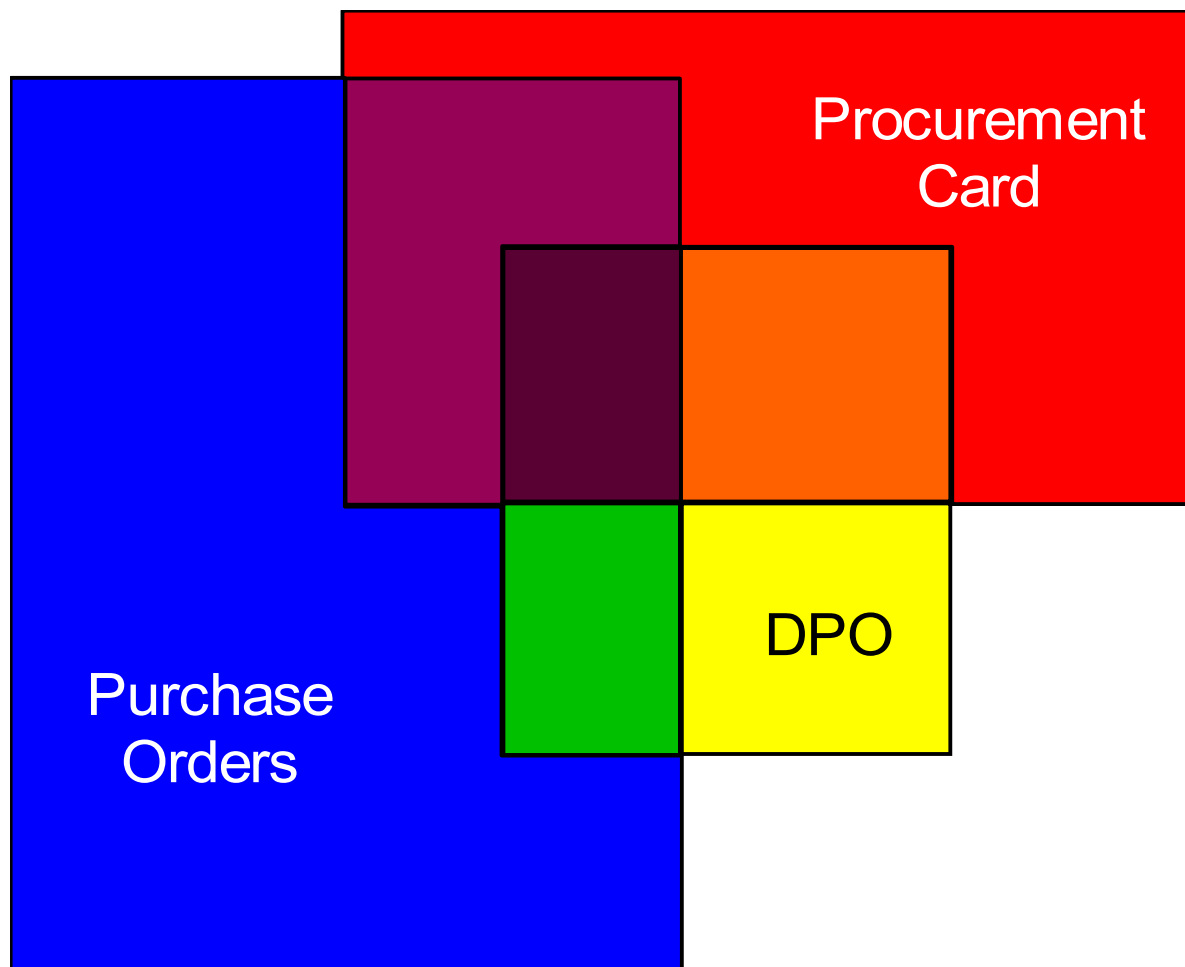


# University Purchasing

## Procurement Options

Ball State University



# Purchasing On-Line Departmental Purchase Order

## DPO's General Info

DEPARTMENTS have the autonomy to select a vendor, create and issue a Departmental Purchase Order for goods and services up to \$~~5000~~.

