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OVERVIEW

The new Financial 2000 Purchasing system has been developed and designed by our purchasing sub-committee for our purchasing users. The sub-committee met on a regular basis and helped put together needs and wants that they felt our existing system could not or did not presently provide them. With all this information in hand, the new Purchasing 2000 was designed. The Purchasing 2000 system provides all the flexibility and/or customization each district may need. The system is easy to use and has been designed to accommodate basic Windows functionality within the programs making the system very user friendly.

Each district can set-up configurations, rules, criteria, codes and descriptions that are district specific demonstrating the flexibility of the system. The new Purchasing 2000 is the first to integrate into our existing HP3000 system providing the missing link that was crucial in providing the ability to pre-encumber at the requisition level. The Purchasing 2000 system provides the ability to enter requisitions that are evaluated based on rules and criteria's established by the district which will then pre-determine the approval path that is needed.

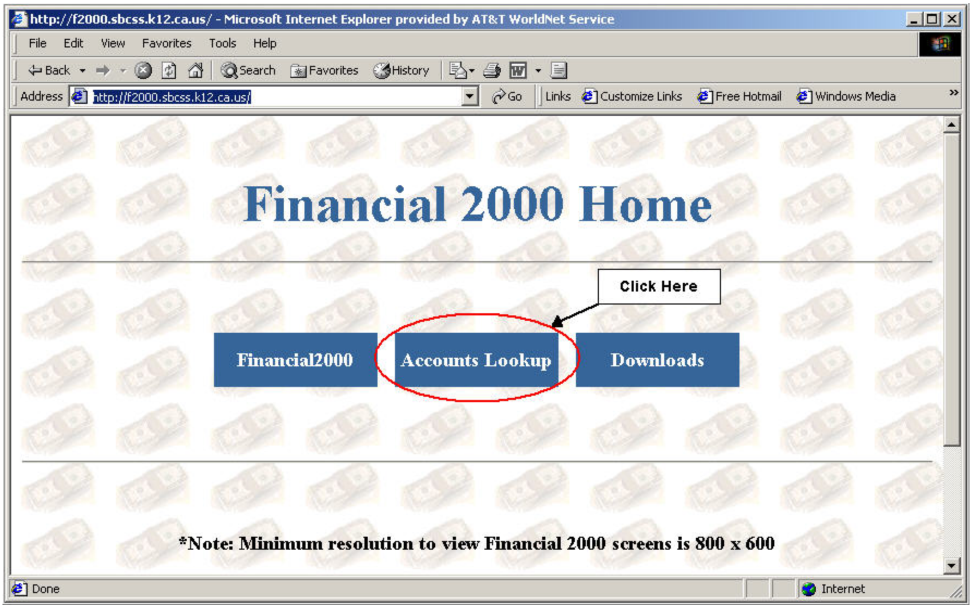
The system provides the necessary tracking and audit trails. The system also provides a true Purchase Order Change Order tracking which integrates with our existing Accounts Payable System on the HP3000.

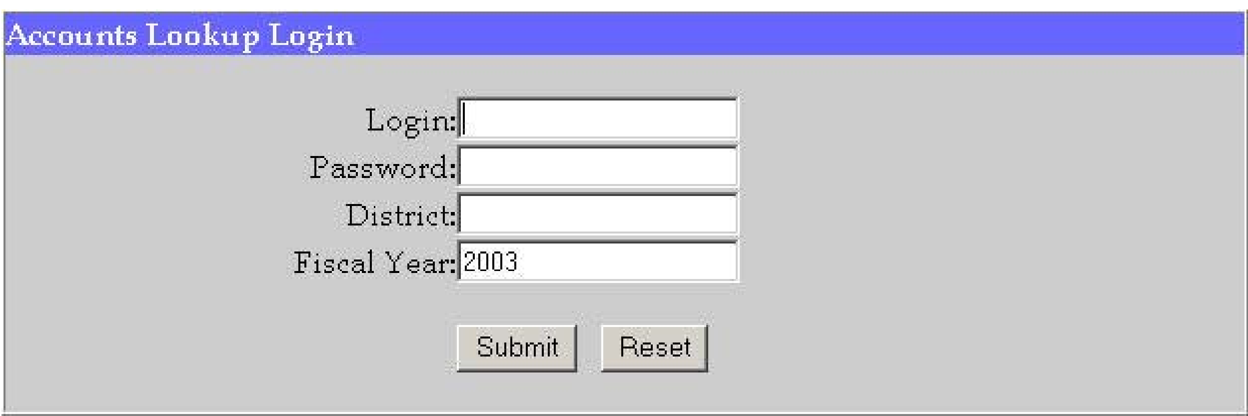
The following pages will provide a quick overview and helpful hints in accessing the new Purchasing 2000 system.

ON-LINE ACCOUNTS LOOKUP

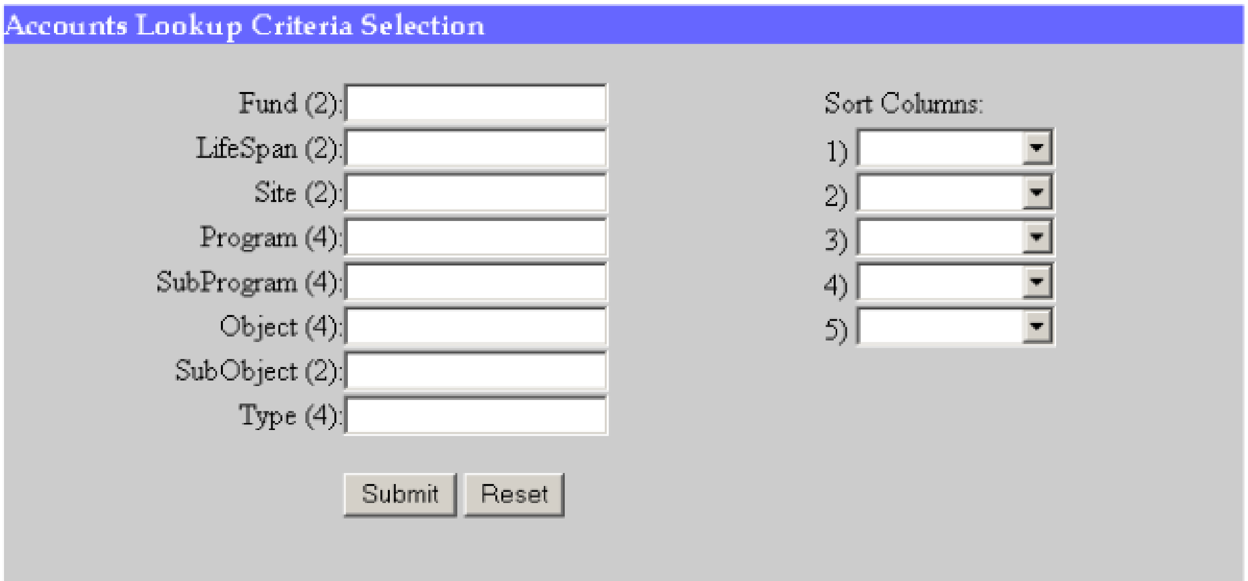
Before you create a purchase requisition you may want to view your budget before hand. The San Bernardino Superintendent of Schools has a website where you can view your budget to check the balance of your account(s). The following is the URL for Accounts Lookup that you can add to your Favorites in your browser:

http://f2000.sbcss.k12.ca.us/





At the login screen enter the same login ID and password that you use to access Financial 2000. For SBCCD, District is 72 and the Fiscal Year will always default to the current Fiscal Year.



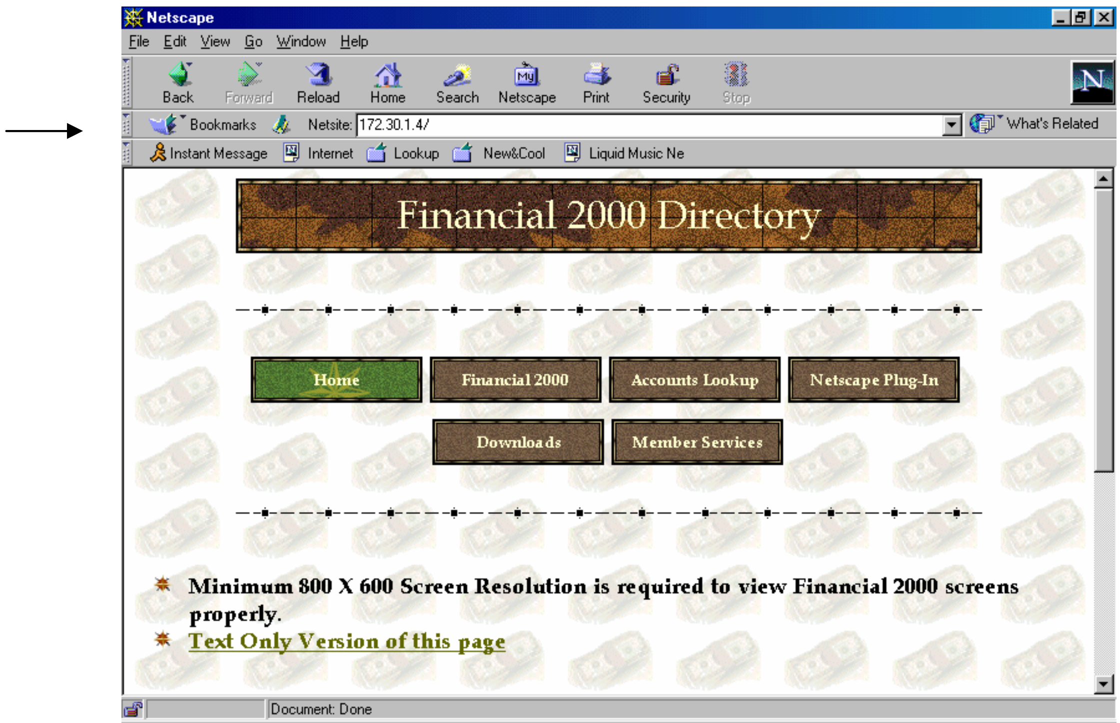
Fund	LfSp	Site	Prog	SubProg	Obj	SubObj	Type

00-00-00-0000-0000-0000-00-0000

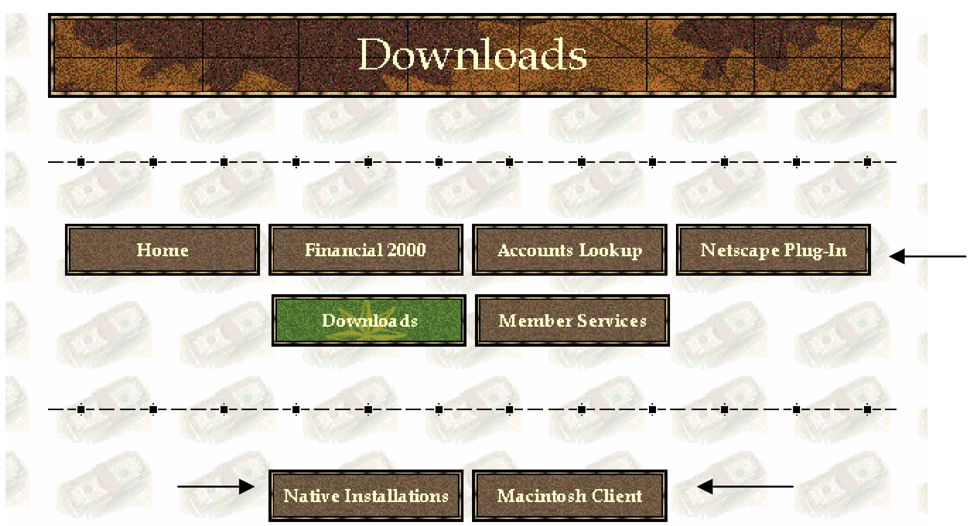
At the criteria selection screen you can enter all or part of the account code structure of your budget. You must enter information in at least of the fields of the account code structure of your budget. If you want to enter a new set of criteria just click on the Back button of your browser to bring you back to the Accounts Lookup Criteria Selection screen and click on Reset to clear the fields.

ACCESSING THE FINANCIAL 2000 SYSTEM

The Financial 2000 Purchasing system can be accessed through an Internet browser. Internet Explorer is widely used. An appropriate IP address will have to be entered which will then allow access to the Financial 2000 Directory.



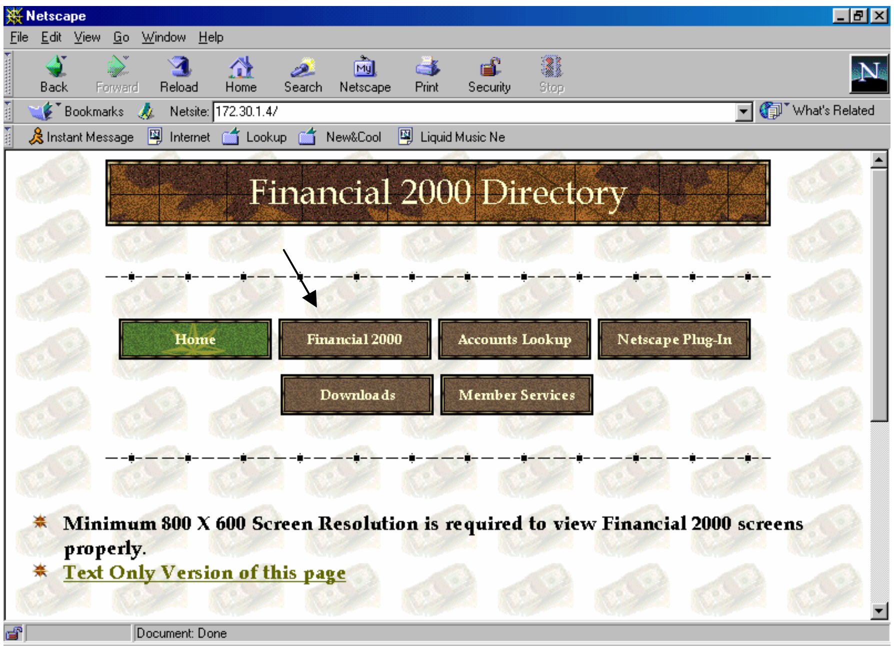
If using Netscape to access the Financial 2000 for the first time, a plug-in or download is required. The system will prompt the user with instructions. This installation is only done once.



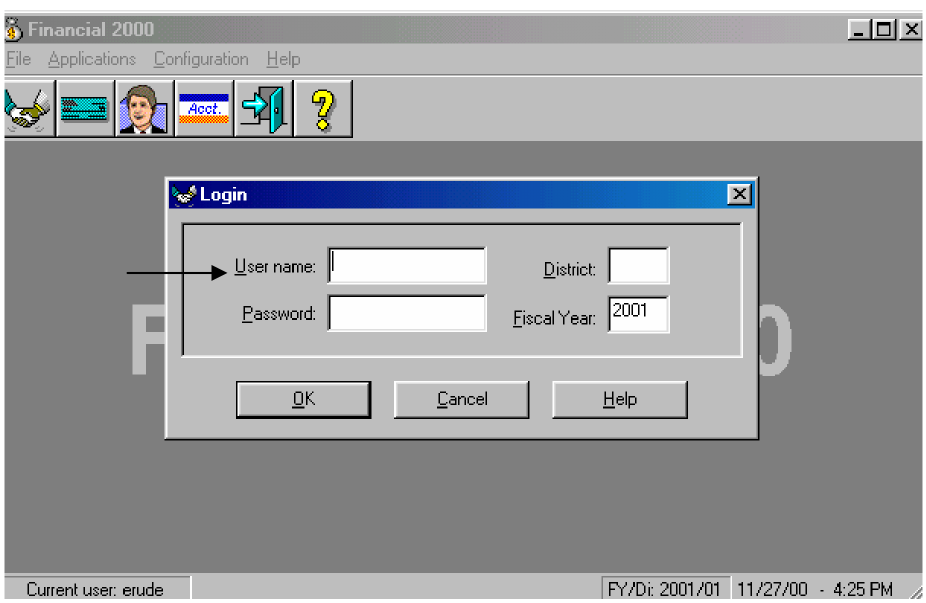
FINANCIAL 2000

The Netscape plug-in is used by districts that access Financial 2000 using a Citrix Plug in. Macintosh users will use the Macintosh Client to install the Citrix Plug in.
The Native Installation is for districts that do not use Citrix and is for PC users only.

Once you have successfully installed the Netscape plug in you are ready to start working in Financial 2000. You can select Financial 2000 from the Financial 2000 Directory.

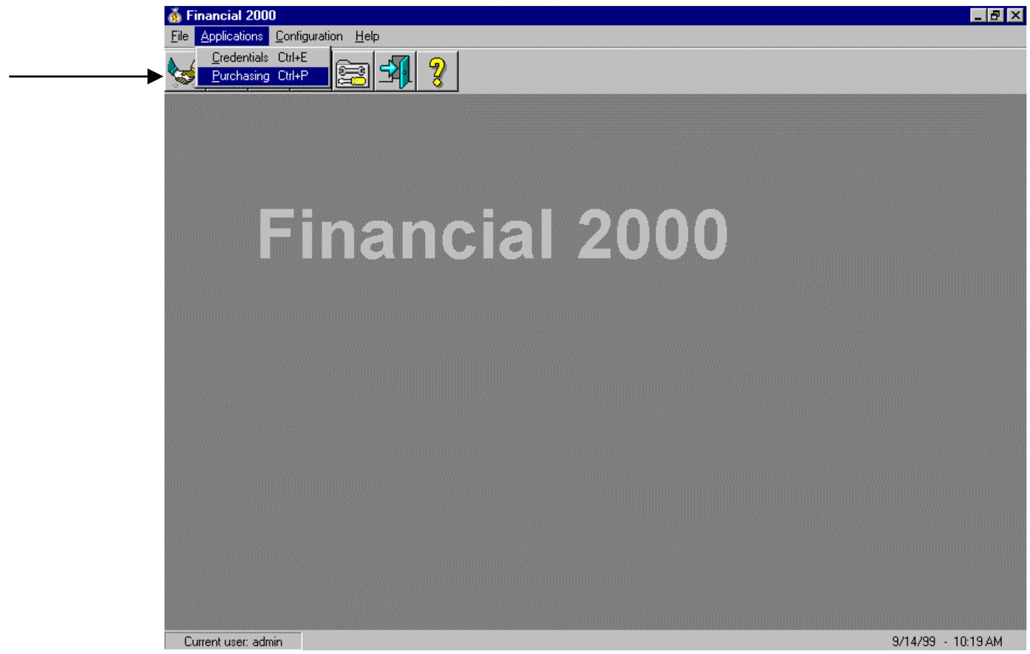


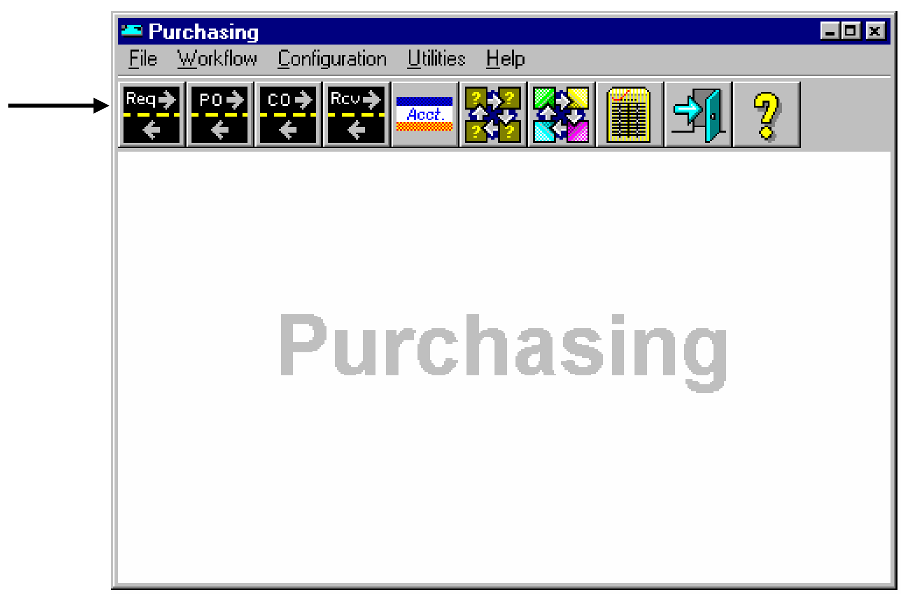
The user will have to enter a user name, password and the district number. The fiscal year will default to the current fiscal year.



FINANCIAL 2000

Once you have successfully logged onto the Financial 2000 system, simply click on the appropriate button or select from the menu bar.

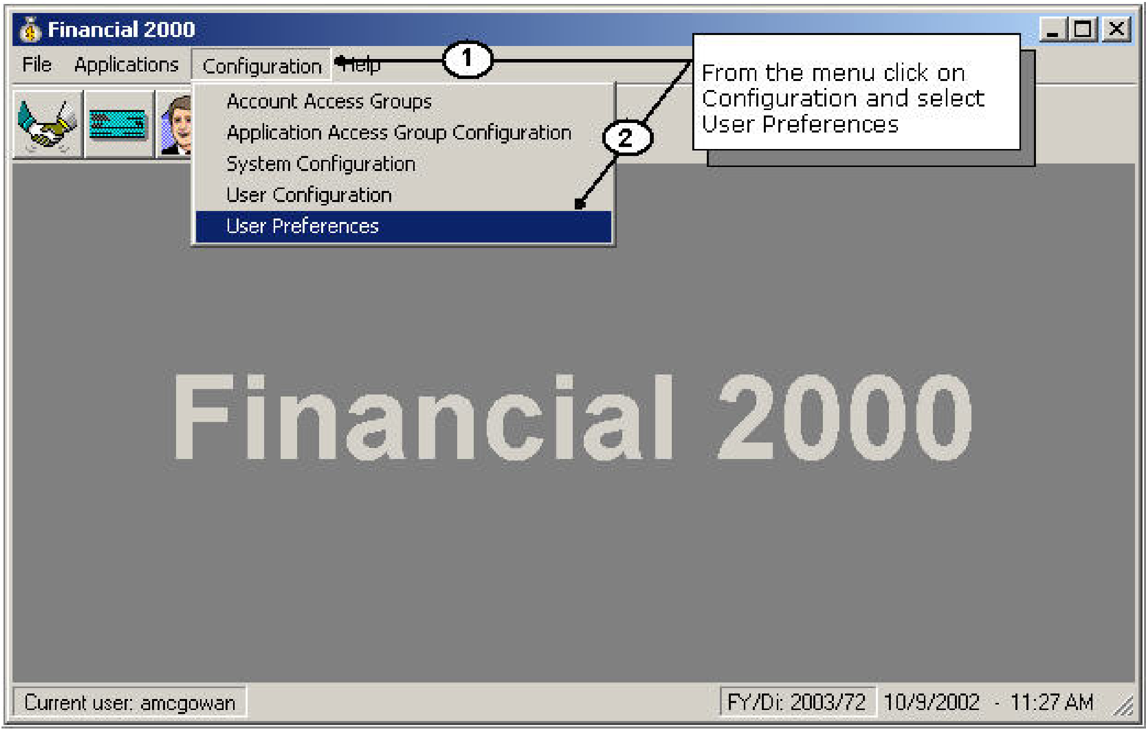




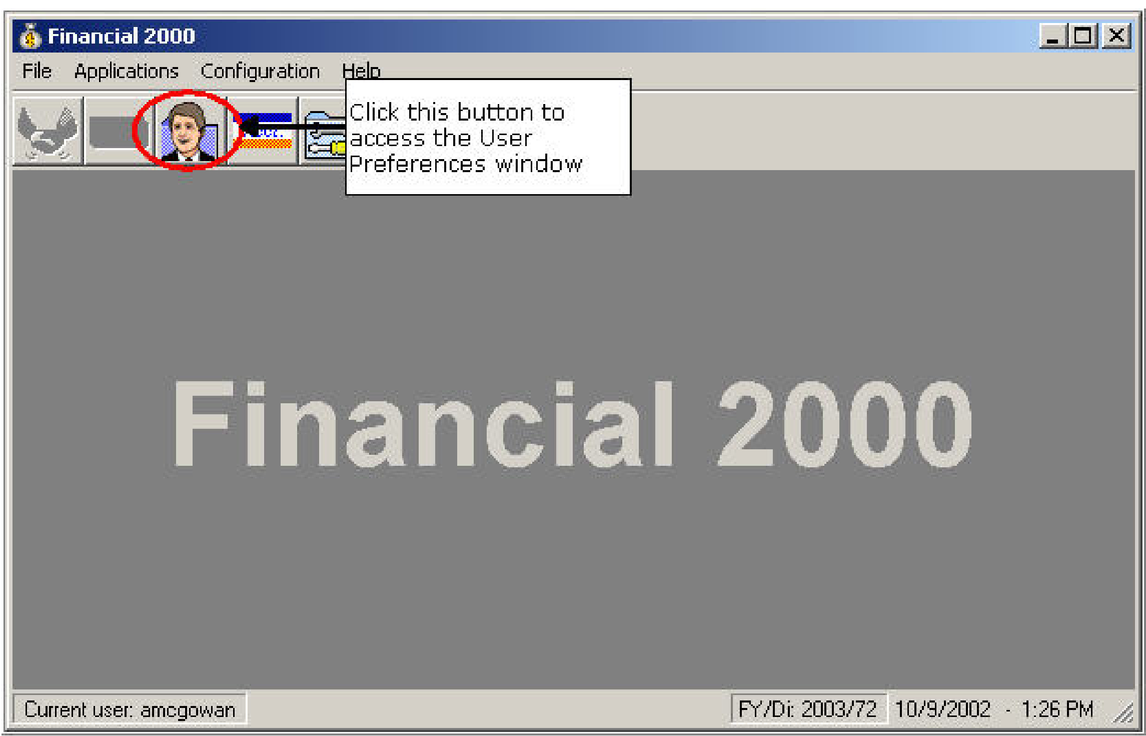
The Purchasing 2000 system contains the following components: Requisition Workflow, Purchase Order Workflow, Change Order Workflow and the Receiving Workflow. Based on the user's application access capabilities, the screen will only display the workflow icon the user has access to.

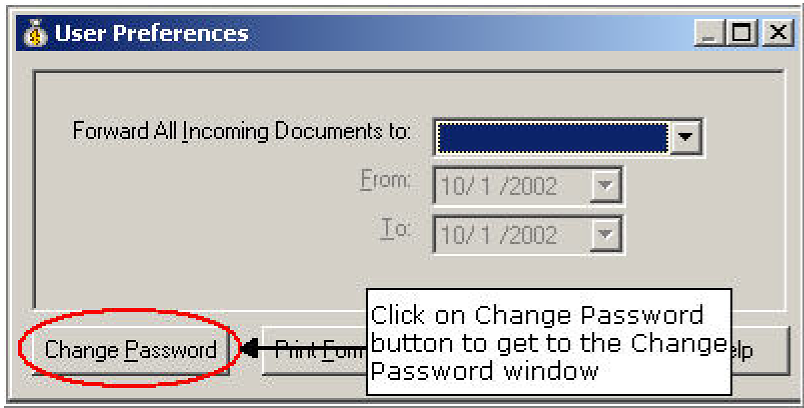
Changing Your Password

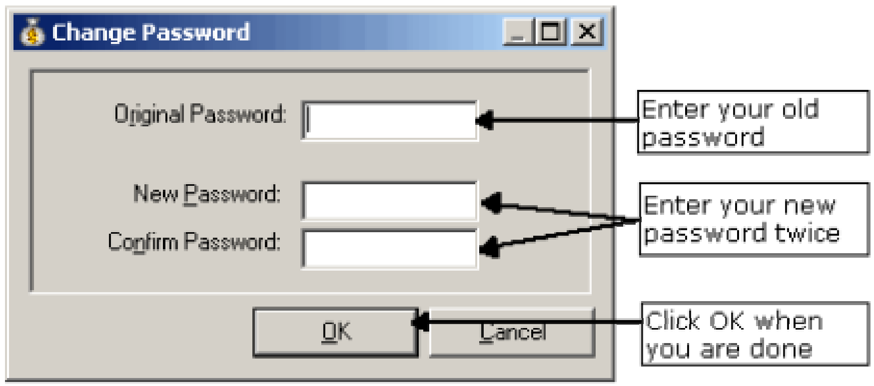
Below are a couple of ways you can access the screen to change your password.



OR



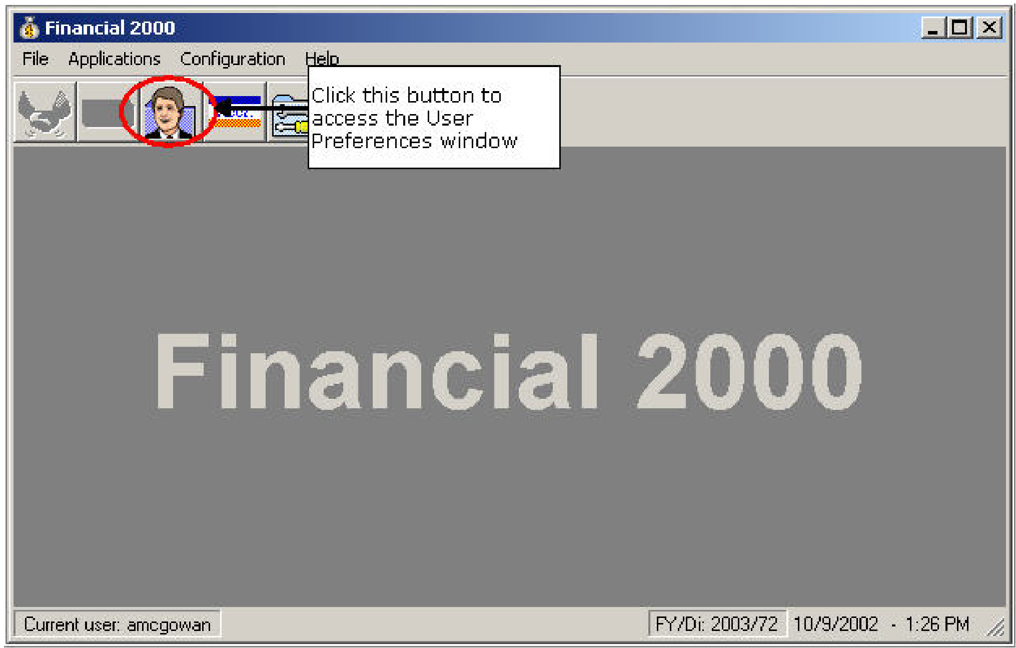


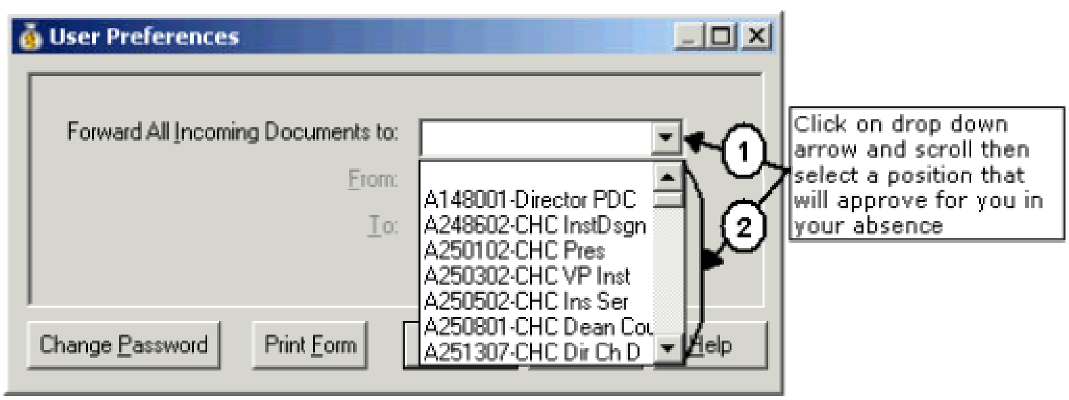


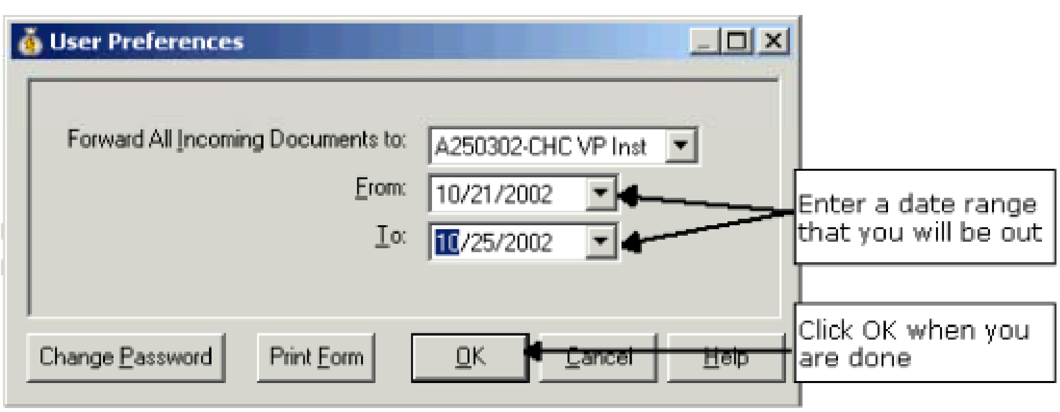
Currently there are no restrictions to passwords, however, you should follow the standard rule and not use spaces and special characters. After you have entered your new password you will receive confirmation that your password has been successfully changed.

