



Creating a Commodity-based Payment Request (PRC) FINET quick reference guide

Introduction

A Commodity-based Payment Request (**PRC**) transaction records detail to the commodity level. The PRC can only be created as a "copy forward" transaction from a PO, PD, or a DO. It can't be used as a stand-alone document.

Creating a PRC

1. From the home page, click on the **Transaction Catalog**.

Search for the PO, PD, or DO you're wanting to create a PRC from. Click **Search** to return results.



Financial Transaction ☆ ← Back Create

Search

Transaction Code DO	Transaction Dept 150	Transaction Unit
Transaction ID 25*	Transaction Phase	Transaction Status

Search Reset

2. From the results, click the **three-dot menu** to the right and select "**Copy Forward**" under the "Primary Actions" section.

Financial Transaction ☆ ← Back Create

Search

Transaction Code DO	Transaction Dept 150	Transaction Unit
Transaction ID 250	Transaction Phase	Transaction Status

Grid Actions

Transaction Code	Transaction Dept	Transaction Unit	Transaction ID	Version	Transaction Phase	Transaction Status	Created by	Transaction Function	Created On	Transaction Actual Amour
DO	150		250	1	Final	Submitted		New	01/09/2025	\$96,6

Discard/Cancel
Primary Actions
Copy Forward

3. Select PRC from the "Target Transaction Type" table.

4. Scroll to the **Target Transaction** section. Enter the following:

- **Transaction Department:** enter the department for which the PRC is created.
- **Transaction ID:** prefix or last two digits of the Fiscal Year
- **Transaction Unit:** Optional but used for routing purposes.

5. Click the **Auto Numbering** checkbox.

6. Click **OK** button in upper-right corner. When you press OK, FINET creates the target transaction.

Copy Forward ☆ 6 **OK** Cancel

3 Target Transaction Type

Target Transaction Type	Target Transaction Code	Description
PR	PRC	Pay for Order
PR	PRCI	Pay for Order Internal
PR	CEC	Correct Encumbrance
RO	ROM	Create Master Agreement Req.
RO	RON	Create Non-Accounting Req.
RO	ROS	Create Standard Req.

Source Transaction

Category: Transaction Dept: 150 Type: PO
Transaction Unit: Transaction Code: DO Transaction ID: 2501
Version: 1 Transaction Description: -
 Select Entire Transaction

4 Target Transaction

5 Auto Numbering

* Transaction Dept	Transaction Unit	* Transaction ID
150		25

Header tab

The **Budget FY**, **Fiscal Year**, and **Period** should be entered. This is usually only required when two years are open, however it's best practice to enter them all year.

Pymt Request-CommodityBased (PRC) ☆ | Draft | Validate Submit Save Save & Close

Department: 150 | Unit: - | Transaction ID: 250000021 | Version: 1

Header	Vendor (1)	Commodity (1)	Accounting Distribution	Accounting	Summary
Legal Name	Commodity Line Descript...	Distribution Percentage	Total Line Amount		

Attachments

General Information

Record Date: MM/DD/YYYY

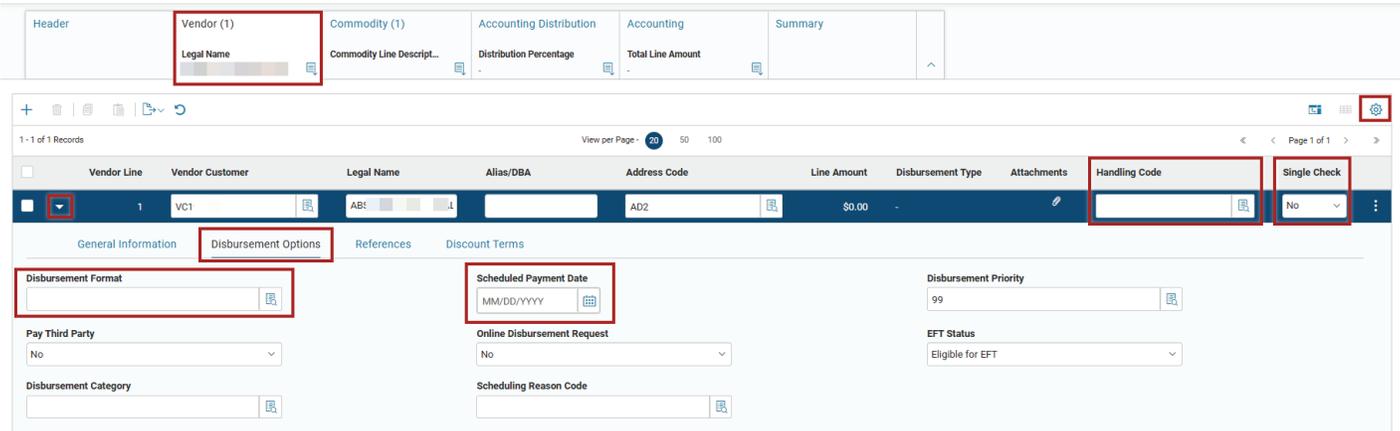
Period	Fiscal Year	Budget FY
7	2025	2025

