NC STATE UNIVERSITY

Purchasing Training Update

Financials 7.0

Notes

NCSU Financials System
End User Training

Purchasing Training Update

Participant Guide

September 2001

Purchasing - Requisitions

Brought to you by the NCSU Purchasing Department

Course Description

Welcome to the NC State University's Purchasing Requisition Training workshop! This module contains the tools needed to learn NC State University's Financials System for Purchasing Requisitions.

At the end of this class you will be able to:

- Use the Financials System to perform standard procurement procedures
- View a Purchase Order
- Inquire about Purchase Order Activity
- Change the Fund Distribution on a Purchase Order
- Know when to request a Change Order

The Learning Materials

The learning materials will give you an overall understanding of the tools available to assist you in learning both in the classroom and while on the job.

The learning materials consist of the following:

- Participant guide
- Training data base
- Practical exercises
- Computer Based Training
- Summary and review questions

So let's get started…...............................

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Notes

5

Managing Puchase Orders

Objectives

At the end of this chapter you will be able to:

- Make fund source changes to Purchase Orders.
- Delete a fund surce from a Purchase Order.
- Split the remaining funds on a Purchase Order.
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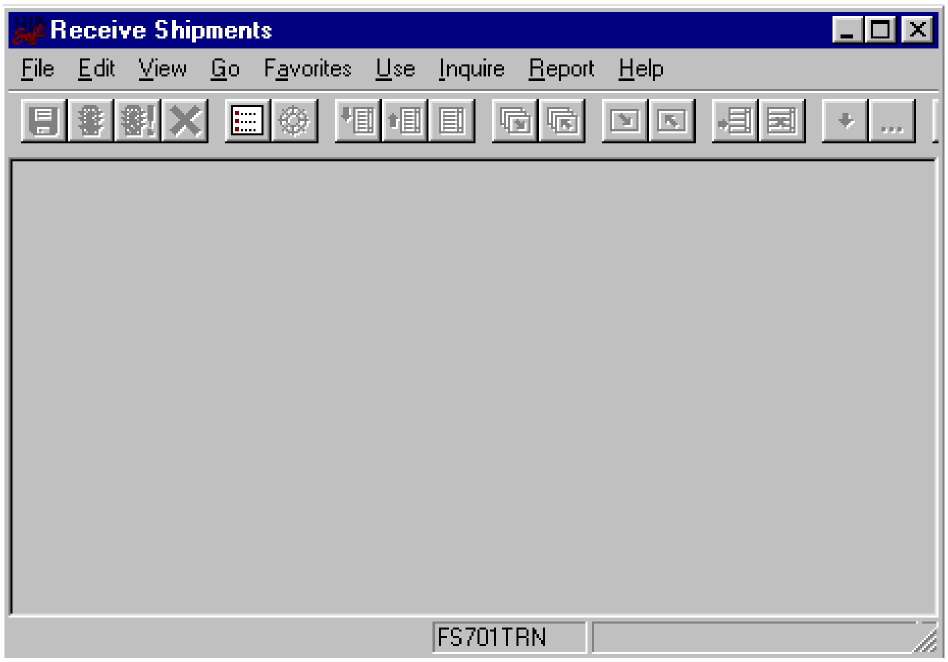
Notes

Exercise 1 - PO Distribution Changes

A campus user would like to change the distribution of funds on a Purchase Order you created. Advise the user to take the following steps.

Step 1

Log on to the Financials System with your ID.

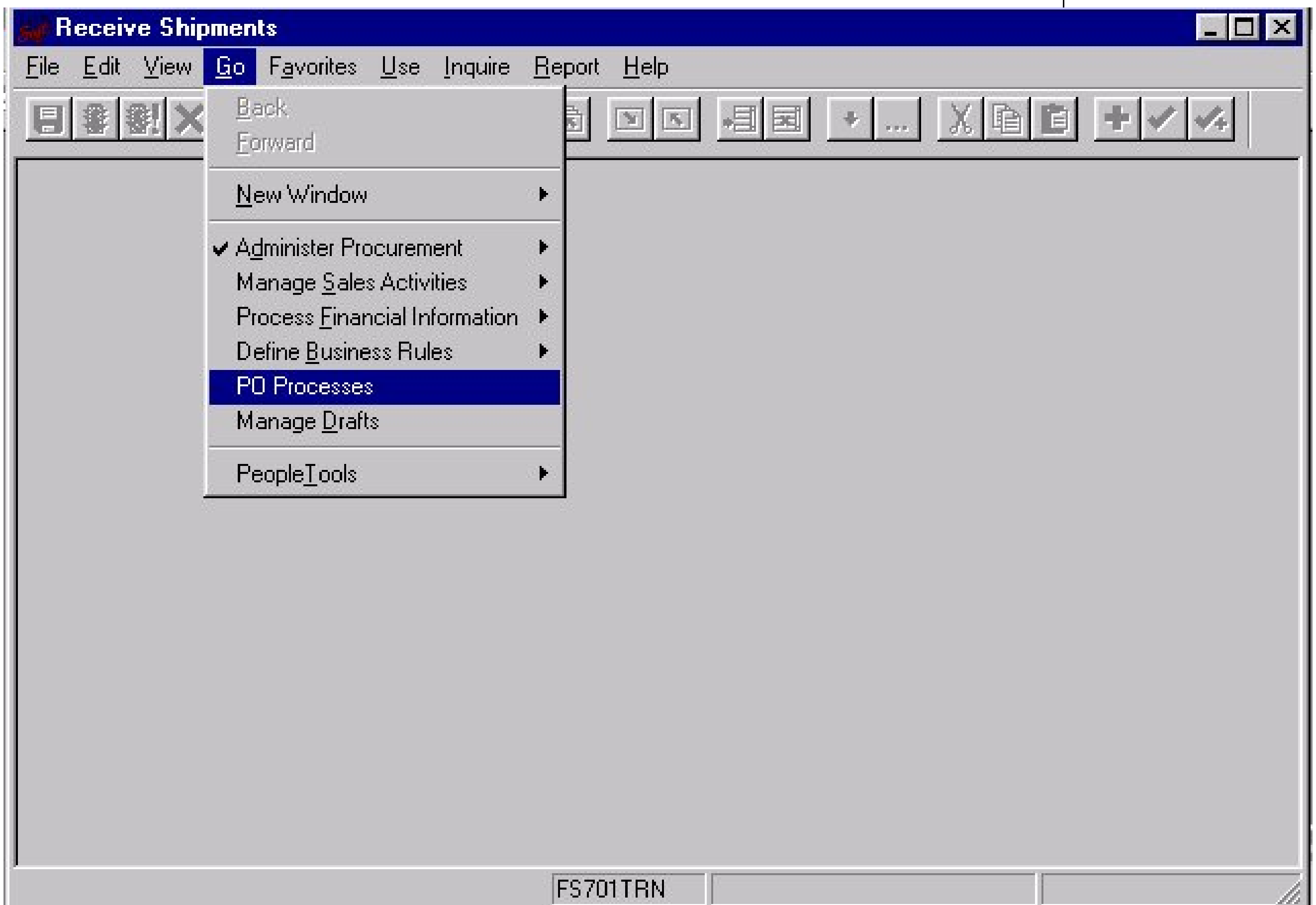


The **Receive Shipments** window opens.