Forwarding Documents During Your Absence

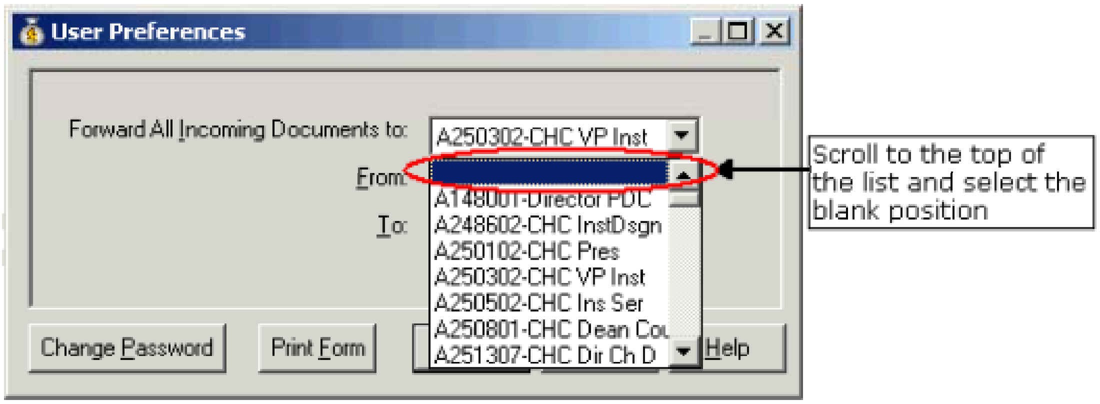
For users who are designated as an approver of a requisition, you have the option to forward requisitions to another manager who can approve requisitions on your behalf while you are out of the office.

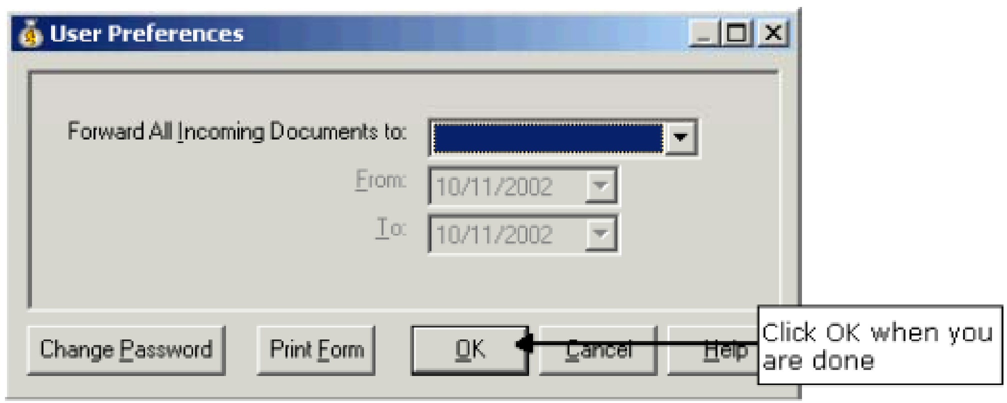






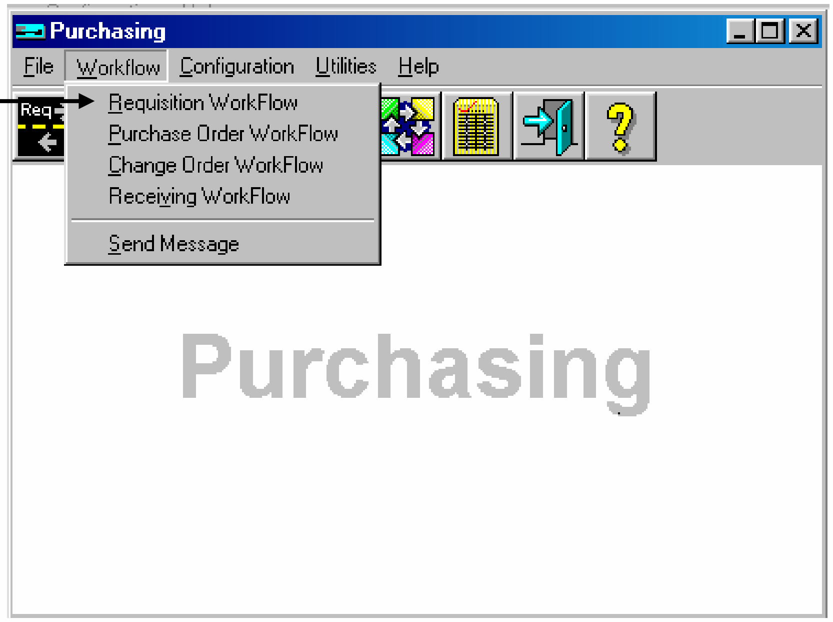
Turn Forwarding Off



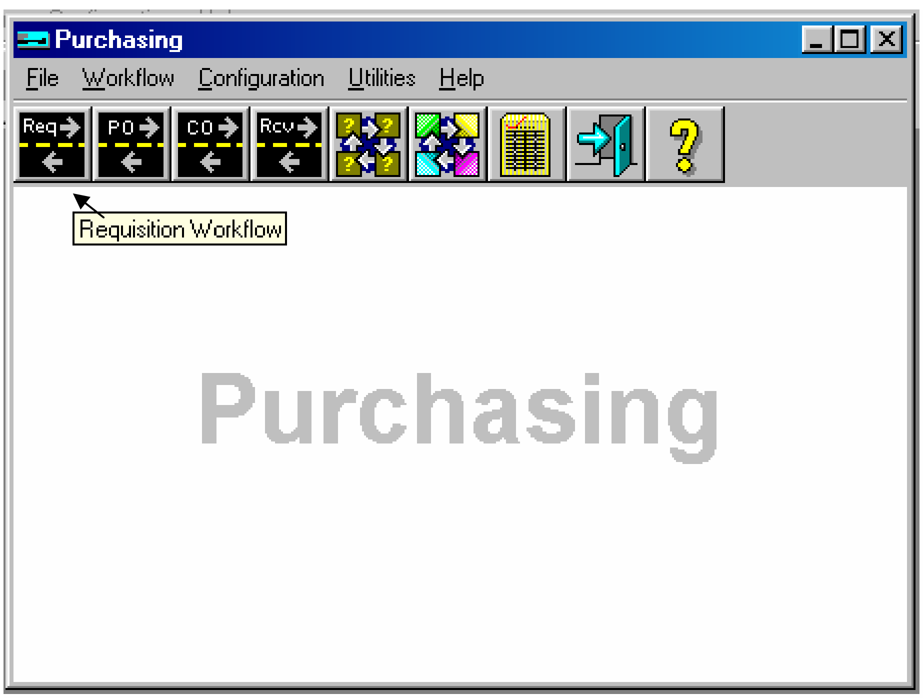


REQUISITION WORKFLOW

1



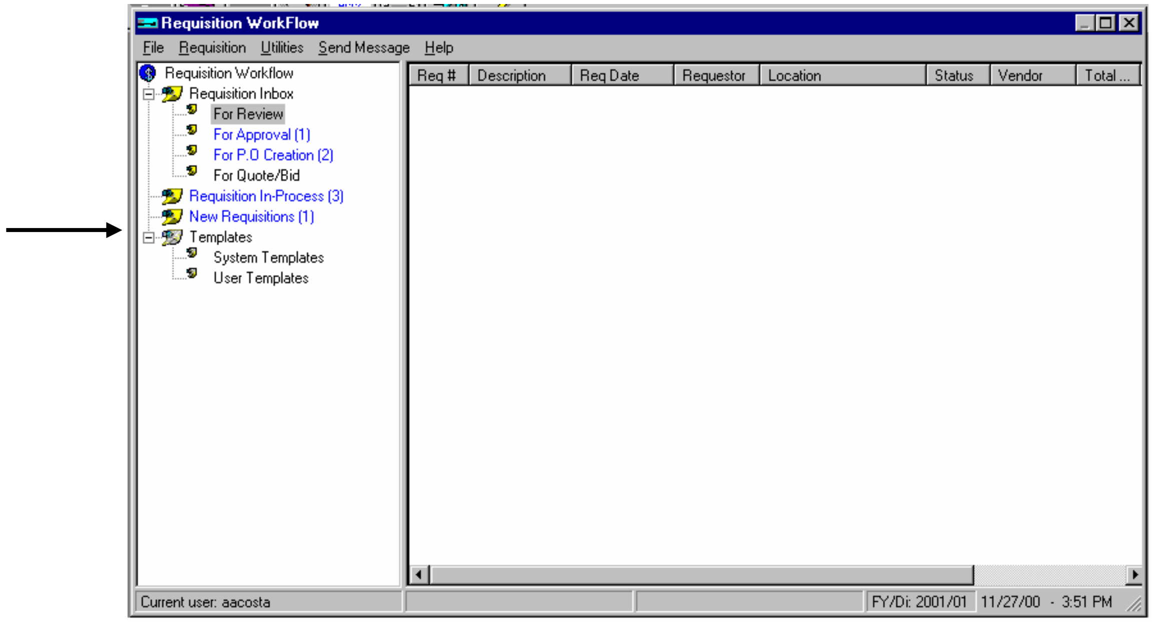
2



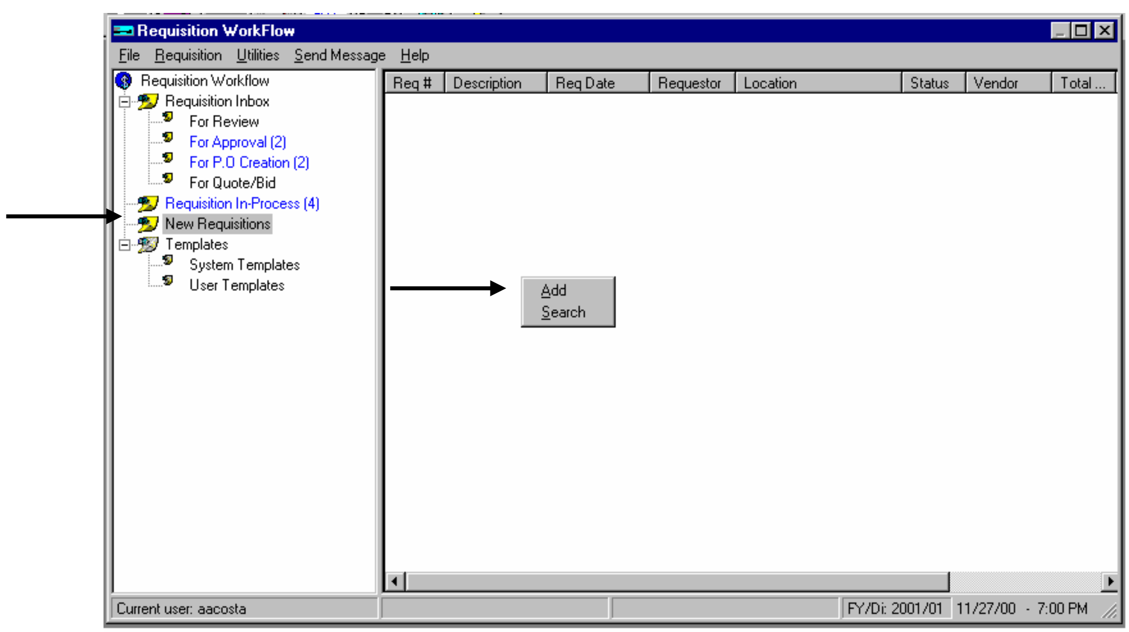
To access the requisition workflow:

1. Select the Requisition Workflow option from the drop down menu by clicking on Workflow or
2. Click on the Requisition Workflow button.

REQUISITION ADD

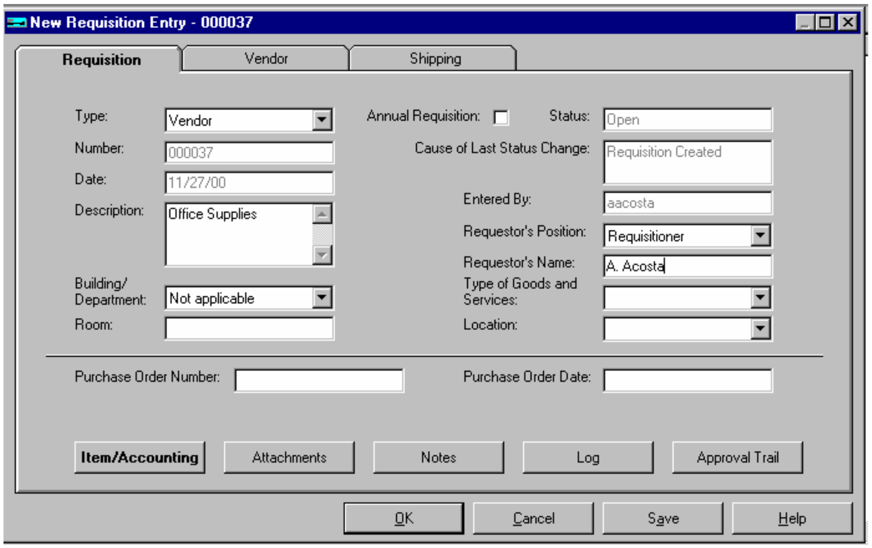


The requisition workflow displays separate folders that contain requisitions that a user can initiate or take action upon. The number of requisitions associated with the action required is noted in parenthesis. The Requisition In-Process folder will contain all of the requisitions entered by the requestor until the requisitions have been approved by all the necessary approvers and have been created into a Purchase Order.

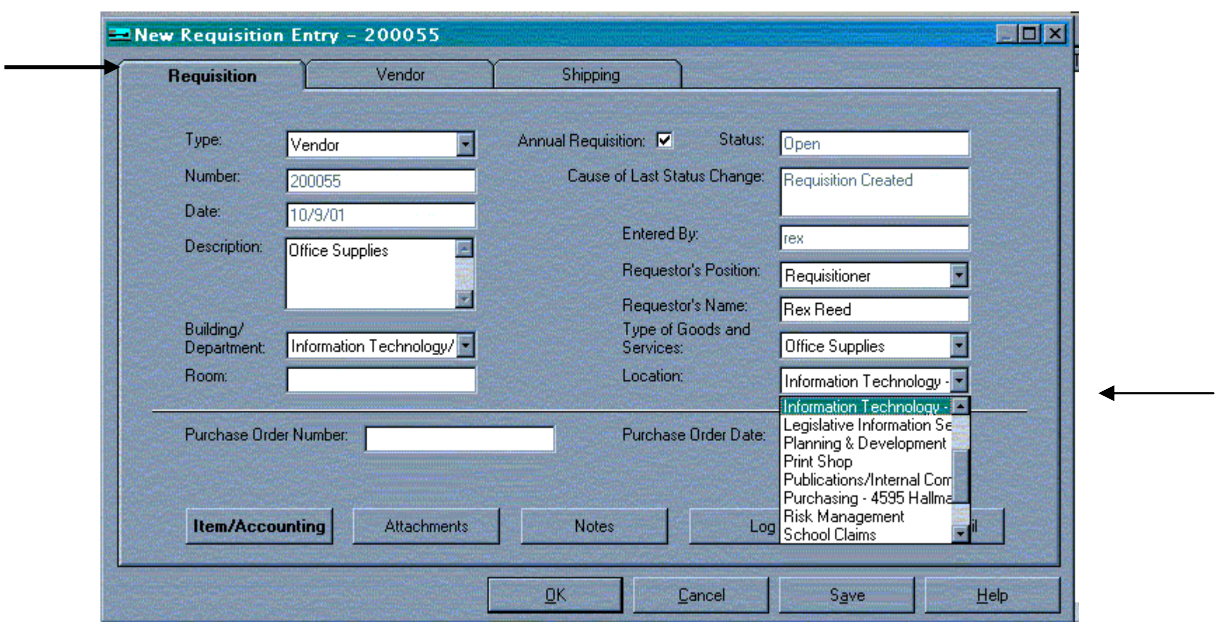


To add a requisition, highlight the New Requisition folder and then right click the mouse away from the New Requisition folder to display available choices to the user based on their application access. From the choices displayed, move the mouse to add and click.

REQUISITION SCREEN

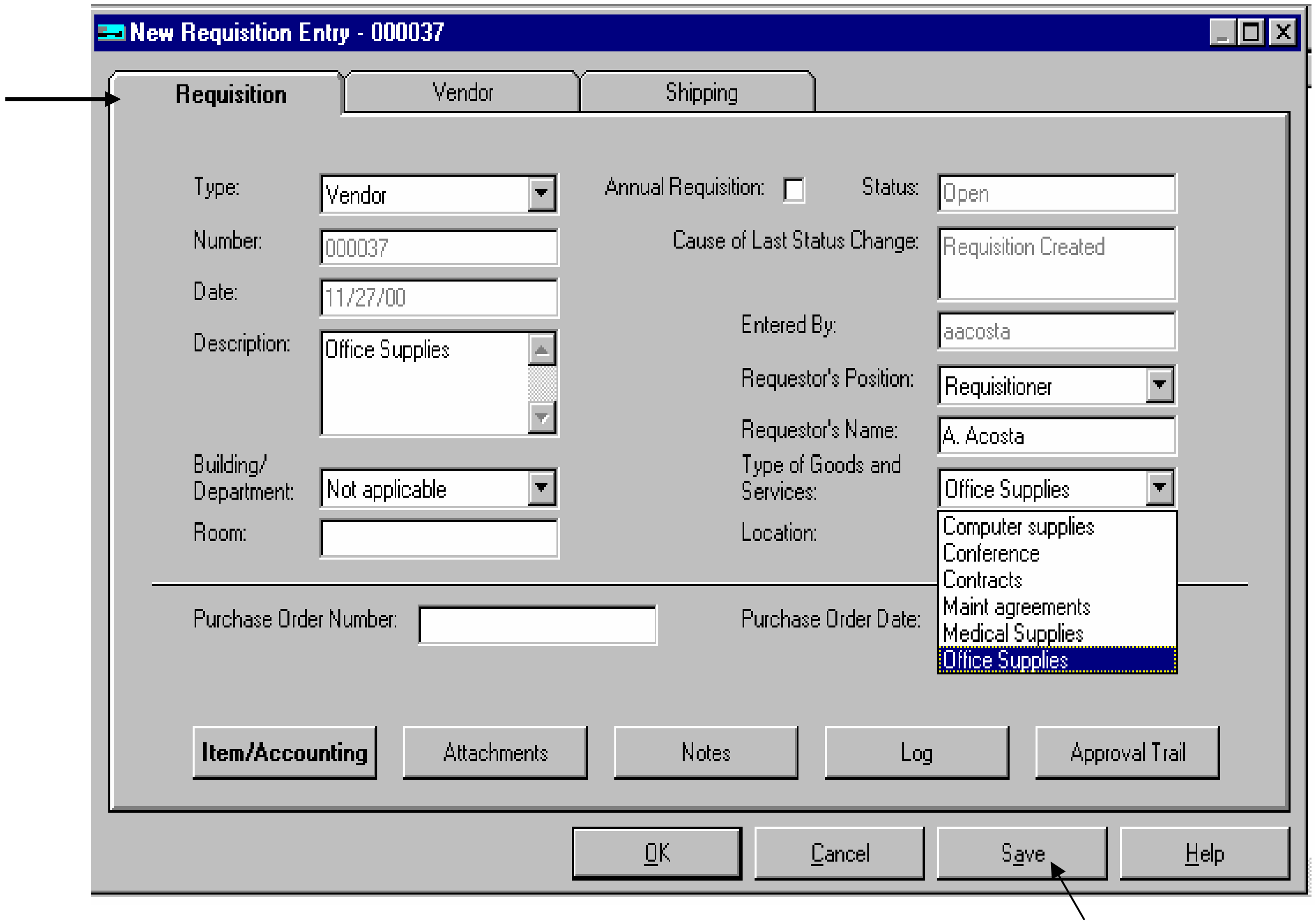


The requisition screen contains the basic information of the requisition. This information can be entered by clicking the mouse on the designated field and typing in the information or by using the tab key to move throughout the screen in order to get to the designated field for entry. Certain fields contain drop-down lists that the user can select from. The codes are setup through a table which are maintained by the district's administrator and contain district specific data.



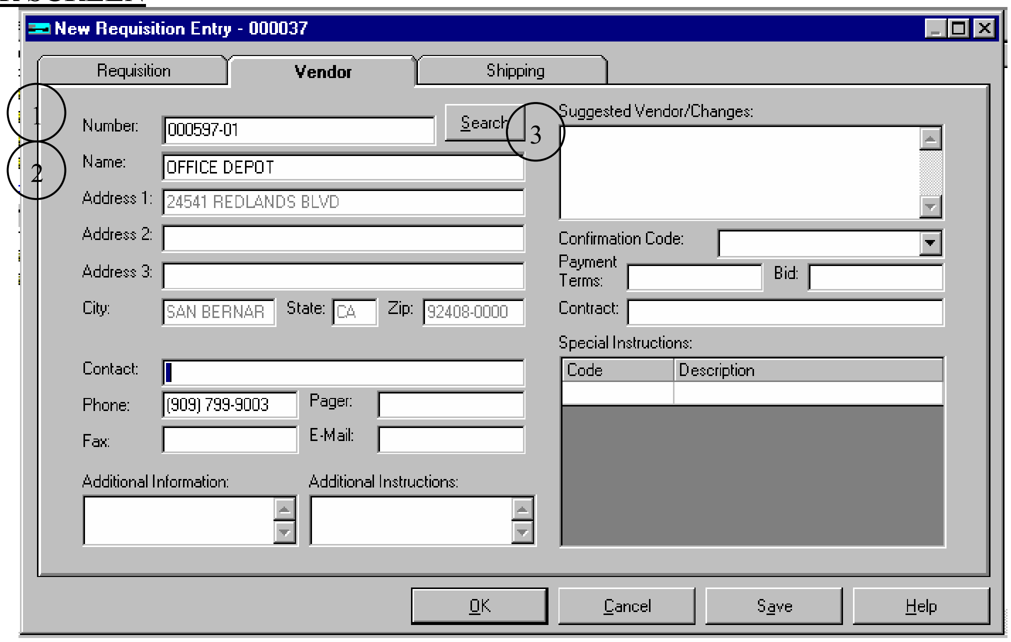
The required fields on the requisition tab are: Numbering (If Manual numbering), Description, Building/Department, Requestor's name, Types of Goods and Services and Location. Otherwise the data will pre-fill or default in based on the district's set-up.

The annual requisition box, if checked, will roll a copy of the requisition into the new fiscal year for the initiator of the requisition when the administrator performs the annual requisition roll.



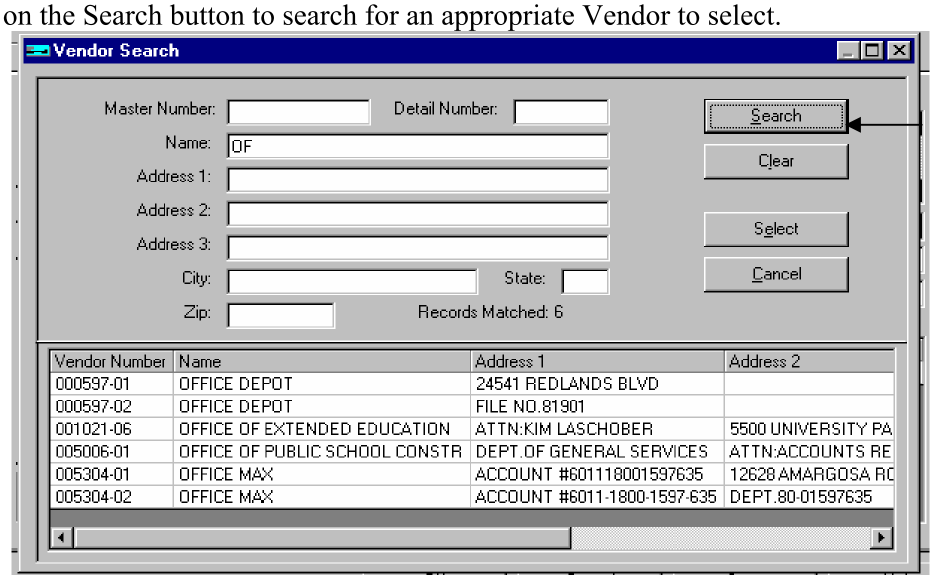
After all the information has been entered, it is suggested to click on the Save button to save your data. If you click on the OK button, the system will save your information BUT will take you back out to the requisition workflow screen. To enter vendor information, click on the vendor tab located at the top of the screen.

VENDOR SCREEN



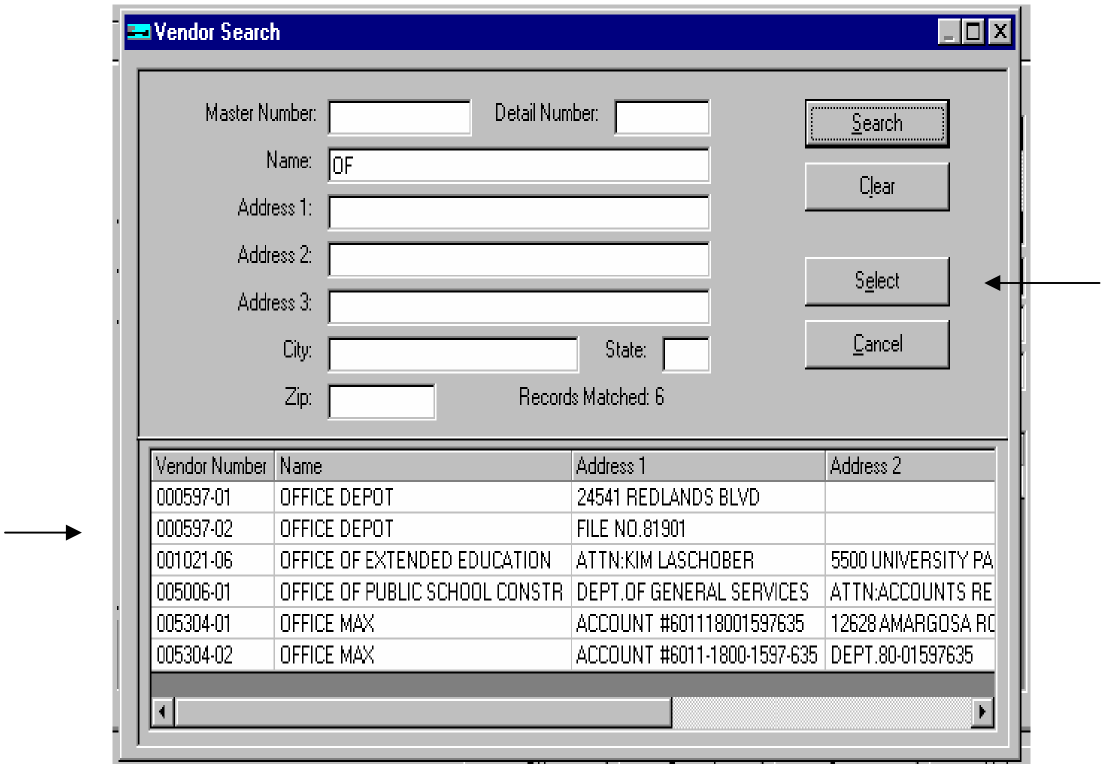
Vendor information can be entered by:

1. Typing in the complete six digit and detail number of the Vendor.
2. Typing in the exact Vendor name.
3. Clicking on the Search button to search for an appropriate Vendor to select.

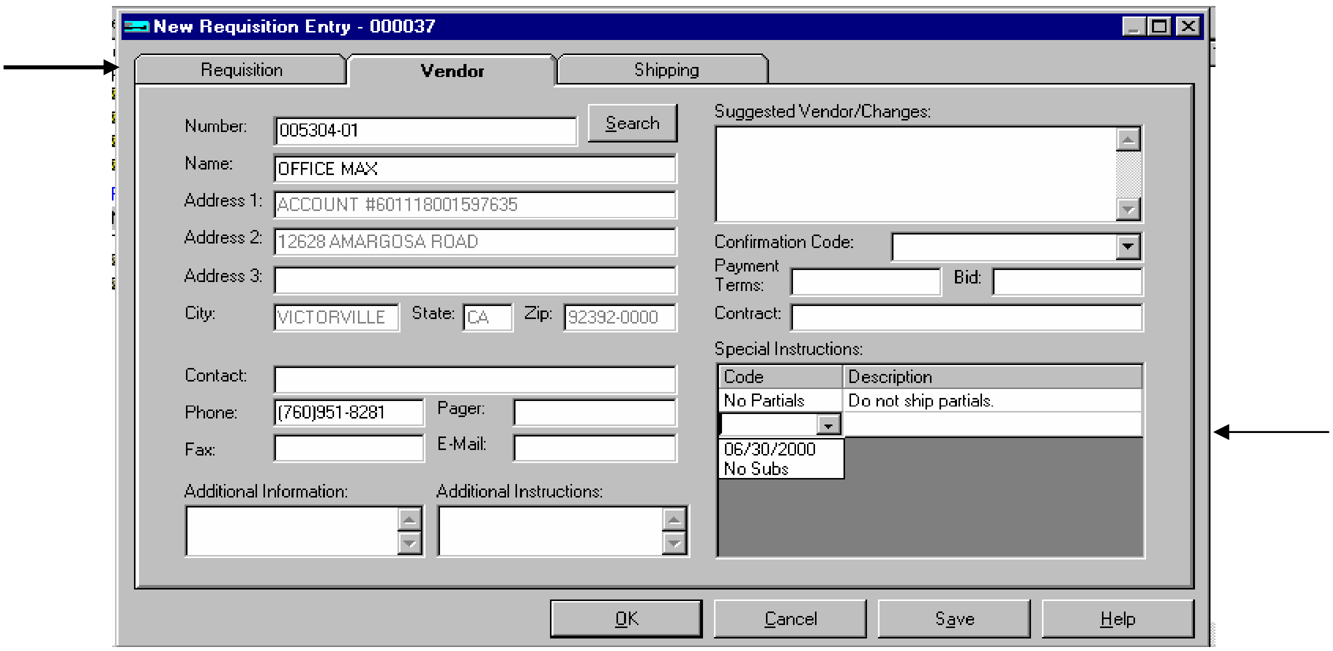


By clicking on the search button, the search screen will appear. Enter the search criteria. The search criteria can be entered in any combination by vendor name, address 1, address 2, address 3, city, state, or zip. Wildcard characters are no longer needed. Enter as much or as little information that is known. Once the criteria is entered, click on search. The search results will produce a drop down list that will allow the user to select a vendor by highlighting the vendor information and clicking on select. Note: The vendor information is maintained on the HP3000 system. Currently any new vendor information that needs to be added or modified will still have to be entered through the HP3000 system.