Transaction Name: Transaction Description:

Vendor tab

Vendor information auto populates with information from the referencing transaction. If needed, additional fields are available if you **expand** the line. 

*Fields can be added or removed from the main line by using the **gear** icon. 



The screenshot shows the Vendor tab interface. At the top, there are tabs for Vendor (1), Commodity (1), Accounting Distribution, Accounting, and Summary. The Vendor (1) tab is active, showing fields for Legal Name, Commodity Line Description, Distribution Percentage, and Total Line Amount. Below this is a table with columns for Vendor Line, Vendor Customer, Legal Name, Alias/DBA, Address Code, Line Amount, Disbursement Type, Attachments, Handling Code, and Single Check. The first row shows Vendor Line 1, Vendor Customer VC1, Legal Name ABT, Alias/DBA, Address Code AD2, Line Amount \$0.00, Disbursement Type, Attachments, Handling Code, and Single Check No. Below the table are tabs for General Information, Disbursement Options, References, and Discount Terms. The Disbursement Options tab is active, showing fields for Disbursement Format, Scheduled Payment Date, Disbursement Priority, Pay Third Party, Online Disbursement Request, EFT Status, Disbursement Category, and Scheduling Reason Code.

Disbursement Options field (optional)

Disbursement Format based on Vendor.

- REG — payment will be processed as a check.
- PPD — payment will be processed as an EFT.

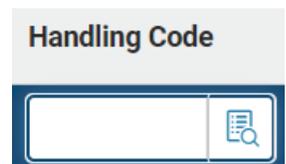
Scheduled Payment Date field - populate field, if payment on a specific date is needed, otherwise it defaults to system date. There is no change in the information that is required between old FINET and new FINET.

Handling Code field (optional)

Select special handling instructions from pick list.  For example:

"2 — Hold for agency pickup"

"3 — Route to agency"



The screenshot shows the Handling Code field, which is a pick list. The field is currently empty and has a search icon on the right side.

Single Check field (optional)

Leave at "No" unless you want to force FINET to cut a check for this specific payment even if there may be other payments generated on the same day to the same vendor. If left blank, defaults to send payment directly to the vendor via state mail.

Commodity tab

Different fields are required/not required depending on the Line Type. Vendor Invoice Number, Vendor Invoice Line, and Vendor Invoice Date fields are required for all line types.

Quantity: Change if needed for partial payment. (used for Line Type: Item or Discount)

List and Unit Price: Change if needed for partial payment. (used for Line Type: Item or Discount)

Contract Amount: Change if needed for partial payment. (used for Line Type: Service)

Unit Price: When you enter in List Price, FINET will complete the Unit Price. (used for Line Type: Item or Discount)

****Note:** You may need to tab through the fields to see those on the end of the line. If there are a number of included fields, some will not be on the blue line.

