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.

```
068 Support Account Search                          02/23/09 15:30
                                                    FY 2009 CC AI

   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
```
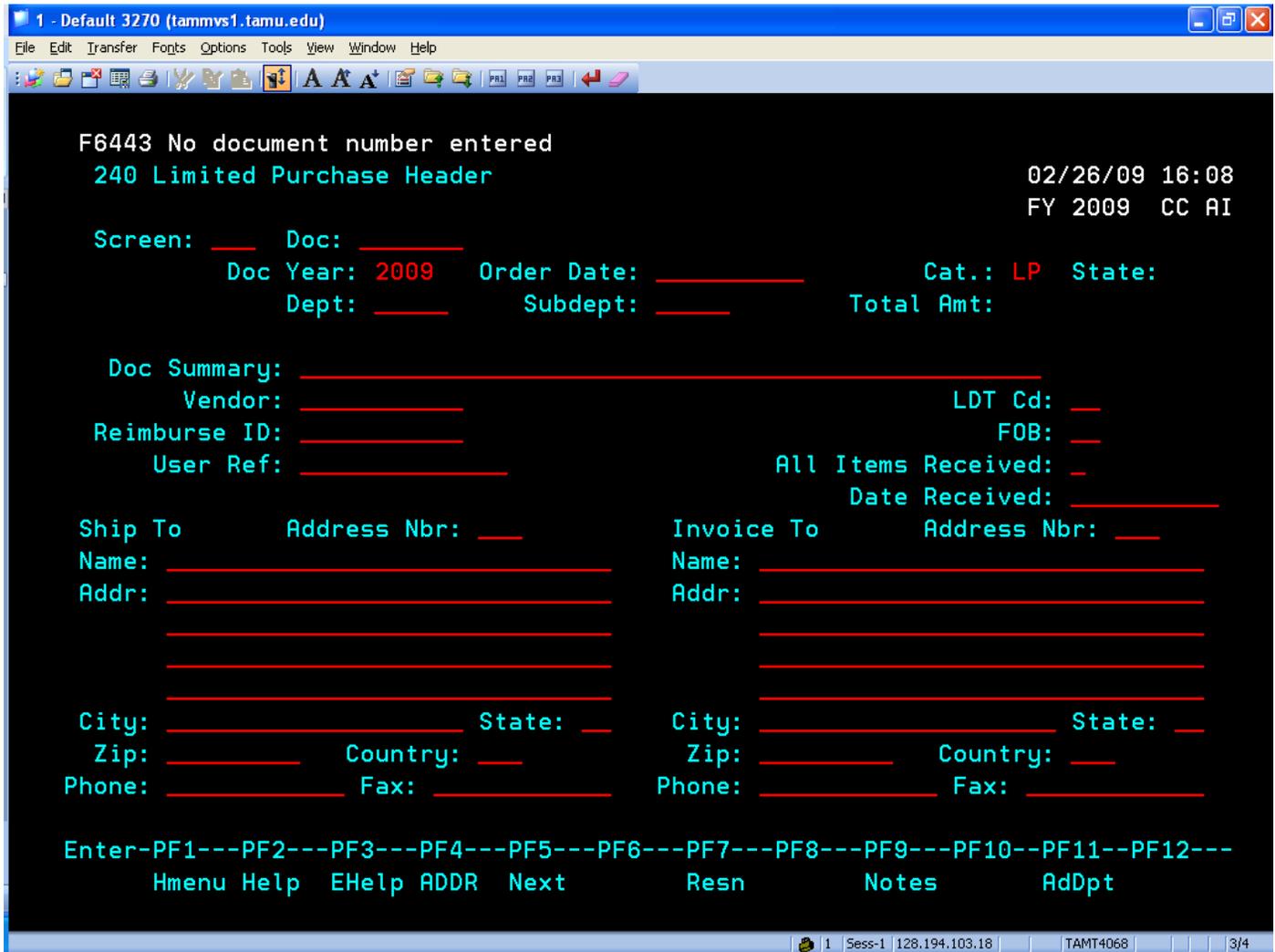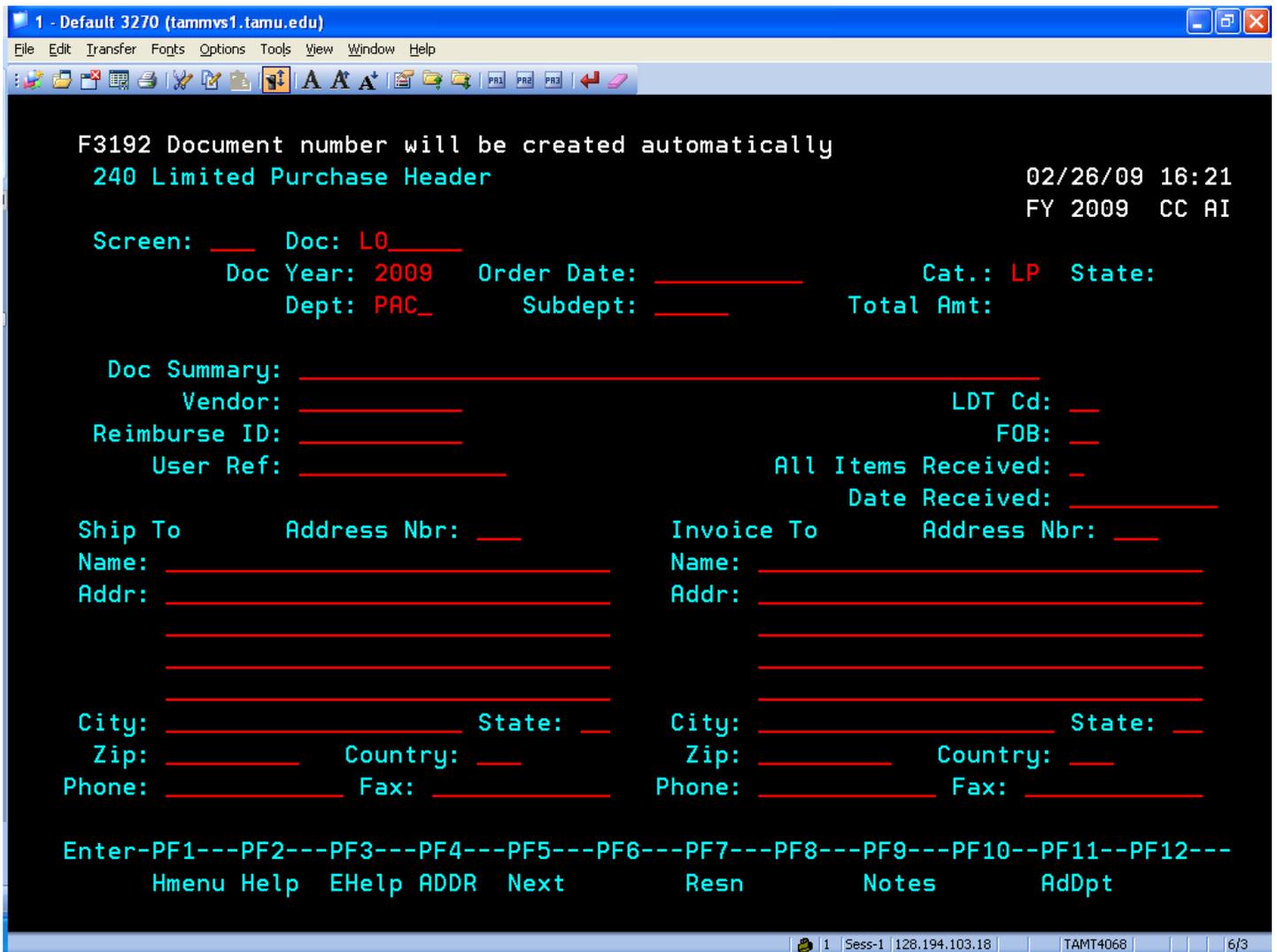
HEADER PAGE, SCREEN 240

```
   F6443 No document number entered
    240 Limited Purchase Header                              02/26/09 16:08
                                                             FY 2009   CC AI
     Screen: ___    Doc: _____
              Doc Year: 2009    Order Date: _____        Cat.: LP   State:
              Dept: _____       Subdept: _____              Total Amt:

       Doc Summary: _____
           Vendor: _____                         LDT Cd: __
     Reimburse ID: _____                            FOB: __
         User Ref: _____              All Items Received: _
                                                    Date Received: _____
    Ship To      Address Nbr: ___      Invoice To      Address Nbr: ___
    Name: _____         Name: _____
    Addr: _____         Addr: _____