Departments may want to contact Vendors for ordering and pricing information prior to creating a DPO.

**Search** for Vendor names on Screen 202.

**Vendor information** on Screen 204. If vendor is **not** listed, fax vendor information to the Purchasing Office at 285-5505 or 285-1756 and the database will be updated.

**Create DPO** on Screen 22D. DPO documents begin with the letter 'D'.

**Restrictions.** DPO's may not be used for items stocked in Central Stores, or for supplies or services when the Vendor is a BSU employee or the Vendor is owned by a BSU employee, leases, insurance, legal services, or maintenance agreements.

Examples of prohibited items:

Alcohol	Business Cards	Hiring Services of Speakers
Cash Advances	Cell Phones/Pagers	Hospitality
Controlled Substances	Cylinder Gases	BSU Licensed Products
Flowers	Furniture/Furnishings	Radioactive Materials
Gasoline	Gifts	Hazardous Chemicals
Stationary	Telephones	Weapons/Ammunitions

**Approval and budgetary requirements:** The Department should not distribute the DPO number until approval (Screen 222) and budgetary requirements (Screen 22T) have been met.

**Contact with the Vendor:** Information you may need to provide Vendors:

**Delivery address:**

**Your Department Name**

Central Receiving  
3401 N. Tillotson Avenue  
Muncie, IN 47306

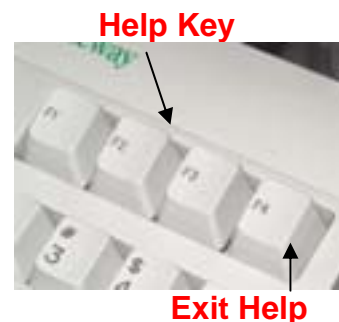
**Packages** must be marked with the **DPO NUMBER**.

**Invoices** are to be sent to:

Ball State University  
Accounts Payable Office  
2000 University Avenue  
Muncie, IN 47306

**Printed copy** of a DPO is provided to the Vendor only when the Department indicates that the DPO will print using the yes/no field on Screen 22D.

**Receiving** is not required to be posted on a DPO.



## Screens Used With DPO:

**2DM** = Menu

**22D** = Create PO Header

**202** = Vendor Name  
Search

**204** = Vendor Phone Fax  
Numbers

**22S** = Multi-Line Item  
Create

**22R** = Line Item Create  
Modify

**22T** = DPO Trailer

**222** = DPO/PO Approval

**284** = PO Status

# Purchasing On-Line Departmental Purchase Order

**Payment** Invoices are paid 30 days after receipt. If a discrepancy occurs on the order the department should try to resolve and may request assistance from the Purchasing Office 285-1532.

**Change Order:** After the DPO Number has been issued to Vendor if a variation in Quantity, Price, or Item Description occurs you may be asked to modify the DPO to reflect the correct information. These corrections can be labeled as a "Change Order" on Screen 22D, corrections made on Screen 22S, and trailed on Screen 22T.

**Shipping Charges:** Do not add shipping charges as a line item.

**Prepayment or Reimbursement:** Prepayment can be made when industry standards require ie: subscriptions. Reimbursement is intended to replace petty cash transactions utilizing the DPO. Invoices or receipts should be forwarded to the Accounts Payable office with DPO number.

**Cancellation of a DPO or specific line items:** Cancel each line item by entering a 'D' for delete, in the UPO field located at the end of each line item on Screen 22S and then followed by the Trailer Screen 22T.

## Create a DPO:

*Create DPO Number and Assign Vendor Name:*

1. Screen 22D, Type a "D" and zero in the PO field and press enter. The system will prompt you for a Vendor name, type in a vendor name, up to 11 characters, and press enter. If the vendor is identified the system will select and enter the vendor number. If more information is needed about the vendor the system will take you to the vendor database and you can choose the correct vendor name and address.

