

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



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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





Managing Purchase Orders

Objectives

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

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



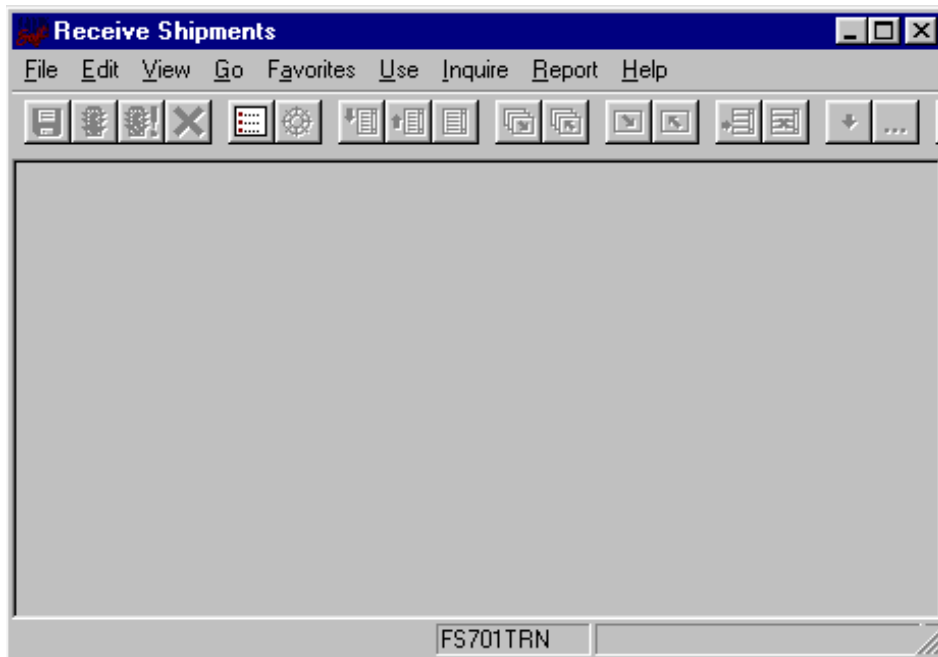
Notes

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.



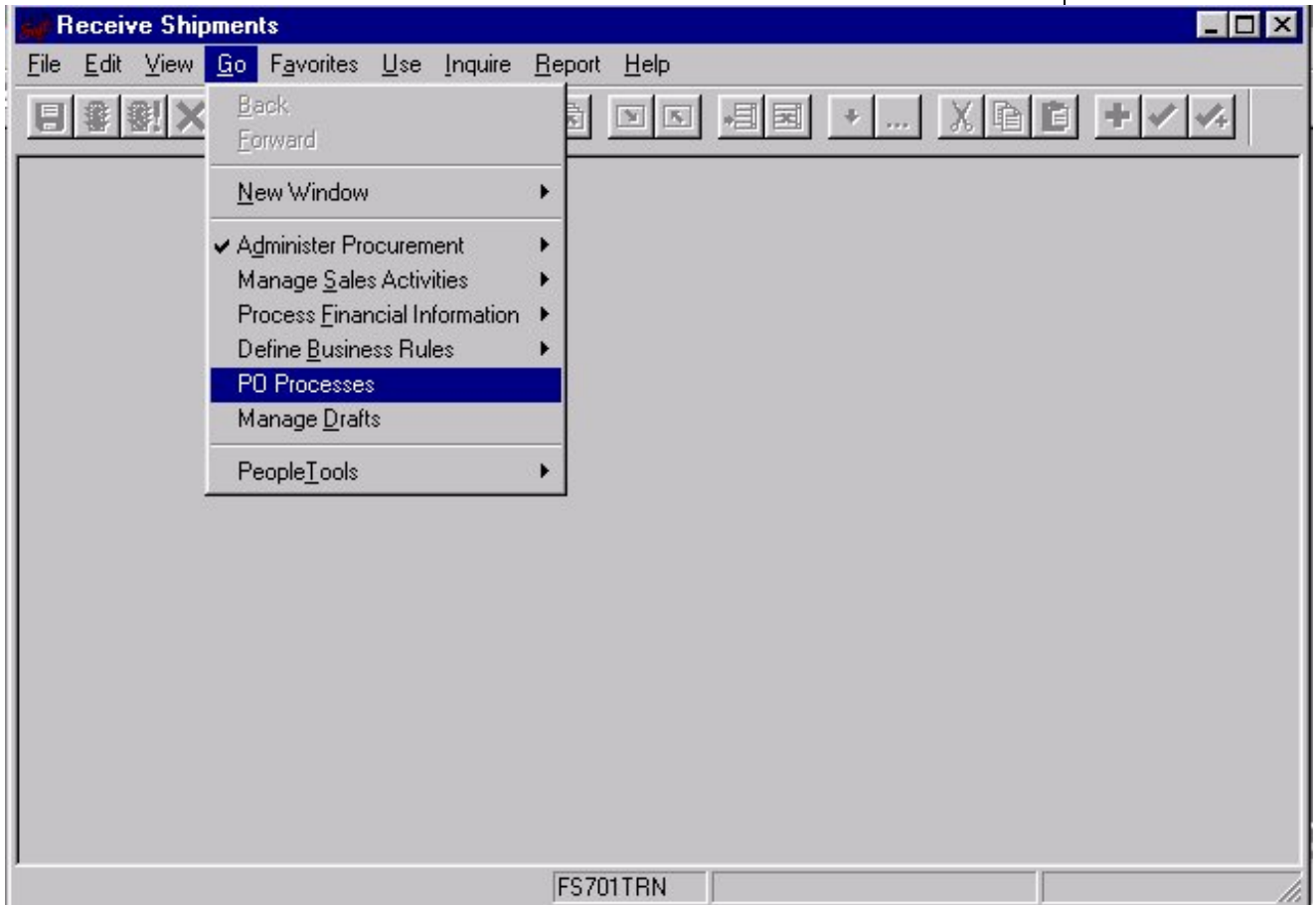
The **Receive Shipments** window opens.

