PURCHASING USER MANUAL 1

CREATE A PURCHASE ORDER FROM A SINGLE REQUISITION 1

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INTRODUCTION

The **Req Status** screen displays individual requisitions. Here you select a single requisition that is “**Ready for Purchasing** and create a purchase order from it.

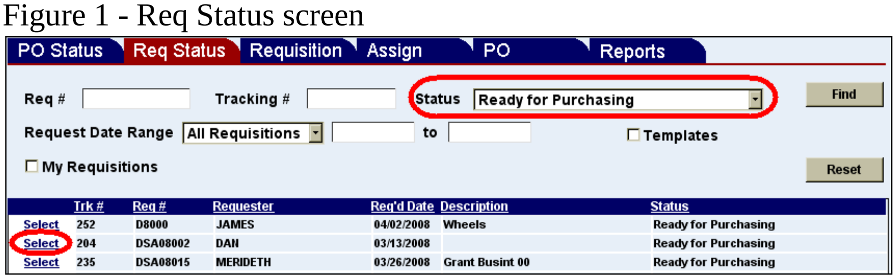
The entire purchase order process can differ slightly among agencies depending on how each Purchasing administrator sets up the Agency and the Purchaser – e.g., if the Purchaser is a PO Approver or not, if a PO Department is used or not, and if the PO numbers are automatically assigned or manually entered for the PO Department. Click here for information about PO numbers and PO approval processes.

Once the PO with purchase order items is saved, it needs to be “ordered”. If PO Approval is required, it must be approved before it can be ordered.

SELECT A REQUISITION

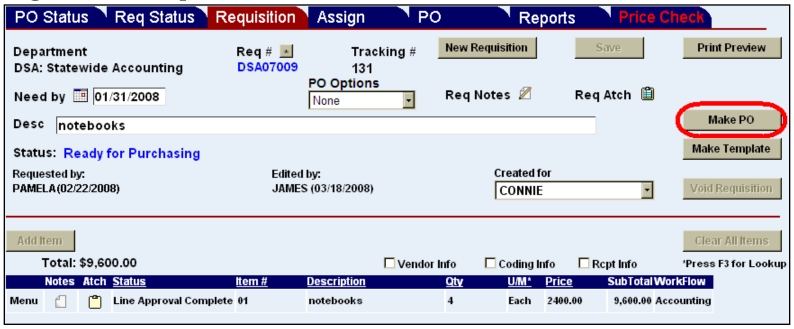
1. Open **Purchasing**, and then select **Purchase Orders**.
2. Click **Req Status**.
3. From the **Status** drop down menu, select **Ready for Purchasing** and click **Find**. You may need to ensure that the **Request Date Range** is **All Requisitions** and **Department**s (if used) is set to **All Departments**.

Figure 1 - Req Status screen



4. Click **Select** next to a requisition. It will open on the **Requisition** screen.

Figure 2 - Requisition screen

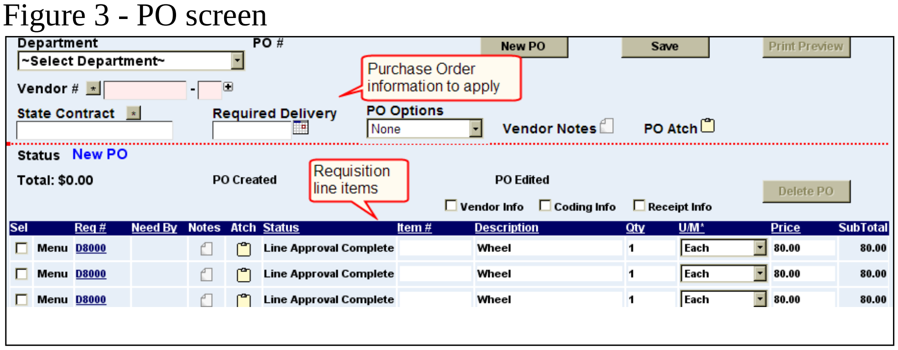


5. If desired, review the notes and/or attachments for the requisition. Do not use special characters or symbols, including **&**, ', **"**, <, and \, in the notes or comments fields:
   a. Click the **Req Notes** icon to review or to add general requisition notes.
   b. Click the **Req Atch** icon to review or to add attached scanned documents.
   c. Click the **Notes** icon on a specific line item to review or to add requisition notes.
   d. Click the **Atch** icon on a line item to review or to add attached scanned documents.
6. Click **Make PO**. The **Make PO** button will not be displayed if the requisition line items have already been added to a current, rejected, or voided purchase order (regardless of the requisition status).

