Utah County Financial Management System

Purchasing Module
Instruction Manual
(Last updated 11/19/2021)

INTRODUCTION

This manual has been prepared to assist you in understanding the Purchasing Module of the Financial Management System. The Financial Management System is an in-house system developed by the Data Processing department in conjunction with the Auditor's Office. The system is Windows-based written in Power Builder with an Oracle database. Being a Windows-based program offers several advantages.

The system contains enhanced accounting features. Some of these new accounting features are required by the Governmental Accounting Standards Board ("GASB"). GASB was organized in 1984 by the Financial Accounting Foundation to establish standards of financial accounting and reporting for state and local government entities. http://www.gasb.org

Security features are included. The system will recognize you by your network logon ID. If your logon ID does not match the system ID, you will not be able to logon to the system. Furthermore, account access is limited by those set within the general ledger.

Please contact the Auditor's Office – Finance or Purchasing if you have any questions or comments about the financial system or the user's manual.

MAIN SCREEN

Figure 1 is the Main screen that appears when the finance program has been executed. Please note that the buttons on this screen will vary based on your security levels.

For the following icons, access is based upon approved security.

The following buttons are available on the Main screen (in order from top to bottom).

General Ledger (bar graph)	Clicking this button will execute the General Ledger module.
Budget (calculator)	Clicking this button will execute the Budget module. This module is limited to County staff who will be preparing their department's annual budget.
Cash Management (dollar sign)	Clicking this button will execute the Cash Management module.

Accounts Receivable (invoice page)	Clicking this button will execute the Accounts Receivable module.
Asset Management (buildings)	Clicking this button will execute the Fixed Asset module.
Work in progress (house)	Clicking this button will open a dashboard that shows the status of things you are working on and Commission comments.
Requisition (page with red pen)	Clicking this button will execute the Requisition module. This module is where requisitions will be created and approved. Once the requisition has been approved, it becomes a purchase order. Once the goods have been received, the purchase order is approved for payment.
Vendor Maintenance (person)	Clicking this button will execute the Vendor Maintenance module. You can search for a vendor from here and see any notes and contracts tied to this vendor. You can also start the process to set a vendor up from this screen if you have security to do so.
Travel (airplane)	Clicking this button will execute the Travel module.
Control records (key)	Access to the module is restricted to Finance and Purchasing.
Exit (door icon)	Clicking this button exits the application.

The following are options available within different windows or under Window in the menu bar

Tile Windows Vertically	Clicking this button will show all the open windows side-by-side. This button is disabled until at least two windows in the application have been opened.
Tile Windows Horizontally	Clicking this button will show all the open windows top-to-bottom. This button is disabled until at least two windows in the application have been opened.
Layer Windows	Clicking this button will display one window and will stack any other open windows behind the displayed window (you will not be able to see these other windows unless the front window is moved, minimized, etc.). This button is disabled until at least one window in the application has been opened.

Cascade Windows	Clicking this button will display one window and will stack any other open windows behind the displayed window (you will be able to see the tops of these other windows). This button is disabled until at least one window in the application has been opened.

The name of each of the buttons can be seen by either (1) moving the mouse to the button and waiting a second until the Power Tip appears or (2) right-clicking on the toolbar and choosing the "Show Text" option (repeating this action will toggle the text off). Also, all the actions performed by the buttons are available by choosing the File option from the menu bar. The File menu also displays any associated quick keys (e.g., the Requisition module can be executed by pressing the F9 key).

To change the position of the toolbar, right-click on the toolbar and choose the position of the toolbar you like best. It is recommended, however, that the toolbar remain on the left side of the screen. You can also click on Window in the menu bar and select tool bars. (Figure 2)

REQUISITION MODULE

A purchase order does not become a valid purchase order until all the data has been entered, the approval process has been completed and a purchase order number assigned. The temporary state of the purchase order while it is going through this process is called a requisition.

From the Main screen (Figure 1), execute the Requisition module by clicking the page with red pen icon. The first screen that appears (Figure 3) contains several main tabs: P.O. Lookup, Requisition, Purchasing, Parameters For Search and Results of Search. Please note these tabs will vary based on security levels.

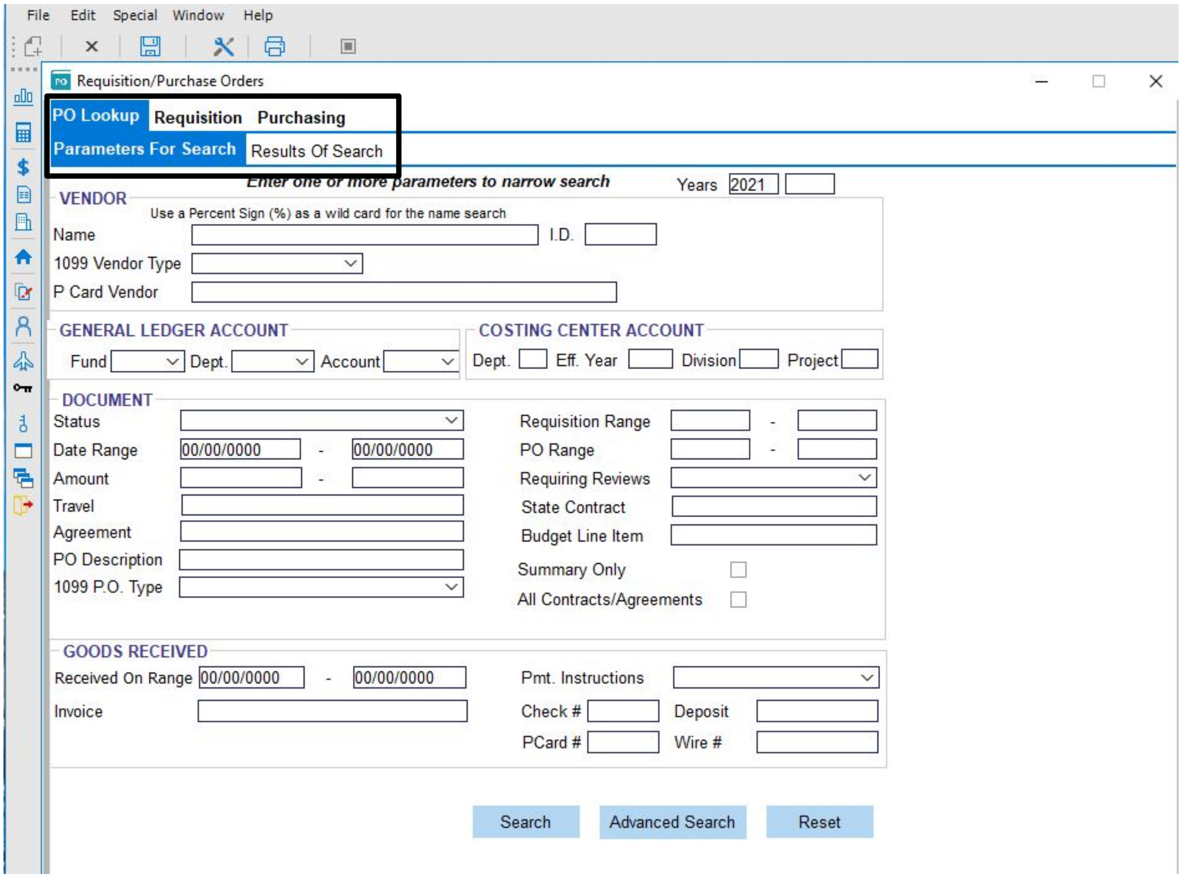


Figure 3

Each main tab will have sub-tabs associated with it. In Figure 3 you will see that the main tab P.O. Lookup has two sub-tabs: Parameters for Search, and Results of Search. This is the first screen that will appear when executing the purchase module.

When you click on the Requisition tab, you will see in Figure 4 that this tab has several sub-tabs; Vendor Search, Initiate, Costing Allocations and so on.

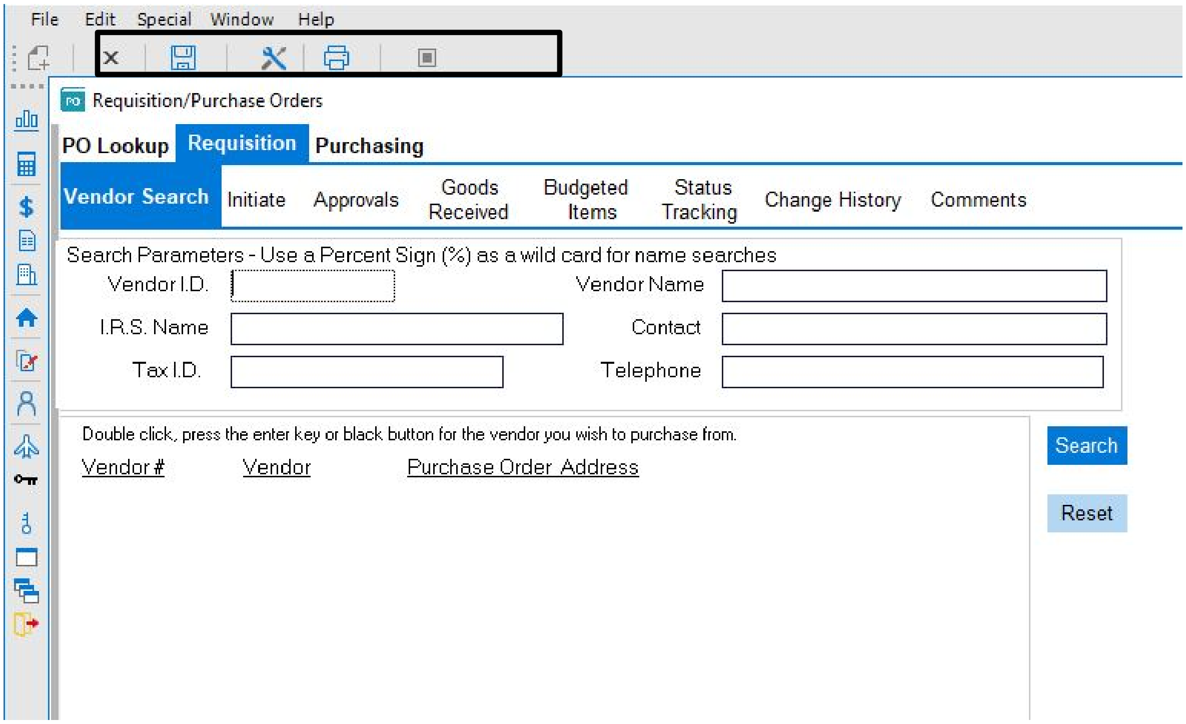


Figure 4

The toolbar at the top of the screen, in order from left to right, are as follows:

New Record (Page with +)	Clicking this button will insert a new record (i.e., line). This button will be used if there is more than one line item on a purchase order.
Close Window (x)	Clicking this button will close the current window; it will not cause you to exit the application.
Save Changes (disk)	Clicking this button will save any changes. This is the button you will need to press to initially store requisition information. If any subsequent changes are made to the requisition, this button will need to be pressed to update the requisition. The quick key for this button is F12.

Default Printer (tools)	Clicking this button will allow you to set your default printer. You will also be able to set printer options. The printer highlighted on this screen is the printer where all print jobs will be sent.
Print Screen (printer icon)	Clicking this button will print the current screen and send the print job to your default printer using the parameters set in the Printer Options screen.
Cancel Changes (red square)	Clicking this button will cancel any changes that you have made since the record was last saved. If you are entering multiple line items (see section on Entering Requisitions) be sure to have your cursor in the line you wish to cancel!

As you enter requisition information, make sure you fill in the needed fields. You will not be able to save a record if a required field has been left blank.

