

CREATING AN ELECTRONIC LIMITED PURCHASE ORDER

“L” DOCUMENT

IN THE FAMIS PURCHASING MODULE

AT

TEXAS A&M UNIVERSITY-KINGSVILLE

CREATING AN ELECTRONIC LIMITED PURCHASE ORDER

(CAP LOCK FOR FAMIS ACTIVITY)

NOTE: YOU MUST HAVE A VALID QUOTE BEFORE PREPARING THE "L" DOC. A catalog price or an on line website price is NOT a valid quote.

1. Access screen 68 to secure **necessary information** to prepare the electronic "L" document:
If you know the accounts to use, enter at the "account" field. If you do not know the accounts ,but do know the department, enter the dept code at the "dept" field and select the proper accounts to use.
2. Department and Sub Department names are required in order to create and route a document and they must match the account number.
3. See the Blue rectangle-write down the **account/support account/department/sub-dept name**.
4. If you intend to charge this purchase to more than one account be sure to secure this information for each account.

1 - Default 3270 (tammvs1.tamu.edu) 02/23/09 15:30
 FY 2009 CC AI

068 Support Account Search

Screen: _____ Account: _____ Title Search: _____
 Dept/SDept Search: PAC_____ Resp Person Search: _____
 Include Deleted Accts: N

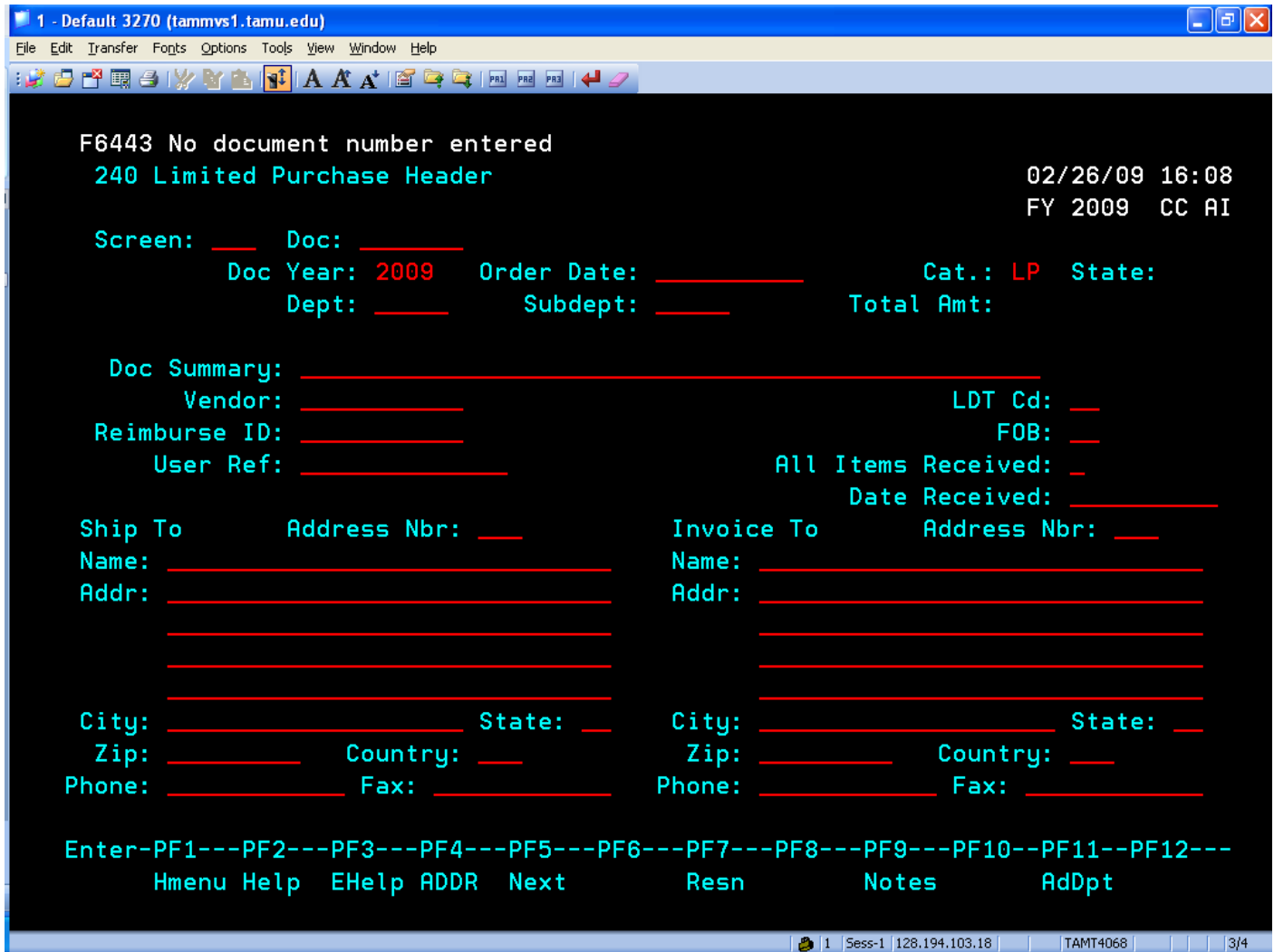
Sel	Description	Account	Dept	SDept	Responsible Person
-	SYS CTR SAN ANTONIO-ADMIN SUPPO	160200-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTON-COL OF ARTS &	160201-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTON-COL OF BUS AD	160202-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTONIO-COL OF EDUC	160203-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTONIO-COL OF AG	160204-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTONIO-ADVERTISING	160206-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTONIO-MASTER PLAN	160207-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTONIO-TECHNOLOGY	160208-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTON-RECRUITMENT	160209-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTON-STUDENT SERVI	160210-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTONIO-FACILITIES	160211-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTONIO-UNALLOC RES	160212-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTON-RESV FOR FAC	160213-00000	PAC		FERRIER, MARIA H
-	SYS CTR SAN ANTON-ACADEMIC AFFA	160214-00000	PAC		FERRIER, MARIA H