VENDOR SEARCH



Upon highlighting the Vendor that is needed and clicking on the select button, the Vendor data information will copy over to the Vendor Screen

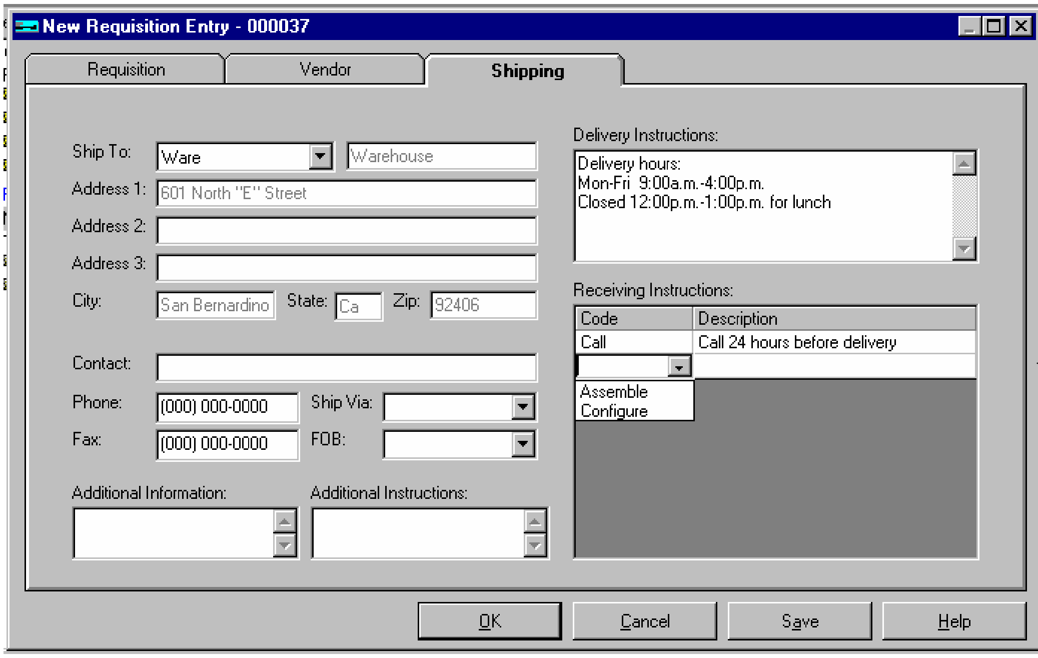


The Vendor screen contains additional fields for data to be entered if desired. The Special Instruction is a table set-up that is entered by the district's administrator and upon clicking on the field, the drop down arrow will appear and codes will display for selection. Click on the appropriate code and then the description will appear attached to the code. This field is not required.

The Suggested Vendor/Changes field is available to enter any suggested vendor to use that is not presently set-up within the vendor maintenance program or to note any changes to a vendor that is also not presently reflected in the vendor maintenance program.

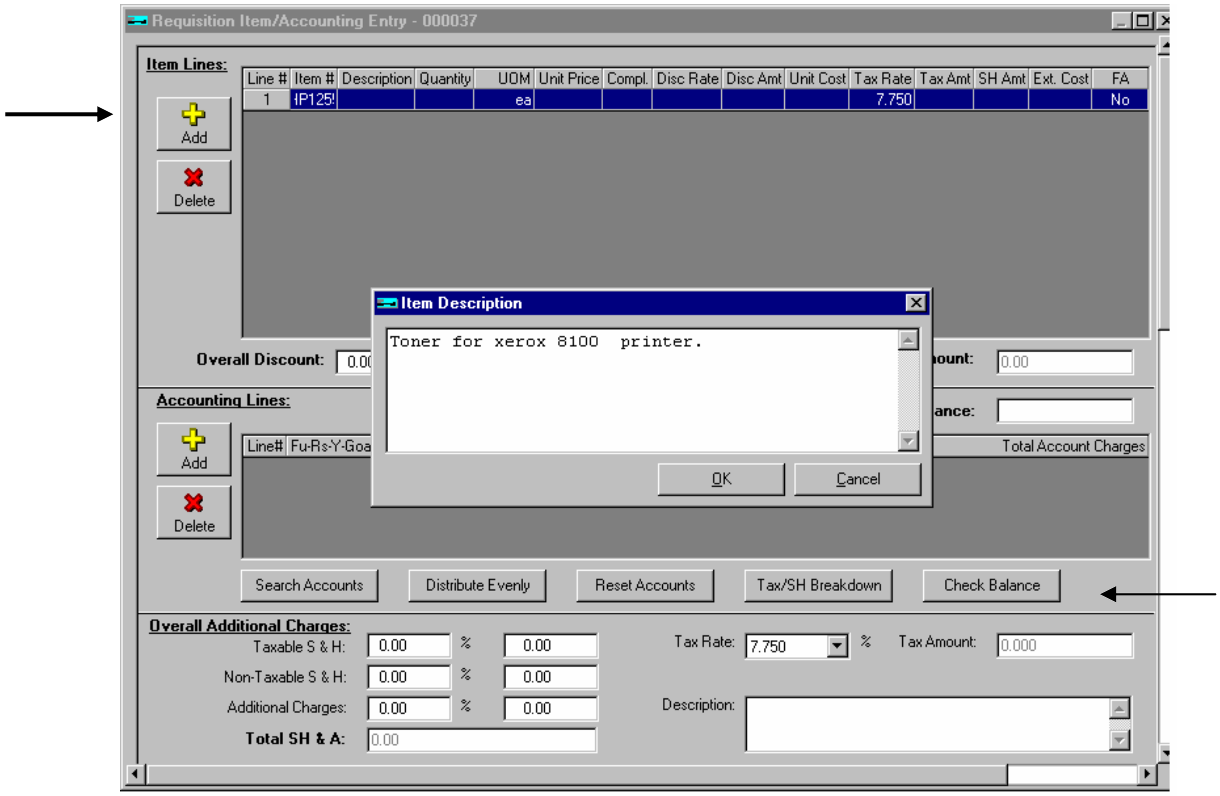
To enter shipping information, click on the shipping tab located at the top of the screen.

SHIPPING SCREEN

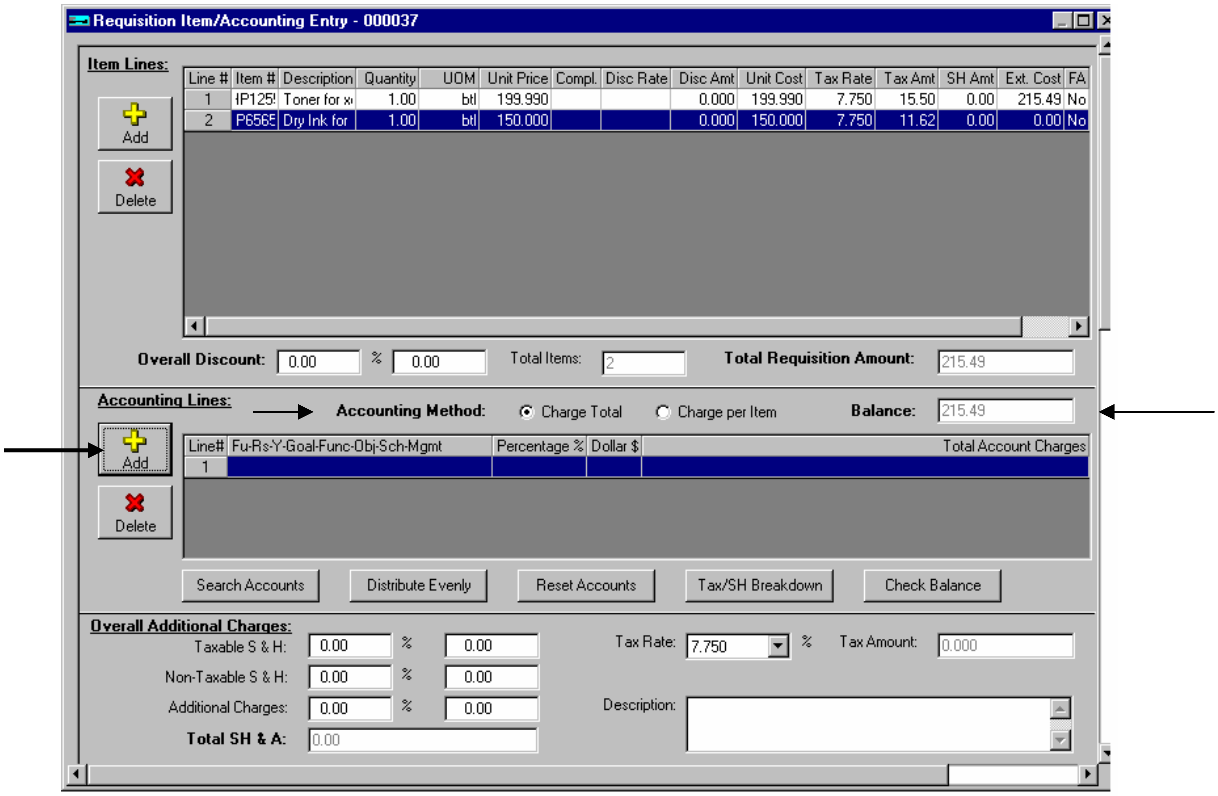


Shipping information can be entered or will be displayed if default settings were setup for Ship To within the table configurations. Drop down lists are also available where applicable. Once all the information has been entered, click on the Save button before exiting this screen. The last piece of information needed is the item/accounting information. To access the item/accounting screen, click on the tab labeled requisition.

ITEM/ACCOUNTING SCREEN



The item/accounting screen is used to enter items being ordered, accounting method, accounts, shipping and handling information and other additional charges. The item/accounting screen also contains a check balance button on the accounts being charged. To add line items, click on the add button and the cursor will start from the item# field. Enter item information and then use the tab button, the enter key, your mouse or use the arrow keys on your keyboard to move to the next field for data entry. The item description field when accessed will drop down to a free form wrap around field allowing continuous typing of item description. Drop down lists are also available where applicable. Note: To add additional items, click on the add button for each additional item.



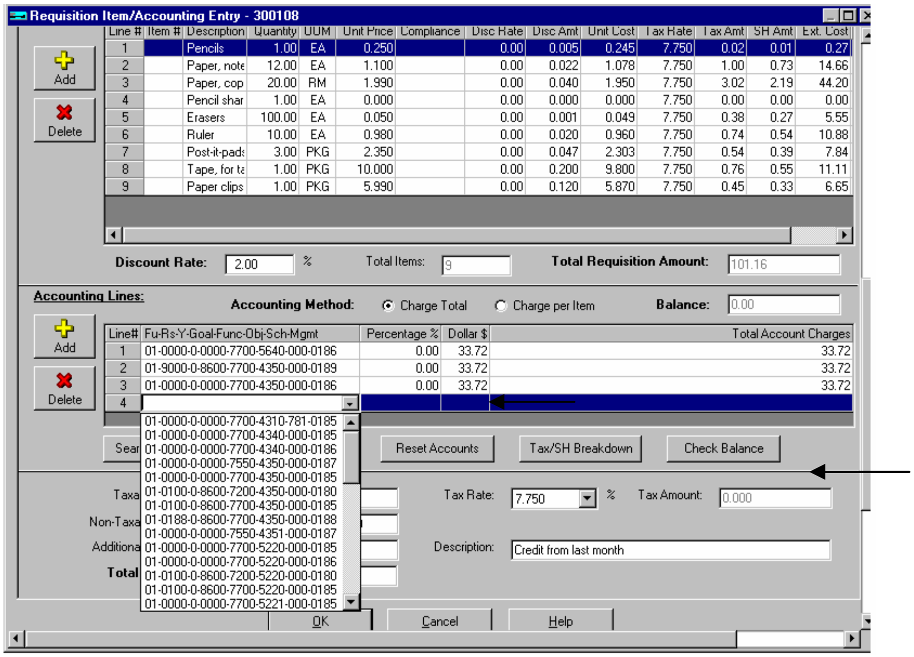
After all the items have been entered, click on the accounting method of charging the requisition, either charge total or charge per item. To enter the account codes, click on the add button and the account code field should highlight. Enter the 26 or 24 digit account code or use the search accounts button to select the appropriate account number. If the user has access to less than 200 accounts, a drop down list will be provided.

Charge Total, the program takes the total requisition amount and distributes the amount among the accounts identified either by percentage, dollar amount or combination of both.

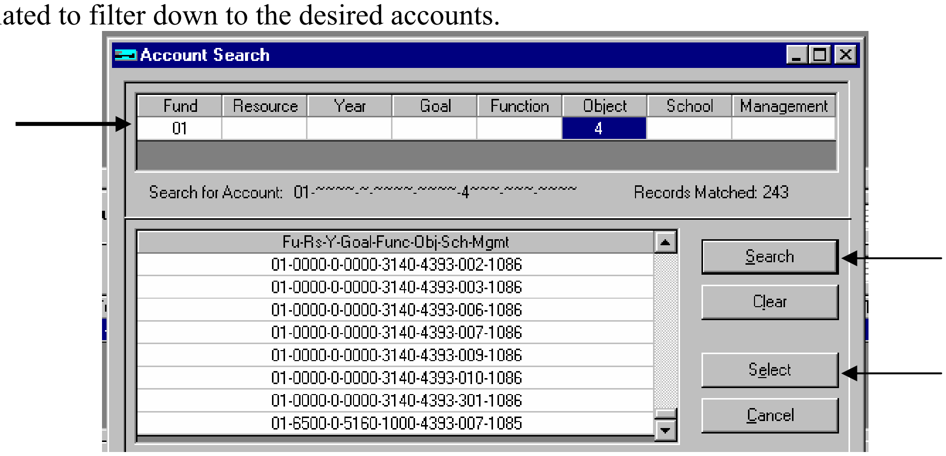
Charge per item, the program takes the extended cost of an item individually and applies the cost to the identified account(s) by quantity, percentage, dollar amount or any other combination.

The balance field will always display the balance of the requisition being accounted for. The balance should always display "0", zero if all items have been charged correctly through charge total or charge per item.

ACCOUNT SELECT/SEARCH

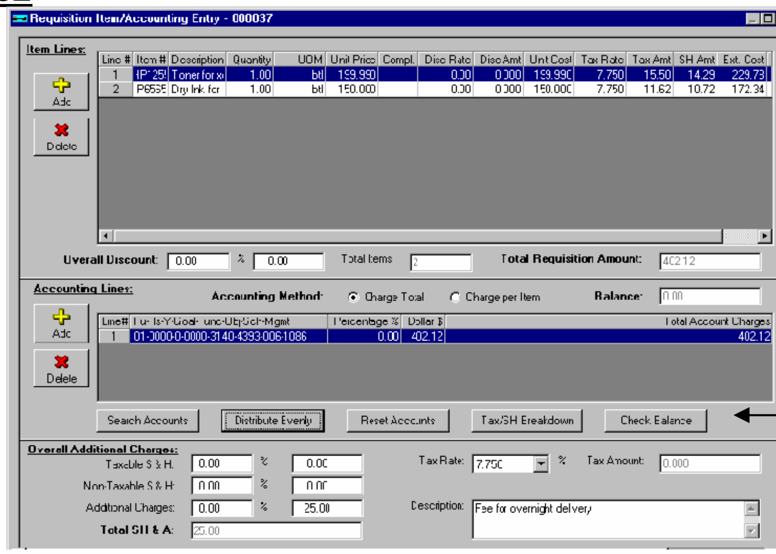


The system is flexible enough to allow all account access, fund specific account access, or even a specific 26 or 24-digit account code to be accessed only based on the users position. Once the account lines have been entered, the system allows the user to determine how the requisition amount will be accounted for, by percentage, dollar amount or to disperse the total evenly. Additional fields are also available for shipping and handling and additional charges. If the user has access to many accounts, an account search may be initiated to filter down to the desired accounts.

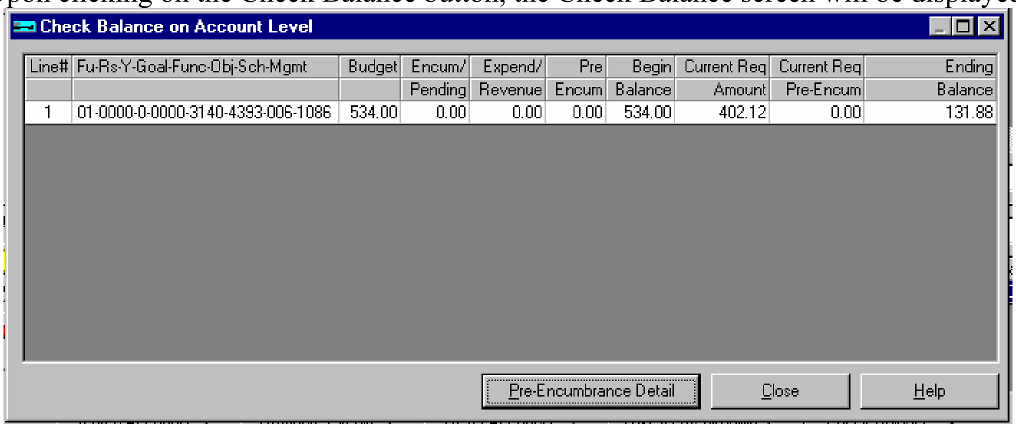


To search for an appropriate account, click the search accounts button. The account search screen will appear where the search criteria can be entered. Once the criteria has been entered, then click on search. A drop down list of accounts that meet the criteria entered will be displayed. Highlight the appropriate account or accounts and click on select. The account or accounts will be brought over to the item/accounting screen. Once the accounts have been charged, a check balance button is available to validate funds.

CHECK BALANCE



Upon clicking on the Check Balance button, the Check Balance screen will be displayed.



The check balance screen is a display only and will display the current requisition amount with any other pre-encumbered requisition amount along with the ending balance. If the district is setup to validate funds at the district summary level or at the approved summary level on the HP system then the check balance will reflect at the district or approved summary level.

Note: The current requisition pre-encumbrance amounts only include requisitions from the Purchasing 2000 system. The existing purchasing system residing on the HP system does not pre-encumber at the requisition level. The Approval Group configuration setup allows a district to select at what point the requisition will pre-encumber. The available options are:

- To pre-encumber as soon as the requisition is sent to the first approver along the approval path
- To pre-encumber after the last site approval or
- To pre-encumber after the last approval in the path

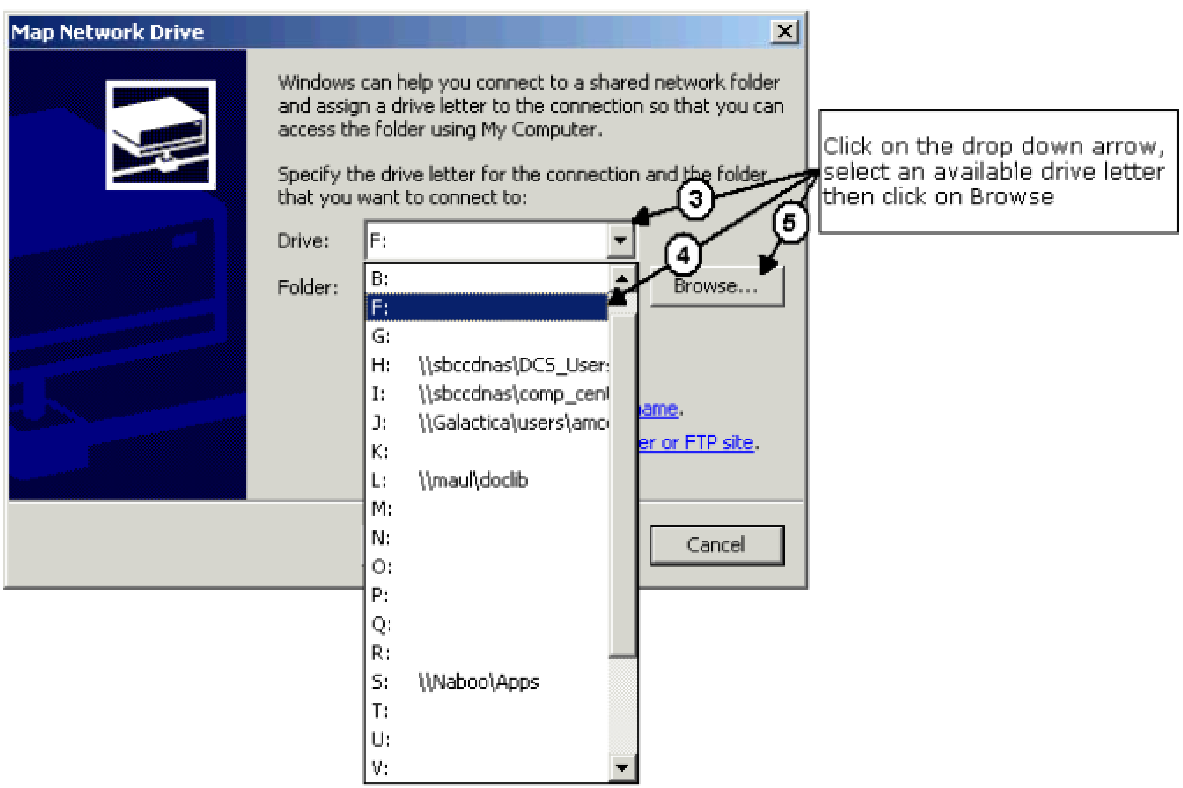
After viewing the check/balance, click on Close to go back to the item/accounting screen.

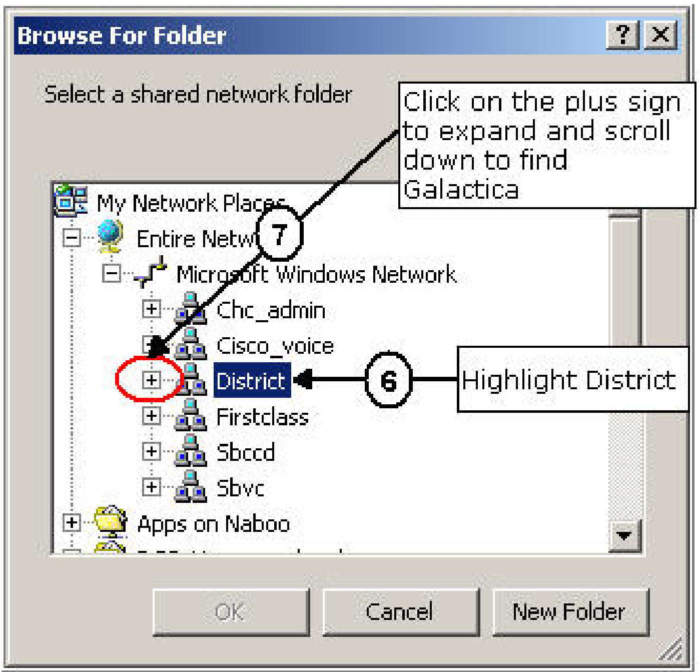
ATTACHMENT

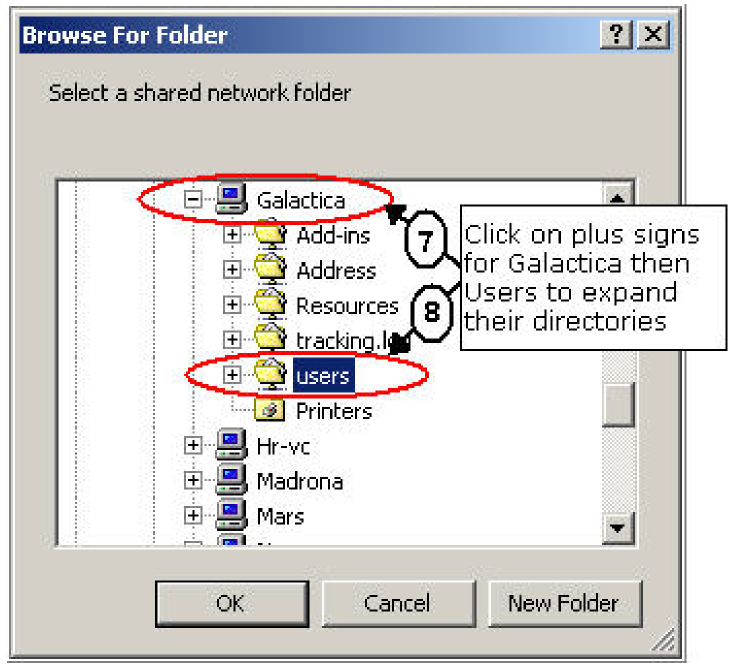
The attachment feature allows requestors to attach an electronic document or file to a requisition. Any electronic file you want to use as documentation for your requisition must be saved in a public folder accessible by all Financial 2000 users. Once an electronic file is placed in this folder it cannot be deleted.

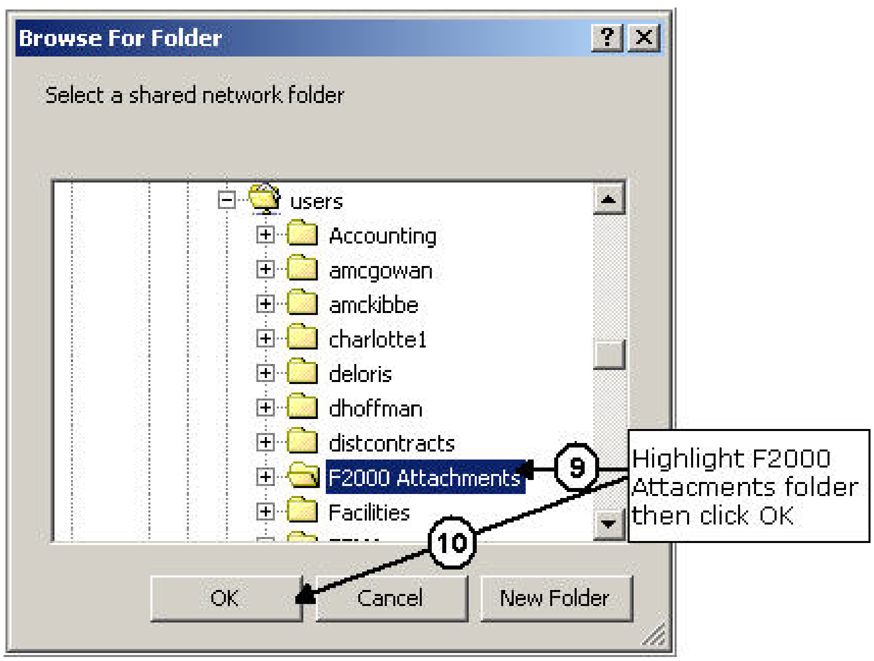
Map to F2000 Attachments

In order to utilize the attachment feature you will need to get access to a public folder called F2000 Attachments that is located in the District server Galactica. To set-up access to the F2000 Attachments folder in Galactica you may either call the Help Desk (384-4357) or follow the instructions documented below.



