Purchase Log Entry Detail

The **Purchase Log Entry Detail** screen allows cardholders to manage and create Purchase Log entries.

Viewing the Purchase Log Entry Detail

1. Choose **Purchase Log > Manage** to view Purchase Log Entries for all authorized accounts.
2. Select a specific Purchase Log entry.

Purchase Log Information

Each Purchase Log gives detailed information. See the topics below for more information on each button or field.

Note: Fields marked with a asterisk (*) are required.

Save

Clicking will save all data entered into the Purchase Log Detail screen

Create New Entry

Clicking **Create New Entry** will create a new Purchase Log entry. It will be defaulted with the following information from the original Purchase Log entry:

- Account Number
- Requestor Name
- Merchant

Delete

Clicking Delete will delete the current Purchase Log entry. You will be shown a confirmation message asking if you really want to delete the entry. Deleting entries is only possible if they have not be matched or partially matched to transactions.

Create Addendum

Create Addendum is only available if Confirm and Pay option in PaymentNet is enabled. Addendums can be created after a central bill statement the transaction(s) matched to the Purchase Log Entry are linked to are certified through the Confirm and Pay process. See XXXXXXX

Account Number

If the cardholder only has one account, the account number will populate this field. If there is more than one account, a drop-down list will enable the cardholder to select the appropriate account.

Purchase Log ID

Required number input by the cardholder.

Creation Date

Date the Purchase Log Entry was created.

Status

Current status of the Purchase Log entry. Statuses can be:

- Unmatched
- Partially Matched
- Matched

Purchase Date

Date item was bought.

Receipt Date

Date item was received from vendor.

Requestor Name

Person who is requesting the item. Can be different than the cardholder.

Method of Purchase

Description of purchase method entered by cardholder.

Merchant Information

Merchant information displayed including:

- Merchant Name
- Merchant City
- Merchant Zip
- Merchant Phone

Tax

Tax amount associated with purchase.

Estimated Freight

Amount of estimated shipping and handling charges.

Total Cost

Calculated value of all transactions matched to the Purchase Log entry plus the Estimated Freight cost.

Confirmed By

Person who confirmed item was purchased.

Notes

Any additional notes entered by the cardholder associated with the purchase log

Custom Field Information

Custom fields associated with Purchase Logs.

Line Item Detail

Breakdown of total cost into individual lines. At least one line item must be entered.

How to Add Line Items

Line items are added by clicking on the plus (+) sign after the last line item

How to Remove Line Items

Line items are removed by clicking on the trash can icon after the line item.

If line items are deleted, cost amounts will be recalculated so the last line item will have the removed amount added to it.

Purchase Log Import List

The **Purchase Log Import List** allows cardholders to view attempted Purchase Log imports with results. It also allows cardholders to initiate new Purchase Log imports. Only cardholders have the authority to view the import list and initiate import requests.

Viewing Purchase Log Import List

1. Choose **Purchase Log > Import** to view the list of imports you are authorized to see.

Create an Import File

1. Click **Import New File** button to open the Purchase Log Import Detail Page
2. Click the **Browse**... button to enter the path of the import file. This file must be a tab-delimited text file (.txt) and can be compressed (.zip) or uncompressed.
3. Enter the **Password** to protect the compressed import file, if desired. This Password will be used to unlock the submitted file at the time of import. If the file is not compressed, this option is ignored.

4. Click the **Submit** button.

For the import file layout and a template, see Purchase Log Import

Refresh

After an import file is submitted, the **Purchase Log Import** List page will be displayed again. The status of the import will show as submitted and will not update automatically. You must click the Refresh button to see the updated status of the import. If after clicking Refresh the status is still submitted, wait for a few minutes and click it again until the status changes to Successful, Successful with Errors or Failed.

View Errors

If an import comes back Successful with Errors or Failed, you can click on the Import List item to show the **Import Error List** page. You can determine which rows failed and why if the file was Successful with Errors or determine why the whole import failed.

Purchase Log Import File

The Purchase Log Import file has been set up to aid cardholders in managing Purchase Log entries. With this import, you will have the ability to add purchase log entries into PaymentNet.

Please note the following:

- At least one line item must be imported for each Purchase Log entry. A maximum of six line items can be imported for each entry.
- The file must be a tab-delimited file. It must be saved in Unicode format or the import will fail.

The table below lists each column and the associated details.