*** Press ENTER to View More Accounts ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Hmenu Help EHelp Dload

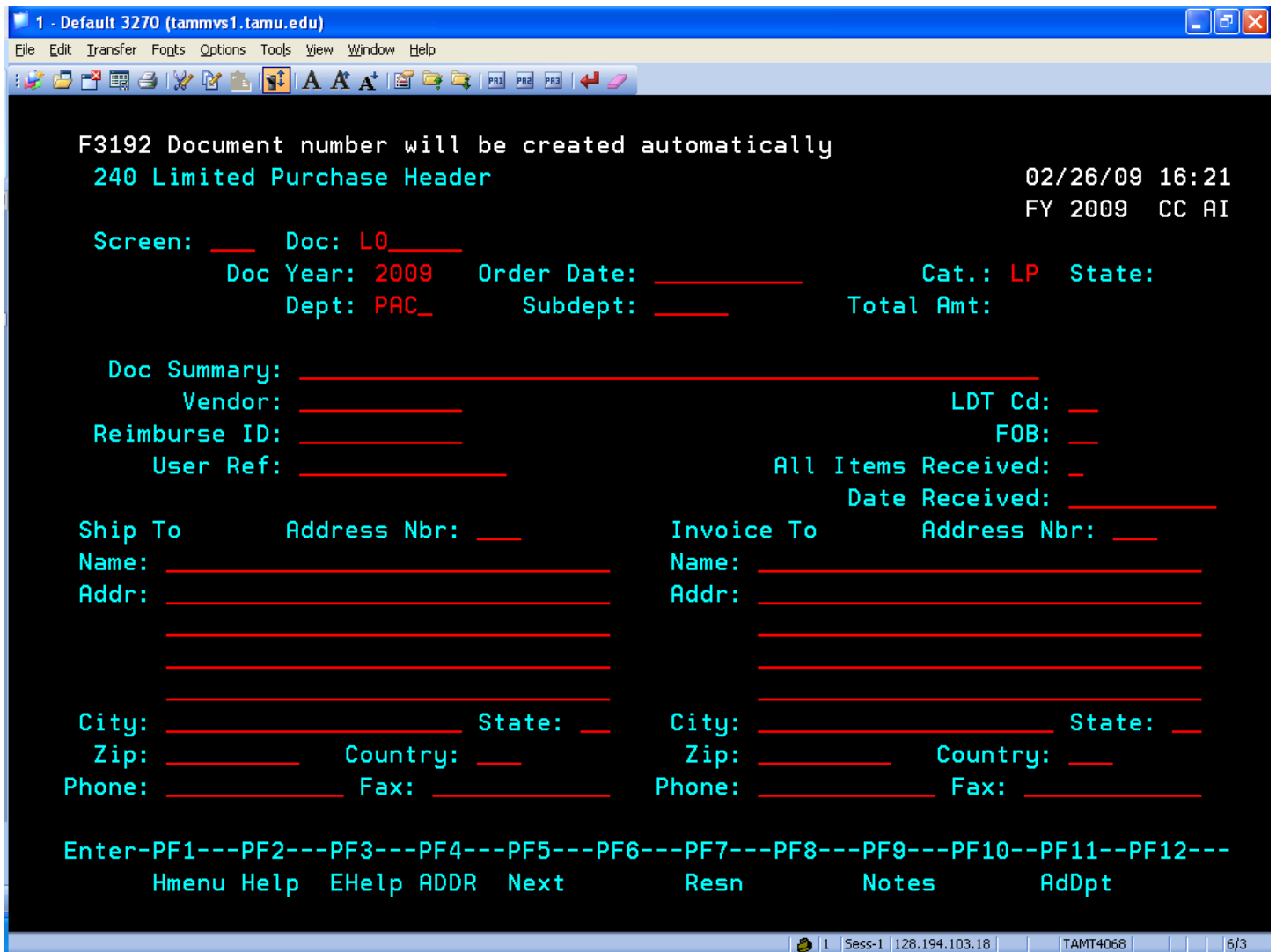
1 Sess-1 128.194.103.18 TAMT3043 4/26

HEADER PAGE, SCREEN 240

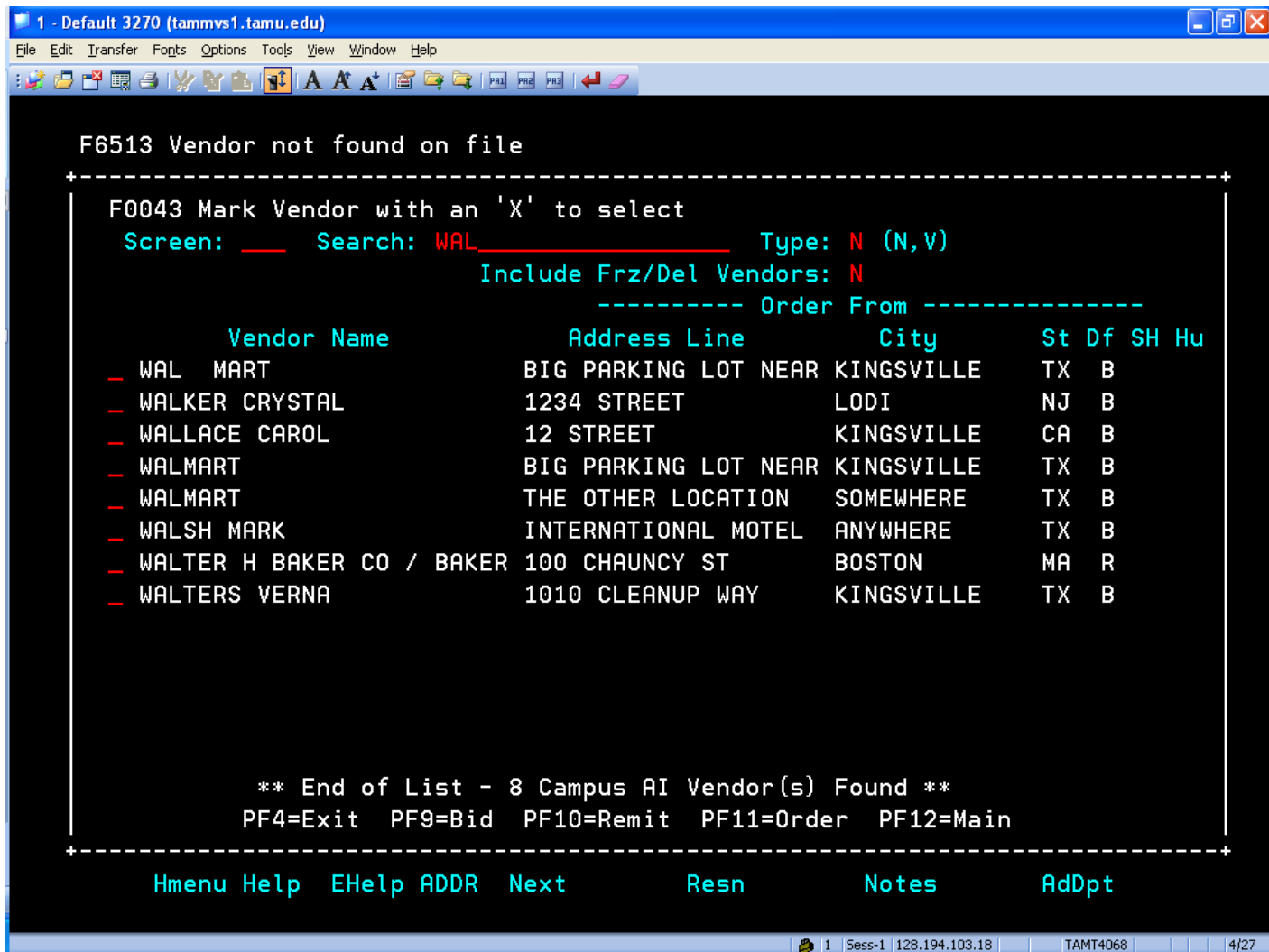


HEADER PAGE, SCREEN 240

5. Go to screen 240. Enter **240** in the screen field and press the **ENTER** key. See screen 240 above.
6. The cursor should now be in the **DOC:** field. In the DOC field, type the letter/number **L0** (zero) and press the **ENTER** key. All fields should be in your “working color”-red, green or yellow.
7. A message will be display at the top “**document number will be created automatically**”.
8. Your department should be automatically populated in the DEPT. field.



9. If you are sharing the cost with another department, select the **F11** key. A pop-up window will allow you to enter all departments.
10. If the cursor is not at the **ORDER DATE** field, tab to the that field. Enter today's date. **IT IS IMPERATIVE THAT THE ORDER DATE PREDATE THE INVOICE DATE.** It is fine if they are the same date.
11. Tab to the **DOCUMENT SUMMARY** field and type a short description of the purchase. Enter the most descriptive word first, ie: registration, reimbursement, rental, subscription.
12. Tab to the **VENDOR** field and enter the first few letters of the vendor's name. Press ENTER. A pop-up window will appear. Search for the appropriate vendor. Press **F11** to view the address information to determine the proper location. See the screen below.

