Agency Purchase Order Completion Instructions

Using

eForms

Screens for Input

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AGENCY PURCHASE ORDER COMPLETION INSTRUCTIONS

I. Overview of Agency Purchase Orders (APO)

The 'Agency Purchase Order' form is used by colleges and departments to order commodities and /or services from vendors and to encumber funds. Once completed, approved, and *released*, the form is then sent electronically to the Controller's Office where it is uploaded into the Financial Information System (FIS). Audits to ensure compliance with applicable purchasing guidelines are accomplished before the APO is processed into FIS.

An 'Agency Payment Voucher' form will then be used to pay against the funds encumbered by the Agency Purchase Order.

II. Rules for Agency Purchase Orders

Colleges and departments may use the APO to encumber all funds throughout the year, however, such is not currently required. For Year-End, colleges and departments may use the APO, DA-47, DA-146 or the DA-118 (KSU Encumbrance Form).

Outstanding Purchase Requisitions, at year-end, will automatically be encumbered by the Controller's Office.

Encumbering funds through out the year will enhance your ability to track funds and get you prepared for year-end closure.

Basic rules of purchasing apply as delineated in PPM Chapter 6310.

Questions concerning the use of this form and / or purchasing in general should be addressed to Controller's Office, Attn: Purchasing, 21 Anderson Hall. Phone 785-532-6214.

III. Completing an "Agency Purchase Order Form".

A. Use the Controller's Office website http://www.ksu.edu/controller/. Click on Electronic forms. You will be taken to the eForms eID login screen. Enter your campus eID and password. If you have not used the new eForms previously, you will have to set up a new user profile before you will be granted access to eForms. You will be taken to the correct location to begin setup up of your eForms User Profile. You will need your Position Number (not your employee ID number) to do this. (***NOTE***: All eForms documents are tied to the position number. If you use your employee ID number in error, all forms created using that number could be lost.)

See 'Setting Up an Eforms Account' for additional information and assistance.

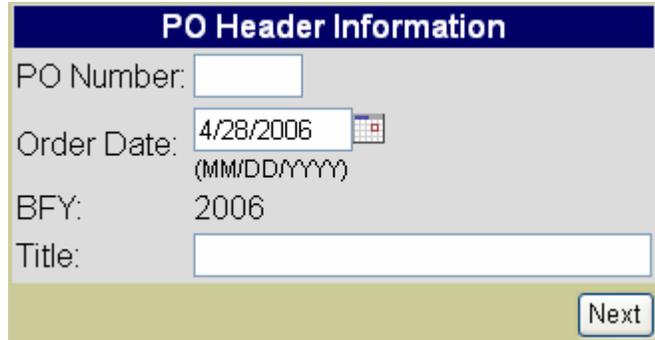# AGENCY PURCHASE ORDER COMPLETION INSTRUCTIONS

B. To create a new form click on 'Create New Form'; a dialog box will pop up. Mouse over and click on 'Savable Forms'.

C. Under the "Savable Forms" subdirectory, select the "Agency Purchase Order" form.

D.   Fill out the information on each tab working from left to right as follows:

    1. **PO Header Information**

       a. PO Number: Limited to 5 alpha / numeric characters (no spaces or special characters). Fill in your Department unique tracking number. If this document is processed to encumber funding, this number will be shown on the Department Transaction Report available in FIS.

       b. Order (Document) Date: This date is defaulted to the date the form is initially started.

       c. BFY: Budget Fiscal Year: Defaulted to the current Fiscal Year.

       c. Title: Enter a short title to identify this Purchase Order (i.e. Computers). Our long-term goal is to provide an eForms search available using this field.

       Once you have completed the above, click on the 'Next' button or the 'Vendor' tab.

    2. **Vendor Information**:

       a. This information is, in many cases, different than the address used for payments. If you know all the pertinent information you can type it in, otherwise, click on 'Search'.