*Account Numbers*

2. Account numbers are entered without hyphens and must include sub-codes. Use the help key to find a list of sub-codes. If using one account number 100% should be indicated, more than one account number and percent indicates the percentage of the charge to the account number. Amount is used to indicate specific dollars to be spent from the account number and is used without a percentage.

Press enter

*Create Line Items*

3. Screen 22D. Enter line item information; use the F2 help key to find unit of measure descriptions. (do not enter account numbers on the Line Item Create Screen.) Indicate the need for more line items with a "Y" at the 'More Lns' field, and with a "N" to end the entering of line items. The system will "trailer" the order and check for budget and approval requirements.

*Approvals*

4. Screen 222. Approvals are 'posted' with a "Y/N" indication. Approvals are not visible if a Budget Balance Override is required. If the BBA Override is required the system will route the order to the Budget Office and you should be able to post approvals within 24 hours.

**Notes:**

# Purchasing On-Line Departmental Purchase Order

## Screen 2DM = Menu

```

W-20137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
2DM Department Purchase Order Processing Menu

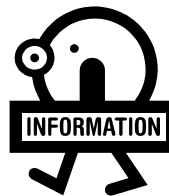
Screen: ___ Vend: P1000252600 PO: D507854 Inv: _____ Line: 001

Create/Modify Department Purchase Order Menu

22D Department Purchase Order Header
22R Line Item Create Modify
22S Multi-Line Item Create/Modify
22T Trailer
202 Vendor Name Search

Main Menu
201 Purchasing Menu
    
```

SAMPLE



## Screen 22D = Header

```

W-FZ835 DOCUMENT HAS BEEN PRINTED
22D Department Purchase Order Header          EASTERN ENGINEERING SUPPLY CO
                                                2810 N WHEELING AVE
Screen: ___ Vend: P1000252600 PO: D507854 Inv: _____ Line: 001

PO Date:      02-22-2005  PO Type:      DP          Department Purchase Order
Delivery Dt:  02-22-2005  Dept. Contact: TIEN MAY
Change Date:  00-00-0000  Dept. Contact Phone: 765 285 5839
CHANGE NO:    ___        PRINT PO:    N 00-00-0000    PD FISCAL YEAR: 05

Account No.   Pct      Amount   Account No.   Pct      Amount
2269023214   100.00  _____  _____  _____  _____

Deliver To
Name:  BALL STATE UNIVERSITY          Vendor Terms:
Dept:  ART                            _____ N 30
Bldg/Rm A/J 401
Atten: KEN PRESTON
City:  MUNCIE
State: IN
Zip:   47306

Purchase Order Text
STUDENT SUPPLY - PRINTMAKING
CONFIRMING - DO NOT DUPLICATE.

CAMPUS CODE VALUE = 01 01
Delete: 0  Freeze: 0  In Proc: 1  Tfr/Appr: N  PD Total: 468.74
    
```

# Purchasing On-Line Departmental Purchase Order

## Screen 22S = Multi-Item Create

```

22S Dept PO Multi-Item Create/Modify          EASTERN ENGINEERING SUPPLY CO
                                                2810 N WHEELING AVE
Screen: ___ Vend: P1000252600 PO: D507854 Inv: _____ Line: 001

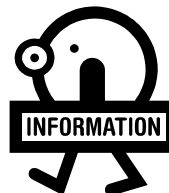
Line: 001
Quantity  Commodity  UOM  Unit Price  Trade  Extended Price  UPO
3.00      _____  GAL  49.95      _____  149.85      -

Description: HUN-4660 HUNT SPEEDBALL INKS: WHITE
Account No: _____
Line: 002
1.00      _____  GAL  49.95      _____  49.95      -

Description: HUN-4663 SPEEDBALL INKS: MEDIUM YELLOW
Account No: _____
Line: 003
1.00      _____  GAL  49.95      _____  49.95      -

Description: HUN-4667 SPEEDBALL INKS: DARK RED
Account No: _____
More Lns.
  