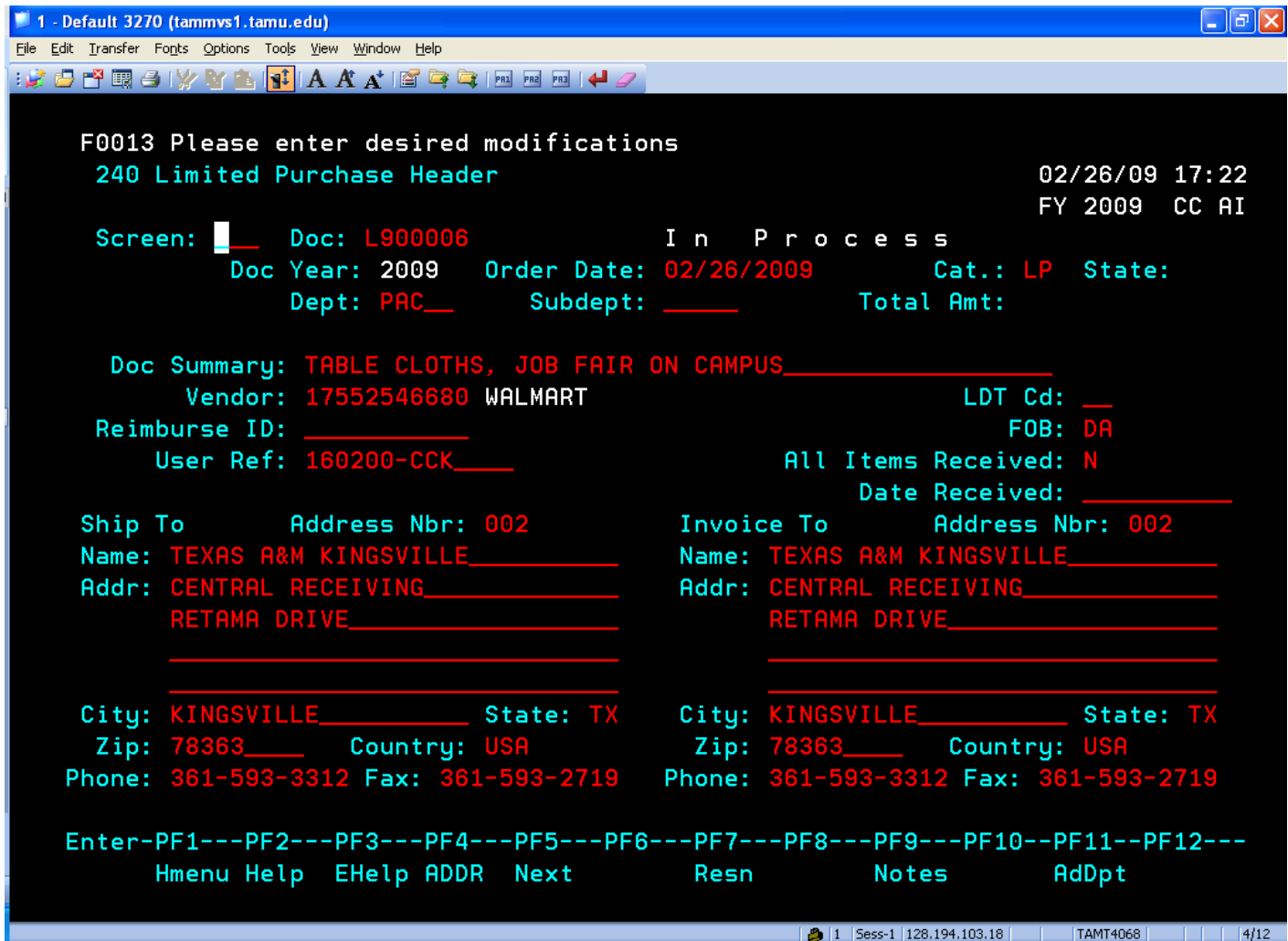


13. Select the proper vendor by typing "X" beside the name and pressing **ENTER**.
14. The vendor ID number will populate screen 240 and the name of the vendor will be displayed.
15. If this is a **reimbursement**, tab to the **REIMBURSEMENT ID**, type the last name of the person to be reimbursed. Press **ENTER**. A pop-up will appear. Select the proper person by placing an "X" beside their name and pressing **ENTER**. The field will be populated on screen 240. If this is not a reimbursement, leave this field blank.
16. Tab to the **FOB** field and enter **DA**. **This will allow freight to be paid by Accounts Payable without having to reject the document back to you to make the change.**
17. Tab to the **USER REF** field. Type the user id that you have selected to use on ALL of the documents that you create. Remember, this does not have to be the account that you are using to pay this "L" document. By using the same User ID, the system will maintain the log of all documents that you have created. This is useful to access at a later date to be sure all documents have been completed and routed.