Notes

Step 2

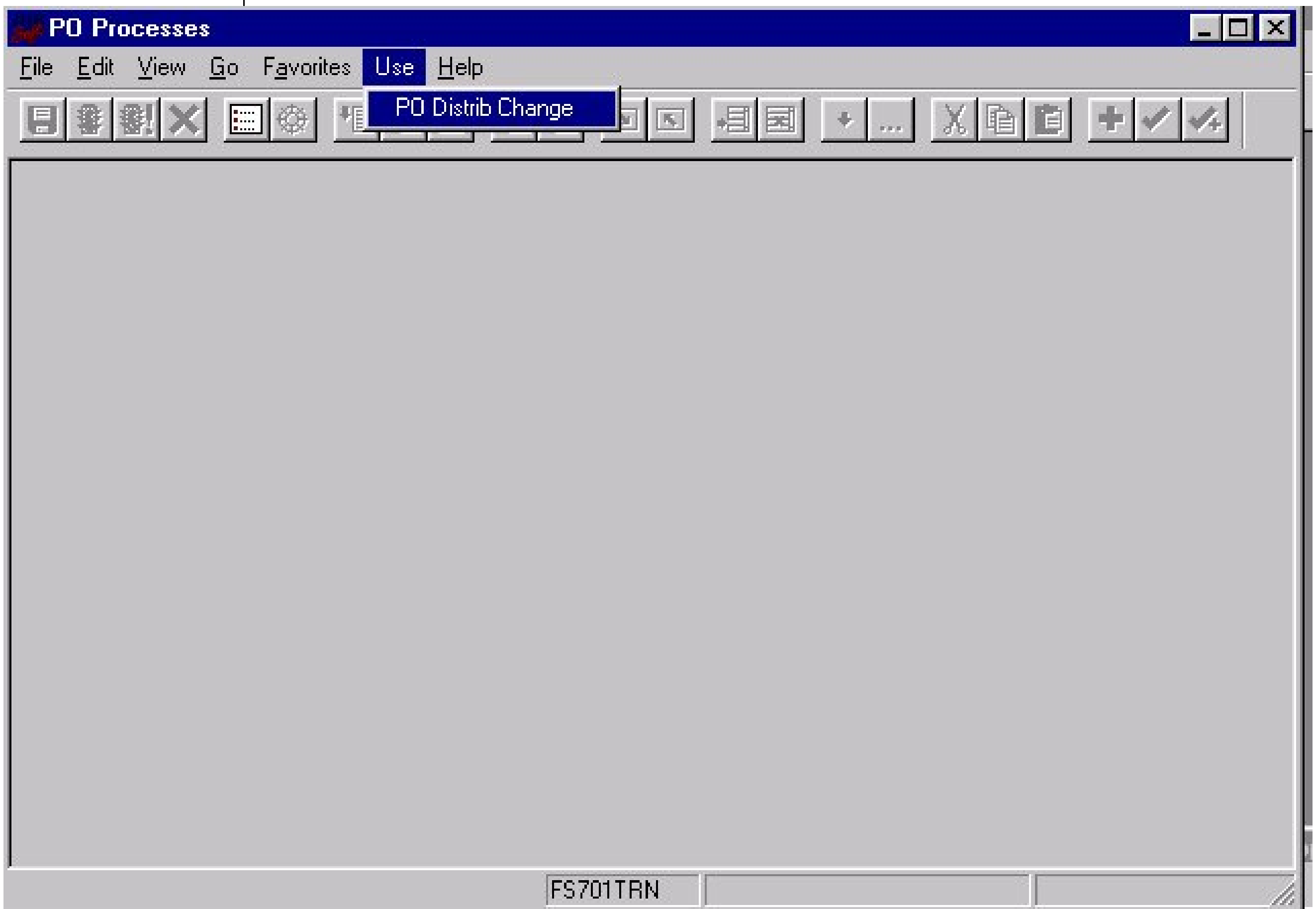
Select: Go, **PO Processes.**



Notes

Step 3

1. Select: Use, **PO Distrib Change.**

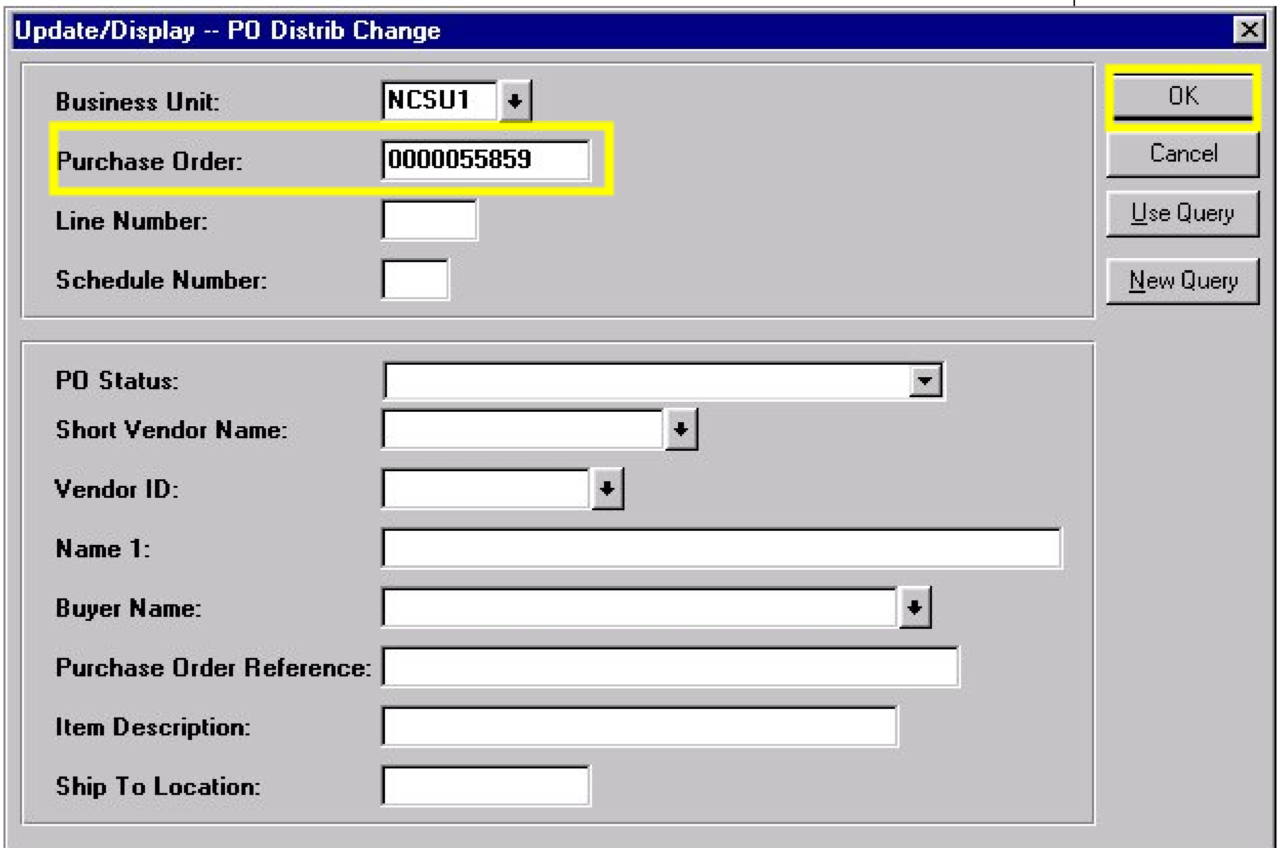


2. A dialogue box appears.

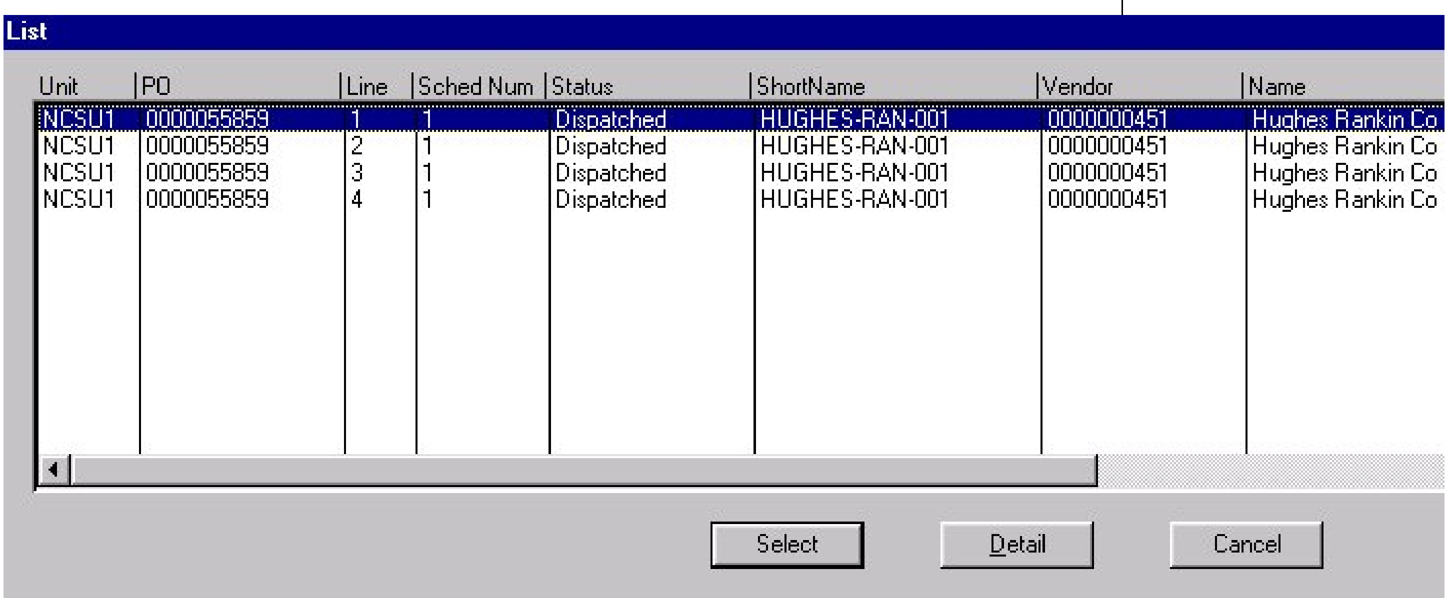
Notes

Step 4

1. Enter the PO number.
2. Click **OK.**.



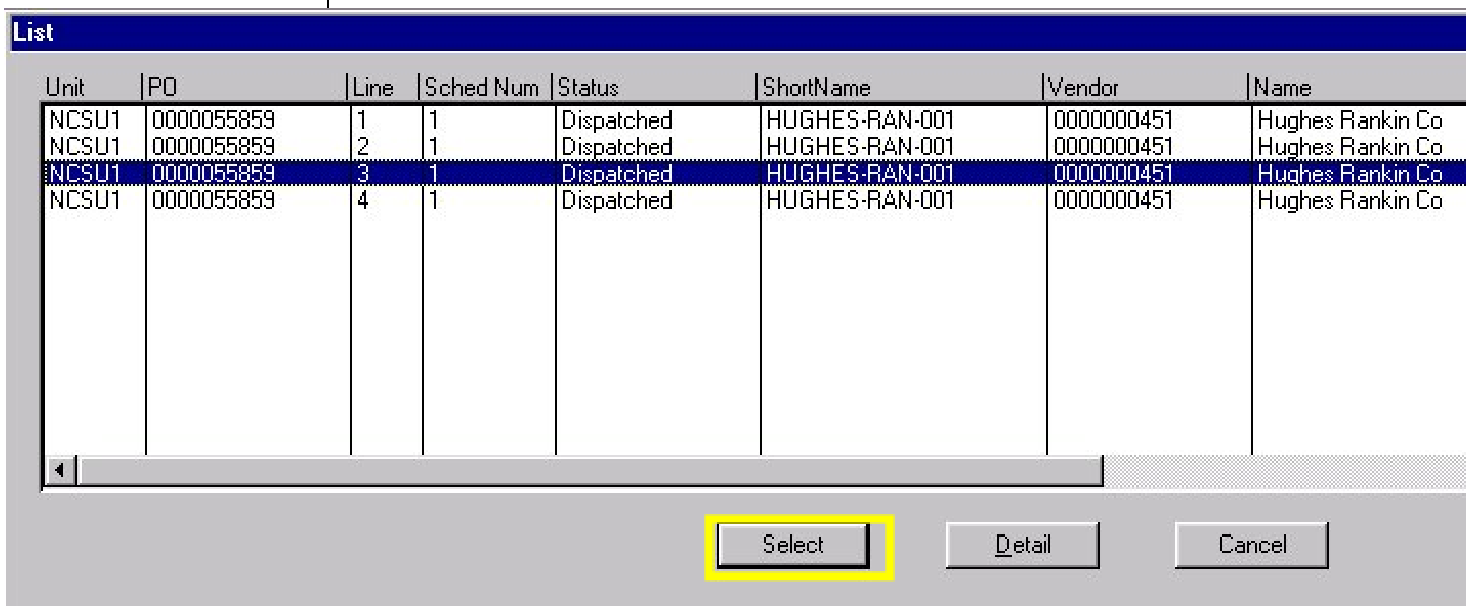
3. A List panel with a list of the PO lines displays.



