

Purchase Order Processing Step by Step

May 2016

Financial Management → Procurement → Purchasing → Purchase Orders

New World Systems Bowling Green

myFavorites | Financial Management | Human Resources | Utility Management | Maintenance

Purchase Order List Show Search

myTasks Validated Approvals Delivery Department P.O. Number Type Description Attachments

myTasks	Validated	Approvals	Delivery	Department	P.O. Number	Type	Description	Attachments
		0 of 1 at 1		1000-124 - Administration.Grants	2016-00001109	CBG	Schneider - Mobile Home Repair	
		0 of 1 at 1		1000-124 - Administration.Grants	2016-00001110	CBG	Ickes - Mobile Home Repair	
	✓	Approved		1000-150 - Administration.Finance	2016-00001091	CBG	ADA accessibility updates to the city ...	
	✓	Approved		1000-150 - Administration.Finance	2016-00001070	CBG	APRIL '16 POSTAGE CHARGES	
	✓	0 of 1 at 5		1000-522 - Administration.Planning	2016-00001118	CBG	Review of Traffic Impact Study for 163...	
	✓	0 of 1 at 6		5000 - Parks & Recreation	2016-00001115	CBG	Pond Maintenance	
	✓	0 of 1 at 6		5000 - Parks & Recreation	2016-00001114	CBG	Supplies for Simpson Garden Park	
	✓	0 of 1 at 6		5000 - Parks & Recreation	2016-00001098	CBG	Fencing @ Ridge & Hockey Rink	
	✓	0 of 1 at 6		5000 - Parks & Recreation	2016-00001096	SBKT	Open PO for Concessions	
	✓	0 of 1 at 6		5000 - Parks & Recreation	2016-00001099	CBG	New Shelter Signs	
	✓	0 of 1 at 6		5000 - Parks & Recreation	2016-00001116	CBG	Pressure Treated 2x12	

New **Delete** **Refresh**

Click "New" to start a new Purchase order

P.O. Entry Screen

Two Sections –

Top is Header – Bottom is Item Detail

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Purchase Order List

Purchase Order

Entry

Approval Status N/A Validation Status N/A Printed N/A Encumber Funds N/A

Template: [Dropdown] Purchasing Address: [Dropdown]

Department: 1000-150 - Administration.Finance G/L Date: 05/09/2016

Vendor: [Dropdown] Deliver by Date: [Calendar]

Description: [Text] Expiration Date: [Calendar]

Type: [Dropdown] Resolution Number: [Text]

Form Type: [Dropdown] Assign to Buyer: [Dropdown]

Bill To Location: P-1000 - Administration

Item: [Dropdown] <New> Number of Items: 0 Total: \$0.00 Encumbered Amount: \$0.00

Item

Item: [Dropdown] Description: [Text] Quantity: [Text] Unit of Measure: Each - Each Price per Unit: \$0.00 G/L Account: [Dropdown]

Detail

Vendor Part Number: [Text] Employee: [Dropdown] Ship Via: [Dropdown] Ship To: P-1000 - Administration Freight Terms: [Dropdown]

Confirming Request: 1099 Item: Taxable Item: Create New Asset:

Save Save/New Item Save/New PO Delete Item Delete PO Reset

New Purchase order – Header

PO Header

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Purchase Order List
Purchase Order

Entry

Approval Status N/A Validation Status N/A Printed N/A Encumber Funds N/A

Template

Department 1000-150 - Administration.Finance

Vendor

Description

Type

Form Type

Bill To Location P-1000 - Administration

Purchasing Address

G/L Date 05/09/2016

Deliver by Date

Expiration Date

Resolution Number

Assign to Buyer

Type a partial vendor name to select vendor from list

Description for "your information" – does not print on PO – only shows in "lists" on the system. This helps you identify the PO when looking for it later.

