

NORTHWESTERN STATE UNIVERSITY
SCT Online Purchase Requisition
for
PURCHASING OFFICE "DIVISION OF ADMINISTRATION - STATE CONTRACTS"
TO NSU CENTRAL RECEIVING
(REQUISITION TYPE = R)
(PURCHASE ORDER TYPE = SC)

Simple Purchase Requisition:

Simple purchase requisitions are those requisitions with **ONLY one (1) 10-Digit Account Number**. Header Accounting on Screen 250 is limited to only one (1) 10-Digit Account Number (6-Digit Account Number/4-Digit Object Code) because of certain system complications. To distribute **more than one (1) 10-Digit Account Number**, you **must use the Complex Purchase Requisition Steps**.

Complex Purchase Requisition:

Complex purchase requisitions are those requisitions with **MORE than one (1) 10-Digit Account Number**. To distribute **more than one (1) 10-Digit Account Number**, you **must go to Screen 254, Requisition Line Item Create/Modify or Screen 25L, PR Multi-Line Item Create/Modify** and use **Line Item Accounting**. You cannot enter accounting codes on both Screens 250 and 254 or 25L.

NOTE: When entering complex purchase requisitions (More Than one (1) 10-Digit Account Number, each line is not encumbered individually as when entering the simple purchase requisitions. Encumbrance is only achieved when the completed purchase requisition is trailered on Screen 256, Requisition Trailer. Each department must be aware of budget limitations as indicated on Screen 019, SL Account Summary. A deficit will occur when entries exceed this amount. Departments will be held responsible for liquidation of expenditures correctly.

I. Purpose and Scope: This procedure outlines the method of requisitioning goods and services, **using the SCT Online Purchasing System**, which are not available from University Warehouse and University Print Shop in accordance with the current Governor's Small Purchase Executive Order. All goods and services from outside vendors must be requisitioned. Unauthorized procurement of goods and services is the responsibility of the requisitioner.

II. Reference: University Purchasing Policy.

NOTE: Refer to the NSU Fiscal Policy and Procedure Manual section, Purchasing Policies and Procedures, IX-1 for specific Purchasing rules, regulations, laws, policies and procedures.

III. Responsible Area: Business Affairs

NOTE: Calls to Business Affairs-Purchasing Section should be limited to procedures regarding rules and regulations.

General Process for State Contracts

State Contracts are term contracts for materials, supplies or equipment executed by the *Division of Administration* and can be purchased without competitive bidding. These State Contracts can be accessed through the Internet at <http://www.doa.louisiana.gov/osp> State Contracts can be used only when the materials, supplies or equipment being requisitioned are not available from University Warehouse or University Printing.

**Purchasing Authority Delegated for
State Contract**

University policy concerning purchasing authority for financial commitments provides that no employee of the University has the authority to make any purchase commitment, enter into any contract for materials, supplies and services, or otherwise take action with respect to third parties which may be construed as financially binding to the University except through the usual channels under the authority of the Business Affairs-Purchasing Section. In the absence of special arrangements to the contrary, the Purchasing Section will receive all bids and enter into all negotiations with suppliers/contractors.

The Budget Unit Head understands that if the purchasing policies and procedures are not followed, their "**State Contract**" authority will be suspended. Then the Budget Unit Head must have his/her Vice President process all purchase requests.

The Budget Unit Head understands all access to the SCT Online Purchasing System has an audit trail available for review and audit and is subject to be audited by the Internal Auditor and Legislative Auditors.

**Line Item and Account Balance Deficits
Occurring When Transferring a Purchase Requisition
to a Purchase Order**

It is possible with the SCT Online Purchasing System for an account to go into a **line item** or **account balance deficit** before a previously encumbered Requisition has been turned into an approved and encumbered Purchase Order. The SCT Online Purchasing System assigns a Purchase Order Number before a Purchase Order is approved and encumbered in the accounting records. Therefore, when you inquiry the System to retrieve your transaction Purchase Order Number you are not assured the transaction has not caused your account to have a **Line Item** or **Account Balance Deficit**.

A Budget Unit Head must monitor his/her account(s) at all times.

Any resulting deficit caused by this SCT Online Purchasing System weakness is the responsibility of the Budget Unit Head. Budget Revisions necessary to correct the account's budget must be submitted by the Budget Unit Head in accordance with the **NSU Fiscal Policy and Procedure Manual, Request for Budget Revision, XII-1**, procedure.

To provide a procedural solution and compensating control for this system feature, anyone accessing the SCT Online Purchasing System for an authorized Purchase Order Number may verify that the Purchase Order is encumbered in the accounting records by accessing FRS, Screen 026, Open Encumbrance by Reference and verifying the Purchase Order has been encumbered.

See the **Line Item and Account Balance Deficits** section of this procedure for additional information concerning **Line Item and Account Balance Deficits**.

Unbudgeted Expenditure Requests

Budget Unit Heads requesting unbudgeted expenditures must complete and have approved a Request for Budget Revision (**Attachment AA**), in accordance with **Fiscal Policy and Procedure Manual procedure, Request for Budget Revision, XII-1, regardless of source of funding, before processing any requisitions.**

Classification of Expenditures

You must use the correct expenditure object code for the goods and services you are purchasing or your requisition will be flagged as pending or denied on **Screen 252, Requisition Approval**. Screen 252 is used to notify the Budget Unit Head of the status of the Requisition.

To avoid re-classification of expenditures and associated delays, the Budget Unit Head should refer to the **NSU Fiscal Policy and Procedure Manual IV, Chart of Accounts, Accounting Codes, H. Expenditure Subcodes - Object**.

Issuance of an Official Purchase Order

There will be an issuance of an Official Purchase Order by the Purchasing Section. When an Official Purchase Order is issued to the vendor, do not contact the vendor and provide the Purchase Order Number. The Director of Purchasing will release the Official Purchase Order. If you must contact the vendor to release the Purchase Order Number request permission from the Director of Purchasing. If an Official Purchase is being released and you contact the vendor and provide the Purchase Order Number the vendor may send duplicate shipments or provide duplicate services since they may believe they have received, two (2) orders. When this happens, shipments have to be returned and duplicate unnecessary services may be provided resulting in unnecessary effort and expense to resolve causing uneconomical and inefficient operations.

Taxes

Northwestern State University is exempt from the Louisiana state sales/use tax on purchases as provided by R.S.47:305.29, 47:305.30, or 47:305.35. The state sales/use tax is not to be charged when the agency/department makes a purchase and is responsible to vendors for payment. Copy of tax exemption letter is available in Business Affairs-Purchasing Section.

Vendor Creation

When verifying your state contract information on the Louisiana Office of State Purchasing web site <http://www.state.la.us/sop/osp.ht>. You must use the vendor address which is the "mail to" address. Make sure your vendor (with order **mail to** address) is on which is the "mail to" address is on file by going to **Screen 202, Vendor Name Search**. If it is incomplete (missing address etc.,) complete a Vendor Create/Modification Form, Attachment Z, in accordance with **Fiscal Policy and Procedure manual procedure IX.A.6, SCT Online Purchasing System Vendor File Create and Modification of Tax Identification Numbers**. The SCT Online Purchasing System allows a Purchase Order to be processed without a vendor. **DO NOT** try this or your Purchase Requisition must be canceled and you must start the requisition process over from the beginning. Cancel the Purchase Requisition on Screen 253 (refer to Error Correction Section on how to cancel a Purchase Requisition after it has been trailered).

UPO Field on Screen 254, Requisition Line Item Create/Modify and 25L, PR Multi-Line Item Create/Modify

Do not enter an F in the UPO field when processing Requisitions or Purchase Orders. If you put an F in the UPO field the SCT Online Purchasing System will not encumber your Purchase Order in the Accounting Records. To verify that your Purchase Order has been encumbered, go to the Financial Records System (FRS) **Screen 026, Open Commitments** by Reference to verify your purchase order has been encumbered. If it has not been encumbered notify the Business Affairs-Purchasing Section immediately. This is a serious problem and could jeopardize the integrity of the University's accounting records.

Monthly and Other Periodic Payments

"Monthly and other periodic payment" purchases require the issuance of an Official Purchase Order under other specific Purchase Order types.

When the Budget Unit Head can not identify an appropriate purchase order type for their purchase they should contact Business Affairs-Purchasing Section for guidance.

"Monthly and other periodic payment purchases" require a separate line-item be entered in the Requisition process for each month. The estimated expenditure per month should be entered for each line item. A matching Receiving Report and invoice must be entered monthly to generate payments for this type of order.

Purchase Order Change or Cancellation forms will usually be required to be completed and submitted to Business Affairs-Purchasing Section to re-align encumbered amounts for remaining monthly and periodic line items after payments occur.

The Director of Purchasing will require the Budget Unit Head reprocess Requisitions when monthly payments are required if the Requisition is not properly submitted.

Monthly/periodic receiving reports and invoices are required for monthly/periodic payments.

Restriction on Certain Purchases

Items of a personal nature. Certain items of a personal nature may not be purchased with University funds regardless of source of funds. Such items include: brief cases, Christmas cards other than official University cards ordered through the President's Office, personal magazine subscriptions, personal and individual memberships in professional, social, civic organizations, etc.

Purchases from University employees. Purchases by the University from University employees are prohibited.

Self-generated revenues (and other sources of funding) cannot be used to pay school dues for memberships in local civic organizations, such as the Chamber of Commerce in accordance with Attorney General Opinion No. 96-195, dated May 9, 1996.

Cash awards and prizes are limited to only student self-assessed fees which have been approved by the appropriate student self-assessed fee governing body and the appropriate Student Affairs Offices.

The Budget Unit Head and his/her approver(s) should assure the University that these type purchases do not occur.

Donation, Loan of State Property

Under the Louisiana Constitution Article 7, Section 14 employees cannot donate, loan, or pledge anything of value on behalf of the University, for example:

The University cannot provide student reimbursement or exemption from fees, charges, etc. in exchange for donations of items and supplies for a class activity.

Employees cannot use any property, equipment, computers and their peripherals, supplies, materials, facilities, employee time and effort, etc. for any purpose other than for the official business and events of the University.

Employees cannot raffle or have as door prizes or other "give aways" any public property unless otherwise specified.

Please seek the guidance of Business Affairs concerning any questions regarding donations.