SEARCHING FOR AN EXISTING P.O / REQUISITION

The P.O. Lookup Parameters For Search tab (shown in Figures 3 & 5) allows you to search for a requisition or purchase order that has already been created. This is the first screen that appears after executing the Requisition module (Page with red pen). Please note the year in the upper right-hand corner of the screen. By default, the current year will be displayed in this field. If you wish to change the year, simply replace the current year with the year you wish to search. You will notice there are two fields associated with the year. This allows you to also enter a beginning year and an ending year for your search.

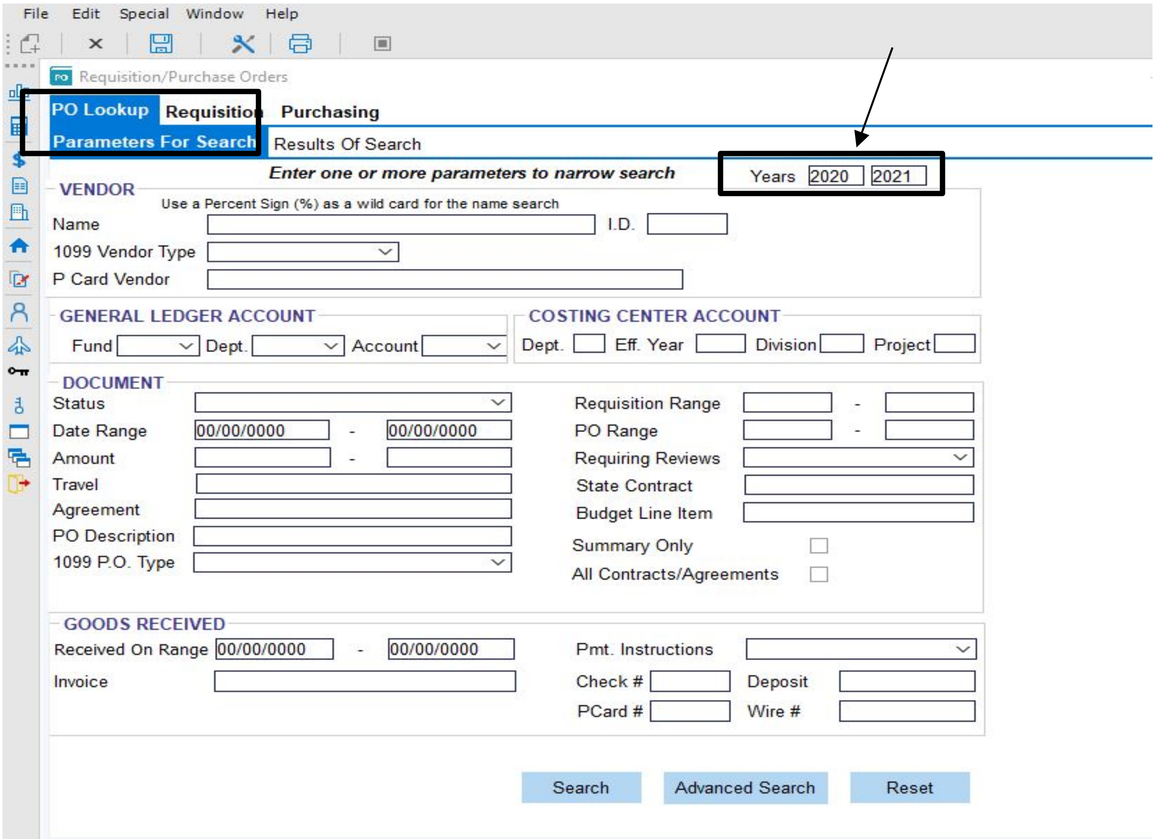


Figure 5

When you first enter information for a purchase order, a requisition is created, and a requisition number is assigned. This number can be used to track the progress of the purchase order as it is going through the approval process. Once all the steps of approval have been completed, the requisition is then assigned a purchase order number at which time items can be purchased. Requisition numbers should not be used to purchase items. One or more of the following parameters can be entered to conduct the search for an existing purchase order or requisition. It is always a good idea to enter your department account number to narrow your search. The following list will describe the fields in Figure 5 from left to right:

Name	The name of the vendor on the purchase order. Only the first few letters of the vendor's name need to be entered. Individuals are listed last name, first name. So, Dr. John Doe would be listed in the database as Doe, John Dr. Articles ('A', 'An', 'The') will be placed at the beginning of the vendor's name. For example, The Daily Herald would be listed in the database as The Daily Herald. It is possible to do a wildcard search by placing the percent sign (%) before the characters you want to search for. For example, a search string of '%UTAH' would return the following vendors: UTAH COUNTY PUBLIC WORKS, CENTRAL UTAH TELEPHONE, and any other vendor that contained 'UTAH' anywhere in its name.

Vendor I.D.	The ID of the vendor on the purchase order. Each ID is only associated with one vendor.
Type of 1099	The type of vendor/purchase. This parameter is limited to the options listed in the drop-down box.
P Card Vendor	Search by vendor name
General Ledger Account	The general ledger account number associated with the purchase order.
Costing Center Account	The cost center associated with the purchase order.
Status	The status of the requisition or purchase order. This parameter is limited to the options listed in the drop-down box. See the section on Tracking Requisitions for a list of status descriptions.
Requisition Range	A range of requisition numbers. If you are trying to find one specific purchase order/requisition and you know its requisition number, then you only need to enter the number in one–not both–of the boxes.
Date Range	The date the requisition was created/approved.
PO Range	A range of purchase order numbers. If you are trying to find one specific purchase order and you know its number, then you only need to enter the number in one–not both–of the boxes.
Amount	A range of requisition/purchase order amounts.
Requiring Reviews	To search on requests that need reviews by Public Works or IT department.
Travel#	The T-number that is assigned by the Finance System for travel. You can search on any portion of the T-number without using a wildcard (%). If you place a T in this field, all requisitions and/or purchase orders with a T-number will display. If you enter a 3 in this field, then any requisition and/or purchase order that has a T-number containing a 3 will be displayed.
State Contract	Search on state contract numbers. This will bring up any POs associated with that state contract number.

Agreement	The Agreement number assigned to a vendor contract once it has been approved by the Commission.
Budget Line-Item	Search by budget line item.
PO Description	Search on key words in the PO description field.
Received On Range	Enter dates to search on when payment was authorized.
Pmt. Instructions	Search on type of payment selected when payment was authorized.
Invoice	The invoice number associated with the purchase order. Typically, the invoice number will only be known after the order has been shipped or paid.
Payment type#	The payment number associated with a purchase order that has already been paid. Check#, Deposit#, P-Card# and Wire#

After you have entered your search parameter(s), click the Search button, or press the enter key to execute your search. All documents that meet the search criteria will be displayed under the P.O. Lookup - Results of Search tab (shown in Figure 5). If you need to conduct a new search and want to clear the parameters that have already been entered, click the Parameters for Search tab, then the Reset button.

The Results of Search screen is organized to display the purchase order information by order of the headings. For example, the heading in Figure 6 that has been outline in purple indicates that the first line below the heading will show you the purchase order number (2021-11748-1). The second line below the heading will tell you the account name, and the third line below the heading will give you the costing center name.

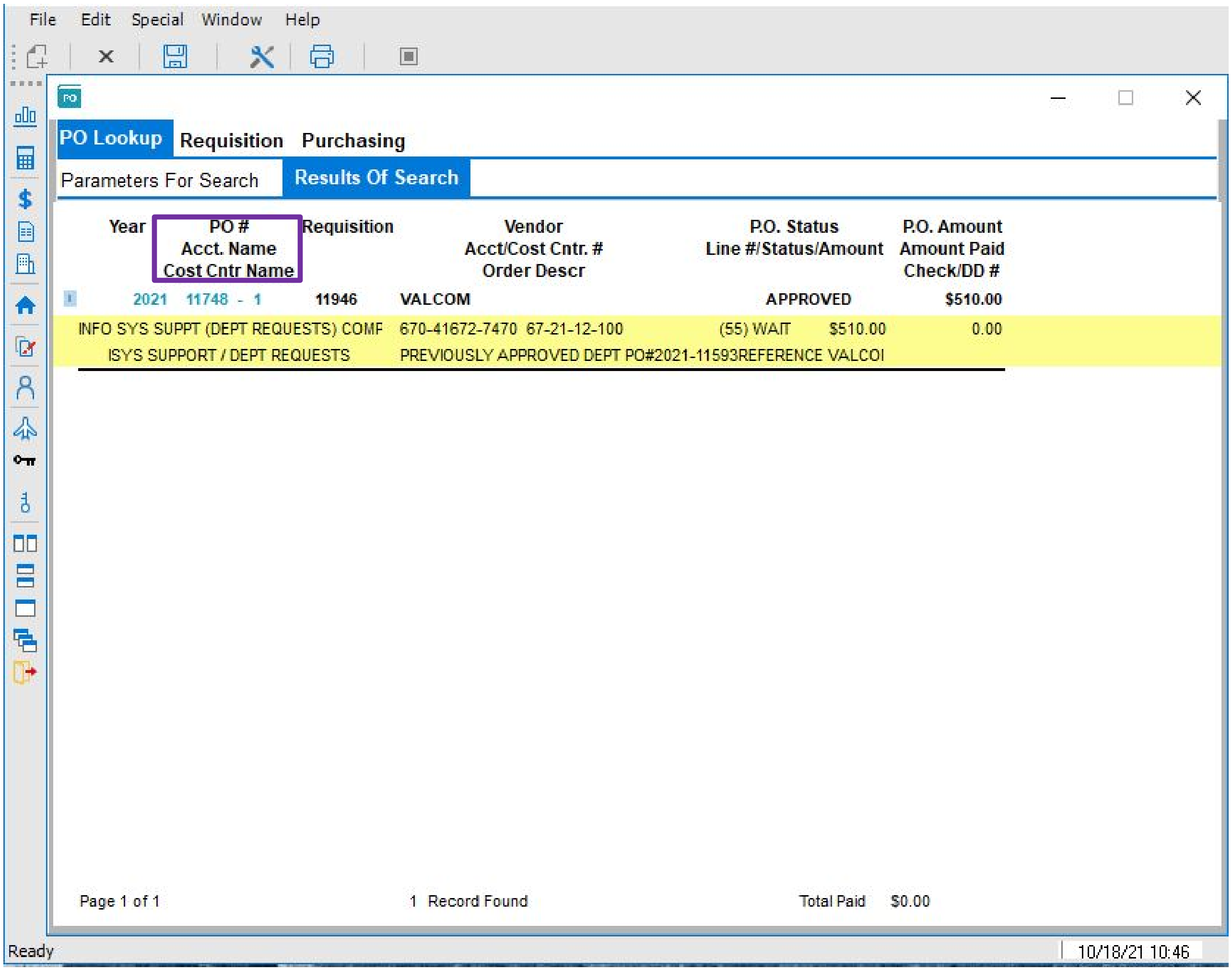

File Edit Special Window Help
PO Lookup
Requisition
Purchasing
Parameters For Search
Results Of Search
Year
PO #
Acct. Name
Cost Cntr Name
Requisition
Vendor
Acct/Cost Cntr. #
Order Descr
P.O. Status
Line #/Status/Amount
P.O. Amount
Amount Paid
Check/DD #
2021 11748 - 1 11946 VALCOM APPROVED $510.00
INFO SYS SUPPT (DEPT REQUESTS) COMF 670-41672-7470 67-21-12-100 (55) WAIT $510.00 0.00
ISYS SUPPORT / DEPT REQUESTS PREVIOUSLY APPROVED DEPT PO#2021-11593REFERENCE VALCOI
Page 1 of 1
1 Record Found
Total Paid $0.00
Ready
10/18/21 10:46

Figure 6

To display further details about the purchase order, use the mouse to double click on the purchase order you would like to view or click on the light blue square with an I in it. Please note that the double click needs to be somewhere in the text that is highlighted in blue (see Figure 6) or press the Enter key after the purchase order has been selected. You will then be taken to the Requisition - Initiate tab (shown in Figure 7) which will display detailed information about the purchase order. To view even more information, click on any of the sub-tabs: such as, Approvals, Goods Received, Budgeted Items, etc. These tabs will be explained in more detail in the section on Entering Requisitions. To return to the search results screen, click the P.O. Lookup tab.