ENTER PURCHASE ORDER INFORMATION

1. The **PO** screen will open with all of the items from the requisition you have selected. Enter the purchase order "header" information – the department, PO number, vendor, contract numbers, notes, etc. as determined by your agency's purchasing processes.

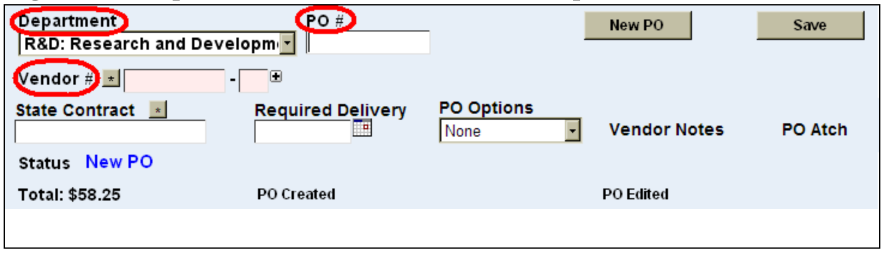
Figure 3 - PO screen



a. Select a department from the **Department** drop down menu. If your administrator has not created any departments, there will be no **Department** menu.

b. Enter a purchase order number, up to eight alphanumeric characters, in the **PO #** field. If your administrator set up automatically assigned purchase order numbers, the number will be automatically entered when the purchase order is marked as 'Complete', 'Approved', or 'Ordered'.

Figure 4 - Department and PO number example

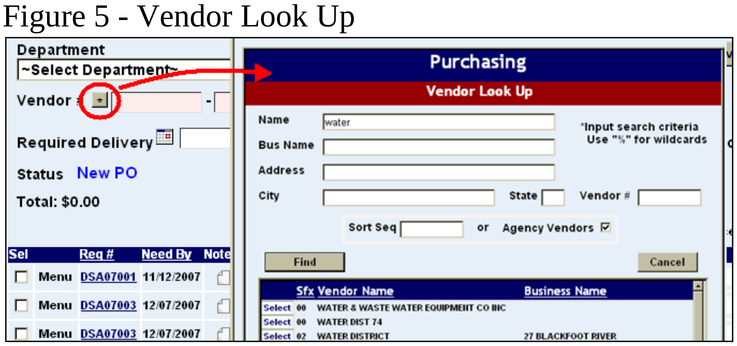


c. Enter a vendor number (**Vendor #**) and suffix. A vendor number is not required (if, for example, you want to record an encumbrance for a project without a specific vendor). However, once the purchase order is approved or ordered, you cannot add a vendor.

You can search for "look up" a vendor number - click the asterisk next to the **Vendor #** field.

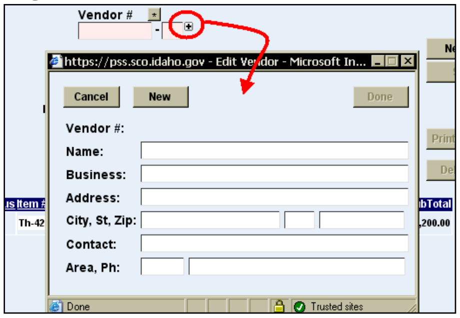
- In the Vendor Look Up, enter any combination of search criteria – **Name**, **City**, etc. You can enter just the first few letters to find a vendor that begins with those letters. You can also use the wildcard (**%**).A vendor that has been added or activated in STARS will not be available in Purchasing until the day after it is entered in STARS.
- Click **Find**. For security purposes, a social security number will be displayed as XXXXXXXXX.
- Click **Select** next to the vendor you want to use. The Vendor Number and Suffix will be entered automatically in the **Vendor** fields on the **PO** screen.

Figure 5 - Vendor Look Up



If you cannot find a vendor or want to use a new vendor that has not yet been entered in STARS, click the plus sign (+) next to the **Vendor #** suffix field to enter a new vendor name and address. (When a new vendor is entered, a W9 form can be printed with the purchase order.)

Figure 6 - Add a new vendor



   d. When finished entering this “header” information, click **Save**.

