CASES21 Processing

Purchasing Card Transactions

Business Rules

1. For purchasing card purposes, the creditor is the CBA Bank and not the individual suppliers of goods and services.
2. Prior approval to purchase, in the form of a school purchase order, must be obtained as per standard internal control procedures.
3. Entry of orders onto the CASES21 system is preferred. If orders are not entered, a Cardholder Activity Report must be completed listing each transaction.
4. Purchasing card payments cannot be made to creditors who do not have an ABN or those with a Voluntary Withholding status.
5. Purchasing card statements must be reconciled prior to the due date and schools must ensure that funds are available in the Official Account prior to the day of the sweep.
6. Statements will be issued as at the end of each month. Accounts will be swept on the fifteenth day of the following month.

Procedures for Data Entry

Create a new Creditor

Financial \ Creditors \ View & Maintain Creditor Details \ CR11001S

CBA Purchasing Card
ABN: 48 123 123 124
Address: Level 15, 385 Bourke Street, Melbourne. Vic.

Enter details against Direct Deposit tab as follows:
This will ensure that DD defaults to the Normal Creditor Payment panel and a cheque will not be mistakenly generated.

Enter orders as per normal CASES21 Procedures (refer to CASES21 Finance Business Process Guide Section 3: Creditors). All Orders must have the CBA Purchasing Card as the Creditor. **Hint:** flag the batch of Orders as “Purchasing Card” in the Batch description. This may prove useful for reporting purposes or future identification.

**Hint:** Enter required information in detail section to make reporting more useful. E.g. Supplier name.

The Purchasing Card Statement will be issued as at the end of each month and must be reconciled to all invoices prior to the scheduled day of the sweep (15 days later).
If Orders have been entered, enter the invoice and select all required orders using the Deliveries icon.

**Recommendation:** For easier identification, use the year and month relating to the Statement being paid as part of the invoice number e.g. PC200502 (The prefix of PC will identify the invoice as relating to the purchasing card and may prove useful in reporting).

If Orders have not been entered, use the Cardholder Activity Report (refer Guidelines as this is not a CASES21 Report) to reconcile with the Statement prior to entering the invoice with breakdown per line for each transaction. See below:

**Hint:** Enter required information in the detail field to make reporting more useful. E.g. Supplier name.

**Processing Payment**
Processing the payment to the bank should only be generated on, or after, the day scheduled for the sweep by the bank. **Important:** Ensure sufficient funds are held in the Official Account to cover the CBA Statement Balance.

Process the payment using Creditor Quickpay Open Item (CR31071S). Ensure the Automatic generation is ticked.
Choosing “Auto generation” provides a listing of all outstanding invoices. A choice can then be made as to which payments are to be processed.

Note: Invoices with multiple lines or multiple orders will display by line even though entered as one invoice with one invoice number.

Generate Batch and ensure the total payment for the CBA matches the total on the reconciled Statement.

IMPORTANT: Ensure that the pay method is changed from ‘Cheque’ or ‘DD’ to ‘No Payment’. Cheque will only be displayed if the creditor direct debit tab has not been filled in.

Print Payment Vouchers (CR21112) and authorise as per standard internal control processes.
Dealing with Disputed Transactions

Any disputes that have not been resolved prior to Due Date of Statement must be dealt with on the system. An invoice must be entered for the amount of the transaction to ensure that the total payment processed agrees with the amount outstanding on the Statement.

Resolution of the dispute may eventually result in a credit, which will be reflected on a future statement. This will require a credit note entry for the appropriate amount against the CBA Creditor. (CR31021)

Ensure the Credit Note is coded with the same codes as the original disputed transactions that were entered prior to payment.

<table>
<thead>
<tr>
<th>Transaction to pay</th>
<th>Normal Creditor Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA Purchasing Card</td>
<td><strong>Reference</strong></td>
</tr>
<tr>
<td>CR210011</td>
<td>27/01/2005</td>
</tr>
<tr>
<td>CR210011</td>
<td>27/01/2005</td>
</tr>
</tbody>
</table>

Batch number: 550

Reporting CASES21 Finance

1. Outstanding Purchase Orders (CR21104S)
2. Invoices Awaiting Payment (CR21118)
3. Creditors Transaction History (CR21111)
4. Completed Creditor Transactions (CR21114)
5. Creditors Payment Summary Report (CR21119)

Reporting SDOL

Further detailed reporting options are available through SDOL (Smart Data OnLine). Refer training notes for further information.