Appendix

D

Submitting Purchase Requests: Instructions for Teachers

This Appendix to the Financial Accounting System user's Guide contains an excerpt from the instructions for using the Building Module detailed in Appendix C. Use Appendix D for teachers and others who do not need the entire building module, but only need to know how to submit and manage purchase requests.

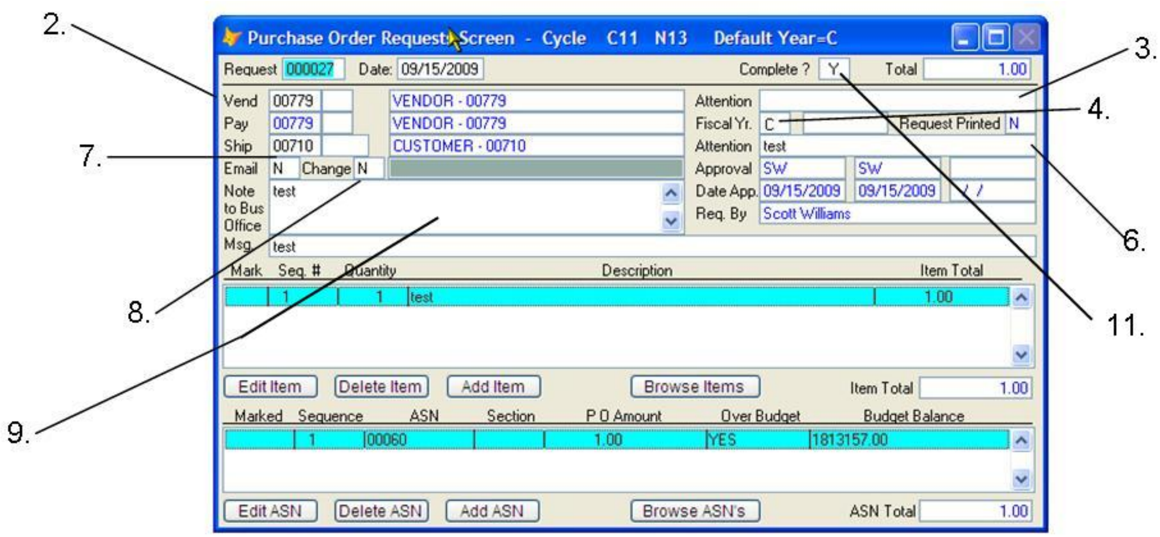
Purchase Order Procedures

The normal Mi-Case Financial Accounting System purchase order procedure involves three general steps. First, someone wishing to make a purchase fills out and submits a purchase order request using the system's *Purchase Order Request Screen.* Next, authorized personnel at the building level and in the business office use the *Purchase Approval Screens* to either approve or deny the request. Third, the program converts approved purchase requests to purchase orders.

Entering Purchase Request Information

1. Choose **Modules, Building Module, Purchase Order Requests**. If you are already working in the Building Module, just click **Screens,** then **Purchase Order Requests.**

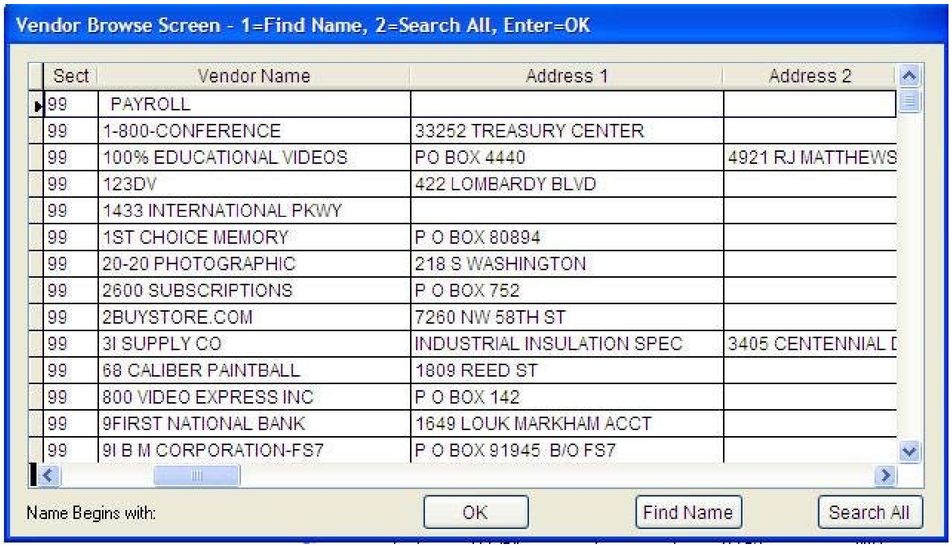
2. Click on **New** in the second tool bar or press the **F9** function key. The *Purchase Order Request Screen* clears.



The cursor will be in the "Vend" field.

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.

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 either "N" for new year or "C" for current year. (The box to the right of "Fiscal Year" field will automatically fill with the budget fiscal year.) Press **Enter**. Unless instructed otherwise by the Business Office, do not change this code.

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).

11. 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**”.

