

## Creating a PRC Document from an Agency Contract

These instructions assume that you have the contract number and that you have verified that adequate funds are available on the contract to make the payment(s).

- 1) Go to the SHOP page in FINET
  - a. Type SHOP in the Jump To field at the top of the FINET screen and click on the go button.
- 2) Search for the contract you are paying
  - a. Type the contract number in the Search For field and click search

0 Items : \$0.00

Edit Shopping Cart

Proceed to Checkout

Check Sources of Supply :

☒ Select All or check Sources to be searched:

☒ Inventory

☒ MA Catalog Items

☒ Master Agreements

☒ Similiar Purchases

☒ Commodities

Advanced Search

Search For : 172288

Department :

Commodity :

Vendor :

Price (from) :

Price (to) :

Warehouse :

Expiration Date :

Include Expired Agreements : No

Mandatory Source Enabled :

Search

Clear Search Fields

- 3) Enter in the amount of the payment on the appropriate Commodity Code line
  - a. Find the line that shows the appropriate commodity code (typically, there will be only one commodity code for an agency contract).
  - b. Enter the amount of the invoice in the SC Amount field.

▼ Available From Master Agreements

Vend Line	Comm Line	Mandatory Source	Quantity	SC Amount	Unit	Unit Price	Commodity Code	CL Description	Description	Vendor	Source	Expiration
1	1	No		150.00		\$0.00	00000	Generic Commodity Code	Generic Commodity Code	DENHI HORTENSIA CHANEY	MA 020.172288	2018-09-30

First Prev Next Last

Add to Cart

- c. Click the Add to Cart button.
  - d. Repeat this step for any additional invoices on the same contract.
    - i. This will add another commodity line to your PRC document allowing you to enter multiple invoices on the same PRC document
- 4) Complete the Checkout process to create the shell PRC document.
  - a. Click the Proceed to Checkout button next to the shopping cart image.
  - b. Enter in your document identifier information
    - i. Code PRC, Department 020, Unit (as appropriate), and ID (as appropriate).
  - c. Enter the additional information
    - i. Shipping Location, Billing Location, and Delivery Date are required fields.

▼ Document Identifier

Code :  Department :  ID :   
Unit :  Auto Numbering : ☒

▼ Additional Information

Shipping Location :  Accounting Template :  PCard ID :   
Billing Location :  Accounting Profile :  PCard Expiration Date :   
Delivery Date :

d. Click the Checkout button and confirm.

5) Create the PRC

a. Header section

i. Enter Period and fiscal year and attach backup documentation to this section.

b. Vendor section

i. Verify correct address in General Information tab.

ii. Change disbursement options if requested on Disbursement Options tab.

c. Commodity section

i. General Information tab

1. Verify that amount is correct in Contract Amount field.

ii. Invoice Information tab

1. Enter invoice number, line, and date.

iii. Agreement Reference tab

1. Verify the contract number one last time.

iv. If there are additional commodity lines, click on those lines and repeat the above steps (each commodity line should be an invoice).

d. Accounting Section **\*\* BE SURE YOU ENTER THE INFORMATION FOR THE CURRENTLY ACTIVE COMMODITY LINE IN THIS SECTION \*\***

i. Click Insert New Line

ii. General Information tab

1. Enter in line description and Sub Total Line Amount

iii. Fund Accounting and Detail Accounting tabs

1. Enter appropriate coding information on these two tabs.

iv. If the invoice needs to be coded to multiple coding streams, repeat the above steps.

v. **IF THERE ARE MULTIPLE COMMODITY LINES, RETURN TO THE COMMODITY SECTION AND CLICK ON THE NEXT COMMODITY LINE THEN REPEAT THE STEPS ABOVE UNTIL ALL COMMODITY LINES ARE CODED.**

e. Validate the document.

f. Submit the document.