          _____               _____
          _____               _____
          _____               _____
    City: _____ State: __   City: _____ State: __
     Zip: _____ Country: __          Zip: _____ Country: __
    Phone: _____ Fax: _____  Phone: _____ Fax: _____

    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp ADDR  Next        Resn        Notes        AdDpt
```
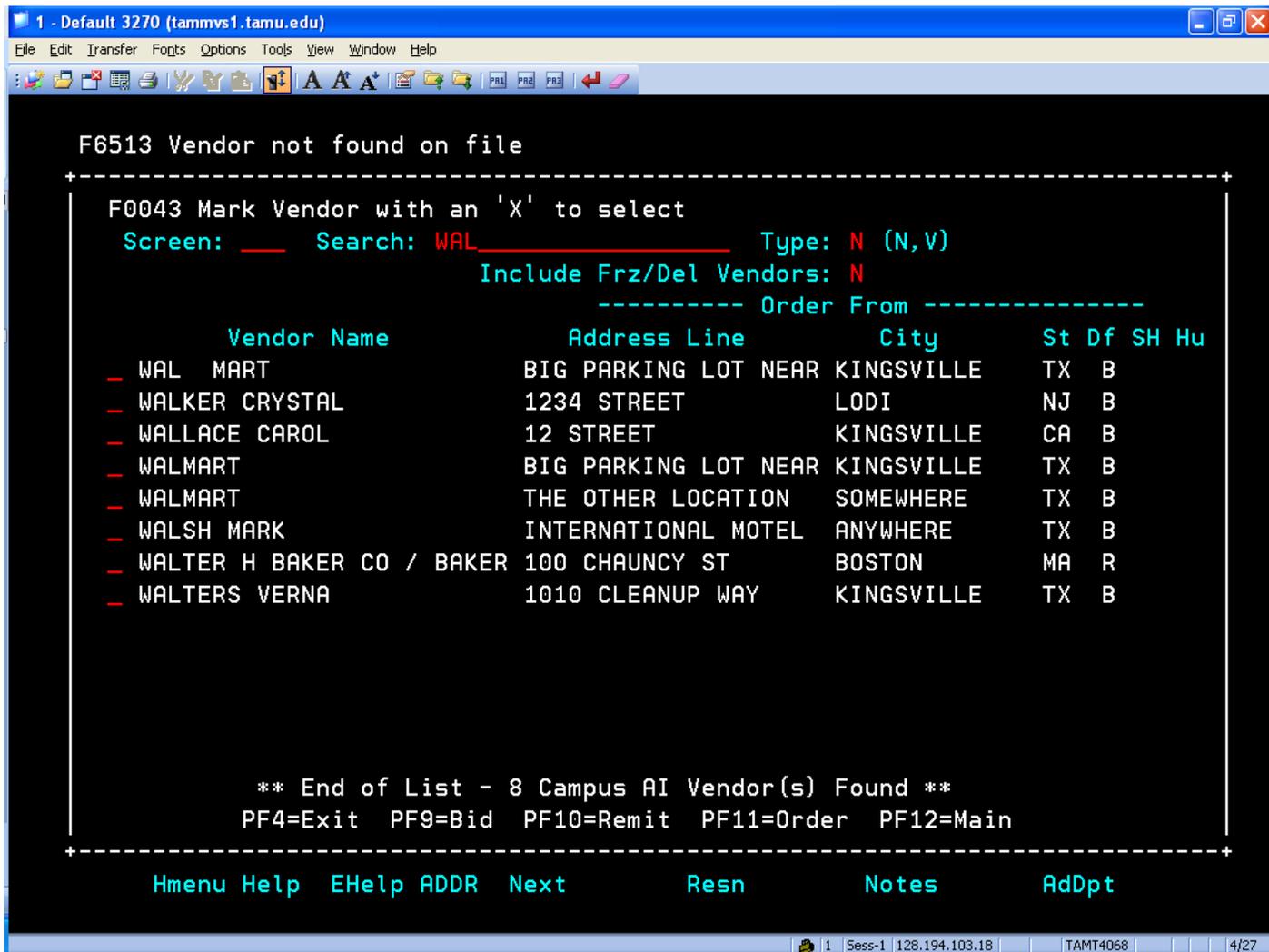
HEADER PAGE, SCREEN 240

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.

4

```
 1 - Default 3270 (tammvs1.tamu.edu)
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help

    F3192 Document number will be created automatically
    240 Limited Purchase Header                         02/26/09 16:21
                                                        FY 2009  CC AI

     Screen: ___   Doc: L0_____
            Doc Year: 2009   Order Date: _____      Cat.: LP  State:
            Dept: PAC_      Subdept: _____         Total Amt:

     Doc Summary: _____
          Vendor: _____                     LDT Cd: __
     Reimburse ID: _____                        FOB: __