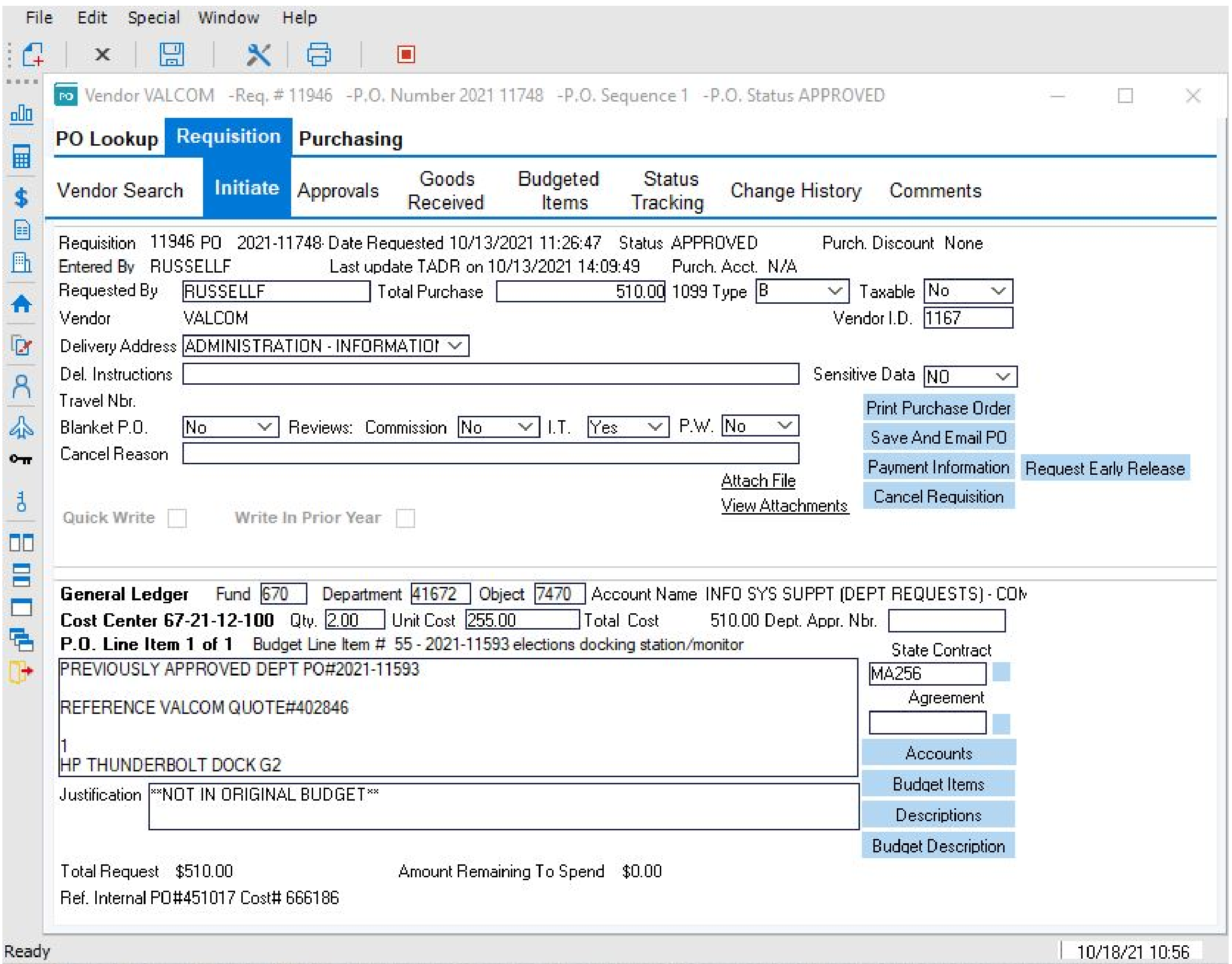


Figure 7

ENTERING A NEW VENDOR

Click on the person. The vendor search screen appears. You should always search to make sure the vendor is not already set up. There are several options to search for a vendor. (See figure 7.1)

If the vendor is not found, you can start the process of setting up a vendor by clicking on the "insert" icon and filling out whatever information the system will allow. If there is a comma in the vendors name, do not use it. Example National Corndog company, LLC. If you enter the comma, the system will think the vendors name is LLC National Corndog company.

Make sure to click on the blue USPS ZIP Search and click on Find by Address under Look up a ZIP Code. Enter the address according to the USPS website, including the zip+4. Then save it (F12). The system will save it in a TEMP status. Email Purchasing the vendors W9 and ask for the vendor to be activated.

To set up employees, enter the employee's last name, first name. Then email purchasing the employee's name, employee id# and address the employee wants associated with their record to finish the process.

To setup ACH information for an employee, you will need to contact the Finance Officer.

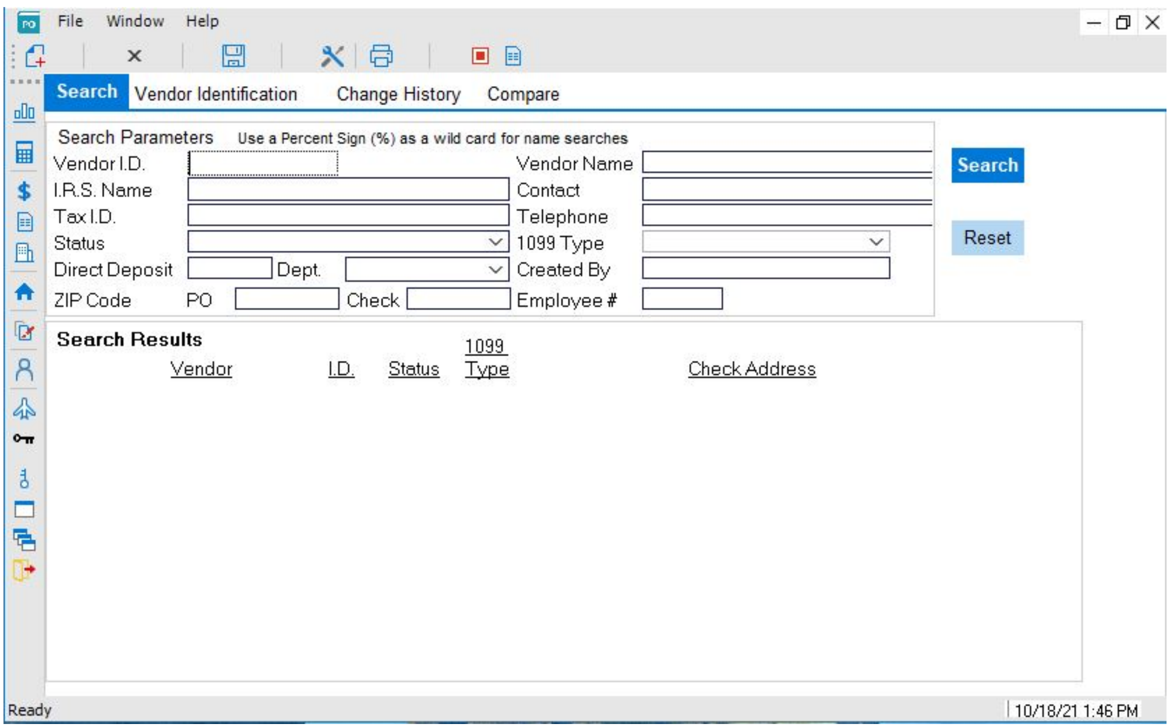


Figure 7.1

ENTERING A REQUISITION

<u>Step #1:</u> The Requisition - Vendor Search tab (shown in Figure 8) is the first step in creating a purchase order. This tab allows you to search for vendors that have been created in the financial system. If a vendor has not been created in the financial system, you will get the message "No Active Vendors for Given Parameters". You must have security to create a vendor. Contact the Purchasing Agents in the Auditor's Office by email or extensions 8234 or 8233 to be set up to create vendors. You will need department head approval.

If you have security to enter the vendor yourself, please see the section on Creating Vendors.

In Figure 8 there are six different parameters that can be used to search for the vendor you wish to create a requisition for:

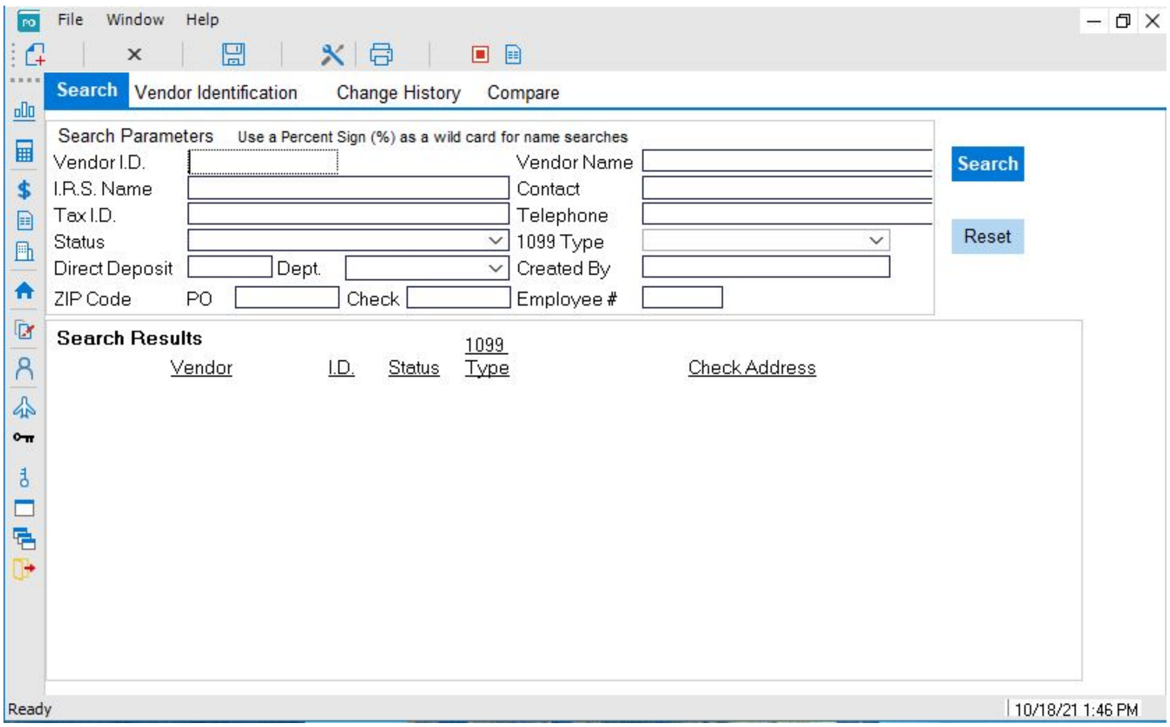


Figure 8

Vendor I.D.	The Vendor ID is a number generated by the financial system and is associated with a single vendor name. If you know the vendor number, type it in this field.
I.R.S. Name	The official name of the vendor as registered with the Internal Revenue Service.
Tax I.D.	The tax (or employer) identification number associated with the vendor.