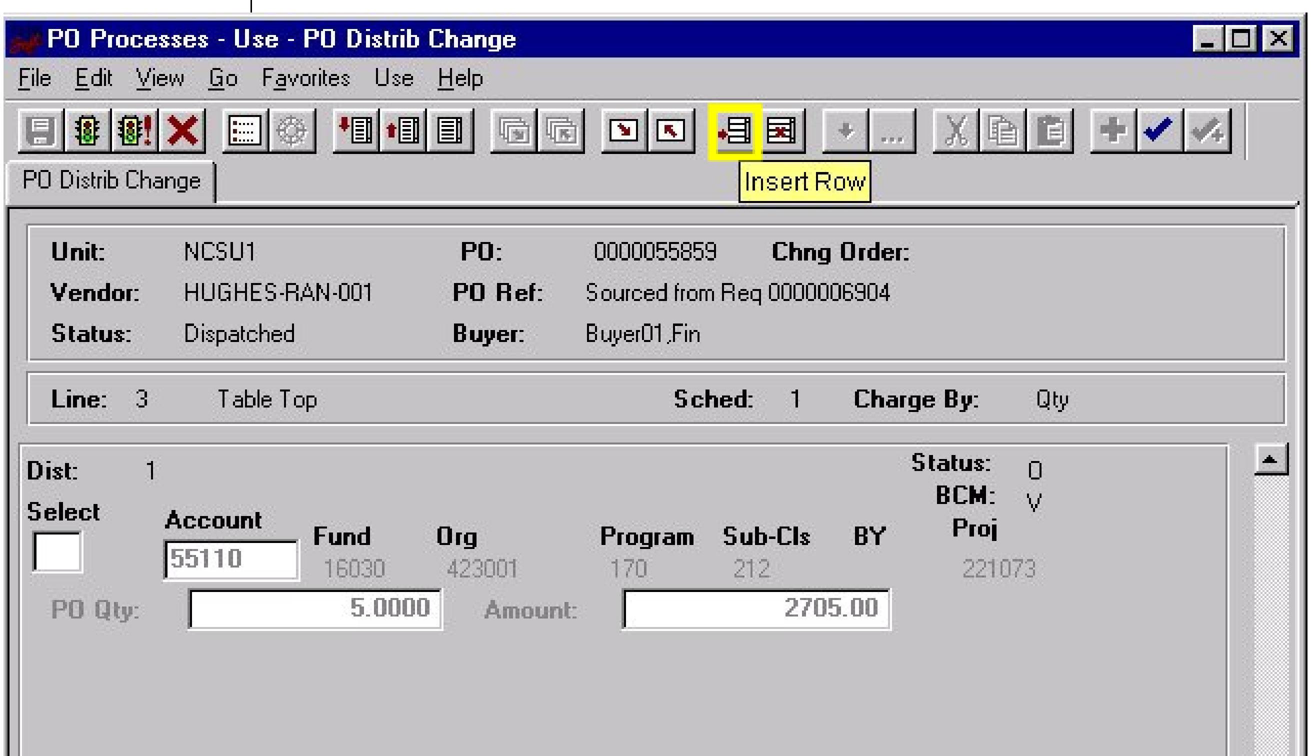
Notes

Step 5

1. From the list, highlight the line to be changed.
2. Click on “Select”.



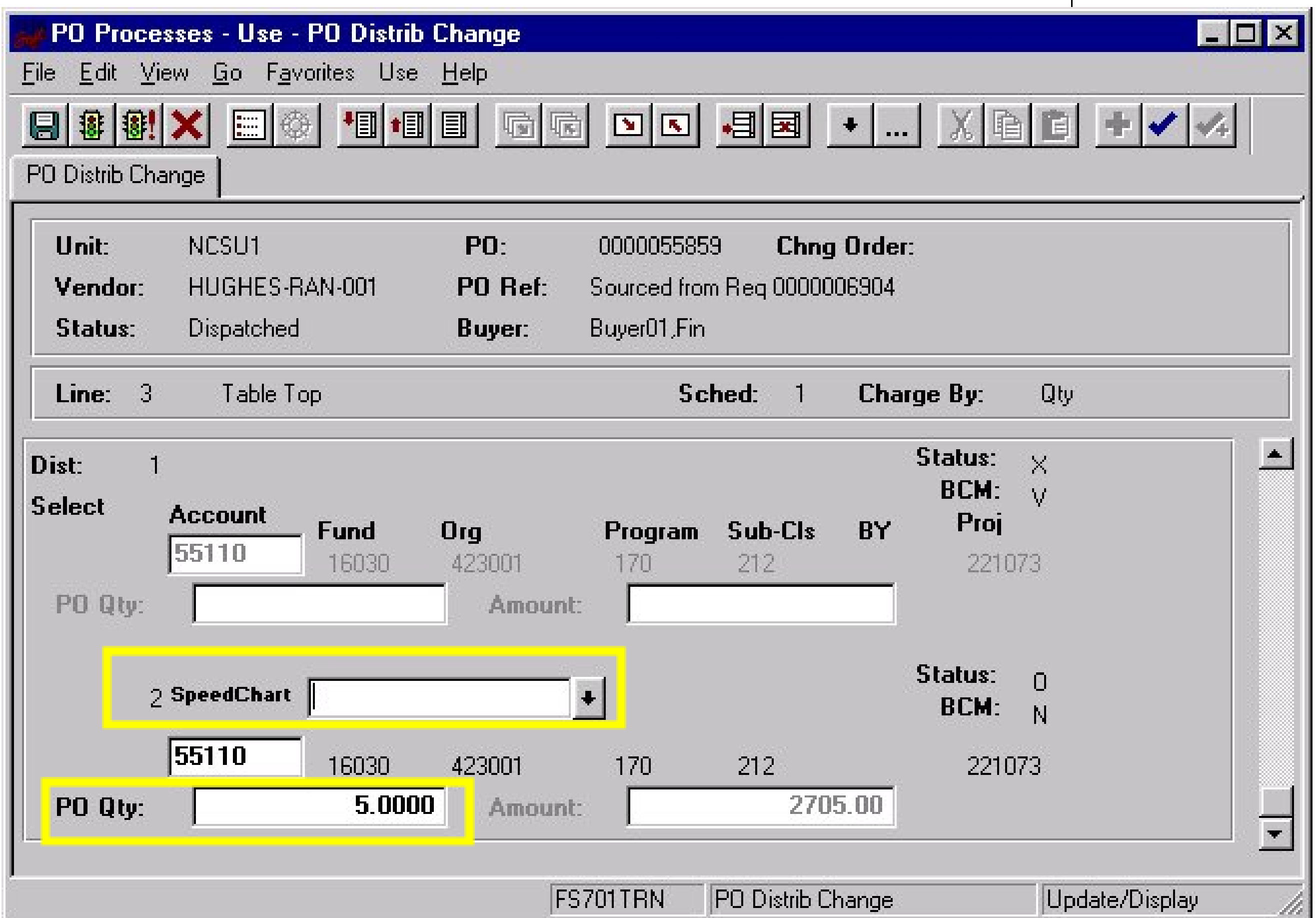
3. The PO Distribution Change panel displays.
4. Click on the Insert Row icon.



Notes

Step 6

1. A new Distribution row appears on the panel
2. The PO QTY default is the unvouchered and unreceived QTY for the PO.
3. Notice the Amount field is "grayed out". This is caused by the fact that the original requisition was distributed by Quantity (the system default).

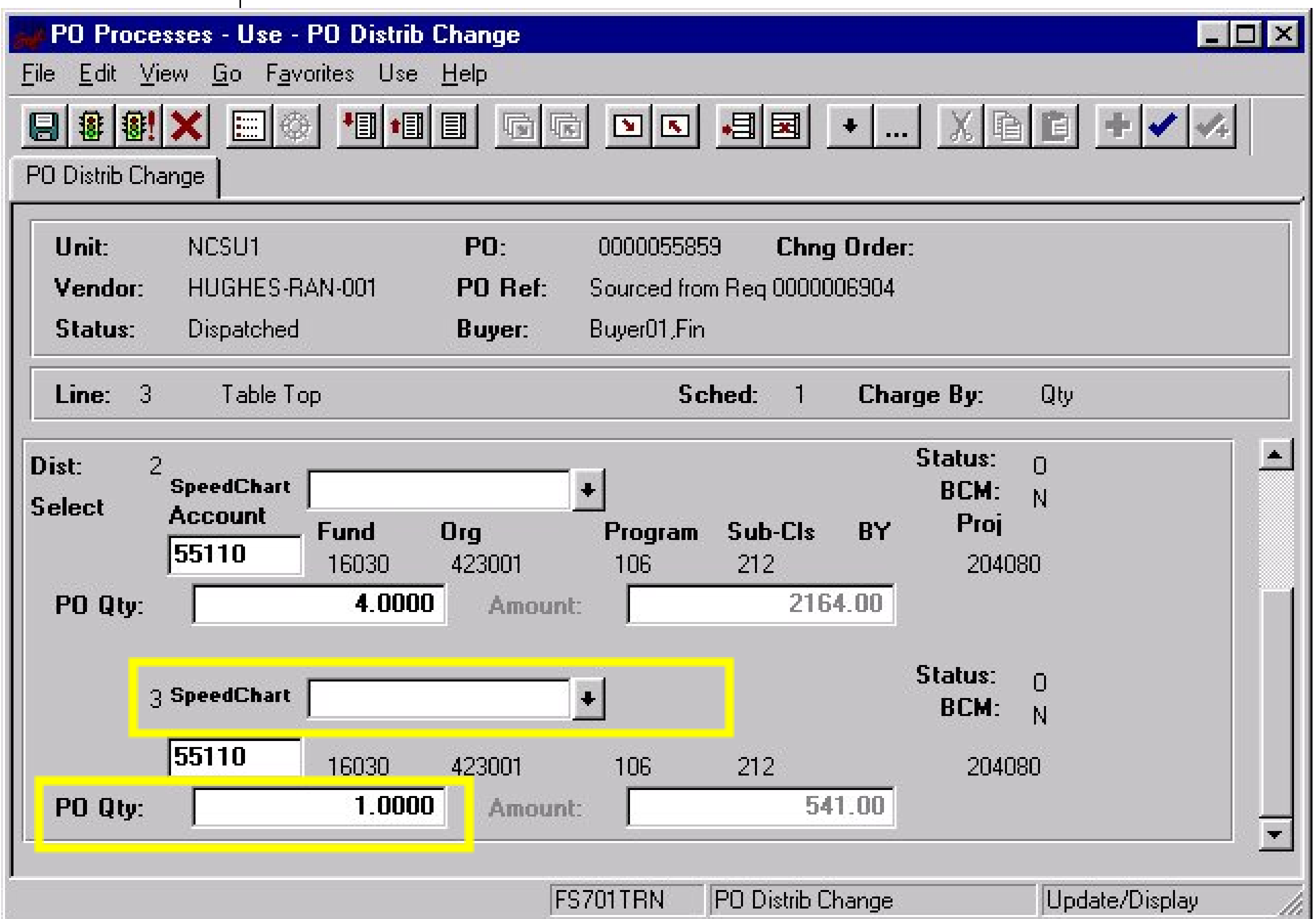


4. Enter the new speedchart (FAS account) in the "2 Speedchart" datafield.
5. Hit the TAB key.
6. Change the PO Qty from 5 to 4.
7. Hit the TAB key.