        User Ref: _____          All Items Received: _
                                            Date Received: _____
   Ship To     Address Nbr: ___       Invoice To     Address Nbr: ___
   Name: _____  Name: _____
   Addr: _____  Addr: _____
         _____        _____
         _____        _____
         _____        _____
   City: _____ State: __ City: _____ State: __
    Zip: _____  Country: ___       Zip: _____  Country: ___
  Phone: _____   Fax: _____ Phone: _____   Fax: _____

   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp ADDR  Next         Resn        Notes        AdDpt
                                                  1  Sess-1  128.194.103.18     TAMT4068        6/3
```

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.

```
   F6513 Vendor not found on file
   +----------------------------------------------------------------------+
   |  F0043 Mark Vendor with an 'X' to select                             |
   |    Screen: ___    Search: WAL_____    Type: N (N,V)        |
   |                        Include Frz/Del Vendors: N                     |
   |                        --------- Order From --------------            |
   |         Vendor Name            Address Line         City       St Df SH Hu
   |    _  WAL  MART             BIG PARKING LOT NEAR KINGSVILLE    TX  B
   |    _  WALKER CRYSTAL        1234 STREET          LODI          NJ  B
   |    _  WALLACE CAROL         12 STREET            KINGSVILLE    CA  B
   |    _  WALMART               BIG PARKING LOT NEAR KINGSVILLE    TX  B
   |    _  WALMART               THE OTHER LOCATION   SOMEWHERE     TX  B
   |    _  WALSH MARK            INTERNATIONAL MOTEL  ANYWHERE      TX  B
   |    _  WALTER H BAKER CO / BAKER 100 CHAUNCY ST   BOSTON        MA  R
   |    _  WALTERS VERNA         1010 CLEANUP WAY     KINGSVILLE    TX  B
   |
   |
   |
   |           ** End of List - 8 Campus AI Vendor(s) Found **
   |          PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main
   +----------------------------------------------------------------------+
        Hmenu Help  EHelp ADDR  Next        Resn         Notes        AdDpt
```

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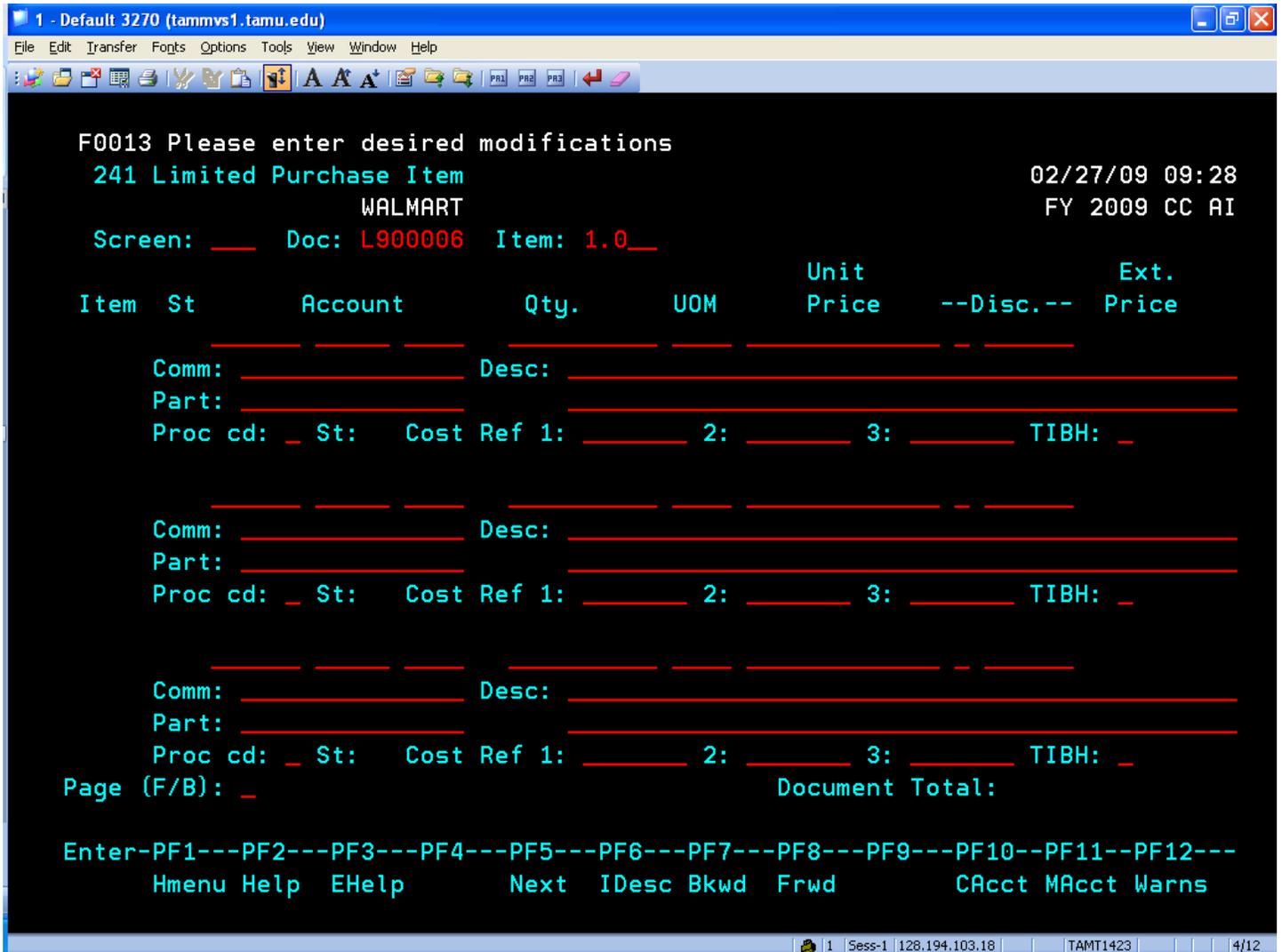
THE DOCUMENT SHOULD NOT HAVE AN "L" NUMBER AT THE TOP.

