advantages to recording your planned purchases electronically are two-fold:

- You and any Auditor of your card can view your planned purchases within the PCard application
- You can automate the process of redistributing PCard charges by copying information directly from the Pre-Transaction Log into the Transactions screen

There are two ways to enter information in the Pre-Transaction Log screen

- Manual Process
- Copy Transaction feature
Pre-Transaction Log: Manual Process

You are going to use your PCard to renew professional membership dues. Create a log to record this planned purchase including the account to which charges will be redistributed.

Manually enter this information into the *Pre-Transaction Log*.

1. Navigate to the *Pre-Transaction Log* window

   ![Pre-Transaction Log Window](Image)

   N → Transactions → Pre-Transaction Log
   Pre-Transaction Log

2. Open *PCard Pre-Transactions*
3. Accept the *Account Title* default

4. Enter *Transaction Name*
   - Membership Dues
     
     Use this field to identify individual transactions

     You can use a maximum of 30 characters

     The first 12 characters of the *Transaction Name* field appear on the *Level Reports* in the *Description* field

     The first 11 characters of the *Vendor* field also appear on the *Level Reports* in the *Description* field

5. Enter *Vendor*
   - American Political Science Association
Pre-Transaction Log: Manual Process

6. Enter the purchase Date (defaults to current date)
   - 10-OCT-14

7. Select Entry Status
   - Defaults to Current

8. Enter the $ Amount of the PCard order
   - 154.00

9. Click on the More button and add the following description
   - Annual Dues for Dr. Garrett
10. Position the cursor in the Item Name field in the Pre-Transaction Items region

11. Enter Item Name (or click Copy Item as Transaction to fill in line information automatically)
   - Membership Dues

12. Enter (optional) Tracking #
   - ######

   NOTE: This field is primarily for the use of Facilities Management and it does not display on Level Reports or PCard Reports

13. Enter Quantity
   - 1

14. Enter UOM or use the LOV icon from the toolbar to see the choices
   - Annual

15. Enter Unit Price
   - 154.00
16. Save your work

17. Click on the Distributions button

- In the Type field you can choose to redistribute by $Amount or Quantity
  - If you choose to redistribute using $Amount, then you must enter the dollar amount using a decimal point
  - If you choose to redistribute using Quantity, then you must enter whole numbers
  - Value relates to the Total $ Amount of the current line at the line item region

18. Enter Type
  - $ Amount

19. Enter Value
  - 154.00

20. Enter Account
  - 02.49010.6900.00000.000000.00000.00000.00000
21. Click on OK

22. Save your work

23. Click on the Close button

24. Return to the Navigator window in one of the following ways if you have no more records to enter:

   - Click on File, Close Form on the menu bar
   - Click on the Close Window button

   ► If entering more than one record, place the cursor in the Header region, then press the down arrow key from the keyboard to enter the next record.
Copy Item as Transaction Feature

Follow the steps below to record the planned purchase of a digital camera. Use Copy Item as Transaction to decrease data entry of a line item. Split the charges for the camera between two accounts.

1. Navigate to the Pre-Transaction Log

2. Enter Transaction Name
   - Digital Camera/Garrett

3. Enter Vendor
   - B&H Photo

4. Enter the purchase Date
   - 10-OCT-14

5. Select Entry Status
   - Current

6. Enter the $ Amount of the PCard order
   - 169.00
In addition to the *Units* region, information related to the current transaction can be entered in one of the following *Alternative Regions*:

**Description**—Enter *Item Description* and *Item Purpose* for this purchase

**Category**—Enter the *Commodity* and *Category* for this purchase

**Comments**—Enter additional information for this purchase in the *Item Comments* field

► You must copy your transaction information to the line item level before you enter information in any of the Alternative Regions. You cannot use the Copy Item as Transaction feature once you enter an Alternative Region.
8. Position the cursor in the Item Name field in the Pre-Transaction Items region