Two choices:
CBG – City of Bowling Green Standard P.O.
SBKT – Super Blanket P.O. - multiple items over time from the same vendor (eg. Office supplies)

SBKT – Blanket form for SBKT type PO
STND – Standard form for CBG type PO

P.O. Detail - Items

This is the same as the five digit account number (eg. 73700 – fees)

This individual item description will print on the P.O. (eg. "Blue Pens")

If you need more space for your description

The screenshot shows a software interface for entering P.O. items. At the top, there is a header bar with the following information: "Item" with a dropdown menu set to "<New>", "Number of Items" set to 0, "Total" set to \$0.00, and "Encumbered Amount" set to \$0.00. Below this, the form is divided into two main sections: "Item" and "Detail".

The "Item" section contains the following fields and controls:

- Item:** A dropdown menu with a search icon and a "D A" button.
- Description:** A text input field with a search icon.
- Quantity:** A text input field.
- Unit of Measure:** A dropdown menu set to "Each - Each".
- Price per Unit:** A text input field with a value of "\$0.00".
- G/L Account:** A dropdown menu with search and zoom icons.

The "Detail" section contains the following fields and controls:

- Vendor Part Number:** A text input field.
- Employee:** A dropdown menu with a search icon.
- Ship Via:** A dropdown menu.
- Ship To:** A dropdown menu set to "P-1000 - Administration".
- Freight Terms:** A dropdown menu.
- Confirming Request:** A checkbox.
- 1099 Item:** A checkbox.
- Taxable Item:** A checkbox.
- Create New Asset:** A checkbox.

At the bottom of the form, there are six buttons: "Save", "Save/New Item", "Save/New PO", "Delete Item", "Delete PO", and "Reset".

Your fund, department, and account that you want to charge. XXXX-XXX-XXXX

If you want to "split fund" this item between multiple accounts. (see next slide)

Charge multiple accounts

The screenshot shows the 'New World Systems' interface for 'Bowling Green'. The main header includes navigation links for 'myFavorites | Financial Management | Human Resources | Utility Management | Maintenance' and user information '3 516'. The current screen is titled 'Purchase Order List' and 'Purchase Order 2016-00000891'. A red banner at the top right indicates 'Errors'. Below the header is a toolbar with various icons and an 'Entry' button.

Vendor: STAPLES
Amount: \$15.00
Description: Materials and Supplies - Blue Pens
Purchase Order Number: 2016-00000891
Percentage Distributed: 100%

Account number must match the "Item" from the previous screen and must be the same for each "split" for this item. (eg. 74518)

G/L Account	Project	Percent	Amount	Delete
1010.150.74518 - Materials & Supplies		50.00%	\$7.50	<input type="checkbox"/>
1010.140.74518 - Materials & Supplies		50.00%	\$7.50	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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Save Reset Cancel

Save when finished. Once you've saved, hit "Cancel" to return to the prior screen -- yes, it's odd but that's the way it works.

Can use amounts or percentages

Adding Multiple Items

The screenshot shows the 'Purchase Order List' for 'Purchase Order - 2016-00000892'. The interface includes a header with the 'New World Systems' logo and 'Bowling Green' location. A navigation bar contains links for 'myFavorites', 'Financial Management', 'Human Resources', 'Utility Management', and 'Maintenance'. A red banner at the top displays the purchase order number. Below this is a toolbar with various icons and an 'Entry' button. The main form area is divided into several sections: 'Approval Status' (0 of 1 at 1), 'Validation Status' (N/A), 'Printed' (Not Printed), and 'Encumber Funds' (Yes). The 'Department' is set to '1000-150 - Administration.Finance', 'Vendor' to '52551 - STAPLES', and 'Description' to 'Office Supplies for Planning Meeting'. The 'Purchasing Address' is 'STAPLES OFFICE SUPPLY - Prima'. Other fields include 'G/L Date' (5/11/2016), 'Deliver by Date', 'Expiration Date', 'Resolution Number', and 'Assign to Buyer'. A summary row shows 'Item' as 'Computers and Materials - wireless', 'Number of Items' as 2, 'Total' as \$45.00, and 'Encumbered Amount' as \$45.00. The 'Item' section is expanded to show details for '74120.Computers and Materials', including 'Description' (wireless mouse), 'Quantity' (1.0000), 'Unit of Measure' (Each - Each), 'Price per Unit' (\$30.0000), and 'G/L Account' (Multiple G/L Accounts - See G/L Distribution). The 'Detail' section includes 'Vendor Part Number', 'Employee', 'Ship Via', 'Ship To' (P-1000 Administration), and 'Freight Terms'. There are checkboxes for 'Confirming Request', 'Taxable Item', '1099 Item', and 'Create New Asset'. At the bottom, there are buttons for 'Save', 'Save/New Item', 'Save/New PO', 'Delete Item', 'Delete PO', and 'Reset'. Red arrows point from the 'Save/New Item' button to the 'Save' button and from the 'Detail' section to the 'Save/New Item' button.