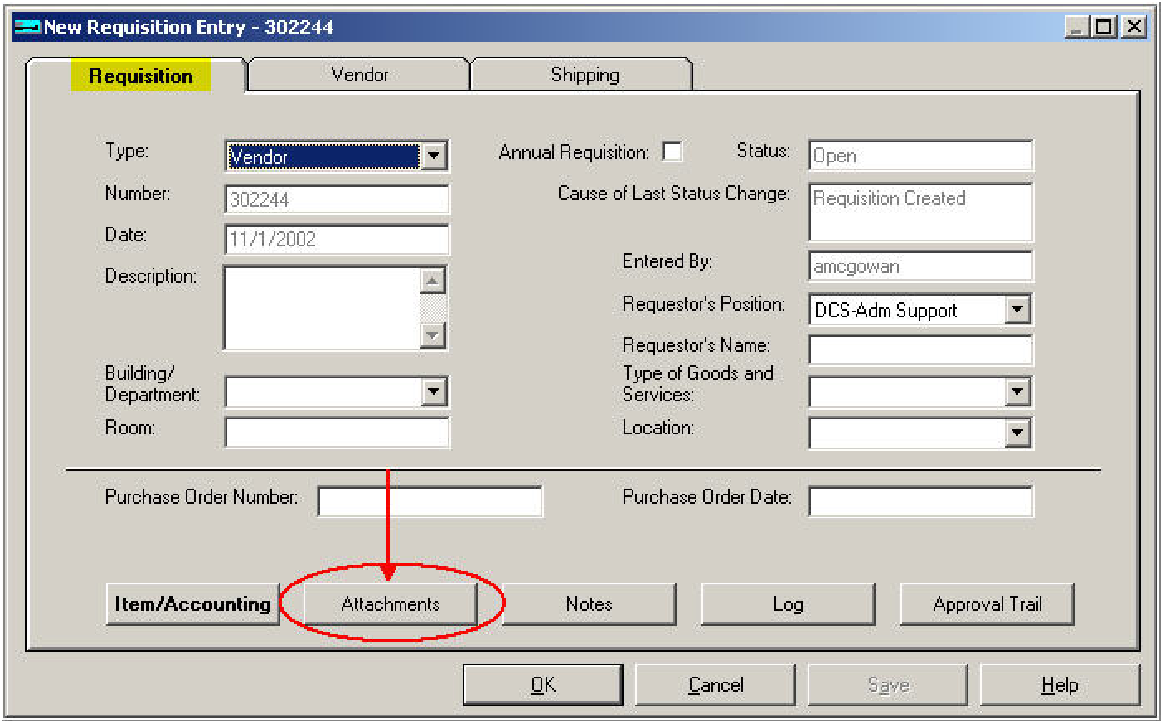

Browse For Folder
Select a shared network folder
Click on the plus sign to expand and scroll down to find Galactica
My Network Places
Entire Network
7
Microsoft Windows Network
Chc_admin
Cisco_voice
District
6
Highlight District
Firstclass
Sbccd
Sbvc
Apps on Naboo
OK
Cancel
New Folder

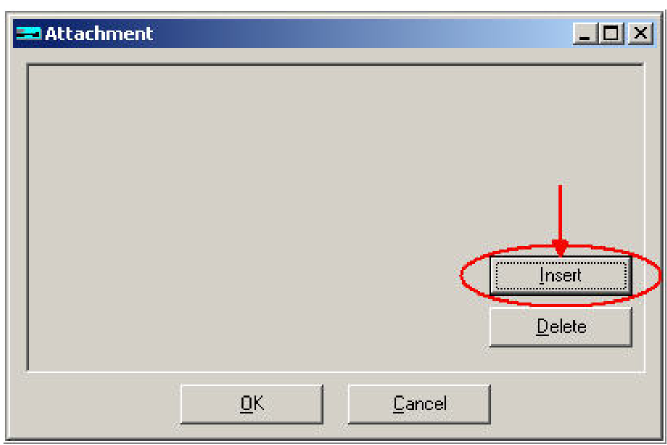

Browse For Folder
Select a shared network folder
Galactica
Add-ins
Address
Resources
users
Printers
Hr-vc
Madrona
Mars
7
8
Click on plus signs for Galactica then Users to expand their directories
OK
Cancel
New Folder

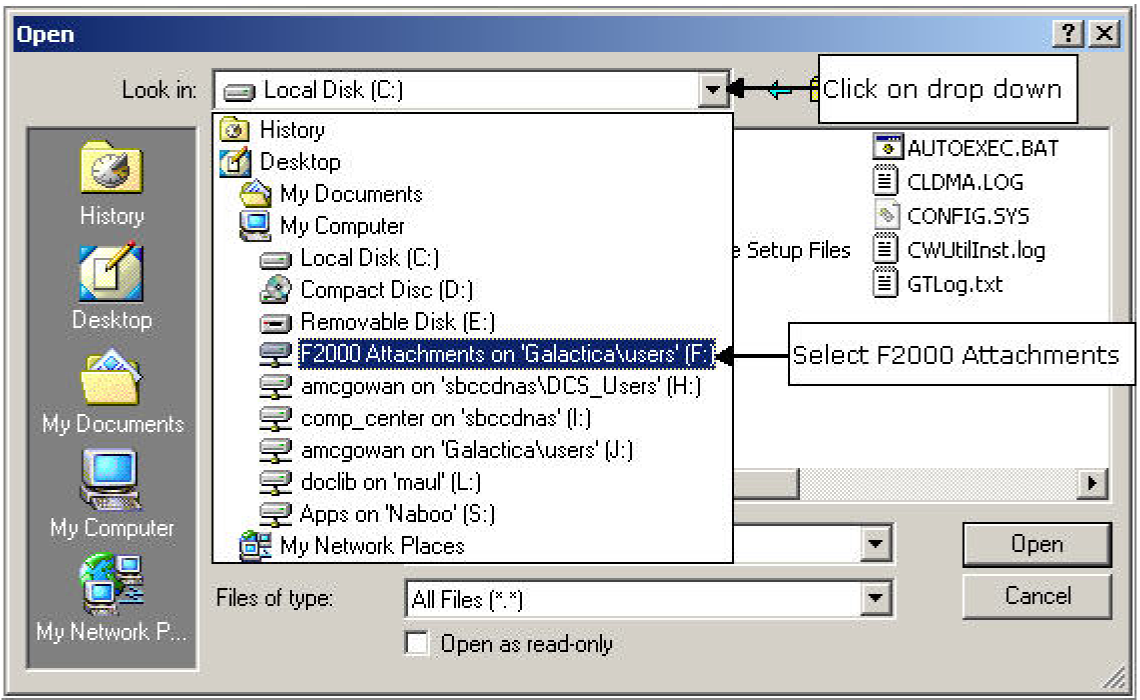

Browse For Folder
Select a shared network folder
users
Accounting
amcgowan
amckibbe
charlotte1
deloris
dhoffman
distcontracts
F2000 Attachments
Facilities
9
Highlight F2000 Attacments folder then click OK
10
OK
Cancel
New Folder

Attaching to a Requisition

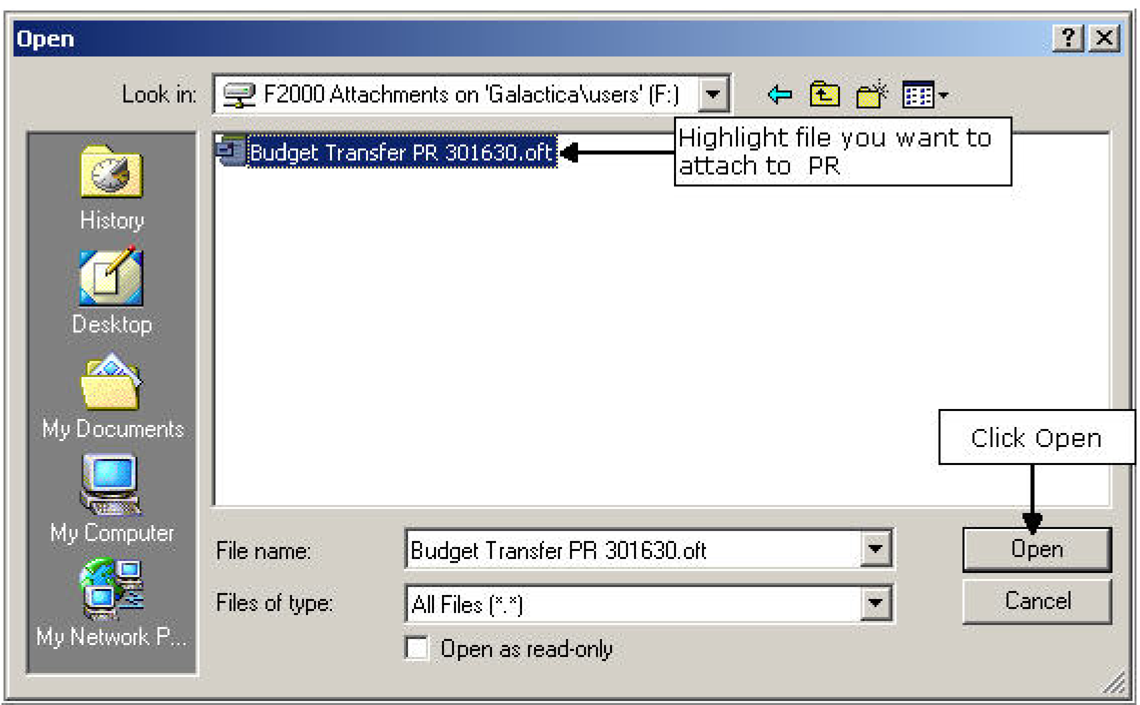
To attach document to a requisition go to the Requisition Tab and click on the Attachments button. From the Attachment window screen click on the Insert button to browse the public folder, F2000 Attachments.



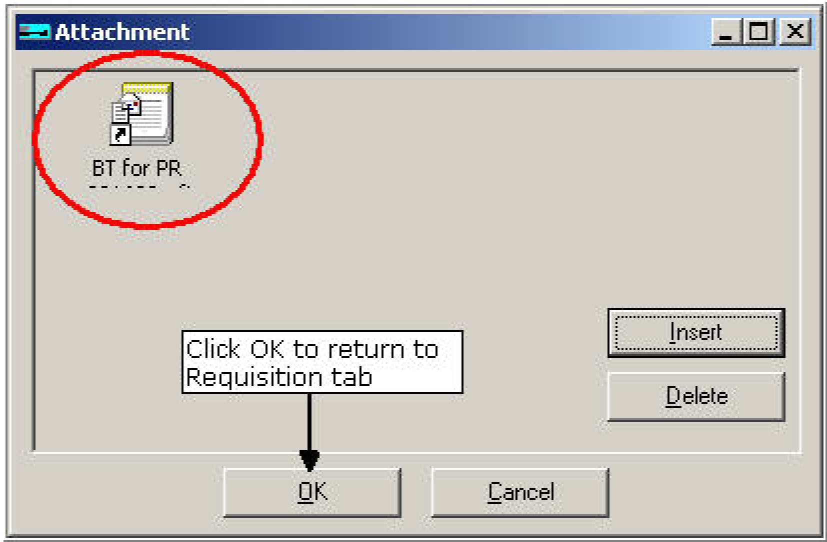




Click on the drop down arrow of the Look in field and select F2000 Attachments on 'Galactica\users' (F:).

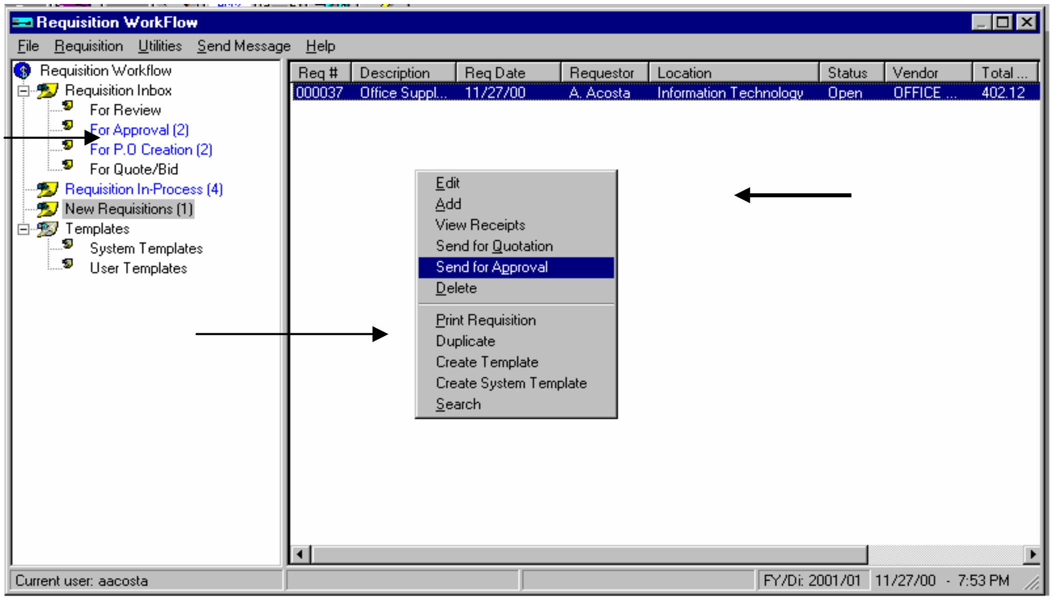


Highlight the file you want to attach to your requisition then click Open.

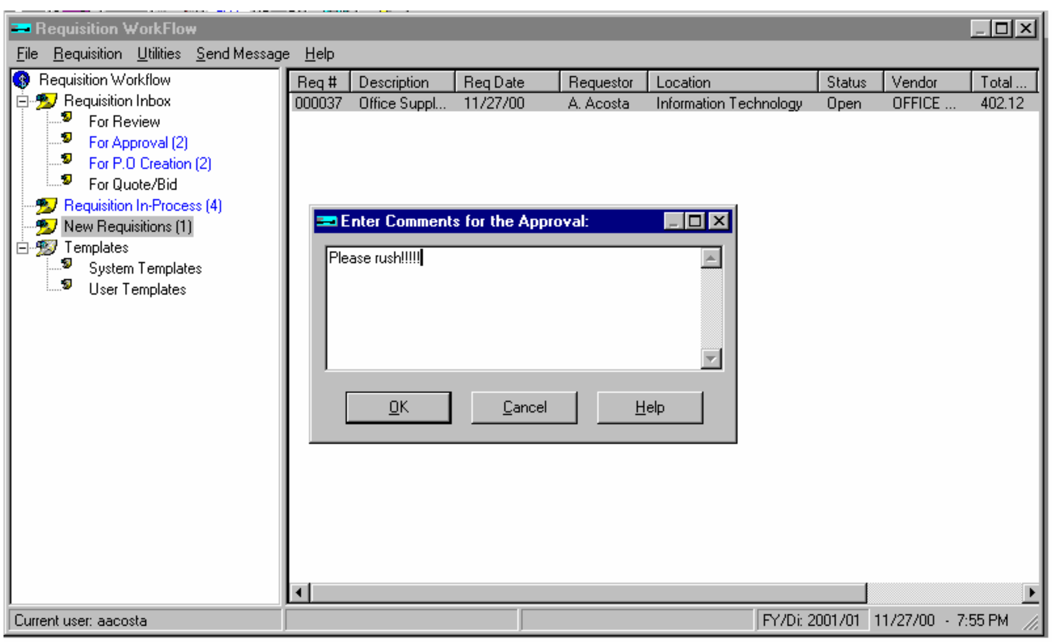


You will then return to the Attachment window in Financial 2000 where you can view the file you have just attached. To view the attach document in within the system you can double click on the attached file to open it. Click OK when you are done to return to the Requisition tab.

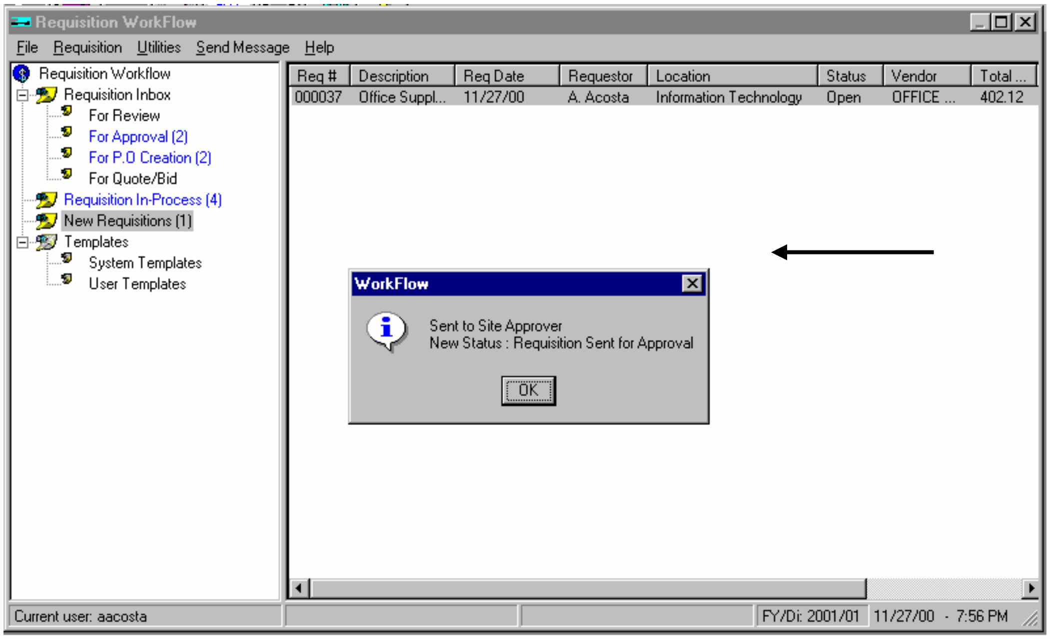
SEND FOR APPROVAL



Once all the requisition information has been entered, the requisition is ready to be sent for approval. To send a requisition for approval, click on new requisition folder which will display the requisitions entered by the logon user that is available to send for approval. Highlight the requisition to be sent for approval and then right click the mouse. The available choices will be displayed to select. Slide the mouse to Send for Approval and click. Only one requisition can be sent for approval at a time due to the check that is performed on each requisition to determine the appropriate approval path the requisition will take.



A comment box will appear for a comment to be entered if desired or click on the OK button to continue sending.

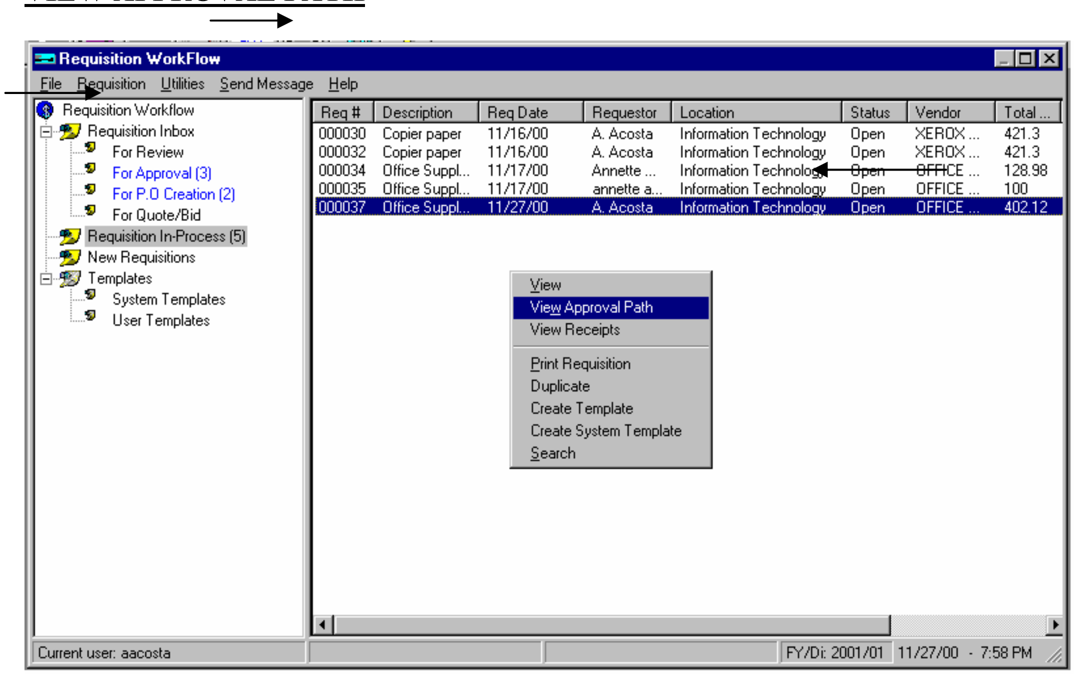


Once the requisition is sent for approval the system:
validates all the necessary information is complete,
validates the account(s) are valid
and sufficient funds are available (soft or hard edit)

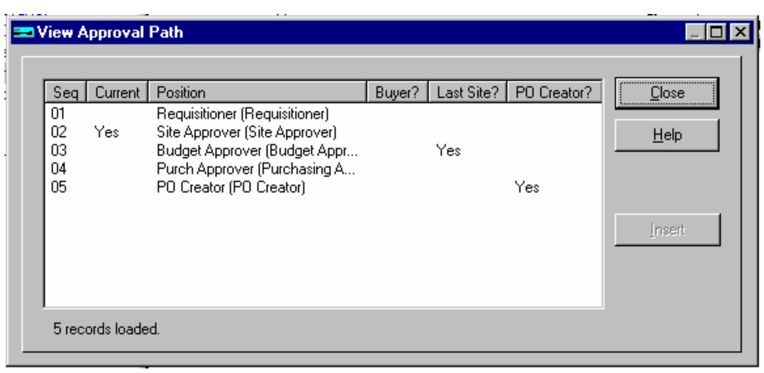
Based upon the rules and criteria set up specifically by the district, a message will display the next person in the approval path, which the requisition is being sent to.

The number in parenthesis next to the New Requisition folder will decrease and the Requisition In-Process folder will increase. A copy of the requisition will be placed in this folder and will remain until the requisition has gone through its approval and has been created into a purchase order. This will allow the user the ability to check on the status of the requisition while it is still in process.

VIEW APPROVAL PATH

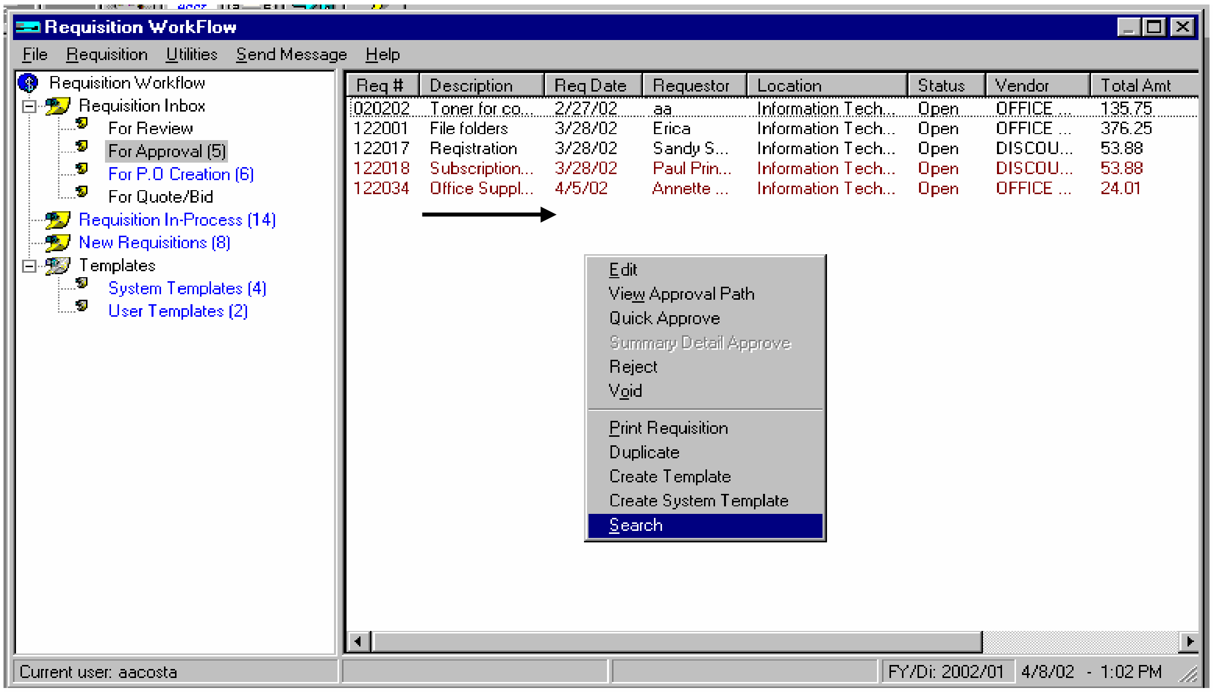


To view the approval path without having to go back into the requisition, highlight the Requisition In-Process folder, highlight the requisition to be viewed, right click on your mouse and select view approval path.

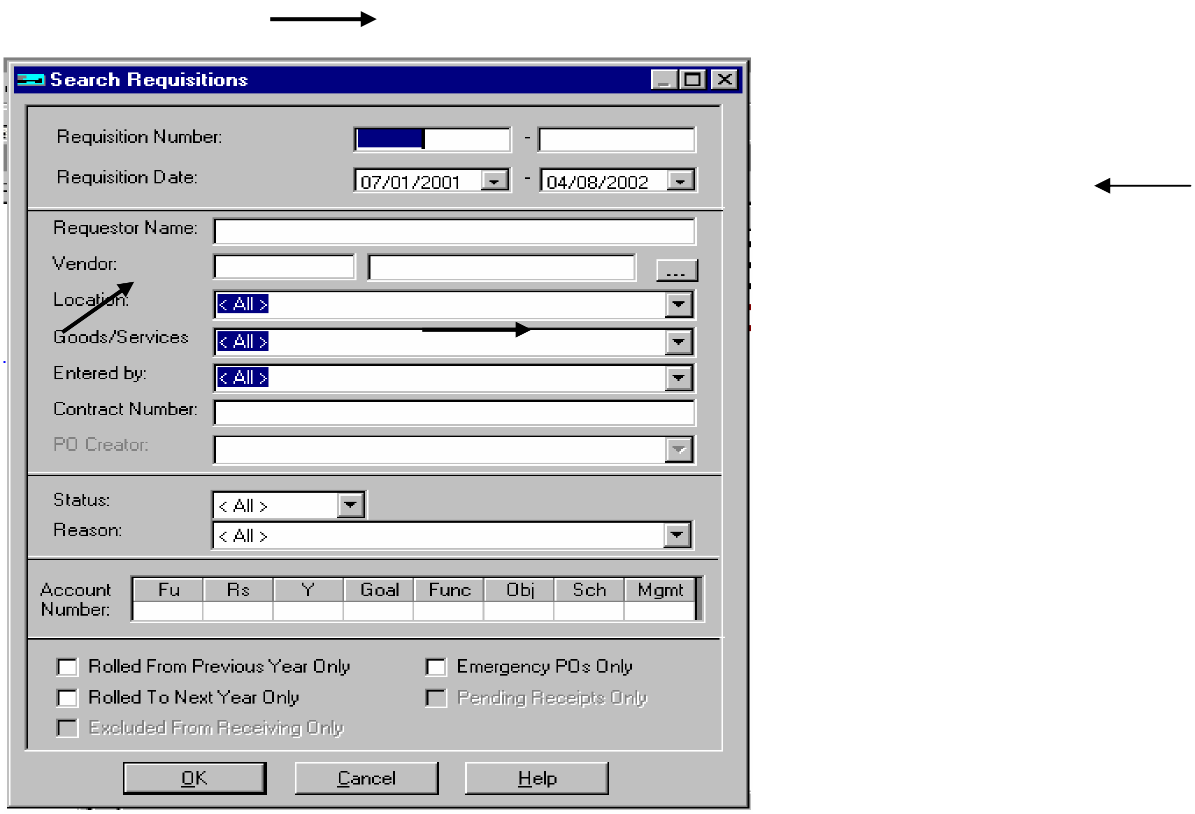


The view approval path will display the path the requisition will take for approvals. The screen identifies where the requisition is presently at under "current",what position is the last site approver, what position is the buyer and what position is the PO creator.

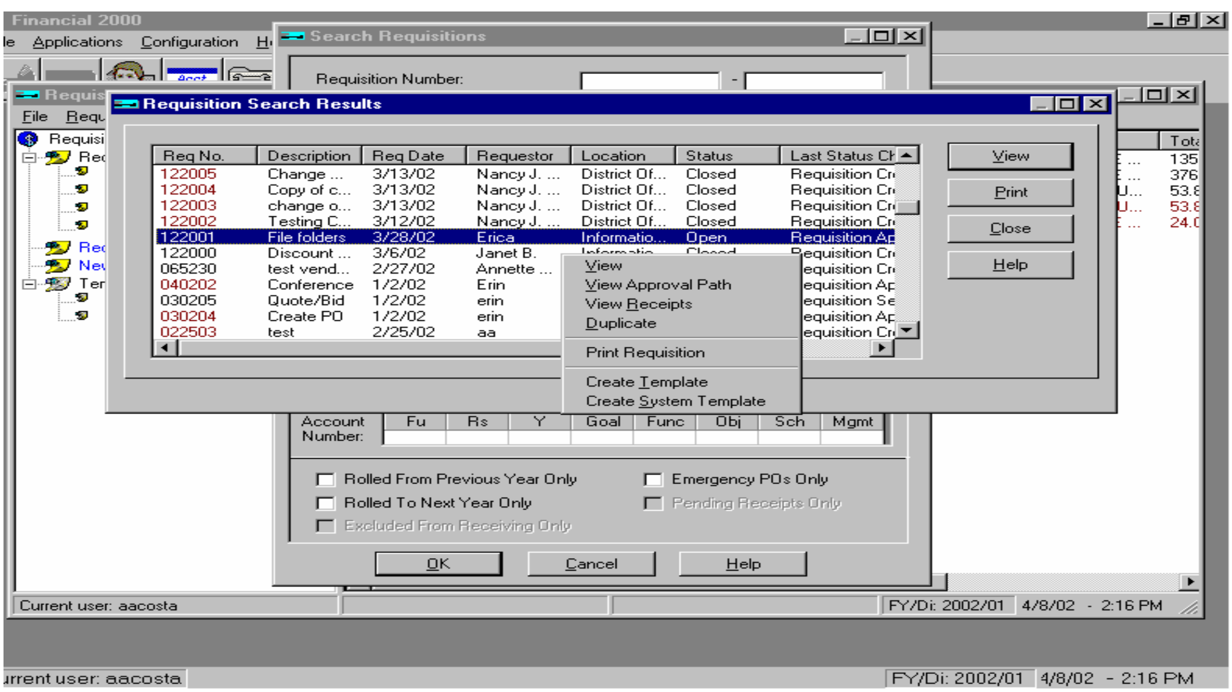
REQUISITION SEARCH



The requisition workflow provides the ability to do requisition lookups by using the search function. To do a search, highlight the Requisition In-process folder or any other folder and then right click the mouse and select Search.

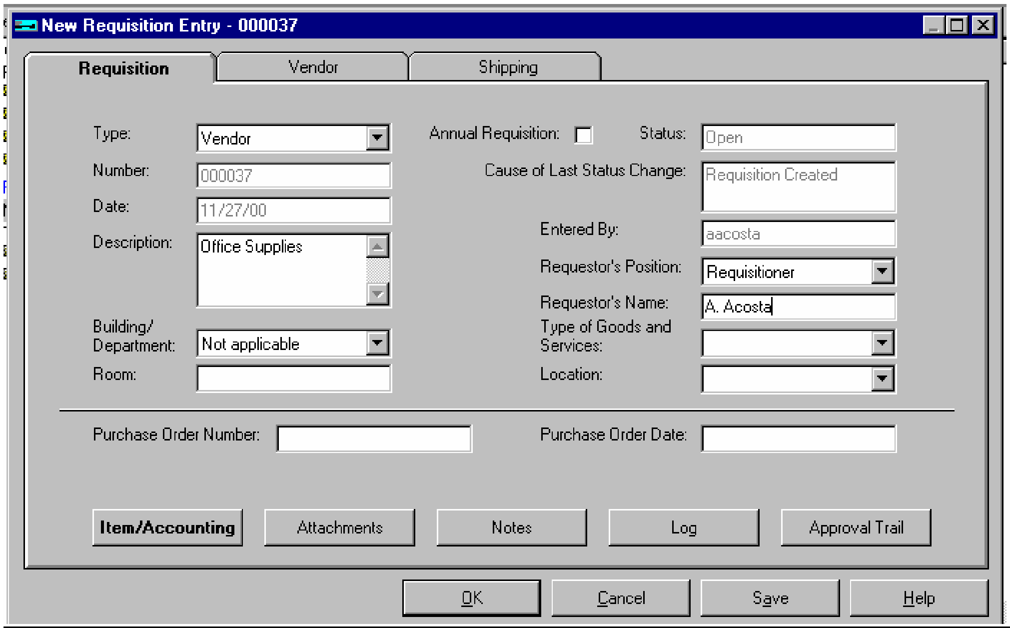


To begin the search process, enter the desired criteria or select from the drop down lists as applicable. Once the information has been entered, click on OK to begin the search.

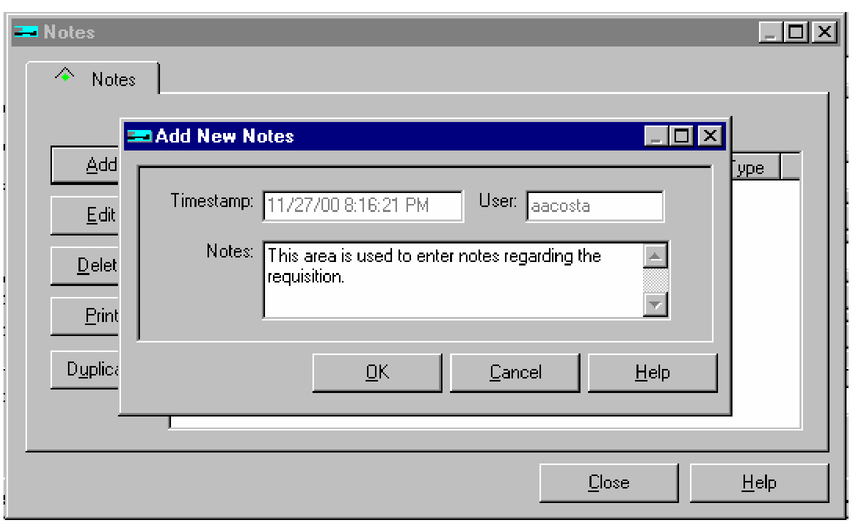


The requisition search results will appear. Highlight the requisition and click on the appropriate button to view or print the requisition. For additional options, highlight the requisition and right click on the mouse and highlight the desired option.