Notes

Step 7

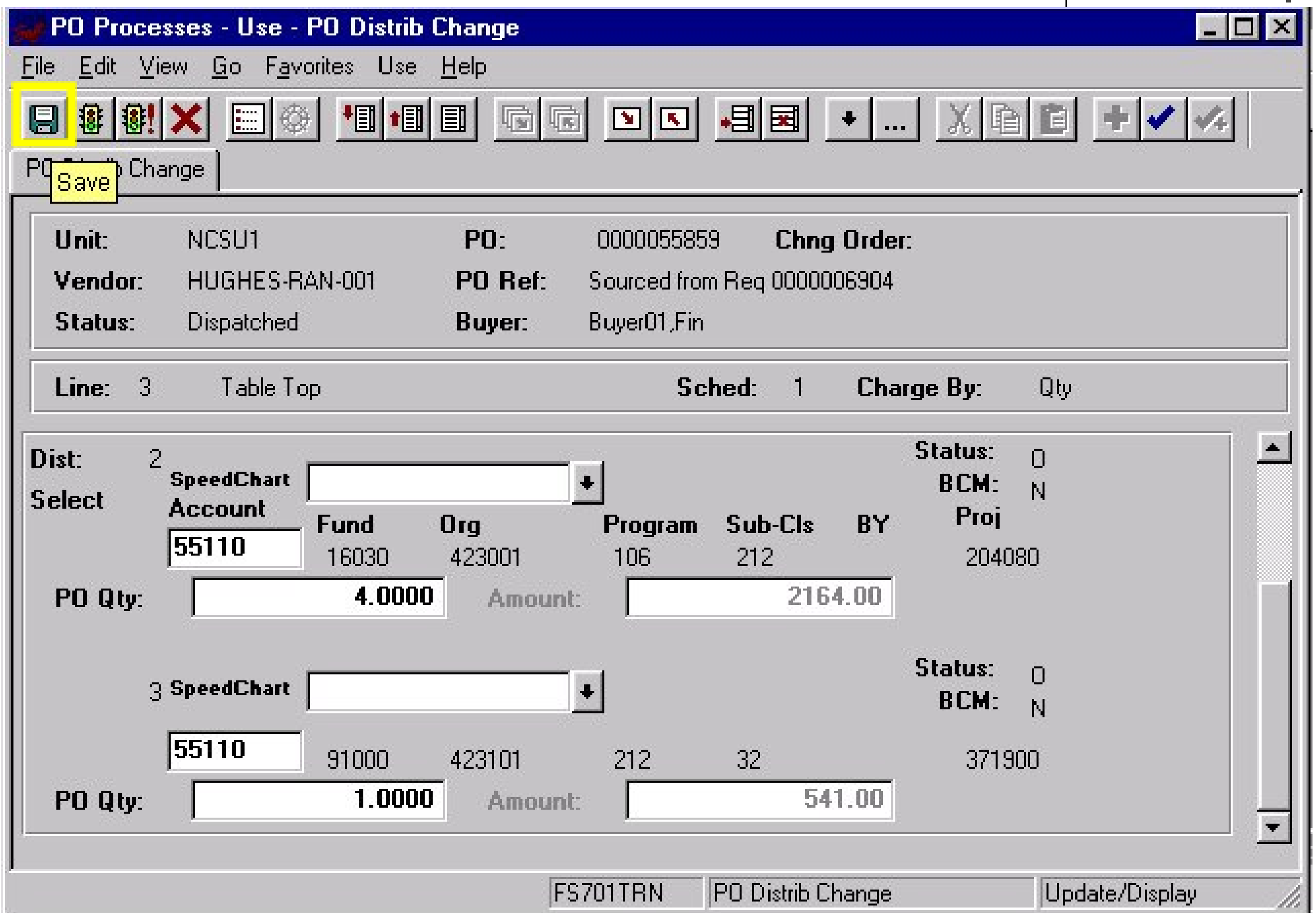
1. Click on the Insert Row icon.
2. A second additional Distribution row appears on the panel.
3. The PO QTY will default to the remaining open quantity.
4. In this case the PO QTY for distribution line 3 is one.



5. Enter the Speedchart number (FAS account) for this third distribution row in the “3 Speedchart” datafield.
6. Hit the TAB key.

Notes

Step 7



1. Click on the Save icon to save the Distribution Changes just made to the PO.l
2. Repeat steps 3 through 7 for each PO line that needs fund distribution changes.
3. When all line changes are complete, click on the Red X icon to exit the panel.

Reminders:

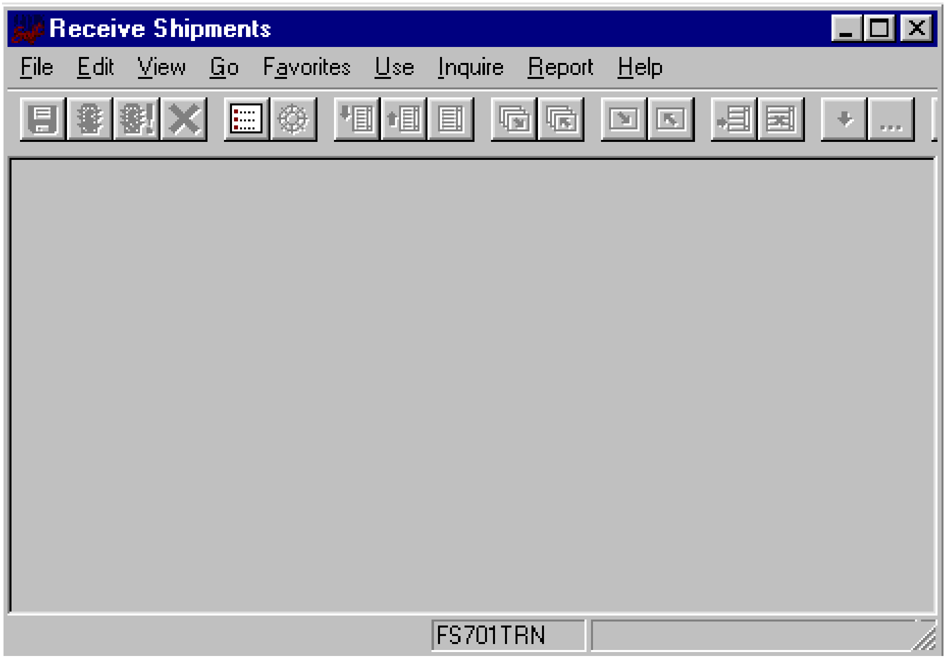
1. The fund distribution changes affect the GL after the overnight batch run of the Purchase Order edit/bcm and post.
2. These changes are immediately reflected on the PO update screen used by the buyers.
3. Change orders will follow the distribution on the Purchase Order when the change is done.
4. Always coordinate change orders with your purchasing agent before making fund distribution changes.

Notes

Exercise 2 - Viewing a Purchase Order

Step 1

Log on to the Financials System with your ID.



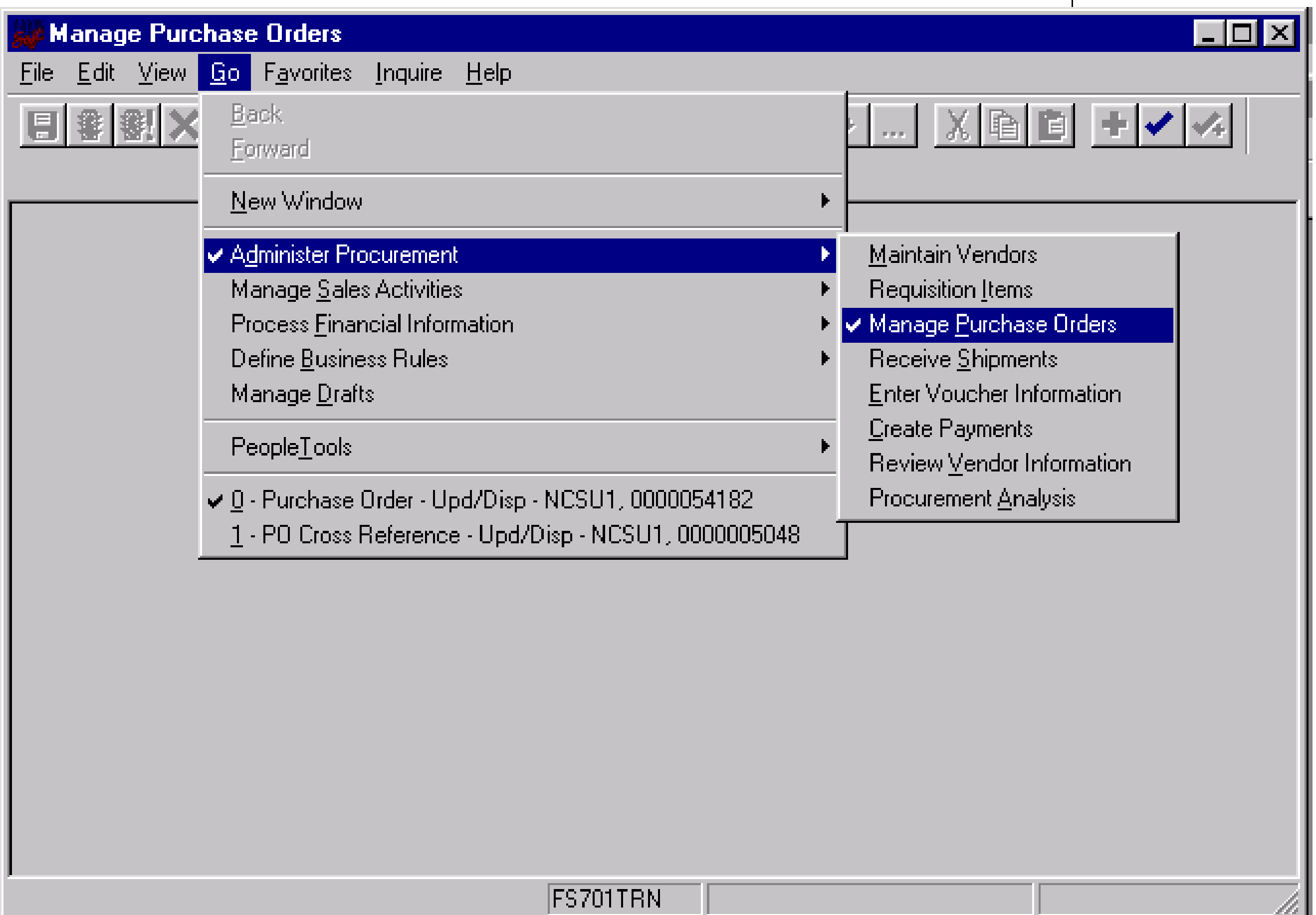
The **Receive Shipments** window opens.