Once you save your first item, you can then select "Save/New Item" to add other items to your Purchase order. In the middle of the screen you can move through the items you've included.

Quotes – documentation for items over \$750.00 (City policy requires this)

- Two ways to document quotes that you've obtained
 - Add a Note to the PO and type the information concerning the various vendors and amounts.
 - Attach a document from your computer containing vendor quotes or other documentation

Click this icon to add a note (when screen pops up click add. Save when done).

Click this icon to add a document from your computer.

The screenshot displays the New World Systems web interface for a Purchase Order. The header shows the company logo and navigation links: myFavorites | Financial Management | Human Resources | Utility Management. The main title is "Purchase Order List" and the specific order is "Purchase Order - 2016-00000892". Below the title is a toolbar with icons for adding notes, documents, and other actions. The form fields are as follows:

Approval Status	0 of 1 at 1	Validation Status	N/A	Printed	Not Printed
Department	1000-150 - Administration.Finance	Vendor	52551 - STAPLES	Description	Office Supplies for Planning Meeting

Validation and the Approval Process

- Once you've completed and saved your purchase order you must validate and approve your work.
- Once you've validated and approved the P.O. the work flow set up for your department begins for any other approvals needed.

The screenshot displays the New World Systems interface for a purchase order. The header includes the logo and navigation links for myFavorites, Financial Management, Human Resources, Utility Management, and Maintenance. The main content area shows a red banner for 'Purchase Order List' and 'Purchase Order - 2016-00000892'. Below this is a toolbar with icons for various actions, including a thumbs-up icon for approval. A table below the toolbar shows the approval status for the purchase order, with columns for Approval Status, Validation Status, Printed, and Encumber Funds. The table data indicates that the purchase order is not yet approved (Approval Status: 0 of 1 at 1) and has a validation status of N/A. The purchase order details are shown in a form below the table, including Department (1000-150 - Administration.Finance), Vendor (52551 - STAPLES), Description (Office Supplies for Planning Meeting), and Type (CBG).

Validate (check mark)

Approve (thumbs up)

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Purchase Order List
Purchase Order - 2016-00000892

Entry

Approval Status	0 of 1 at 1	Validation Status	N/A	Printed	Not Printed	Encumber Funds	Yes
Department	1000-150 - Administration.Finance	Vendor	52551 - STAPLES	Description	Office Supplies for Planning Meeting	Type	CBG

Purchasing Address
G/L Date
Deliver by Date
Expiration Date

Approval Status

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Purchase Order List
Purchase Order - 2016-00000892

Approvals

L1-Dept. Entry (1)

L2-IT (1)

L3-Finance (1)

L4-Administrator (1)

Approve **Deny**

Purchase Order Information

General

General		Totals	
Department	Administration.Finance	Total Cost	\$45.00
Vendor	52551 - STAPLES	Amount Voided	\$0.00
Status	Edit	Amount Expensed	\$0.00
Contact Name	STAPLES OFFICE SUPPLY	Amount Encumbered	\$45.00
Purchasing Address	DEPT 36-0000007929	Amount Discounted	\$0.00
	PO BOX 9020	Amount Remaining	\$45.00
City	DES MOINES		
State	IA		
Zip Code	50368-9020		

Dates	
G/L Date	05/11/2016

Pop-up

Add Approval

Send to User: Available Users: Selected Users:

- Joe Fawcett (L4-Administrator)
- Lori Tretter (L4-Administrator)
- NWS (L4-Administrator)

Comments:

OK **Cancel**

Printing, Posting and Sending your P.O.