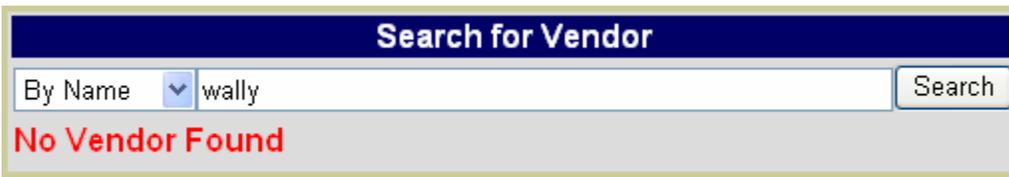   Once you have completed the above, click on the 'Next' button or the 'Agency' tab.
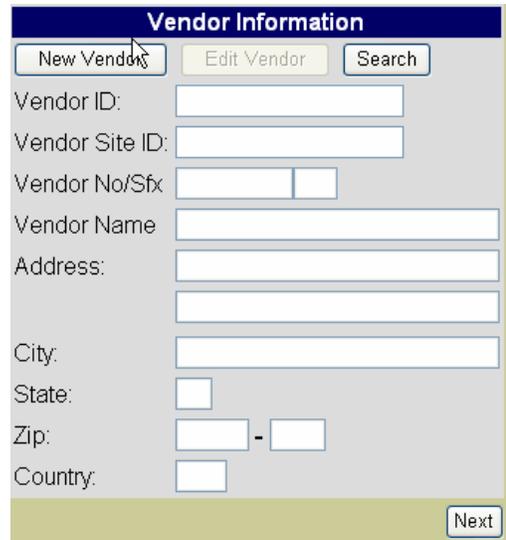
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b. The 'Search' button brings up the 'Search for Vendor' dialog box

c. Enter a portion of the desired name then 'click' on the Search button.

Try a shorter version of your search criteria if your get an error. If you still are unable to find the vendor on the system listing, enter the information you have using the 'new vendor' button. Use the vendor's 'Ordering' address as provided by the vendor or the contract, not the billing address as provided by the eForms system. If you are unable to find an ordering address, contact the Controller's Office, Purchasing, and they will assist you.

d. A find will provide another dialog box. Scroll through the list provided and click on 'Use' for the vendor and location you desire.
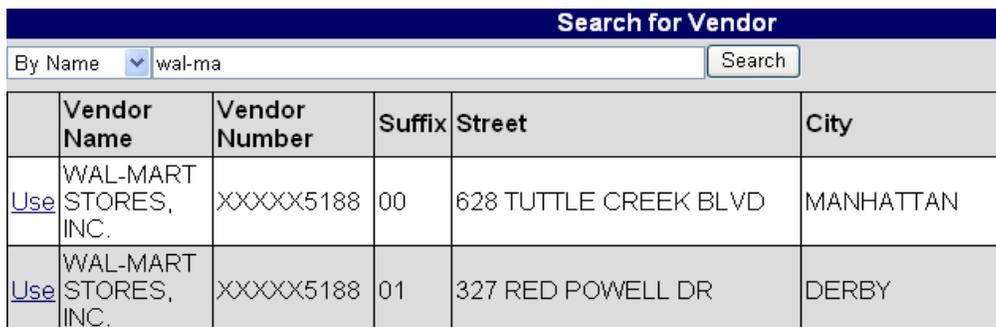
You will be returned to the original vendor screen where you can, by pressing the 'Edit Vendor' button, make any changes to the address information.

NOTE: This information saves to the Purchase Order form only. There is no automated system in place at present to update the 'Purchasing Vendor Database' nor to inform the Purchasing Office that you have received newer information and changed an address. Please provide a courtesy call or email to them so that they can update the database.

Once you have completed the entries, click on the 'Next' button or the 'Agency' tab.

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3. **Purchasing Agency Information**

a. This is the office address that you desire the bill / invoice to be sent to.

b. Send Invoice to: Provide sufficient information so that the bill / invoice will go to your department. The US Postal system, much less the General Accounting Section of the Controller's Office, is not able to pay / route these without complete information.

c. Provide a Departmental contact name and phone number.

Once you have completed the entries, click on the 'Next' button or the 'Ship Add'[ress] tab.

4. **Shipping Address Information**

a. This is the office or location address that you desire the item(s) to be delivered to. If you are ordering for a site off-campus, be sure to provide sufficient information / directions to ensure delivery.

Once you have completed the entries, click on the 'Next' button or the 'Funding' tab.

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5. **Funding Information**

a. This dialog box provides the building / editing tools to place up to 8 funding lines per page, with multiple pages automatically created as needed. If this is an encumbrance document, the 'Document Number' assigned by the eForms system, along with the funding line number, will become the encumbrance number that you will use when paying the vendor.

b. Enter the amount to be charged to the account in dollars and cents format. No preceding dollar sign or 'comma' separators are allowed. Do separate dollars from cents using a period '.' though.

c. Enter the Project, Award / Source, Organization and Object and then press 'Save'.

d. The system will then validate your entry against various sources and, if an error is found, provide a dialog box providing additional information. Make the necessary changes and press 'Save' once again. Continue this process until no errors are noted.

e. At this point the system will redraw the screen showing you your add line as above but will also provide you your recently entered funding line(s) with an 'Edit' button available. Clicking on the 'Edit' button will move you to that line of funding where you can make desired changes, and then click 'Save' to save your changes. Should you desire you can also cancel editing by clicking on the 'Cancel Edit' button.

f. Continue to build your funding as needed.

Once you have completed the entries, click on the 'Next' button or the 'Purchasing' tab.