The Budget Unit Head and his/her approver(s) should assure the University that these type purchases do not occur.

"Back Dating Purchases"

This system is on-line, therefore all system dates are computer generated dates, you cannot back date system dates. DO NOT change an invoice date to make it appear that you did not "**back date purchases**". Changing the date of an invoice is strongly discouraged and could be viewed as violation of certain laws such as:

R.S. 14:70 False Accounting

R.S. 14:133 Filing or Maintaining False Public Records

R.S. 14:134 Malfeasance in Office.

Receiving Reports (Print Screen 284, PO Summary) for Request for State Contract Orders

The SCT Online Purchasing System, "value based security" (VBS) has been modified for receiving report processes. To provide a document to transmit invoices to Business Affairs-Accounts Payable, Central Receiving is required to enter a Receiving Report using **Screen 230, Receiving Report Create (Part 1 & 2)** screen, print **Screen 284, PO Summary**, indicate on the Screen print if the receiving process is partial or complete, sign and date the screen print and route it.

Partial Payments will process if the line item receiving and invoicing information are consistent with the purchase order details. For the data entered in the system, the exact items and quantity received must match the exact items and quantity on the invoice and these entries must agree with the purchase order information. Any discrepancies will delay the payment process. **It is the responsibility of the Budget Unit Head and Central Receiving and Shipping to monitor and resolve partial liquidations.**

A departmental file for all Receiving Reports should be maintained by the Central Receiving for audit purposes for audit by the Internal Auditor and Legislative Auditor. Missing receiving reports may result in an adverse audit finding.

The Budget Unit Head will be responsible for entering Receiving Report data on **Screen 230, Receiving Report Create (Part 1 & 2)** and printing the PO Summary (Print Screen 284) for all goods and services received at the department site. Central Receiving and Shipping will be responsible for entering Receiving Reports data on **Screen 230, Receiving Report Create (Part 1 & 2)** screen and printing the PO Summary (Print Screen 284) for all goods and services received at the Central Receiving and Shipping site.

From time to time goods will be delivered to Central Receiving and Shipping that may have been planned to be delivered to a department. When that occurs Central Receiving and Shipping will receive the delivery and be the "receiving agent" of record.

All receiving entries should be verified on Screen 284, PO Summary to assure that duplicate receiving entries are not made. If an error has occurred in receiving, Screen 239, PO Receiving Report Line Deletion should be used to delete the line and correct the receiving transaction.

Receiving Discrepancy Reconciliation

Receiving Discrepancies for goods and services must be reconciled and resolved by the Budget Unit Head through the Central Receiving and Shipping Department and the Vendor on a timely basis. For a damaged shipment or over-shipment, please refer to the Returns to Vendor section of the SCT Online Receiving Report procedure **IX.A.7** of the Fiscal Policy and Procedure Manual.

Check Cycles

When the receiving and invoicing information match the Purchase Order, the system will generate a voucher during the next daily cycle. A check will process from the vouchered Purchase Orders during the normal scheduled check cycle process. It will take a minimum of two days for a check to be generated through the SCT Online Purchasing System.

The Budget Unit Head can access **Screen 284, PO Summary**, to determine the status regarding payment. Screen 284 shows if the Purchase Order has been invoiced, vouchered, and received. If the receiving and invoicing information matched, and the invoice has been vouchered, a check will process in the next scheduled check cycle. If a check has been processed the check date and check number are available on Screen 284. All checks are mailed out the day they are processed.

The Budget Unit Head should contact Central Receiving and Shipping if the receiving information is incorrect or not entered, and should contact the Vendor if an invoice has not been entered. All invoices will be entered daily when received in the Business Affairs Office/Accounts Payable Section if the Purchase Order number is on the invoice.

The Budget Unit Head should access Screen 284 to respond to calls from the vendor regarding payment of an invoice.

Delinquent Payment Penalties in accordance with R.S.39:1695

Late payment to business; penalty paid by state agency.

If a state agency without reasonable cause fails to make any payment due within ninety days of the due date prescribed by contract, to a business awarded a contract with the state agency to supply equipment, supplies, materials, or textbooks, or to provide services, the state agency shall pay, in addition to the payment, interest on the amount due at the rate

established pursuant to Civil Code Article 2924(B)(3) per year, from the ninety-first day after the due date prescribed by the contract. In applying this Section to a claim related in any way to an entitlement program, payment for claims shall be due ninety days after a claim is received by the state.

If it is determined by the state agency that additional evidence of the validity of the claim for payment is required, such evidence shall be requested within ten working days from the date the bill is received by the state agency. In instances where additional evidence is required, the bill shall be reviewed and payment or rejection made within thirty days from receipt of the evidence requested in the office of the paying agency.

Any penalty required to be paid by a state agency pursuant to this Section shall be disbursed upon warrants drawn by the state agency upon that agency's operating expenses budget.

Invoice Discrepancy Reconciliation

Invoice Discrepancies must be resolved with the vendor by the Budget Unit Head/Designee on a timely bases. If an invoice contains items not on the original purchase order, the Budget Unit Head must return these items in accordance with the Returns to Vendor section of the **SCT Online Receiving Report** procedure **IX.A.7** or process a change order in accordance with the **SCT Online Request for Change and/or Cancellation of Purchase Order Procedure, IX.A.8** to increase the Purchase Order. It is the responsibility of the Budget Unit Head and/or Central Receiving and Shipping to request a credit invoice be issued and forwarded to Business Affairs-Accounts Payable Section for all items returned.

The purchasing system will generate a monthly report identifying purchase orders awaiting an invoice which will be forwarded to appropriate departments to resolve.

The system will not process payments to vendors if the line item information entered for the invoice and receiving report does not match the purchase order. All discrepancies must be resolved on a timely basis.

Invoices Without Purchase Order Numbers

It is the responsibility of the Budget Unit Head to not procure any goods or services without a Purchase Order Number except where specifically allowed within these procedures or with express written permission of the Director of Purchasing.

If a Budget Unit Head receives an invoice with a Purchase Order Number on it that is not for his/her department or the invoice does not contain a Purchase Order Number, the Budget Unit Head should forward the invoice to the Business Affairs-Accounts Payable Section under cover memo so that the appropriate department can be determined or the invoice can be returned to the vendor for identification.

Calls received in the Business Affairs-Accounts Payable Section from vendors regarding invoices without Purchase Order Numbers will be directed to the Purchaser for processing through appropriate procedures.

Invoices received by Business Affairs-Accounts Payable Section that do not have a Purchase Order Number entered on the invoice are returned to the Vendor with instructions to contact the purchaser, the Budget Unit Head, to complete appropriate university procedures.

Change Order and Order Cancellations

To change or cancel a State Contract Order refer to "SCT Online Request for Change and/or Cancellation of Purchase Order" procedure IX.A.8.

End of Month Processes

During "end of month processes" the SCT Online Purchasing System will be disabled for one(1) to two(2) work days.

End of Fiscal Year Processes

The SCT Online Purchasing System dates are computer dates. Therefore at the end of the fiscal year you must have all your transactions entered and processed before the end of the last work day of the fiscal year. This includes all receiving information for goods and services delivered through June 30 of the current fiscal year. The system may be disabled for year-end processing. The Budget Unit Head is encouraged to plan purchases accordingly.

Future Year Purchase Orders

The SCT Online Purchasing System currently is not set for future year processes. Do not enter future year Requisitions into this System.

All SCT Online Purchasing System Requisition and Orders issued are considered current year transactions.

Line Item and Account Balance Deficits

The Budget Unit Head/Principal Investigator and the approver(s) of an account are responsible for all line item and account balance deficits regardless of funding.

The SCT Online Purchasing System does not in all cases prevent a Budget Unit Head/Principal Investigator from incurring a line item or account balance deficit. It is the Budget Unit Head/Principal Investigator and his/her approver(s) responsibility to monitor their accounts and make sure deficits are avoided and the ones incurred or resolved. Access to accounts are provided online real-time through various SCT FRS screens.

To assist the Budget Unit Head/Principal Investigator in monitoring **line item deficits**, exception reports will be processed by the SCT FRS system for all accounts with line item deficits and routed to the Budget Unit

Head/Principal Investigator and their respective Vice President or President for evaluation and submission of a Request for Budget Revision.

Account balance deficits must be identified by the Budget Unit Head/Principal Investigator and his/her approver(s) review of their accounts. Exception reports will not be processed by the SCT FRS system for account balance deficits.

Line item deficits are strongly discouraged and may result in adverse audit findings.

Account balance deficits result in adverse audit findings that could affect the University's audit causing a qualified opinion for the University.

The university's performance evaluation includes audit findings and therefore affects the university's performance evaluation and possibly funding.

Line item and account balance deficits put the university at risk and require additional workloads that result in uneconomical and inefficient use of resources.

Budget Unit Heads/Principal Investigators and their approver(s) should maintain their budgets to avoid any and all deficits.

Programmatic Expenditures

The Budget Unit Head/Principal Investigator of an account and the approver(s) of an account are responsible for assuring the university that all expenditures are programmatically appropriate for the purpose and restrictions of the account regardless of the source of funding.

Contractual Authority

The University's policy, procedures, and regulations operate under the aegis of express authority concepts only. Employees therefore do not have authority to enter into a contract on behalf of the University without specific delegated authority.

More specifically, but not limited to, you cannot:

1. **offer employment to anyone**
2. **enter into any professional, personal, or consulting contract**
3. **procure goods and services, and/or**
4. **enter into any other contracts for any purpose, such as cooperative agreements with other entities, joint venture, etc.**

Employees with specific delegated authority may enter into contract negotiations and extend offers subject to the approval of specific authority, for example, approval by the Board of Supervisors for the University of Louisiana System, President, Vice President, etc.

In all cases, it is the responsibility of the employee to assure that he/she has specific authority to negotiate, extend offers and/or enter into a binding contract for the University.

**Specific Purchases/Payments
Not Processed Through the SCT Online Purchasing System**

Specific purchases and payments are not processed through the SCT Online Purchasing System. The following is a list of such purchases and payments. The list is not all inclusive.

- A. The University issues "Manual" Official Purchase Orders for the Division of Administration's Office of Facilities Planning and Control in accordance with appropriate bid law.

