PURCHASING & ACCOUNTS
When to enter a Purchase Order:
- For all goods or service which have a greater value of $4,999.99
- Competitive Bid process per State Law.
- For all Travel Authorizations (any dollar amount).
- To facilitate Fiscal Year End Spending.

Understanding the Purchase Order Life Cycle – exert below:

**Purchasing**
- Reviews/Make applicable changes to PO
- Dispatch PO

**Central Receiving**
- Receives in Items/Deliver to appropriate Department
- N/A for Services

**Disbursements**
- Receive Vendor Invoice/Match Documents w/PO Voucher

**Disbursements**
- Create Payment/
- Mail Payment
Communication:
- Make sure intent to purchase is known

- New College Fiscal Year End Deadline – State Wide Contracts - Friday June 8th, 2012

Stages of a purchase order in spectrum plus:
- Entry – pending: not approved – check Workflow Approval History.
- Approved – approved through workflow – pending in purchasing.
- Dispatched – sent to vendor by purchasing.
- Complete/Closed: items received and marked complete.
**PURCHASE ORDER LIFE CYCLE**

- **Closing Purchase Orders at Fiscal Year End:**
  - All purchase orders must complete their cycle to complete/closed.
  - Closure releases any available encumbrances back to a budget.
  - Fund code 10XXXX purchase order encumbrances are subject to the state rule of return on or before the following June of fiscal year close.
    - FY 2011 Open Encumbrances – are at risk - approximately - $8,000 pending!
    - FY 2012 Open Encumbrances - total of $916,625.08 - wow!!!!

- **Stages of a purchase order in spectrum plus:**
  - Entry – pending : not approved – check Workflow Approval History.
  - Approved – approved through workflow – pending in purchasing.
  - Dispatched – sent to vendor by purchasing.
  - Complete/Closed: items received and marked complete.
Open purchase orders and QUERIES:

- USE QUERIES FOR LARGE GROUPS OF PURCHASE ORDERS
  - GSU_PO_ENC_AND_VCHR - PO Amt with Vchr by PO Id
  - GSU_PO_OPEN_ENC_DETAIL_AGING - Open Enc Detail with Aging
  - GSU_PO_OPEN_ENC_DETAIL_ALL - PO's with Open Enc Detail
  - GSU_PO_STATUS__BY_PO_ID - PO PROMPT

Open purchase orders and voucher payments:

- Use this option for a single purchase order
  - At the Main Menu select Purchasing
  - Next select Review PO Information
  - Next select Document Status (and enter the PO #)
  - All the info pops up showing status (top right) and vouchers (bottom)
USE OF BUDGET OVERVIEW INQUIRY:

This option will work well for up to ten purchase orders.

- Run the inquiry by speed type and budget line
- Go to the encumbrance column and click on the encumbrance
- Then sort the description and then export to excel
- Create a pivot table
TROUBLE SHOOTING PROBLEMS

Next Step for Trouble Shooting:

- Determine what the challenge is?
- If a purchase order needs to be closed contact –
  - For Goods & Services: The buyer or Michael Davidson via email.
  - For Travel: Trennye Blackburn in disbursements first.
- If an encumbrance has not been released: 
  - Please contact the spectrum office – Mary Franklin via email or the help desk.
  - Please note po# number or provide a query detail.
  - Please continue to review this in the budget overview inquiry.
  - For additional assistance, please contact Yvonne or Yolanda.
QUESTIONS & ANSWERS

Questions and Answers?

Thank you for attending!