Appendix

C

Building Module

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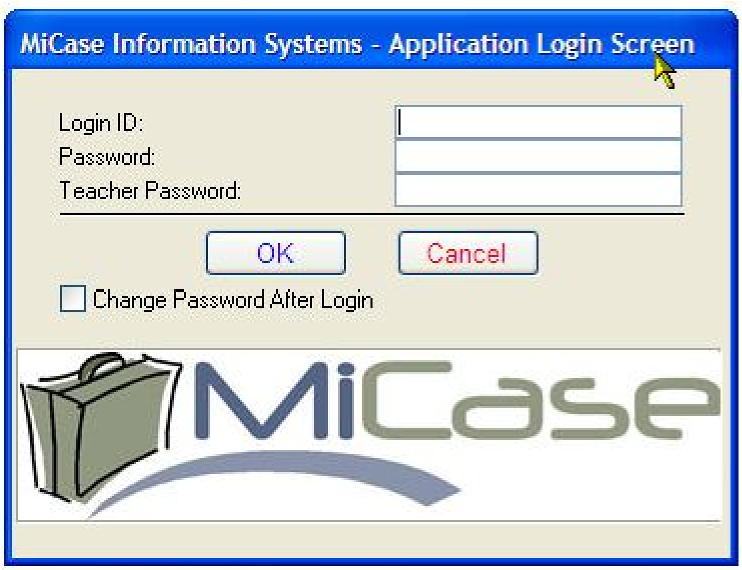
Sign on, Exit, & Password Instructions

Sign on Instructions

1. On your main screen, double click on the **Mi-Case Windows** icon.
2. Choose **Financial Accounting System**, click on OK.
3. Type in your **Log-in ID**.
4. Type in your **Password**.
5. Press **Enter** twice.
6. You are now in the Financial Accounting System.



Exiting the System

1. You may exit from any screen.
2. Click on **Exit.**
3. Click on **Yes**.
4. Click on **Exit button**.
5. You are now out of the system.

Using the Building Module Screens

Chart File
This screen shows you account setup information by ASN. You will be able to review account flags and configuration in addition to any information on changes that have been made to your accounts.

History Screen
The screen shows your account history by ASN. As history is posted in the account, you will see the history in the browse list at the bottom of the screen.

Vendor Screen
This screen shows you vendor information and history by vendor number. As history is posted against a vendor you will see the history in the browse list at the bottom of the screen.

Basic Vendor Screen
This screen shows you vendor information by vendor number.

Request Notification Screen
For those individuals with approval capabilities, user can leave screen open (minimized or full screen) and it will check in 10 minute increments for any requests that need approval. If a request needs approval, the screen will pop up to the front of your monitor.

Section History Screen
The purpose of this screen is to allow you to view the account history by ASN and section number. As history is posted in the account section, you will see the history in the browse list at the bottom of the screen.

General Report Selection Screen
This screen allows you to print your area of responsibility's budget summary and YTD history reports.

Inventory Master Screen
The purpose of this screen is to allow you to look up catalog numbers and view inventory items with up-to-date information on the status of the item, like quantity on hand, unit description, etc.

Inventory Request Screen
In this screen, inventory requisition requests are entered, edited, printed, approved and denied.

Inventory Request Approval/Denial #1 Screen
This screen is used by authorized personnel who give the first level of approval on a building's inventory requests.

Inventory Request Approval/Denial #2 Screen
This screen is used by authorized personnel who give the second level of approval on a building's inventory requests.

Purchase Order Screen
The purpose of this screen is to view and print purchase requests that have been turned into purchase orders.

Purchase Order Request Screen
In this screen, purchase order requests are entered, edited, printed, approved and denied.

Purchase Request Approval/Denial Screen #1
This screen is used by authorized personnel who give the first level of approval on a building's purchase requests.

Purchase Request Approval/Denial Screen #2
This screen is used by authorized personnel who give the second level of approval on a building's purchase requests.

Purchase Order Procedures

Workflow Description - Purchase Order Request

1. Requisitioning person writes up **Purchase Order Request**, including ASN number, vendor name, product information, cost (if known), and any special instructions.

2. Requisitioning person gives purchase order request to assigned building person in charge of entering purchase order requests for that building.

3. Assigned person enters online purchase order request into the system. This is done in the **Screens**, then **Purchase Order Requests**.

4. Assigned person prints a copy of the purchase order request by choosing **Reports**, then **Print All Purchase Requests**.

5. Authorized building administrator approves or rejects online purchase order requests.

6. If approved, online purchase order requests are then viewed by the authorized program administrator for their approval or rejection.

7. The Business Office then views the approved purchase order requests.

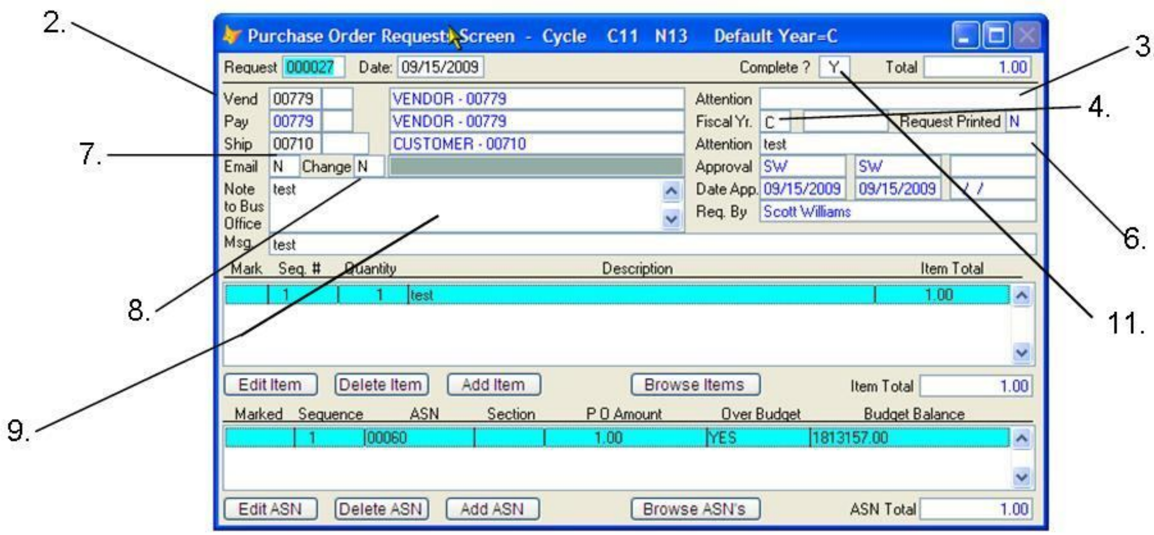
8. The Business Office reviews all approved online purchase order requests. Approved requests will be turned into purchase orders and sent on to the vendor. Rejected requests will be returned to the appropriate building.

9. Purchase order receivers will be sent to each building for their approved orders.

Entering Purchase Request Information

1. Choose **Screens, Purchase Order Requests.**

2. Click on **New** in the second tool bar or press the **F9** function key.



The cursor will be in the “Vend” field. You have the option of changing the request number or date. To change one of these two fields, click your mouse on the field you wish to change and type in the new information. If you do not want to make any changes, type in a valid vendor number. This is where the PO will be sent. There are several options to locate a vendor name and number.

<u>To locate a vendor by name:</u>
Press **Enter** twice to open the **Select A Vendor Name** box.

Either scroll down the list **or**

Type the beginning letter(s) of the vendor **or**

Type “1” or click on the **Find Item** button on the bottom left window. The **Search Window** will open.

Type in the name of the vendor you are looking for and click the **Search** button.

If there is no vendor that matches your search, the blue header bar of the **Search Window** will indicate “End of File Reached” and you will need to enter a different vendor name.

If the searched vendor is found, a small arrow will appear at the appropriate far left column of the **Vendor Browse Screen**.

(To view information hidden by the **Search Window,** the window can be moved to a new location by placing the cursor on the blue header bar, click and hold the mouse button, then drag the box to a new location.)

To select this vendor, click on the **Close** button in the **Search Window.** The vendor number will be highlighted in blue. (The **Vendor Browse Screen** is frozen until the Search Window is closed.)

Click the **OK** button and the appropriate codes will be inserted into the **Purchase Order Request Screen.**

<u>To locate a vendor by an alphanumeric field (City/ Address Lines 1 or 2):</u>
Press **Enter** twice to open the **Select A Vendor Name** box.

Either scroll down the list **or**

Type “2” **or** click on the **Search All** button on the bottom left window. The **Search Window** will open.

Type in the city or address line of the vendor you are looking for and click the Search button.

If there is no vendor that matches your search, the blue header bar of the **Search Window** will indicate “End of File Reached” and you will need to enter a different vendor name/address/city/state.

If the searched vendor is found, a small arrow will appear at the appropriate far left column of the **Vendor Browse Screen**.