18. Tab to the **ALL ITEMS RECEIVED** field. Enter (N) for no, at this time.
The recommended procedure is to create an L doc, using N for all items received. Complete the L, close, but **DO NOT ROUTE IT**. After you have picked up your purchase or received it in the mail and have your invoice in hand, reopen the document, screen 243, and then complete the receiving information on screen 240. Then reclose and **ROUTE**. [More about this at step 33.](#)

19. Tab to the **SHIP TO ADDR NBR**. Usually code **002** is used. This is the address for the Central Receiving department. The code for the System Center in San Antonio is **013**. The cursor will automatically move to the **INVOICE TO ADDR NBR** field. Type the numerals 001. This is the address for the Strategic Sourcing office. For San Antonio use **013**. When **ENTER** is pressed, the complete name and address are populated.

THE DOCUMENT SHOULD NOT HAVE AN "L" NUMBER AT THE TOP.

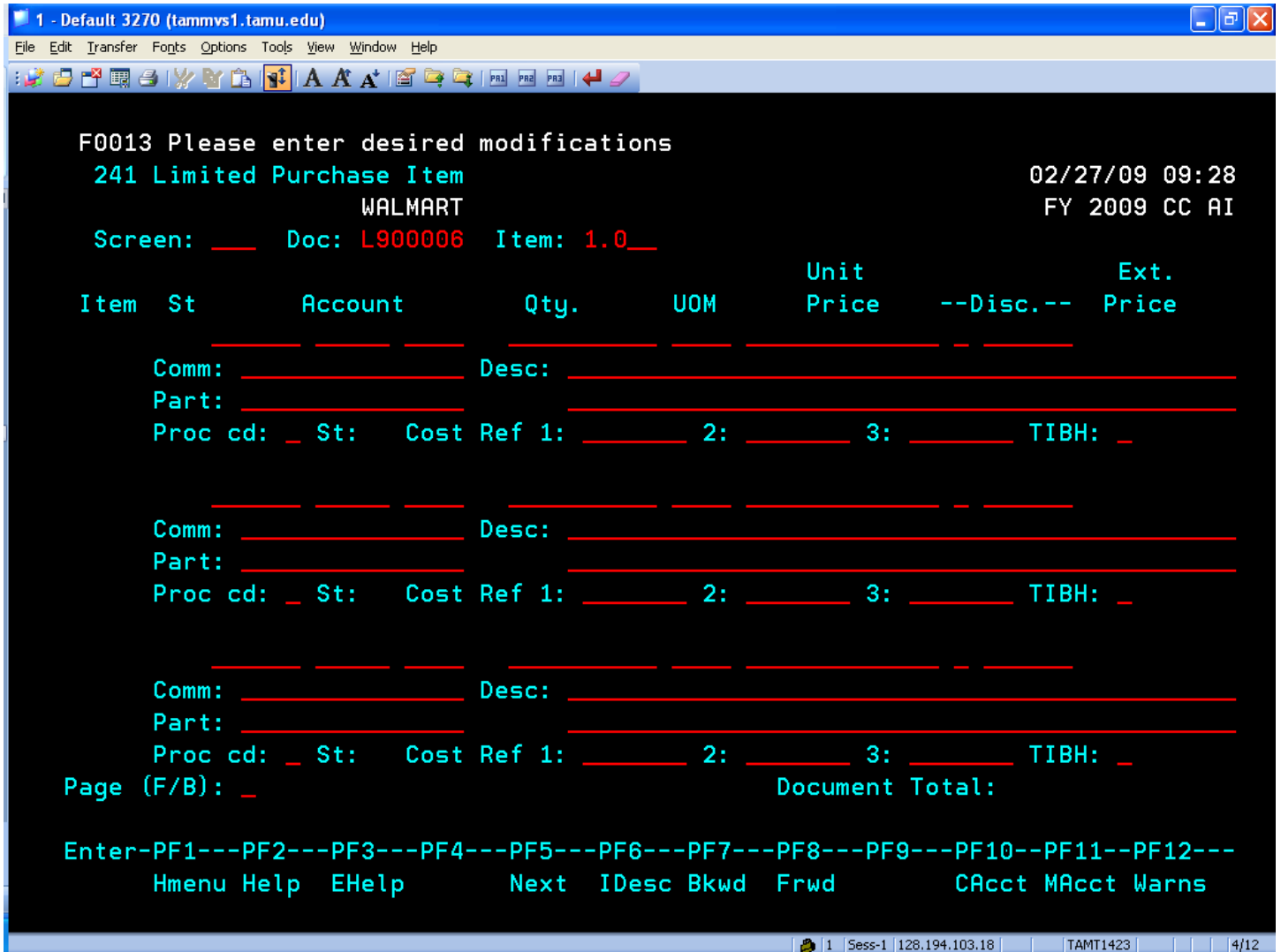
The completed screen should appear as below:



20. Before leaving this screen, the creator should enter any notes pertaining to the purpose of the order. Press the **F9** key. A pop-up window will appear. Type information that will explain why the order is needed. These notes do not appear on the printed P. O. screen and will not be seen by the vendor. These notes are used to exchange internal information between the creator, approver, signer and Accounts Payable. After completing the note, press the **ENTER** key to save the note.
21. To move to the next screen, either press **F5** or enter **241** in the screen field.

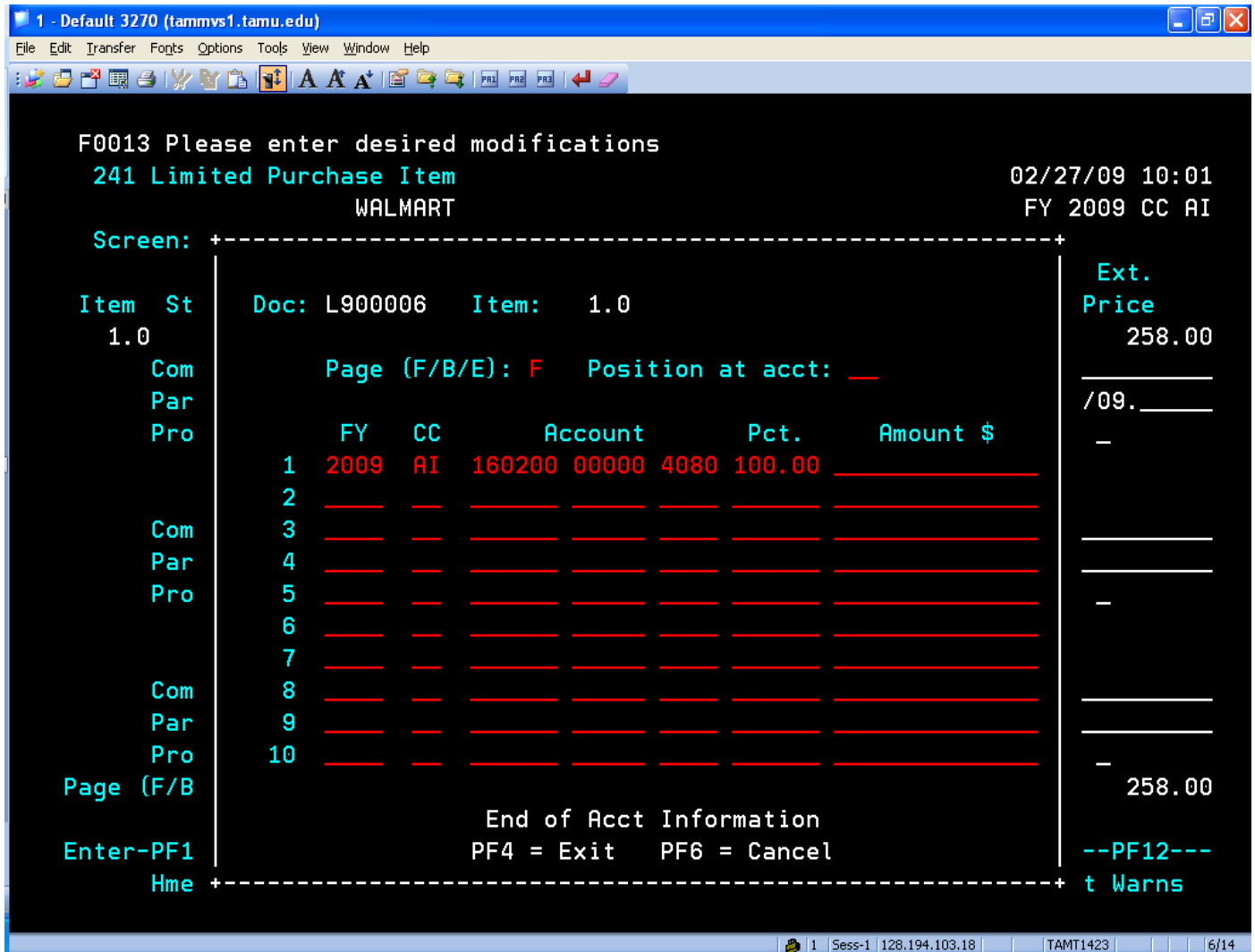
The blank screen appears as below:

ITEM DESCRIPTION, SCREEN 241

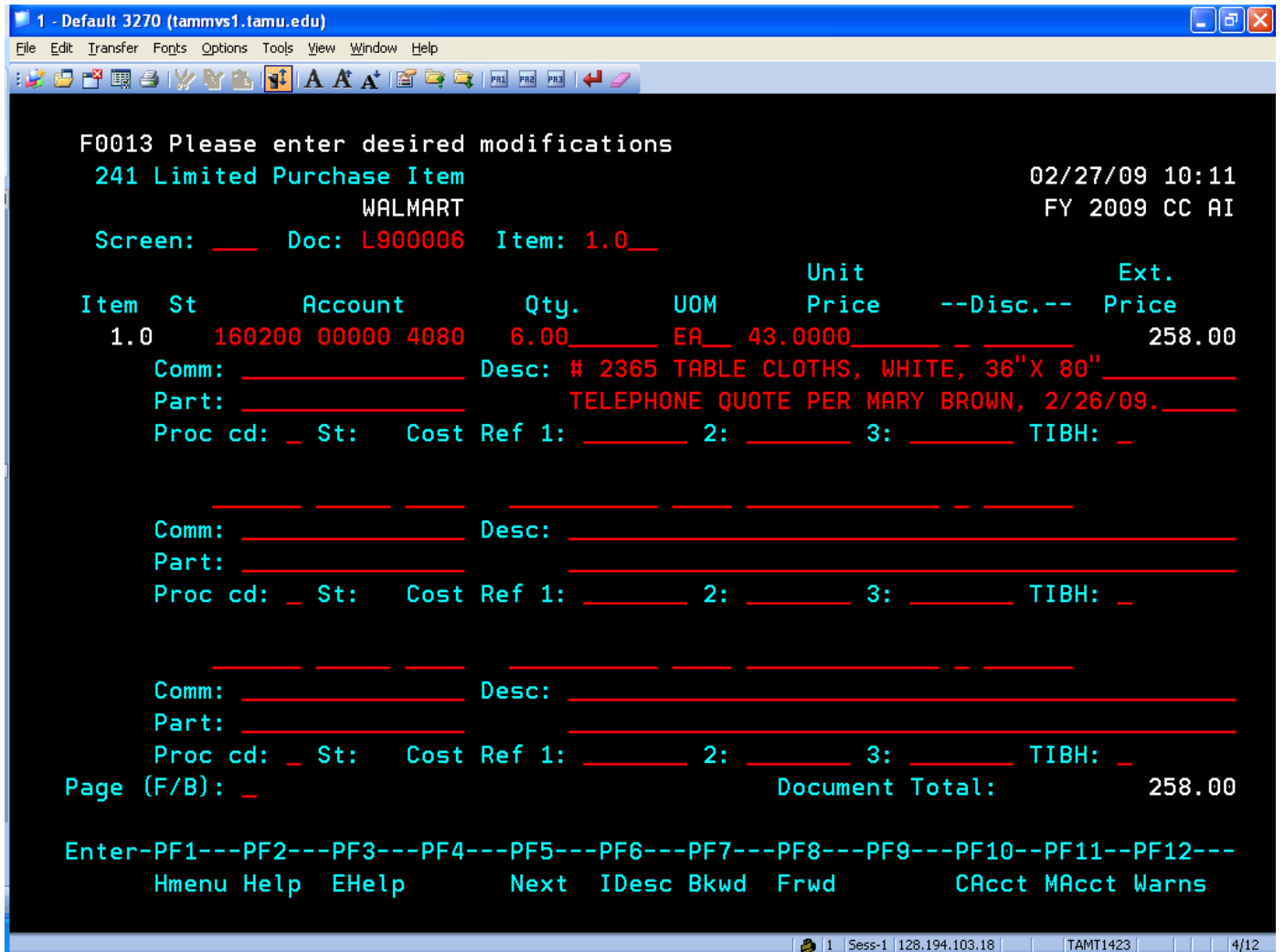


22. Tab to the **ACCOUNT** field. This field has three parts. In the first blank type the six digit account number. In the second blank, type the five digit support account number (this may be all zeros). In the third section, type the four digit expenditure object code (from blue card). After item 1 is complete, additional accounts may be added, if the cost is to be paid by more than one account.
23. After entering the object code, the cursor will automatically move to the **QTY** field. Type the number of items to be purchased.
24. Tab to the **UOM** (unit of measure) field. Type the Unit of Measure appropriate to the purchase. If you are unsure of the UOM abbreviation, type a "?" and press **ENTER**. A pop-up table will be displayed listing numerous abbreviations. Type "X" beside the UOM desired and press **ENTER**.