The completed screen should appears as below:
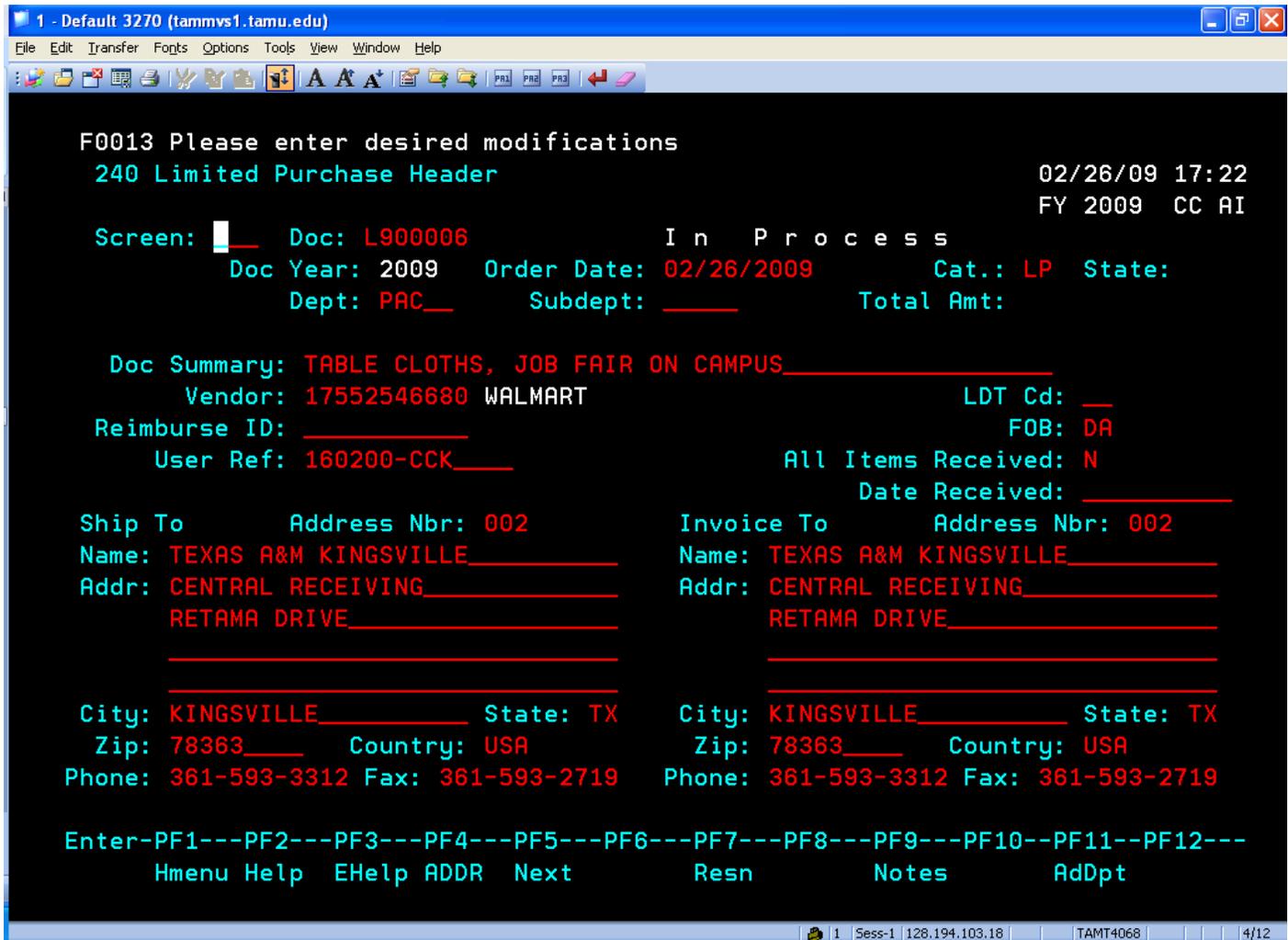
20. Before leaving this screen, the creator should enter any notes pertaining to the purpose of the order. Press the **F9** key. A pop-up window will appear. Type information that will explain why the order is needed. These notes do not appear on the printed P. O. screen and will not be seen by the vendor. These notes are used to exchange intenal 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**.

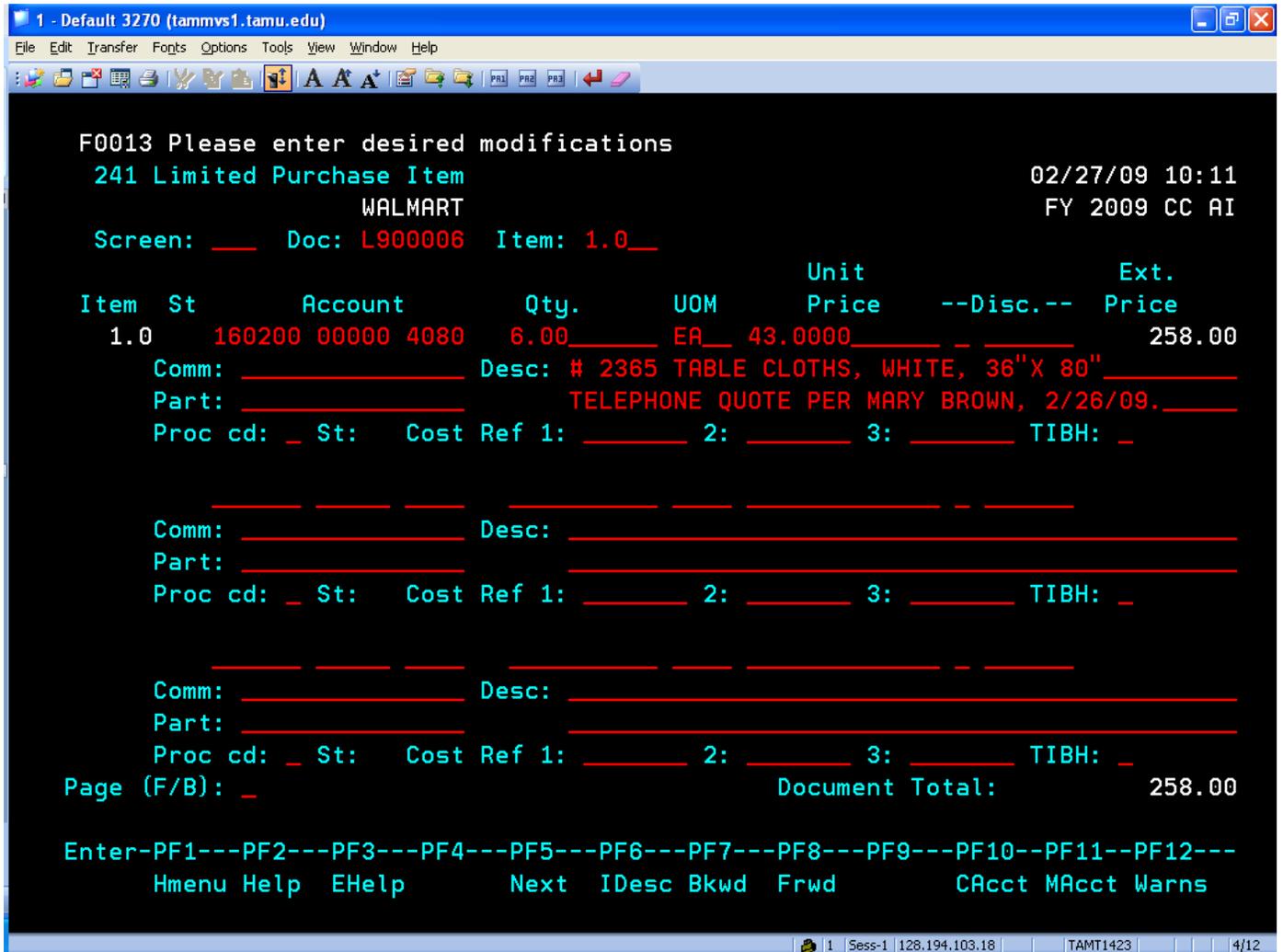The blank screen appears as below:

ITEM DESCRIPTION, SCREEN 241

```
 1 - Default 3270 (tammvs1.tamu.edu)                                    _ □ ☒
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help

   F0013 Please enter desired modifications
    241 Limited Purchase Item                            02/27/09 09:28
                    WALMART                               FY 2009 CC AI
    Screen: ___   Doc: L900006  Item: 1.0__
                                                 Unit              Ext.
    Item  St        Account       Qty.     UOM   Price   --Disc.-- Price
          _____  _____  _____  ____  _____  _ _____