Vendor Name	The name of the vendor. Only the first few letters of the vendor's name need to be entered. This is the easiest way to search for a vendor. Individuals are listed with last name first. Ex: Dr. John Doe would be listed in the database as Doe, John Dr. Articles ('A', 'An', 'The') will be placed at the beginning of the vendor's name. For example, The Daily Herald would be listed in the database as The Daily Herald. It is possible to do a wildcard search by placing the percent sign (%) before the characters you want to search for. For example, a search string of '%UTAH' would return the following vendors: UTAH COUNTY PUBLIC WORKS, CENTRAL UTAH TELEPHONE, and any other vendor that contained 'UTAH' anywhere in its name.
Contact	The name of the contact person associated with the vendor.
Telephone	The telephone number of the vendor. Any part of the telephone number may be entered. For example, if you wanted to search for all the vendors along the Wasatch front, you could enter 801 or 385.

After you have entered the search parameter(s), click the Search button, or press the Enter key to execute the search. The vendor(s) that meet the search criteria will be displayed in a list below the search parameters. Double click on the vendor you wish to create the requisition for. If you would like to conduct a new search and want to clear the parameters that have already been entered, click the Reset button.

Step #2: After you have double clicked on the vendor you want, the Requisition - Initiate tab will display (See Figure 9). Completing the information on this screen is the second step in creating a requisition. The screen and field descriptions are as follows from left to right, top to bottom:

General Ledger Account (Fund, Department, Object)	The general ledger account from which the order will be paid. Up to nine general ledger accounts can be paid on one purchase order.

After entering the general ledger account, you will automatically be taken to the Budged Items tab which is just another sub-tab of the Requisition main tab. This tab will allow you to choose the line item from which this purchase should be taken. Please note that you will only have access to your own departmental accounts unless security to enter requisitions for other departments has been granted.

Choose the costing center (or line item) by double clicking on the line that corresponds with where the item was budgeted. If there is no money available, you will receive an error message, otherwise you will automatically be taken back to the Requisition – Costing Allocations tab.

(Figure 9). The cost center that was chosen will appear in the Center, Year, Division, and Project fields.

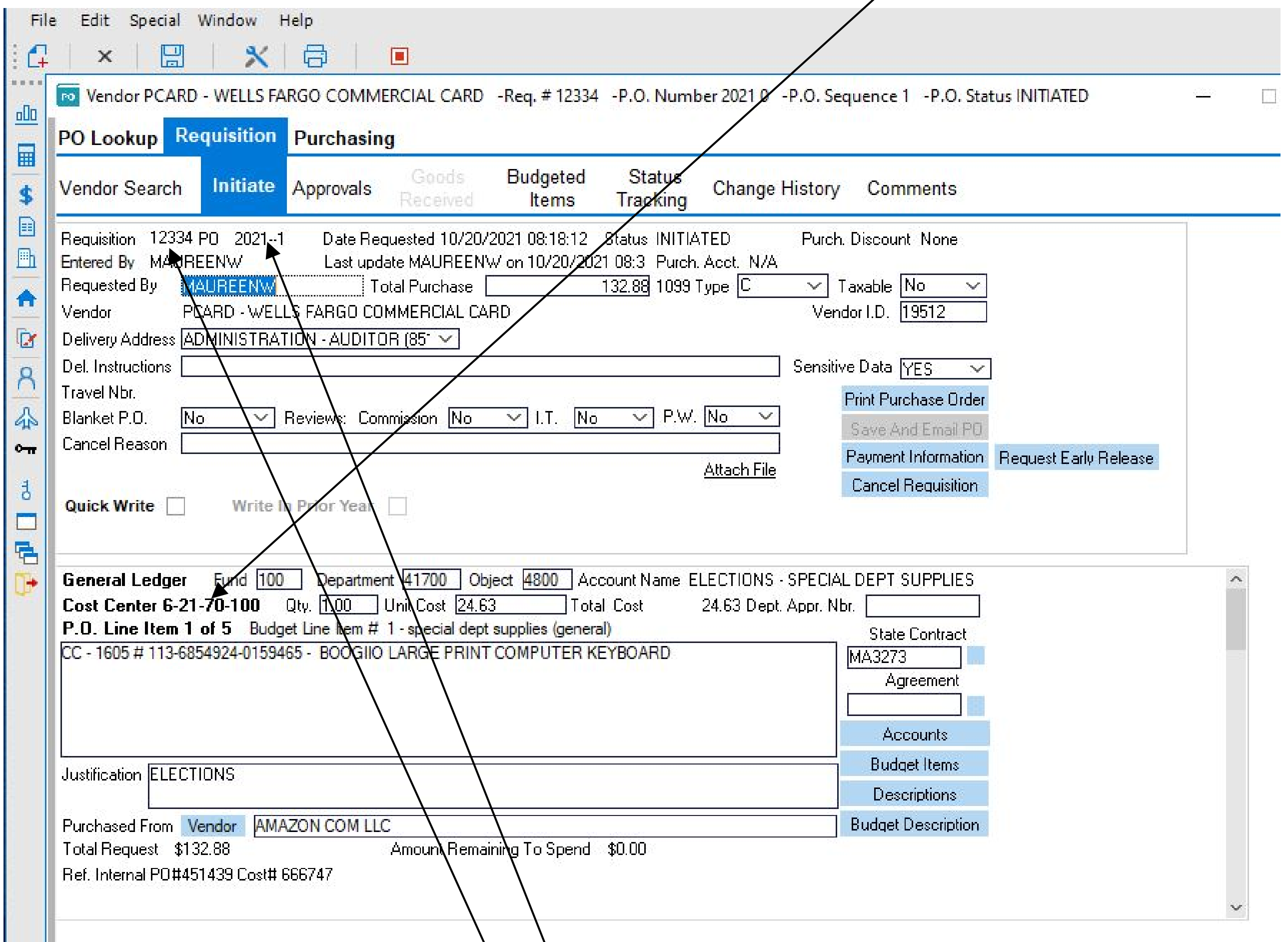


Figure 9

Requisition	The requisition number assigned to the document will show in this space. Please note that a requisition number will not be assigned until the document is saved. Also note that the requisition number is a system-generated field.
Purchase Order Number	The purchase order number assigned to the document will show in this space. Please note that a purchase order number will not be assigned until the requisition has been approved by the Commission and/or the Purchasing Agent. Again, the purchase order number is a system-generated field. The format of the purchase order is {Year} {Number} {Level}. The Level portion of the purchase order number becomes important when using a blanket purchase order. This number will show how many payments have been charged against that purchase order.

	To illustrate, a purchase order number of 2021-10277-3 would indicate that the purchase order was the 3rd level (or payment) of the 10,277th purchase order created in 2021.
Status	The status of the purchase order. When you initially enter a purchase order this area will be blank. However, if you are searching for an existing purchase order, and look at this screen, the status will tell you if the purchase order has been approved, or if it is ready to pay, etc. For a description of each type of status, see the section on Tracking Requisitions.
Date Requested	The date the requisition was initially entered. This field is system-generated and cannot be changed.
Entered By	The logon ID of the person entering the requisition information. This field is system-generated (based upon the network logon ID) and cannot be changed.
Last Updated	The date the requisition/purchase order was last changed. While the Date Requested field will always remain the same, this field will continually change as the requisition/purchase order is re-saved.
Requested By	The logon ID or name of the person requesting the purchase order. This may differ from the logon ID appearing in the Entered By field.
Total Purchase	The total amount of the purchase order. Do not enter '$'. If the purchase order is for $153.46, enter 153.46.
Vendor	The vendor's name selected on the Vendor Search tab automatically appears in this field. If the vendor's name shown is not the correct vendor, you can cancel the requisition by clicking the "Cancel Requestion button" and start again or you can contact Purchasing to have the vendor id# updated to the correct vendor.
Vendor I.D.	The vendor ID associated with the vendor's name. This field is system-generated and cannot be changed.

Delivery Address	The address where the goods should be delivered. This field will automatically be filled in for you based on your login ID. You can specify a different department by choosing it from the drop-down list and the address line below will update accordingly. If this field does not automatically fill in for you, contact Purchasing to set up the default address.
Delivery Instructions	Add any miscellaneous notes regarding how the goods should be delivered. For example, to whom the goods should be routed once they are received, by what carrier the goods should be shipped, if delivery needs to be rushed, etc. As much text as necessary can be entered in this box.
Sensitive Data	Select YES if you need HIPPA Compliance. You can default to YES in your profile under File and user profile. If you select YES as default, you will need to review each request to see if it meets HIPPA. If NO, then select NO. Reminder all information is subject to Gramma requests and make sure to black out information required by HIPPA.
F.O.B.	All goods should be shipped to the County Free on Board (FOB) Destination. FOB Destination is a shipping term indicating that the supplier pays the shipping costs from the point of manufacture/sale to the County destination. Title of the goods passes from the seller to the County when the goods are delivered. The F.O.B. is limited to the destinations in the drop-down box
Travel Authorization #	Is assigned by the system once a travel request has been approved. The T# will be assigned to each purchase order automatically when it is created within travel.
Requires Commission Review	This field indicates whether the requisition will need to be approved by the Commissioners. Most requisitions over $5,000 for departments that fall under appointed department heads, and over $10,000 for departments that fall under elected officials will require Commission approval. See County Ordinance 2019-24 for details.
Reason Cancelled	If you choose to cancel a requisition after it has been created and saved, you must enter a reason for the cancellation in this field.
Quick Write	This field is limited to those with approved security to override approvals.

Write in Prior Year	This field allows a purchase order to be written in a year other than the current year. Usually only available for the month of January.
Write in Next Year	This field allows a purchase order to be written for next year once the budget is approved and updated in the Finance System. Usually available in late December.
Cancel Requisition	This button will allow you to cancel the requisition after it has been saved. You will need to enter the reason for the cancellation in the cancel field. Re-saving the requisition (F12 or button on the toolbar) will then cancel the requisition. The status of the requisition will change to REQCANCEL. If the requisition has not yet been saved (i.e., no requisition number has been assigned), do not use this button to cancel the requisition. Instead, click the red square icon on the top toolbar to cancel the requisition.
Print Purchase Order	Once the requisition has been approved by the Commission and/or Purchasing and a purchase order number has been assigned, click this button to print the purchase order to supply to the vendor.
Save And Email PO	You have the option to save the PO to a file and email it to the vendor.
Payment Information	Clicking this button will take you to the Requisition – Goods Received tab where you can view any payment information that exists.
Request Early Release	Clicking this button will allow you to request an early release of payment. You will need to fill out the form.

Quantity	There are three different ways to enter the quantity, unit cost and items you are purchasing on your requisition. Below are some examples of the different ways to enter these items. Choose the one that is easiest for you. (1) If you are ordering office supplies (pens, notepads, folders) and the total purchase is $50, you would enter "1" as the quantity, and the unit cost as $50. In the description box you would enter the details of how many pens, notepads, folders etc. and include the associated costs of each item. **Preferred way is for you to do a line for each item/expense. This also makes it easier for you if you have to do a search on how much was spent on X item.** (2) If you are ordering 5 of one item, (for example 5 cases of paper at $15 each) you would enter 5 as the quantity and unit cost $15. The system them calculates the total cost $75 (3) If you are entering one requisition that requires items to come from different accounts, or from different line items in the same account then you would do the following: Enter the first item like you normally would (account number, line item, quantity, unit cost, description etc.) then click on the "insert" button on the toolbar. The screen will refresh and display the same account number and costing center used with the previous item. Simply change the account number if you would like, and/or click on the "Budgeted Items" tab to choose a different line item, then continue entering the rest of the information for this item. You can enter numerous items this way and choose up to 9 different account numbers if needed on one requisition.
Unit Cost	Enter the unit cost according to the guidelines listed above.
Description	The description field is the large white box toward the bottom of the screen. Enter a description of what is being purchased in this field. As much text as necessary can be entered in the field. This is the space where multiple products ordered should be listed. For example, in the scenario described above where office supplies are being purchased, the individual supplies should be detailed in the description field with their associated costs. To illustrate, an appropriate description could be 'Office Supplies: Folders ($5.00) on one line; Pens ($6.00) on a second line.