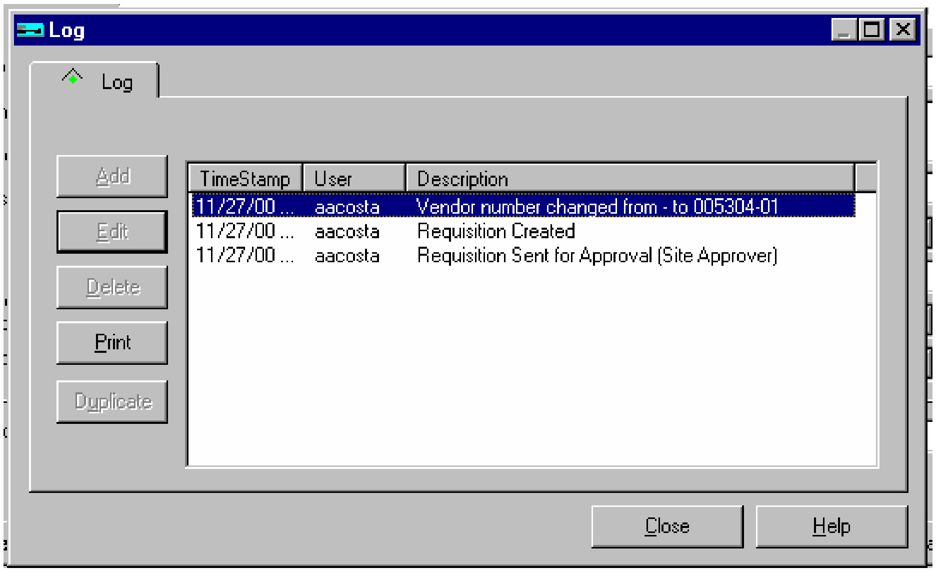
REQUISITION LOG/APPROVAL TRAIL LOG

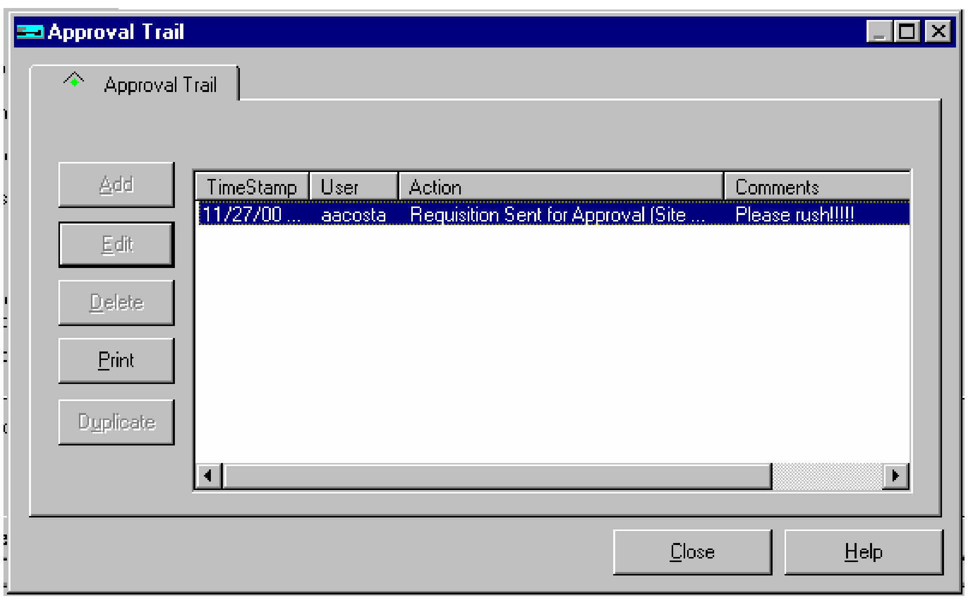


Within each requisition there is a Notes Log and an Approval Trail Log. To access the Notes Log or the Approval Trail Log, click on the appropriate button.



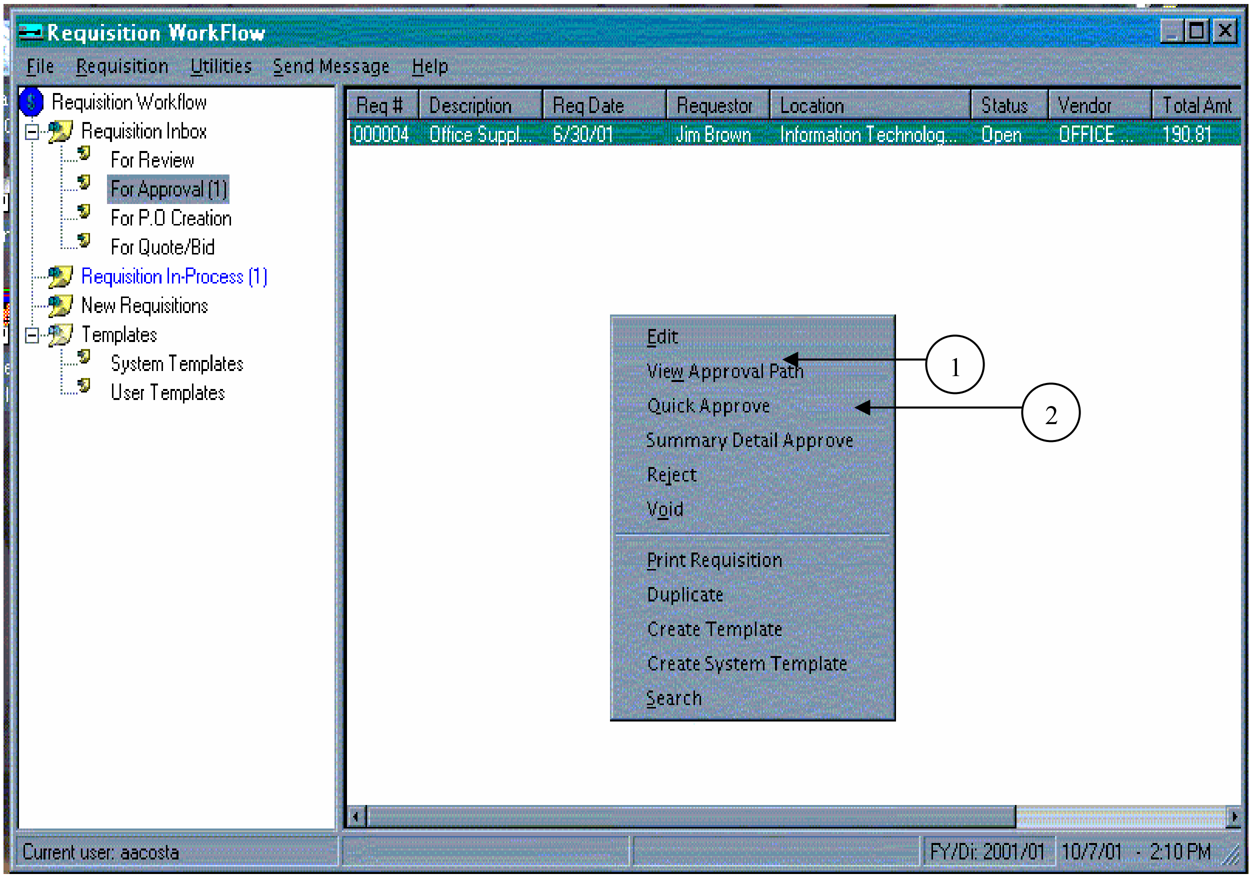
The Notes Screen allows detail notes to be entered about a specific requisition. The Notes screen also provides a timestamp indicating the date, time and user's logon who entered the notes.





The log tracks the requisition through its process and the Approval Trail tracks the requisition as it is approved. The logs may be printed as well.

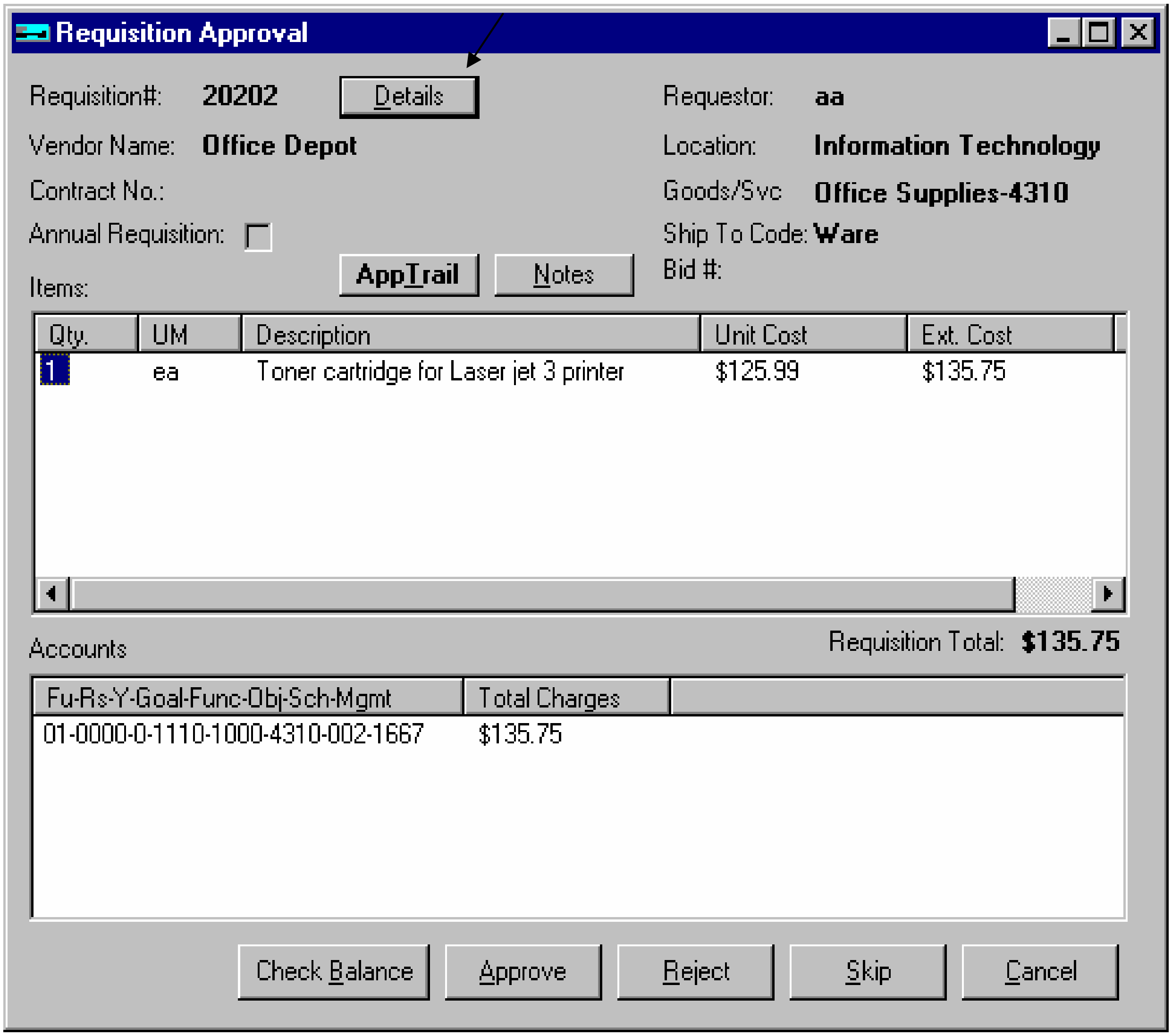
REQUISITION APPROVAL



There are two methods of approving a requisition. The Quick Approve and Summary Detail Approve. To approve requisitions within the For Approval folder, click on the For Approval Folder to display the requisition(s) waiting for approval. Highlight the requisition(s) to be approved then right click the mouse.

Select Quick Approve. The Quick Approve allows the approver to approve immediately based on the information that is displayed within the requisition workflow without having to go into the requisition to see all of the attached detail.
Selecting Summary Detail Approve method allows approval with the requisition detail summarized.

A comment dialog box will appear to enter comments for the approval trail log. Comments are optional. Click on the OK button to continue. The requisition will be sent to the next position within the approval path and a message will be displayed indicating the position the requisition was sent to. Upon clicking on the OK button, the requisition will disappear out of the user's For Approval folder.

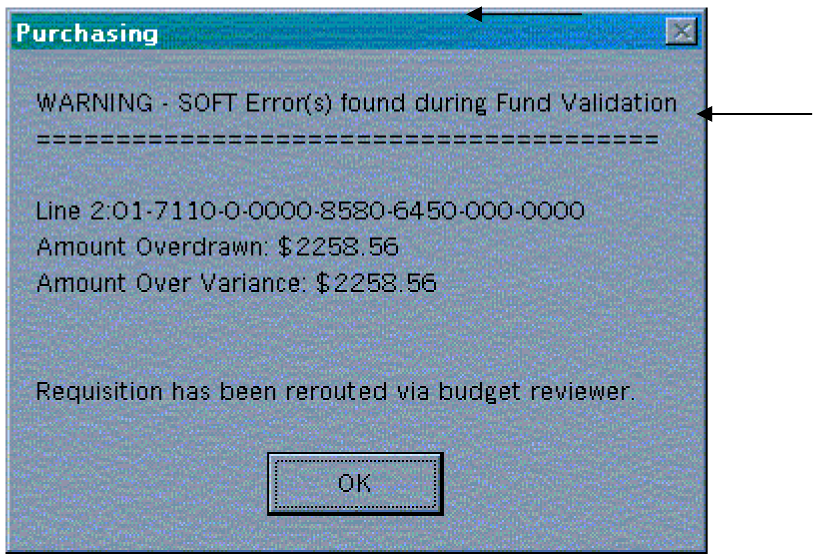


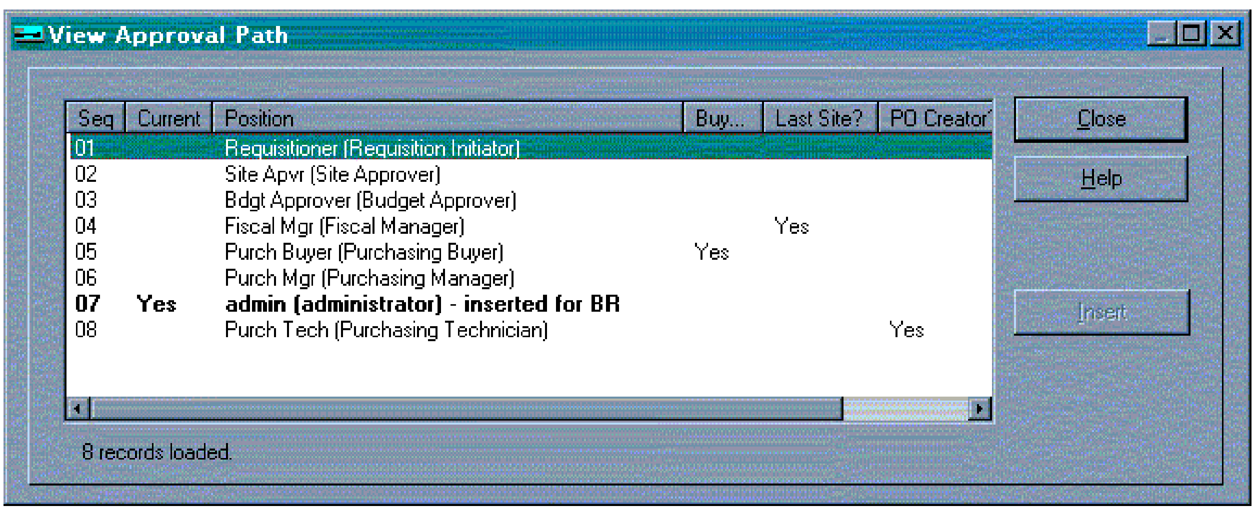
The Summary Detail Approve method allows the approver to view each requisition one at a time in a summarized format. The approver can approve, reject, skip or cancel the requisition by clicking on the appropriate button. If the approver needs to view more detail information, by clicking the Details button, the requisition will appear with all information available to view by selecting the appropriate tab or buttons. If the Approve button is selected, the comment box will appear for comments to be entered if desired.

BUDGET REVIEW APPROVER

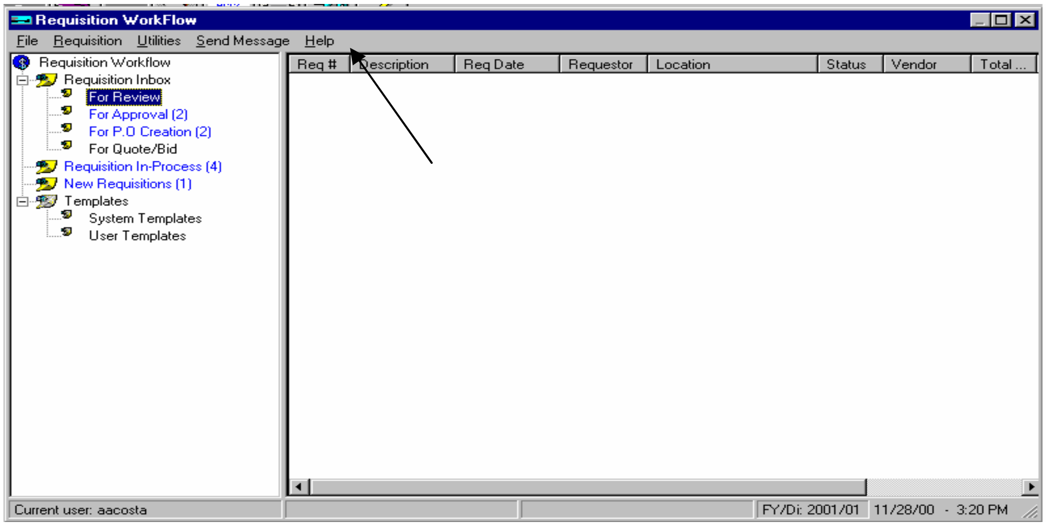
The Budget Review Position feature allows the district to setup a designated position within each approval group

when requisitions are processed and have insufficient funds during fund validation, the requisition will be automatically routed to the designated budget review position to take appropriate action.
This feature is setup through the approval group configuration within the purchasing configuration setups. The administrator can select an appropriate budget review position within each approval group, and at what point to validate funds, which would then determine if the requisition would be rerouted to the appropriate budget review position through the approval process. The requisitioner or approver would receive a warning message indicating insufficient funds and requisition has been rerouted via budget reviewer. When viewing the approval path, the path would indicate which position was inserted for BR-Budget reviewer.

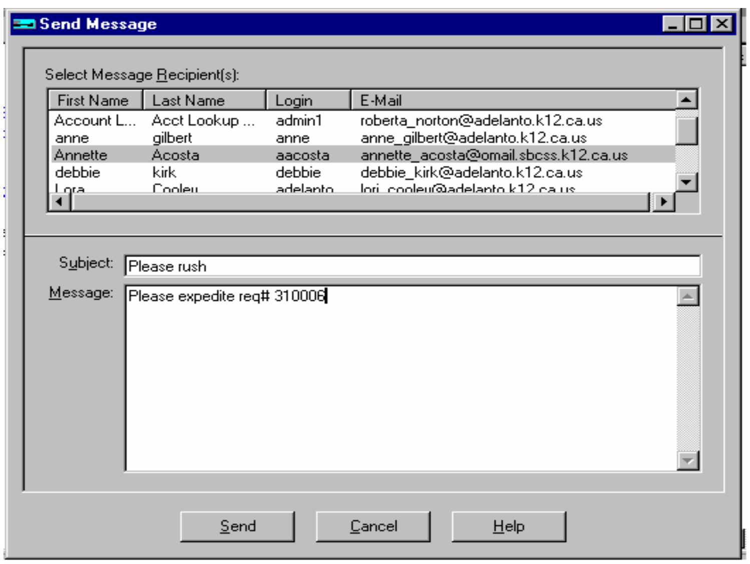




SEND MESSAGE



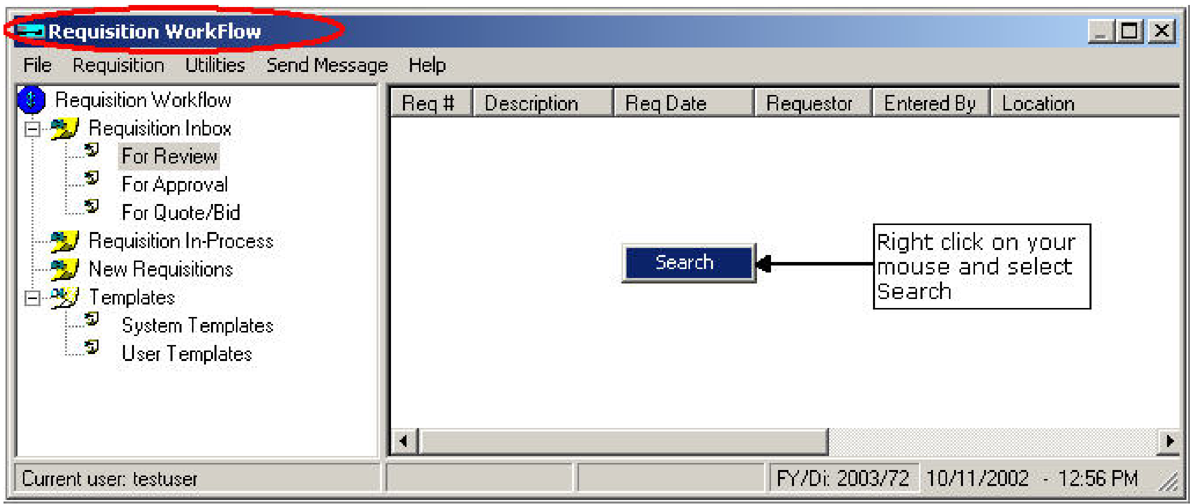
The Purchasing 2000 system allows messages to be sent from all of the workflows; requisitions, purchase order, change order and receiving. The messages sent will go to the indicated user's e-mail address. The user does not have to be logged on the Purchasing 2000 system to read their message. To Send a Message, click on Send Message from the menu bar.

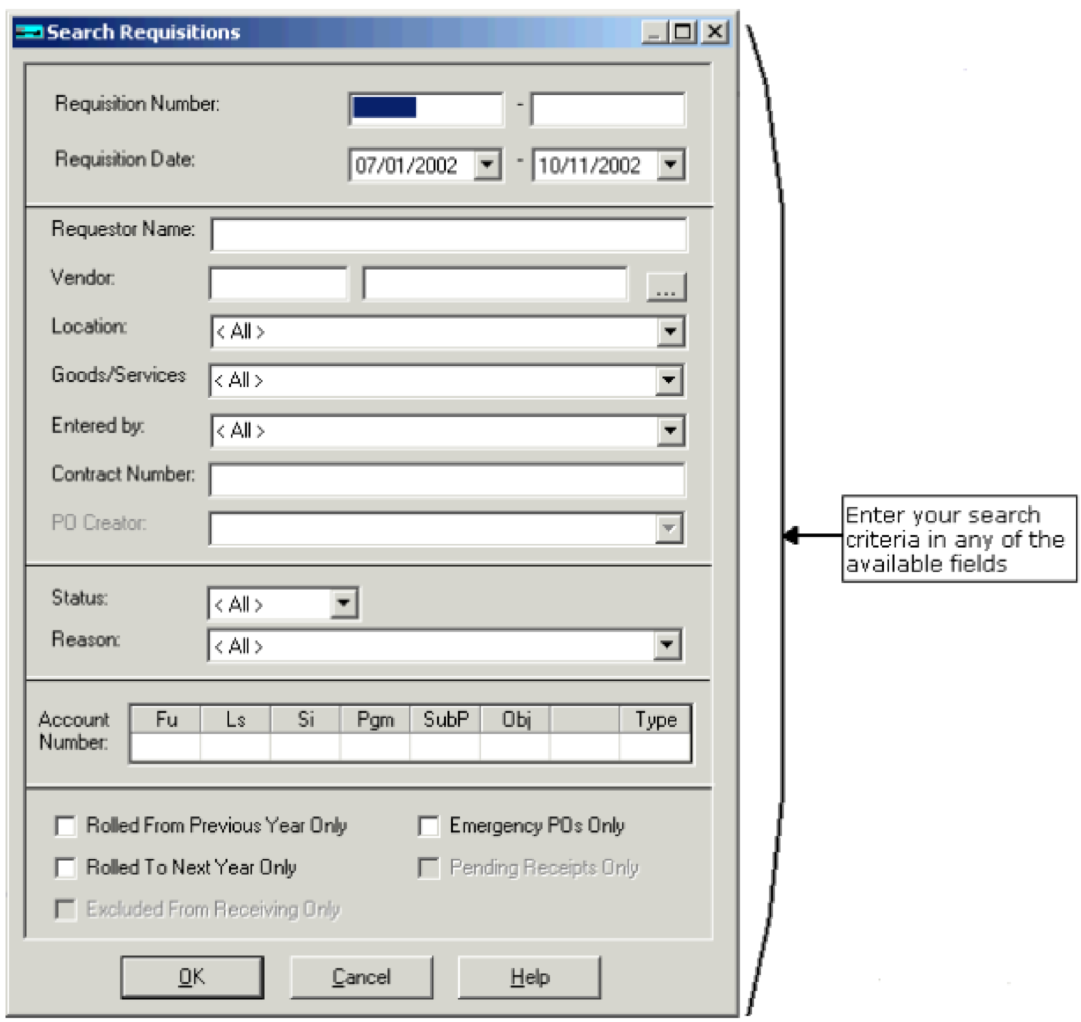


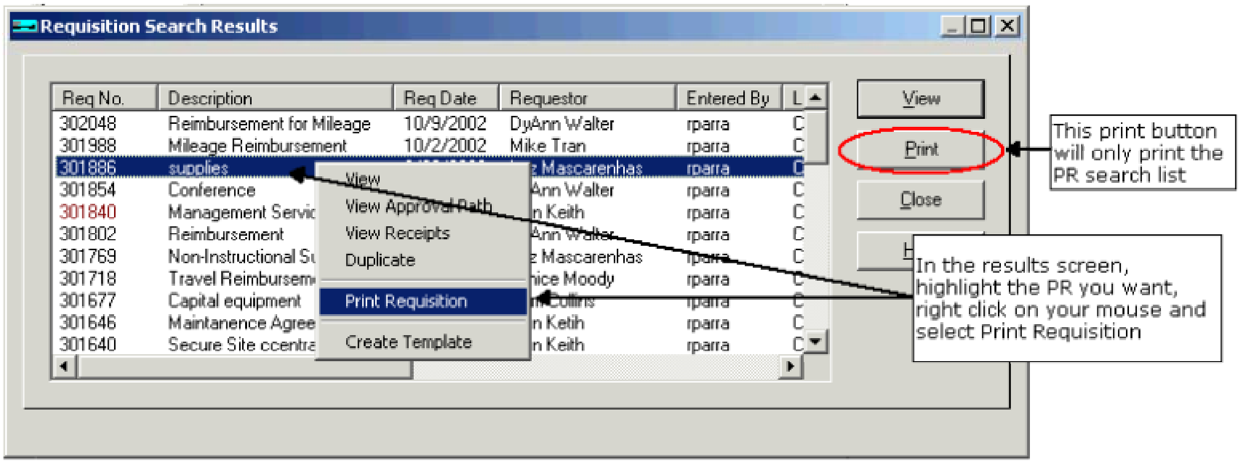
The Send Message program will appear displaying all of the names and e-mail addresses attached. To Send a Message, use the scroll bar to scroll up and down the list of users. Highlight the name(s), If more than one name is selected, you will need to hold down the CTRL button on your keyboard. Enter the subject and message and then click on send. A message will appear validating the user's selection. Click OK to proceed or cancel to cancel sending the message.

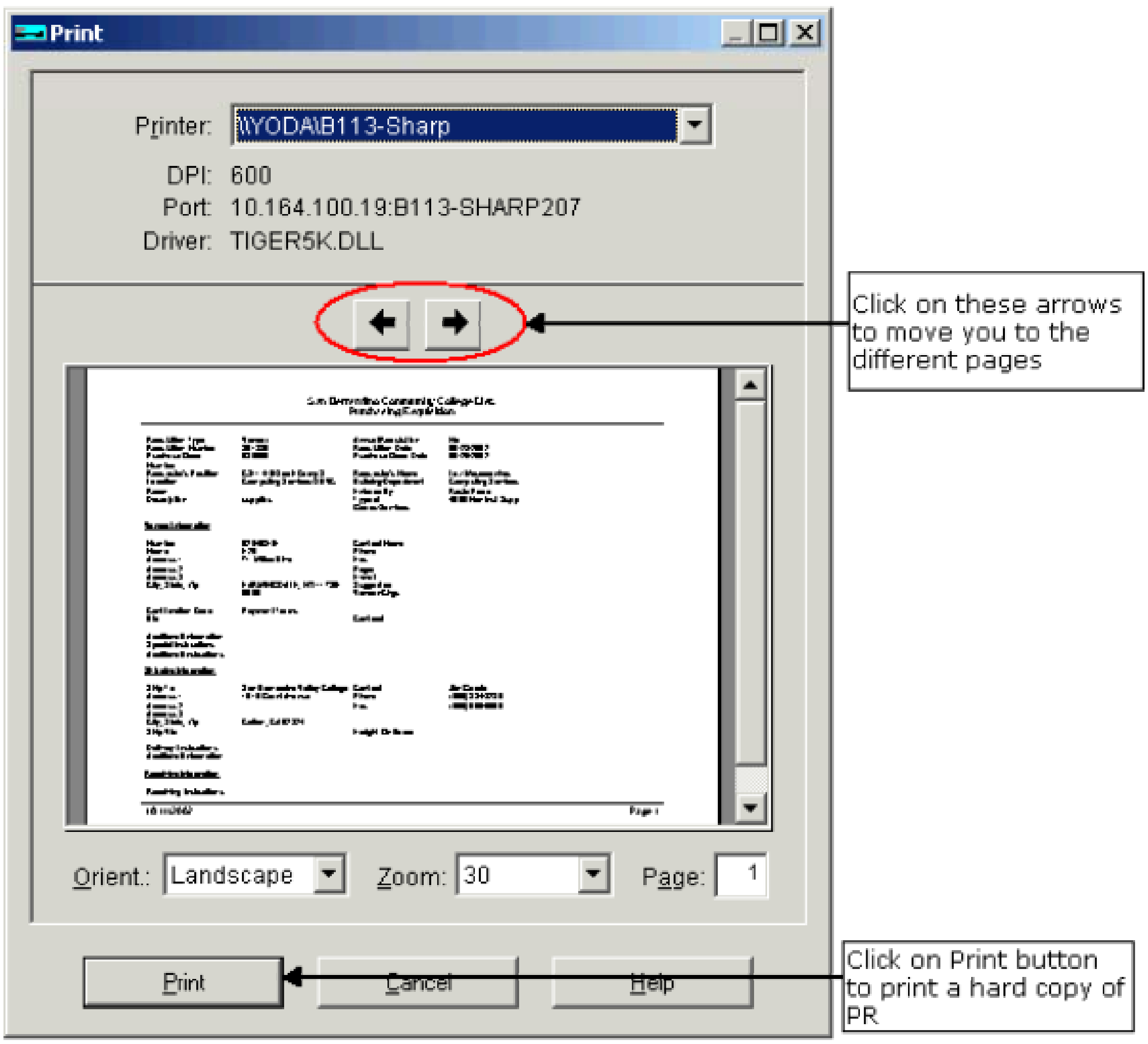
PRINTING REQUISITIONS

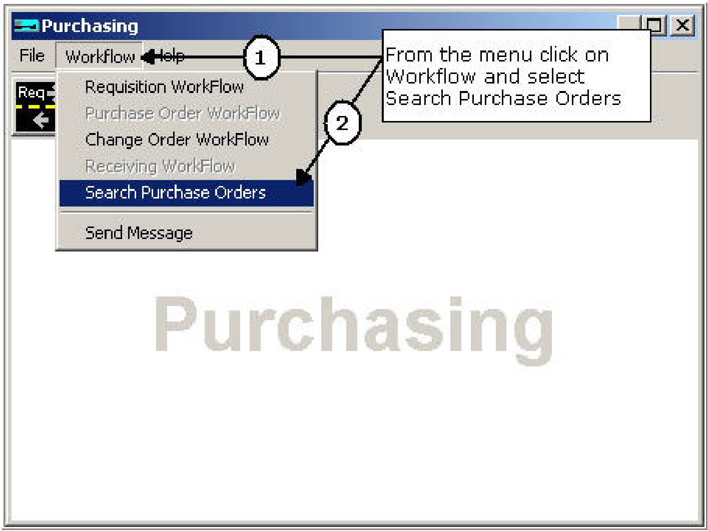
To print or preview a requisition you must be in the Requisition Workflow and pull up the Search Requisition window.





