

# HOW TO INPUT A PURCHASE ORDER

## ADD A NEW PURCHASE ORDER

From the New World home screen go to

→Financial Management →Procurement→Purchasing→Purchase Orders

City of Manteca

Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Welcome to new v

mySearch

Type Purchase

Search For

myReports (2420)

Folder List

- Current (2420)
- Archive (0)

mySettings

- Out of Office Assistant
- Customize Page View
- Change Password
- Email Notification

myCalendar 08/28/2018

Day Work Week Week All Open

Subject Date Start Time Completed

There are no items to show in this view

August 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 29  | 30  | 31  | 01  | 02  | 03  | 04  |
| 05  | 06  | 07  | 08  | 09  | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  | 01  |
| 02  | 03  | 04  | 05  | 06  | 07  | 08  |

New

myTasks

<All Tasks> (76)

| Source             | Approval Status | Transaction ID | Description                                    | Attachments |
|--------------------|-----------------|----------------|--|-------------|
| Bank Account Jo... | 0 of 1 at 2     | 2015-00001256  | DEC 03 US TREASURY-IRS pay date 12/7           |             |
| Bank Account Jo... | 0 of 1 at 2     | 2016-00003174  | CR 04-35 Data Tickets                          |             |
| Bank Account Jo... | 0 of 1 at 2     | 2017-00000004  | JUN-42 Record health ins. prem. paid to Mid... |             |

Items: 1 - 50 of 76

Page 1 of 2 Next Page

myNotifications

New <Source> <Priority> Received

| New | Source                | Priority | Date       | Message                                      | Notes |
|-----|-----------------------|----------|------------|--|-------|
| ✓   | Vendor Change Request | Medium   | 07/30/2018 | Submitted - 2461 - Magnum Equipment Co., Inc |       |
| ✓   | Vendor Change Request | Medium   | 07/30/2018 | Submitted - Apollo Video Technology, LLC     |       |
| ✓   | Vendor Change Request | Medium   | 07/30/2018 | Submitted - 8521 - Merrimac Energy Group     |       |
| ✓   | Vendor Change Request | Medium   | 07/30/2018 | Submitted - 8521 - Merrimac Energy Group     |       |
| ✓   | Vendor Change Request | Medium   | 07/30/2018 | Submitted - Stott Outdoor Advertising        |       |

At the bottom left of the page

→Click the 'New' Button

Purchase Order List

List

| myTasks | Validated | Approvals   | Delivery | Department                              | P.O. Number   | Type     | Description                               | Attachments |
|---------|-----------|-------------|----------|---|---------------|----------|---|-------------|
|         | ✓         | 0 of 1 at 1 |          | Finance - Finance                       | Edit          | Standard | Paper for Finance dept                    |             |
|         | ✓         | Approved    |          | Finance - Finance                       | 2019-00000057 | Standard | Test                                      |             |
| ✓       | ✓         | 0 of 1 at 4 |          | Human Resources - Human Resourc...      | Edit          | Standard | HR Fingerprinting Machine                 |             |
|         | ✓         | 0 of 1 at 2 |          | Parks & Rec_Parks - Parks & Recreati... | Edit          | Standard | Jacobsen Eclipse 322 Hybrid Green...      |             |
|         | ✓         | 0 of 1 at 2 |          | PW_Engineering - Public Works.Engin...  | Edit          | Standard | ChargePoint CT4000 dual-port charg...     |             |
|         | ✓         | 0 of 1 at 2 |          | PW_Engineering - Public Works.Engin...  | Edit          | Standard | Parts and assembly for coin and bill t... |             |
|         | ✓         | 0 of 1 at 2 |          | PW_Engineering - Public Works.Engin...  | Edit          | Standard | 24" Bus Shelter Signs - AC powered        |             |
|         | ✓         | 0 of 1 at 2 |          | PW_Engineering - Public Works.Engin...  | Edit          | Standard | Tickets to use in Odyssey ticket mac...   |             |
|         | ✓         | 0 of 1 at 2 |          | PW_Engineering - Public Works.Engin...  | Edit          | Standard | Labor and materials to remove old a...    |             |
| ✓       | ✓         | 0 of 1 at 2 |          | PW_Engineering - Public Works.Engin...  | Edit          | Standard | License and creation of encoding file...  |             |
| ✓       | ✓         | 0 of 1 at 5 |          | PW_Fleet - Public Works.Fleet Mainte... | Edit          | Standard | Riverview- Turbocharger Unit 25-0001      |             |
| ✓       | ✓         | 0 of 1 at 5 |          | PW_Fleet - Public Works.Fleet Mainte... | Edit          | Standard | Interstate Sales- Solar Speed Limit S...  |             |
| ✓       | ✓         | 0 of 1 at 5 |          | PW_SE - Public Works.Sewer              | Edit          | Standard | Polymer - 07/23/18                        |             |

New Delete Refresh

Fill in all required information.