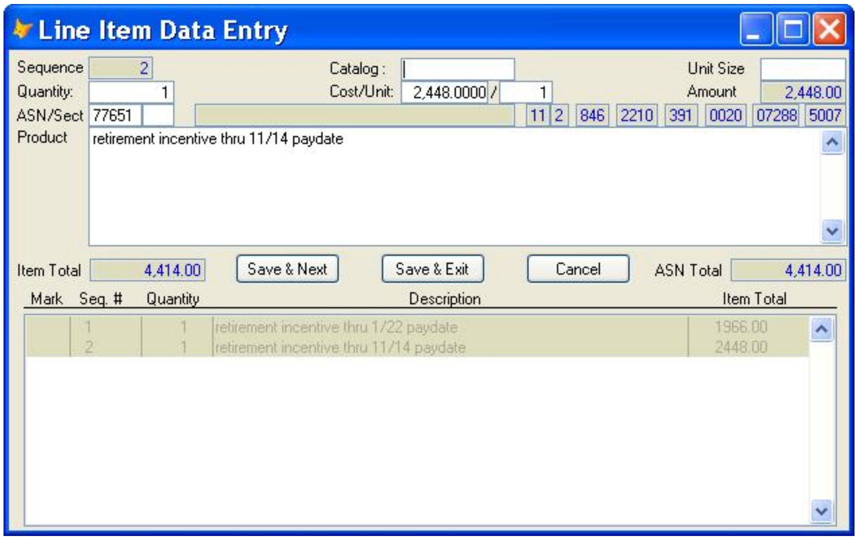
Changing Header Information

1. 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 move and change other fields.

2. Click on the **Save** button in the second tool bar when you finish making changes. Your changes will not alter the database unless you save your work.

Purchase Request 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.

ASN Entry: If your district chooses to allow entry of the ASN during item entry, key in your ASN for this item and the system will automatically export that to the Purchase Request ASN Screen and encumber your account for this purchase. This will allow you to bypass entry of ASNs on that Purchase Request ASN Entry Screen.

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 this line item.

Edit Purchase Request Line Items

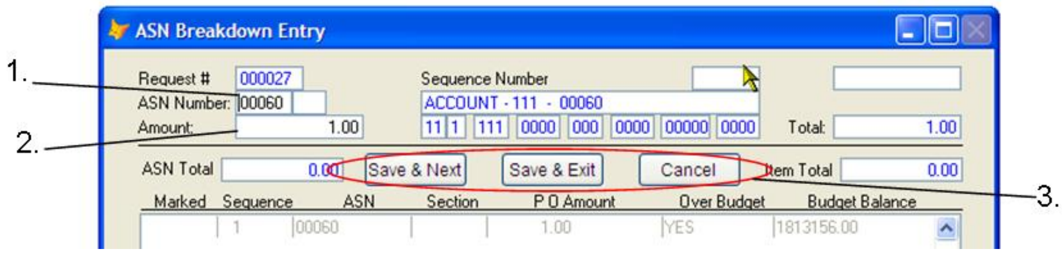
1. To find the specific line item, either scroll down the list by using the up/down arrows, **or** use the scroll bar on the right, **or** click the **Browse Items** button.
2. To select that specific line item, either double click the highlighted item **or** click on the item. Then click the **Edit Item** button to open the text box for editing.
3. After all the changes are made, click on **Save & Exit** to save the changes.

Delete Purchase Request Line Items

1. 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.
2. Click on the line item you need to delete and click on the **Delete Item** button.

ASN Data Entry

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 on 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. **Use each ASN and section code only once, no matter how many products you are charging to that ASN and section code.** 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 and section.

   - **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 this ASN on 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 total to verify that the **ASN Total** is correct. Make necessary changes to the **ASN Total** and **Item Total** boxes until they are equal.

Edit an ASN and Section Code on an Existing Purchase Request:

1. Click on the ASN, which will highlight the line containing the number.

2. To select that specific ASN, either double click the highlighted ASN **or** click on the ASN. Then click the **Edit Item** button to open the text box for editing.

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

Delete an ASN and Section Code on an Existing Purchase Request:

1. Click on the ASN, which will highlight the line containing the number.

2. Click on the **Delete ASN** button below the box containing the number.

Add an ASN and Section Code on an Existing Purchase Request:

1. Click on the **Add ASN** button, which will open the *ASN Breakdown Entry* screen.

2. Add the new ASN and section code with the appropriate dollar amount.

3. After all changes are made, click on **Save & Exit** to save these changes and return to the *Purchase Order Request* screen.

Changing the Request Complete Field:

1. 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.