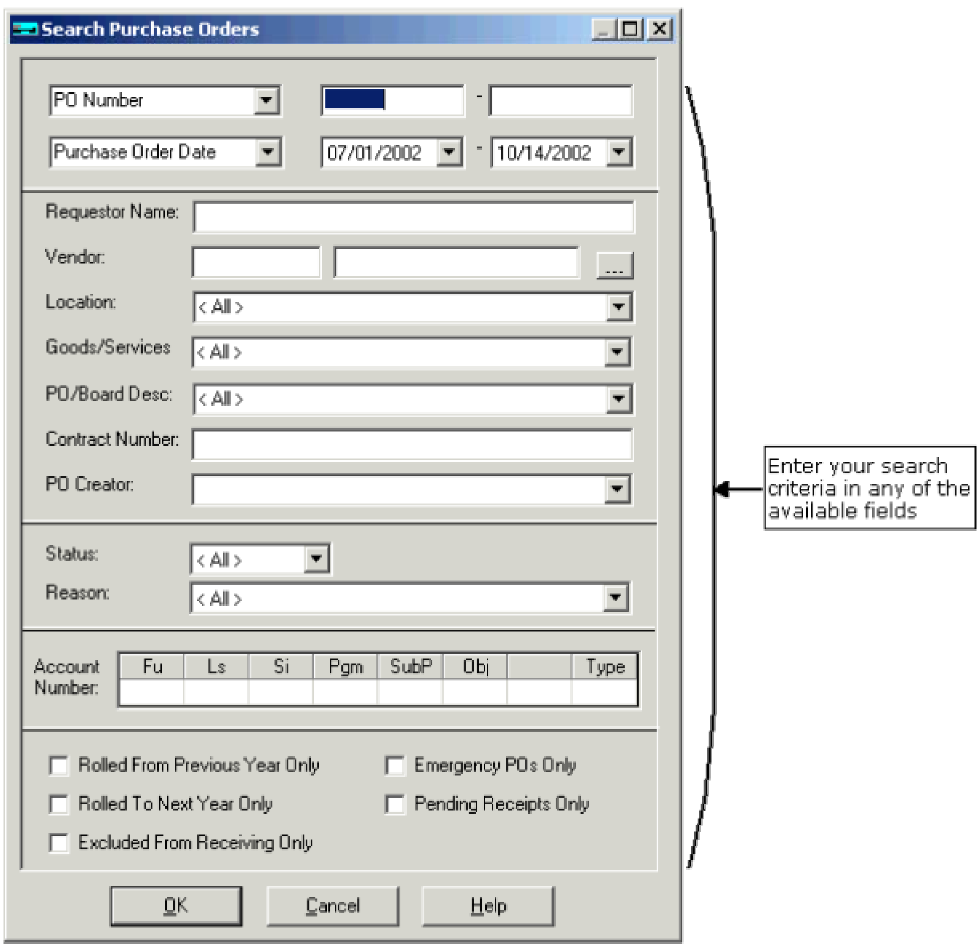

Requisition Search Results
Req No. Description Req Date Requestor Entered By
302048 Reimbursement for Mileage 10/9/2002 DyAnn Walter rparra
301988 Mileage Reimbursement 10/2/2002 Mike Tran rparra
301886 supplies
301854 Conference
301840 Management Servic
301802 Reimbursement
301769 Non-Instructional Su
301718 Travel Reimbursem
301677 Capital equipment
301646 Maintanence Agree
301640 Secure Site ccentra
View
View Approval Path
View Receipts
Duplicate
Print Requisition
Create Template
View
Print
Close
This print button will only print the PR search list
In the results screen, highlight the PR you want, right click on your mouse and select Print Requisition


Print
Printer: \\YODA\B113-Sharp
DPI: 600
Port: 10.164.100.19:B113-SHARP207
Driver: TIGER5K.DLL
Click on these arrows to move you to the different pages
Orient.: Landscape
Zoom: 30
Page: 1
Print
Cancel
Help
Click on Print button to print a hard copy of PR

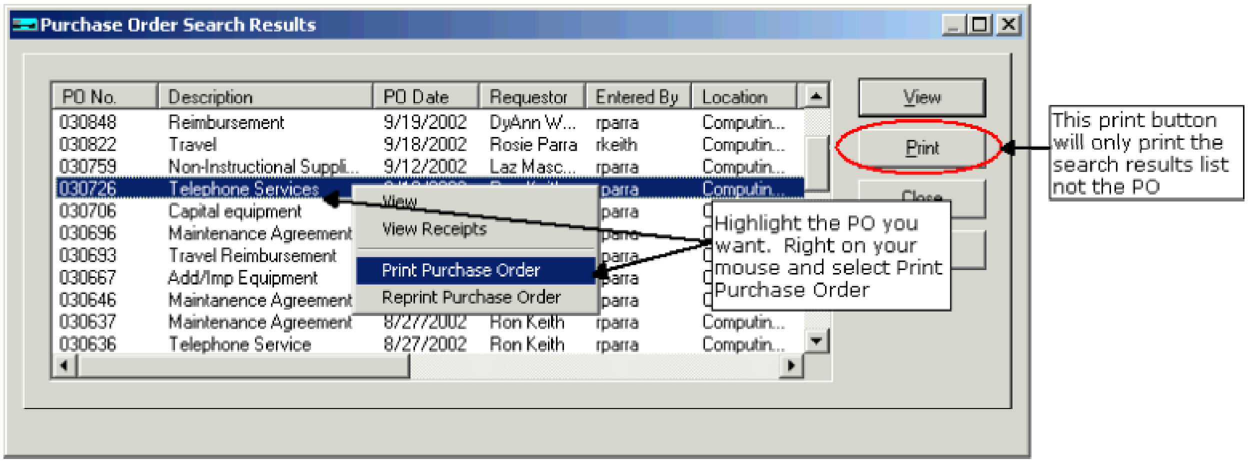


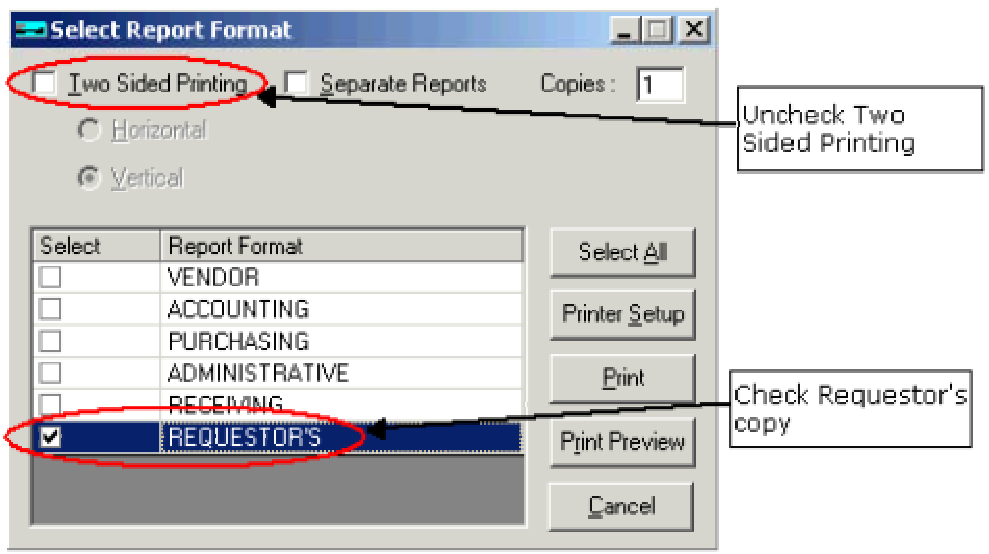
PRINT PURCHASE ORDERS

The following instruction to print a purchase order in this section will not be the same as described in the Purchase Order Workflow. Most all users will not have access to the Purchase Order Workflow, therefore the path and menus to print will not be the same. To print a PO go to the Purchasing module in Financial 2000 then follow the screen prints.



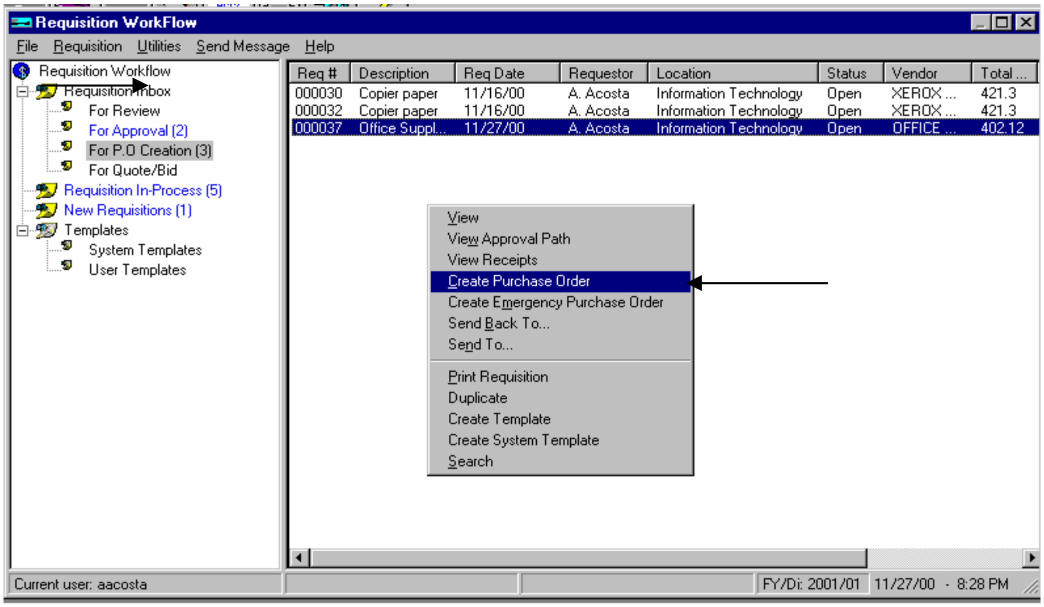
The Search Purchase Order screen for purchase orders looks and works the same as the Search Requisition screen.



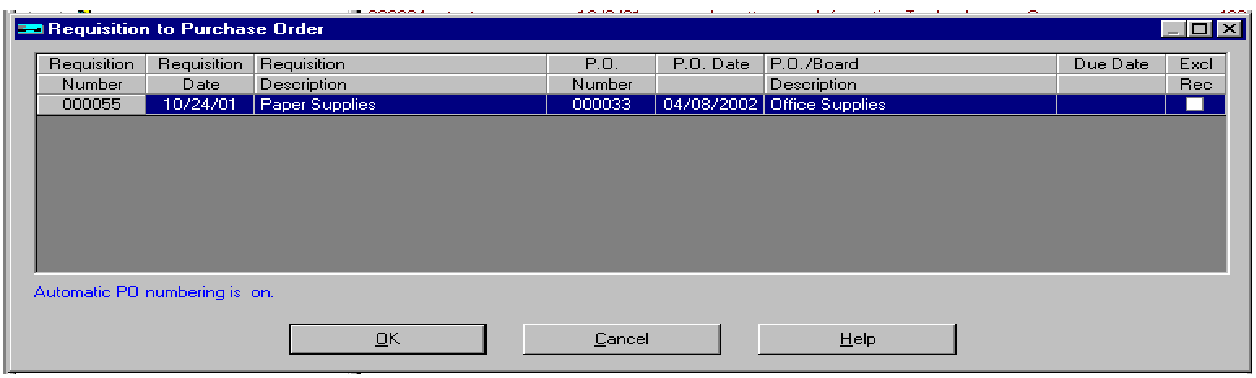


After you select the PO you want to print, the system will bring up the Select Report Format screen. For users of San Bernardino Community College District, you will need to uncheck the box for Two Sided Printing, otherwise, the system will print a blank page after your purchase order. Only the Purchasing Department has the ability to the Terms and Conditions on the other side of the purchase order.

CREATE PURCHASE ORDER

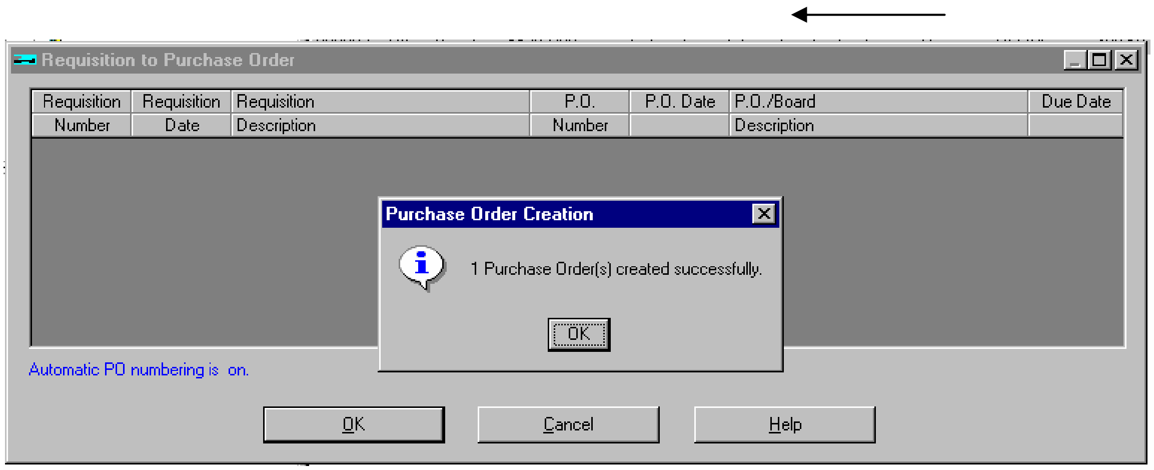


Once the requisition has gone through its approval path, it is now ready for PO creation. The PO creator is determined through the Approval Group setup configuration program. The PO creator can view the requisitions received within the user's "For P.O. Creation" folder. The PO creator will click on the folder which would display all the requisitions ready for PO creation. The PO creator would highlight the requisition or requisitions and then right click on their mouse and then can select Create Purchase Order.



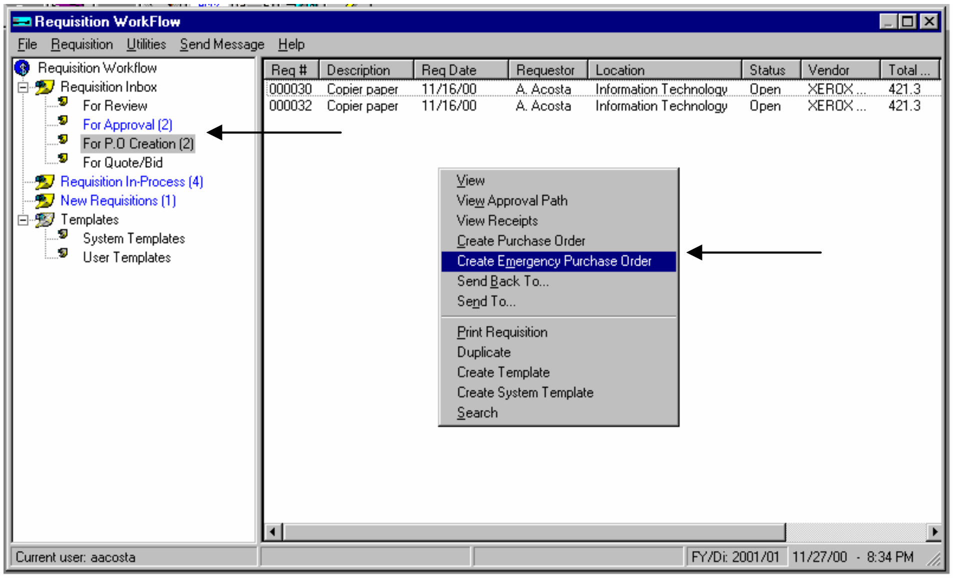
All the requisitions that were highlighted will be displayed on the Requisition to Purchase Order screen. If the district configuration is setup for auto numbering Purchase Orders, the PO numbers will pre-fill and the PO creator can then enter or select the appropriate PO/Board description if needed, otherwise the requisition is ready to be created into a purchase order by selecting the OK button. If the district configuration is manual numbering, the PO creator would have to enter the PO number before creating the purchase order. The system will again validate that all information has been completed, validate the status of the account number(s) and that there is sufficient budget dollars available. If no errors appear, the system will create the requisitions into purchase order(s).

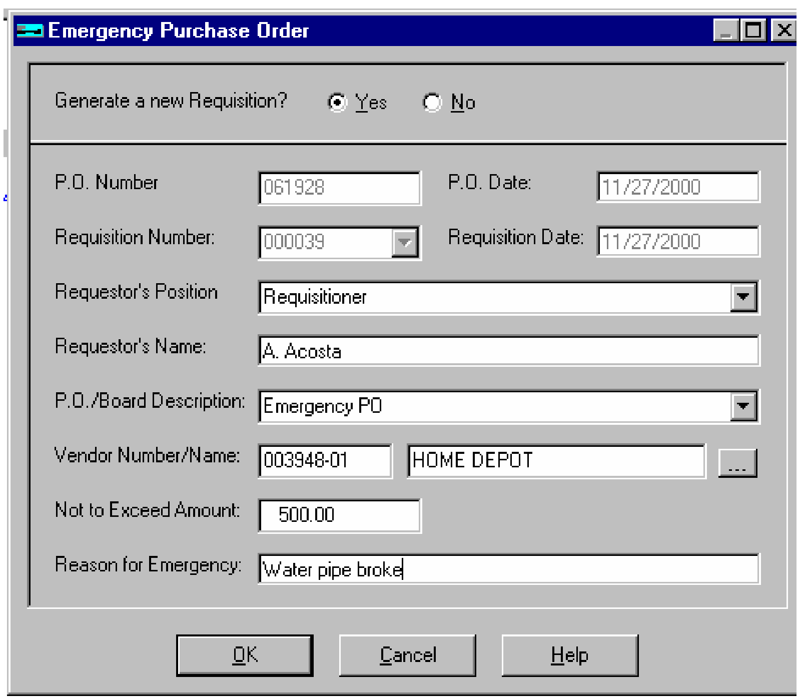
The Excl Rec, exclude from receiving box, allows the PO creator the ability to identify certain purchase orders, for example, maintenance renewals, membership renewals, etc., to be excluded from the receiving workflow.



The system will display a message indicating the number of purchase orders that were created successfully.

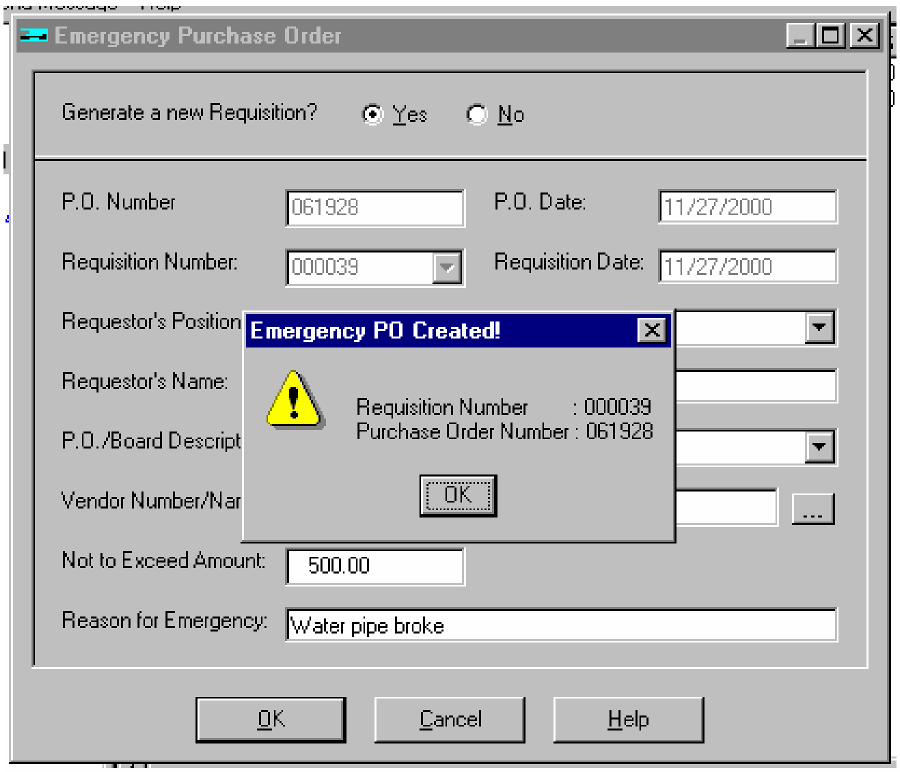
EMERGENCY PURCHASE ORDER





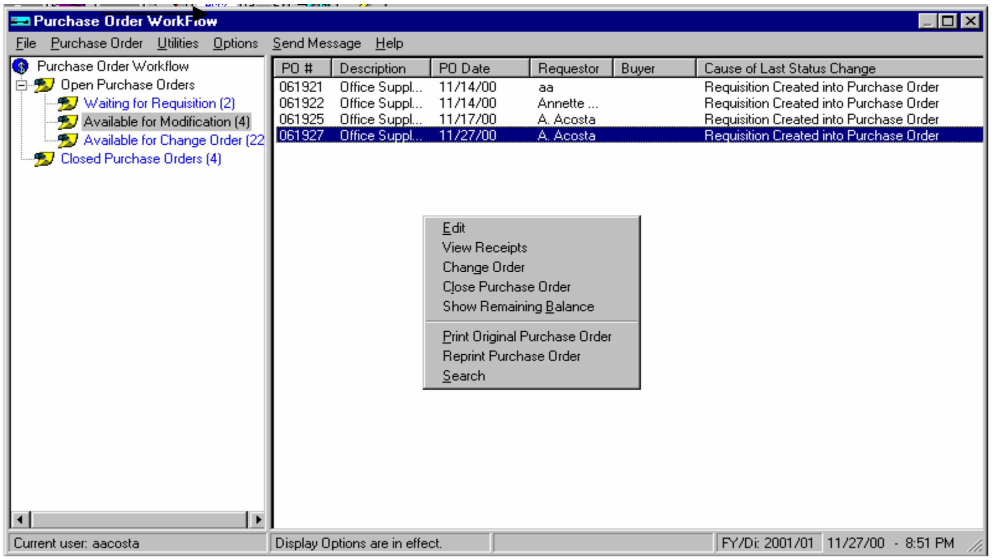
The system also provides the district the ability to create emergency PO's. Emergency PO's can only be created by those who have PO create access. Emergency PO's can be accessed through the requisition workflow by highlighting "For PO Creation" file and right click with their mouse.

The Emergency PO screen allows the creator the ability to generate a new requisition or use an existing requisition that has not been sent for approval yet. The Emergency PO creator will enter the basic information and create the PO.

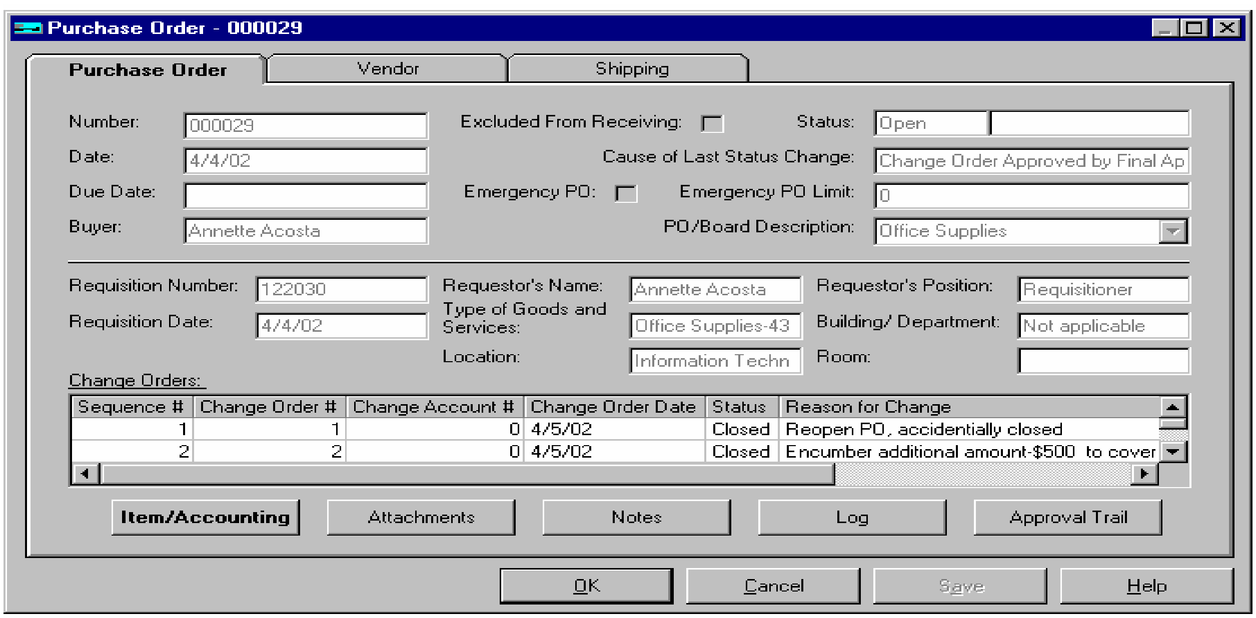


Once the Emergency PO is generated, a message will appear indicating the Purchase Order Number with the corresponding requisition number. The generated requisition will then appear in the requestor's requisition workflow for processing.

PURCHASE ORDER WORKFLOW

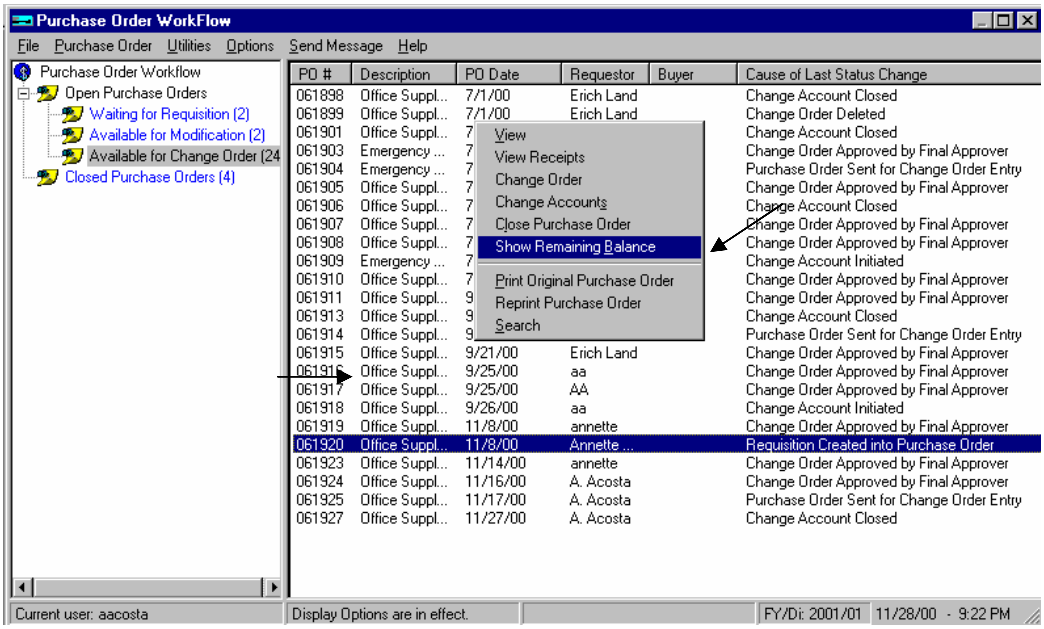


The Purchase Order workflow contains all purchase orders for the district. The Purchase Order workflow can be accessed by all those who have been set-up to access the purchase order workflow through the application access set-up. Purchase orders can be modified before payments are made or change orders can be initiated if payments exist or not. Purchase order modifications are usually changes that need to be made before the PO is printed or minor changes that do not require tracking or to print a new PO for the vendor. Change orders are usually changes that require tracking, authorization and/or a re-print of the original PO for the vendor. To make PO modifications, highlight "Available for Modification" and select a PO. Enter the modifications as needed.

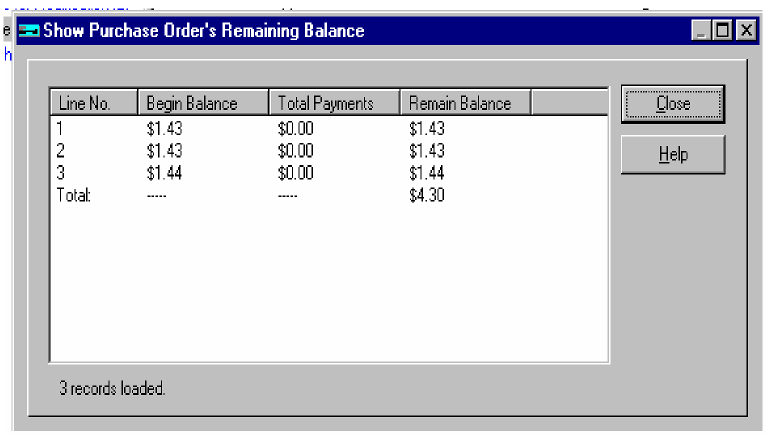


If a change order has been previously created on an existing PO, the purchase order screen will display the change order number. If you click on Change Order #, the change order will display.