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6. **Purchasing Information**

      a. Complete this section as necessary

      b. Purchase/Req: This is the Purchase Order or Requisition ID number originally used (if applicable).

      c. Terms: Payment terms for a purchase order should be "net 30". Payment is not made any quicker unless special terms are established on the vendor's quote and / or through the bid process.

      d. FOB: Most purchases should be "FOB: Destination, Freight prepaid and allowed." This means the vendor is responsible for the goods until they are delivered and the vendor pays the freight costs. Other FOB/freight terms may be established through the vendor's quote and / or bid process.

      e. Contract: Enter the KSU or State Contract Number.

      f. Delivery Date: Enter your required delivery date.

Once you have completed the entries, click on the 'Next' button or the 'Description' tab.

7. **Description Information**

      a. This dialog box provides the building / editing tools to place an unlimited number lines per page, with multiple pages automatically created as needed.

b. The 'Amount' is calculated for you using the entries made in the Quantity and 'Unit Price' sections. Use only dollars and cents for 'Unit Price'. If you need to delineate a price further, do so in the 'Description of Material' portion.

c. Enter the 'Quantity' desired as whole or decimal portions. Do not enter such as '1/4' or textual (five).

d. Enter the 'Unit' of measurement. This is a drop-down list block and only those options listed are currently available. If you have a Unit that is not listed, contact the Controller's Office, ATTN: Purchasing, for further assistance.

e. Enter the 'Unit Price' or, if consolidated, a single price that is then broken out in the description section.

f. Enter the 'Description of Material' in sufficient detail that the vendor will know what item is being purchased. This is a free-form block and allows for three (3) lines of text per item. If more space is needed, simply continue on to the next complete section leaving the Date, Quantity, Unit and Unit Price blank.

Once you have completed the entries, click on the 'Next' button or the 'Flags' tab.

8. **Flags**

Mouse to the 'flag' that you require (maximum of 3) and click on the box to the left of that line.

Once you have completed the entries, click on the 'Next' button or the 'Trustees' tab.
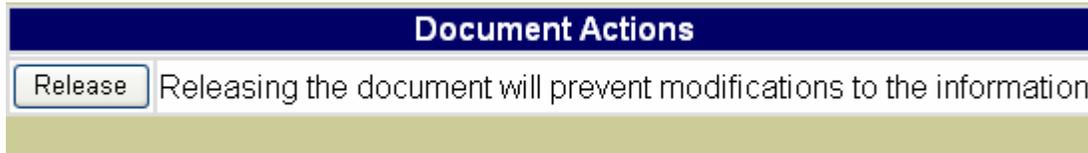
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9. **Trustees**

Add Trustee

No Trustees Found

Next

No trustees are necessary for this form. However, if you should happen to have any Position Trustees, they would be listed here at this time.

Once you have completed the entries, click on the 'Next' button or the 'Final Form' tab.

10. **Final Form has two options – View Form and View Signature Sheet**

View Form   View Signature Sheet

Document Actions

Release | Releasing the document will prevent modifications to the information.

a. 'View Form' is used to create the final "Agency Purchase Order" and ultimately print it. Created using Adobe Acrobat's .pdf format, a 'pop-up box' is generated and the final form is displayed. From this display you can review your form, and print it if ready.

b. A 'watermark' will be displayed on this displayed form if your form is 'Out of balance'. To correct an out of balance situation you will have to close this box ('X' out) and then go back to either the 'Funding' or 'Description Information' (or both) tabs and make the necessary corrections. Once the 'Out of balance' situation has been resolved, go back and view the form once again.

c. The 'View Signature Sheet' is provided to print a simple form that you may use to acquire approval signatures should your Department / Organization require such. It is for your use only and does not need to be sent to the Purchasing Office.

d. Form Completion:

(1) Once you have completed the form, make any necessary copies and get the necessary signatures.

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(2) Depending on your needs and ultimate intentions, several avenues are now available to you concerning the distribution of the form and electronic release of the document as follows:

(a) If you are using this strictly as an order document for an item within your authority, and do NOT want your funds encumbered, do NOT click on the 'Release' button. Simply use your hard copy documents.

(b) If you are using this as an order document for an item within your authority but do want the funds encumbered, click on the 'Release' button. This will electronically submit the form to Purchasing and then into the FIS system.

Caution: If you are using this as an order document outside of your authority (over $5000, not a previously contracted item, etc.), then you should not release this form as you should be using the Purchase Requisition form and processing that through Purchasing. Contact Purchasing for further assistance.

E. Once you are finished, click the 'Finished' button on the left screen column. This will return you to the original menu where you can select your next action.

IV: Questions and comments should be addressed to the Controllers Office, ATTN: Purchasing.