To move to the next line, hold down ‘Ctrl’ and press the Enter key or click on insert icon – top left under file – to insert another line.

Step #3: Once you have entered all the necessary information on the Costing Allocations screen the requisition must be saved by clicking the save button on the toolbar or by pressing the F12 key.

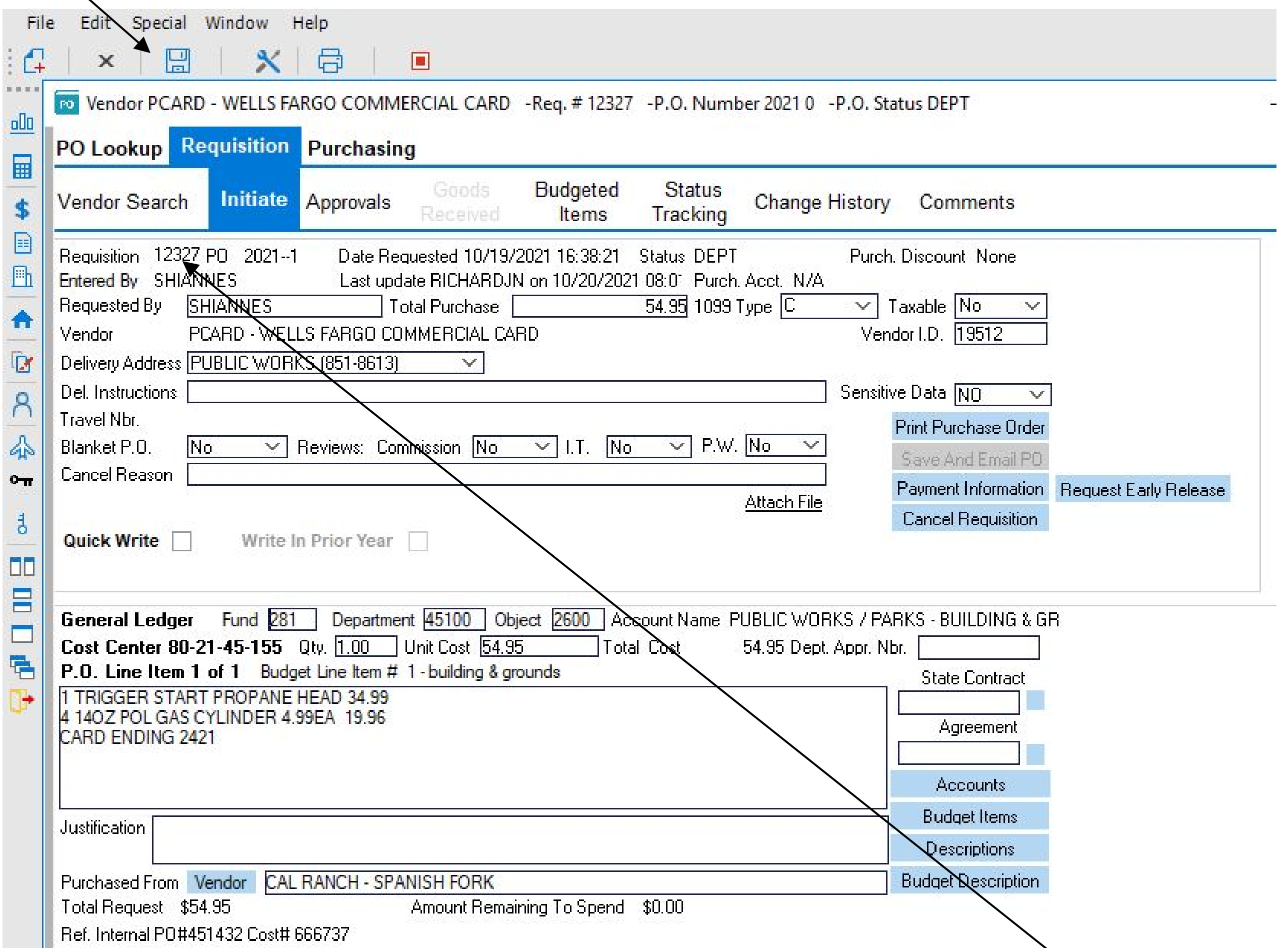


Figure 10

After the requisition has been saved, a requisition number will be assigned and displayed at the top of the screen. The requisition will then be placed in “Initiated Status”. See the section on Status Tracking for a list of status descriptions. Remember the requisition number should not be used to order items. You must wait until the requisition has gone through the approval process and assigned a purchase order number.

TRACKING THE STATUS OF A P.O./REQUISITION

There are a couple of different ways to track requisitions as they are going through the approval process:

Option #1: Click on the Requisition - Status Tracking tab and select the status you wish to search by clicking on the appropriate radio button. You will only see the purchase orders/requisitions that have been written against the accounts you have access to. To view the details of the purchase order/requisition, simply double click on the selected item, then click on any of the sub-tabs to view further details

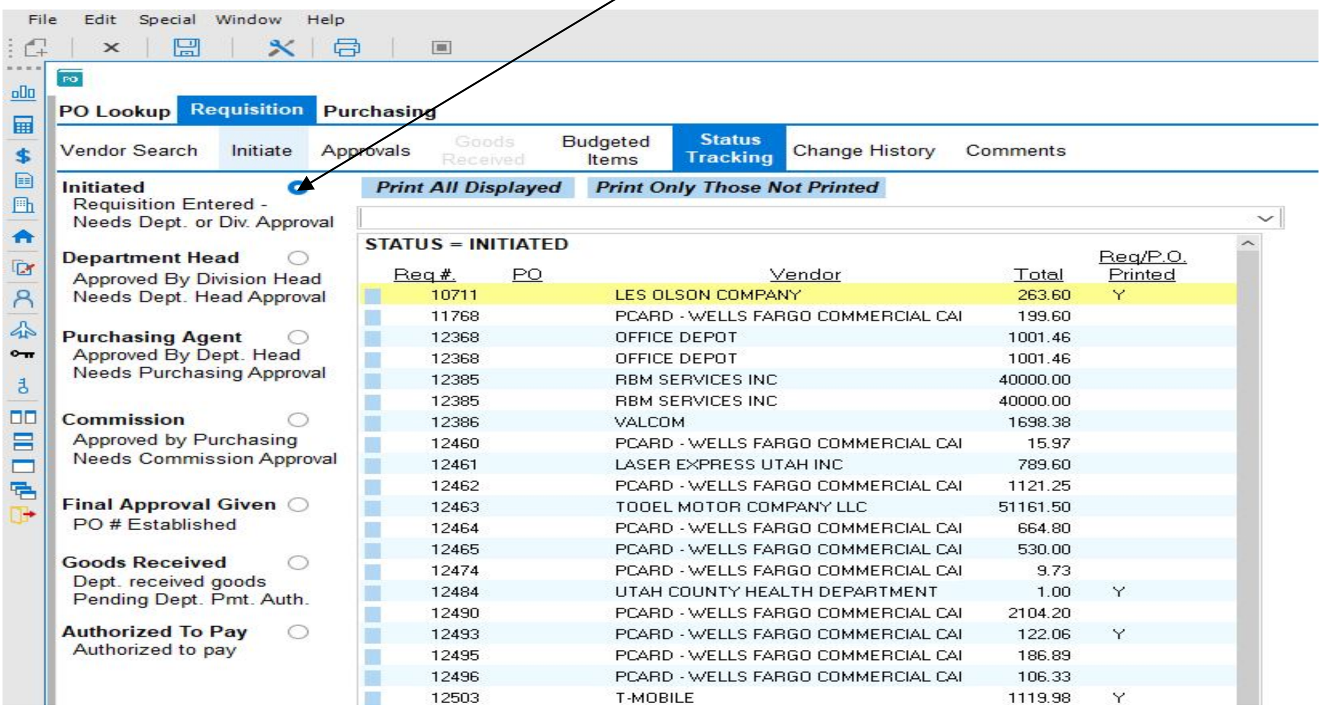


Figure 11

Initiated	The status of the requisition after it has been initially entered. Waiting for Department or Division Head approval. A Division Head has the authority to approve requisitions in Initiated status, but the Department Head is still required to give final approval.
Dept	Waiting for Department Head approval.
Purchasing Agent	Waiting for Purchasing Agent to approve. The Purchasing Agent acknowledges all procurement rules have been followed. If the requisition does not require Commission approval, a purchase order number is assigned, the purchase order is then placed in Approved status and items can now be ordered. Requisitions requiring Commission approval will become purchase orders and will be assigned purchase order numbers after being approved by two Commissioners.

Commission	Requisition is waiting for the approval of two Commissioners.
Final Approval Given	Requisition has completed the approval process and a purchase order has been assigned. Items can now be ordered.
Authorized to Pay	Goods have been received and the purchase order has been authorized for payment.

Option #2: From the P.O. Lookup - Parameters For Search tab enter your Fund, Dept and account number (to narrow the search) and from the status drop down list, choose the requisition/purchase order status you wish to search for. Please note this list is in alphabetical order and you may have to use the scroll bar on the right to locate the status you wish to search by.