SHOW REMAINING BALANCE

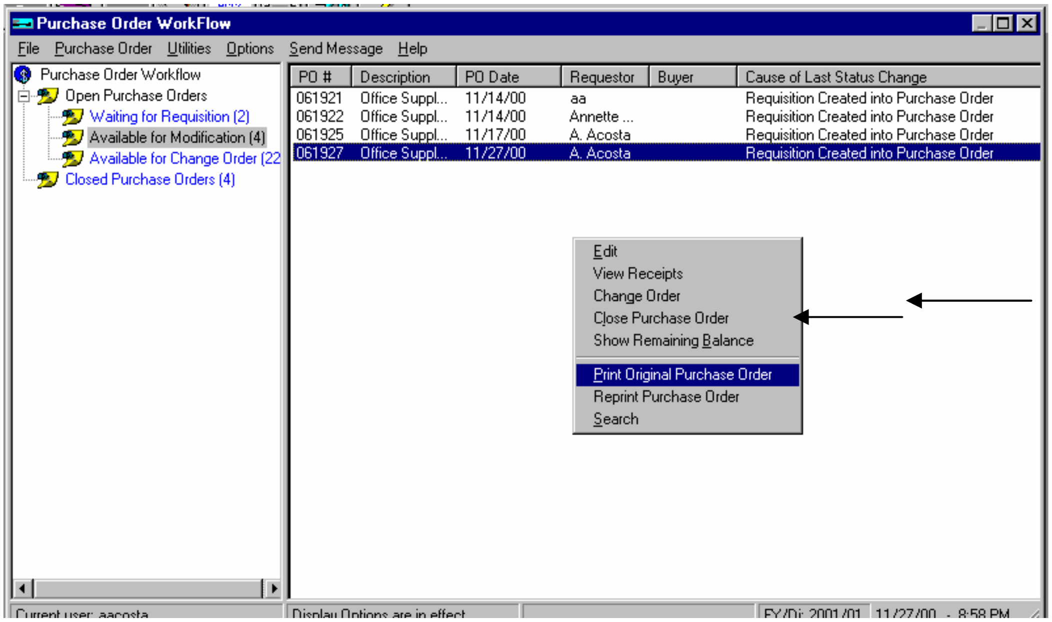


To view remaining balance on a Purchase Order, highlight any folder except Closed Purchase Orders to display the Purchase Orders. Highlight the desired Purchase Order, right click the mouse and select Show Remaining Balance.

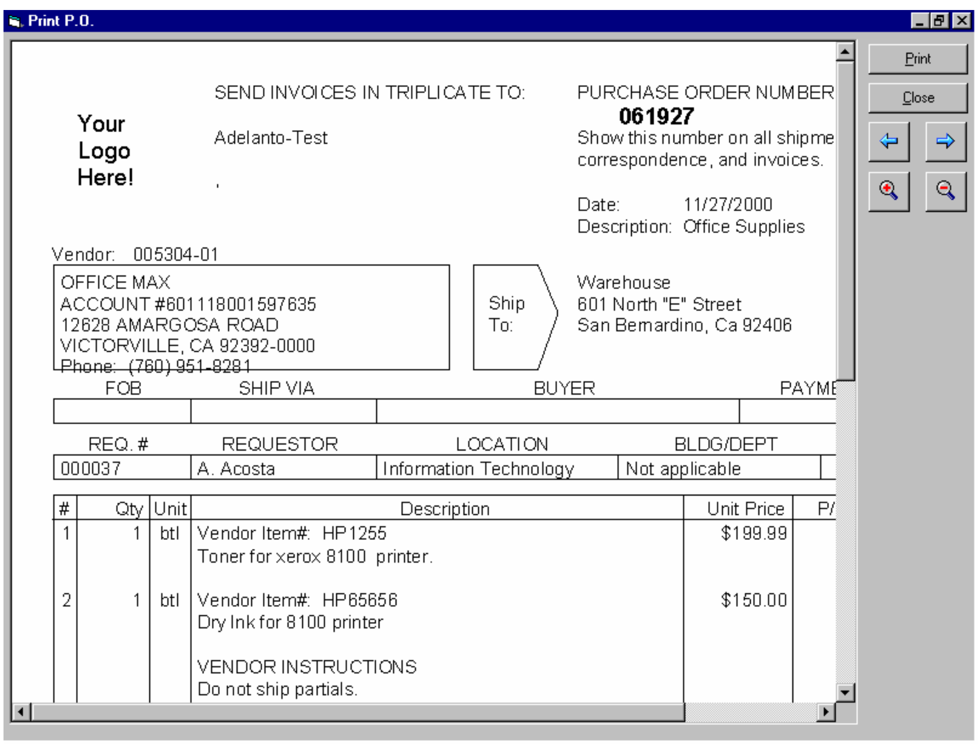


The Show Purchase Order's Remaining Balance screen will display the selected Purchase Order's payment activity, line number, beginning balance, total payments and remaining balance. Select the Close button to exit the screen.

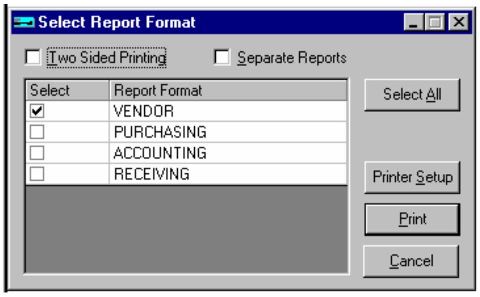
PRINT PURCHASE ORDER



To print a PO, highlight the designated PO or POs and right click on your mouse and select Print Original Purchase Order.

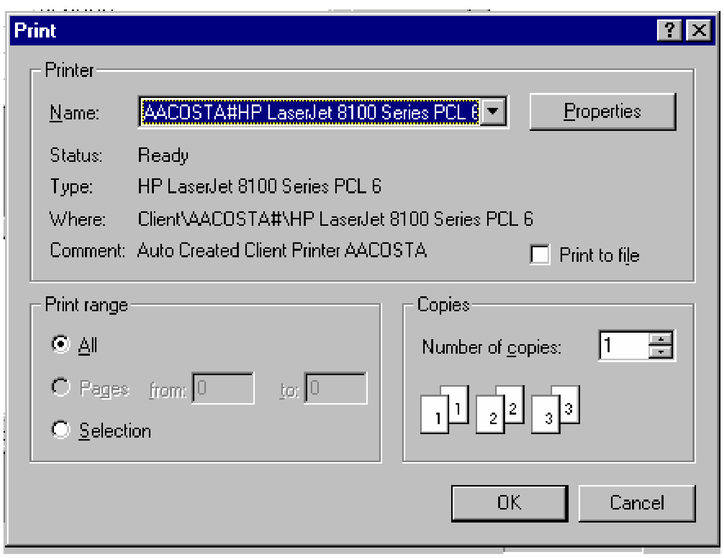


A purchase order preview will display the purchase order before selecting to print.

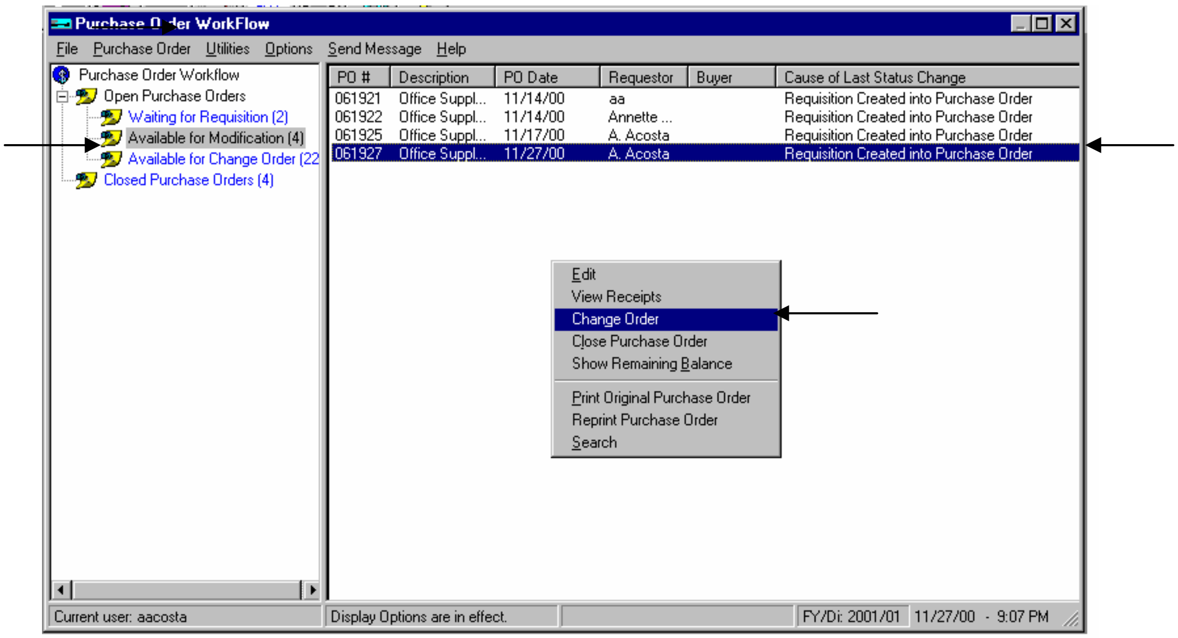


To print the purchase order, click on the printer button. The print screen will display to verify the printer setup. If okay, click on the OK button. If a different printer setup is desired, click on the printer button that displays a wrench.

Click on the drop down arrow to select a different printer or make any other changes as needed, then click on the OK button.

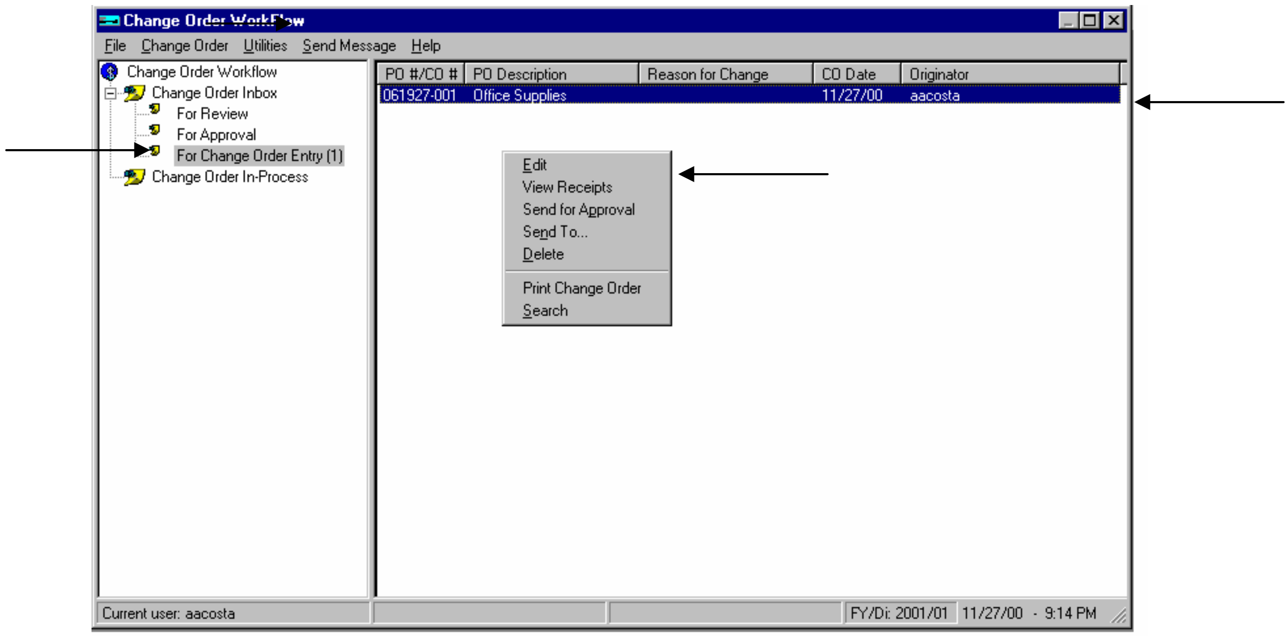


CHANGE ORDER WORKFLOW

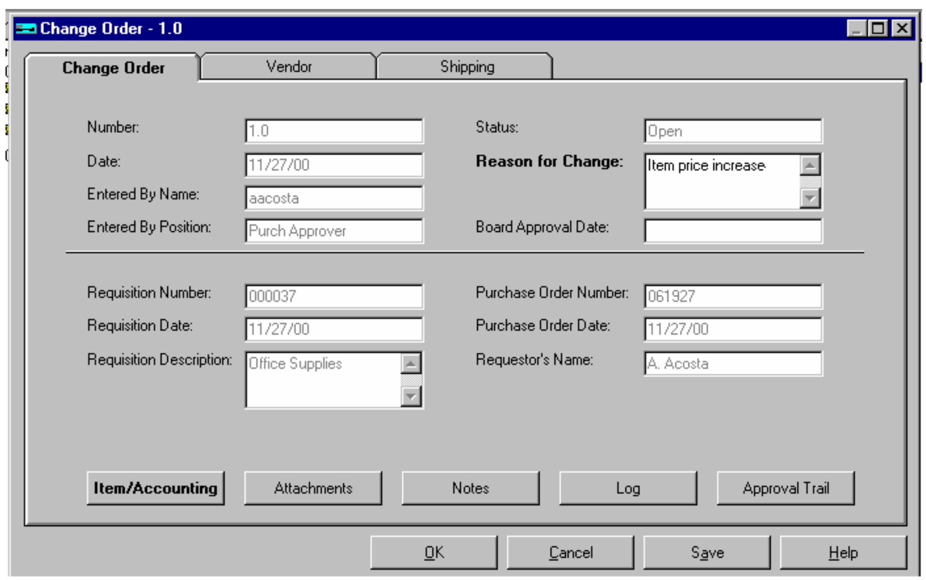


To initiate a change order, highlight the designated purchase order, right click with your mouse and select change order.

Select the position of the person who should be initiating the change on the change order and enter comments if applicable. Click on OK to send. The purchase order will appear in the designated positions "For Change Order Entry" file to enter the change order information.

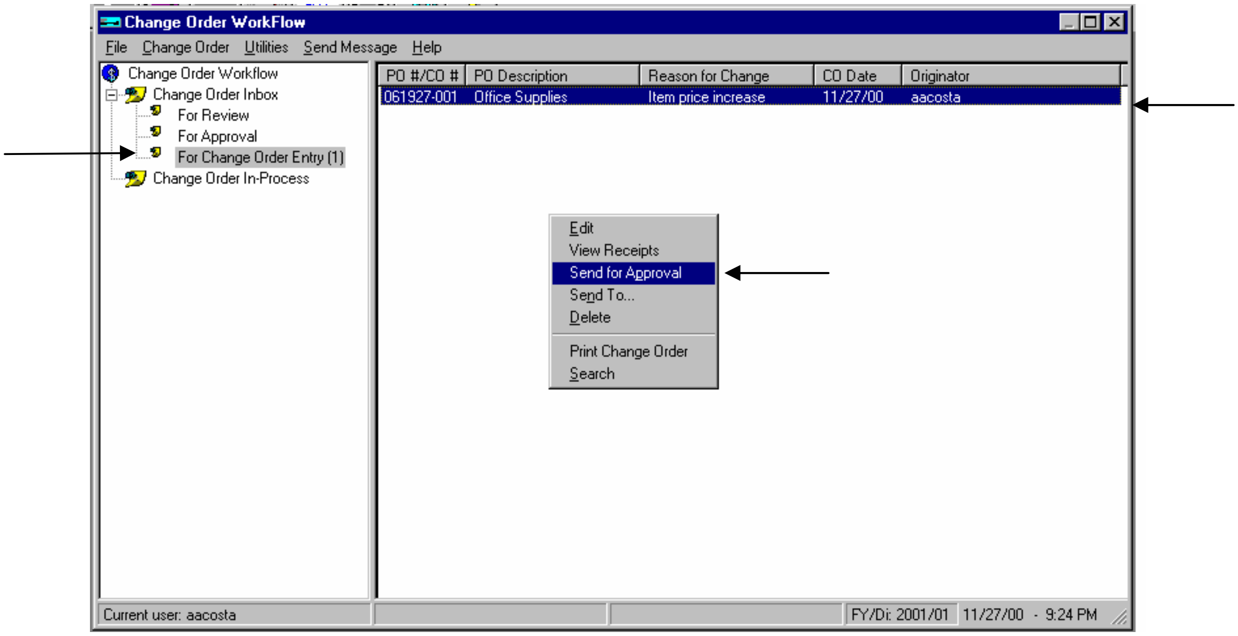


The Change Order workflow will display the purchase orders that have been specifically sent to the user to take action on. To enter a change order, highlight "For Change Order Entry", and select the purchase order and double-click or highlight the purchase order and right click with the mouse and select edit.

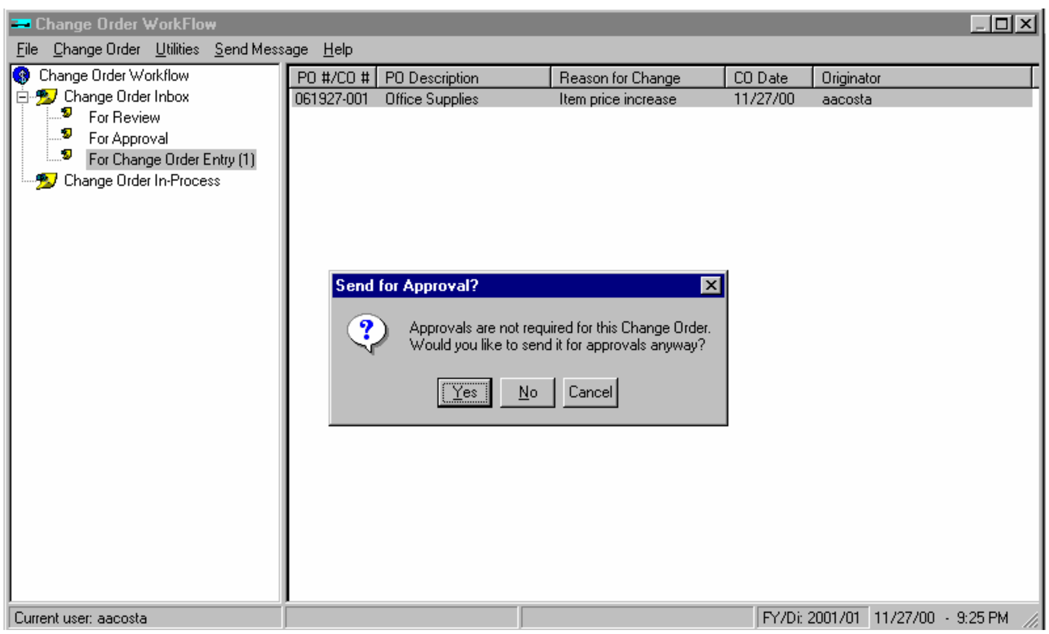


The Change Order will be numbered in sequence. Enter the reason for change and go to the designated screen to make changes. After changes are made, click on the OK button to update changes.

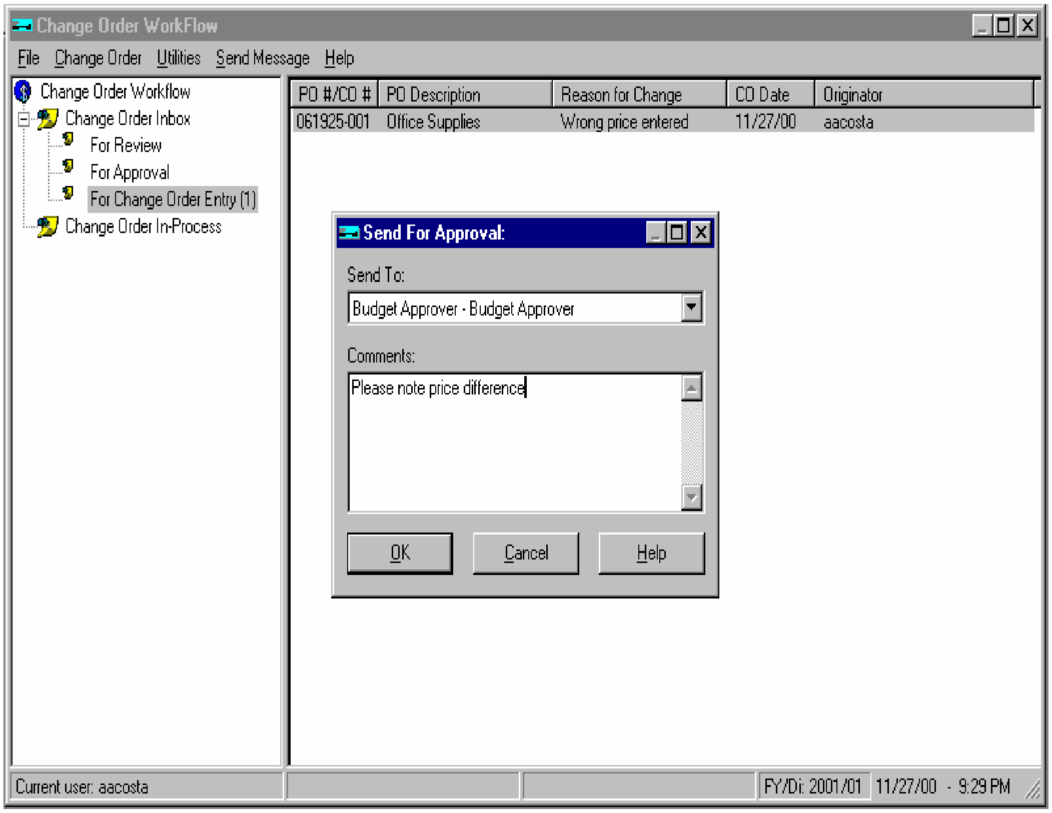
CHANGE ORDER SEND FOR APPROVAL



Once the change order has been entered, the change order will have to be sent for approval. To send for approval, highlight "For Change Order Entry" and highlight the PO#/CO# and right click with your mouse and select send for approval. The system will validate changes and check against the system configurations to check whether or not approvals are needed based upon the change order variance level setup.

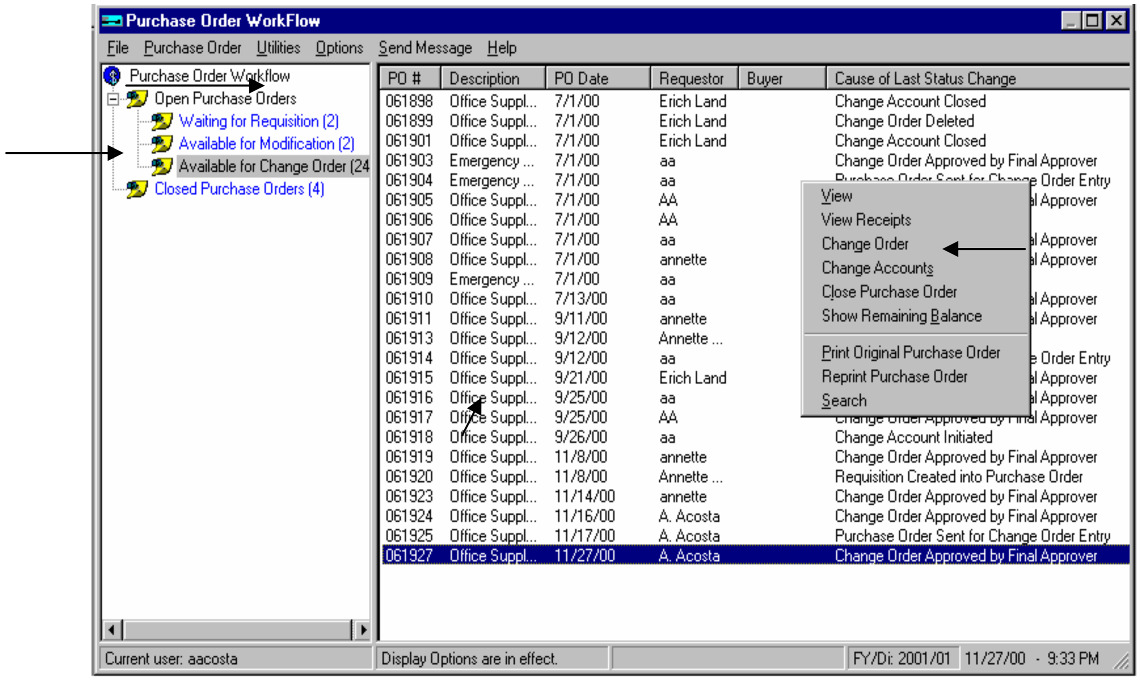


If approvals are not required, the system will still prompt the user and validate whether or not to send the change order for approval.

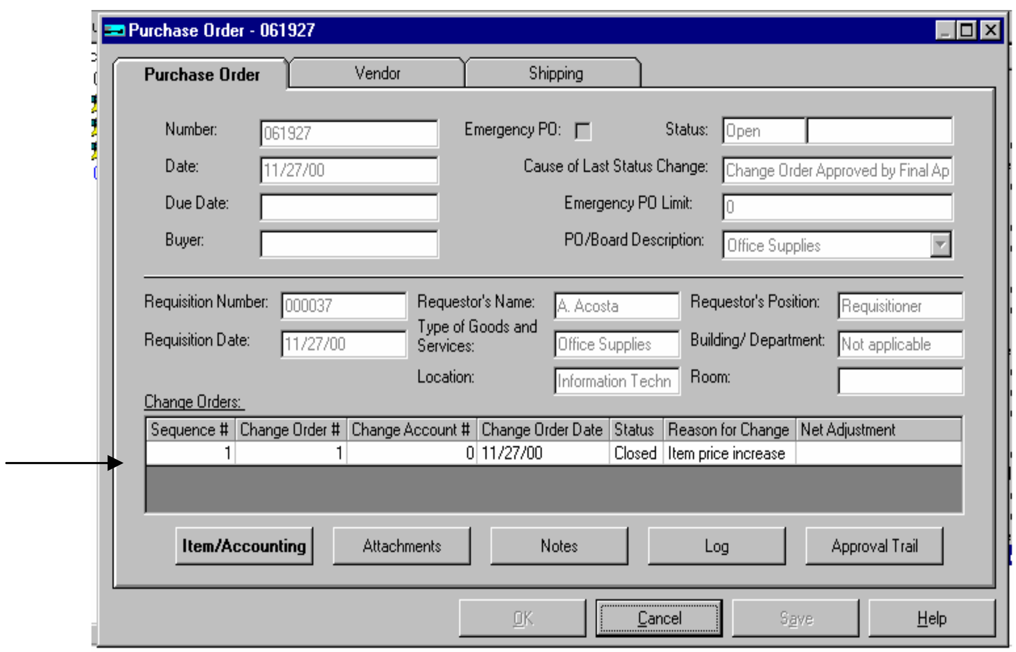


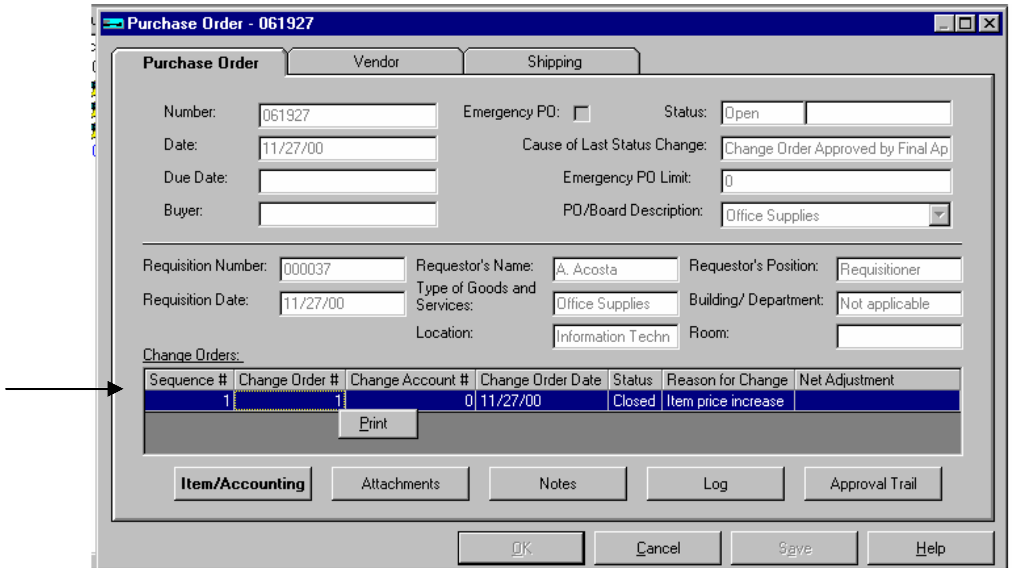
If the change order approval is required or desired, the send for approval screen will appear. Select the position that needs to begin the approval process for the change order by selecting the position from the drop down list. The available positions are the existing positions within the approval path for the purchase order. Enter a comment if desired then click on the OK button. Once the change order is approved, the change order will be removed from the "For Change Order Entry" file, and placed in the purchase order workflow in "Available for Change Order".

VIEW CHANGE ORDER

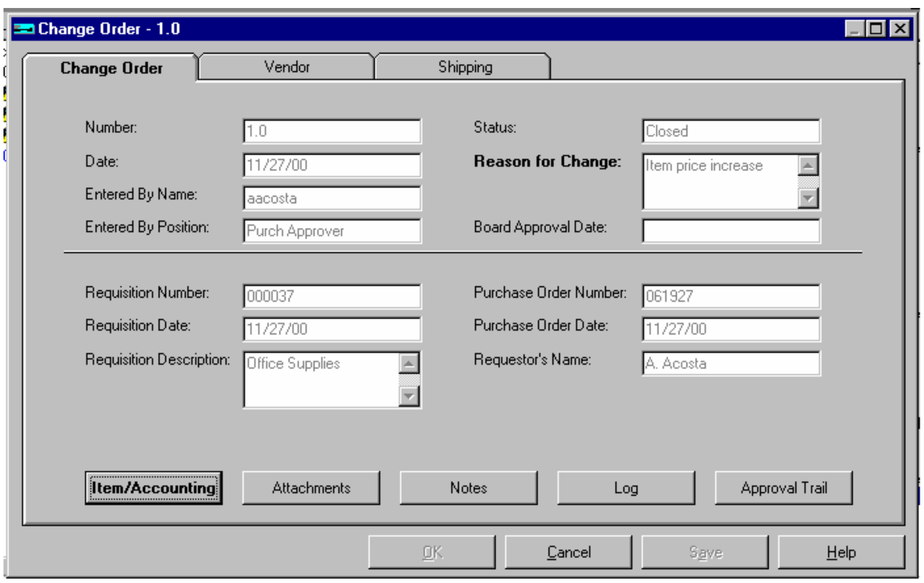


The purchase order will remain in the purchase order workflow file "Available for Change Order" until all payments are final or the purchase order is closed. The Change Order is tracked and logged and can be viewed from the purchase order workflow. To view the change order, click on "Available for Change Order" folder to display purchase orders and double-click or highlight and right click with the mouse and select view on the appropriate purchase order with the change order attached.