All files pertaining to the Office of Facilities Planning and Control are maintained in the University Affairs' offices.

Payments are not made by the university for these purchases.

- B. Purchases/payments processed through the SCT Accounts Payable System not through the SCT Online Purchasing System.

The Budget Unit Head submits payment requests on a Accounts Payable Voucher for the following types of payments: **(Attachment Z)**

1. Refunds of revenue, such as refunds to students for non-credit workshop, refund of key deposits, etc.

Submit all refunds of revenue and deposits outside of the Student Information System (SIS) to Business Affairs-Accounts Payable by completing an Accounts Payable Voucher for each student/participant refund request.

Attachments required for processing:

- Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
- Separate supporting documentation if required is attached to voucher.

2. Postage purchases from the U.S. Post Office to replenish postage for campus Post Office postal machines. Attachments Required for processing:

- Usually none. Information required to support payment is entered on the Accounts Payable Voucher.

3. Refund to grantors for funds to be returned to granting agency, contractor, donor, etc. Attachments required for processing:

- Usually none. Information required to support payment is entered on the Accounts Payable Voucher such as grantor assigned identification number.
- Separate supporting documentation if required is attached to voucher.

4. Debt service payments and related charges. Attachments required is required for processing:
 - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
 - Separate supporting documentation if required is attached to voucher.

5. Replenishment of Business Affairs-Cashier's Office vault advance, checks in excess of deposits, petty cash advance, etc. Attachments required for processing:
 - Information required to support payment is entered on the Accounts Payable Voucher.
 - Separate supporting documentation if required is attached to voucher such petty cash voucher and corresponding receipts.

6. Cash Advances. Attachments required for processing:
 - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
 - Separate supporting documentation if required is attached to voucher.
 - Submit Cash Advance requests in accordance with instructions provided by Business Affairs Cashier's Office.

7. Travel Advance. Attachments required for processing:
 - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
 - Separate supporting documentation if required is attached to voucher.
 - Submit Travel Advance requests in accordance with Fiscal Policy and Procedure VIII-3.

8. Travel Expense Account Payments (until setup to process through the SCT Online Purchasing System). Attachments required for processing:
 - Usually none. Information required to support payment is entered on the Accounts Payable Voucher.
 - Separate supporting documentation if required is attached to voucher.

9. Sales Tax payments.
 - Information required to support payment is entered on the Accounts Payable Voucher.
 - Separate supporting documentation if required is attached to voucher.

10. Payroll related benefits and deductions.
 - Information required to support payment is entered on the Accounts Payable Voucher.
 - Separate supporting documentation if required is attached to voucher.

11. Refunds to Scholarship providers, Lenders, parents, and students for student fees and account adjustments.

Submit all refunds outside of the Student Information System (SIS) balance check writing capabilities to Business Affairs-Accounts Payable by completing an Accounts Payable Voucher for each provider, lender, parent or student refund request. Attachments required for processing:

- Information required to support payment is entered on the Accounts Payable Voucher
- Separate supporting documentation if required is attached to voucher
- Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

12. Student Self-Assessed Fee payments to NSU Alumni Association are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:

- Information required to support payment is entered on the Accounts Payable Voucher
- A FRS/BR reconciliation schedule is attached
- Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher

13. Student Insurance Premium Payments are processed outside of the Purchasing System and Student Information System by completing and Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:

- Information required to support payment is entered on the Accounts Payable Voucher
- A schedule of students and BR reconciliation report is attached
- Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

14. Collection Agency Commissions are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:

- Information required to support payment is entered on the Accounts Payable Voucher
- The invoice is attached
- Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

15. Meal Plan Payments to Aramark Campus Services are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:
 - Information required to support payment is entered on the Accounts Payable Voucher
 - The invoice and a Meal Plan Payable Analysis are attached
 - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

16. Bookstore Charge Payments to provider/contractors (Campus Corner and Barnes and Noble) are processed outside of the Purchasing System and Student Information System by completing an Accounts Payable Voucher and submitting it to Business Affairs-Accounts Payable Section. Attachments required for processing:
 - Information required to support payment is entered on the Accounts Payable Voucher
 - The invoice and Student Bookstore Vouchers Report are attached
 - Any enclosures that need to be transmitted with payment must be identified and attached to the Accounts Payable Voucher.

Contract Controversy

When a Budget Unit Head exceeds their delegated purchasing authority the University must enter into a "**Contract Controversy**" procedure to obtain legal authority to pay a vendor. When this occurs the employee that enters into an agreement with a provider and the goods and/or services procured cannot be returned or canceled, that is, when they fail to resolve delivery or invoice discrepancies, the employee and their supervisor must submit to the Director of Purchasing a request to submit to the Commissioner of Administration of the State of Louisiana a request to authorize payment to the vendor. The Director of Purchasing will provide specific guidance for each specific occurrence.

Once submitted to the Commissioner and it is agreed, the Commissioner will submit a request to the Attorney General of the State of Louisiana for approval of the request to make payment. Once the Commissioner receives authority and provides the university approval, payment will be made.

Budget Unit Heads should avoid exceeding their delegated purchasing authority. When in doubt, always contact the Director of Purchasing. These occurrences may result in adverse audit findings.

SCT Screens Available for the State Contract Process

Screen Number	Screen Title	Screen Number	Screen Title
019	SL Account Summary	030	Open/Close FA Session

250	Requisition Header Maintenance	202	Vendor Name Search
251	Requisition Header - Shipping and Text	254	Requisition Line Item Create/Modify
25L	PR Multi-Line Item Create/Modify	256	Requisition Trailer
282	Document List (Part 1)	282	Document List (Part 2)
220	Purchase Order Header maintenance	224	Purchase Order Line Item Create/Modify
22L	PO Multi-Line Item Create/Modify	228	Purchase Order Line Item Inquiry
214	Select and Approve Documents	214	Select and Approve Documents (Part 2)
252	Requisition Approval	258	Requisition Line Item Inquiry
253	Requisition Flag Set	284	PO Summary
230	Receiving Report Create (Part 1)	230	Receiving Report Create (Part 2)
239	PO Receiving Report Line Deletion	931	Receive Multiple Lines
226	Purchase Order Trailer		
Letter	Attachment Title	Letter	Attachment Title
Z	Vendor Create/Modification Form	AA	Accounts Payable Voucher
BB	Budget Revision Request	CC	UOM - Unit of Measure List

IV. Procedure:

Responsibility

Action

CREATING A REQUISITION

GO TO SCREEN 019:

SL Account Summary: (Attachment A)

CHECK FUNDS:

Project Director/
Budget Unit Head

1. Before entering any requisition data, you must go to **Screen 019, SL Account Summary Screen**, to check for funds availability. If funds are not in the proper Expenditure Category, (Supplies, Operating Services, etc.), a Budget Revision must be processed in accordance with **Fiscal Policy and Procedure, Request for Budget Revision,**

XII-1 before a Purchase Requisition can be entered. You must use the correct Expenditure Object Code or your requisition will not be approved. It will remain in pending status until the correct Expenditure Object Code is entered by the requesting department.

If you use the wrong Expenditure Category or Object Code you have to do the following: **Correcting Information After Trailing**

- A. Access the screen where the error occurred, usually Screen 250, Requisition Header Maintenance.
- B. Locate the area where the mistake was made. Correct the information by retyping the correct information in the area. Be sure the area is populated with only the correct information, such as if you needed to change the Expenditure Object Code.
- C. Enter a * in the Print Req. field, this will enable the Requisition to print in Purchasing after your corrections are made and the Requisition has again gone through the approval process. If you fail to put a *, your requisition will not process and in ninety (90) day it will be deleted as stale. This process is repeated until a requisition is approved by Purchasing.
- D. PRESS ENTER.
- E. Go to Screen 256, Requisition Trailer and re trailer the requisition.
- F. Once you make the correction and re trailer, your requisition goes back through the entire approval process, therefore causing additional delays.

**GO TO SCREEN 030:
OPEN/CLOSE FA SESSION: (Attachment B)
OPEN SESSION:**

- 2. Before submitting any requisitions on SCT Purchasing Module, go to Screen 030 and open a batch. On **Screen 030, Open/Close FA Session**, Session Reference, Enter P

your 4 digit user ID-Z (P1234Z). Date will be entered automatically when you press Enter. For Session Status, Enter the letter O for Open session. For Description, enter Encumber. **For Bank Code, leave blank.** PRESS ENTER. **You will have to close each batch at the end of the day. Enter C in Session Status to close.**

*****SIMPLE REQUISITION STEPS*****

NOTE: For Complex Requisition steps go to step 37.

GO TO SCREEN 202 (VENDOR NAME SEARCH)

3. **Field 1 Vendor:**

When verifying your state contract information on the Louisiana Office of State Purchasing web site you must use the vendor address which is the "mail to" address. Make sure your vendor (with order "mail to" address) is on file by going to **Screen 202, Vendor Name Search.**

Locate the vendor in system by entering first few letter of vendor name in Vendor Field and PRESS ENTER. A list of vendors will appear on search Screen 202 (**Attachment C**), Vendor Name Search. If there is more than one page of vendors, PRESS ENTER to go to additional pages. If you find your vendor, enter line number associated with your vendor at the blank on bottom of Screen 202. PRESS ENTER. Go to Screen 250 and the vendor name will now appear. If you put a Vendor in the system by mistake you can not change the vendor. You will have to cancel the Purchase Requisition on Screen 253. (See Error correction section). System will take you back to Screen 250 and the vendor name and number will now appear on Screen 250. If your vendor does not appear in list on Screen 202, submit by fax a completed Vendor Create/Modification Form (**Attachment Y**) to Business Affairs (fax number 4378). When Vendor Number is assigned complete the process as outlined starting with Field 1 (Do not submit a Purchase Requisition without a Vendor). It will be canceled. If you are entering more than one Purchase Requisition, you

must clear out the vendor number on your next requisition on Screen 250.