(To view information hidden by the **Search Window,** the window can be moved to a new location by placing the cursor on the blue header bar, click and hold the mouse button, then drag the box to a new location.)

To select this vendor, click on the **Close** button in the **Search Window.** The vendor name will be highlighted in blue. (The **Vendor Browse Screen** is frozen until the **Search Window** is closed.)

Click the **OK** button or press **Enter** and the appropriate codes will be inserted into the **Purchase Order Request Screen.**

<u>To browse the vendors if you do not know the exact vendor name or number</u>
Press **Enter** twice to open the **Select A Vendor** screen. A browse list of all vendors will come up on the screen. Use the up and down arrows to scroll through the available

vendors, stopping on the vendor you want to use. Press **Enter** and that vendor will be placed in the Vendor field on the purchase request.

Note: If you do not find the vendor name and address you want, you will need to send an e-mail to the Business Office containing the complete vendor name, address, e-mail address, phone and fax number to have them assign a new vendor number.

3. In the “Attention” field, type in the contact name or department at the vendor’s location to receive the PO, then press **Enter**.

4. In the “Fiscal Year” field, the system defaults to “C” for current year. Leave this field set to the default of “C” unless the Business Office instructs you to change it to “N” for new year. (The box to the right of “Fiscal Year” field will automatically fill with the budget fiscal year.) Press **Enter**.

5. In the “Ship” field, the system will default to the signed on user’s building code. Typically, you will leave it set to the default, but you can change the number to another shipping location <u>if you are shipping the order to another building</u>. If you need to ascertain the code for the shipped-to building, delete the entire Ship Code, press **Enter** through the next two fields and the Browse List will open; the correct code can be selected, then Press **Enter**.

6. In the second “Attention” field, type in the name of the staff member requesting this order. Press **Enter**.

7. The “Email” field, is a flag to identify if the Purchase Order is to be e-mailed to the vendor or the person who is to receive the Purchase Order.

8. The “Change” field is a flag to identify if you want to change the e-mail address of the recipient of this order. If you have chosen to do this, then key in the e-mail address in the salmon-colored box.

    NOTE: if you, as the recipient, need to pick up the items at a local vendor, key in your e-mail address here.

9. The “Note to Business Office” field is only visible on the screen; it will not print on the Purchase Order. Key in any information that would benefit the business office in the processing of this order.

10. The “Message” area is a seventy-character field to type in a message that will print on the purchase order. Use this field for messages such as: “Delivery must be received prior to (date)”, “Prices per quote from (name)”, CHECK ENCLOSED, etc. then press **Enter**. By pressing enter, you move past the message field and the system saves the header information. The system will automatically take you to the next section, Line Item Data Entry.

    Note: If you are requesting a check be enclosed with the purchase order, you need to put that message in this field (i.e. CHECK ENCLOSED).

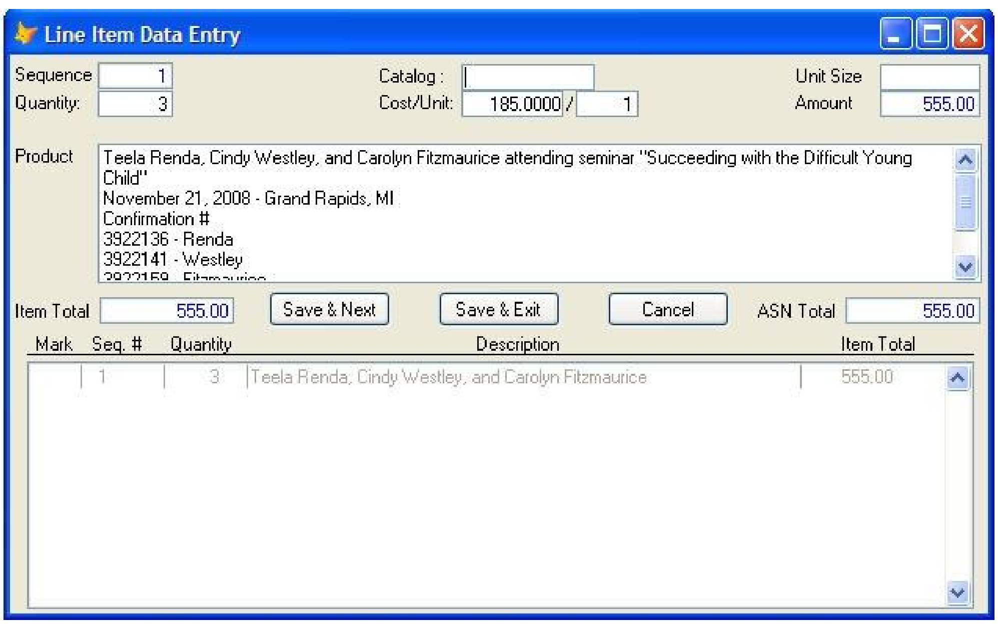
To copy information previously entered, highlight that information with the mouse. After the mouse button is released, hit the Control and "C" buttons simultaneously. This will place the highlighted information into the memory clipboard. To retrieve the highlighted information, place the mouse in the desired area for that information and then hit the Control and "V" buttons simultaneously. Note that the information will stay in the clipboard until replaced by other information in the same manner, or until the program is exited.

Changing Header Information

To change any information in the header area, point and click your mouse in the field you wish to change. The cursor will now be in the text area of that field. Make any necessary changes, then press **Enter** to change other fields or click on the **Save** button in the second tool bar to save all changes.

Line Item Data Entry

To add line items to the purchase order request, click on the **Add Item** button in the middle of the screen or press **Enter**. The **Line Item Data Entry** window will be displayed. This window is used to fill in the line item information for the purchase request.



Catalog Field: Enter catalog number of your item and press **Enter**.

Unit Size: Type in the unit of item such as: EACH, DOZEN, CASE, etc. then press **Enter**. (If you are ordering a yearly subscription or dues, your unit size would be YEAR-not 1 Year.)

Quantity: Type in the number of items you are ordering. (If it is a one-year subscription or dues, the quantity would be 1 and the Unit Size would be YEAR.) Press **Enter**.

Cost/Unit: Type in the cost of each unit, press **Enter**. The system will calculate the total quantity of this item times the unit cost. Press **Enter** again to move on to next field.

Product: Type in the complete description of your product. Only 2-3 lines appear visible at a time, but this field has an unlimited length for large descriptions.

To copy information previously entered, highlight that information with the mouse. After the mouse button is released, hit the Control and "C" buttons simultaneously. This will place the highlighted information into the memory clipboard. To retrieve the highlighted information, place the mouse in the desired area for that information and then hit the Control and "V" buttons simultaneously. Note that the information will stay in the clipboard until replaced by other information in the same manner, or until the program is exited.

Once you finish typing the description, you have a choice of clicking on **Save & Next, Save & Exit,** or **Cancel** on the second toolbar.

- Save & Next will allow you to enter another item. The product description from the previous item will remain so you can edit this field when ordering similar items. If you do not want to use or edit the current description, type in a new description. The previous one will be erased, saving the newly entered data only.

- Save & Exit will save your item information and take you out of this screen.

- Cancel will delete the item information you entered and return you to the base screen without any updates made to the line items.

<u>To edit a Line Item already on a purchase request:</u>

To find the specific line item, either scroll down the list by using the up/down arrows, **or** use the scroll bar on the right, **or** click the **Browse Items** button.

To select that specific line item, either double click the highlighted item **or** click the **Edit Item** button to open the text box for editing.

After all the changes are made, click on **Save & Exit** to save the changes.

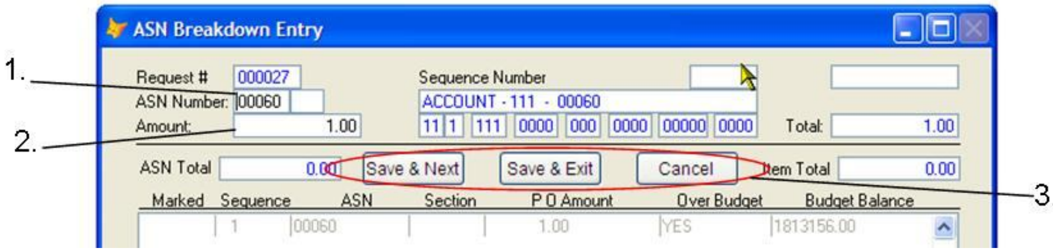
<u>To delete a Line Item already on a purchase request:</u>

To find the specific line item, either scroll down the list by using the up/down arrows, or use the scroll bar on the right, or click the **Browse Items** button.

Click on the line item you need to delete and click on the **Delete Item** button.

<u>ASN Data Entry</u>

This area of the purchase request is used to indicate what ASN(s) and section codes are being charged with the purchase. Either click on the **Add ASN** button at the bottom of the screen or bring the cursor down to that section of the screen and press **Enter**. The **ASN Number Breakdown Entry** window will be displayed.



