

PURCHASING MODULE

PROCEDURES

MANUAL

**PURCHASING MODULE PROCEDURES
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PURCHASING MODULE PROCEDURES PURCHASING FLOW

PURCHASING FLOW

Requisitions are entered in the web-based procurement system provided by the Office of Procurement Management (OPM). After buyers create a purchase order (PO) in the procurement system, these POs are batched (in nightly processing) into the purchasing (PS) module of the accounting system with buy entity SDPP.

Receipts for POs must be entered in procurement system. Vendor invoices matched to the related PO lines must be entered in the accounts payable (AP) module (see [AP module procedures manual](#)). Agencies can inquire the purchasing module on-line for PO status.

Contracts for services must be entered by agencies in the PS module using buy entity SRVC. See the [service PO procedures manual](#).

General ledger company/account/center (CAC) combinations are validated at both requisition and purchase order entry. Encumbrances are updated on the available funds file (AFF) when POs are entered or matched. The amount updated on the AFF for each line equals line quantity times line unit price.

PURCHASING MODULE PROCEDURES REQUISITIONS

REQUISITION ENTRY

Enter requisitions in the web-based procurement system provided by the Office of Procurement Management (OPM). Contact OPM with questions about entering requisitions in the procurement system.

PURCHASING MODULE PROCEDURES SHIP-TO/INVOICE-TO CODES

ESTABLISHING A SHIP-TO/INVOICE-TO CODE

A ship-to/invoice-to code must be established for every place that you want to have invoices sent to or goods shipped. The following steps will explain how to establish a ship-to/invoice-to table. Additionally, if you forget what a certain ship-to/invoice-to code is, you can go to the **STL (Ship-to Code List)** to view the codes.

1. Type in **STT (Ship-To)** in the **Next Function** field. Press **Enter**. The following screen will be presented.

```
PS                                SHIP-TO                                STT
NEXT FUNCTION: _____ ACTION: _____ 04/14/2015 13:51:09
REQUEST: _____
=====
PAY ENTITY : PAYR
SHIP-TO CODE: ____

NAME      : _____
ADDRESS 1 : _____
ADDRESS 2 : _____
ADDRESS 3 : _____
ADDRESS 4 : _____
POSTAL CODE : _____

PHONE NO. : _____
```

2. Type your **Pay Entity**.
3. Enter a **Ship-To** code that will remind you of that particular location.
4. Enter the **Name, Address, Postal Code,** and **Phone Number**, if known. Press **Enter**. The code has now been established.
5. To view the ship-to code list, type in **STL (Ship-To Code List)** in the **Next Function** field. Press **Enter**.
6. Enter **Pay Entity** field, if it is not already there. Press **Enter**.
7. The list is in alphabetical order with the code and address for each location.

Keep in mind that the **STL** is used for inquiry purposes only. Any deletions or changes must be made on the **STT** screen.

PURCHASING MODULE PROCEDURES SHIP-TO/INVOICE-TO CODES

DELETING SHIP-TO/INVOICE-TO CODES

1. Type **STT** in the **Next Function** field. Press **Enter**.
2. Type **D** in the **Request** field and the key values for the screen. The key values for **STT** are the **Pay Entity** and **Ship-To/Invoice-To Code**. Press **Enter**.
3. The code will be marked for deletion in the next purge cycle.

CHANGING SHIP-TO/INVOICE-TO CODES

1. Type **STT** in the **Next Function** field. Press **Enter**.
2. Type **C** in the **Request** field and the key values for the screen. The key values for **STT** are the **Pay Entity** and **Ship-To/Invoice-To Code**. Press **Enter**.
3. Make all necessary changes and press **Enter**.
4. The changes will be made in the system.

**PURCHASING MODULE PROCEDURES
VENDOR SHORT NAME LOOKUP**

VENDOR SHORT NAME LOOKUP

A vendor number or vendor short name must be entered when entering requisitions (in the procurement system) and purchase orders (in PS module or the procurement system). Use the following procedure to find a vendor number based on the vendor's short name:

1. Type in **VSL** in the **Next Function** field of an AP or PS screen and press **Enter**. The following screen will be presented:

PS	VENDOR SHORT NAME LOOKUP			VSL
NEXT FUNCTION: _____	ACTION: _____	04/14/2015 13:58:31		
REQUEST: _____	=====			
PAY ENTITY: PAYR				
SHORT NAME: _____	ADDRESS TYPE: _	PRIVATE VENDORS : _		
SHORT NAME	VENDOR NBR	GROUP	NAME	ACTIVITY
ORDER FROM ADDRESS			REMIT TO ADDRESS	
PAGE NO: _____		SCREEN STATUS: _____		

2. Type your agency **Pay Entity**.
3. The **Short Name** is used to search for the correct vendor.
4. Type in as many letters of the vendor name as you know, then type in an @ sign in the **Short Name** field and press **Enter**.

Example: Longbranch
Enter as: Longbra@, Longb@, Long@, L@, etc.