GO TO SCREEN 250:

REQUISITION HEADER MAINTENANCE: (Attachment D)

4. This Screen is Limited to only one (1) 10-digit account number (6-Digit Account Number/4-Digit Object Code) because of certain system complications. **IF YOU MUST USE MORE THAN ONE (1) 10-DIGIT ACCOUNT NUMBER, YOU MUST USE LINE ACCOUNTING ON SCREEN 254, Requisition Line Item Create/Modify. REFER TO SCT ONLINE COMPLEX PROCEDURES WHEN ENTERING MORE THAN ONE (1) 10-DIGIT ACCOUNT NUMBER.**
5. **Field 2 Purchase Requisition Number:**
Enter R and the number zero 0 and PRESS ENTER. System will generate Requisition Number and Requisition Date, which is the computer date.
6. **Fields 3 - 5**
These fields are not required for this process.
7. **Field 6 Requisition Type:**
Enter the two alpha letters: **SC = State Contract.**
8. **Fields 7 - 19**
These fields are not required for this process.
9. **Field 20 FOB:**
FOR STATE CONTRACTS ALWAYS ENTER FI (FI means Freight Included)
10. **Field 21 Account Number:**
Enter 6 digit account number/4 digit object code with no spaces between (10 digit account number). You must use the correct expenditure object code for the commodity you are purchasing or your order will be flagged as pending or denied on **Screen 252, Requisition Approval.** Screen 252 is used to notify the Budget Unit Head of the status of the Requisition. Only one (1) 10-Digit Account can be done on **Screen 250, Requisition Header**

Maintenance.

11. **Field 22 Percent:**
Enter 100.00 in the Field.
12. **Field 23 Amount:**
DO NOT ENTER AMOUNT IN THIS FIELD.
13. **Fields 24 - 34**
These fields are not required for this process.
14. **Field 35 Contact:**
Enter in Requesting Agent's name and Requesting Agent's department name.
Example: Susie Smith - Golf Shop
This information is needed to indicate who is entering the Requisition and where they are located. **PRESS ENTER**
15. **Fields 35a - 35e**
These are status indicators.

GO TO SCREEN 251:

**REQUISITION HEADER - Shipping & Text:
(Attachment E)**

16. **Fields 1 - 7**
These fields are not required in this process.
17. **Field 8 Deliver to Address:**
Enter proper **delivery code** at the address line. Enter:
1 for Central Receiving - Natchitoches
2 for Nursing - Shreveport
3 for Departmental Pick Up
4 for Leesville Campus
5 for Cenla Campus
6 for Child/Family Network - Shreveport
18. **Field 9 Delivery Date:**
Leave blank.
19. **Fields 10 - 16**
These fields are not required for this process.
20. **Field 17 Requisition Text:**
Enter Departmental Destination Point as

follows:

Delivery Point: (Name of Building)

Building Number: (Building Number)

Room Number: (Room Number)

PRESS ENTER

The text is single line spacing. You must not skip a line or the system will drop all information after the spaced line.

GO TO SCREEN 254:

REQUISITION LINE ITEM CREATE/MODIFY:
(Attachment F)

NOTE: There are two screens which can be used to enter multi line item descriptions. Screen 254, Requisition Line Item Create/Modify, should be used when long descriptions are required. Screen 25L, PR Multi-Line Item Create/Modify, gives the user the capability to enter three (3) line items on one screen. However, the line space is limited to brief descriptions.

21. **Fields 1 - 4**
These fields are not required in this process.
22. **Field 5 Quantity: Specifies Quantity**
Enter quantity of item(s). Must use a decimal after the quantity. **Example: 10.**
23. **Field 6**
This field is not required for this process.
24. **Field 7 UOM: Unit of Measure**
Enter the Unit of Measure. See Unit of Measure List (UOM) (**Attachment BB**). **You must use the UOM's!**
25. **Field 8 Unit Price:**
Enter unit price of item(s) requested. Must use a decimal point in unit price. **Example: 25.00 for \$25.00.**
26. **Field 9**
This field is not required for this process.
27. **Field 10 UPO**
If there are multiple payments to be made,

enter an M in this field. See note about multiple payments below Complex examples.

NOTE: DO NOT put any value in Field 10, UPO, DO NOT put a F if you feel you must put any value. An F will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter a F!!!!!!

28. **Field 11 - Description (THIS IS WHERE YOU ENTER YOUR SPECIFICATIONS)**

Complete item description. The text is single line spacing. **You must not skip a line or the system will drop all information after the spaced line.**

Only one (1) State Contract to one (1) Vendor per Requisition.

Enter the 6-digit State Contract Number and 5-digit Line Number for each item being purchased.

Complete item description - include all specifications: title of item, brand name of item, model number, color of item, size of item, speed/capacity of item, etc. The maximum length of the description on a single line item is 400 characters.

This information is needed so your approver(s) will know what you have purchased.

29. **Fields 12 - 16**

These fields are not required for this process.

30. **Field 17 More Lines:**

Enter **Y** to create additional line items when you purchase multi items on one Purchase Order. **PRESS ENTER**

NOTE: Use Screen 25L, PR Multi-Line Item Create/Modify for more than one (1) line item on a Requisition.

GO TO SCREEN 25L:
PR MULTI-LINE ITEM CREATE/MODIFY:
(Attachment G)

31. **Fields 1 - 4**
These fields are not required in this process.
32. **Field 5 Quantity: Specifies Quantity**
Enter quantity of item(s). Must use a decimal after the amount. **Example: 10.**
33. **Field 6**
This field is not required in this process.
34. **Field 7 UOM: Unit of Measure**
Enter the Unit of Measure. See the Unit of Measure List (UOM) (**Attachment BB**). **You must use the UOM's!**
35. **Field 8 Unit Price:**
Enter unit price of item(s) requested. Must use a decimal point in unit price. **Example: 25.00 for \$25.00.**
36. **Field 9**
This field is not required for this process.
37. **Field 10 UPO**
If there are multiple payments to be made, enter an M in this field. See note about multiple payments below Complex examples.

NOTE: DO NOT put any value in Field 10, UPO, DO NOT put a F if you feel you must put any value. An F will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter a F!!!!!!

38. **Field 11 Description: (THIS IS WHERE YOU ENTER YOUR "LIMITED" SPECIFICATIONS)**
Line space is limited on 25L, PR Multi-Line Item Create/Modify. Use brief descriptions.

Only one (1) State Contract to one (1) Vendor per Requisition. Enter the 6-digit State Contract Number and 5-digit Line Number for each commodity being purchased.

39. **Fields 12 - 14**

These fields are not required in this process. **PRESS ENTER**

*****COMPLEX REQUISITION STEPS*****

NOTE: For Simple Requisition Steps go to step 3.

GO TO SCREEN 202 (VENDOR NAME SEARCH)40. **Field 1 Vendor:**

When verifying your state contract information on the Louisiana Office of State Purchasing web site you must use the vendor address which is the "mail to" address. Make sure your vendor (with order "mail to" address) is on file by going to **Screen 202, Vendor Name Search**.

Locate the vendor in system by entering the first few letters of vendor name in Vendor Field and **PRESS ENTER**. A list of vendors will appear on search **Screen 202 (Attachment C), Vendor Name Search**. If there is more than one page of vendors, **PRESS ENTER** to go to additional pages. If you find your vendor, enter Screen line number associated with your vendor at the blank on bottom of Screen 202. **PRESS ENTER**. If you put a Vendor in the system by mistake you can not change the vendor. You will have to cancel the Purchase Requisition on Screen 253. (See Error correction section). System will take you back to Screen 250 and the vendor name and number will now appear on Screen 250. If your vendor does not appear in list on Screen 202, submit by fax a completed Vendor Create/Modification Form (**Attachment Y**) to Business Affairs (fax number 4378). When Vendor Number is assigned complete the process as outline starting with Field 1 (Do not submit a Purchase Requisition without a Vendor listed. It will be canceled. If you are entering more than one Purchase Requisition, you must clear out the vendor number on your next requisition on Screen 250.

If your vendor does not appear in list on Screen 202, submit by fax a completed

Vendor Create/Modification form to
Business Affairs (fax number 4378).

GO TO SCREEN 250:

REQUISITION HEADER MAINTENANCE: (Attachment D)
DO NOT ENTER ACCOUNTING CODES ON THIS SCREEN,
BUT COMPLETE OTHER FIELDS AS INDICATED BELOW.

You must enter accounting codes on **Screen 254, Requisition Line Item Create/Modify or 25L, PR Multi-Line Item Create/Modify.** You cannot enter accounting codes on both Screens 250 and 254 or 25L.

41. Field 2 Purchase Requisition Number:

Enter **R** and **the number zero 0** and PRESS ENTER. System will generate requisition number and enter current date.

42. Fields 3 - 5

These fields are not required for this process.

43. Field 6 Requisition Type:

Enter the two alpha letters:
SC = State Contract Order.

44. Fields 7 - 19

These fields are not required for this process.

45. Field 20 FOB:

FOR STATE CONTACT ALWAYS ENTER FI (FI means Freight Included)

46. Fields 21 - 34

These fields are not required for this process.

47. Field 35 Contact:

Enter in Requesting Agent/contact and department account title. **PRESS ENTER**

GO TO SCREEN 251

REQUISITION HEADER - SHIPPING & TEXT:
(Attachment #E)

48. Field 1 - 7

These fields are not required for this process.

49. Field 8 Deliver to Address:

Responsibility

Action

Go to deliver to address: Enter proper delivery code at the address line. Enter:
1 - Central Receiving - Natchitoches
2 - Nursing - Shreveport
3 - Departmental Pick Up
4 - Leesville Campus
5 - Cenla Campus
6 - Child/Family Network - Shreveport

50. **Field 9 Delivery Date:**

N/A Leave blank.

51. **Fields 10 - 16**

These fields are not required for this process.

52. **Field 17 Requisition Text:**

Enter Departmental Destination Point as follows: (Leave No Blank Spaces Between Lines).

Vendor already on file:

Delivery Point: (Name of Building)

Building Number: (Building Number)

Room Number: (Room Number)

PRESS ENTER

The text is single line spacing. You must not skip a line or the system will drop all information after the spaced line.

NOTE:

When the Department submits Purchase Requisitions to the Purchasing Department for solicitation of bids, Screen 254 MUST be used in order to provide detailed specifications of items requested.

GO TO SCREEN 254

**REQUISITION LINE ITEM CREATE/MODIFY:
(Attachment #F)**

When entering complex purchase requisitions, multiple account codes can only be distributed **one line at a time**. Each line item entered on Screen 254 must have only one (1) 10-Digit Account Number (6-Digit Account Number/4-Digit Object Code). You must use the correct object code for this commodity on each line or you order will be flagged as pending or denied on Screen 252 to notify the Budget Unit Head.