2. If desired, enter a **State Contract** number to associate with the purchase or click the asterisk to select a state contract number from the drop down menu. This will add the number to the purchase order only for record keeping.
3. If desired, enter a **Required Delivery By** date or select one using the calendar icon.
4. If desired, select **Not Invoiced** or **PCard Purchase** from the **PO Options** drop down menu (e.g., if the purchase is made at the point of sale and you do not want to send transactions to STARS). NOTE: Your administrator may encumber P-Card purchases which would override this selection.
5. Click **Save** when finished adding additional purchase order information.

ADDITIONAL PURCHASE ORDER ACTIONS

After the purchase order is saved, the following options are available depending on your agency’s process:

1. Click the **PO Atch** icon if you want to attach scanned documents for the purchase order. See Attaching Scanned Documents.
2. Click the **Vendor Notes** icon if you want to add notes for the vendor. There are three tabs on the Vendor Notes pop-up dialogue box: **Default, Additional**, and **Confirmation**. These will print on different sections of the purchase order.
   - On the **Additional** tab, type a note (up to 2000 characters) for the vendor and click **Save**. Do not use special characters or symbols, including **&**, ', **“**, <, and \. This will print in the Comments section of the purchase order.
   - Click the **Default** tab to see if the Purchasing administrator has created default notes. You can select which notes would apply to the purchase order or deselect any default notes and click **Save**. This will print in the Vendor Notes section of the purchase order. Selecting too many default notes may cause them to print past the page margin. For longer notes or information, add an attachment.

  - Click the **Confirmation** tab to add a Vendor name and contact number information (up to 50 characters) that will print next to the Purchasing Agent/Approver signature line of the purchase order. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.

3. Click **Complete**. This button is displayed if you are a Purchaser but not a PO Approver and your agency requires that your purchase orders be approved. The designated PO Approver must approve them.
4. Click **Approve** if you are a Purchaser and a PO Approver and your agency requires that your purchase orders be approved.
5. Click **Clear** or **Void PO**. Click here for more information.
6. Click **Menu** next to a line item for further actions to take on individual items. Click here for more information.

ORDERING

After saving the purchase order, your agency may require that it be approved. Otherwise, the purchase order is ready to be ordered and printed or e-mailed to the vendor.

1. Click **Ordered**.
2. Click **Print** to display a PDF copy of the purchase order.
3. Select either **Purchase Order** or **PO Form #2**. PO Form #2 is the same as the Purchase Order and includes the fiscal coding of each individual line item.
4. Click **Preview** to display the purchase order in PDF format.
5. Depending on your PDF software, click the appropriate icon on the toolbar to print, save, or e-mail the form, or click File, Attach to E-mail to send to the vendor. Your PC or IT administrators may have security policies set to prevent the PDF software to connect to your e-mail client. Contact your support personnel for assistance.
6. Submit the purchase order to the vendor according to your agency's polices.

If you print the purchase order again after five minutes, the purchase order form will indicate “COPY” in the upper right hand corner.

The second time you click **Print**, two more options will be available – **Original PO** and **Original PO #2**. Since an Approver or Purchase can make changes on a purchase order (e.g., increase the quantity of a line item), the Original PO forms will print the purchase order as it was before any changes made by an Approver or Purchaser.

When a purchase order is finally “ordered”, any line item on the purchase order with a transaction code 215 (encumbered) will be sent to STARS. A purchase order marked as **Not Invoiced** or **PCard Purchase** will not send any transactions to STARS, unless overridden by the Purchasing administrator.

ENCUMBRANCES

Only encumbered items will create transactions in STARS. When items that have been encumbered (e.g. using a TC 215) are ordered, the Purchasing application will send a TC215 to STARS at the end of the day for each encumbered line item.

When a purchase order is voided, the application will send a TC 225 to STARS for each encumbered line item.

USING A P-CARD

If you select **PCard Purchase** (i.e., no encumbrance is generated), then use a TC 228 in the P-Card application.

If you do not select **PCard Purchase** or the administrator overrides the **PCard Purchase** selection, so that the purchase is encumbered, *and* you paid with a P-Card, use a TC 235 (with the reference document number of the encumbrance) in the P-Card application.

VOIDED PURCHASE ORDER ITEMS

When a purchase order with encumbered line items is voided (deleted), the application will send a TC225 for each encumbered line item and delete any line items of the purchase order in the Purchasing application table that have not been ordered. For these line items, if the **MOD** field is blank, STARS will treat it as a partial just as if the user had entered a “P”. If the user enters an “F”, STARS will finalize it.