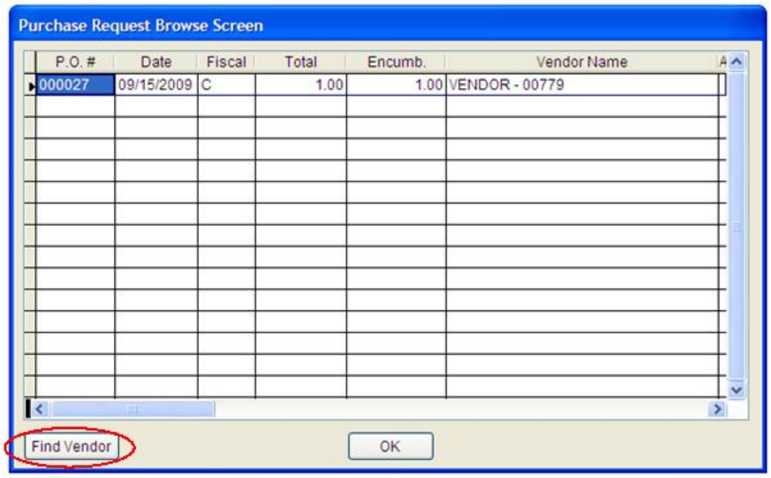
2. After you complete the **ASN Data Entry** area and click on **Save & Exit**, the system will put the cursor in the **Request Complete** field. Change the field from a **"N"** to a **"Y"** and click on the **Save** button in the second tool bar.

3. This will complete the request, making it ready for approval.

Finding A Purchase Request

1. 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 with a single click, then click **OK** at the bottom of the screen.

2. 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.

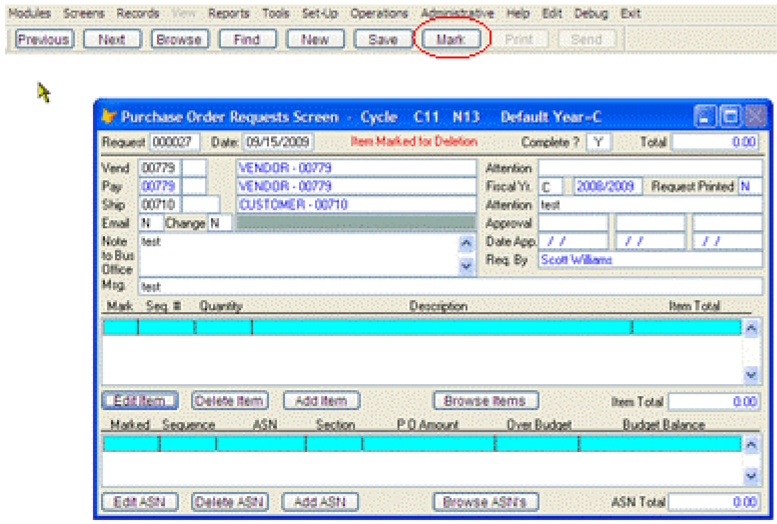


- Click on the **Find Vendor** button on the bottom left window. The **Search Window** will open.
- Type in the name of the vendor you are looking for and click the **Search** button.
- If there is no vendor that matches your search, the blue header bar of the **Search Window** will indicate "End of 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.)

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

Deleting A Purchase Request

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



2. A red message will appear at the top, which reads Item **Marked for Deletion**.
3. **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.

View Purchase Request Line Items

1. Open the *Purchase Order Request Screen* by choosing **Modules, Building Module, Purchase Order Requests.**

2. Use either the **Browse** or **Find** function to open the Purchase Order Request you want to work with.

3. Highlight the line item on the request that you want to view by clicking on it once with your mouse.

4. Click **Edit Item.** This opens the *Line Item Data Entry* screen displaying details of the highlighted request item.

5. When you finish viewing line items, click **Save & Next** to go to the next item or **Cancel** to return to the the *Purchase Order Request* screen without viewing any other items.

View ASN/Section Codes on a Request

1. Open the *Purchase Order Request Screen* by choosing **Modules, Building Module, Purchase Order Requests.**

2. Use either the **Browse** or **Find** function to open the Purchase Order Request you want to work with.
3. Highlight the line item on the request that you want to view by clicking on it once with your mouse.
4. Click **Edit Item.** This opens the *ASN Breakdown Data Entry* screen displaying the ASN/Section Code you highlighted.
5. When you finish viewing an item, click **Save & Next** to go to the next item or **Cancel** to return to the *Purchase Order Request* screen without viewing any other items.

Printing Purchase Requests

Print All Purchase Requests You Have Entered

1. Click on **Reports, Print All Purchase Requests**. This will print all purchase requests that you have entered that have not previously been printed.

2. 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.

Print a Range of Purchase Request Numbers

1. Click on **Reports, Print a Range of Purchase Requests.**

2. Choose your report preferences from the "Report Print Options" window that pops up. Click **OK** after making your choices. The *Purchase Order Report Selection* window opens.

3. Enter the beginning request number you want to print. Press **Enter.**

4. Enter the ending request number in the range you want to print. Press **Enter.**

5. Click **OK.** The range of Purchase Order request numbers you specified will be sent to the printer for processing.

Print A Single Purchase Request

1. Click on **Reports**, **Print Purchase Request.** This will print a copy of the purchase request that you are currently on.

2. 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.

3. 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.

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.

Edit a Purchase Request After Approval

Most districts require that Purchase Requests be approved by at least two administrators. The approval process is structured in a hierarchical way, so that the third approval is higher than the second, and the second is higher than the first. After an administrator approves a purchase request, only an administrator with higher-level approval rights can change it. End users may not change a request after it has been approved at any level.