COMPLEX LINE ACCOUNTING EXAMPLES:

Responsibility

Action

One Account with Two Object Codes:

Object Code for Clothing/Uniforms: **4440**

Object Code for Athletic Supplies: **4430**

#	Qty	UOM	Unit Price	Description	Account
1.	25	Each	\$40.00	Tennis Shoes	(417325 4440)
2.	10	Each	\$45.00	Basketball	(417352 4430)

More Than One Account with One Object Code:

Yearly Contract for Garbage Disposal for Nursing (\$5,000.00 Total PO)

#	Qty	UOM	Unit Price	Description	Account
1.	1	Each	\$1,000.00	Garbage	(1013203364)
2.	1	Each	\$1,000.00	Garbage	(1013583364)
3.	1	Each	\$2,000.00	Garbage	(1017403364)
4.	1	Each	\$1,000.00	Garbage	(1046393364)

Two Accounts with Two Object Codes:

Object Code for Office Supplies: **4010**

Object Code for Computer Supplies: **4470**

#	Qty	UOM	Unit Price	Description	Account
1.	75	Each	\$1.00	Pentel Pens	(106230 4010)
2.	10	Each	\$5.00	Comp. Disks	(528175 4470)

How to Set Up Multiple Payments for a Purchase Order

When there are multiple charges to make against a single line item, go to **Field 10, the UPO Field, on Screen 254, Requisition Line Item Create/Modify (Attachment F)** and enter an "M". This will enable multiple receipts/payments to be made against a single line item. Make sure the sufficient funds are encumbered on the Requisition or the Purchase Order created by the Requisition will be Finalized because the amount on the Purchase Order line item is depleted. Review your Purchase Order to avoid your line item on the Purchase Order from Finalizing before all multiple payments are processed. Submit a **Request for Change and/or Cancellation of Purchase Order** form in accordance with **Request for Change and/or Cancellation of Purchase Order procedures, IX.A.8**, to increase your line item on your Purchase Order before it is finalized. If a Purchase Order is finalized before all multiple payments are made you must submit a new Purchase Requisition for the "unpaid payments" and future payments.

ACTION LINE (top line on screen) will provide a message indicating an overage on any particular account.

53. Fields 1 - 4

These fields are not required for this process.

54. Field 5 Quantity: Specifies Quantity

Responsibility

Action

Enter quantity of item(s). Must use a decimal after quantity. **Example: 10.**

55. **Field 6**

This field is not required for this process.

56. **Field 7 UOM: Unit of Measure**

Enter the Unit of Measure. See Unit of Measure List (UOM) (**Attachment BB**). **You must use the UOM's!**

57. **Field 8 Unit Price:**

Enter unit price of item(s) requested. You must use a decimal in the amount. **Example: 12.00 for \$12.00.**

58. **Field 9 Trade Disc:**

Enter Trade discount if applicable to be applied to cost of goods. Decimal is required.

59. **Field 10 UPO:**

If there are multiple payments to be made, enter an M in this field. See note about multiple payments below Complex examples.

NOTE:

DO NOT put any value in Field 10, UPO, DO NOT put an "F" if you feel you must put any value. An "F" will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter an "F"!!!!!!!!!!!!

60. **Field 11 Description: (THIS IS WHERE YOU ENTER YOU SPECIFICATIONS)**

Complete item description. The text is single line spacing. **You must not skip a line or the system will drop all information after the spaced line.**

Only one (1) State Contract to one (1) Vendor per Requisition.

Enter the 6-digit State Contract Number and 5-digit Line Number for each item being purchased.

Complete item description - include all specifications: title of item, brand name of item, model number, color of item, size of item, speed/capacity of item, etc. The

Responsibility

Action

maximum length of the description on a single line item is 400 characters.

This information is needed so your approver(s) will know what you have purchased.

61. **Field 12 Account No.:**
Enter 10 digit accounting code after each line item is entered.
62. **Fields 13 - 16**
These fields are not required for this process.
63. **Field 17 More Lines:**
Enter **Y** to start another page/line description (002). **PRESS ENTER**

GO TO SCREEN 25L:

PR MULTI-LINE ITEM CREATE/MODIFY:

(Attachment #G)

64. **Fields 1 - 4**
These fields are not required for this process.
65. **Field 5 Quantity: Specifics Quantity**
Enter quantity of item(s). Must use a decimal after quantity. **Example: 15.**
66. **Field 6**
This field is not required for this process.
67. **Field 7 UOM: Unit of Measure**
Enter the Unit of Measure. See Unit of Measure List (UOM) **(Attachment BB)**. **You must use the UOM's!**
68. **Field 8 Unit Price:**
Enter unit price of item(s) requested. You must use decimal in price. **Example: 15.00 for \$15.00**
69. **Field 9 Trade Disc:**
Enter trade discount if applicable to be applied to cost of goods. Decimal is required.
70. **Field 10 UPO:**

Responsibility

Action

DO NOT put any value in Field 10, UPO, DO NOT put an "F", if you feel you must put any value. An "F" will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, DO NOT enter a "F"!!!!!!!

- 71. **Field 11 Description: (THIS IS WHERE YOU ENTER YOUR "LIMITED" SPECIFICATIONS)**
Line space is limited on 25L. Use brief descriptions.

Only one (1) State Contract to one (1) Vendor per Requisition. Enter the 6-digit State Contract Number and 5-digit Line Number for each commodity being purchased.

- 72. **Field 12**
This field is not required for this process.

- 73. **Field 13 Account Number:**
Enter 10-Digit Account after each line item. **PRESS ENTER**

How to Process a Corrected Requisition

Once a **Requisition** has gone through the approval process and prints in Purchasing the **Requisition** is checked for correct and complete information being entered. If all information is not entered correctly Purchasing will mark the requisition as "P" (Pending). The Requesting Agent should be checking the status of all submitted Requisition daily on **Screen 282, Document List, (Attachments I & J)**. When the Requisition is found to be Pending, corrections must be made as noted in the comments on **Screen 252, Requisition Approval, (Attachment Q)**. After corrections are made you must go to **Screen 250, Requisition Header Maintenance (Attachment D)** and in **Field 16** change the **print code** from "N" to "*". This will enable the **Requisition** to print in Purchasing after your corrections are made and the **Requisition** has again gone through the approval process. If you fail to put a *, your Requisition will not process and in 90 days it will be deleted as stale. This process is repeated until the **Requisition** is approved by Purchasing.

ENCUMBER A REQUISITION

NOTE: This process on Screen 256, Requisition Trailer/Encumber, encumbers your requisition when completed.

- 74. GO TO SCREEN 256:

REQUISITION TRAILER/ENCUMBER: (Attachment H)

This screen summarizes the number of lines on requisition and total amount encumbered by requisition. When you use screen 256, Requisition Trailer, the Trailer/Encumber process is completed, which means your Requisition is encumbered and ready for approval.

If message "Insufficient Funds" appears at the top of Screen 256, a Budget Revision will need to be submitted before your Purchase Requisition can be processed.

NOTE: Departments will not receive an official copy of the Purchase Order from the Business Affairs-Purchasing Section. You must use this on-line procedure for printing your copy of all Purchase Requisitions and Purchase Orders that have been processed.

75. TO PRINT A COPY OF PR:
GO TO SCREEN 250 - REQUISITION HEADER MAINTENANCE IMMEDIATELY AFTER SCREEN 256,

Requisition Trailer to print a copy of your Purchase Requisition. If you do not print a Purchase Requisition at this time you have to use Screen 282, Document List (Part 1 and Part 2) to access your requisition.

--*--*--*-- REMEMBER TO CLOSE YOU BATCH -*-*--*--*--*

ENCUMBERING PURCHASE ORDER

Once the Purchase Requisition completes the procurement process, a Purchase Order is trailered on Screen 226, Purchase Order Trailer, by the Business Affairs-Purchasing Section or other delegated office which encumbers your Purchase Order.

TO PRINT A COPY OF PURCHASE REQUISITION OR PURCHASE ORDER

Print Purchase Requisition

GO TO SCREEN 282 (Part 1):
DOCUMENT LIST (PART 1): (Attachment I)

- 76. **Fields 1 - 5**
These fields are not required for this process.
- 77. **Field 6**
Enter 1 for Requisition. Press Enter to see a list of all purchase requisitions.
- 78. **Fields 7 - 14**
These fields are not required for this process.
- 79. **Field 15 Account Number/Mask:**
To see requisitions for specific account number, enter your 6-digit account number, PRESS ENTER. This will take you to screen 282 Part 2. This provides you with a list of your requisitions.
- 80. **Fields 16 - 23**
These fields are not required for this process. **PRESS ENTER**

GO TO SCREEN 282 - Part 2:

DOCUMENT LIST (PART 2): (Attachment J)

Check the list for Reference Number (PO Number). Either use F2 Key to Print Screen or Write Down the PO Number.

Print Purchase Order

GO TO SCREEN 220:

HEADER MAINTENANCE-PURCHASE ORDER:

(Attachment K)

- 81. **Field 1**
This field is not required for this process.
- 82. **Field 2**
Enter PO Number on Action Line and Press enter to Retrieve PO information. Press F2 Key to Print Screen for the following Purchase Order information:
 - 224 **(Attachment L)**, Purchase Order Line Item Create/Modify,
 - 22L **(Attachment M)**, PO Multi-Line Item Create/Modify,
 - 228 **(Attachment N)**, Purchase Order Line Item Inquiry, to list commodities purchased for your records.**PRESS ENTER**

Responsibility

Action

NOTE: If a PO Is Not Referenced on Screen 282, Document List (Part 2) - Check Your Requisition Status on Screen 252, Requisition Approval.

GO TO SCREEN 252:

REQUISITION APPROVAL: (Attachment Q)

83. **Field 1**

This field is not required in this process.

84. **Field 2**

Enter Purchase Requisition Number from Screen 214 list in PR Field.

85. **Fields 3 - 4**

These fields are not required in this process.

86. **Field 5**

Check status of PR:

P = Pending

Y = Approved

N = Denied

Check **Field 6** for any comments from Approver(s) or Purchasing.