ID	Column Name	Description	Required?	Valid Codes
1	Account Number	Cardholder account number associated with the purchase log entry.	Yes	Numeric, 16 digits Must match an existing account number within the cardholders scope of view.
2	Purchase Log ID	Value identifying the purchase log entry.	Yes	Alphanumeric, up to 30 characters. Does not have to

ID	Column Name	Description	Required?	Valid Codes
				be unique.
3	Purchase Date	Date item was bought.	Yes	Date format: m/d/yyyy or mm/dd/yyyy
4	Receipt Date	Date item was received.	No	Date format: m/d/yyyy or mm/dd/yyyy
5	Requestor Name	Person requesting the item.	Yes	Alphanumeric
6	Method of Purchase	Description of the purchase method for the purchase (online, in-store, etc.)	No	Alphanumeric, up to 50 characters.
7	Merchant Name	Name of the merchant where the item was purchased.	Yes	Alphanumeric, up to 50 characters.
8	Merchant City	Merchant's City	No	Alphanumeric, up to 50 characters.
9	Merchant State	Merchant's State	No	Two Character State or Province
10	Merchant Zip	Merchants ZIP code.	No	Alphanumeric, up to 10 characters.
11	Merchant Phone	Merchant's Phone Number	No	Alphanumeric, up to 30 characters.
12	Tax	Total tax on the item purchased.	No	Numeric. Negative values are accepted.
13	Estimated Freight	Estimated shipping and handling charges for item	No	Numeric

ID	Column Name	Description	Required?	Valid Codes
		purchased		
14	Confirmed By	Person who confirmed that the item was purchased.	No	Alphanumeric, up to 50 characters.
15	Notes	Additional notes related to the purchase.	No	Alphanumeric, up to 255 characters.
16	Description 1	Text identifying the line item.	Yes	Alphanumeric, up to 100 characters.
17	Manufacturer Product Number 1	Manufacturers product number.	No	Alphanumeric, up to 50 characters.
18	Contingency Operations 1	Checkbox identifying contingency operations.	No	1 or 0. 1 indicates checked; 0 indicates unchecked.
19	# of Units 1	Number of units purchased.	Yes	Numeric. Decimals can be entered.
20	Unit Price 1	Price per unit purchased.	Yes	Numeric. Decimals can be entered. Negative values are accepted.
21	Description 2	Same as Row 16	No	Same as Row 16
22	Manufacturer Product Number 2	Same as Row 17	No	Same as Row 17
23	Contingency Operations 2	Same as Row 18	No	Same as Row 18
24	# of Units 2	Same as Row 19	Yes if Row 21 Entered	Same as Row 19
25	Unit Price 2	Same as Row 20	Yes if Row 21 Entered	Same as Row 20

ID	Column Name	Description	Required?	Valid Codes
26	Description 3	Same as Row 16	No	Same as Row 16
27	Manufacturer Product Number 3	Same as Row 1	No	Same as Row 17
28	Contingency Operations 3	Same as Row 18	No	Same as Row 18
29	# of Units 3	Same as Row 19	Yes if Row 26 Entered	Same as Row 19
30	Unit Price 3	Same as Row 20	Yes if Row 26 Entered	Same as Row 20
31	Description 4	Same as Row 16	No	Same as Row 16
32	Manufacturer Product Number 4	Same as Row 17	No	Same as Row 17
33	Contingency Operations 4	Same as Row 18	No	Same as Row 18
34	# of Units 4	Same as Row 19	Yes if Row 31 Entered	Same as Row 19
35	Unit Price 4	Same as Row 20	Yes if Row 31 Entered	Same as Row 20
36	Description 5	Same as Row 16	No	Same as Row 16
37	Manufacturer Product Number 5	Same as Row 17	No	Same as Row 17
38	Contingency Operations 5	Same as Row 18	No	Same as Row 18
39	# of Units 5	Same as Row 19	Yes if Row 36 Entered	Same as Row 19
40	Unit Price 5	Same as Row 20	Yes if Row 36 Entered	Same as Row 20

ID	Column Name	Description	Required?	Valid Codes
41	Description 6	Same as Row 16	No	Same as Row 16
42	Manufacturer Product Number 6	Same as Row 17	No	Same as Row 17
43	Contingency Operations 6	Same as Row 18	No	Same as Row 18
44	# of Units 6	Same as Row 19	Yes if Row 41 Entered	Same as Row 19
45	Unit Price 6	Same as Row 20	Yes if Row 41 Entered	Same as Row 20
46	Custom Field 1|Custom Field 2|Custom Field 3	The names of custom fields defined by the user that can be associated with a Purchase Log entry	No	Pipe Delimieter "|" between names in header and codes in entries (if more than one custom field)

To create the Purchase Log import file, follow the General Import File Tips.