25. Tab to the **UNIT PRICE** field. Type the price per unit. Do not enter dollar signs or commas. Use the decimal point only if a value for cents needs to be displayed.
26. Tab to the **DESC** field. Type the description of the item you will be purchasing. Remember the system does auto wrap at the end of the line. You must manually enter a "hard" return by tabbing twice to move the cursor to the next line. If additional description is needed, press **F6** key. A pop-up screen will provide additional lines. In this area provide the details of the quote; quote number, name of person providing quote, etc.
27. If the cost of this item is to be shared with more than one account, press the **F11** key to add accounts. A pop-up screen will allow the addition of accounts. Distribute the cost by percentage allocated to each account. Or, specific amounts can be allocated to the accounts, except for one. On one account, use 100%. This tells the system to charge all of the remaining amount to that account. After entering the account information, press **ENTER** to save it. Then enter **F4** to exit this window. A "+" will now be displayed after the account number, indicating that more than one account is being charged. The pop-up is displayed below:



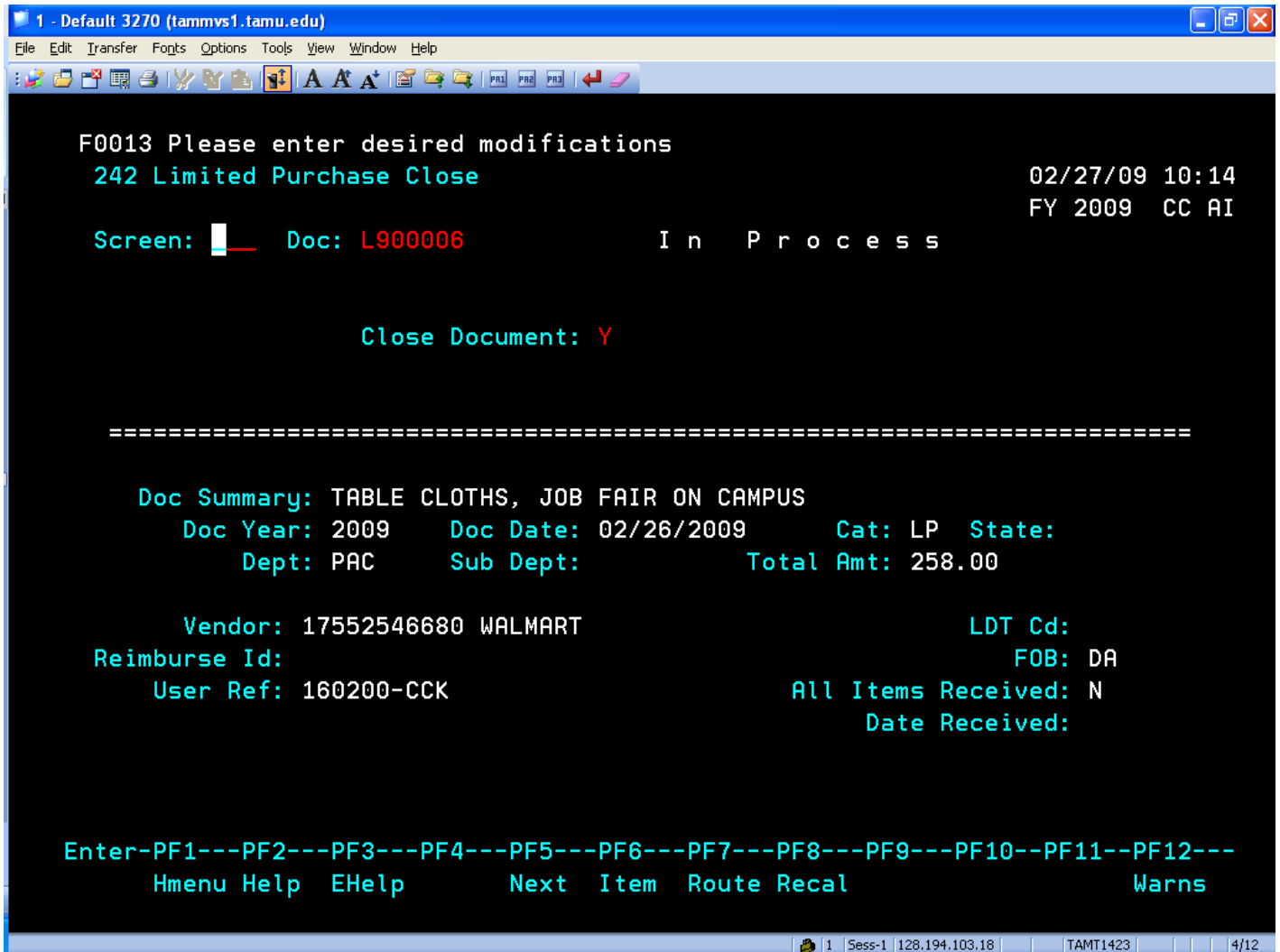
28. Additional items can be added on screen 241. If more than three items are needed, press **F8** or tab down to the **PAGE (F/B)** and type "F" to go forward. After all items are entered, press **ENTER**. The completed screen is displayed below:



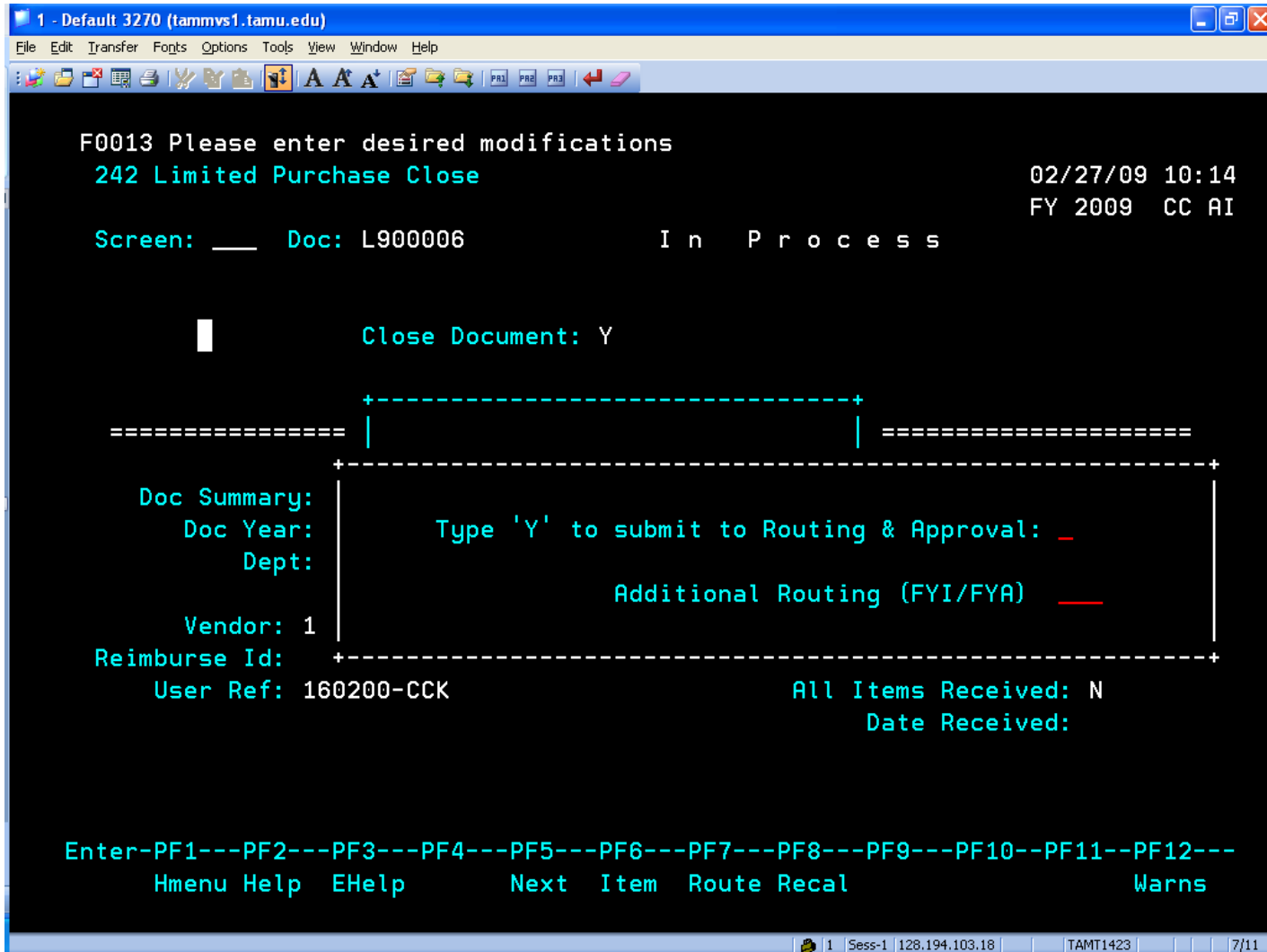
29. Now press **F5** to go to screen 242 or type 242 in the screen field.

30. You are now ready to close the document. Tab to the **CLOSE DOCUMENT** field and type "Y" to close the document. Press **ENTER**.

CLOSE DOCUMENT, SCREEN 242



31. A pop-up will open requesting routing instructions.



There are two ways to complete the routing/approval and receiving process from this point.

Option 1: If the document is closed and routed and then we find that the document needed to be changed for some reason, price change, account number change etc., the document would need to be recalled and reopened, changes made and resubmit for routing/approval. Also, if the document was closed and routed, receiving must be completed on screen 321.

Option 2: If the document is closed but not routed and then we find changes need to be made, the document would not need to be recalled, but only reopened. The changes would be made and receiving could be completed in the middle right of screen 240 and then submitted for routing/approval. Receiving would not be completed on screen 321 since it had already been done on 240.

In either option 1 or option 2 **it is important that the document be closed**. This would encumber the funds at that time and would also trigger any error messages that indicate interruption the closing of the document.

Option 1 is recommended if your department protocol requires all purchases to be approved by supervisory personnel before completion of the order. Otherwise, option 2 is recommended because it allows an easier procedure for completing the RECEIVING function.

32. So now, to the routing and approval procedure.

In the pop-up window, type "Y" to submit to routing and approval. Leave the additional routing question blank. Press **ENTER**. If you had entered more than one department on screen 240, you will be requested to identify the department that will serve as the **CREATOR DEPT and SUBDEPT**. Enter the appropriate information and press **ENTER**. A message at the top of the screen will indicate that the "document has closed successfully and routed".

33. Access screen 914 to verify the routing and locate the document in the routing process.

```
1 - Default 3270 (tammvs1.tamu.edu)
File Edit Transfer Fonts Options Tools View Window Help
914 Document Routing History                                02/27/09 11:05
                                                           CC AI
Screen: ___ Document: PLPAIL900006
                                                           Position at line: ___
Ln      Description
1  The following people have seen this document:
2  Submitted    02/27/09 11:04  KELLY, CARROLL C      (361-593-4032)
3  This document is currently in CC AI office PALOALTO
4  on desk SIGNER DSK - Arrival Date: 02/27/2009 11:04
5  Desk workers are:
6  MORENO, GERTRUD K      (sub)    (361-555-5555)
7  BARRERA, ARTURO        (sub)    (361-593-3814)
8  DESESSA, BERNARD      (sub)    (361-593-4068)
9  FERRIER, MARIA H      (sub)    (210-932-6270)
10  KELLY, CARROLL C      (sub)    (361-593-4032)
11  MITTS, KENNETH E      (sub)    (210-932-6226)
12  TREFZER, RICKY W      (sub)    (210-921-5479)
13
14
15
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help                                Bck   Fwd
1 | Sess-1 | 128.194.103.18 | TAMT1423 | 4/12
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34. Prepare a "Limited Purchase Order Attachment Sheet" and send it with the invoice attached to the Business Office, Accounts Payable, MSC 104 for payment.

THE END