Notes



Step 2

Select: Go, **PO Processes**.

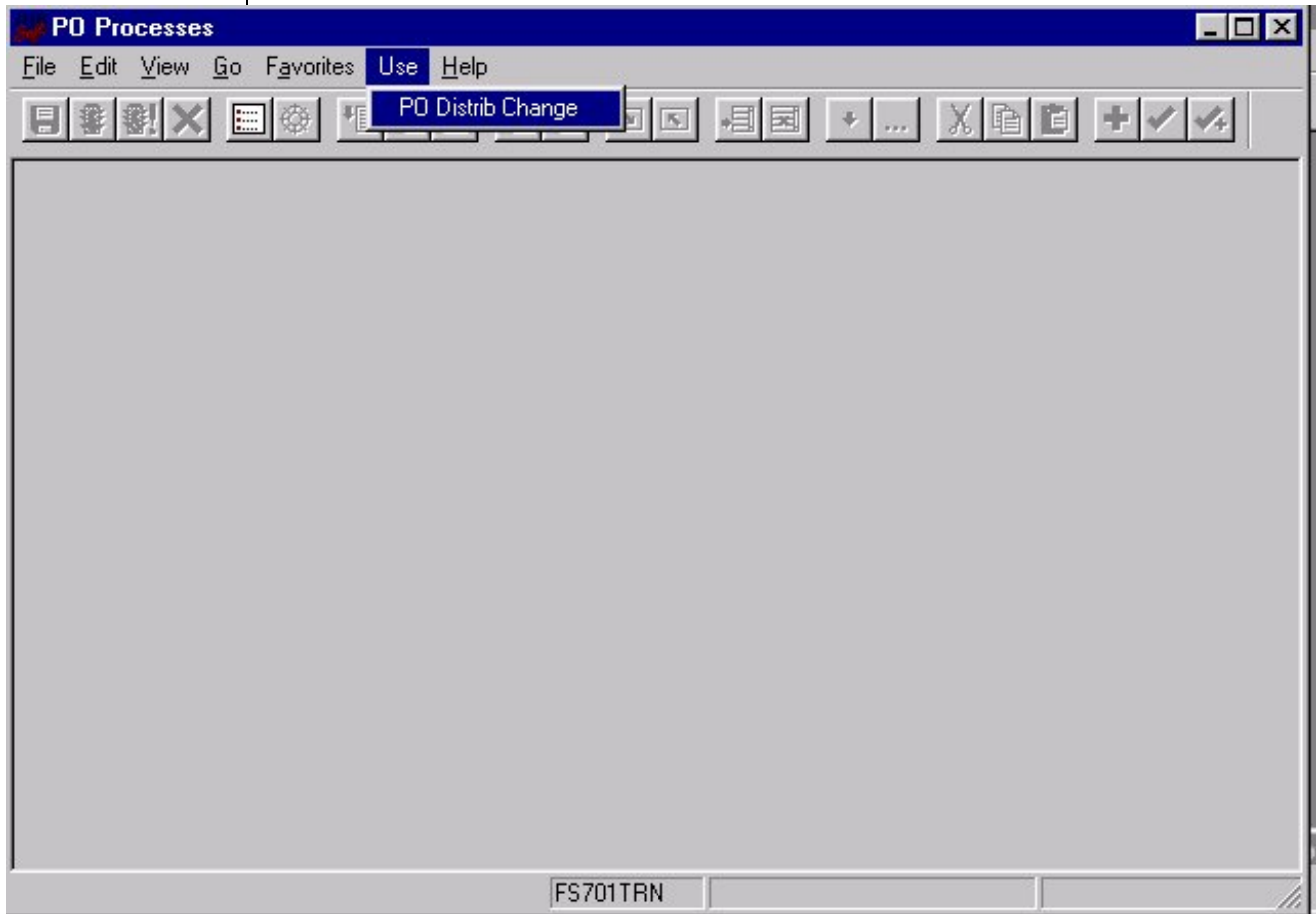




Notes

Step 3

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



2. A dialogue box appears.

Notes



Step 4

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

Update/Display -- PO Distrib Change X

Business Unit:	NCSU1 ▾	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">OK</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Cancel</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Use Query</div> <div style="border: 1px solid gray; padding: 2px;">New Query</div>
Purchase Order:	0000055859	
Line Number:	<input type="text"/>	
Schedule Number:	<input type="text"/>	

PO Status:	▾
Short Vendor Name:	▾
Vendor ID:	▾
Name 1:	<input type="text"/>
Buyer Name:	▾
Purchase Order Reference:	<input type="text"/>
Item Description:	<input type="text"/>
Ship To Location:	<input type="text"/>