Click here for an Excel template for a Purchase Log Import file.

Purchase Log List

The **Purchase Log List** allows cardholders to review and manage Purchase Log entries and other authorized users to view Purchase Log entries. The default query for the Purchase Log list displays entries within the last 30 days. Data older than 30 days is available by performing a query. If you have created and saved your own default query for the Purchase Log list page, your new default will display.

Viewing the Purchase Log List

1. Choose Purchase Log > Manage to view the list of Purchase Log entries you are authorized to see.

Exporting Data

The Create Export File button allows you to create a tab delimited text file or XML file of the current View of Purchase Log Entries.

Create an Export File

View of Purchase Log Entries

This drop-down controls the Purchase Log entries displayed. A user sees all authorized entries over the last 30 days by default. Additional views can be added by creating and saving a query.

Selecting a View

Addendum Icon

Some transactions listed on the Purchase Log Entry List page include an addendum icon. By clicking on these visual indicators, users are able to view the addendum information for the Purchase Log entry.

Purchase Log Entry Detail

Authorized users may view additional information about the Purchase Log including Account Information, Purchase Log Creation and Receipt Dates, Requestor, Merchant, Total Cost, Notes and other information. See Purchase Log Entry Detail

Viewing Purchase Log Entry Detail

Query Controls

The Query Controls allow you to define the current View of Purchase Log Entries.

Create a Query

Save a Query

Retrieve a Saved Query (see also View of View of Purchase Log Entries)

To Change a Saved Query

Delete a Saved Query

Quick Query

The Quick Query control allows you to run a basic search of Purchase Log Entry List columns.

Run a Quick Query

Purchase Log Entry Detail - History

The **Purchase Log Entry Detail - History** page is a read-only list summarizing the last 20 saved changes to a particular Purchase Log entry. Anyone who has authority to view the Purchase Log Entry Detail page can view the history page.

Viewing the Purchase Log Entry Detail - History

1. Choose **Purchase Log** > **Manage** to access the **Purchase Log Entry List**.
2. Click on a Purchase Log entry to view the **Purchase Log Entry Detail** page.
3. Click the **History** link on the right side of the screen.
4. Purchase Log information is displayed at the top of the screen.

Purchase Log Entry Detail - History Fields

All users authorized to view Purchase Log entries can view the following audit history information for transactions within their scope of view. The current Purchase Log Entry Detail information is displayed at the top of the Purchase Log Entry Detail - History page. These fields include: Account Number, Purchase Log ID, Requestor Name and Status.

Following the Purchase Log entry information, a table displaying the last 20 changes to the Purchase Log entry are listed. This history is sorted from the newest to the oldest change.

Change Date: Indicates the date the Purchase Log entry was changed (M/D/YYYY format)

Change Time: Indicates the time the Purchase Log entry was changed (HH:MM:SS format)

Field Name: Name of the field being modified

Previous Value: Value of the field before saving the change

New Value: Value of the field after saving the change

Modified By: PaymentNet User ID making the change

NOTE: All changes to the selected Purchase Log entry are displayed, even if the user that made the change is not within the scope of view of the current user.

NOTE: As with all History pages and reports, up to 24 months of data is displayed.

Save Purchase Log Entry Detail - History Report

To customize the dates of the Purchase Log Entry Detail - History information or to save the data, the user must run the Purchase Log Audit report. This report provides all Purchase Log entry changes made over a selected date range. This report contains the Purchase Log entry ID, change date, a description of the field changed, original data, new data and the PaymentNet User ID that made the change.

Run the Purchase Log Audit Report

Purchase Log Entry Detail - Addendum

The **Purchase Log Entry Detail - Addendum** page allows cardholders to create and view addendums to a Purchase Log Entry if the Pay and Confirm option in PaymentNet is enabled. When the Invoice the transaction(s) the Purchase Log Entry are matched to is confirmed, the Create Addendum button becomes active.

Viewing the Purchase Log Entry Detail

1. Choose **Purchase Log > Manage** to view Purchase Log Entries for all authorized accounts.
2. Select a specific Purchase Log entry.
3. Click on the Addendum tab

Purchase Log Information

Each Purchase Log Entry Addendum gives the same detailed information as the Purchase Log Entry Detail page with the addition of a Reason field.

See Purchase Loge Entry Detail page

When an addendum is created, all information from the detail page is copied into the addendum and can be changed by the cardholder. In addition, the Reason field can be edited.