Notes

Step 2

Select: Go, Administer Procurement, **Manage Purchase Orders**

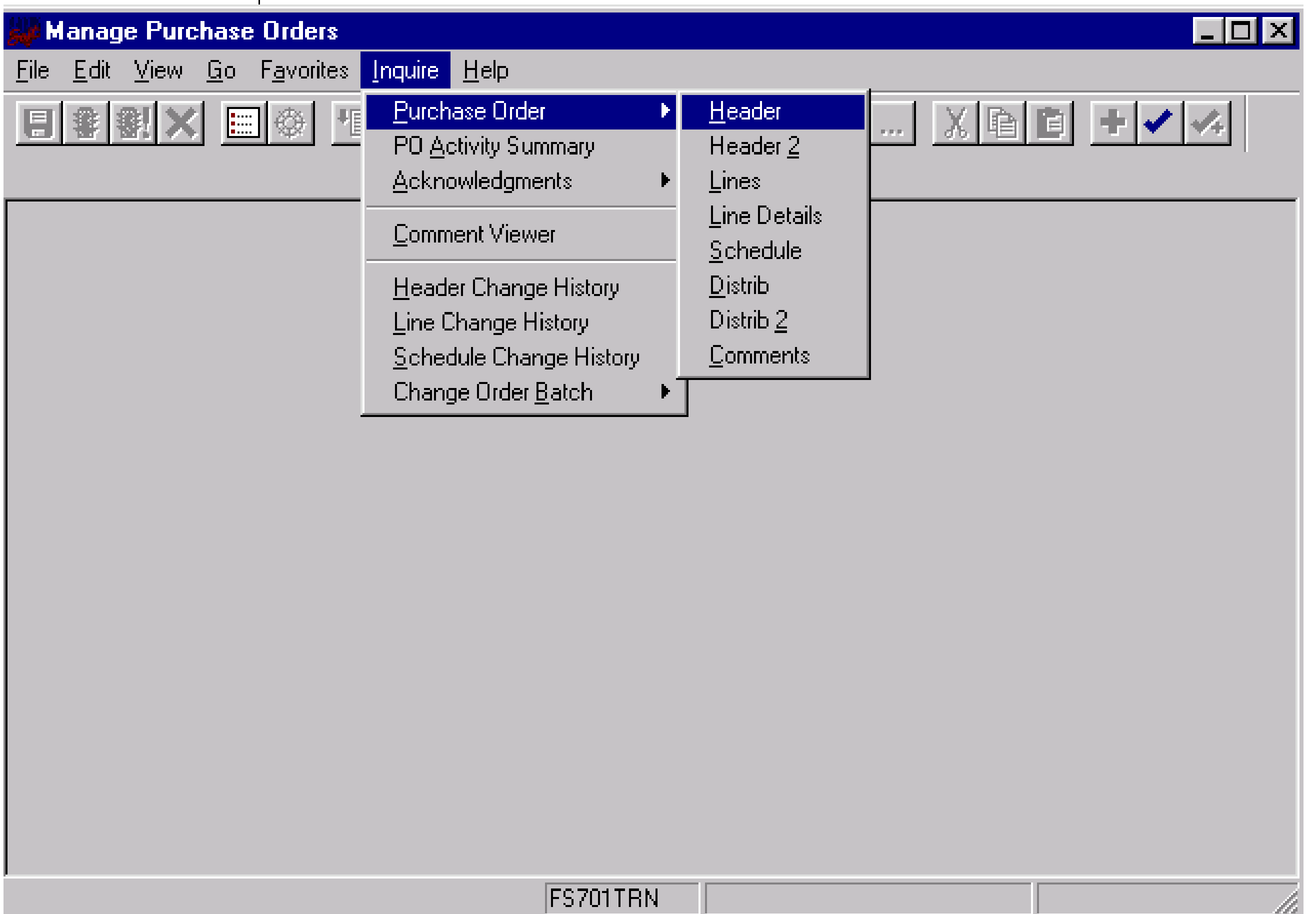
The **Manage Purchase Order** window displays.



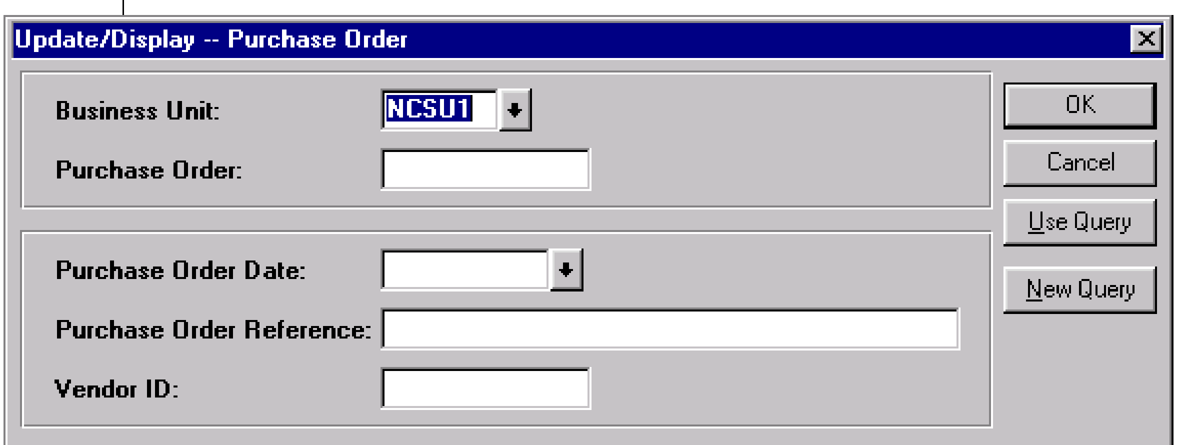
Notes

Step 3

Select: Inquire, Purchase Order, **Header**



A small dialog box displays.



Notes

Type or select the following:

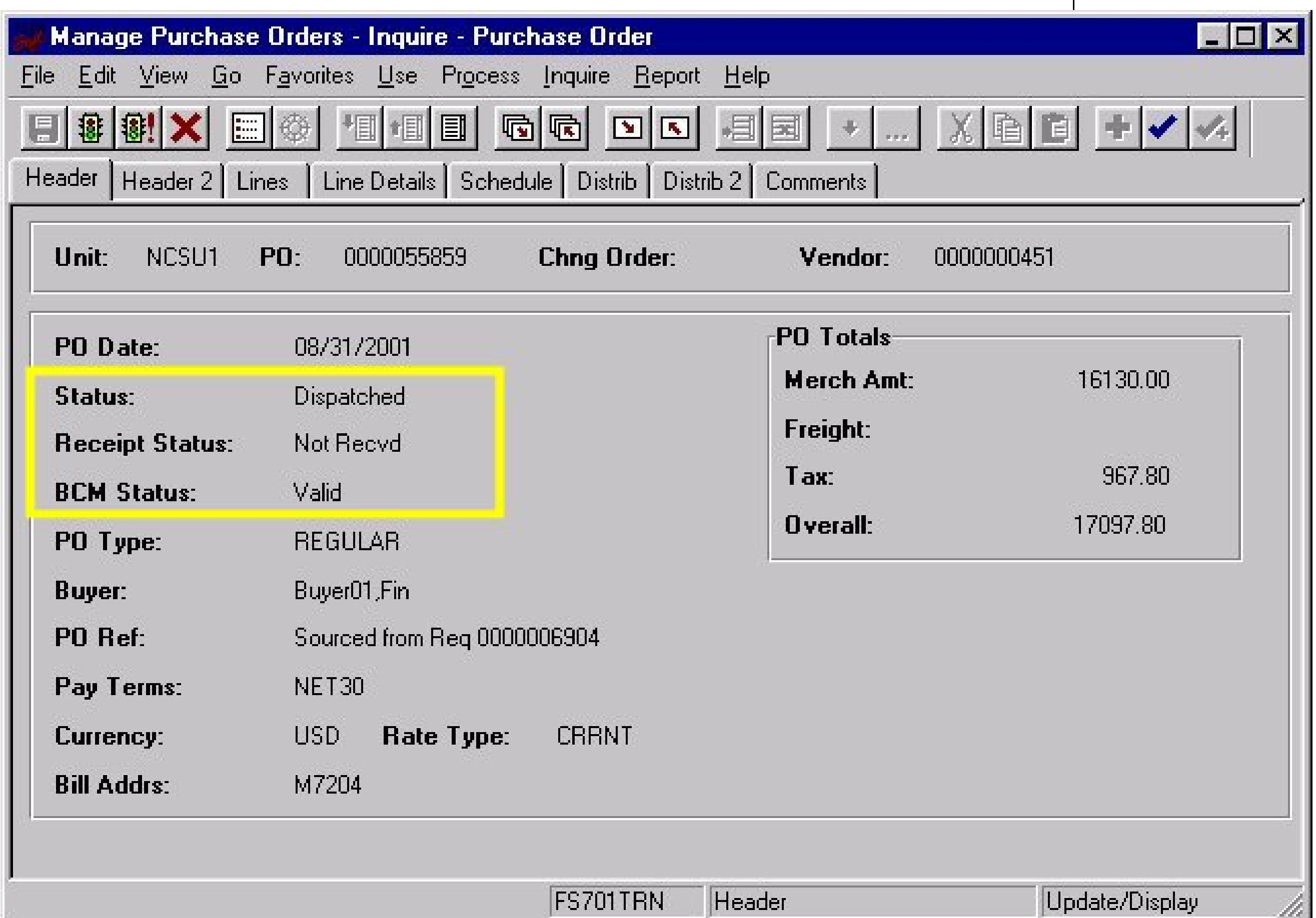
1. Business Unit: **NCSU1**
2. Purchase Order: ***Your Purchase Order Number***
3. Click on **OK**