1. Type in your ASN(s) and section code(s). If using an ASN without a section code, you will need to press **Enter.**

   If you do not know the ASN number, press **Enter.** (You cannot proceed with the screen without a valid ASN number.) This will bring up the **General Ledger Chart Browse List**. Once you have located the correct ASN, press **Enter**.

   If you type an invalid ASN, the **General Ledger Chart Browse List** will appear, allowing you to make a valid choice. Once you have located the correct ASN, press **Enter**.

2. Next, enter the total dollar amount to be charged to the ASN and section code. **<u>Use each ASN and section code only once, no matter how many products you are charging to that ASN and section code.</u>** It is important to make sure that your purchase order request is in balance.

3. Once you type in the dollar amount, you must click on **Save & Next, Save & Exit,** or **Cancel**.

   - **Save & Next** will allow you to enter another ASN.

   - **Save & Exit** will save your ASN and dollar amount, then take you out of this screen.

   - **Cancel** will delete the ASN and dollar amount you entered and return you to the base screen without any updates made to the **ASN Breakdown Entry**.

Repeat the above steps for all unique ASN(s) and section codes being used on this request. It is important to make sure that all purchase requests are in balance. After all ASN(s) and section codes are entered, check the **ASN Total** box, which should equal the **Item Total** box.

If it does, the purchase request is in balance.

If it does not, check each individual ASN and section code totals to verify that the **ASN Total** is correct. Make necessary changes to the **ASN Total** and **Item Total** boxes until they are equal.

<u>To edit an ASN and section code on an existing purchase request:</u>
Click on the ASN, which will highlight the line containing the number, then click on the **Edit ASN** button or double click the record below the box containing the number. This will allow you to

change the ASN or dollar amount information. After all changes are made, click on **Save & Exit** to save these changes.

To delete an ASN and section code on an existing purchase request:
Click on the ASN, which will highlight the line containing the number, then click on the **Delete ASN** button below the box containing the number.

To add an ASN and section code on an existing purchase request:
Click on the **Add ASN** button, which will open the **ASN Breakdown Entry** screen. Add the new ASN and section code with the appropriate dollar amount. After all changes are made, click on **Save & Exit** to save these changes.

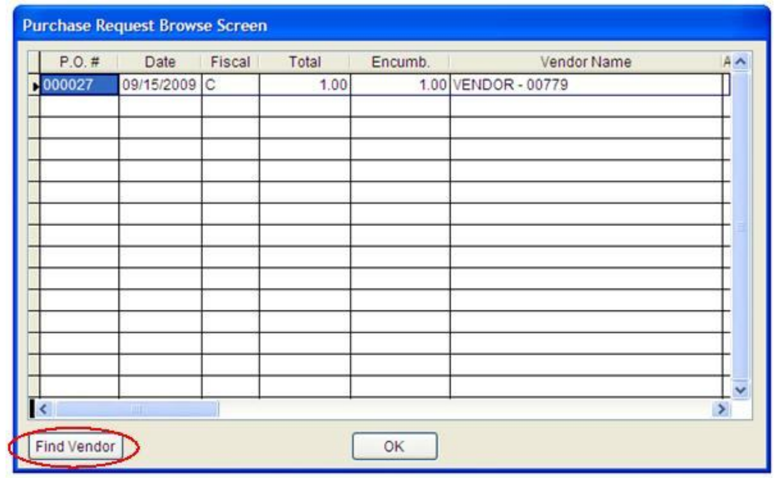
11. Upon returning to the original Purchase Order Request screen, the "Request Complete" field indicates whether you have completed the purchase request. It can be useful if you want to enter a request but do not have all the information to complete it. You can begin the request and come back to it when you have the additional information needed to finish. Until you change the **Request Complete** flag from a "**N**" to a "**Y**", the purchase request will not be able to be approved or transferred into a PO. Therefore, to process/approve a request, this box must be changed to "**Y**".

    Changing the Request Complete Field:
    Once the item total and ASN total are in balance and you are finished entering all of the information for the purchase request and completed any changes, you need to change the **Request Complete** field in the top middle of the screen from a **"N"** for No to a **"Y"** for Yes. After you complete the **ASN Data Entry** area and click on **Save & Exit**, the system will put the cursor in the **Request Complete** field. Change the field from a **"N"** to a **"Y"** and click on the **Save** button in the second tool bar. This will complete the request, making it ready for approval.

Finding A Purchase Request

Enter the purchase request number in the **Request #** box. You can also click on **Browse** to view and locate the correct request number for which you are searching. Once you have located the request number in the **Browse,** place cursor on the record, single click then click **OK** at the bottom of the screen.

Rather than visually searching through all the Purchase Order Requests to find the required request, the **Find Vendor** button can be used. This is an alphabetical search tool that will only search *forward* from the cursor.



Click on the **Find Vendor** button on the bottom left window. The **Search Window** will open.

Type in the name of the vendor you are looking for and click the **Search** button.

If there is no vendor that matches your search, the blue header bar of the **Search Window** will indicate "End of File Reached" and you will need to go back to the beginning of the list and enter a different vendor name.

If the searched vendor is found, a small arrow will appear at the appropriate far left column of the **Purchase Request Browse Screen**.

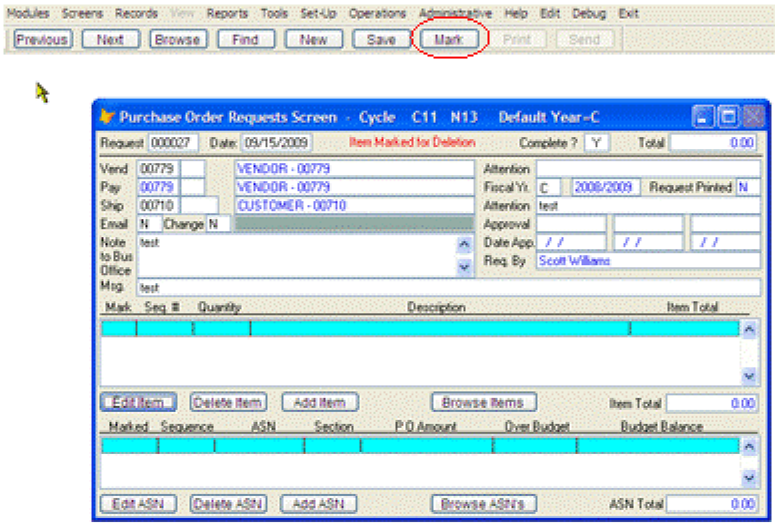
(To view information hidden by the **Search Window,** the window can be moved to a new location by placing the cursor on the blue header bar, click and hold the mouse button, then drag the box to a new location.)

To select this vendor, click on the **Close** button in the **Search Window.** The purchase order number will be highlighted in blue. (The **Purchase Request Browse Screen** is frozen until the **Search Window** is closed.)

Click the **OK** button and the appropriate code will be inserted into the **Purchase Order Request Screen.**

Deleting A Purchase Request

After you have located the requisite purchase request, click on the **Mark** button in the second tool bar to delete the entire purchase request.



A red message will appear at the top, which reads **Item Marked for Deletion. The Mark button should only be used if you want to delete *the entire purchase order request*.** Please note that there will be no electronic notification of the Purchase Request deletion to the originator.

<u>Printing Purchase Requests**</u>

<u>To print all purchase requests you have entered</u>, click on **Reports, Print All Purchase Requests**. This will print all purchase requests that you have entered that have not previously been printed.

> Click on **OK** to begin printing. You will see the purchase request copies flash by on the screen. Then a message will appear that says **"Did your purchase requests print properly?"**
>
> > If they did not print properly, click on the **No** button. Once you click on this button, a message will appear that says, **"You may now reprint your purchase requests." Press ENTER to remove this message.** Repeat the above steps to reprint your requests.
> >
> > If they did print properly, click on the **Yes** button. You will see the **Request Printed** box change from **N** to **Y**. The **Y** or yes indicates that these requests have been printed. This flag will change automatically.

<u>To print a single purchase request</u>, click on **Reports**, **Print Purchase Request.** This will print a copy of the purchase request that you are currently on.

> Click on **OK** to begin printing. You will see the purchase request copy flash by on the screen. Then a message will appear that says **"Did your purchase request print properly?"**

If it did not print properly, click on the **No** button. Once you click on this button, a message will appear that says, **"You may now reprint your purchase request." Press ENTER to remove this message.** Repeat the above steps to reprint your request.

If it did print properly, click on the **Yes** button.

To print another single request, click on the **Next** button in the second tool bar or type the request number in the "Request #" field and then repeat above steps. After each single request has printed, the **Request Printed** flag will change automatically to a **Y** for yes.