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

List							
Unit	PO	Line	Sched Num	Status	ShortName	Vendor	Name
NCSU1	0000055859	1	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co
NCSU1	0000055859	2	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co
NCSU1	0000055859	3	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co
NCSU1	0000055859	4	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co

Select

Detail

Cancel



Notes

Step 5

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

List

Unit	PO	Line	Sched Num	Status	ShortName	Vendor	Name
NCSU1	0000055859	1	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co
NCSU1	0000055859	2	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co
NCSU1	0000055859	3	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co
NCSU1	0000055859	4	1	Dispatched	HUGHES-RAN-001	0000000451	Hughes Rankin Co

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

PO Processes - Use - PO Distrib Change

File Edit View Go Favorites Use Help

PO Distrib Change Insert Row

Unit: NCSU1 **PO:** 0000055859 **Chng Order:**
Vendor: HUGHES-RAN-001 **PO Ref:** Sourced from Req 0000006904
Status: Dispatched **Buyer:** Buyer01,Fin

Line: 3 Table Top **Sched:** 1 **Charge By:** Qty

Dist: 1 **Status:** 0
Select **Account** **Fund** **Org** **Program** **Sub-Cls** **BY** **BCM:** v
 55110 16030 423001 170 212 Proj
 PO Qty: 5.0000 Amount: 2705.00

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).

PO Processes - Use - PO Distrib Change

File Edit View Go Favorites Use Help

PO Distrib Change

Unit: NCSU1 PO: 0000055859 Chng Order:
 Vendor: HUGHES-RAN-001 PO Ref: Sourced from Req 0000006904
 Status: Dispatched Buyer: Buyer01,Fin

Line: 3 Table Top Sched: 1 Charge By: Qty

Dist: 1 Status: X
 Select Account Fund Org Program Sub-Cls BY Proj BCM: V
 55110 16030 423001 170 212 221073
 PO Qty: Amount:

2 SpeedChart Status: 0
 BCM: N

55110 16030 423001 170 212 221073
 PO Qty: 5.0000 Amount: 2705.00

FS701TRN PO Distrib Change Update/Display

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.

Line	Table Top	Sched	Charge By
2		1	Qty
3			

Dist	SpeedChart	Account	Fund	Org	Program	Sub-Cls	BY	Proj	Status	BCM
2		55110	16030	423001	106	212		204080	0	N
3		55110	16030	423001	106	212		204080	0	N

PO Qty	Amount
4.0000	2164.00
1.0000	541.00

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

PO Processes - Use - PO Distrib Change

File Edit View Go Favorites Use Help



Save Change

Unit: NCSU1 PO: 0000055859 Chng Order:
 Vendor: HUGHES-RAN-001 PO Ref: Sourced from Req 0000006904
 Status: Dispatched Buyer: Buyer01_Fin

Line: 3 Table Top Sched: 1 Charge By: Qty

Dist	SpeedChart	Fund	Org	Program	Sub-Cls	BY	Status	BCM	Proj
2	55110	16030	423001	106	212		0	N	204080
PO Qty:	4.0000	Amount:		2164.00					
3	55110	91000	423101	212	32		0	N	371900
PO Qty:	1.0000	Amount:		541.00					

FS701TRN PO Distrib Change Update/Display

1. Click on the Save icon  to save the Distribution Changes just made to the PO.1
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.

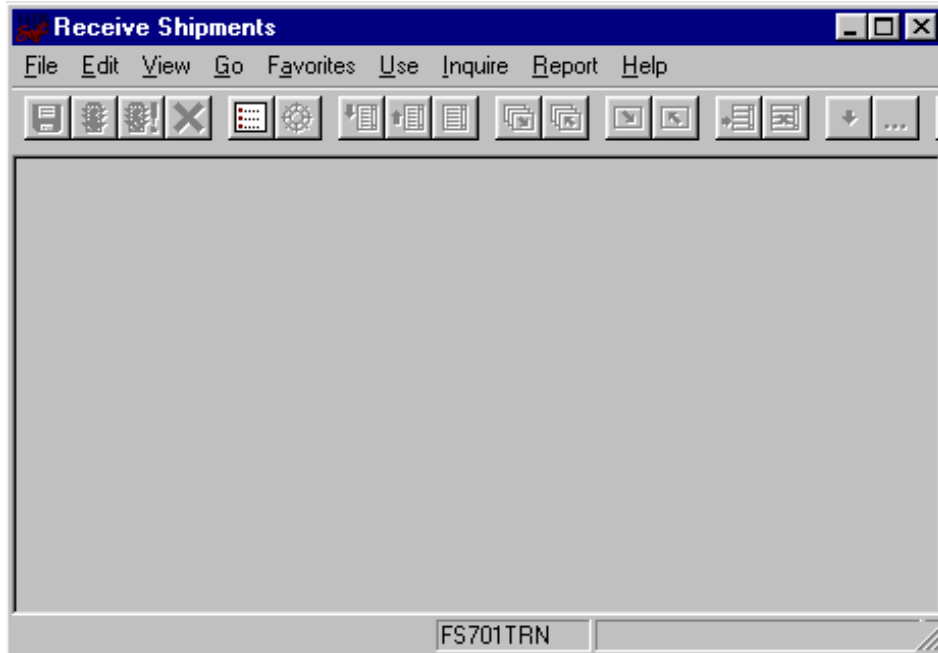


Notes

Exercise 2 - Viewing a Purchase Order

Step 1

Log on to the Financials System with your ID.