The **PO Header** panel will display

Step 4

Read the entire PO Header panel:

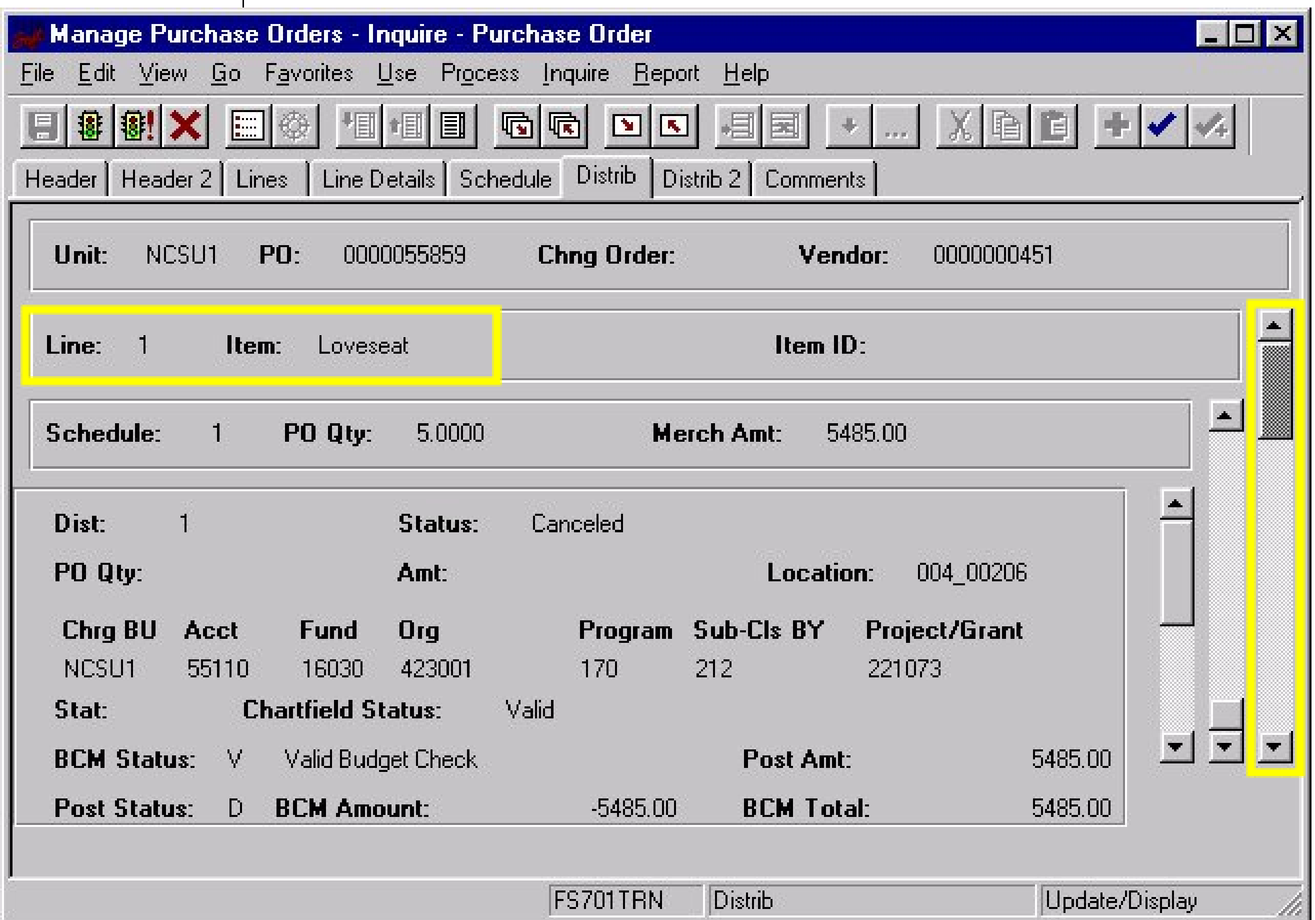
1. Check the PO Status: **Approved or Dispatched**.
2. Check the receipt status: **Partial, Not Received or Received**.