- The Bad News:
 - The system will not tell you when your Purchase Order has been through all the approval steps and is ready to print and post.
 - You have to look to see the status of your P.O. in the purchase order list. This is where you first went to start your new P.O. (Financial Management → Procurement → Purchasing → Purchase Orders.
- The Good News:
 - This process has eliminated a great deal of paper and has improved the accuracy and timeliness of the entire purchase order process! You can now see where in the process items are sitting and you can decide to print a paper copy of the P.O. if you need one.

Print and Post (You have to do this)

Once the P.O. has been approved you must print and post.

Print – when you print, the print file goes to your reports section where you can decide to send the output to a printer if so desired.

You can also email your P.O. to the vendor or anyone else using this icon.

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Purchase Order List

myTasks Validated Approvals Delivery Department P.O. Number Type Description Attachments

myTasks	Validated	Approvals	Delivery	Department	P.O. Number	Type	Description	Attachments
	✓	Approved		1000-121 - Administration.Administrati...	2016-00000884	CBG	Replacement Laminator-Fellows Ven...	
	✓	0 of 1 at 2		1000-124 - Administration.Grants	2016-00000887	CBG	Fair Housing Advertising - Can Holders	
	✓	0 of 1 at 4		1000-150 - Administration.Finance	2016-00000892	CBG	Office Supplies for Planning Meeting	
	✓	0 of 1 at 2		3000 - Safety Department - Police	2016-00000888	CBG	Veh 102/Collision Damage	
	✓	Approved		4000-415 - Public Works Department...	2016-00000878	CBG	I-75 & E Wooster St traffic light - need...	

Post – you aren't finished until you post!

Changing or Deleting a Purchase Order

Financial Management → Procurement → Purchasing → Change Purchase Orders

1. The first step is to find the purchase order that you want to change. The light blue area below is the search section. Complete as little or as much of this section and hit search. Unless you are looking for a purchase order that is already in the change process you must UNCLICK the "CHANGE PROCESS ONLY" check box! Click "Search."

myFavorites | Financial Management | Human Resources | Utility Management | Maintenance

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Changed Purchase Order List Hide Search

Purchase Order Number: Vendor:

Department: Type:

Change Process Only

Search Reset

myTasks	Validated	Approvals	Changed G/L Date	Status	Delivery	Department	P.O. Number	Type	Description	Attachments
✓	✓	0 of 1 at 3		Open		3000 - Safety Department - Police	2016-00000837	CBG	Bicycle Maintenance	
	✓	Approved		Open		4000-415 - Public Works Depart...	2016-00000024	CBG	Sidewalk Snow & Ice Removal	
	✓	Approved		V-Pend		6510 - Utility Administration	2015-00002083	CBG	Computer	
	✓	Approved		V-Pend		6510 - Utility Administration	2015-00002180	CBG	Monitor	
		0 of 1 at 1		C-Pend		7000 - Utility Water & Sewer	2015-00000417	CBG	dell truck laptops	
	✓	0 of 1 at 4		Open		8000 - Utility Water Treatment Pla...	2016-00000406	CBG	Chlorine analyzer	
	✓	Approved		V-Pend		9000 - Utility Water Pollution Cont...	2016-00000480	CBG	6" DeZurik plug valve for plant...	

View Remove Refresh Substitute Vendors Complete Undo Complete Mass Complete

Changing or Deleting a Purchase Order (cont.)

To change a purchase order: Once you have searched and found the purchase order you want to change, click the blue hyperlink P.O. Number. You can make any changes you want to the P.O. You must then save, validate, and approve, just like with a new P.O. This then starts the P.O. process. You must check back here to see when it is approved and then you may print and you MUST POST.