The **Receive Shipments** window opens.

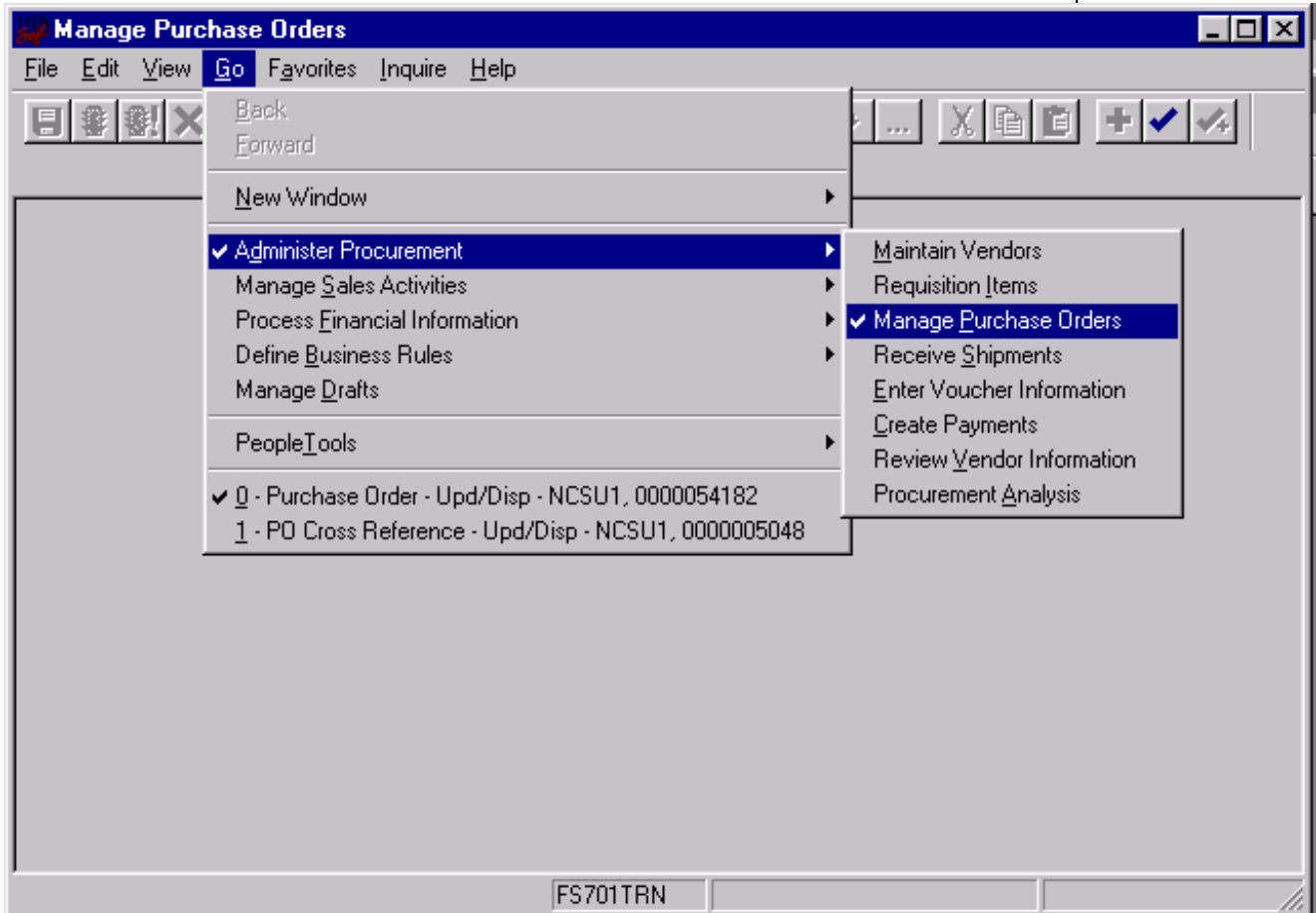
Notes



Step 2

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

The **Manage Purchase Order** window displays.