```

SAMPLE



## Screen 22T = Trailer

```

W-FZ755 INSUFFICIENT FUNDS IN HIGHLIGHTED ACCTS
22T PURCHASE ORDER TRAILER                    EASTERN ENGINEERING SUPPLY CO
                                                2810 N WHEELING AVE
Screen: ___ Vend: P1000252600 PO: D507854 Inv: _____ Line: 001

Total Lines: 8
Total Amt:          468.74

Account No.: 2-26902-3214 - - - - -
Header Pct: 100.00
Header Amt:

Amt Distr:          468.74

Amt Avail:          815.49-
Amt Required:       468.74

Override BBA:
Liquidate Related Requisitions:

DOCUMENT WILL NOT BE PROCESSED AS IS UNLESS BBA OVERRIDE = Y
  
```

# Purchasing On-Line Departmental Purchase Order

## Screen 222 = PO Approval

I-FZ759 NO MORE RECORDS FOUND ON FILE  
 222 Purchase Order Approval EASTERN ENGINEERING SUPPLY CO  
 2810 N WHEELING AVE  
 Screen: \_\_\_ Vend: P1000252600 PO: D507854 Inv: \_\_\_\_\_ Line: 001

Status: PO has not been approved.

Priority	Level	Approval ID	Post (P, Y, N)	Name	Date Posted
Y	50	FNAR	Y	SHEARS, STACEY	02-24-05
Comments:					
Y	60	ART	---	JACKSON, DAVID	00-00-00
Comments:					
Comments:					
Comments:					

## Screen 284 = PO Summary

284 PO Summary EASTERN ENGINEERING SUPPLY CO  
 2810 N WHEELING AVE  
 Screen: \_\_\_ Vend: P1000252600 PO: D507854 Inv: \_\_\_\_\_ Line: 001

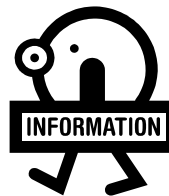
Type: Department Purchase Ref No.:  
 Buyer: (Blank) No buyer ass Route:  
 Phone: Status:

Last Check  
 Date: Bank No.: Check No.:  
 Amount: Invoice No.: Voucher No.:

Summary	Ordered	Invoiced	Vouchered	Received
Date:	02/22/05	00/00/00	00/00/00	00/00/00
Quantity:	20.00			
Amount:	468.74			

Status of Orders	Status of Invoices	Status of Receiving
In Process: N	In Process: N	Rejects:
With Tax: N	With Tax: N	Back Ordered:
With Discount: N	With Discount: N	Late:
Held/Frozen: N	Held/Frozen: N	Lines Deleted: 0

SAMPLE



# Purchasing On-Line Frequently Asked Questions

## FAQ'S

### Account Numbers

- Q: What if I omit entering an account number on the header?  
A: You will be prompted to enter an account number on the line item screen. It would be best to go back to the header screen and enter the account number.
- Q: If I enter an account number on the line item, is that wrong?  
A: This creates more of a data tracking problem than it is "wrong;" for the department there must be sufficient budget balance available, and for Purchasing and Accounting it creates document limitations
- Q: What if I accidentally enter an account number on a line item?  
A: The system will not allow you to go back and enter on the header. You can attempt to let it go through the system or cancel the order and re-enter.

### Approvals

- Q: I found out that prices were less than what was in the catalog, so I modified the DPO, when I checked on Screen 222 I saw that the DPO was no longer approved, did I do something wrong?  
A: ANY change in price, whether it is caused by change in quantity or cost OR any change in account number will cause approvals to be reset.
- Q: I went to Screen 214 to check if I needed to approve any orders and there are PO numbers listed that are really old; what happened?  
A: The release of encumbrances when old orders are completed for archival purposes will reset approvals. Please post approvals again to free the order for archiving; the order will not be duplicated.