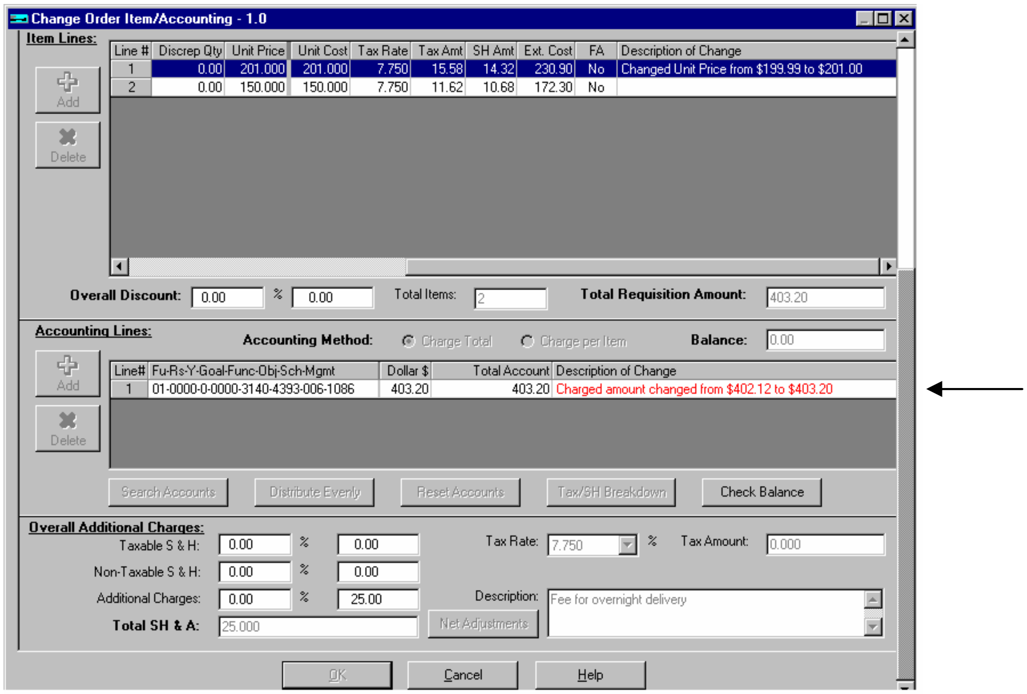


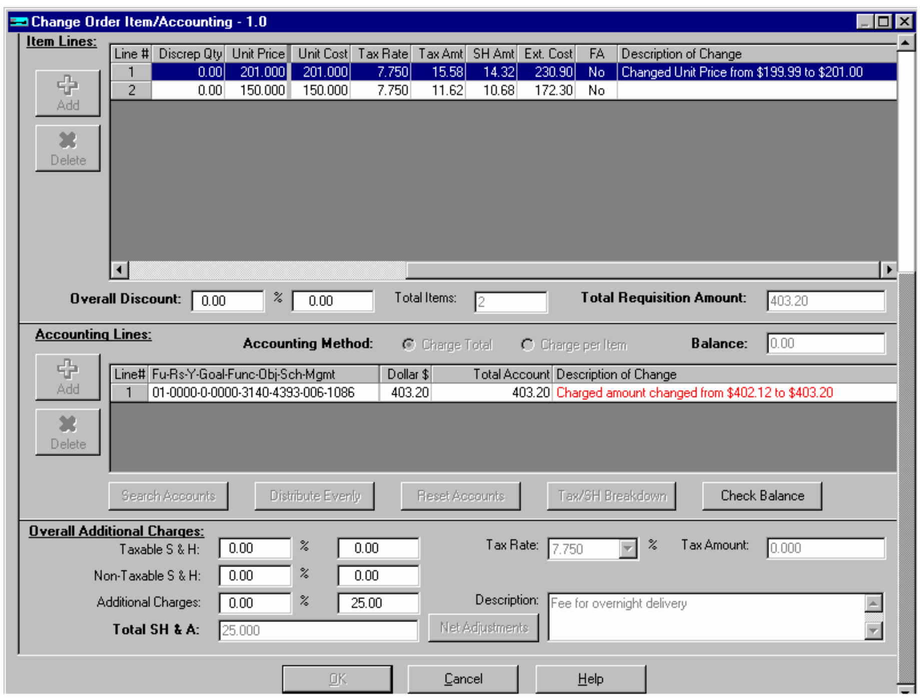


The purchase order will display the change order. To view the change order detail, click on change order number.



The change order detail will display and the user can click on the appropriate tab or click on the appropriate button to view the desired information necessary.

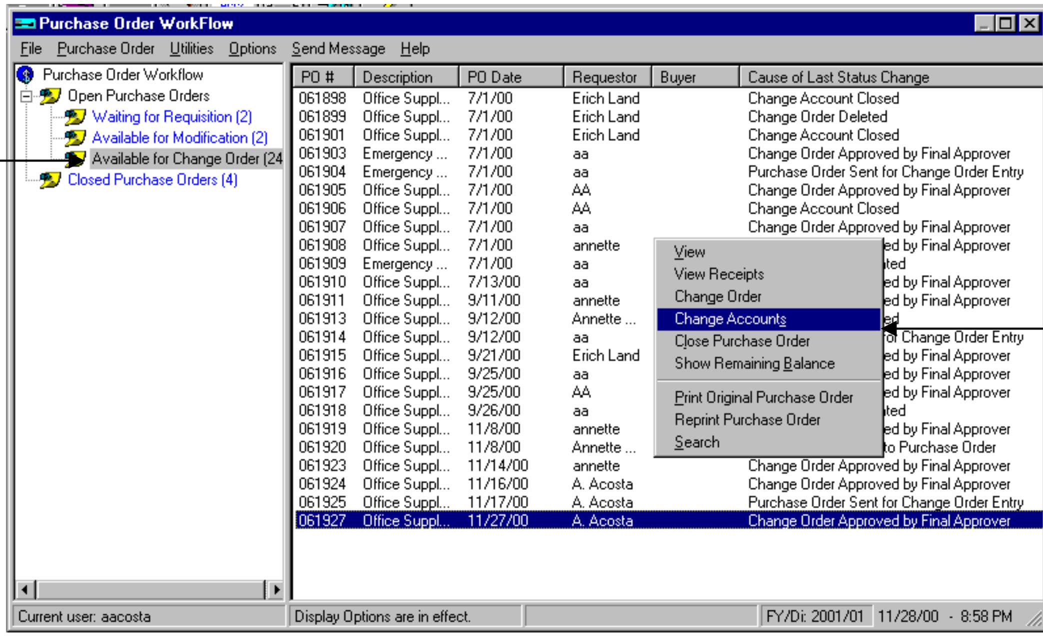




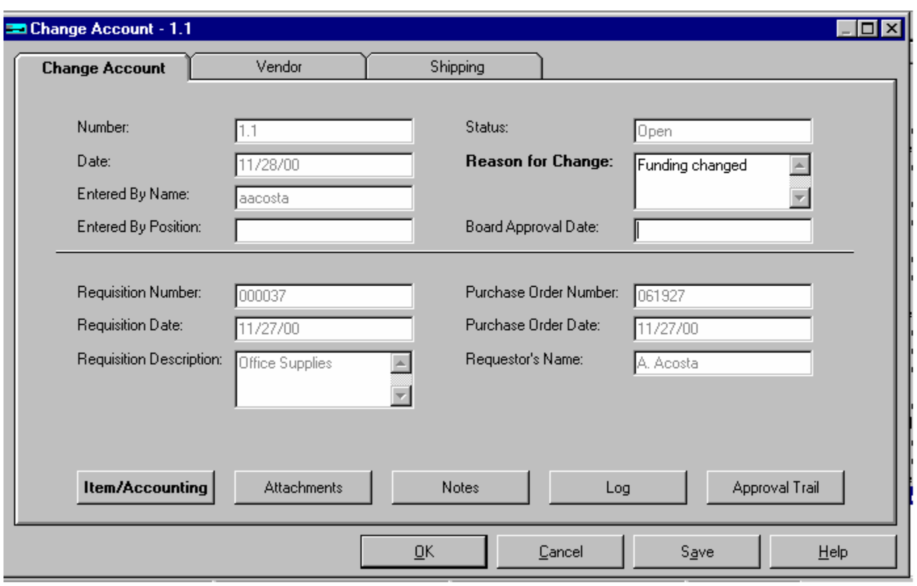
The change order will display the changes in red for the changes made to the items or to the accounts. Click on the cancel button to go back to the purchase order workflow.

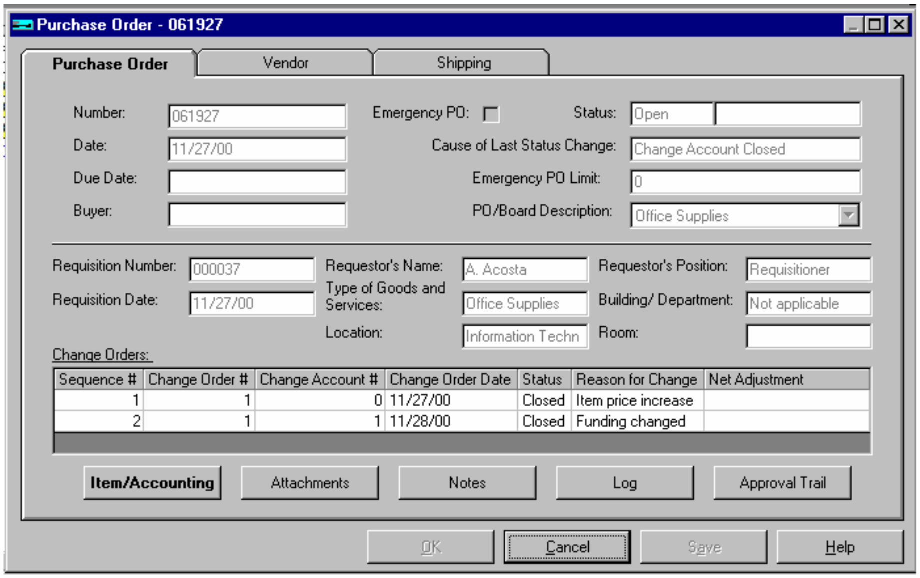
CHANGE ACCOUNTS

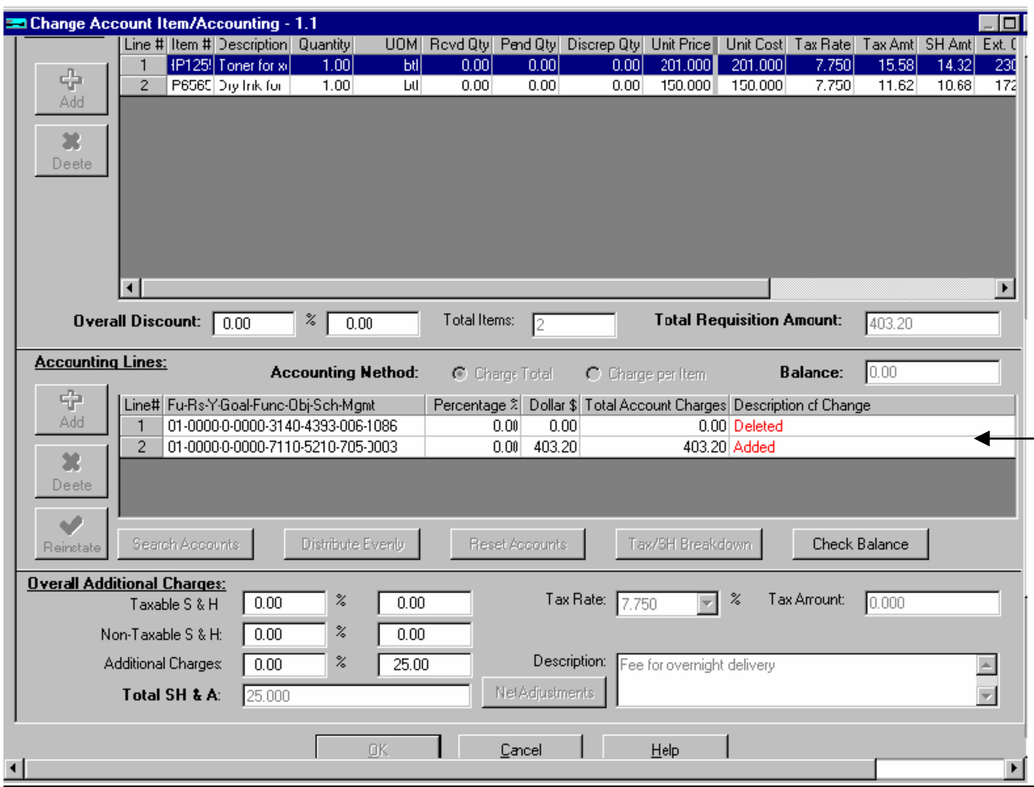
Within the Purchase Order Workflow in the "Available for Change Order" folder, you have the option to Change an account.



This function is only available after a Change Order has been processed and is only used for minor account changes. There is no approval necessary and very little tracking with this function. After any account changes have been made, the changes will appear in red when the Change Account is viewed. A message will appear indicating a Change Account was successfully created.



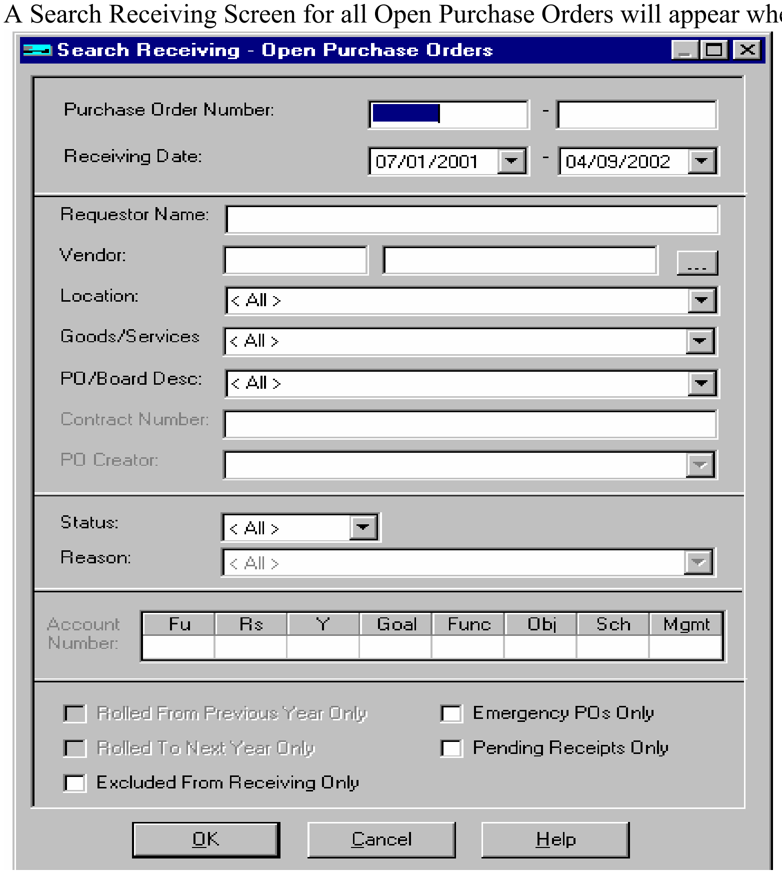




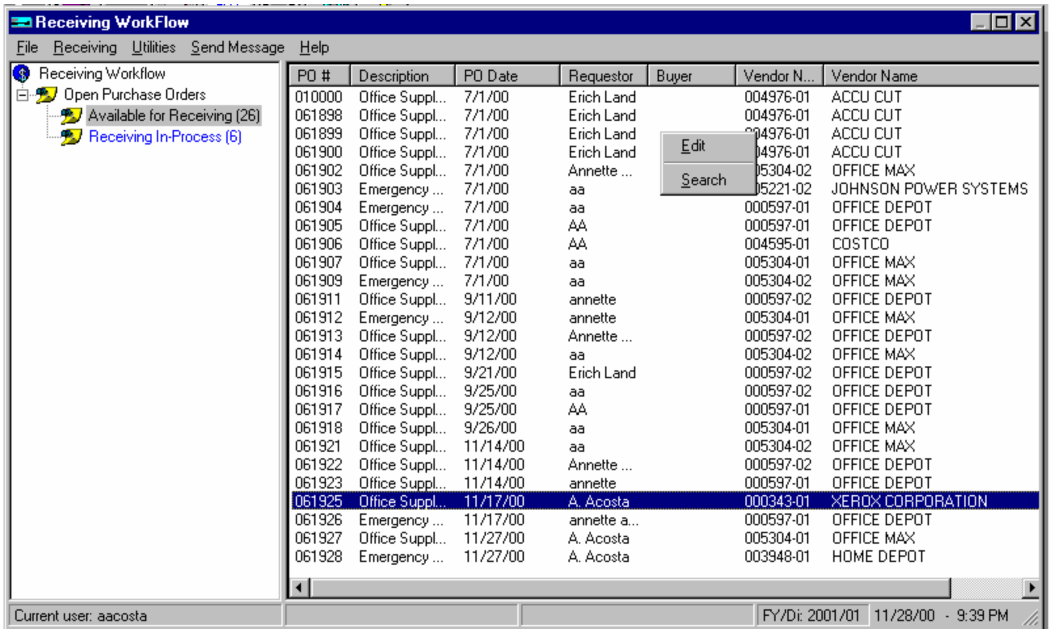
The Change account can be viewed after completed by double clicking on the desired change account #. The changes are also displayed in red.

RECEIVING WORKFLOW

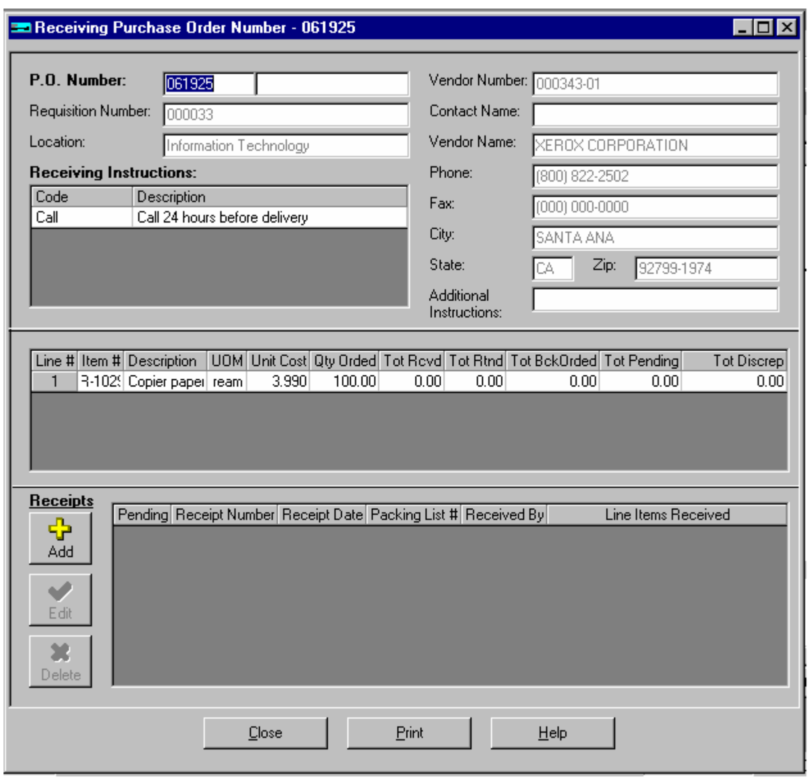
A Search Receiving Screen for all Open Purchase Orders will appear when accessing the Receiving Workflow.

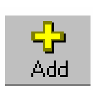


You can search using all of the above fields except: ***Status, Rolled from Previous Year Only and Rolled to Next Year*****.** You can also select OK and you will receive a listing of all of the PO's that are available for Receiving.

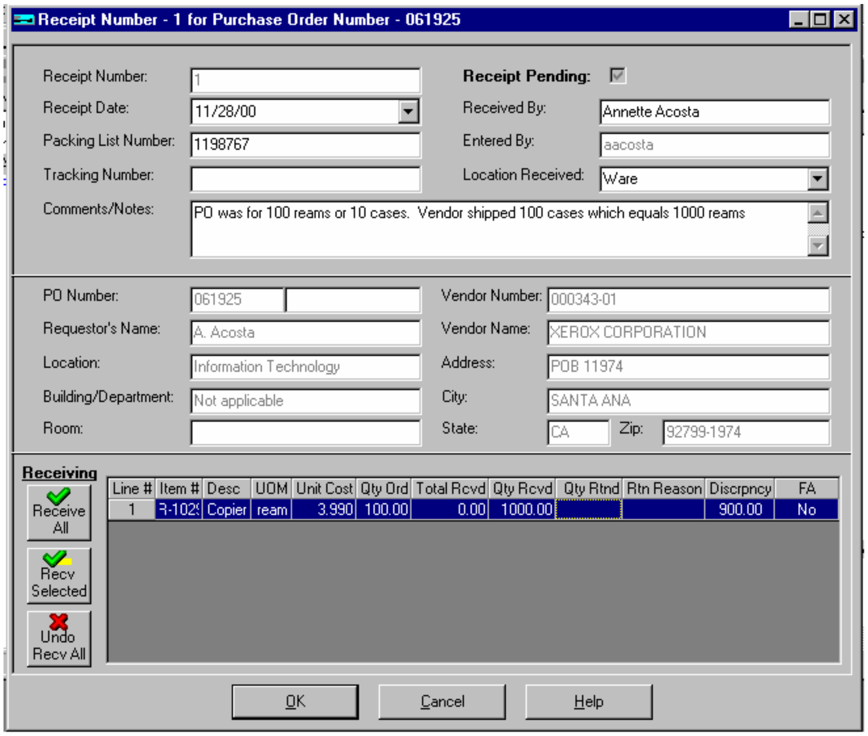


Once a Purchase Order has been selected, the detailed Purchase Order information will appear.



Click the add icon 

to receipt against each line. Any specific Receiving Instructions would appear if entered.



Criteria for the Receipt fields are as follows:

Receipt Number:	*Auto Assigned*
Receipt Date:	*Default to current date, this can be modified*
Packing List Number:	*This is a required field. You can use N/A*
Tracking Number:	*This is a text field and is also required*
Comments/Notes:	*This field is not required unless you have Receipts Pending*
Received By:	*Default name of user, this information can be changed*
Entered By:	*Default name of user, this cannot be changed*

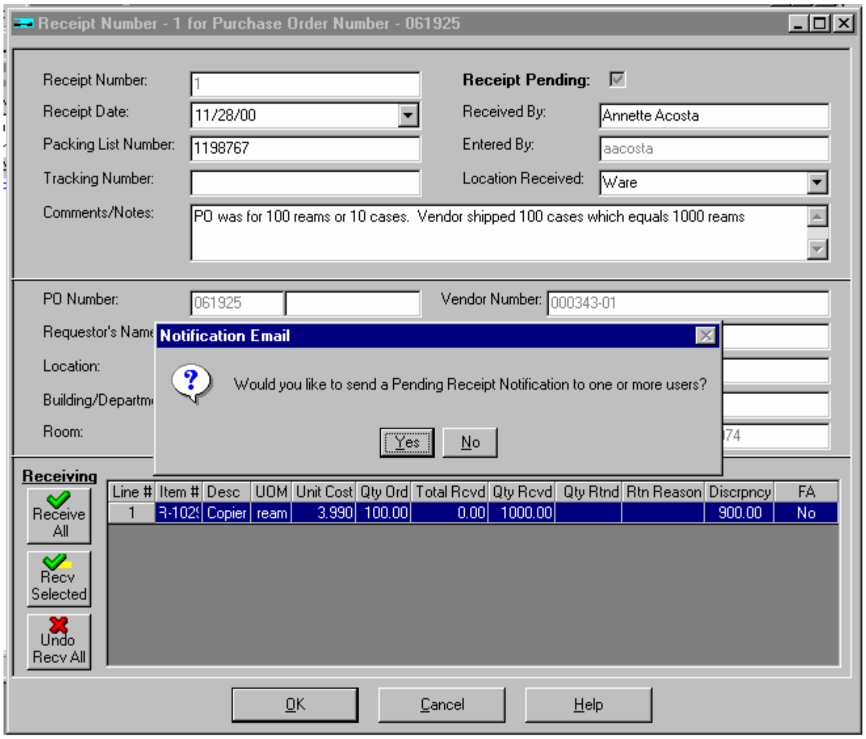
Location Received: This information can be changed. This information is pulled from the Ship to: field on the Purchase Order

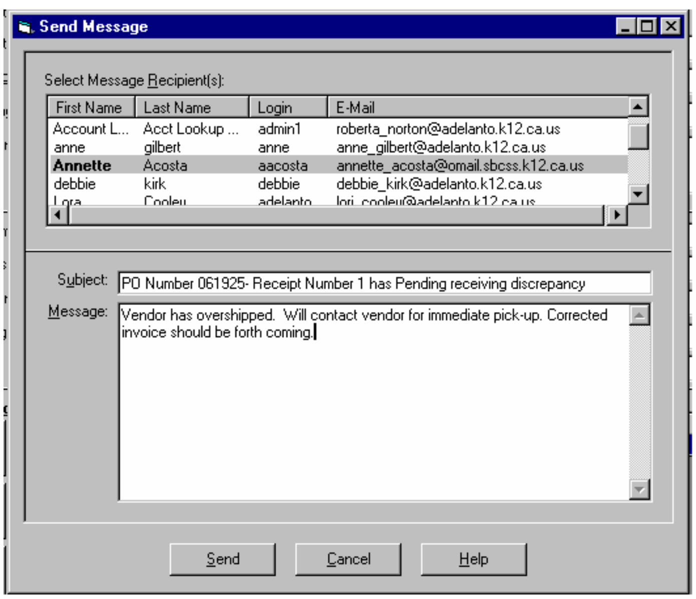
Criteria for the Purchase Order fields are as follows:

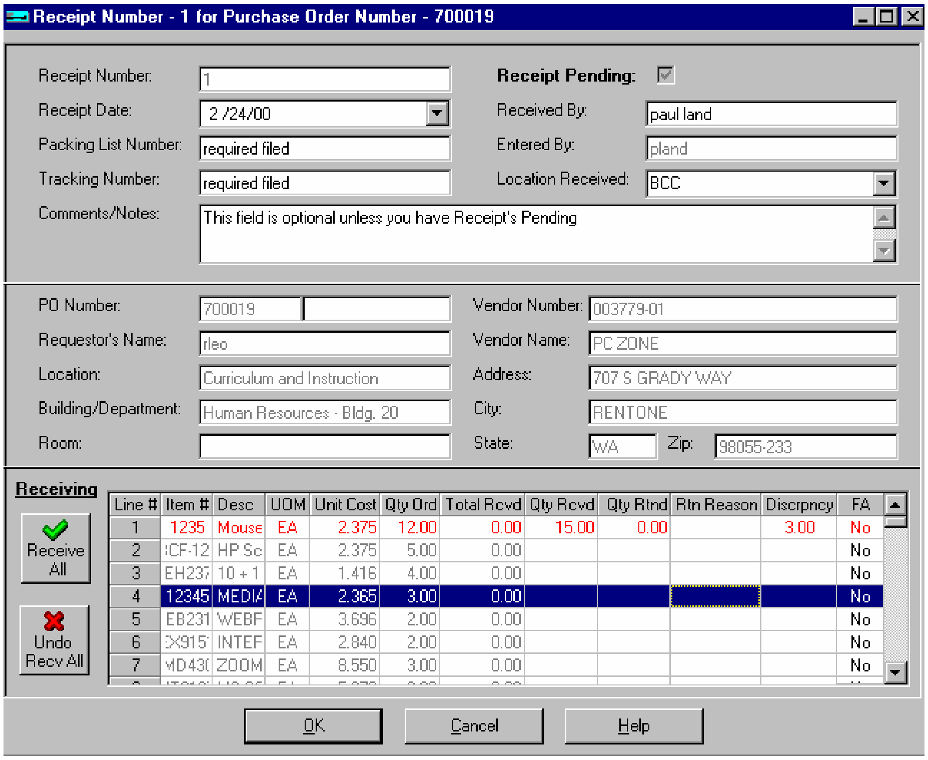
All of the PO information is pulled from the PO and cannot be modified.

Criteria for the Receiving fields are as follows:

All of the items can be received line by line. Each receipting process is assigned a receipt number. The receipting module allows for multiple receipts.


Receipt Number - 1 for Purchase Order Number - 061925
Receipt Number:
1
Receipt Date:
11/28/00
Packing List Number:
1198767
Tracking Number:
Comments/Notes:
PO was for 100 reams or 10 cases. Vendor shipped 100 cases which equals 1000 reams
Receipt Pending:
Received By:
Annette Acosta
Entered By:
aacosta
Location Received:
Ware
PO Number:
061925
Vendor Number:
000343-01
Requestor's Name
Location:
Building/Departm
Room:
Notification Email
Would you like to send a Pending Receipt Notification to one or more users?
Yes
No
Receiving
Receive All
Recv Selected
Undo Recv All
Line # | Item # | Desc | UOM | Unit Cost | Qty Ord | Total Rcvd | Qty Rcvd | Qty Rtnd | Rtn Reason | Discrpncy | FA
1 | R-102 | Copier | ream | 3.990 | 100.00 | 0.00 | 1000.00 | | | 900.00 | No
OK
Cancel
Help


Send Message
Select Message Recipient(s):
First Name | Last Name | Login | E-Mail
Account L... | Acct Lookup ... | admin1 | roberta_norton@adelanto.k12.ca.us
anne | gilbert | anne | anne_gilbert@adelanto.k12.ca.us
Annette | Acosta | aacosta | annette_acosta@omail.sbcss.k12.ca.us
debbie | kirk | debbie | debbie_kirk@adelanto.k12.ca.us
Subject:
PO Number 061925- Receipt Number 1 has Pending receiving discrepancy
Message:
Vendor has overshipped. Will contact vendor for immediate pick-up. Corrected invoice should be forth coming.
Send
Cancel
Help



If quantity received ordered is more than the quantity ordered, the Receipt Pending box in the upper right corner automatically gets checked. In order to resolve this discrepancy, a Change Order must be processed. If you received damaged items or no longer need the items, you can enter the number of items to be returned under the Qty Rtnd field and you must then select a Rtn Reason from the drop down list that is provided. The list is part of the initial district configuration set-up.

<u>Criteria for the Receiving fields are as follows:</u>

The Line #: *Pulled from the Purchase Order*
The Item #: *Pulled from the Purchase Order*
The Description: *Pulled from the Purchase Order*
UOM: *Pulled from the Purchase Order*
Unit Cost: *Pulled from the Purchase Order*
Qty Ordered: *Pulled from the Purchase Order*
Total Received: *This is a protected field and you cannot enter any information*
Qty Received: *This is where the user would enter the Qty received*
Qty Returned: *This is where the user would specify if any items were being returned*
Return Reason: *If any information is entered in the Qty Returned field, a drop down list will appear with return reasons.*
Discrepancy: *This field will automatically fill in if Qty Ordered is less than Qty Received*
FA: *Pulled from the Purchase Order*

UNITS OF MEASURE – District 72

BG□Bag□□BT□Bottle□□BX□Box□□C□Hundred□□CS□Case□□CT□Carton□□DM□Dram□□DZ□Dozen□□EA□Each□□FT□Foot/Feet□□GA□Gallon□□GM□Gram□□GR□Gross□□IN□Inch□□LB□Pound□□LG□Length□□LT□Lot□□MO□Month□□OZ□Ounce□□PD□Pad□□PK□Package□□PR□Pair□□QT□Quart□□RL□Roll□□RM□Ream□□SF□Square Foot/Feet□□SH□Sheet□□SP□Spool□□ST□Set□□SY□Square Yard□□TN□Ton□□TU□Tube□□UB□Unit□□WE□Week□□YD□Yard□□YR□Year□□