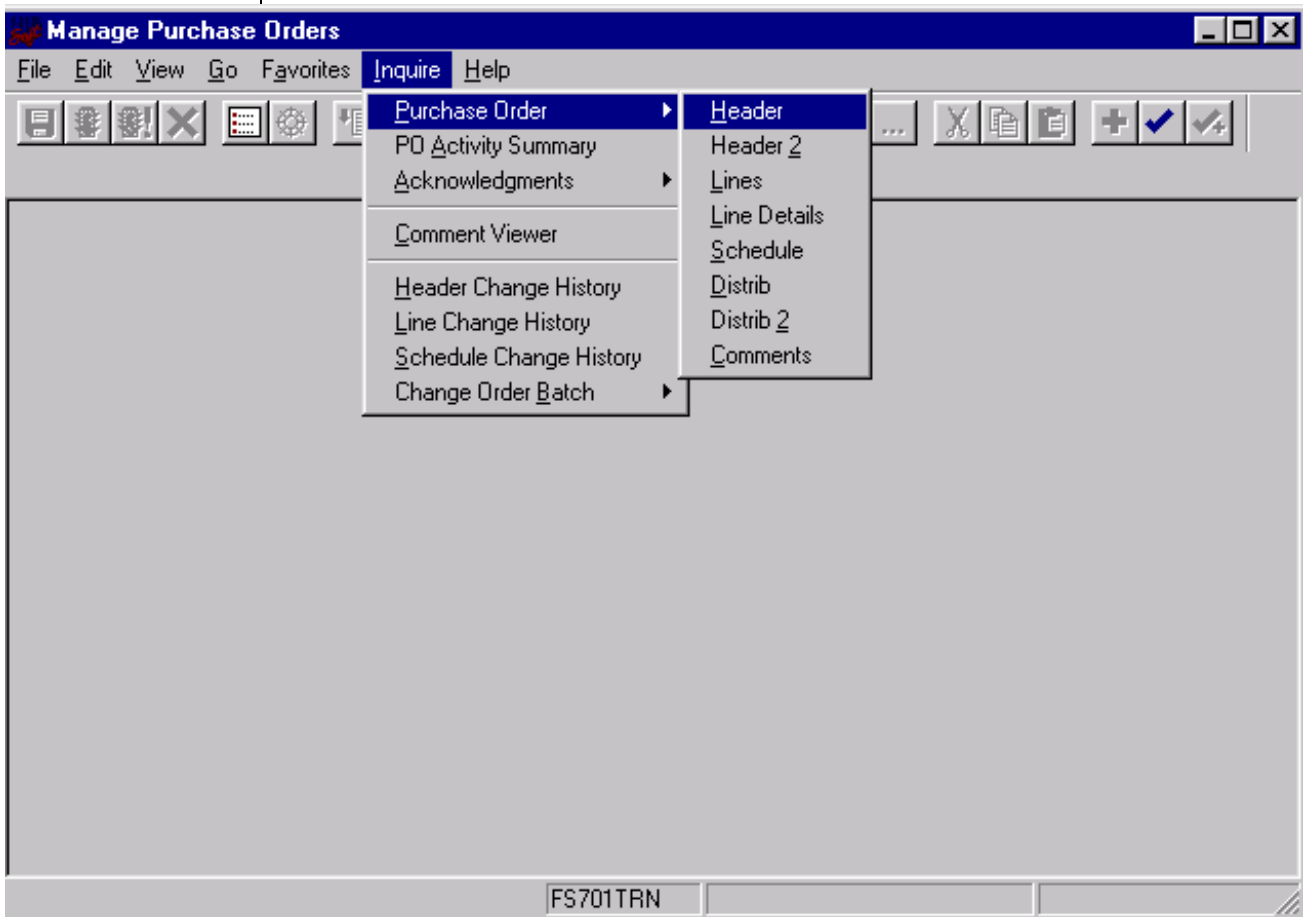




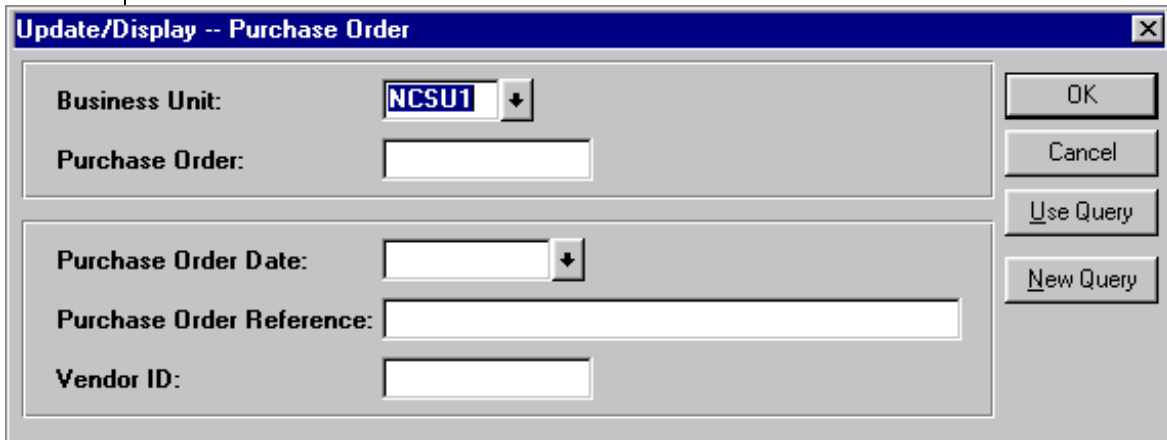
Notes

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.**

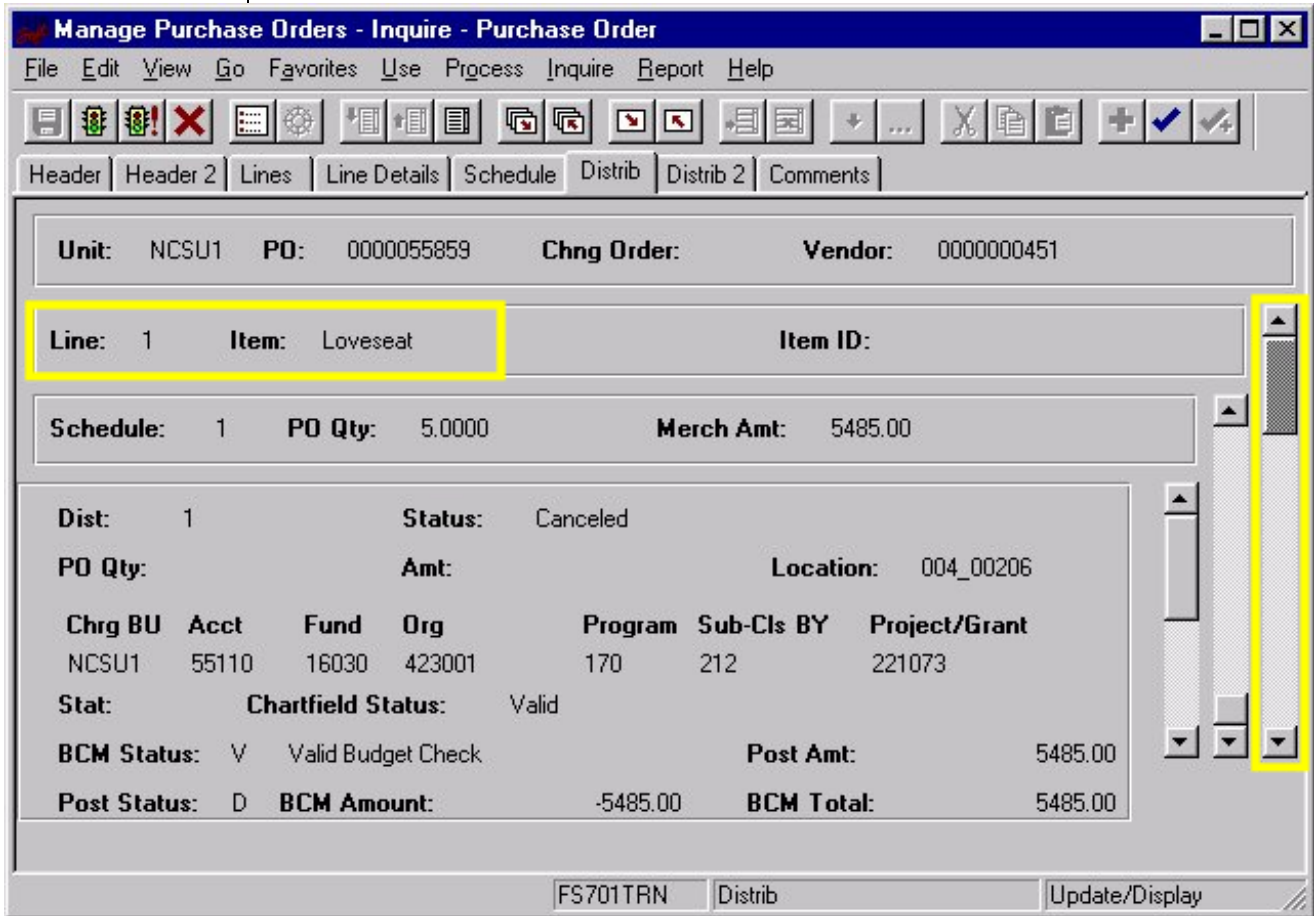
Manage Purchase Orders - Inquire - Purchase Order			
File Edit View Go Favorites Use Process Inquire Report Help			
Header Header 2 Lines Line Details Schedule Distrib Distrib 2 Comments			
Unit:	NCSU1	PO:	0000055859
Chng Order:		Vendor:	0000000451
PO Date:	08/31/2001	PO Totals	
Status:	Dispatched	Merch Amt:	16130.00
Receipt Status:	Not Recvd	Freight:	
BCM Status:	Valid	Tax:	967.80
PO Type:	REGULAR	Overall:	17097.80
Buyer:	Buyer01,Fin		
PO Ref:	Sourced from Req 0000006904		
Pay Terms:	NET30		
Currency:	USD	Rate Type:	CRRNT
Bill Addr:	M7204		
FS701TRN		Header	
		Update/Display	



Notes

Step 5

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



Unit: NCSU1 **PO:** 0000055859 **Chng Order:** **Vendor:** 0000000451

Line: 1 **Item:** Loveseat **Item ID:**

Schedule: 1 **PO Qty:** 5.0000 **Merch Amt:** 5485.00

Dist: 1 **Status:** Canceled

PO Qty: **Amt:** **Location:** 004_00206

Chrg BU	Acct	Fund	Org	Program	Sub-Cls	BY	Project/Grant
NCSU1	55110	16030	423001	170	212		221073

Stat: **Chartfield Status:** Valid

BCM Status: V Valid Budget Check **Post Amt:** 5485.00

Post Status: D **BCM Amount:** -5485.00 **BCM Total:** 5485.00

FS701TRN Distrib Update/Display

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.

Unit: NCSU1 **PO:** 0000055859 **Chng Order:** **Vendor:** 0000000451

Line: 3 **Item:** Table Top **Item ID:**

Schedule: 1 **PO Qty:** 5.0000 **Merch Amt:** 2705.00

Dist: 1 **Status:** Canceled

PO Qty: **Amt:** **Location:** 004_00206

Chrg BU	Acct	Fund	Org	Program	Sub-Cls	BY	Project/Grant
NCSU1	55110	16030	423001	170	212		221073

Stat: **Chartfield Status:** Valid

BCM Status: P **Post Amt:** 2705.00

Post Status: N **BCM Amount:** 2705.00 **BCM Total:**

FS701TRN Distrib Update/Display



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.