9. Click on Copy Item as Transaction button
   - When you use this feature, the required fields are automatically populated with the information from above
   - Required fields are the following:
     - Quantity
     - UOM
     - Unit Price
     - Total $ Amount
   - If you chose not to enter a Transaction Name in the header, then the Item Name field would be blank
   - Information that has been transferred by using this feature can be adjusted
10. Click on the *Distributions* button

11. Charges can be distributed to multiple accounts

12. Enter *Type*
   - $ Amount

13. Enter *Value*
   - 100.00

14. Enter *Account*
   - 05.49010.6020.00000.002691.00000.0000

15. Charge the balance (69.00) to the following account
   - 04.49010.6020.22950.00000.00000.0000

16. Save your work

17. Click on the *Close* button
18. Return to the Navigator window in one of the following ways if you have no more records to enter:

- Click on File, Close Form on the menu bar
- Click on the Close Window button

If entering more than one record, place the cursor in the Header region, then press the down arrow key from the keyboard to enter the next record.
Pre-Transaction Log: Multiple Line Items

You order two different colors of stationary from Paper Direct for special mailings to alumni. Enter a log for the following:

- 1 box of blue stationary @ $10.00 per box that will be charged to 02.49010.6000.00000.00000.00010

- 1 box of gold stationary @ $11.96 per box that will be charged to 02.49010.6000.00000.00000.00020

1. Navigate to the Pre-Transaction Log

2. Enter Transaction Name
   - Stationary for mailings

3. Enter Vendor
   - Paper Direct

4. Enter Purchase Date
   - 10-OCT-14

5. Enter $ Amount
   - $21.96
**Pre-Transaction Log: Multiple Line Items**

7. Enter the first item
   - Blue stationary, 1 box @10.00 per box

8. Click **Distributions** (click OK to message saying Transaction Total is greater than Item Total)

9. Enter the planned account no. for redistribution
   - 02.49010.6000.00000.000000.00010

10. Click **Close**
11. Enter the second line item
   - 1 box of gold stationary @ 11.96/box

12. Click Distributions

13. Enter the planned account no. for redistribution
   - 02.49010.6000.00000.000000.00020

14. Click Close

15. Save your work
Lab 1: Enter a Pre-Transaction Log for an Expected Credit

You are expecting a credit from Amazon Marketplace for a calculator that you returned. Since this is an expected credit you will enter the dollar amount as a negative number.

1. Use the following information in the Header region.
   - Transaction Name: Calculator/Garrett's Lab
   - Vendor: Amazon Marketplace
   - Date: 10-OCT-2014
   - Entry Status: CURRENT
   - $ Amount: -27.80

2. Use the Copy Item as Transaction feature to complete the Items region.

3. Enter the following Distribution information
   - Type: $ Amount
   - Value: -27.80
   - Account: 02.49010.6021.00000.000000.000000.000000

4. Save your log

5. Close the form
Lab 1 Solution: Enter a Pre-Transaction Log

Header & Item Information

Planned Distribution
Lab 2: Query Existing Pre-Transaction Logs

Perform a query for the PCard logs that you just entered

1. Navigate to the Pre-Transaction Log window

   N → Transactions → Pre-Transaction Log
   Pre-Transaction Log

2. Press the <F11> key from the keyboard to be in the Query mode

3. Enter search criteria
   - Click on Current under Entry Status

4. Press the <Ctrl> <F11> keys from the keyboard to run the Query

5. Check to see if you retrieved the following four records:
   - Calculator credit
   - Stationary for Mailings
   - Digital Camera
   - Membership Dues
Lab 2 Solution: Query Existing Pre-Transaction Logs

6. Press ↑ and ↓ on your keyboard to move between the records, since you can see only one record at a time.

![Calculator Credit]

![Stationary]
Query Existing Pre-Transaction Logs

7. Click on File, Close Form to return to the Navigator window