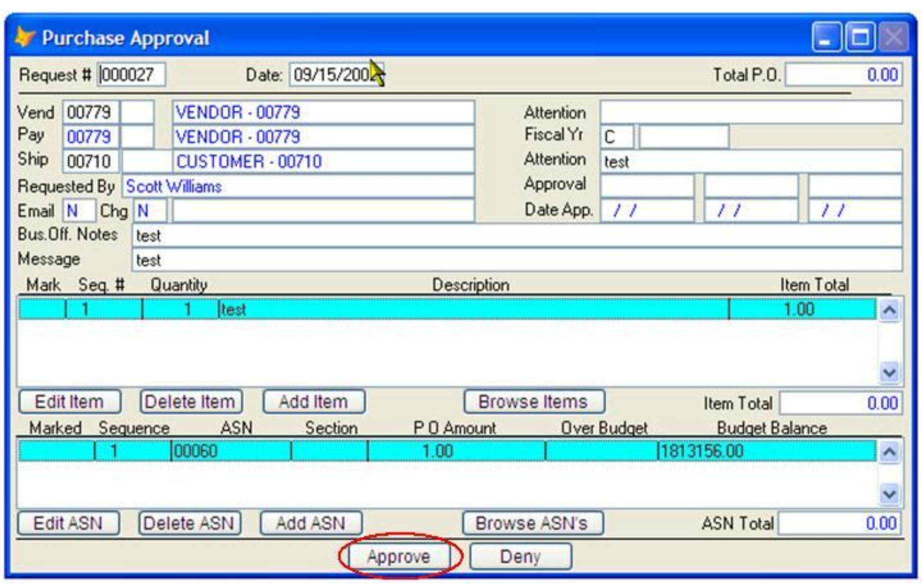
To **reprint** a single purchase request, click on **Reports**, **Print Purchase Request.** This will reprint a copy of the purchase request that you are currently on. After the initial printing of requests, you must print each request by itself to get additional copies of the request.

To print a report that displays all purchase requests for a particular ASN, click on **Reports, Purchase Request by ASN.** This will print a report that shows all purchase requests in sequential order for a chosen ASN. This report displays request number and date, vendor number and name, and the amount of the request. You may also choose to leave the ASN blank to print all ASN's you have rights to.

****If you wish to create a PDF of these documents, and/or e-mail the document, see the Send Report to a PDF File section of Appendix A for further instructions.**

Approving Purchase Requests

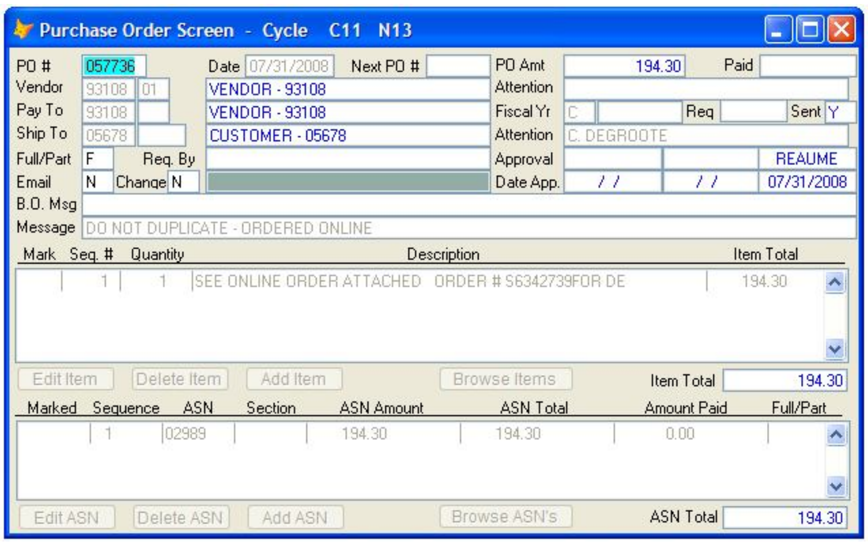
To approve a purchase request, choose **Screens**, **Purchase Request Approval/Denial #1** or **#2,** depending on your level of approval.



The first request ready for approval/denial will appear. Click on the **Approved** button at the bottom of each purchase request that you want to approve. After clicking on the **Approved** button, the system will take you to the next request that is ready for approval.

Purchase Order Screen

The **Purchase Order Screen** is used to view current purchase orders. This is a view only screen in the Building Module. Once the Business Office has created the Purchase Order, no changes can be made at the building level. After all three levels approve a purchase request, the Business Office converts it into a purchase order. The request will then be transferred from the Purchase Request Screen via the system to the **Purchase Order Screen**. The screen opens with the first sequential purchase order numbers being displayed.



To locate a purchase order by the **Browse** button on the second toolbar:
The **Browse** button allows you to locate and view current purchase order information. Click on **Browse** and select one of the following choices:

Browse Purchase Orders- will display a numerical listing of all current purchase orders starting with the smallest number and continuing in ascending order.

Browse P.O.s-Alpha Vendor Order- will display purchase orders by vendor in alpha order, then by purchase order number.

Browse P.O.s-by ASN then P.O. Number - will display purchase orders by ASN order, then purchase orders in numeric order.

Once you have located the purchase order you are searching for in any of the above browses, click on that purchase order. This will move the black arrow to the left of the screen next to the purchase order you want to view. Click **OK** or **Enter** to retrieve purchase order.

To locate a purchase order by the **Find** button on the second toolbar:
The **Find** button allows you to locate and view current purchase order information. Click on **Find** and select one of the following choices:

Find by Purchase Order Number- allows you to locate the corresponding purchase order by entering the purchase order number.

Find by Purchase Request Number- allows you to locate the corresponding purchase order by entering the purchase request number.

Find by Vendor Number- allows you to locate the corresponding purchase order by entering the vendor number.

Find by Vendor Name- allows you to locate the corresponding purchase order by vendor name.

Once you have entered the information for the **Find** you want to use, click on **OK.** The system will find the purchase order you are searching for or the closest match to the information you entered.

To locate a purchase order by the **Find Vendor** button on the second toolbar:

At the bottom left of each of these **Browse** screens, the **Find Vendor** button provides you the option of searching the vendor names for the needed purchase order. This is an alphabetical search tool that will only search *forward* from the cursor.

Click on the **Find Vendor** button on the bottom left window. The **Search Window** will open.

Type in the name of the vendor you are looking for and click the **Search** button.

If there is no vendor that matches your search, the blue header bar of the **Search Window** will indicate "End of File Reached" and you will need to go back to the beginning of the list and enter a different vendor name.

If the searched vendor is found, a small arrow will appear at the appropriate far left column of the **Purchase Order Browse Screen**.

(To view information hidden by the **Search Window,** the window can be moved to a new location by placing the cursor on the blue header bar, click and hold the mouse button, then drag the box to a new location.)

To select this vendor, click on the **Close** button in the **Search Window.** The purchase order number will be highlighted in blue. (The **Purchase Order Browse Screen** is frozen until the **Search Window** is closed.)

Click the **OK** button and the appropriate **Purchase Order** will appear on the screen.

To locate a purchase order by the **Previous** button on the second toolbar:
Click on the **Previous** button to go backward through the purchase orders in numeric order one by one.

To locate a purchase order by the **Next** button on the second toolbar:
Click on the **Next** button to advance forward through the purchase orders in numeric order one by one.

To **print** a Departmental Receiver copy of a purchase order**:
This feature prints only the Departmental Receiver page of the purchase order currently displayed on the screen. Once you have the purchase order you need to print displayed on the screen, click on **Reports, Print/E-mail Original Copy** (the Building Module will only allow you to print the Departmental Receiver copy, not the original)**.** Click on **OK.** You will see the purchase order flash by on the screen. Then a message will appear that says, "**Did your purchase requests print properly?"** If they did not print properly, click the **No** button. Repeat the steps above to reprint your request. If they did print properly, click the **Yes** button.

Business Office Purchase Order Processing - Reports
When you select **Print/E-mail Purchase Order Copy,** the system will automatically e-mail the Department Receiver copy to the e-mail address of the person who created the original Purchase Request. If the system e-mail field is blank, a hard copy of the Department Receiver will print on the selected printer.