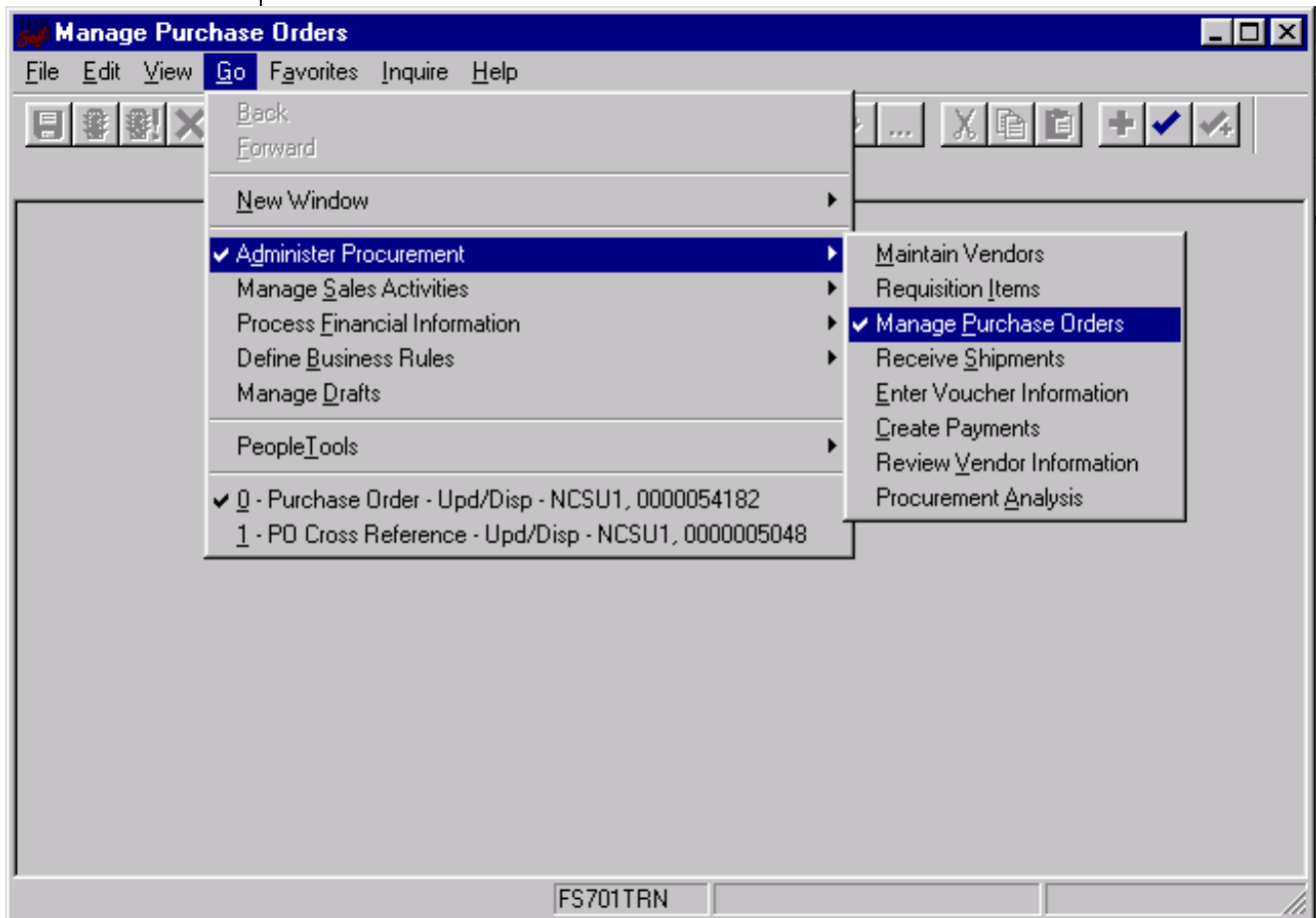


Notes

Step 2

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

The **Manage Purchase Order** window displays.