The screenshot shows the 'New World Systems' web application interface for 'Bowling Green'. The page title is 'Changed Purchase Order List'. The interface includes a navigation bar with links for 'myFavorites', 'Financial Management', 'Human Resources', 'Utility Management', and 'Maintenance'. Below the navigation bar, there are search and filter options for 'Purchase Order Number', 'Vendor', 'Department' (set to '1000-150 - Administration.Finance'), and 'Type'. A 'Change Process Only' checkbox is also present. The main content area displays a table of purchase orders with columns for 'myTasks', 'Validated', 'Approvals', 'Changed G/L Date', 'Status', 'Delivery', 'Department', 'P.O. Number', 'Type', 'Description', and 'Attachments'. The table contains 10 rows of data. The row with P.O. Number '2016-00000275' is highlighted in yellow and has a status of 'Open'. A red arrow points from the text above to this specific P.O. Number. At the bottom of the page, there are several action buttons: 'View', 'Remove', 'Refresh', 'Substitute Vendors', 'Complete', 'Undo Complete', and 'Mass Complete'.

myTasks	Validated	Approvals	Changed G/L Date	Status	Delivery	Department	P.O. Number	Type	Description	Attachments
						1000-150 - Administration.Finance	2016-00000449	SBKT	Property and Liability Insuran...	
						1000-150 - Administration.Finance	2016-00000410	CBG	Bank Fees	
						1000-150 - Administration.Finance	2016-00000662	CBG	EQUIPMENT MAINTENACE	
						1000-150 - Administration.Finance	2016-00000624	CBG	JANUARY '16 POSTAGE	
						1000-150 - Administration.Finance	2016-00000387	SBKT	2016 MEMBERSHIP FEES	
						1000-150 - Administration.Finance	2016-00000358	CBG	Telephone Service	
		0 of 1 at 1		Open		1000-150 - Administration.Finance	2016-00000275	SBKT	Phone Service	
						1000-150 - Administration.Finance	2016-00000372	CBG	Office chair for Assistant Adm...	
						1000-150 - Administration.Finance	2016-00000359	CBG	Cellular Phone/Pager/WIFI S...	
						1000-150 - Administration.Finance	2016-00000670	CBG	2016 Copier Leases	
						1000-150 - Administration.Finance	2016-00000822	SBKT	2016 AMBULANCE BILLING	

Changing or Deleting a Purchase Order (cont.)

To delete a purchase order: Once you have searched and found the purchase order you want to delete, highlight the row (by clicking in a blank portion of the row containing the P.O.) and select "Complete". You must then validate, and approve, just like with a new P.O. This then starts the P.O. process. You must check back here to see when it is approved and then you MUST POST.

The screenshot shows the 'Changed Purchase Order List' interface. The table below contains the following data:

myTasks	Validated	Approvals	Changed G/L Date	Status	Delivery	Department	P.O. Number	Type	Description	Attachments
						1000-150 - Administration.Finance	2016-00000449	SBKT	Property and Liability Insuran...	
						1000-150 - Administration.Finance	2016-00000410	CBG	Bank Fees	
						1000-150 - Administration.Finance	2016-00000662	CBG	EQUIPMENT MAINTENANCE	
						1000-150 - Administration.Finance	2016-00000624	CBG	JANUARY '16 POSTAGE	
						1000-150 - Administration.Finance	2016-00000387	SBKT	2016 MEMBERSHIP FEES	
						1000-150 - Administration.Finance	2016-00000358	CBG	Telephone Service	
		0 of 1 at 1		C-Pend		1000-150 - Administration.Finance	2016-00000275	SBKT	Phone Service	
						1000-150 - Administration.Finance	2016-00000372	CBG	Office chair for Assistant Adm...	
						1000-150 - Administration.Finance	2016-00000359	CBG	Cellular Phone/Pager/WIFI S...	
						1000-150 - Administration.Finance	2016-00000670	CBG	2016 Copier Leases	
						1000-150 - Administration.Finance	2016-00000822	SBKT	2016 AMBULANCE BILLING	

C-Pend indicates that the P.O. has been used and is now being completed – the remaining balance returned to budget. V-Pend indicates that the P.O. is being voided (it has not been used) and the entire balance is returned to budget.