****If you wish to create a PDF of this document, and/or e-mail the document, see the section Send Report to a PDF File in Appendix A for further instructions.**

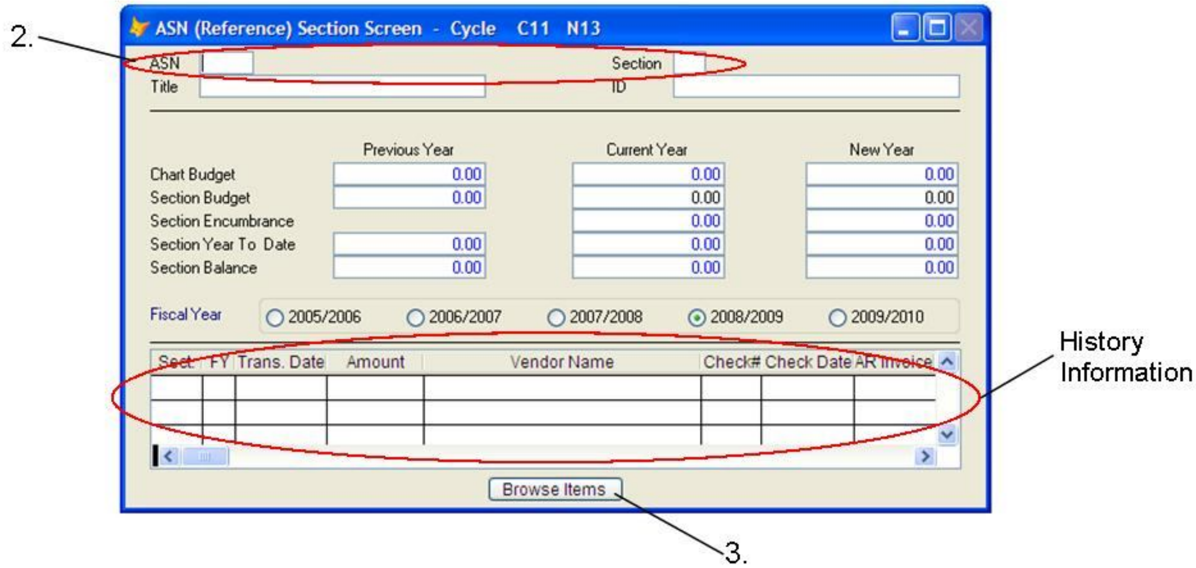
To view payment history on a purchase order:
Once you have the requisite purchase order displayed on the screen, click on **View** in the upper toolbar**, Purchase Order Payment History**. This listing contains payment history for the purchase order with information about ASN and section code, fiscal year, transaction date, amount, and vendor information. Click **OK** to return to the Purchase Order screen.

Accounting and Budget Report Procedures

Viewing an Individual Account History

Viewing an Account History with a Section Code

1. Click on **Screens, Section History Screen. ASN (**Reference) Section Screen will appear and the cursor will be located where the ASN and section code needs to be entered.



2. Type in an **ASN and section code**. If you type an invalid ASN and section code, a browse list will appear, allowing you to make a valid choice. You can scroll through the list by using the right-hand slide bar or by using up/down arrows. Once you have located the correct ASN and section code, press **Enter** or click **OK** to return to the **ASN (Reference) Section Screen.**

   The **Find (using the ASN), Browse, Next**, and **Previous** buttons on the second toolbar may also be used to locate the required ASN and section code.

   All of the history information will appear at the bottom of the screen. Make sure the current fiscal year is selected by a black dot in the circle to the left of that year. If it is not, click in the circle to select the current fiscal year.

3. The history information for the ASN and section can be viewed by using the arrow keys or the slide bars on the right side and bottom of the screen. To increase the size of the

viewing screen, click the **Browse** Items button at the bottom of the screen. Navigate the records using the slide bars or arrow keys. Click the **Close** button to return to the full **ASN (Reference) Section Screen.**

4. To view the encumbrances for this ASN and section, click on **View** on the second toolbar then choose one of the following:

   Purchase Order Information
   Purchase Order Requests
   Inventory Request Information

   The summary information for a particular item is in the top half of the screen, and the detail information for the item highlighted is in the lower half of the screen.

5. Again, use the slide bars on the right or bottom to move around within the **View** area. When you are done, click on the OK button at the bottom of the screen to return to the **ASN (Reference) Section Screen.**

Printing an Account Section History or Budget Summary of Building Accounts with Section Codes**

1. To print an account section history, click on **Reports,** then choose one of these six reports:

Current ASN Section YTD -	Listing of Current Year history information by one or more ASN(s) and section codes within your budget area.
Current ASN Section YTD With a Page Break -	To produce same information as above but with a page break inserted after each different section code.
New Year ASN Section YTD -	Listing of New Year history information by one or more ASN(s) and section codes within your budget area.
New Year ASN Section YTD With a Page Break -	To produce same information as above but with a page break inserted after each different section code.
Current Section Budget Summary -	Breakdown of budgets by each section for Current Year.
New Year Section Budget Summary -	Breakdown of budgets by each section for New Year.

Current ASN Section Only YTD- Listing of Current Year History information for the specific ASN and section code you have displayed.

New Year ASN Section Only YTD- Listing of New Year History information for the specific ASN and section code you have displayed.

2. **Note: <u>If you only have one printer choice, skip this step.</u>**
   Click on **Select Printer** and choose your printer options via the drop down menu. Click on **OK** once you have made your selection.

3. If you skipped Step #2, click on **OK**. If you are printing the **<u>Current Year ASN Section YTD</u>** or **<u>New Year ASN Section YTD</u>** report and you choose **Yes**, a screen will appear that lets you to print either **All ASN's**, **ASN Only**, or **Cancel**.
   - **All ASN's** will print all ASN(s) under your area of responsibility.
   - **ASN Only** will print only the ASN selected from your screen.
   - **Cancel** will exit the report without printing anything.

   Click on the form of report you would like to print. The screen will go blank and there will be numbers adding in the lower left corner. Then a box will open in the upper right area of the screen that indicates **Report being processed, please wait.** The report will print in landscape format.

   To produce this same information but with a page break inserted after each different section code, use the reports entitled **<u>Current Year ASN Section YTD With A Pagebreak</u>** or **<u>New Year ASN Section YTD With A Pagebreak</u>**.

4. If you are printing the **<u>Current Year Section Budget Summary</u>** or **<u>New Year Section Budget Summary</u>** report, click **OK.** The report will run automatically using the ASN's under your responsibility that have section codes set up for them. The report will print in landscape format.

5. If you are printing the **<u>Current ASN Section Only YTD</u>** or **<u>New Year ASN Section Only YTD</u>** report, click **OK.** The report will run automatically using the ASN's under your responsibility that have section codes set up for them. The report will print in landscape format.

****If you wish to create a PDF of this document, and/or e-mail the document, see the section <u>Send Report to a PDF File</u> in Appendix A for further instructions.**

<u>Previewing an Account Section History or Budget Summary of Building Accounts with Section Codes</u>

1. To preview an account history to the screen, click on **Reports**, and then choose from one of the following reports:

   Current Year ASN Section YTD
   New Year ASN Section YTD

Current Year Section Budget Summary
New Year Section Budget Summary

Current Year ASN Section Only YTD
New Year ASN Section Only YTD

2. **<u>Current Year ASN Section YTD</u>** or **<u>New Year ASN Section YTD</u>**

Click on **Preview** in the Report Print Options Screen, then **OK**. A screen will appear which will allow you to either preview **All ASN's**, **ASN Only**, or **Cancel**.

- All ASN's will show all ASN(s) under your area of responsibility.

- ASN Only will show only the ASN selected from your screen.

- Cancel will exit the report without previewing anything.

The screen will go blank and there will be numbers adding in the lower left corner. A box will open in the upper right of the screen that indicates **Report Being Processed, Please Wait**. The report will appear on the screen in a separate box. Use the right/bottom slide bars or the up and down arrows and the left and right arrows to move around in the report text box.

Also, the **Print Preview** tool bar that is just above the report will allow you to change pages, resize, print, and close the report. If you position your mouse pointer over each button on the **Print Preview** tool bar but **<u>DO NOT CLICK</u>**, it will tell you the function of each button. Once you have located the function you would like to use, click on it to utilize.

You can close this report by clicking on the **close preview** symbol in the tool bar. **<u>Do not click</u>** on the X in the right hand corner of the report text box. Another box will appear in the upper right area that states **Closing Report, Please Wait**.

The screen will go blank and there will be numbers adding in the lower left corner. A box will open in the upper right of the screen that indicates **Report Being Processed, Please Wait**. The report will appear on the screen in a separate box. Use the right/bottom slide bars or the up and down arrows and the left and right arrows to move around in the report text box.

Also, the **Print Preview** tool bar that is just above the report will allow you to change pages, resize, print, and close the report. If you position your mouse pointer over each button on the **Print Preview** tool bar but **<u>DO NOT CLICK</u>**, it will tell you the function of each button. Once you have located the function you would like to use, click on it to utilize.

You can close this report by clicking on the **close preview** symbol in the tool bar. **<u>Do not click</u>** on the X in the right hand corner of the report text box. Another box will appear in the upper right area that states **Closing Report, Please Wait**.

To produce this same information but with a page break inserted after each different section code, use the reports entitled **Current Year ASN Section YTD With A Pagebreak** or **New Year ASN Section YTD With A Pagebreak**.

3. **Current Year Section Budget Summary** or **New Year Section Budget Summary**

Click on **Preview** in the Report Print Options Screen, then **OK**. The report will preview on your screen using the ASN and section code that you have assigned within your budget area.

The screen will go blank and there will be numbers adding in the lower left corner. A box will open in the upper right of the screen that indicates **Report Being Processed, Please Wait**. The report will appear on the screen in a separate box. Use the right/bottom slide bars or the up and down arrows and the left and right arrows to move around in the report text box.