NOTE: All forms and documents that are required for processing Purchase Requisitions must be routed to Business Affairs-Purchasing Section.

Examples of forms required:

- a) Vendor Tax Identification Number: Vendor Create/Modification Form (Attachment Y) if vendor is not listed in system.
- b) Printouts of Corporate Express EWAY order(s); Internet Quote(s) with Quote Number(s) for computer catalog contracts, i.e. Dell, IBM, Apple, Hewlett Packard; PCBN3 form if provided by vendor; detailed lists(s) provided by vendor; or any special vendor instructions.

NOTE: If an incorrect expenditure object code was entered, refer to the ERROR CORRECTION Section below. The Purchase Requisition must be changed by the Budget Unit Head/Requesting Agent to the correct object code. The PR will then go through the entire approval process again. Remember to check for funds available in the CORRECT expenditure category by using Screen 019, SL Account Summary.

APPROVING A REQUISITION

GO TO SCREEN 214:

SELECT AND APPROVE DOCUMENT: (Attachment O)

87. Fields 1 - 4

These fields are not required for this process.

Project Director/
Dean/Approving Agent/
Vice President/
President/etc.

88. Field 5 Document Type:

Enter "1" and PRESS ENTER, that will take you to list of Requisitions to approve. DO NOT enter 0, this is for Purchasing Authority Only.

89. Field 6 Previous Posting:

Leave blank

90. Field 7 Previously Reviewed:

Leave blank

PRESS ENTER - TRANSFER TO SCREEN 214:

SELECT AND APPROVE DOCUMENTS (PART 2):
(Attachment P)

91. This screen will display a listing of requisitions that require your approval. Screen print (F2) for your requisition numbers. **Go to Screen 252, Requisition Approval, to approve and/or disapprove requisitions.**

92. Reviewing Requisition Information

To review the contents of a requisition you must go to the following screens:

250 - Requisition Header Maintenance

Screen for Accounting (**Attachment D**)

251 - Requisition Header Shipping & Text for Delivery (**Attachment E**)

254 - Requisition Line Item Description for 1 Item (**Attachment F**)

258 - Requisition Line Item Inquiry for 3 Items (**Attachment R**)

256 - Requisition Trailer/Encumbrance for Total Amount (**Attachment H**)

93. Type in the Purchase Requisition number from your listing of Screen 214, Select and Approve Document in the Purchase Requisition Field of Screen 250. The requisition number will stay active for Screen 251, 254, 258 and 256. After

reviewing the purchase requisition, go to Screen 252 and post your approval and **PRESS ENTER**.

GO TO SCREEN 252:

REQUISITION APPROVAL: (Attachment Q)

94. **Field 1**
This field is not required for this process.
95. **Field 2 Purchase Requisition Number**
Type in the Purchase Requisition number from your listing of Screen 214. **PRESS ENTER**. The screen displays a line for each approval to be recorded. If any action has been taken, you will see an entry in the Post Field beside the Approval ID. All lines except the one for your own approval are protected.
96. **Fields 3 - 4**
These fields are not required for this process.
97. **Field 5 PR Post Approval**
In the Post Field beside your Approval ID, enter your decision:
Y - Approve (**PRESS ENTER**)
N - Deny Approval (Go to Field 5 to enter comments)
P - Indicate Approval is Pending (Go to Field 6 to enter comments)
Blank - Approval Has Not Been Posted
98. **Field 6 PR Approval Comments**
If approved, no comment is required. If disapproved, explain reason and any actions required for approval. Explain your approval action in this comment Field. **PRESS ENTER**. This screen will be used by all users to track status of all requisitions.

The system records your approval action, operator name and the approval date. If you select another person as an alternate to approve in your absence, their name will appear next to your approval ID line. Be aware that if you approve a requisition that has lower level of priority is

Responsibility

Action

currently blank or an "H" will fill in approvals for lower level except in those cases where a "Y" appears in the priority field.

To continue posting approvals, tab back to **Field 2** and enter the next Purchase Requisition Number. PRESS ENTER.

NOTE: The Action Line (Field 1 - Vendor and Field 2 - Purchase Requisition Number) must be cleared of previous information before beginning a new requisition.

NOTE: Remember after you have made corrections you must put a * in the Print Req field 16 on Screen 250, Requisition Header Maintenance, to cause your requisition to reprint in Purchasing. Requisitions over 90 days old will be deleted from the system, if not approved.

ERROR CORRECTION

Budget Unit Head/
Project Director

Correcting Information Prior to Trailing:

1. Access the screen where error occurred.
2. Tab to the "PR" Field and type in the requisition number of the document you wish to correct.
3. Go to the area where the mistake is located.
4. Retype the correct information and delete the incorrect information if it is still present on the screen.
5. Finish entering your information on your requisition and trailer/encumber on Screen 256, Requisition Trailer.

Dropping the Line in a Requisition Prior to Trailing:

1. Go to Screen 254, Requisition Line Item Create/Modify.
2. Tab to the **PR** Field and type in the requisition number of the document you wish to delete.
3. Check the "Action Line" area and make sure it displays the correct line number that you would like to drop.
4. Tab to the **UPO** Field and enter an **X** in this Field.

NOTE: DO NOT put a **F** in the UPO field. An **F** will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, **DO NOT ENTER F!!!!**

5. PRESS ENTER.
6. Finish entering your information on your requisition and trailer/encumber on Screen 256, Requisition Trailer.

Canceling an Entire Requisition Not Yet Trailered:

1. Go to Screen 253 (**Attachment S**), Requisition Flag Set.
2. Tab to the "PR" Field and type in the requisition number of the document you wish to correct.
3. PRESS ENTER.
4. Tab to the "Drop" Field and type in the number **1**.
5. PRESS ENTER.

Correcting Information After Trailering

Go to Screen 030, Open/Close FA Session, and Open a Session.

1. Access the screen where error occurred.
2. Tab to the "PR" Field and type in the requisition number of the document you wish to correct.
3. Locate the area where the mistake was made. Correct the information by retyping the correct information in the area. Be sure the area is populated with only the correct information. DO NOT forget to enter a * in the Print Req field.
4. PRESS ENTER.
5. Go to Screen 251, Requisition Header - Shipping and Text. In the Requisition Text Field type a brief explanation of your error correction. **The text is single line spacing. You must not skip a line or the system will drop all information after the spaced line.**
6. Go to Screen 256, Requisition Trailer and re trailer the requisition.
7. If your correction changes any accounting Fields (Quantity, Price, Object Code), your requisition goes back through the entire approval process, therefore causing additional delays.

Dropping a Line in a Requisition After Requisition has Been Trailered:

Go to Screen 030, Open/Close FA Session, and Open a Session.

1. Go to Screen 254, Requisition Line Item Create/Modify.
2. Tab to "PR" Field on "Action Line". Enter the

Responsibility

Action

line number of the line you wish to delete/drop.

3. Tab to the **UPO** Field. Enter a **D** in this Field.

NOTE : **DO NOT** put a **F** in the **UPO** field. An **F** will prevent your line item encumbrance from being recorded in the accounting records. This is a serious problem, **DO NOT ENTER F!!!!!!!**

4. PRESS ENTER.
5. Go to Screen 251, Requisition Header - Shipping and Text. In the Requisition Text Field type a brief explanation of your error correction. Leave no blank spaces between lines.
6. Go to Screen 256, Requisition Trailer and retrailer the requisition.
7. If your correction changes any accounting fields (Quantity, Price, Object Code), your requisition goes back through the entire approval process, therefore causing additional delays.

Canceling an Entire Requisition Already Trailered:

Go to Screen 030, Open/Close FA Session and Open a Session.

1. Go to Screen 253, Requisition Flag Set.
2. Tab to the "PR" Field and type in the requisition number that you wish to cancel.
3. PRESS ENTER.
4. Tab to the "Delete Lines" Field and type in the letter **Y** for "Yes".
5. PRESS ENTER.
6. Go to Screen 251, Requisition Header - Shipping and Text. In the Requisition Text Field type a brief explanation of your cancellation. Leave no blank spaces between lines.

Note: **Question:** *What happens when you make an error correction on a purchase requisition that has been trailered and is now in the approval process? (Go to Screen 252, Requisition Approval, to check approval status).*

Answer: *Once you make the correction and retrailer, your requisition goes back through the entire approval process, therefore causing additional delays.*

Budget Unit Head/
Project Director

Determining When a Purchase Requisition Has Been Transferred to a Purchase Order:

Responsibility

Action

1. Go to Screen 282, Document List (Part 1 and Part 2).
2. Tab down to "Acct No./Mask" Field. Enter the account number charged against your Purchase Requisition.
3. PRESS ENTER.
4. This will access "Screen 282 Document List Part 2". "Doc No" Field lists the Purchase Requisition(s) charged to this account.
5. If your Purchase Requisition(s) has been transferred to a Purchase Order, the Purchase Order number will appear in the "Ref No" Field.
6. Go to Screen 284, PO Summary.
7. Tab to "PO" Field. Enter the Purchase Order number you obtained from Screen 282.
8. PRESS ENTER.
9. This screen provides information on vendor name and number; quantity ordered; date ordered; invoiced and receiving quantities; and payment information.