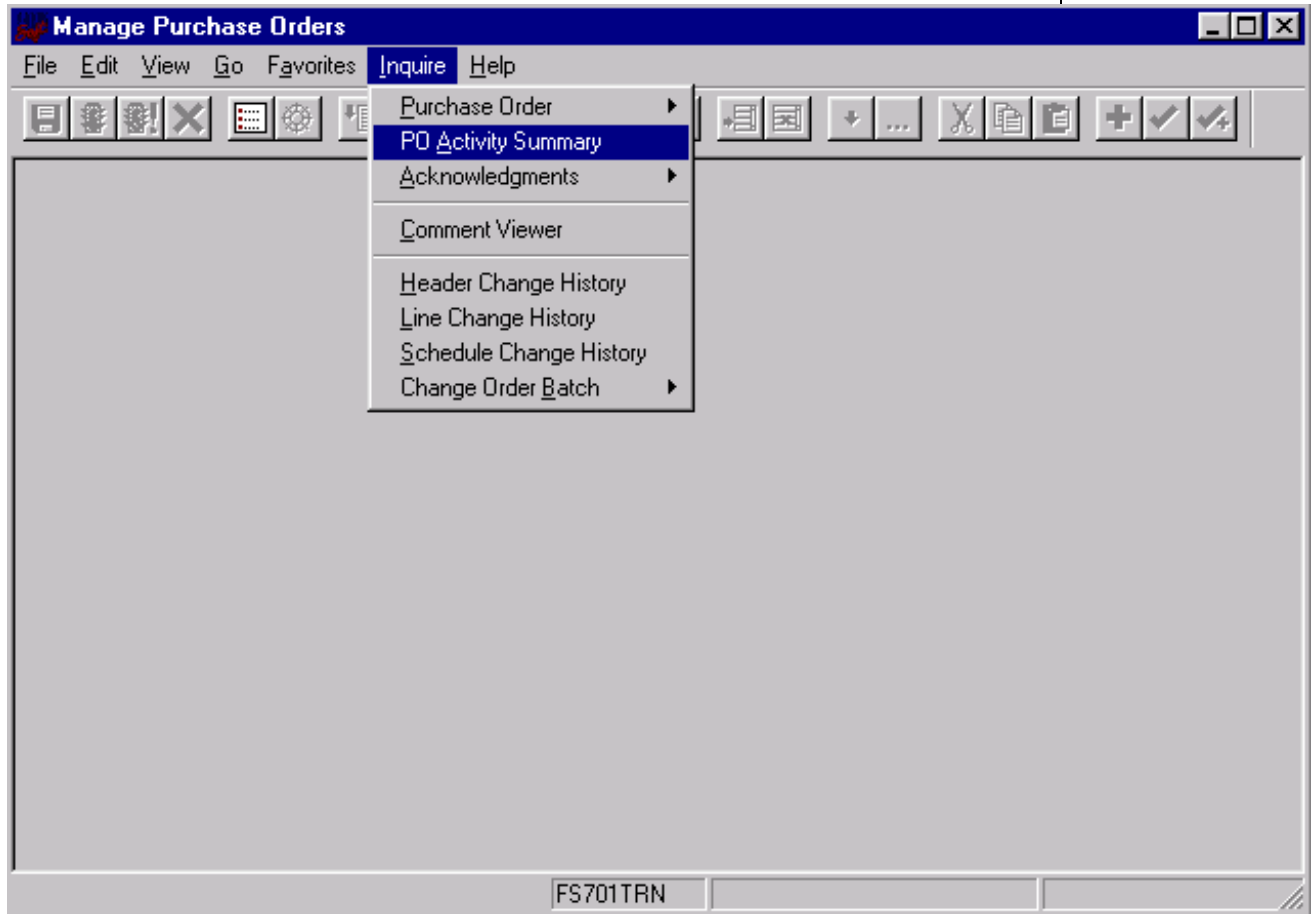


Notes

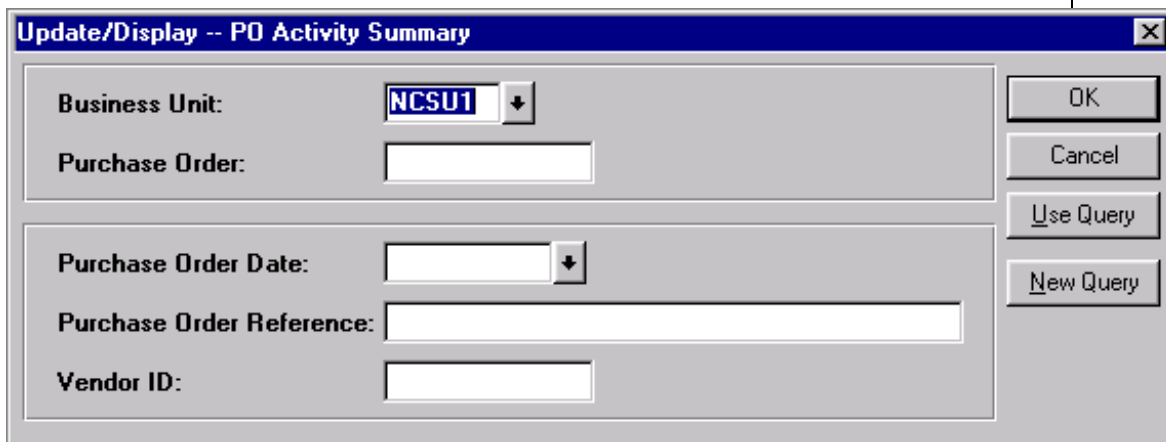


Step 3

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  to 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.

Manage Purchase Orders - Inquire - PO Activity Summary

File Edit View Go Favorites Inquire Help

PO Activity Summary

Unit: NCSU1 PO: 0000054182 Vendor: HUGHES-RAN-001 PO Status: Dispatched

Line	Item ID	Item	UOM	Order Qty	Order Amt
1		LOVESEAT	EA	5.0000	\$5485.00

Receipt		Invoice		Matched	
Qty Rcvd:	4.0000	Qty Invcd:	0.00	Qty Mtchd:	0.0000
Qty Acctptd:	4.0000	Amt Invcd:	\$0.00	Amt Mtchd:	\$0.00

Go To


FS701TRN PO Activity Summary Update/Display

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.