        Comm: _____  Desc: _____
        Part: _____         _____
        Proc cd: _ St:   Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

          _____  _____  _____  ____  _____  _ _____
        Comm: _____  Desc: _____
        Part: _____         _____
        Proc cd: _ St:   Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

          _____  _____  _____  ____  _____  _ _____
        Comm: _____  Desc: _____
        Part: _____         _____
        Proc cd: _ St:   Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _
    Page (F/B): _                         Document Total:

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns

                                  1  Sess-1 128.194.103.18      TAMT1423      4/12
```

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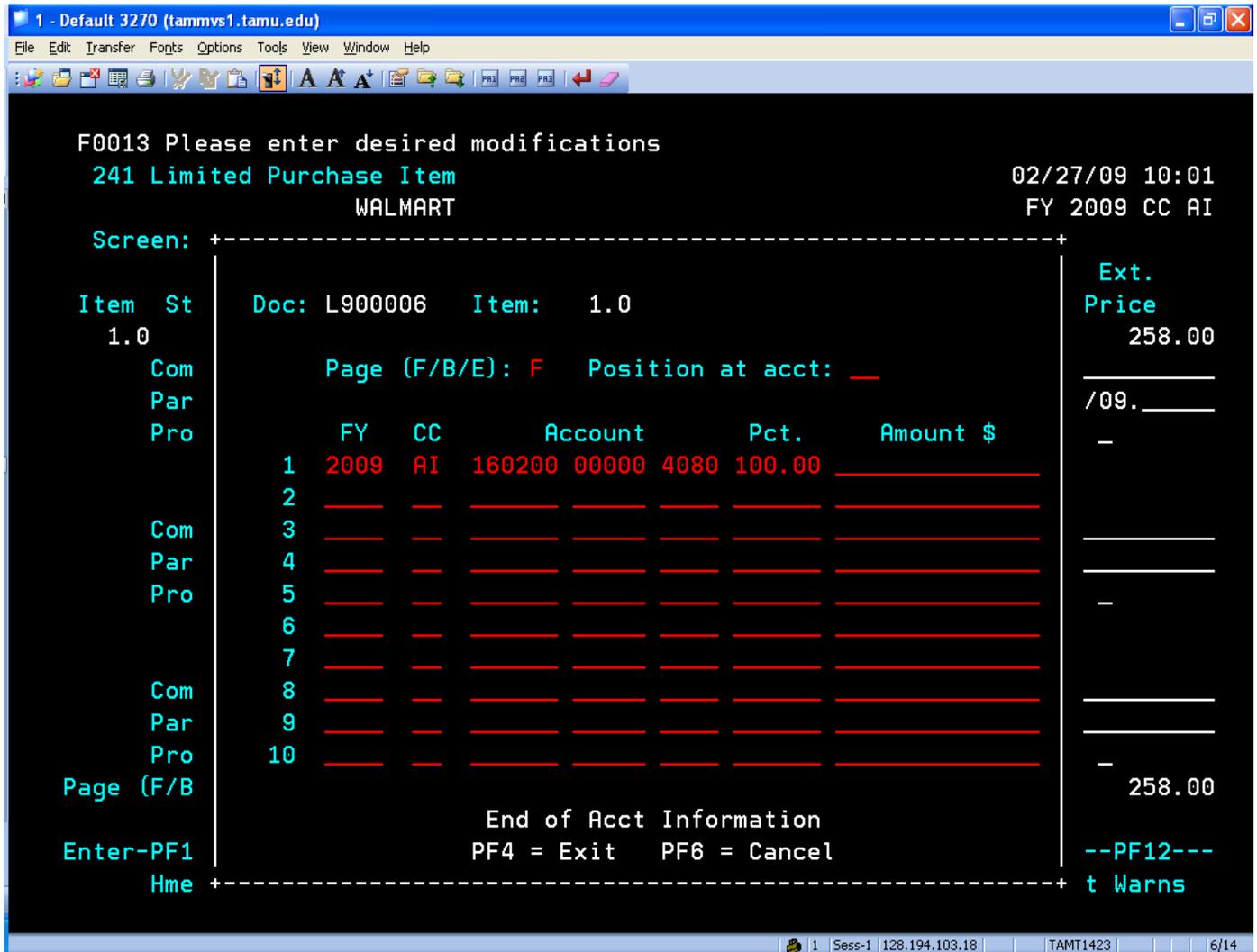
28. Additional items can be added on screen 241. If more that three items are needed, press **F8** or tab down to the **PAGE (F/B)** and type "**F**" to go forward. After all items are entered, press **ENTER**. The completed screen is displayed below:

9

```
F0013 Please enter desired modifications
  241 Limited Purchase Item                              02/27/09 10:11
                  WALMART                                FY 2009 CC AI
   Screen: ___  Doc: L900006  Item: 1.0__
                                              Unit               Ext.
   Item  St       Account        Qty.     UOM    Price    --Disc.--  Price
    1.0    160200 00000 4080    6.00_____  EA__ 43.0000_____ _ _____      258.00
       Comm: _____ Desc: # 2365 TABLE CLOTHS, WHITE, 36"X 80"_____
       Part: _____        TELEPHONE QUOTE PER MARY BROWN, 2/26/09._____
       Proc cd: _ St:   Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _


       _____ ____ ____    _____ ____ _____ _ _____
       Comm: _____ Desc: _____
       Part: _____        _____
       Proc cd: _ St:   Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _


       _____ ____ ____    _____ ____ _____ _ _____
       Comm: _____ Desc: _____
       Part: _____        _____
       Proc cd: _ St:   Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _
   Page (F/B): _                        Document Total:           258.00

   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns
```