Also, the **Print Preview** tool bar that is just above the report will allow you to change pages, resize, print, and close the report. If you position your mouse pointer over each button on the **Print Preview** tool bar but **DO NOT CLICK**, it will tell you the function of each button. Once you have located the function you would like to use, click on it to utilize.

You can close this report by clicking on the **close preview** symbol in the tool bar. **Do not click** on the X in the right hand corner of the report text box. Another box will appear in the upper right area that states **Closing Report, Please Wait**.

4. **Current Year ASN Section Only YTD or New Year ASN Section Only YTD**

If you are previewing these reports, click on **Preview,** then **OK.**

The screen will go blank and there will be numbers adding in the lower left corner. A box will open in the upper right of the screen that indicates **Report Being Processed, Please Wait**. The report will appear on the screen in a separate box. Use the right/bottom slide bars or the up and down arrows and the left and right arrows to move around in the report text box.

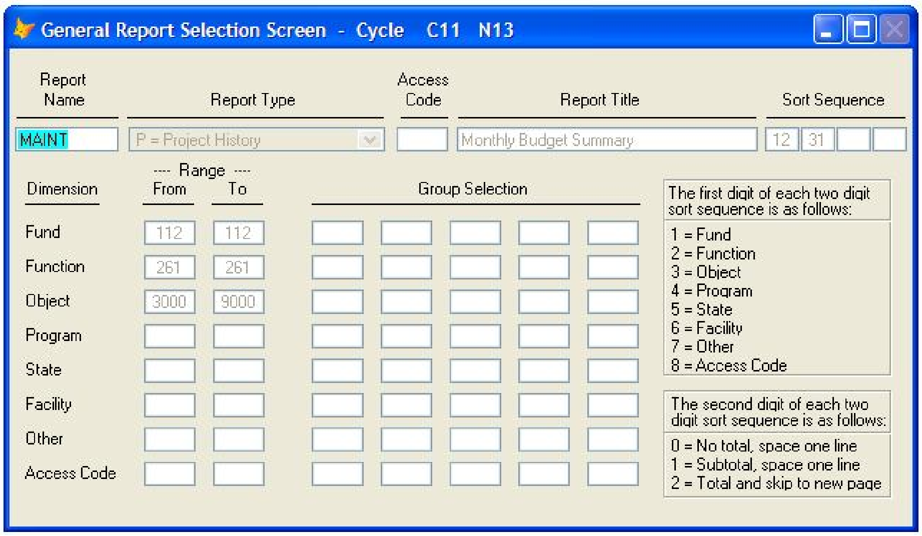
Also, the **Print Preview** tool bar that is just above the report will allow you to change pages, resize, print, and close the report. If you position your mouse pointer over each button on the **Print Preview** tool bar but **DO NOT CLICK**, it will tell you the function of each button. Once you have located the function you would like to use, click on it to utilize.

You can close this report by clicking on the **close preview** symbol in the tool bar. **Do not click** on the X in the right hand corner of the report text box. Another box will appear in the upper right area that states **Closing Report, Please Wait**.

Viewing and Printing Reports from the General Report Selection Screen

The **General Report Selection Screen** contains the Budget Summary Reports and YTD History Reports for your area of responsibility only.

1. To view on the screen or print a report from this screen for your area of responsibility, click on **Screens, General Report Selection Screen.**



2. Click on **Browse** in the second toolbar to view a list of reports available to you for your area of responsibility.

   Click on the name of the report that you wish to view or print and press **Enter**. The name of that report will be displayed in the **Report Name** area.

3. Click on **Reports**, **Process The Selected Report** on the second toolbar**.** Click on **OK,** leaving the fiscal year set to the default.

<u>To print the selected report:</u>

1. **Note: <u>If you only have one printer choice, skip this step.</u>**
   Click on **Select Printer** and choose your printer options via the drop down menu. Click on **OK** once you have made you selection.

2. If you skipped Step 1, click on **OK**. The screen will go blank and there will be numbers adding in the lower left corner. Then a box will open in the upper right area of the screen that indicates **Report Being Processed, Please Wait**. The report will scroll by the screen and then be sent to the printer. Another box will appear in the upper right area that states **Closing Report, Please Wait**. Once this box disappears, the system will return control of the computer and the report will begin printing**. If you wish to create a PDF of this document, see the section <u>Send Report to a PDF File</u> in Appendix A for further instructions.**

To view the selected report on the screen:

1. Click on **Preview**, then **OK**.

2. The screen will go blank and there will be numbers adding in the lower left corner. Then a box will open in the upper right area of the screen that indicates **Report Being Processed, Please Wait.** The report will appear on the screen in a separate box. Use the up and down arrows and the left and right arrows to move around in the report text box. Also, the **Print Preview** tool bar that is just above the report will allow you to change pages, resize, print, and close the report. If you position your mouse pointer over each button on the **Print Preview** tool bar but **DO NOT CLICK**, it will tell you the function of each button. Once you have located the function you would like to use, click on it to utilize. You can close this report by either clicking on the **Close Preview** symbol or clicking on the X in the right hand corner of the report text box. Another box will appear in the upper right area that states **Closing Report, Please Wait**. Once this box disappears, the system will return control of the computer in the General Report Selection Screen.

Inventory Procedures

Workflow Description - Inventory Requisition Procedures

1. Requisitioning person writes up **Requisition Request**, including ASN number, inventory product information, and any special instructions.

2. Requisitioning person or designated building person enters requisition request online. This is done in the **Screens**, then **Inventory Requisition**.

3. Requisitioner prints a copy of their requisition request by choosing **Reports,** then **Print All Packing Requisition Copies**.

4. Next the authorized building principal approves or denies requisition requests online.

5. The Business Office then views the approved requisition requests for accurate information and approves them for the warehouse to fill.

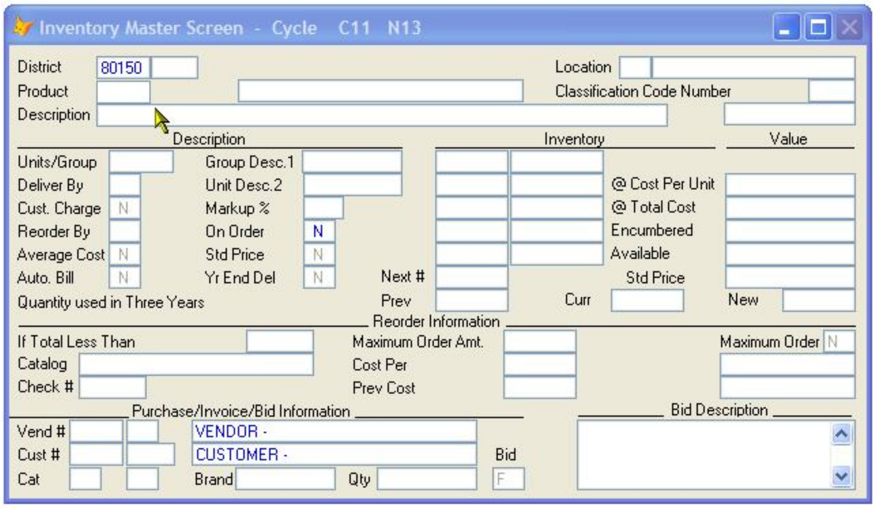
6. After the Business Office approves requests, the warehouse personnel view and fill requested items.

7. Warehouse then sends a priced packing list to the requisitioning building.

Inventory Request Procedures

Inventory Master Screen

To locate inventory items and view the inventory master screen, choose **Screens, Inventory Master**.



There are three ways to locate an inventory item and view the **Inventory Master Screen** information. You can perform these operations whether you know the catalog number or not.

<u>To locate an inventory item by a **Find** Item without the product number:</u>

Click on **Browse** in the second tool bar to bring up the browse window of the **Inventory Browse Screen.**

Either scroll down the list or

Click on the **Find Item** button on the bottom left window. The **Search Window** will open.

Type in the name of the product you are looking for (i.e. paper)

Click the Search button.

If there is no product with the information that you entered, the blue header bar of the **Search Window** will indicate “End of File Reached” and you will need to enter a different search item.

If the searched product is found, a small arrow will appear at the appropriate far left column of the **Inventory Browse Screen**.

(To view information hidden by the **Search Window,** the window can be moved to a new location by placing the cursor on the blue header bar,

Click and hold the mouse button, then drag the box to a new location.)

To select this product, click on the **Close** button in the **Search Window.** The product code will be highlighted in blue. (The Inventory Browse Screen is frozen until the Search Window is closed.)

Click the **OK** button and the appropriate codes will be inserted into the Inventory Master Screen.

Click the **Save** button on the second tool bar.

To locate an inventory item by a **Find** with the product number:
When you know the product number of the item you are looking for, click on the **Find** button in the second tool bar, press **Enter** to accept the CR that the system automatically fills in for you, and then type in the product number. The system will take you to that item or to the closest match to the number you entered.