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Department: 150 | Unit: - | Transaction ID: 2500000021 | Version: 1

Validate Submit Save Save & Close

Header	Vendor (1)	Commodity (1)	Accounting Distribution	Accounting	Summary
	Legal Name	Commodity Line Descript...	Distribution Percentage	Total Line Amount	

Vendor (1)

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Commodity Line	Commodity	Commodity Line Description	*Line Type	Line Amount	Quantity	Unit of Measure	Unit Price	Contract Amount	Vendor Invoice Number	Vendor Invoice Line	Vendor Invoice Date
1	91039	Janitorial/custodial service	Service	\$82,882.80	0.00000		\$0.00	\$82,882.80			MM/DD/YYYY

General Information Open/Closed Details References Fixed Asset Information PCard and Procurement Discount Terms Tax Information Retainage Terms Additional Amounts

Vendor Invoice Number field: Enter the invoice number received from the Vendor.

****Note:** The invoice number cannot be used twice, so if an invoice was paid in full, FINET won't allow you to use that same invoice number. Some vendors rotate their numbers and start fresh every few years. If you get the error message that it was already paid, check Vendor Invoice Registry (**VIR**) to verify when the payment was made. If it was paid years ago, and it is obvious that the number is being reused, add a date to the end of the invoice number.

Vendor Invoice Line field: Enter the line number from the invoice for the item being paid.

Vendor Invoice Date field: Enter the date of the invoice.

Expand the line ▶ and add the **Check Description** to let the vendor know what the payment is for.

Commodity Line	Commodity	Commodity Line Description	*Line Type	Line Amount	Quantity	Unit of Measure	Unit Price	Contract Amount	Vendor Invoice Number	Vendor Invoice Li
1	00000	Generic Commodity Code	Item	\$585,000.00	150000	EA	\$0.39	\$0.00		

Commodity Description
Generic Commodity Code

Discount Unit Price
\$0.39

[Show More](#)

Description

List Price
\$0.00

Check Description

0/250

Item Amount
\$585,000.00

- Validate the transaction.



Accounting or **Accounting Distribution** tab

After validating, an accounting line may be automatically created. Verify the accounting information is correct and remember every commodity line **MUST HAVE** at least one accounting line. If the information needs to be adjusted or a new line needs to be added. see below:

- Add an **Accounting** Line – This option is best used when you have only one commodity line.
- Add an **Accounting Distribution** line – This is the best option when you have multiple commodity lines that you want to apply the same accounting distribution across the commodity lines.

Steps for creating an **Accounting** line

1. Navigate to the **Accounting** tab
2. Click on the insert **+** button.
3. Enter:
 - Line Amount
 - Fund
 - Department
 - Unit
 - Appr Unit
 - Object

Steps for creating an **Accounting Distribution** line

1. Navigate to the **Accounting** tab
2. Click on the insert **+** button to add a line.
3. Enter:
 - Distribution %: You may do multiple lines but the total of all lines must be 100
 - Line Amount
 - Fund
 - Department
 - Unit
 - Appr Unit
 - Object
4. Click on the three-dot menu **⋮** next to the line.
5. Select **Distribute Accounting Lines**.

Department: 150 | Unit: - | Transaction ID: 2500000024 | Version: 1

Accounting Distribution (1)	Total Line Amount
Distribution Percentage	0.0000

1-1 of 1 Records

Distribution Line	Distribution Percentage	Fund	Department	Unit	Appr Unit	Object	Activity	Attach
0	0.0000							

Related Actions: Distribute Accounting Lines

- Expand the line. **▶**
- Add a **Line Description**. Regardless of how the accounting line was created, under the Accounting tab or Accounting Distribution tab, a line description is required.

Department: 150 | Unit: - | Transaction ID: 2500000024 | Version: 1

Accounting Distribution (1)	Accounting (1)	Summary
Distribution Percentage	Total Line Amount	
0.0000	\$82,882.80	

Vendor (1) Commodity (1)

Accounting Line	Total Line Amount	Fund	Department	Unit	Appr Unit	Object	Attachments	Program	Program Period	Major Program	Activity
1	\$82,882.80										

General Information

Event Type	Accounting Template	Line Description (appears on remittance advice)
AP01		
Sub Total Line Amount	Total Tax Amount	Use Tax Amount
\$82,882.80	\$0.00	\$0.00

To complete the transaction click **Validate** and **Submit**.



Finalizing the Transaction

If the PRC requires approval, the status will be Pending once submitted. It will be routed to a work list for approval. If the PRC doesn't require approval, the transaction will go to Final status once submitted.