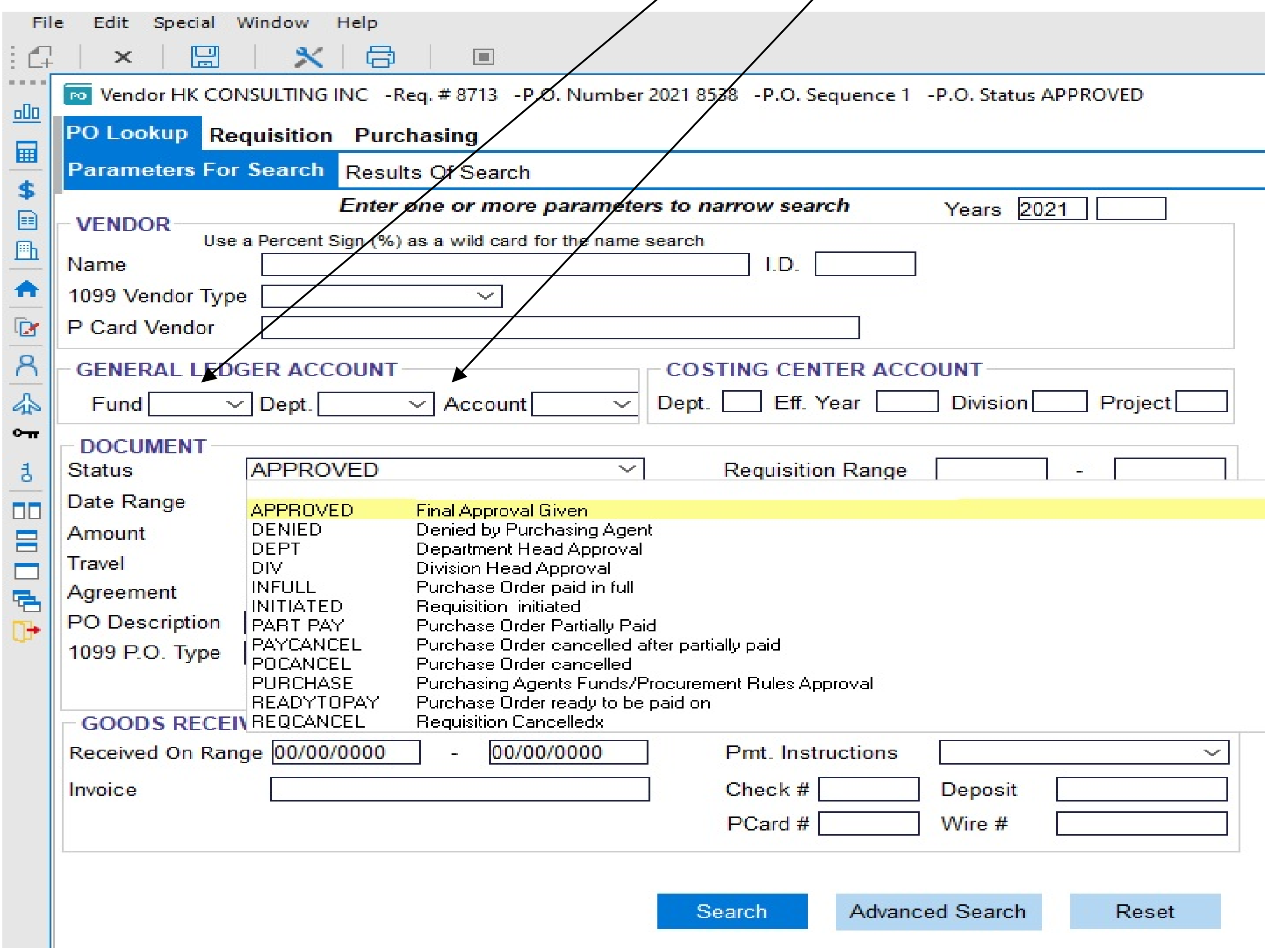


Figure 12

The following is a list of other status types available in the drop-down list that were not discussed in Figure 12.

Denied	The Purchasing Agent may deny a requisition due to a violation of procurement rules. It would then require a public meeting to override the decision.
In Full	The purchase order has been paid in full.
Part Pay	The purchase order has only been partially paid. This is used when paying on a blanket purchase order, or when only a portion of the goods have been received.
Pay Cancel	When a purchase order has been cancelled after a portion of the goods have been paid for.
Purchase Order Cancel	The status when a purchase order has been cancelled after a purchase order number has been assigned.
Ready to Pay	Goods have been received and the purchase order has been authorized for payment.
Req Cancel	The status when a requisition is cancelled prior to receiving a purchase order number.

The Requisition - Approvals tab will display who approved the requisition and the date it was approved. See Figure 13

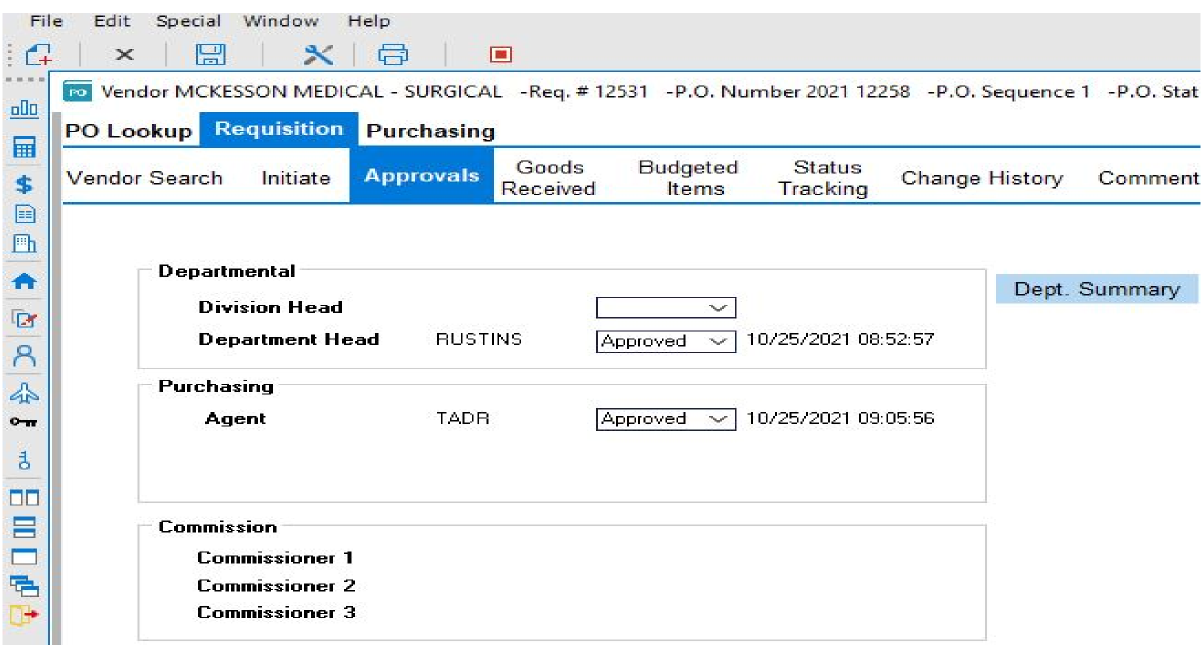


Figure 13

Option #3 - Work in Progress Screen: Click on the House in the side menu bar. This will open the Work in Progress screen. This screen will show the status of purchase order requests, purchase orders approved, Travels, purchase orders with invoices attached, Early release requests, etc. You can click on any of the headers within each area to sort.

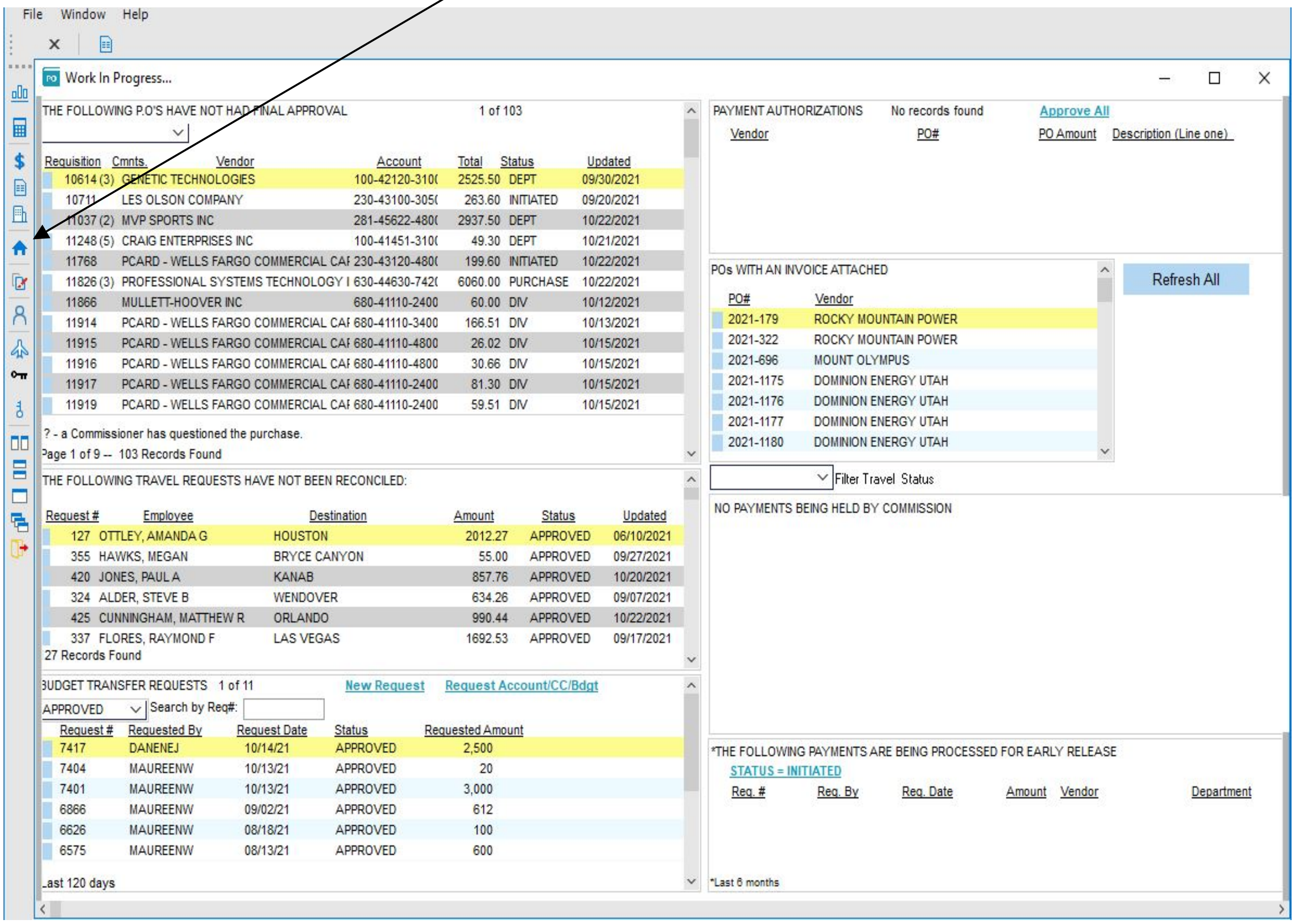


Figure 14

RECEIVING GOODS AND AUTHORIZING PAYMENT

Step #1: After the goods have been delivered, you will be notified when an invoice is attached to the purchase order. You should verify the correct invoice was linked to the purchase order. The invoice should reference the purchase order number and therefore make it easy for you to find the purchase order in the system. (See the section on "Searching for an Existing P.O./Requisition")

Step #2: Once you have located the purchase order, click on the - Goods Received tab