To locate an inventory item by **Browse** with/without the product number:

Click on the **Browse** button to view all available inventory items. After the **Inventory Browse** box opens, use the up and down arrows or the slide bar at the right to browse the list of inventory items. Once you have found the item you are looking for, press **Enter** to select the item and bring it to the **Inventory Master Screen**. Be aware that the last catalog number the black arrow was on will be brought over to the **Inventory Master Screen** upon pressing **Enter**.

Once you return to the **Inventory Master Screen** you can also click on the **Next** button to move ahead one inventory item at a time or click on the **Previous** button to move backward one item at a time.

To print a complete listing of all inventory items that Central Receiving has in stock, click on **Reports, Complete Listing**. Click on **OK** and the report will print to your selected printer in landscape format. If you wish to create a PDF of this document, and/or e-mail the document, see the Send Report to a PDF File section of Appendix A for further instructions.

To view inventory status and disbursement history listings, click on the first toolbar's **View**, then choose one of the following:

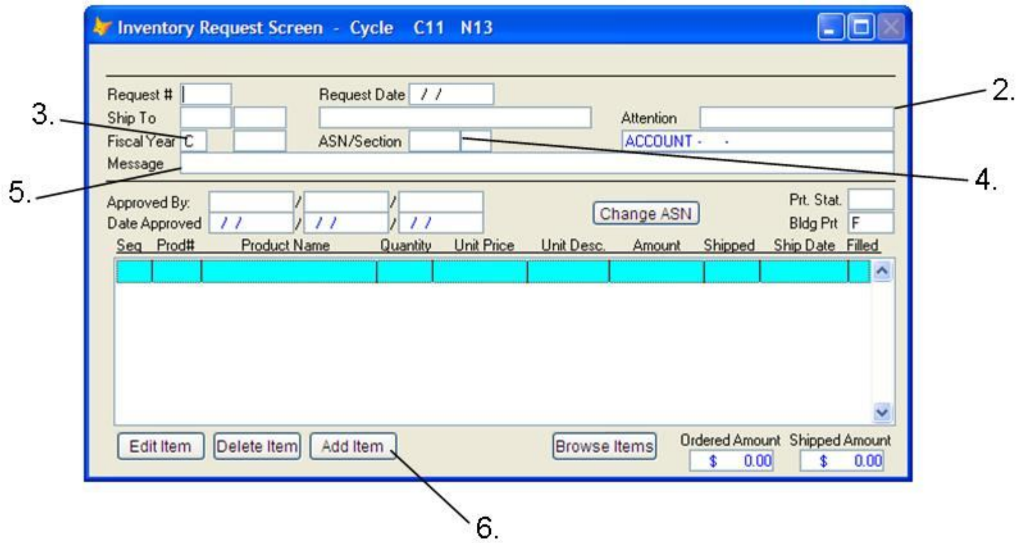
Quantity Status- this list shows product number, product name, quantity in stock, quantity requested, quantity presently available and unit size of item. Click on **OK** to exit screen.

Inventory Disbursement History- this list shows items that have been disbursed by the warehouse; including product number and name, request number and date it was ordered, quantity shipped, price per item, total price, ASN number, cycle and contact name. Click on **OK** to exit screen.

Entering Inventory Request Information

1. Choose **Screens, Inventory Requisition.**

2. Click on **New** in the second tool bar.



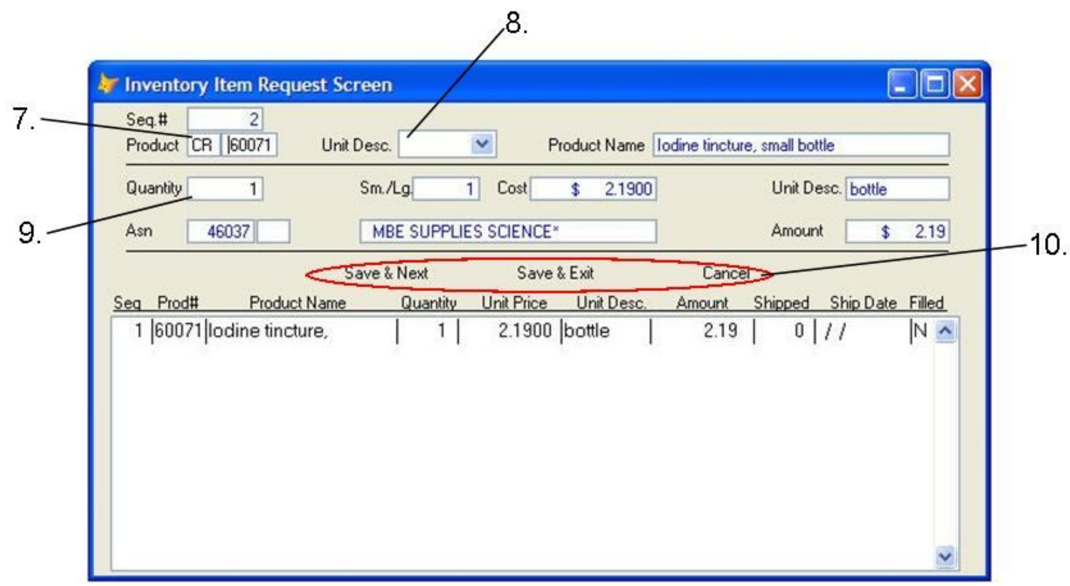
This will take you to the "Attention" field. In this "Attention" field, enter the name of the person requesting the inventory items, and then press **Enter**.

3. In the "Year" field, the system defaults to "C" for current year. You will want to use the default "C" unless instructed by the Business Office to change it to "N" for the new year. Press **Enter**.

4. Type in your 5-digit ASN. Next, you have the option of entering a 2-digit section code (if used by your area.) If you are not using the section code, press **Enter.**

5. In the "Message" field, type in a message to the Central Receiving staff such as: "Please Rush" or "Need Delivery by (Specific Date)", then press **Enter** to save your header information.

6. Click on the **Add Item** button. This will bring up the **Inventory Item Request Screen**.



7. Next, the system will default to filling “CR” in the Product field.

   If you do not know the catalog number, you can find the product by name by performing a **Find**.

   Press **Enter** to bring up the browse window of the **Product Selection Screen**. Click on **Edit** in the top tool bar.

   Next click on **Find** or press the **Ctrl+F** keys. Then, type in the name of the product you are looking for (i.e. paper). **DO NOT PRESS ENTER**. Pressing enter will close the Find field and return you to the inventory browse screen with no product found.

   Clicking on the **Find Next** button will prompt the system to bring up the first closest match to your inventory item name. You do not need to mark any of the “Options” in the box for the **Find** to work. You may, however, choose to use one of the options. To select an option, click on the square to the left of that option.

   > Continue clicking on the **Find Next** or pressing the **Ctrl+G** keys to scroll through all inventory items with your typed phrase in the title.
   >
   > Using the **Backward Search** will take you from the end to the beginning in reverse order, in case you missed the item you wanted. A black arrow to the left will show you the item that the system has located.
   >
   > You can move the “**Find”** box to a new location to view the information below this box by placing the cursor on the blue header bar, click and hold the mouse button, then drag the box to a new location.

   After you locate the inventory item you want to use, press **Enter** to select that item and close the Find window. Then, press **Enter** again to return to the **Inventory Item Request Screen.**

   You can also Browse to find an item by pressing **Enter** with no product number. This will bring up a browse list of all warehouse items. Use the up and down arrows to locate the correct inventory item. Once you have located the catalog number you want, press **Enter** to accept that item.

   If you know the catalog number, type this number in the box. The system will display the product description and automatically take you to the next entry field.

8. In the “Unit Desc” field of the Inventory Item Request Screen, click on the drop down arrow beside the unit size box to see all available options or use the up and down arrows on your keyboard to select a unit description for the product. If there is only one choice for unit size, you will not see a change in the box using the keyboard up and down arrows. Likewise, clicking on the drop down arrow beside the unit size box will show you the same description twice. Once you have located the size you want, press **Enter**.

9. In the “Quantity” field of the Inventory Item Request Screen, type in the number of items you wish to order, then press **Enter**.

****NOTE : If you enter a quantity for an item that is out of stock, you will receive a message stating "Inventory out of stock (-X) Items can not be delivered. These items will be delivered to you upon the stock being replenished. Otherwise you may wish to select another item from stock in place of this item.**

10. The system will take you to **Save & Next** as a default, which will allow you to enter another item by repeating the above steps. Click on **Save & Exit** once you have completed entering your items. This will save your last item and return you to the base screen. Click on **Cancel** to delete the inventory product information that you have just entered and return to the base screen without any updates made to the Inventory Item Request area.

To copy information previously entered, highlight that information with the mouse. After the mouse button is released, hit the Control and "C" buttons simultaneously. This will place the highlighted information into the memory clipboard. To retrieve the highlighted information, place the mouse in the desired area for that information and then hit the Control and "V" buttons simultaneously. Note that the information will stay in the clipboard until replaced by other information in the same manner, or until the program is exited.