R-FZ080 INVALID ACCOUNT FOR THIS SCREEN
019 SL Account Summary

Fiscal Year: XX

Screen: _____ Acct: _____

Department:
Map Code:

Resp Person:
Flags: Del Frx Rvw Drp Sup ABR

Ojb	Description	Budget	Actual	Encumb	Avail
-----	-------------	--------	--------	--------	-------

030 Open/Close FA Session

Screen:_____ Acct:_____(1)_____

Session Reference: _____(2)_____
Session Date: _____(3)_____
Session Status: _____(4)_____
Description: _____(5)_____
Bank Number: _____(6)_____
Special Processing: _____(7)_____
Fiscal Year: (8) _____ Year Selected is Current
Campus Code: _____(9)_____

Trans Processed:

Amount Processed:

R-FZ577 NO SEARCH KEY SPECIFIED
202 Vendor Name Search

Screen: _____ Vend: _____ (1) _____ PO: _____ (2) _____ Inv: _____ (3) _____ Line: _____ (4) _____

Ln	Vendor Name/Address	City/State	Vendor No.	Drop Alias
----	-----	-----	-----	-----

Line Number: _____ Previous Screen: 202 Search Key:

R-Z0062 REQUIRED FIELDS ARE MISSING
250 Requisition Header Maintenance

Screen: _____ Vend: _____ (1) PR: _____ (2) Inv: _____ (3) Line: _____ (4)
 Req Date: _____ (5) Req Type: _____ (6)
 Ref No.: _____ (7) Buyer/Phone: _____ (8) (8a)
 Start Date: _____ (9) End Date: _____ (10)
 Quote Date: _____ (11) Quote Ref: _____ (12)
 Change Date: _____ (13) Change No.: _____ (14)
 Status: _____ (15) Print Req: _____ (16) Req Fiscal Year: _____ (17)

Vendor Terms: _____ (18a) _____ (18b) _____ (18c) _____ (18d) Currency: _____ (19) FOB: _____ (20)

Account No.	Pct	Amount	Account No.	Pct	Amount
_____ (21)	_____ (22)	_____ (23)	_____	_____	_____
_____	_____	_____	_____	_____	_____

Auth ID 1: _____ (24) Auth ID 2: _____ (25) Dept: _____ (26)
 Division: _____ (27) School: _____ (28) Fd Grp: _____ (29)
 Sub Dept: _____ (30) Exec. Lvl: _____ (31) Security: _____ (32)
 Purpose: _____ (33) Campus: _____ (34) Contact: _____

(35a)	(35b)	(35c)	(35d)	(35e)
Delete: _____	Freeze: _____	In Proc: _____	Tfr/Appr: _____	Req Total: _____

R-Z0062 REQUIRED FIELDS ARE MISSING
251 Requisition Header - Shipping and Text

Screen: _____ Vend: _____ (1) _____ PR: _____ (2) _____ Inv: _____ (3) _____ Line: _____ (4) _____

Deliver-to Address

Name: _____ (6) _____

Addr: _____ (8) _____

FO _____ (5)

Rte: _____ (7)

Delivery Date: _____ (9)

City: _____ (10) _____ St: _____ (11)

Zip: _____ (12) _____ Country: _____ (13)

Phone: _____ (14) _____ Ext: _____ (15)

Requisition Text Codes:

(16) _____

Requisition Text:

(17)

Document Notes: (18)

R-Z0062 REQUIRED FIELDS ARE MISSING
254 Requisition Line Item Create/Modify

Screen: _____ Vend: (1) PR: (2) Inv: (3) Line: (4)

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
<u> (5) </u>	<u> (6) </u>	<u> (7) </u>	<u> (8) </u>	<u> (9) </u>	<u> (10) </u>	

Description: (11)

Account No.: (12) Override BBA: (13) W (15)
Inventory No.: (14)

Print Line: (16) More Lines (Y/: (17)

R-Z0062 REQUIRED FIELDS ARE MISSING
25L PR Multi-Line Item Create/Modify

Screen: _____ Vend: _____ (1) _____ PR: _____ (2) _____ Inv: _____ (3) _____ Line: _____ (4) _____

Line	Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
_____	_____ (5)	_____ (6)	_____ (7)	_____ (8)	_____ (9)	_____ (10)	_____

Description: _____ (11) _____
_____ Print Ln: (12)

Account No.: _____ (13) _____ Override BBA: (14) _____

Description: _____
_____ Print Ln:

Account No.: _____ Override BBA: _____

Description: _____
_____ Print Ln: More Lns

Account No.: _____ Override BBA: _____

R-Z0062 REQUIRED FIELDS ARE MISSING
256 Requisition Trailer

Screen: _____ Vend: (1) PR: (2) Inv: (3) Line: (4)

Total Lines:
Total Amount:

PRESS ENTER

Account No.:
Header Pct:
Header Amt:

Amt Distr:

Amt Available:
Amt Required:

Override BBA: _____

282 Document List (Part 1)

Screen: _____ Vend: (1) PR: (2) Inv: (3) Line: (4)

Selection Criteria:

Retain Criteria: N (5)

Doc Type	<u> (6) </u>	Vendor No.:	<u> (7) </u>
Start Doc. No.:	<u> (8) </u>	PO Type:	<u> (9) </u>
Reference No.:	<u> (10) </u>	Buyer:	<u> (11) </u>
Route:	<u> (12) </u>	Status Codes:	<u> (13) </u>
Department:	<u> (14) </u>	Acct No./Mask:	<u> (15) </u>

Exclude Frozen Documents (Y): (16) Exclude Deleted Documents (Y): (17) Tfrd/Approved/Not Approved (A/Y/N): (18) List Documents In Process (Y): (19) Needing My Approval Only (Y): (20)

	Begin	End
Date Created:	<u>01-01-1985</u>	<u>12-31-2099 (21)</u>
Doc Date:	<u>01-01-1985</u>	<u>12-31-2099 (22)</u>
Exp Delivery Date:	<u>01-01-1985</u>	<u>12-31-2099 (23)</u>

Press ENTER to list documents

I-F782 MORE RECORDS; PRESS ENTER TO CONTINUE
 282 Document List (Part 2)

Screen: _____ Vend: _____ (1) _____ Doc: _____ (2) _____

(3) Doc No.	(4) Flags D F S P	(5) Suggested Vendor No.	(6) PO Type	(7) Ref No.	(8) Dept	(9) (10) Byr Rte	(11) Doc Dt	(12) Doc Amount
R000006	0 0 0	V4114269731	CO	C000001	3****	DC	02-21-02	Approved/Transferred: Y
R000002	0 0 0	V7104270070	CO	P000002	3****	DC	02-21-02	Approved/Transferred: Y
R000003	0 0 0		TQ	P000009	3****	JC	03-04-02	Approved/Transferred: Y
R000005	0 0 0	V7208335680	CO	D000003	3****	DC	02-25-02	Approved/Transferred: Y
R000006	0 0 0	V0369490000	SC	S000004	3****		02-25-02	Approved/Transferred: Y

R-Z0062 REQUIRED FIELDS ARE MISSING
 220 Purchase Order Header Maintenance

Screen: _____ Vend: _____ (1) _____ PR: _____ (2) _____ Inv: _____ (3) _____ Line: _____

PO Date: _____ (5)	PO Type: _____ (6)	
Ref No.: _____ (7)	Buyer/Phone: _____ (8) _____ (8a)	
Quote Date: _____ (11)	Quote Ref: _____ (12)	
Start Date: _____ (9)	End Date: _____ (10)	EDI Ind: _____ (10a)
Change Date: _____ (13)	Change No.: _____ (14)	Extract PO: _____ (10b)
Status: _____ (15)	Print PO: _____ (16)	Inv. Method: _____ (10c)

Vendor Terms: _____ (18a) _____ (18b) _____ (18c) _____ (18d) Currency: _____ (19) FOB: _____ (20)

Account No.	Pct	Amount	Account No.	Pct	Amount
_____ (21)	_____ (22)	_____ (23)	_____	_____	_____
_____	_____	_____	_____	_____	_____

Auth ID 1: _____ (24)	Auth ID 2: _____ (25)	Dept: _____ (26)
Division: _____ (27)	School: _____ (28)	Fd Grp: _____ (29)
Sub Dept: _____ (30)	Exec. Lvl: _____ (31)	Security: _____ (32)
Purpose: _____ (33)	Campus: _____ (34)	Contact: _____

_____ (35a)	_____ (35b)	_____ (35c)	_____ (35d)	_____ (35e)
Delete:	Freeze:	In Proc:	Tfr/Appr:	PO Total:

R-Z0062 REQUIRED FIELDS ARE MISSING
224 Purchase Order Line Item Create/Modify

Screen: _____ Vend: _____ (1) _____ PR: _____ (2) _____ Inv: _____ (3) _____ Line: _____ (4)

Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
(5)	(6)	(7)	(8)	(9)	(10)	(11)

Description: _____ (12) _____

Account No.: _____ (13) Override BBA: (13) W (15)
Inventory No.: _____ (16)

Print Line: (17) More Lines (Y/: (18)

R-Z0062 REQUIRED FIELDS ARE MISSING
22L PO Multi-Line Item Create/Modify

Screen: _____ Vend: _____ (1) _____ PR: _____ (2) _____ Inv: _____ (3) _____ Line: _____ (4) _____

Line	Quantity	Commodity	UOM	Unit Price	Trade Disc	Extended Price	UPO
_____	_____ (5)	_____ (6)	_____ (7)	_____ (8)	_____ (9)	_____ (10)	_____ (11)

Description: _____ (12) _____
_____ Print Ln: (13)

Account No.: _____ (14) _____ Override BBA: (15) _____

Description: _____
_____ Print Ln:

Account No.: _____ Override BBA: _____

Description: _____
_____ Print Ln: More Lns

Account No.: _____ Override BBA: _____

R-Z0062 REQUIRED FIELDS ARE MISSING
 228 Purchase Order Line Item Inquiry

Screen: _____ Vend: (1) PR: (2) Inv: (3) Line: (4)

Line	Quantity	Commodity	UOM	Unit Price	Trd Disc	Disc Type	Extended Price	UPO
	Acct No.:		Desc:					
	Ref No.:							
	Qty Recd:		Qty Inv:			Amt Inv:		
	Acct No.:		Desc:					
	Ref No.:							
	Qty Recd:		Qty Inv:			Amt Inv:		
	Acct No.:		Desc:					
	Ref No.:							
	Qty Recd:		Qty Inv:			Amt Inv:		

I-FZ2977 ENTER SEARCH CRITERIA TO DISPLAY LIST
214 Select and Approve Documents

Screen: _____ Vend: _____ (1) _____ PR: _____ (2) _____ Inv: _____ (3) _____ Line: _____ (4) _____

Selected Criteria

Document Type: _____(5)
'0' = Purchase Orders
'1' = Requisitions

Previous Posting: _____(6)
'P' = Pending
' ' = Blank
'B' = Both

Previously Reviewed: _____(7)
'A' = All (default)
'R' = Reviewed
'N' = Not Reviewed

Press ENTER to list documents

I-FZ759 NO MORE RECORDS FOUND ON FILE
214 Select and Approve Documents (Part 2)

Screen: _____ Vend: _____ (1) PR: _____ (2) Inv: _____ (3) Line: _____ (4)