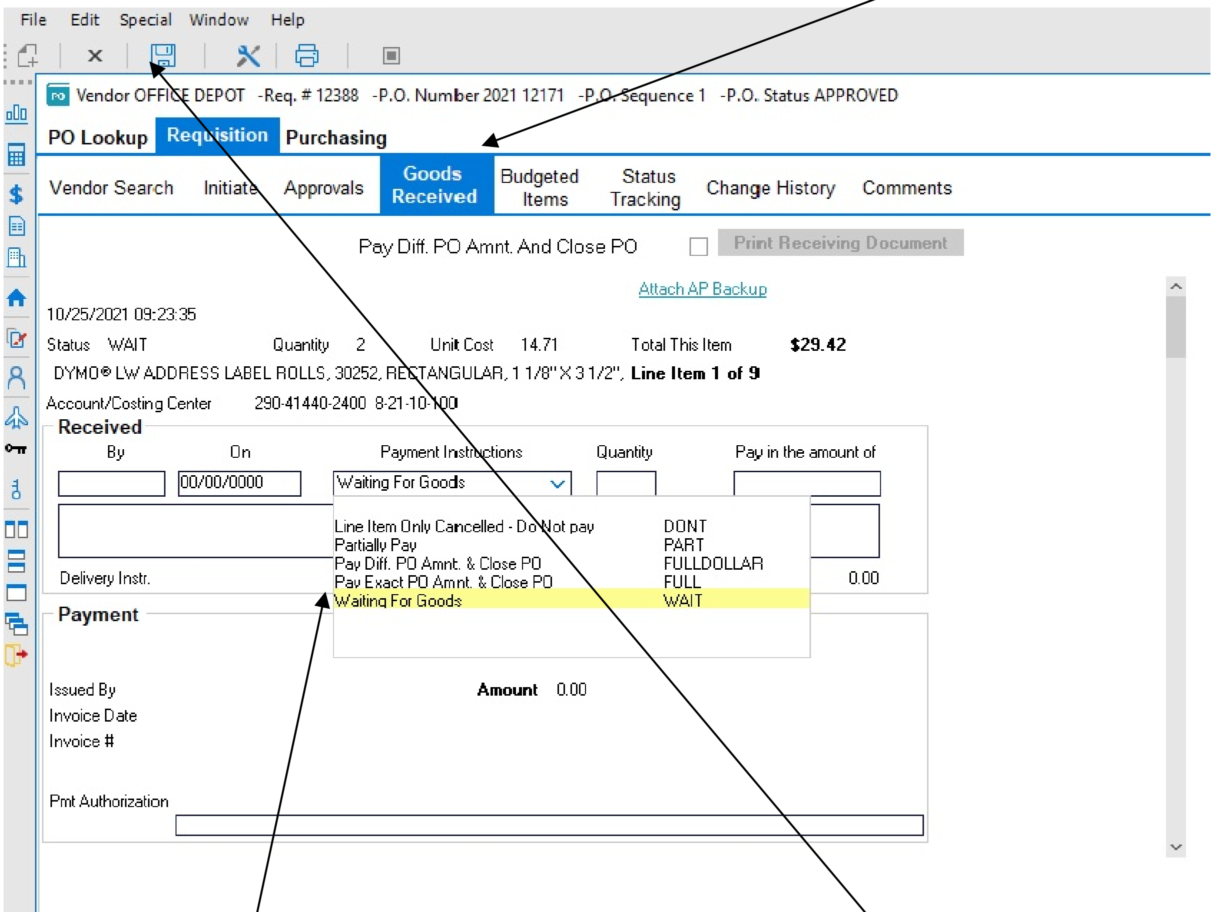


Figure 15

Step #3: If the amount on the invoice is the exact amount the purchase order was written for, then click on the "Pay Exact PO Amnt & Close PO" box and enter the invoice number in the description box.

Step #4: Save the screen by clicking the save button on the toolbar, or by pressing the F12 key.

Step #5: Print the receiving document by clicking the "Print Receiving Document" button. Sign and attach the receiving document to the invoice and send to the Auditor's Office for payment.

If the invoice is not for the same dollar amount the purchase order was written for, then choose one of the following from the "Payment Instructions" drop down list shown in Figure 15.

The system will allow a small % payment over the approved purchase order amount, if you have budget for it and allowed by your department.

Line Item Only Cancelled - Do Not Pay	This option would be used to not pay for a line item on the purchase order. For example, you may order goods, then find later they no longer carry a particular item that you have already placed on the purchase order.
Partially Pay	This form of payment is used for blanket purchase orders, or for payment when only a portion of the goods have been received and you are waiting for the remainder to come in.
Pay Exact PO Amnt & Close PO	This option is the same as clicking on the "Authorize to Pay in Full" box described in Step 3.
Pay Diff. PO Amnt and Close PO	This form of payment is used when the invoice amount is different from the purchase order amount with less than a $20 difference. You would then enter the amount that should be paid in the "Pay in the Amount of" box next to the "Payment Instructions" drop down list. If the invoice is more than $20 over the original purchase order, then an additional purchase order will need to be created to cover the difference.
Waiting for Goods	The Auditor's Office is waiting for you to receive the goods and send up the receiving document and backup for payment.

Once you have chosen the payment instruction, type the invoice number in the description box, and continue with steps 4 & 5.

VIEWING PAYMENT INFORMATION

Once the Auditor's Office has received the signed Receiving Document and appropriate backup, they will enter payment for the purchase order. To view that information, search for the purchase order (See section on Searching for an Existing P.O/Requisition), and click on the Requisition - Goods Received tab. At the bottom section of the screen, you will see the check number, amount paid, date printed, release date, etc.

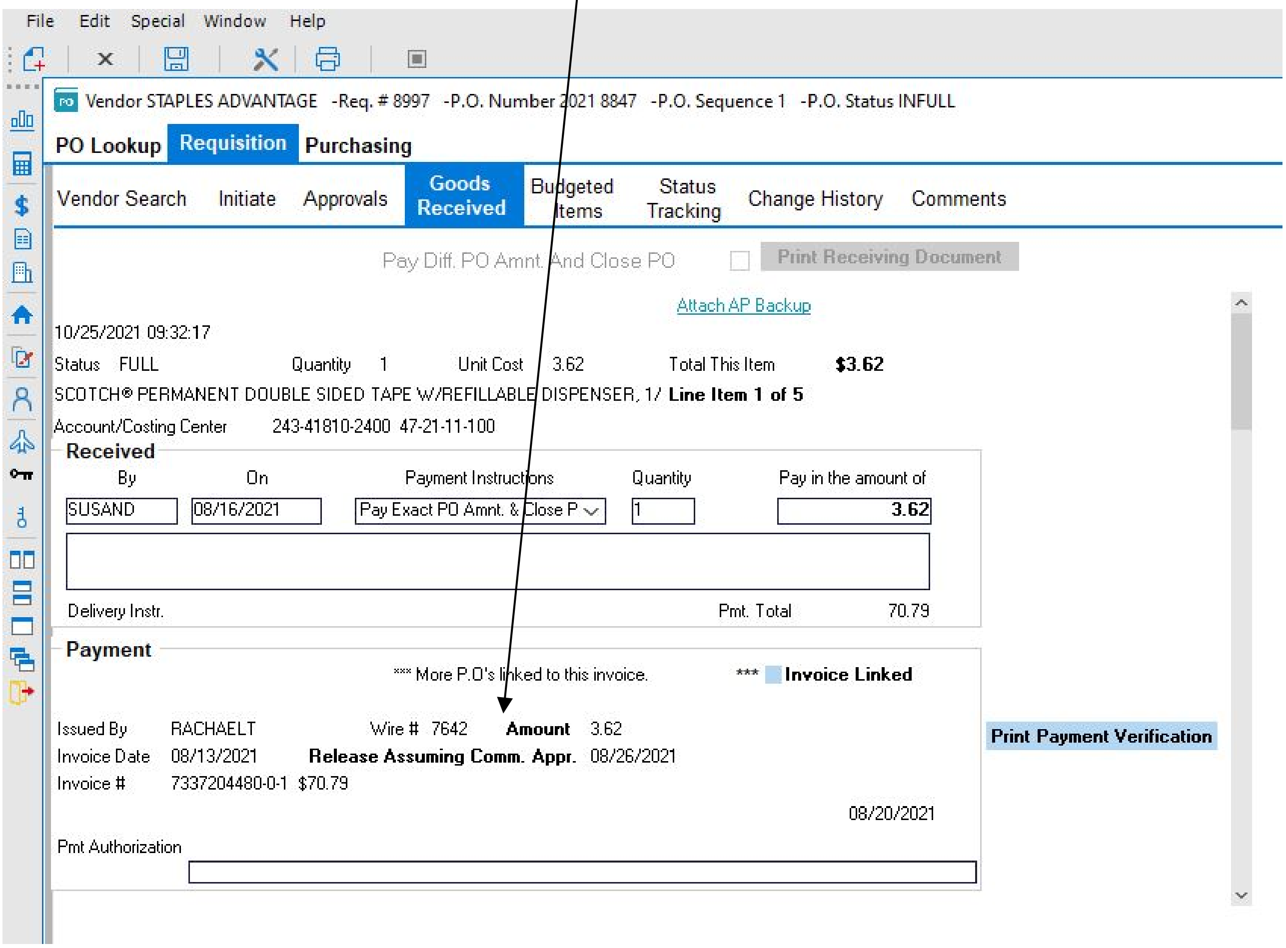


Figure 16

ENTERING A BLANKET PURCHASE ORDER

A blanket purchase order is created the exact same way you would create any other purchase order. (See section on Entering a Requisition). The difference is in how you pay the purchase order. Rather than authorizing payment in full, you will only partially pay the purchase order throughout the year. Below is an example of what your Goods Received screen will look like when partially pay.

The original amount of the purchase order, the amount still available after several payments have been applied, and the amount to partially pay for this invoice. Notice that "Partially Pay" was selected from the Payment Instructions drop down list.