***Note: The next three items should only be used on an existing inventory request that you are currently working on, not a request from a previous day or one that was completed earlier in the same day. You cannot add, delete or edit items on a request that has already been approved by your administrator.**

<u>*To add a new item to an existing, unapproved Inventory Request you are currently working on:</u>
Click on the **Add** button at the bottom of the screen to input a new inventory item request. After you are done, click on **Save & Exit** to add new item.

<u>*To edit an item in an existing, unapproved Inventory Request you are currently working on:</u>
To make corrections, highlight the appropriate item, then click on the **Edit** button at the bottom of the screen to open the **Inventory Item Request Screen**. Use your mouse to place cursor in area you want to change, type in change(s), and press **Enter** to save the change(s). Next click on **Save & Exit**.

<u>*To delete an item in an existing, unapproved Inventory Request you are currently working on:</u>
To delete an item from your order, highlight the appropriate item by clicking on the line. Then, click on the **Delete** button at the **<u>bottom of the screen</u>** to delete that item only.

<u>Change ASN</u>
This button allows you to change the ASN and section code that was originally charged to a different ASN and section code.

<u>Browse Items</u>
This button allows you to view all line items that have been entered for the request. This is useful if there are numerous line items and they do not all fit on the screen.

Changing Header Information

To change any information in the header area, point and click your mouse in the field you need to change. The cursor should now be in the text area of that field. Make any necessary changes, then press **Enter** to tab through and change other fields or click on the **Save** button in the second tool bar to save all changes.

To copy information previously entered, highlight that information with the mouse. After the mouse button is released, hit the Control and "C" buttons simultaneously. This will place the highlighted information into the memory clipboard. To retrieve the highlighted information, place the mouse in the desired area for that information and then hit the Control and "V" buttons simultaneously. Note that the information will stay in the clipboard until replaced by other information in the same manner, or until the program is exited.

Deleting Entire Inventory Requests

Use this function to delete an entire request. No order will be created once request is deleted.

To delete an inventory request, click on **Mark** at the in the second tool bar. A message will appear that says, **"Do you wish to delete this inventory request?"** If you are sure you want to delete this request, click on the **Yes** button. If you clicked on **Mark** by accident and do not want to delete this request, click on the **No** button. If you choose **Yes** and continue deleting the request, a red message will appear in the upper right corner of the request that reads **"Request Marked for Deletion."**

Printing Inventory Requests**

To print all inventory requests you have entered, click on **Reports, Print All Packing Requisition Copies**. This will print all inventory requests that you have entered that have not previously been printed.
Click on **OK** to begin printing. You will see the packing requisition copies flash by on the screen. Then a message will appear that says **"Did your packing slips print properly?"** If they did not print properly, click on the **No** button. Once you click on this button, a message will appear that says, **"You may now reprint your packing requisition slips."** Repeat the above steps to reprint your packing slips. If they did print properly, click on the **Yes** button. You will see the **Bldg Prt** box in the Inventory Request Screen change from **F** to **T**. The **T** or true indicates that these requisitions have been printed.

To print a single inventory request, click on **Reports**, **Print Packing Requisition Copy.** This will print a copy of the inventory request that you are currently on. The Inventory Request Screen will return.

To print another single inventory request, click on the **Next** button in the header row or type the request number in the "Request #" field and then repeat step above.

To **reprint** a single inventory request, click on **Reports**, **Print Packing Requisition Copy.** This will reprint a copy of the inventory request that you are currently on. After the initial printing of requests, you must print each request by itself to get additional copies of the request.

The **Bldg Prt or Building Print** box is for building usage. This box shows you whether the inventory request has been printed. If the request has been printed, the box will show **T** for true. If it has not been printed, the box will show **F** for false. If there is an **F** in the box, you can use the **Print All Packing Requisition Report** to print all previously, unprinted requests. If there is a **T** in the box, you can use the **Print Packing Requisition Report** to reprint another copy of the requisition.

The **Prt Stat** or **Print Status** box is for Warehouse Personnel use only. It does not show you the printing status of your inventory requests. Refer to the **Bldg Prt** field for this information.

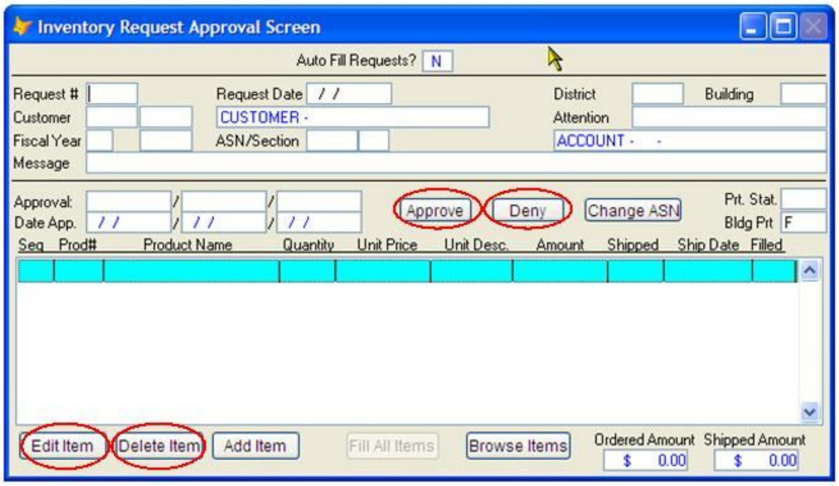
***Note – To return items to Central Receiving, enter the information exactly as if you were ordering it – except enter the quantity as a negative (-5) instead of (5). Enter your reason for return in the message line. Print a copy of the request and attach it to the material being returned and then send the items through interschool mail to Central Services.**

****If you wish to create a PDF of this document, and/or e-mail the document, see the <u>Send Report to a PDF File</u> section of Appendix A for further instructions.**

Administration Approval Section for Inventory Requests

<u>Approving Inventory Requests</u>

To approve an inventory request, choose **Screens**, **Inventory Request Approval/Denial #1 or #2**, depending on your level of approval.



The first request ready for approval/denial will appear. Click on the **Approve** button. The system will automatically advance to the next inventory request. Continue clicking on **Approve** for all requisition requests that you want to approve. If you do not want to approve a particular request, click on **Next** on the second toolbar to skip this request and go on to the next one.

Denying Inventory Requests

To deny by deleting an entire inventory request:
This will delete the entire request and no order will be created.

Choose **Screens, Inventory Request Approval/Denial #1 or #2,** depending on your level of approval. The first request ready for approval/denial will appear. If the first request does not need to be altered, click on **Next** to advance to the next available inventory request. Click on **Deny** to deny the appropriate purchase request. Once you have clicked on **Deny,** a screen will appear that states, **"Please type the reason for this request being denied."** Type in the reason for denial and then tab through the remainder of the box until the cursor is on the "**Y**" at the bottom of the box. The message there reads **"Press Y when completed."** Press **Enter** to accept the "**Y**" for **Yes** if you are done entering the reason for denial. Another box will appear that asks, **"Are you sure you want to delete this request?"** If you have deleted this request by accident, answer this question with a "**N**" for no and it will cancel the delete routine. If you do want to continue with deleting the request, answer this with a "**Y**" for yes. A print box will appear. Click on "**OK**" to print a copy of the request denial. If you wish to create a PDF of this document, and/or e-mail the document, see the Send Report to a PDF File section of Appendix A for further instructions, as no electronic denial information will be sent to originator.

To deny by deleting specific inventory items:
Choose **Screens**, **Inventory Request Approval/Denial #1 or #2**. The first request ready for approval/denial will appear. If the first request that appears does not need to be altered, click on **Next** to advance to the next available inventory request. If this request has specific line items that need to be denied, click on the first line item that you want to delete. This line should now be highlighted in blue. Click on the **Delete Item** button near the bottom left corner. The highlighted inventory item should disappear. Repeat the above steps for all inventory items you wish to deny/delete. After you have deleted all items you are choosing to deny, click on the **Approve** button to approve the remaining items.

To deny by changing the quantity on order:
Choose **Screens**, **Inventory Request Approval/Denial #1 or #2**. The first request ready for approval/denial will appear. If the first request that appears does not need to be altered, click on **Next** to advance to the next available inventory request. If this request has specific line items that need to be modified, click on the first line item in the request that you want to change. This line should now be highlighted in blue. Click on the **Edit Item** button near the bottom left corner. The **Inventory Item Request Screen** will appear with the cursor in the header. Click on the "Quantity" field and type in your change to the quantity to be ordered. Press **Enter** to save this change. After you have changed the quantity, click on **Save & Exit** to close this edit box. Repeat the above steps for all line items you wish to change. After you have deleted all items you are choosing to deny, click on the **Approve** button to approve the remaining items.