### BBA Override

- Q: I entered my order into the system and when I finished entering, the system says it needs a BBA Override, what do I do now? When will I know it is OK?  
A: You allow the system to route this order to the Budget Office. The process happens overnight. A required BBA Override places the order in-process. You can check the in-process flag on the Header screens to determine when the order is no longer in-process and ready for approvals.

### Budgets

- Q: I have old orders showing on my budget report, why?  
A: Incomplete orders remain as open commitments, and are caused by the vendor not invoicing, or the department not posting receiving into the Purchasing System.

### Line Items

- Q: How can I delete a line item?  
A: Place the letter "D" in the UPO field on Screens 254 or 22S and trailer the order. Information should be left on the line item to indicate why the line was deleted.



### Buzz Words!

<b>BBA</b>	<i>Budget Balance Available</i>
<b>BATCH</b>	<i>Open a Session on Screen 30</i>
<b>CHANGE ORDER</b>	<i>Documented change of purchase order.</i>
<b>COMPLETED</b>	<i>Order marked final and flagged for archive.</i>
<b>DPO</b>	<i>Departmental Purchase Order</i>
<b>FIN</b>	<i>Financial Systems Menu</i>
<b>FRS</b>	<i>Financial Record System</i>
<b>IN PROCESS</b>	<i>Order needs a Budget override.</i>
<b>MSG</b>	<i>Message Screen</i>
<b>TRAILER</b>	<i>Go to a "Trailer" screen (256 or 22T) this action ends order entry, checks budget status and sets approvals.</i>
<b>PACKING SLIP</b>	<i>Documentation included with items ordered, this is not an invoice and may be discarded.</i>
<b>VENDOR</b>	<i>Business establishment</i>

# Purchasing On-Line Frequently Asked Questions

## **Invoice**

- Q: Can I prepay an invoice using a DPO  
A: You may enter the order on a DPO up to \$F€€€. Place the DPO number on the invoice and send to the Accounting Office with a note to prepay.

## **Printing**

- Q: How do I get a copy of the DPO?  
A: You can indicate for the system to print a paper copy for the Vendor on Screen 22D however, a screen print will be the Department's option.
- Q: What if I forgot to write down my DPO number, if it does not print how can I find it in the system?  
A: You may look on Screen 21, it will be listed in the open commitments.

## **Purchase Order Numbers**

- Q: What does a valid Purchase Order number mean?  
A: This is a Purchase Order or Department Purchase Order number that once created also has sufficient budget balance available and has all required approval posted on it.

## **Receiving**

- Q: I have an order to receive but I get a message at the top of the screen that says, "User has inquiry privileges only."  
A: If you did not enter the order originally the system does not recognize you as the owner of the "document." Notify the Purchasing staff to enter the receiving information.

## **Session**

- Q: When I trailer my order the system says I need to open a session, but I entered info on Screen 30, when I go back to screen 30 it's blank, what happened?  
A: Sessions are opened on Screen 30. This error occurs when an individual enters the information to open a session but enters or includes a screen number PRIOR to pressing the ENTER key.

## **Shipping Charges**

- Q: How do I take care of extra charges like shipping charges?  
A: It is best NOT to enter shipping charges at all. Shipping charges are applied to the order, from the invoice, by the Accounts Payable staff. If shipping charges are on the line item description it should be entered as a "text" item. (Note: the exception is if the order is to be prepaid shipping charges are a required line item.)

## **Vendors**

- Q: The Vendor asks me for BSU's account number, where is this information?  
A: BSU's account information with a particular Vendor will be located on Screen 204.
- Q: What if the Vendor I want to use is not listed in the system database?  
A: Complete and fax the Vendor Create Request form to the Purchasing Office at 5-5505 or 5-1758.

FAQ's Continued . . .