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
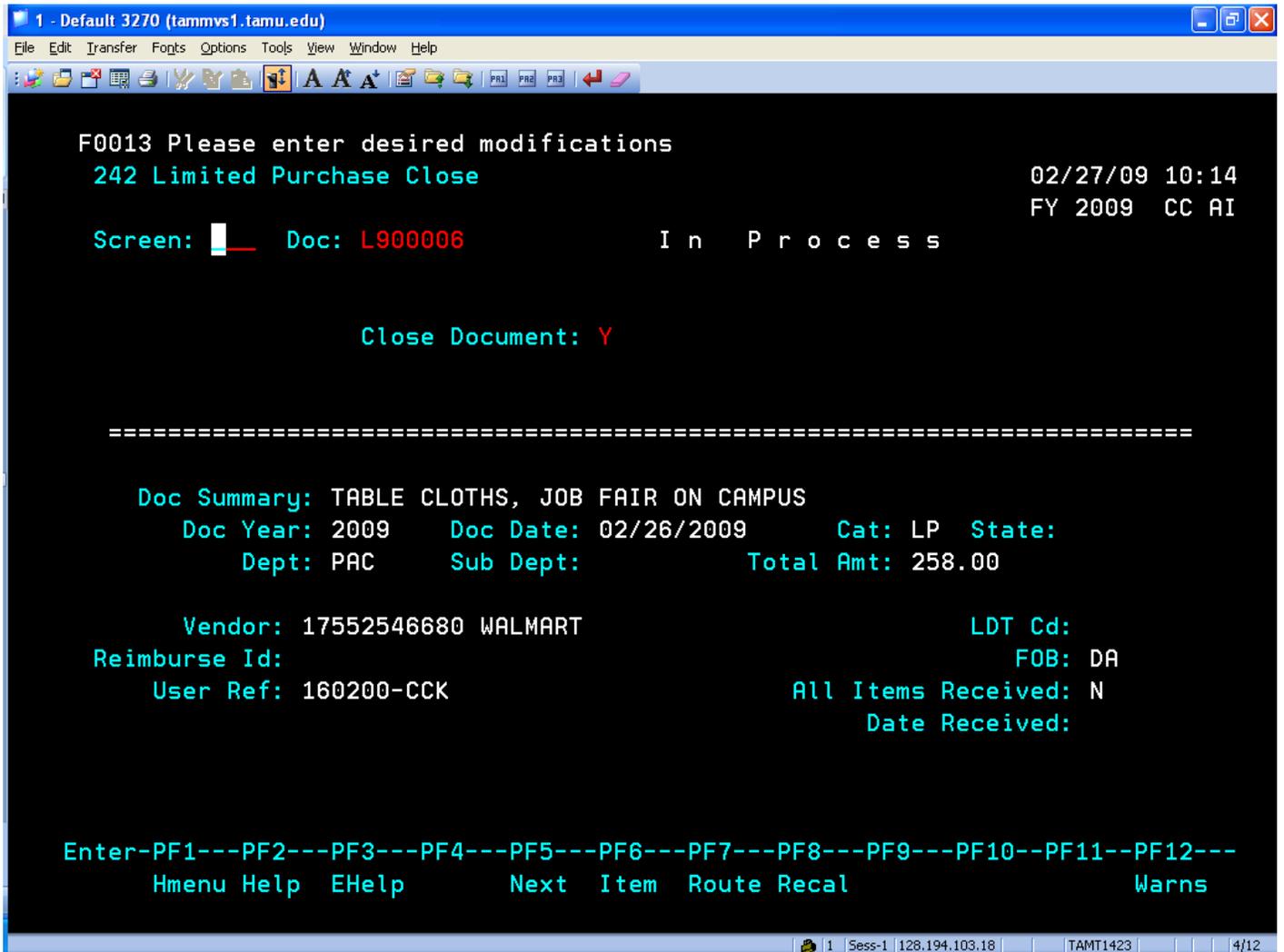
31. A pop-up will open requesting routing instructions.
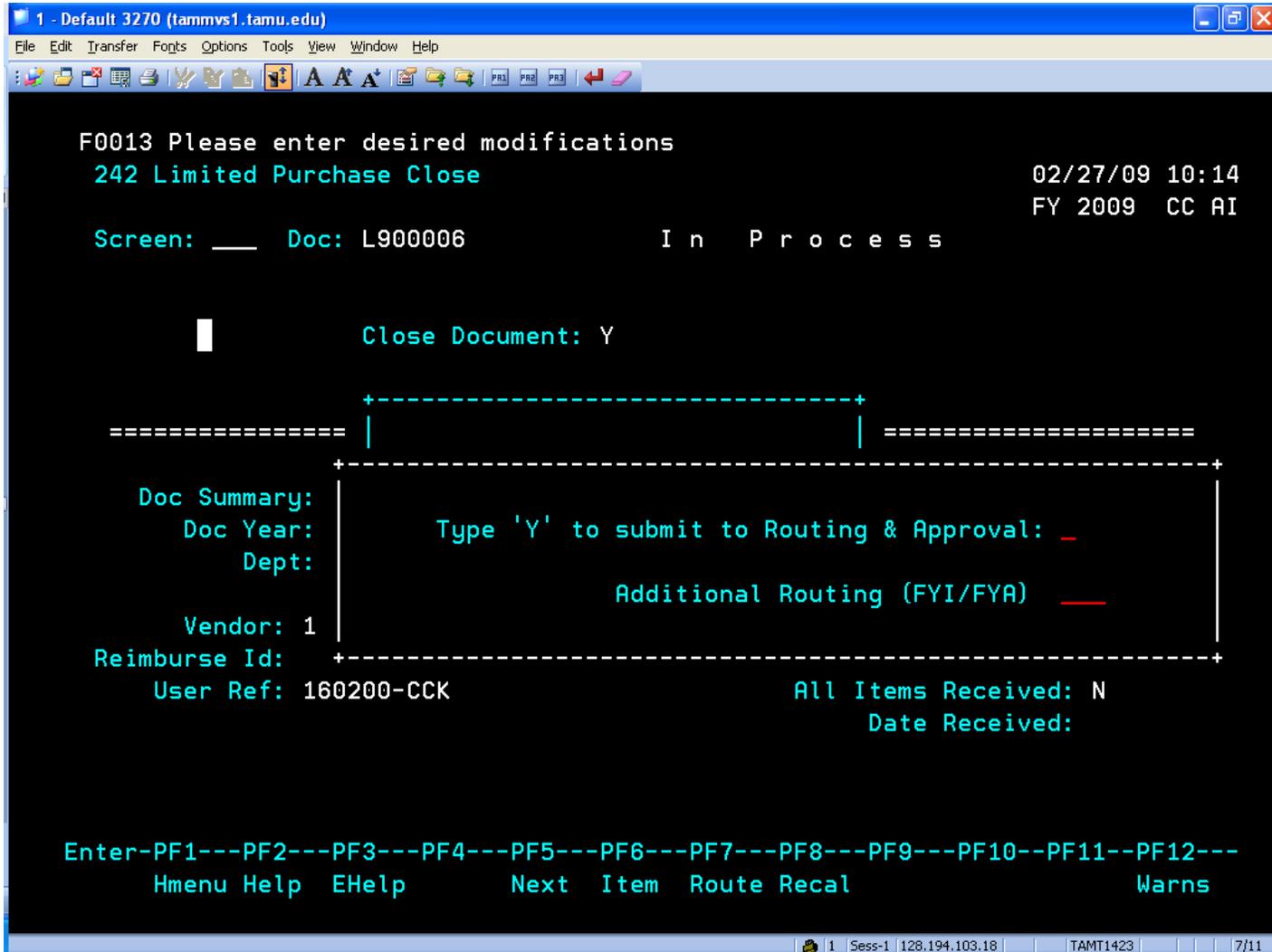
There are two ways to complete the routing/approval and receiving process from this point.

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.

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 that 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.

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

cck
2.15.10