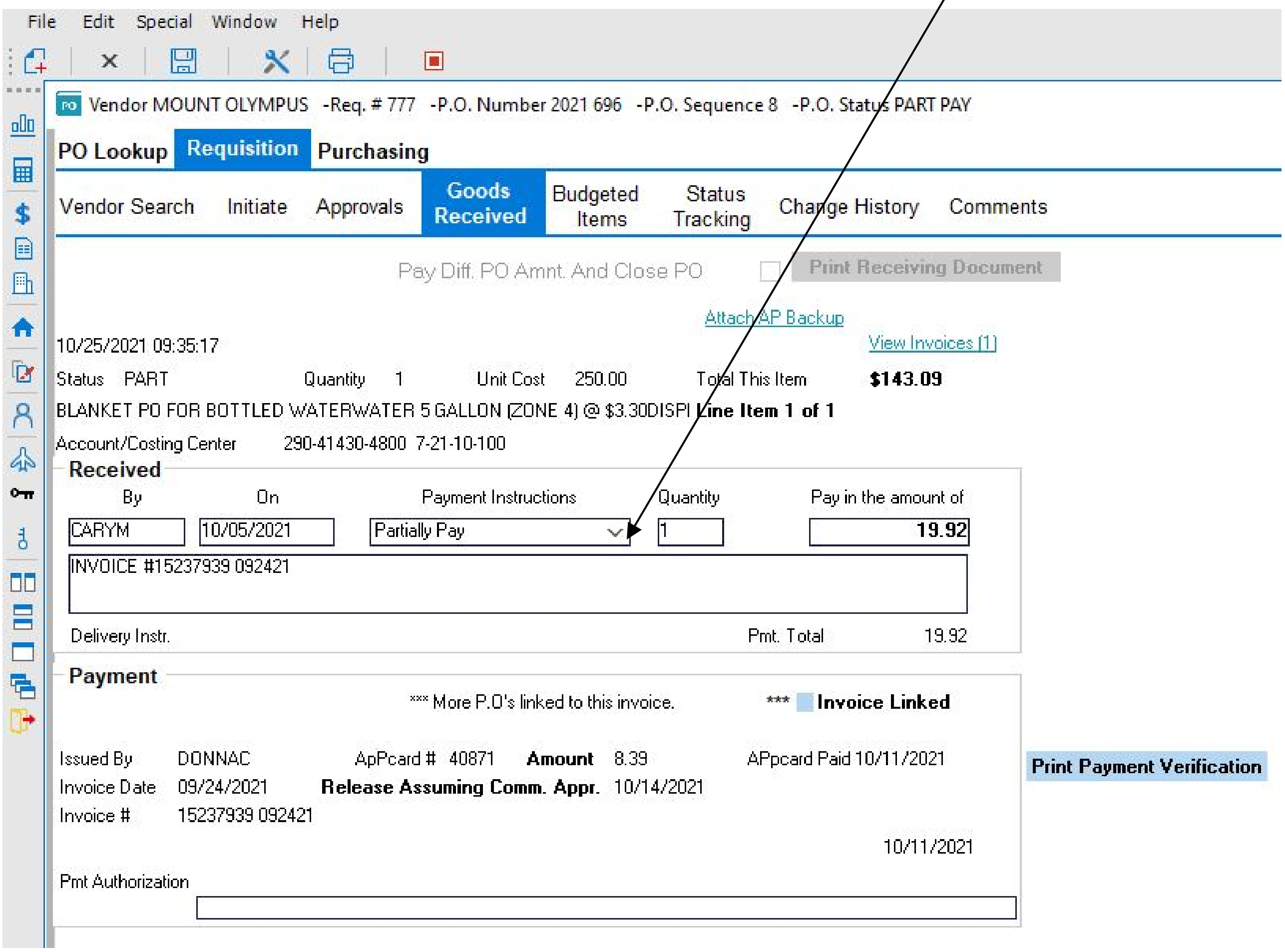
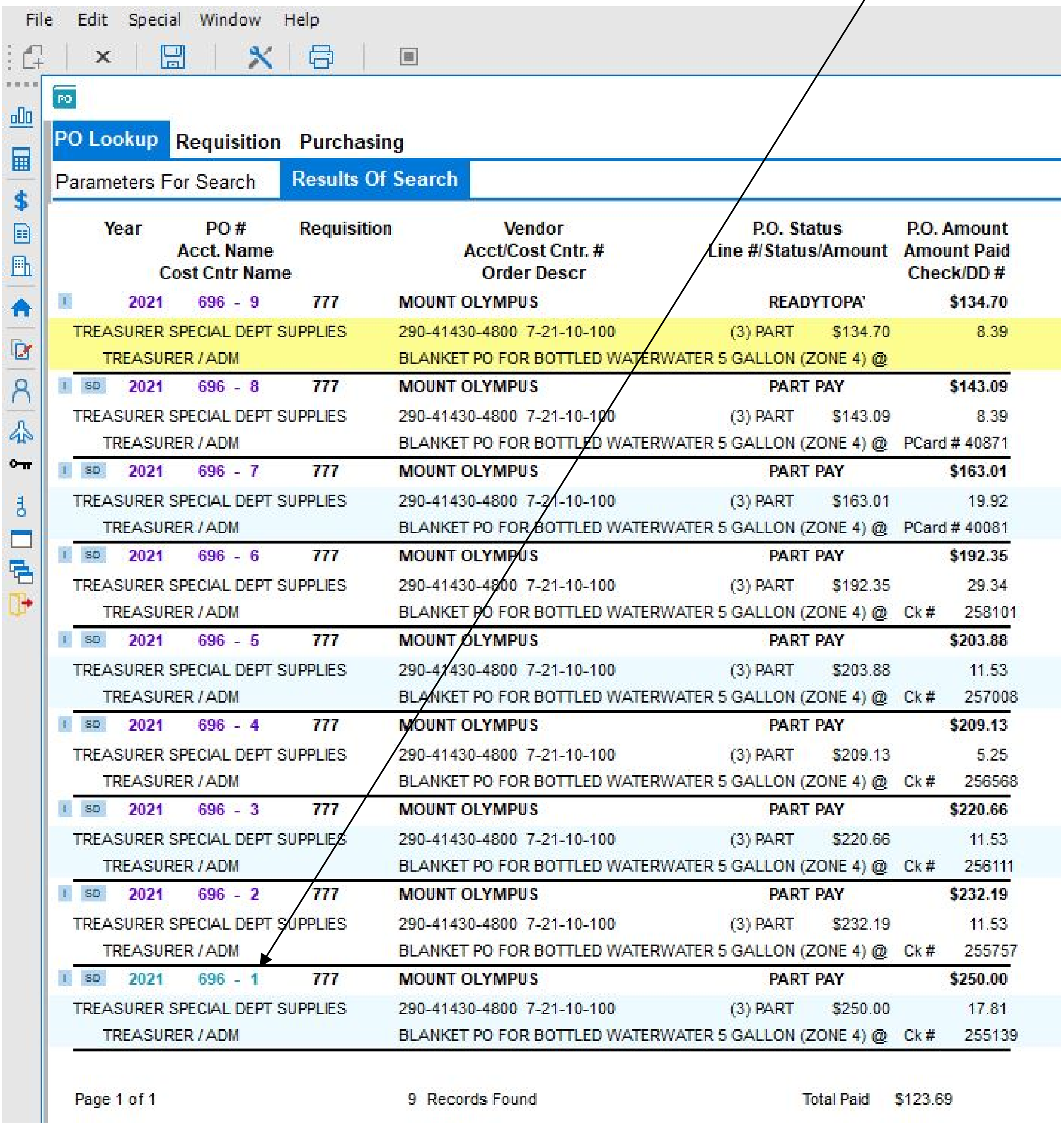


Figure 17

You would then save the purchase order, print the receiving document, and send the invoice with the signed receiving document to the Auditor's Office. For step-by-step instructions see the section on "Receiving Goods and Authorizing Payment".

When you partially pay a purchase order, a sequence number is created. Figure 18 is the purchase order lookup - Results of Search tab. (See section on Searching for an Existing Requisition or P.O for more details about this tab.) This example is a blanket purchase order to Mount Olympus to pay for water throughout the year. The initial sequence number for this purchase order is “1" and the original amount is $250.00.



Year	PO # Acct. Name Cost Cntr Name	Requisition	Vendor Acct/Cost Cntr. # Order Descr	P.O. Status Line #/Status/Amount	P.O. Amount Amount Paid Check/DD #
2021	696 - 9 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	READYTOPA' (3) PART $134.70	$134.70 8.39
2021	696 - 8 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $143.09	$143.09 8.39 PCard # 40871
2021	696 - 7 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $163.01	$163.01 19.92 PCard # 40081
2021	696 - 6 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $192.35	$192.35 29.34 Ck # 258101
2021	696 - 5 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $203.88	$203.88 11.53 Ck # 257008
2021	696 - 4 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $209.13	$209.13 5.25 Ck # 256568
2021	696 - 3 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $220.66	$220.66 11.53 Ck # 256111
2021	696 - 2 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $232.19	$232.19 11.53 Ck # 255757
2021	696 - 1 TREASURER SPECIAL DEPT SUPPLIES TREASURER / ADM	777	MOUNT OLYMPUS 290-41430-4800 7-21-10-100 BLANKET PO FOR BOTTLED WATERWATER 5 GALLON (ZONE 4) @	PART PAY (3) PART $250.00	$250.00 17.81 Ck # 255139

Page 1 of 1 9 Records Found Total Paid $123.69

Figure 18

Notice how each time a payment is made against this purchase order; another sequence number is created. (This screen is showing sequence numbers 1-9). In the right-hand column, you can view the amount paid and the dollar amount remaining on the purchase order. For example, on sequence 8 there is $143.09 remaining on the purchase order. A partial payment of $8.39 was made leaving a balance of $134.70 displayed on sequence 9. Like all purchase orders, blanket purchase orders can be paid again when they are in Approved status. For status descriptions see the section on "Tracking the Status of a P.O./Requisition.

DELETING A REQUISITION OR PURCHASE ORDER

Deleting a requisition and deleting a purchase order are done the same way. From the Requisition - Initiate tab type in the reason the requisition or purchase order is being cancelled and click on the "Cancel Requisition" button. Make sure to save it and verify it did cancel.

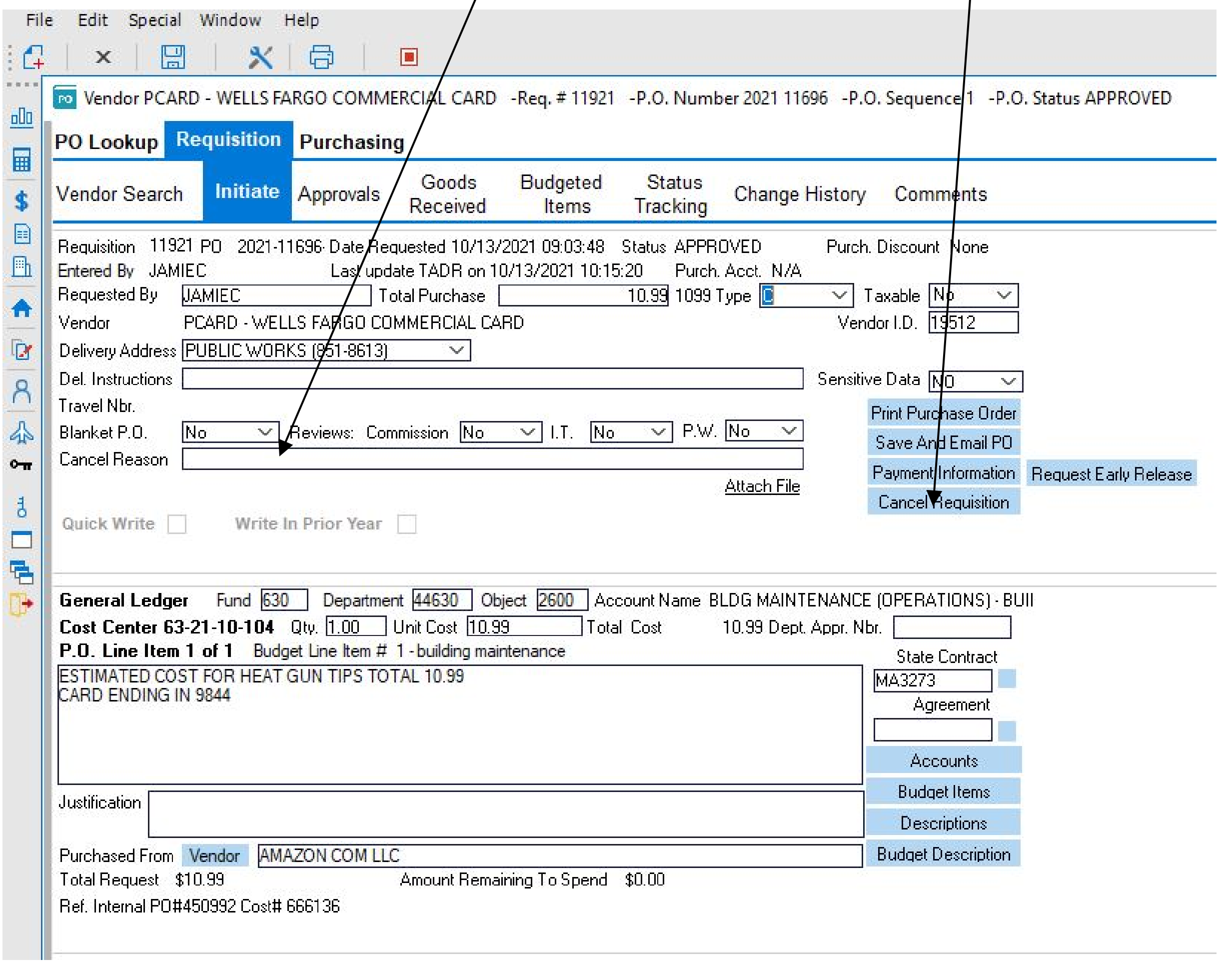


Figure 19

You will need to cancel a travel PO from within the travel it was created. See travel instructions within the travel module.

COMMISSION PURCHASE ORDER APPROVALS

This section has been specifically designed for the Commissioners.

To approve purchase orders, click on your work in progress screen. Please note the Commission work in progress screen contains nine tabs that list the number of items waiting for your review on each tab.

Purchase Orders Tab: This screen will show a list of all purchase orders in "Purchase" status and needing one or more Commissioners approval.

Once within this tab, you can click on the approval all but marked tab or you can click on the blue button by the request number or double click within the yellow highlighted area to drill down for more information and approve from within the request. A new window opens, and you can select an option within the drop down by your name and then select update.

Travel tab: This screen will show a list of travel requests that need Commission review. On each line you will have two blue buttons on the left side. The left most button gives you a travel summary. The right most button will open BMI to allow you to see uploaded travel documents.

Commission Dept tab: This tab is specific to POs and Travel specific to the Commission office. Click the button to the left of the year to see the details.