<u>Line No.</u>	<u>Post</u>	<u>Document No.</u>	<u>Reviewed</u>	<u>Document Date</u>	<u>Document Total Amt .</u>	<u>Approval ID</u>
01	-	D000049	-	08-09-01		PUR
02	-	R000053	-	08-10-01	9,333.58	PUR
03	-	R000066	-	08-14-01	150.00	PUR
04	-	R000070	-	08-15-01	3,000.00	PUR
05	-	R000070	-	08-15-01	49.95	PUR
06	-	R000073	-	08-15-01	9,475.37	PUR
07	-	R000074	-	08-15-01	49.95	PUR
08	-	R000077	-	08-15-01	9,689.88	PUR
09	-	R000085	-	08-22-01	2,233.00	PUR
10	-	R000093	-	08-17-01	80.00	PUR
11	-	R000103	-	08-02-01		PUR
	-		-			

Select Line No. and Next Screen

Line No.: _____

Next Screen: _____

R-Z0062 REQUIRED FIELDS ARE MISSING
252 Requisition Approval

Screen: _____ Vend: _____ (1) PR: _____ (2) Inv: _____ (3) Line: _____ (4)

Status:

Priority	<u>Level</u>	Approval <u>ID</u>	Post (P, Y, N) ____ (5)	Name _____	Date <u>Posted</u>
----------	--------------	-----------------------	-------------------------------	------------	-----------------------

Comments: _____ (6)

Comments: _____
_____ --

Comments: _____
_____ --

Comments: _____
_____ --

Comments: _____

R-Z0062 REQUIRED FIELDS ARE MISSING
258 Requisition Line Item Inquiry

Screen: _____ Vend: _____ (1) _____ PR: _____ (2) _____ Line: _____ (3) _____

Line	Quantity	Commodity	UOM	Unit Price	Disc	Extended Price	UPO
------	----------	-----------	-----	------------	------	----------------	-----

Account No.:
Inventory No.:
Reference No.:

Account No.:
Inventory No.:
Reference No.:

Account No.:
Inventory No.:
Reference No.:

R-Z0062 REQUIRED FIELDS ARE MISSING
253 Requisition Flag Set

Screen: _____ Vend: _____ (1) _____ PR: (2) _____ Inv: _____ Line: (4) _____

Drop: _____ (5)

Delete: _____ (6)

Freeze: _____ (7)

Delete Lines: _____ (8)

R-Z0062 REQUIRED FIELDS ARE MISSING
230 Receiving Report Create (Part 1)

Screen: (1)___ Vend: _____ (2) _____ PR: (3)___ Inv: _____ (4) _____ Line: (5)___

PO Dt:	Doc Type:	FOB:
Ref No.:	Buyer/Phone:	Route:
Start Dt:	End Dt:	Deliver Dt:

Deliver-to Address

Enter Receiving Data:	
Location:	(6) _____
Receiver ID:	(7) _____
Date:	01-05-2002
Carrier:	(8) _____
Bill of Ladi	(9) _____
No. of Boxes:	(10) _____
Receive All/Multiple Li	_____ (11)

Phone: _____ Ext: _____

Contact:	
Campus:	Div:
School:	Dept:

Delete: _____ Freeze: _____ In Process: _____ Press ENTER to continue

230 Receiving Report Create (Part 2)

MEI MICRO CENTER
1100 STEELWOOD RD

Screen: _____ Vend: V1234561300 PO: N000001 Inv: _____ Line: _____

Purchase Order:

Line	Qty Ord	Qty Recd	UOM	Last Dt Recd	UPO
001	1,000.00		EA	00-00-00	
Description: GOLD SEAL HD DOS FORMAT DISKETTES					

Receiving Report:

	Qty Recd	UOM	Quality	Stat
	<u>(1)</u>			
Accepted:	<u>(2)</u>		<u>(3)</u>	<u>(4)</u>
Rejected:	<u>(5)</u>		<u>(6)</u>	
Back Ordered:	<u>(7)</u>			
Late:	<u>(8)</u>			
Description:	<u>(9)</u>	_____		

System will attempt to read next line of current PO if next PO not entered.

Next PO: (10)

I-FZ759 NO MORE RECORDS FOUND ON FILE
 931 Receive Multiple Lines

MOORE MEDICAL CORP
 P O Box 2620

Screen: (1) Vend: V221897821 PO: N000031 Inv:

Line:

Receive Entire Order (2) Quality: (3)

Receive By Line	Quality	Line	Qty Ord	Qty Recd	UOM	Last Dt Recd	UPO
<u>(4)</u>	<u>(5)</u>	001	22.00		BXS	00-00-00	
		Desc: LATEX EXAM GLOVES, SMALL, 100/BOX MOORE MEDICAL #35201 OR EQUAL					
_____	_____	002	24.00		BXS	00-00-00	
		Desc: LATEX EXAM GLOVES, MEDIUM, 100/BOX MOORE MEDICAL #35114 OR EQUAL					
_____	_____	003	30.00		BXS	00-00-00	
		Desc: LATEX EXAM GLOVES, LARGE, 100/BOX MOORE MEDICAL #35115 OR EQUAL					
_____	_____	Desc:					

**NORTHWESTERN STATE UNIVERSITY
VENDOR CREATE/MODIFICATION FORM**

FAX FORM TO: 357-4378

Vendor Type (Choose one):

Purchasing (V) Employee/Travel (E) Professional Services (P) Student/Miscellaneous (M) Payroll ®

Note: Figures in Parenthesis Indicate Field Limits

**Screen 204
ORDER MAILING ADDRESS**

Vendor Name:	_____ (30)
Federal Tax ID/Social Security Number:	_____ (9)
(For Employee, System Generated Number)	
Order From Address:	_____ (30)
	_____ (30)
	_____ (30)
	_____ (30)
City:	_____ (20)
State:	_____ (2)
Zip Code:	_____ - _____ (12)
Telephone:	_____ - _____ - _____ (17)
Fax:	_____ - _____ - _____ (17)
Company Contact:	_____ (30)
E-Mail:	_____ (40)

**Screen 205
PAYMENT REMIT ADDRESS
(Only If Different From Mailing Address)**

Vendor Name:	_____ (30)
Federal Tax ID/Social Security Number:	_____ (9)
(For Employee, System Generated Number)	
Remit To Address:	_____ (30)
	_____ (30)
	_____ (30)
	_____ (30)
City:	_____ (20)
State:	_____ (2)
Zip Code:	_____ - _____ (12)
Telephone:	_____ - _____ - _____ (17)
Fax:	_____ - _____ - _____ (17)
Company Contact:	_____ (30)
E-Mail:	_____ (40)
Vendor's Terms:	

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Vendor Number Assigned: _____

Entered by: _____ Date: _____

**NORTHWESTERN STATE UNIVERSITY
BUDGET REVISION REQUEST**

No. BE _____

Date of Request _____

Account Title	Account Number	Revenue Object Expenditure Category	Change Increase (Decrease)
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explanation: (Use attachment if necessary) Total Net Change \$ _____

***ALL UNBUDGETED NEW RECURRING AND NEW NON-RECURRING EXPENDITURE REQUEST(S) MUST IDENTIFY THE INSTITUTIONAL OBJECTIVE(S) IT SUPPORTS. IF THIS EXPENDITURE SUPPORTS SOMETHING OTHER THAN THE INSTITUTIONAL OBJECTIVE(S) IDENTIFIED BY THE STRATEGIC PLANNING AND BUDGETING COUNCIL INDICATE AND EXPLAIN.**

Institutional Objective: _____; _____; _____; _____ Other: (Explain): _____

*Meets Institutional Objective(s) Yes _____ No _____

Approved by _____ Date _____
Budget Unit Head

***Unbudgeted Expenditure or Revenue**
Circle: New Recurring New Non-Recurring

*Meets Institutional Objective(s) Yes _____ No _____

Approved by _____ Date _____
Approving Agent

Current Year Savings, (Cost)\$ _____ Future Year: Savings, (Cost)\$ _____

*Meets Institutional Objective(s) Yes _____ No _____

Approved by _____ Date _____
Vice President/Equivalent

Approved by _____ Date _____
President (if Applicable)

Business Affairs Section

Budget Revision No. = Document No.		Transaction Date: MM DD YY			Budget Transfer Only	
Debit Account Number Object	T C	Description	Amount	D C	Reference No.	Credit Account Number Object

<u>On-Line:</u> Screen = 010 TC = (02x)	0 = Original = 084 1 = Revise = 085 2 = Transfer = 086 6 = Pr Year = 087 8 = Past Year = 088 9 = Next Year = 089	<u>Data Collect</u> TC = None = Screens	Budget Approval _____ Date _____ Business Officer
			By or for Business Officer _____ Date _____ Business Officer

WHITE COPY - Business Affairs Document File CANARY COPY - Business Affairs Batch File PINK COPY - Budget Unit/Approved GOLDENROD COPY - Budget Unit Head

Revised 06/05

UNIT OF MEASURE (UOM)

BAG = Bag	LTR = Liter
BDF = Board Feet	M = Thousand
BL = Bale	MG = Milligram
BTL = Bottle	MIL = Mile
BXS = Boxes	ML = Milliliter
C = Hundred	MO = Month
CAN = Can	OTH = Other
CI = Curie	OZ = Ounce
CS = Case	PC = Piece
CTN = Carton	PK = Pack
CUF = Cubic Feet	PKG = Package
CUY = Cubic Yard	PKT = Packet
CWT = Hundred Weight	PL = Pail
CYL = Cylinder	PR = Pair
DIS = Lump Sum Discount	PT = Pint
DOZ = Dozen	QTR = Quarter
DRM - Drum	QT = Quart
DYS = Days	RM = Ream
EA = Each	RLS = Rolls
FRT = Freight	ROD = Rod
GAL = Gallon	SET = Set
GM = Gram	SHT = Sheet
GR = Gross	SQF = Square Feet
GRA = Grain	SQY = Square Yard
HR = Hour	TAX = Tax
HRS = Hours	TN = Ton
INS = Insurance	TRD = Trade-In
JAR = Jar	TUB = Tube
KEG = Kegs	UNT = Unit
KG = Kilogram	VLS = Vials
LBS = Pounds	VOL = Volume
LNF = Linear Feet	WKS = Weeks
LNG = Length	YDS = Yards
LOT = Lot	YRS = Years