Create USAS Invoices Using CSV File and AUTOPOST Other

August 2019

If you have a number of invoices that need to be entered (i.e. for PCard purchases), you can use AUTOPOST/Other to quickly post those invoices to USAS from a csv file. This process can be used with many PCard software programs, but the notes below are based on PNC.

In PCard software

1. Ensure the following fields are completed in the software:
    a. Invoice number
    b. Invoice date
    c. Received date
    d. Purchase order number
    e. Purchase order item number
    f. Vendor number that matches vendor on purchase order in USAS
    g. PO Item status of P-partial or F-full (if the same Purchase Order and Item Number combination are on multiple line items and it will be fully paid, the last must contain the F and all of the rest P)

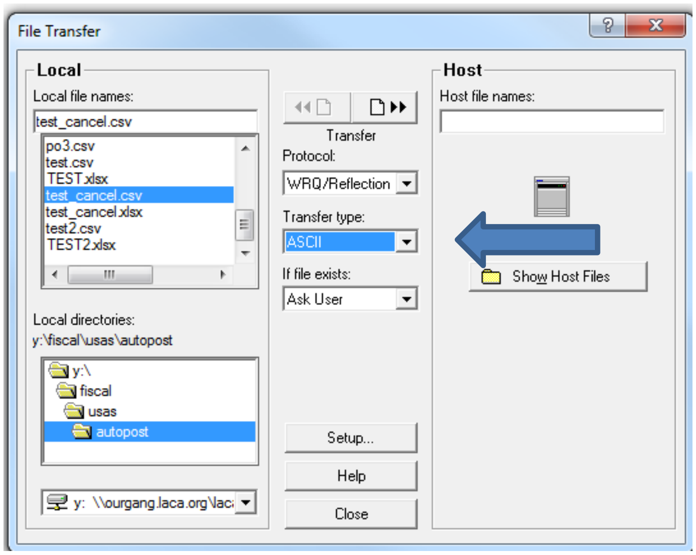
2. Extract the information from the PCard software. Per the USAS Manual, the following fields/headers are required in the extract file:
    a. Record Number (may be left blank, otherwise increment per line (1, 2, 3, etc.))
    b. Record Type (Must be EX)
    c. Reference Number (may be left blank)
    d. Post PO (must be N)
    e. Purchase Order Number
    f. Requisition Number (may be left blank)
    g. PO Item Number
    h. PO Date
    i. Vendor Number (associated with PO)
    j. Description (may be left blank)
    k. Quantity (may be left blank)
    l. Unit Description (may be left blank)
    m. Unit Price (may be left blank)
    n. Transaction Indicator (05-Operational or 06-Non-operational)
    o. Fund (may be left blank)
    p. Function (may be left blank)
    q. Object (may be left blank)
    r. Special Cost Center (may be left blank)

s. Subject (may be left blank)
t. Operational Unit (may be left blank)
u. Instructional Level (may be left blank)
v. Job (may be left blank)
w. XREF Code (may be left blank)
x. Post Invoice (Must be Y)
y. Invoice Number
z. Invoice Amount
aa. Invoice Status (P-partial, F-full)
bb. Invoice Date
cc. Received Date
dd. Payment Due Date (can be left blank)
ee. EIS Pending Flag (Y or N, if not using EIS will be N)
ff. Post Check (Must be N)
gg. Check Number (may be left blank)
hh. Check Date (may be left blank)

3. Save the file in comma delimeted format (CSV).

In Reflection

1. Use the file transfer program in Reflection (flying paper) to transfer the CSV file to your Reflection account. Select the transfer type of ASCII.



2. The OTHER option of AUTOPOST can now be used to post the invoices against the purchase orders.

   IMPORTANT: Before running the AUTOPOST/OTHER program, we highly recommend running the PERIODBACK program to create a backup of your files before posting new transactions.

3. From the **AUTOPOST** program, select the **OTHER** option.

```
AUTOPOST - Automatic USAS Posting
------------------------------------------------
   1. LEAVE      - Post Leave Projections File
   2. PAYROLL    - Post Payroll File
   3. VOID       - Post Void of Payroll Check File
   4. UNVOID     - Post Unvoid of Payroll Check File
   5. FUTPO      - Post Future Purchase Order File
   6. BRDDIS     - Post Board Distribution File
   7. OTHER      - Post Other Types of Files
   8. CONVCSV    - Convert CSV File to BATCH File
   9. EXIT       - Exit program
```