Notes

Step 5

1. Click on Distrib to navigate to the Line Distribution panel.

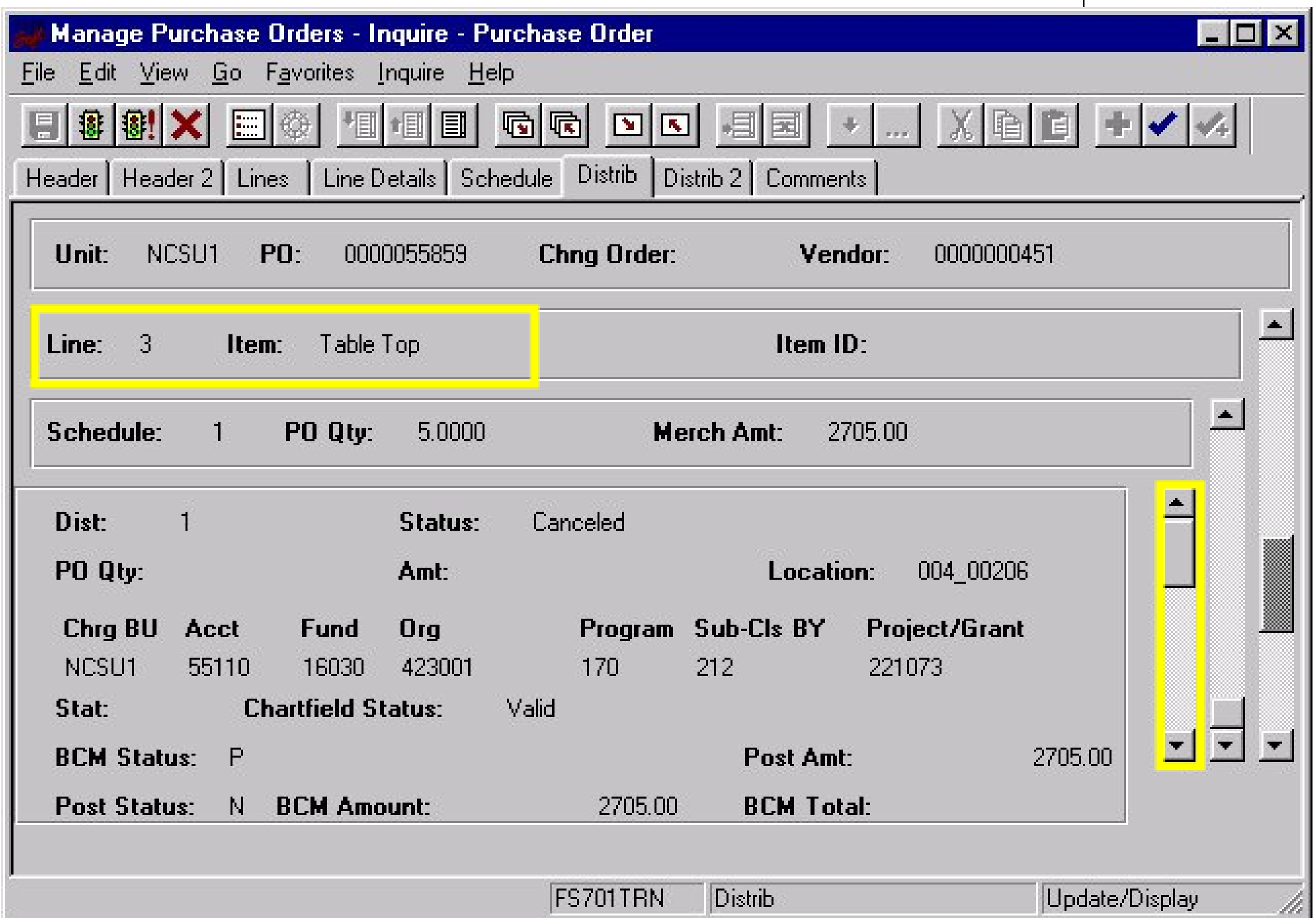


2. Notice that the panel opens to Line Item 1.
3. Use the scroll bar to the far right to view Line Item 3.

Notes

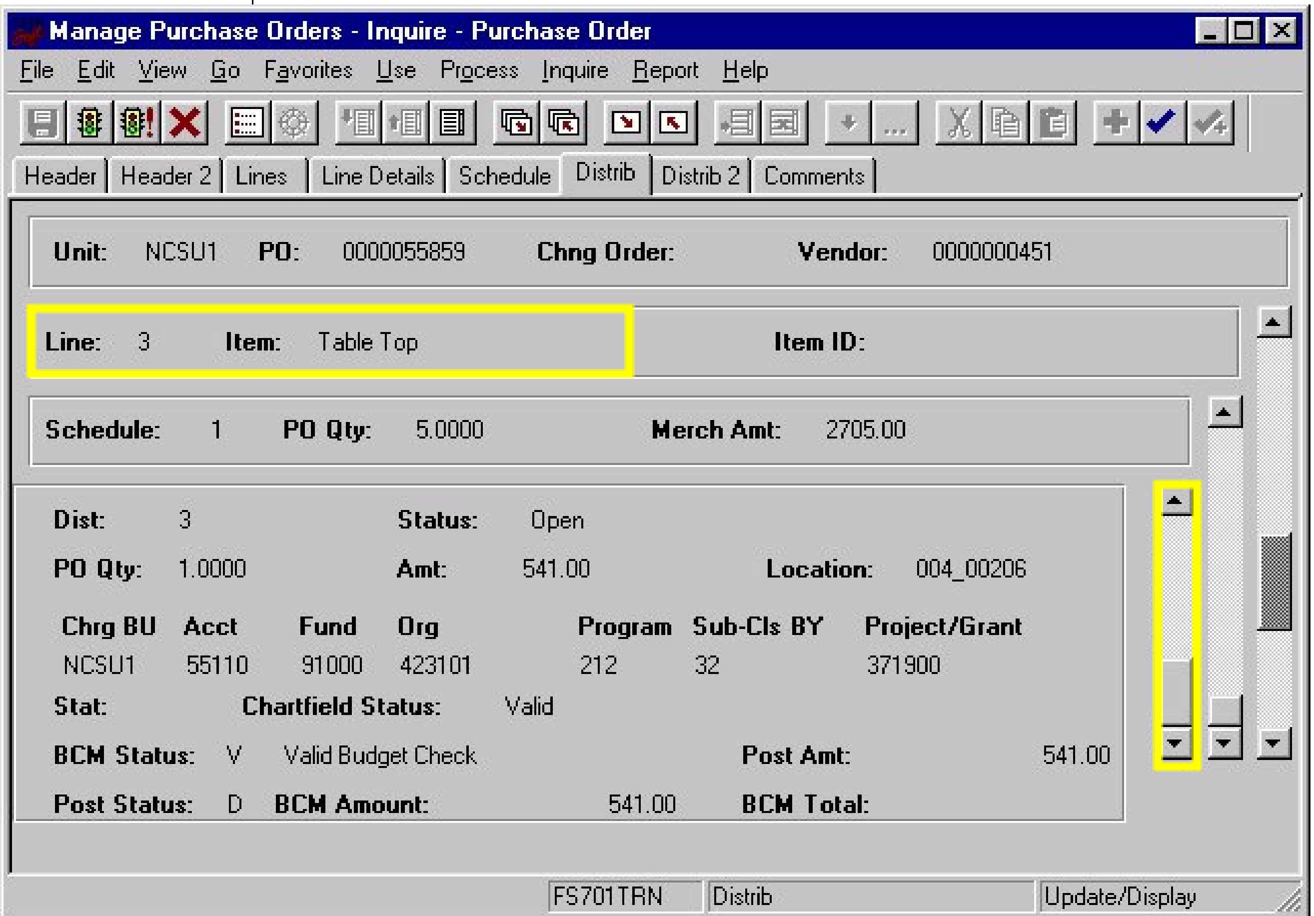
Step 6

1. To view the new distribution lines use the left-most scroll bar.



Notes

2. The additional distribution lines appear.



3. Click the Red X icon to exit the panel.

You have successfully completed Exercise 2.

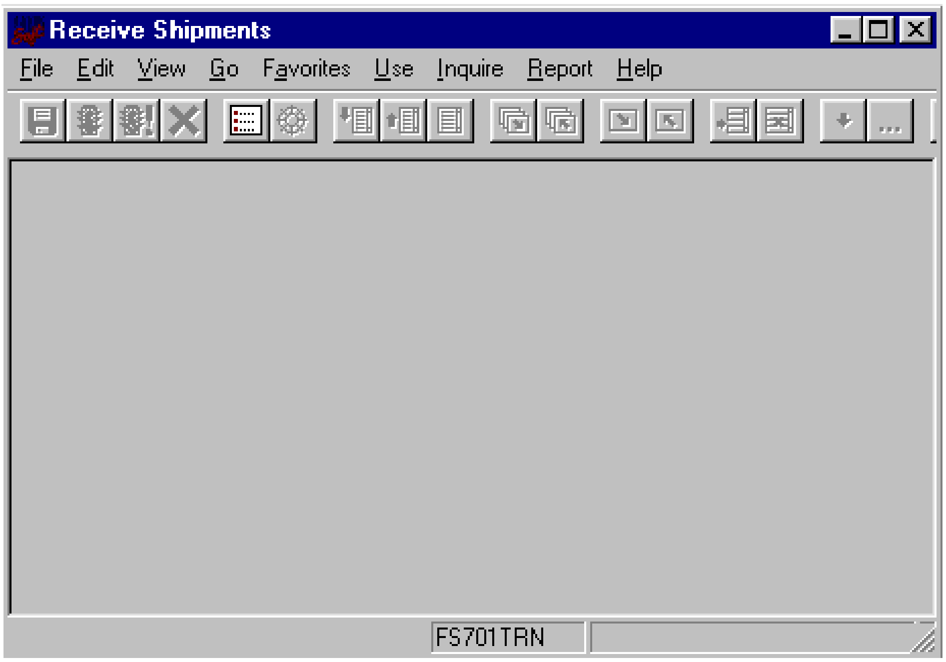
Notes

Exercise 3 - Check for Activity on a Purchase Order

You just received the second shipment of office furniture. You want to find out if the bookkeeper before you created a Receiving report for the first shipment which was received 6 weeks ago.

Step 1

Log on to the Financials System with your ID.

