

Recode a Check

Manage/Accounts Payable/Check Display Maintenance

Search for the check that needs to be recoded

Click Modify and then click on BOB

The following options are available for recode transactions:

The screenshot shows the 'Recode/Transfer Check Distribution' window. At the top, there are fields for 'Check#' (088714), 'Bank Account' (GENERAL FUND CHECKING), and 'Payee' (STAPLES CONTRACT & COMMERCIAL). Below these is a table with columns: Type, PO/AR Ref, Invoice, Fund, G/L Acct, Budget Code, and Expense. The first row contains: PO, 19-00560, 3398690163, A, 522-00, 2110-450-02-00. A context menu is open over the 'Expense' column, listing options: 'Delete Invoice "3398690163"', 'Add Non-PO Line', 'Add PO Line(s)', 'Add Non-PO Carry-Over Payable', and 'Add Non-PO Refund of A/R Credit'. Below the table is another table with columns: Invoice/CM, Amount, Description, and Service From. The first row contains: 3398690163, 16.19, BLANK PLAYING CARDS - POWERS, 00/00/0000. At the bottom, there are summary fields: Effective (12/21/2018), Check Total (\$16.19), Invoice Total (\$16.19), and Expenditure Total (\$16.19). There are 'OK' and 'Cancel' buttons.

Type	PO/AR Ref	Invoice	Fund	G/L Acct	Budget Code	Expense
PO	19-00560	3398690163	A	522-00	2110-450-02-00	

Invoice/CM	Amount	Description	Service From
3398690163	16.19	BLANK PLAYING CARDS - POWERS	00/00/0000

Effective: 12/21/2018
Check Total: \$16.19
Invoice Total: \$16.19
Expenditure Total: \$16.19

Add Non-PO line – This option will allow a non-purchase order line to be added to the payment. This account could be an expenditure code or any other General Ledger account

Add PO Line(s) – This option will provide the ability to add a new budget code to a purchase order, or to add a purchase order that is not currently part of the payment.

If Add PO Line is selected, the following screen will appear with options related to the “New PO Line”:

The screenshot shows a software window titled "Add Purchase Order". It has a "Purchase Order" field with the value "19-00560" and a search icon. Below this is a "Defaults" section with an "Invoice" dropdown menu showing "3398690163" and a red box around a plus icon to its right. There is also a "Final Payment" checkbox checked and a "1099" checkbox unchecked. To the right is an "Amounts" section with an "Expenditure" field showing "0.00". Below these fields is a table with three columns: "Budget Code", "Invoice/CM#", and "Final". The first row contains "A2110-450-02-0000", "3398690163", and a checked checkbox. A context menu is open over the plus icon, listing several options: "Assign all items to default invoice", "Delete budget codes with no expenditure", "Add PO budget records for fund 'A'", "Add PO budget records for other funds", "Add other budget record - specify", and "Add other budget record(s) - scan".

Budget Code	Invoice/CM#	Final
A2110-450-02-0000	3398690163	<input checked="" type="checkbox"/>

Delete budget codes with no expenditures – This option will remove any budget codes with no expenditures from the display.

Add PO budget records for fund “A” – This option can be used to “duplicate” the codes, for a fund and PO on the recode transaction. An example of how the transaction can be used is if the recode requires use of different invoices against the budget code.

Add PO budget records for other funds – This option will “duplicate” all codes on the PO for the recode transaction regardless of fund.

Add other budget record – specify – This option can be used to add a “new” budget code to the purchase order for use on the recode, and budget code is known.

Add other budget record(s) – scan – This option can be used to add a “new” budget code to the purchase order for use on the recode. A scan window will appear to allow the correct budget code to be selected.

Example below the Add NON PO Line was used

The original budget code will appear. Just enter a negative amount in the expense adj and liquid adj

Go to the next available line and enter the code you want the expenditure to transfer to with a positive expense adj

Type	PO/AR Ref	Invoice	Fund	G/L Acct	Budget Code	Expense Adj	Liquid Adj	Expenditure	Liq
PO	19-00560	3398690163	A	522-00	2110-450-02-0000	-16.19	-16.19	16.19	34.44
N-PO		3398690163	A	522-00	2110-450-01-0000	16.19	0.00	0.00	0.00

Invoice/CM	Amount	Description	Service From	Service To	Allocated
3398690163	16.19	BLANK PLAYING CARDS - POWERS	00/00/0000	00/00/0000	16.19

Effective: 12/21/2018
 Check Total: \$16.19
 Invoice Total: \$16.19
 Expenditure Total: \$16.19

The OK to complete the recode.

You will be prompted for an effective date for the transaction.

You can let it default in or change the date

A screen will appear showing the result of the recode:

TranGrp	P.O.	G/L Acct	Budget Code	Expenditure	Liquidation
002653	19-00560	A522-00	A2110-450-02-0000	16.19	34.44
003115	19-00560	A522-00	A2110-450-02-0000	-16.19	-16.19
003115		A522-00	A2110-450-01-0000	16.19	