4. On the **Files to process** line enter the filename you transferred.

```
                              AUTOPOST - Other
Report File Specifications:
 Summary report file                        AUTOPOST_OTHER.TXT
 Error report file                          AUTOERR_OTHER.TXT
 Print options page                         Y
Processing Options:
 Files to process                           TEST_CANCEL.CSV



 Actual posting or validate only            V
 Require exclusive file access              N
Posting Options:
 Posting date    10/14/2016
 Beginning numbers: PO 0069245  Check ______  Rcpt/Red/Ref ______  Req ________
 Leave new account descriptions blank?      N
 Allow negative account balances:     Budget W   Appropriation W
```

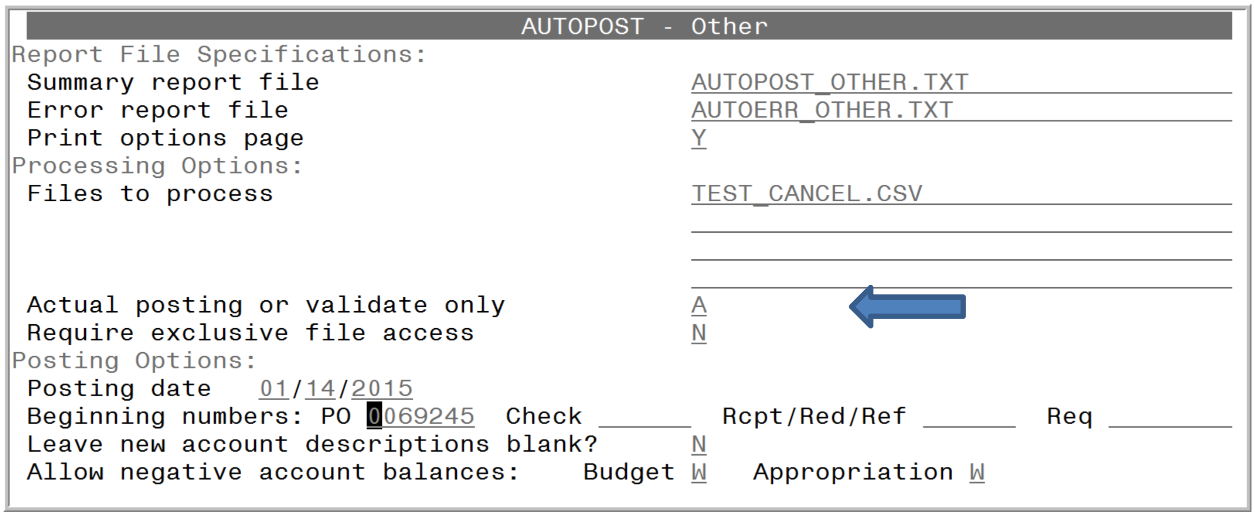
5. Select to **validate only.**

6. Execute the program and view the output reports. If an error report is created, review it first and make any necessary corrections in the PCard software, re-extract, and save the new csv file. Transfer the file again and run the validate only option of the program. Once the errors are resolved, view the AUTOPOST_OTHER.TXT file. It will indicate in the header that it is a validation report.

```
TIME: 11:01 am            AUTOMATIC USAS POSTING SUMMARY            (AUTOPOST)
                                 VALIDATION REPORT
================================================================================
Batch:  0000000   TEST_CANCEL.BATCH
                                                                          Total
Invoices Cancelled:                                                    13951.96
     ** See error report for diagnostic messages.
================================================================================
 Grand Totals                                                             Total
Purchase Orders:                                                           0.00
Checks:                                                                    0.00
Invoices Filled:                                                       13951.96
Invoices Cancelled:                                                        0.00
Reduction of Expenditures:                                                 0.00
Receipts:                                                                  0.00
Refunds:                                                                   0.00
Requisitions:                                                              0.00
Rejected CSV files:                                                           0
Rejected batches:                                                             0
Error messages:                                                               5
[End of file]
```

7. Open your original Excel file saved above. Total the **INVOICE_AMOUNT** column. This should balance with the Invoices Filled amount on your AUTOPOST_OTHER.TXT report.

8. If the amount is correct, run the program again for the actual posting option.



```
                                   AUTOPOST - Other
Report File Specifications:
 Summary report file                       AUTOPOST_OTHER.TXT
 Error report file                         AUTOERR_OTHER.TXT
 Print options page                        Y
Processing Options:
 Files to process                          TEST_CANCEL.CSV



 Actual posting or validate only           A
 Require exclusive file access             N
Posting Options:
 Posting date    01/14/2015
 Beginning numbers: PO 0069245  Check ______  Rcpt/Red/Ref ______  Req ________
 Leave new account descriptions blank?     N
 Allow negative account balances:    Budget W   Appropriation W
```

9. Check a couple of POs and invoices or run an INVLST report to verify the invoices have been successfully created.

10. Run CKPROC to create the checks.