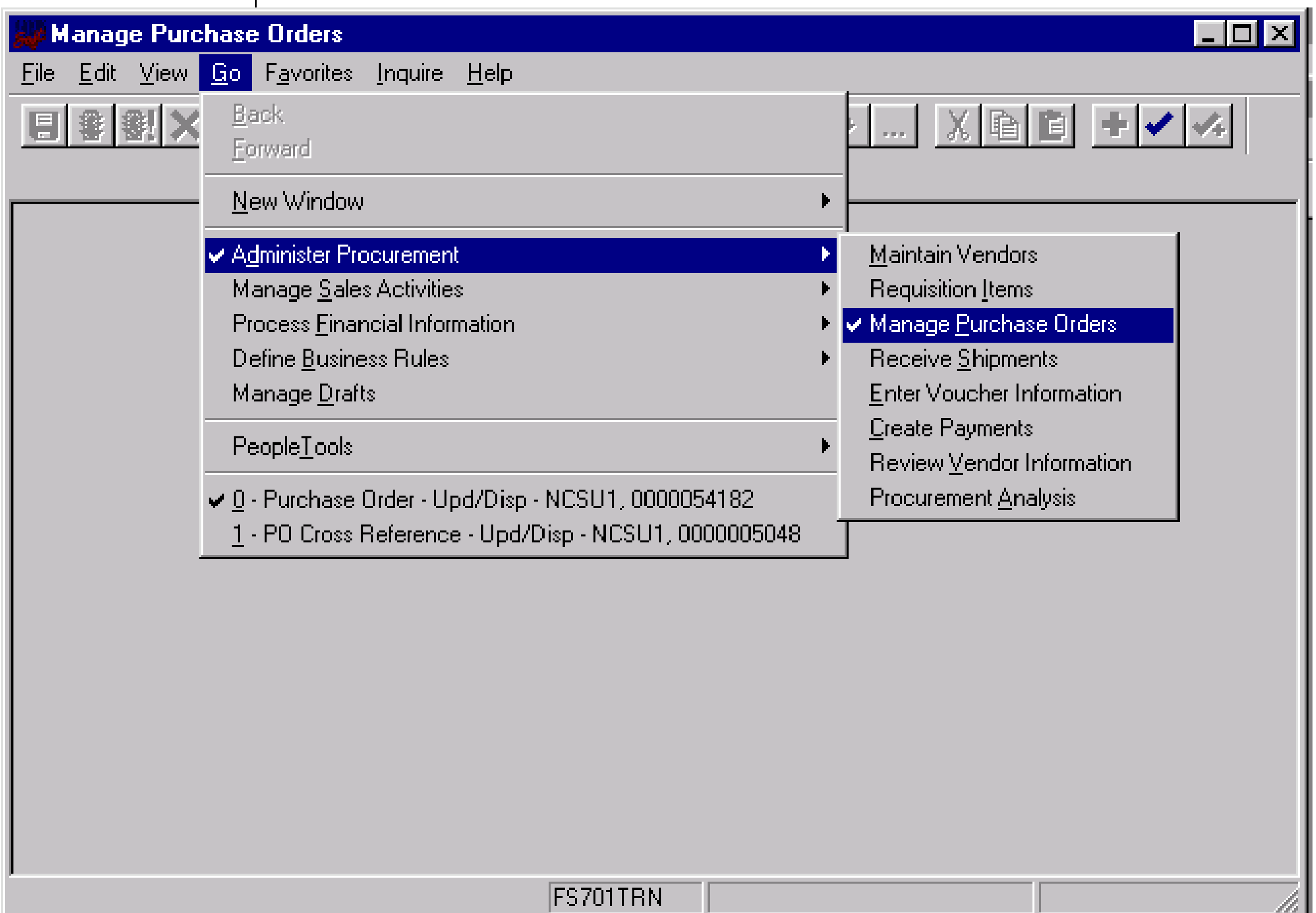


Notes

Step 2

Select: Go, Administer Procurement**, Manage Purchase Orders**

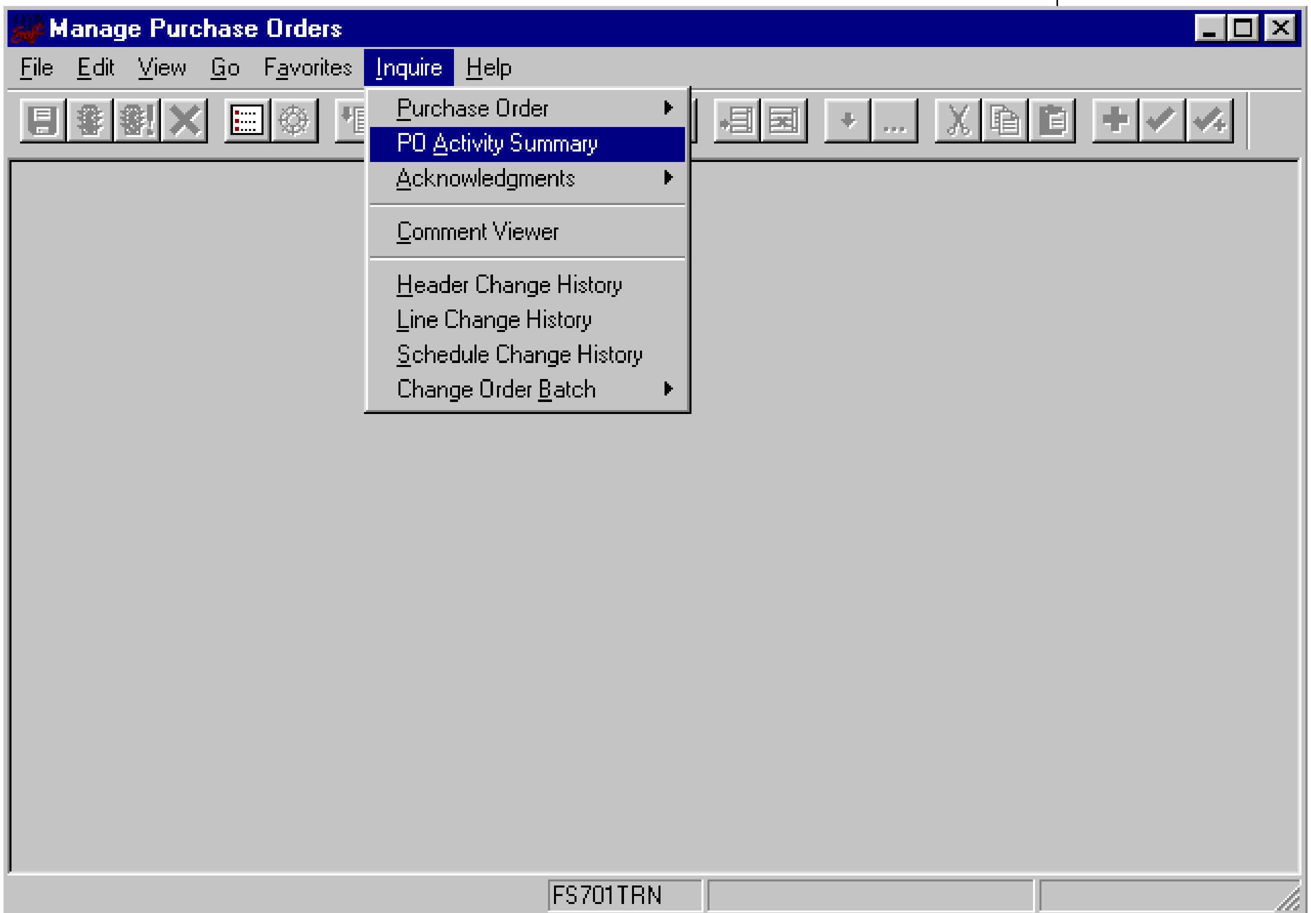
The **Manage Purchase Order** window displays.



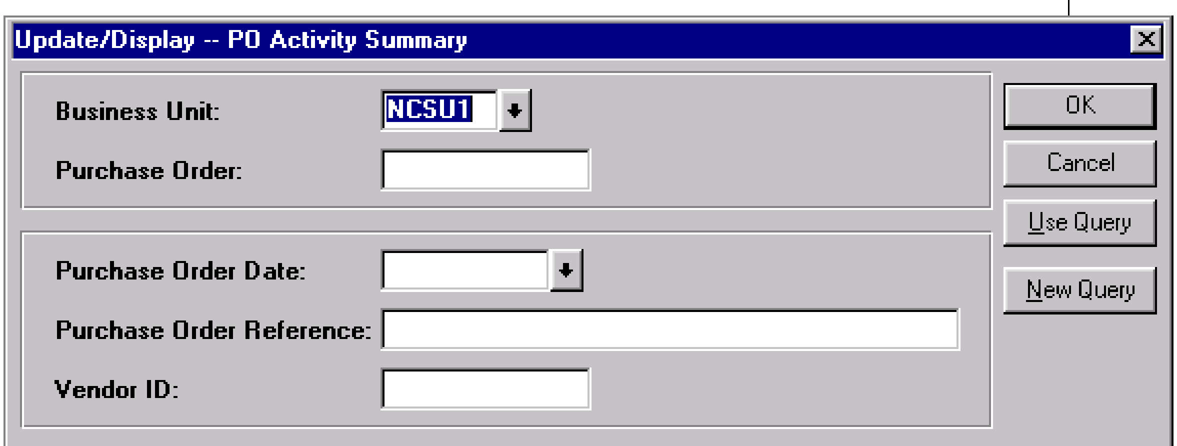
Notes

Step 3

Select: Inquire, **PO Activity Summary**



A small dialog box displays.



Notes

Step 3

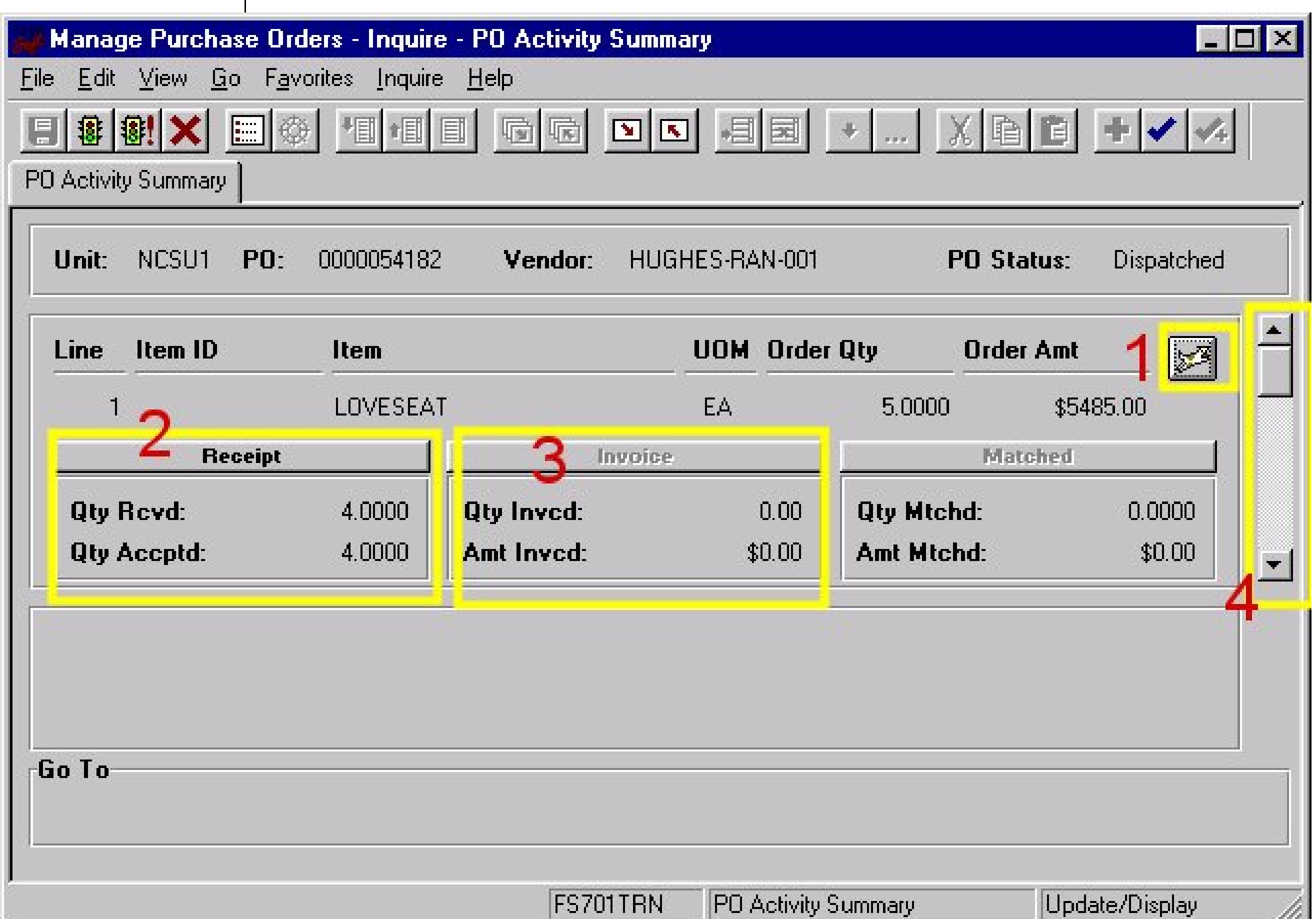
Type or select the following:

1. Business Unit: **NCSU1**
2. Purchase Order: ***Your PO Number***
3. Click on **OK**

The **PO Activity Summary** panel will display

Step 4

1. Click on o refresh the panel with any activity related to that Purchase Order:
2. Review the receipt information.
3. Review the invoice information.
4. Use the scroll bar to check for receipt and invoice information on all the lines of the Purchase Order.



Notes

Step 5

You are now aware of any Receiving reports generated for this PO in the past, any invoices posted against this PO, or any payments made to the vendor.

Click on the  icon to exit the panel.

You have now successfully completed Exercise 3.

Change Orders

A Change Order is not a specific form. The term is used to reference a request to change the original specifications on a Purchase Requisition that has been edited, budget checked, routed for approval, approved on the college level and processed into a Purchase Order by the University Purchasing Department.

The originating department should not attempt to deal directly with a vendor when requesting a change to an order that is in process. The University Purchasing agent will communicate all the necessary changes to the vendor in the appropriate way.

To assist the Purchasing agent in creating the Change Order and ensure clear instructions reach the vendor, you must:

Step 1

Do the research. Gather all the pertinent information about the necessary changes to the order.

Step 2

Write a memo to the Purchasing agent assigned to this purchase. Outline the new specifications and the reasons that these new specifications are necessary.

Step 3

Send this memo and any back-up documentation to the assigned Purchasing agent by fax or email as soon as possible. Send a copy of this Change Order to your college level approver and the technical contact within your department.

Notes

Purchase Order Distribution Changes

Some Important Ground Rules

1. PO distribution changes can only be made to active Purchase Orders.
2. Only non-received/non-vouchered balances can be moved to a new fund source.
3. The portions of the distribution that have already been received or paid can only be moved by placing a journal voucher on line.
4. Once a PO distribution change has been made, the nightly Edit/BCM batch must run before the change will be reflected in nVision or FAS.
5. Be aware that the method of fund distribution on the original requisition flows through to the Purchase Order.
6. If the original requisition is distributed by quantity then the PO distribution changes must be made by quantity.
7. However, if the requisition is distributed by amount, then the changes must be made by amount.
8. The original distribution method aside, the distribution balances on the PO may be split to multiple fund sources.