5. A list will be brought forward with all possible names listed.

Example From Above:

- a. Longbrag, Longbranch, Longbrand, Longbrat, etc.]
- b. Longbee, Longbite, Longboat, Longbranch, etc.
- c. Longbranch, Longcatch, Longtrail, Longtree, etc.
- d. Lamplighter, Life, Litton, Longbranch, Lyndel, etc.

Use **Address Type** field to display vendor addresses as follows:

B = Both order-from and remit-to addresses
O = Order-from address
R = Remit-to address

For access to the vendor lookup functions in [CAPS](#), ask your agency Finance Officer to submit a [CAPS](#) security request to the Bureau of Finance & Management (BFM).

PURCHASING MODULE PROCEDURES RECEIPTS

RECEIPT ENTRY

Enter receipts for goods purchased on POs in the procurement system. Contact the Office of Procurement Management with questions about entering receipts in the procurement system.

PURCHASING MODULE PROCEDURES

PO INQUIRY

INQUIRING A PO LINE

You can inquire PO lines on the PO line inquiry selection (PLI) screen. Type PLI in the NEXT FUNCTION field of any AP or PS screen. The PO line status selection screen would be presented. To see a particular PO, type **SDPP** in the BUY ENTITY field, the **PO number** in PO NO. field, and press Enter. The lines of the PO are presented, up to five lines per screen.

```

PS                                PO LINE INQUIRY SELECTION                                PLI
NEXT FUNCTION: _____ ACTION: _____ HISTORY: _          04/14/2015 14:15:31
REQUEST: _____
=====
BUY ENTITY SDPP          PO NO. : 15LH139400          BLANKET REL: _____
PO LINE NO. _____ LN STATUS : _          BUYER ID : _____
CTRCT END D _____ CATALOG NO: _____          ITEM NO. : _____
PAY ENTITY _____   VENDOR NO.: _____          SHORT NAME : _____

   PO      BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
   NUMBER  REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

15LH139400          0001 014    8      0      0      - - - - -
CATALOG NO:        ITEM NO: BATCHPO  CTRCT END DT: 04/01/2015
15LH139400          0002 014    8      0      0      - - - - -
CATALOG NO:        ITEM NO: BATCHPO  CTRCT END DT: 04/01/2015

                                     PAGE: 1 STATUS: END OF LIST
    
```

Type an S in any, or all, of the inquiry selection fields, and press Enter. Each screen is presented in turn. The inquiry selections are:

- PLG** = PO line general information
- PLO** = PO line ordered item information
- PLC** = PO line receipt/invoice controls
- PLR** = PO line receipt/invoice information
- PLF** = PO line financial information
- PCI** = PO comment inquiry
- PMI** = PO invoice matching information

You may go directly to any of these screens by typing the screen id, e.g., PLF, in the NEXT FUNCTION field of any AP or PS screen, and pressing Enter.

Other inquiry combinations are BUY ENTITY and BUYER ID, or BUY ENTITY and LN STATUS (use 1 for open or 9 for closed).

PURCHASING MODULE PROCEDURES MANAGING OPEN PO LINES

OPEN PO LINES WHERE GOODS HAVE BEEN RECEIVED

It is important to manage old open purchase order (PO) lines that appear on the PO Detail Report. These procedures show what action to take for the various situations that can cause a PO line to remain open. They apply to buy entity SDPP POs only. See the [service PO procedures manual](#) for procedures on handling buy entity SRVC PO lines.

First, the following assumptions apply to all of the examples in this section: (1) the item on the PO line is received (not to be confused with receipted); and (2) the item on the PO line is paid for (not to be confused with matched).

Secondly, abbreviations for receipt and invoice line status used throughout follow. The PO line receipt status can be:

O - Open (no receipts have been entered)

Note: Receipt status will show Open since receipts are entered in the procurement system, not in the purchasing (PS) module. After PO lines are fully invoiced, they will be closed to receipting in quarterly batch processing.

The PO line invoice status can be:

O - Open (no invoices have been matched to the line)

P - Partial (some invoices have been matched to the line)

C - Closed (invoices equal to or greater than line amount were matched to the line)

You can view a PO's line status on the PO Line Inquiry Selection (PLI) screen in the PS module. See section 30-600 of these procedures.

A PO line receipt-invoice status can be one of the following: O-O, O-P or O-C. Of these three, O-C is not a problem, since a line with this status is closed to invoicing, therefore not on the report.

Keep in mind the assumptions above: the item has been received and has been paid, e.g., on a direct voucher by mistake. Your goal is to get a status of O-C. This means that the line is closed to invoicing and will no longer appear on the open PO detail report. The process of closing a PO line also produces entries reversing remaining encumbrance balance associated with the line.

PO LINE STATUS (Receipt-Invoice)

O-O If no further invoicing will be done, send an e-mail to the Bureau of Finance and Management (BFM) to have line closed. Include buy entity, PO number and line number in the request.

O-P If no further invoicing will be done, send an e-mail to BFM to have PO line closed. Include buy entity, PO number and line number in the request.

OPEN PO LINES WHERE GOODS WILL NOT BE RECEIVED

If you have open PO lines for which items have not and will not be received from vendor, contact the buyer at Office of Procurement Management (OPM) and request the PO line(s) be cancelled. In order to **cancel PO lines**, the line status must be **O-O**.