The top half of this page is the overall description of the PO, not the individual items.

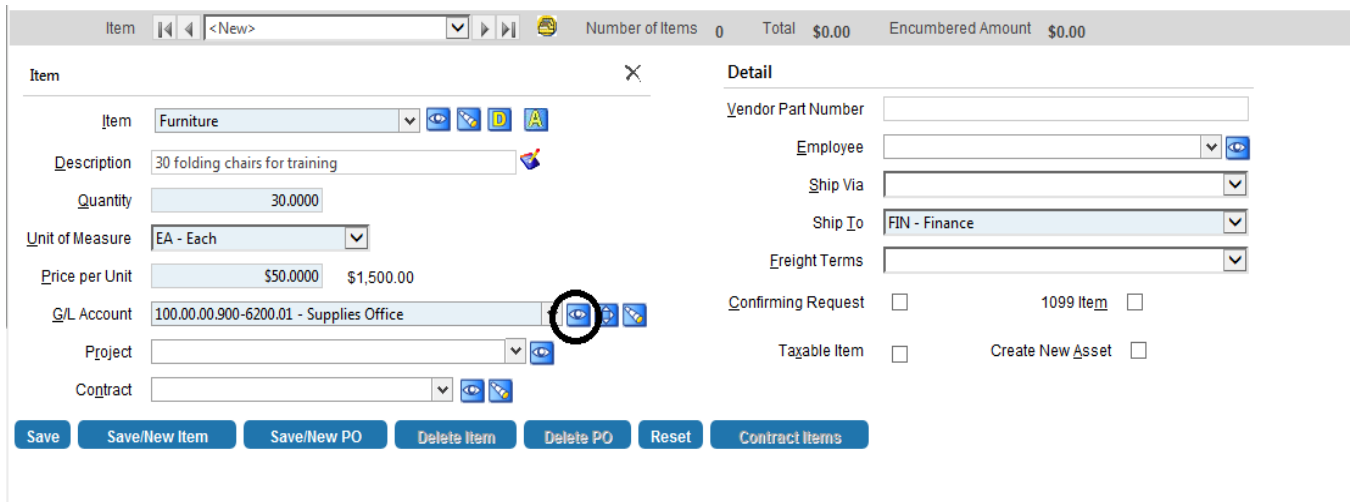
- Department: If you are responsible for more than one department , always be sure to use the drop down arrow to choose the appropriate department for the purchase order you are working on.
- Vendor: Begin typing the Vendor name in the space provided and all matches will appear in the drop down. Click on the Vendor name to choose. If the vendor does not exist, please contact Accounts Payable. You will not be able to input the PO until the vendor is added.
- Description: This is the general description of the PO. The description of individual items will be listed below.
- Type: Always choose Standard.
- Form Type: This should always match PO TYPE.
- Bill to Location: This is where the invoice should be mailed.
- G/L Date: Will automatically populate with todays date and should never be changed.
- All other items on the top half are optional fields.

The screenshot displays the 'Purchase Order' entry interface in the 'new world' system. The header includes the 'City of Manteca' logo and navigation links. The main form area is titled 'Purchase Order' and contains several input fields:

- Approval Status:** N/A
- Validation Status:** N/A
- Printed:** N/A
- Encumber Funds:** Yes
- Template:** (Empty dropdown)
- Department:** Finance - Finance
- Vendor:** 1555 - Office Depot
- Description:** Office Chairs for EOC
- Type:** Standard
- Form Type:** Standard - Standard
- Bill To Location:** FIN - Finance
- Purchasing Address:** Office Depot - Primary
- G/L Date:** 08/28/2018
- Deliver by Date:** (Empty date field)
- Expiration Date:** (Empty date field)
- Resolution Number:** (Empty text field)
- Assign to Buyer:** (Empty dropdown)

The bottom half is each item broken out individually:

- Item: Begin typing the item and it will appear in the drop down, or click on the drop down arrow and scroll through the list to choose one. DO NOT use any item that has a 'Z' in the front, these are for Finance only.
- Description: This is the individual item description
- Quantity: Input the quantity.
- Unit of Measure: Choose an item from the drop down list.
- Price per unit: Enter the the per item dollar amount using the decimal.
- G/L Account: Use the icon  to the right of the drop down arrow to search for the GL account number.

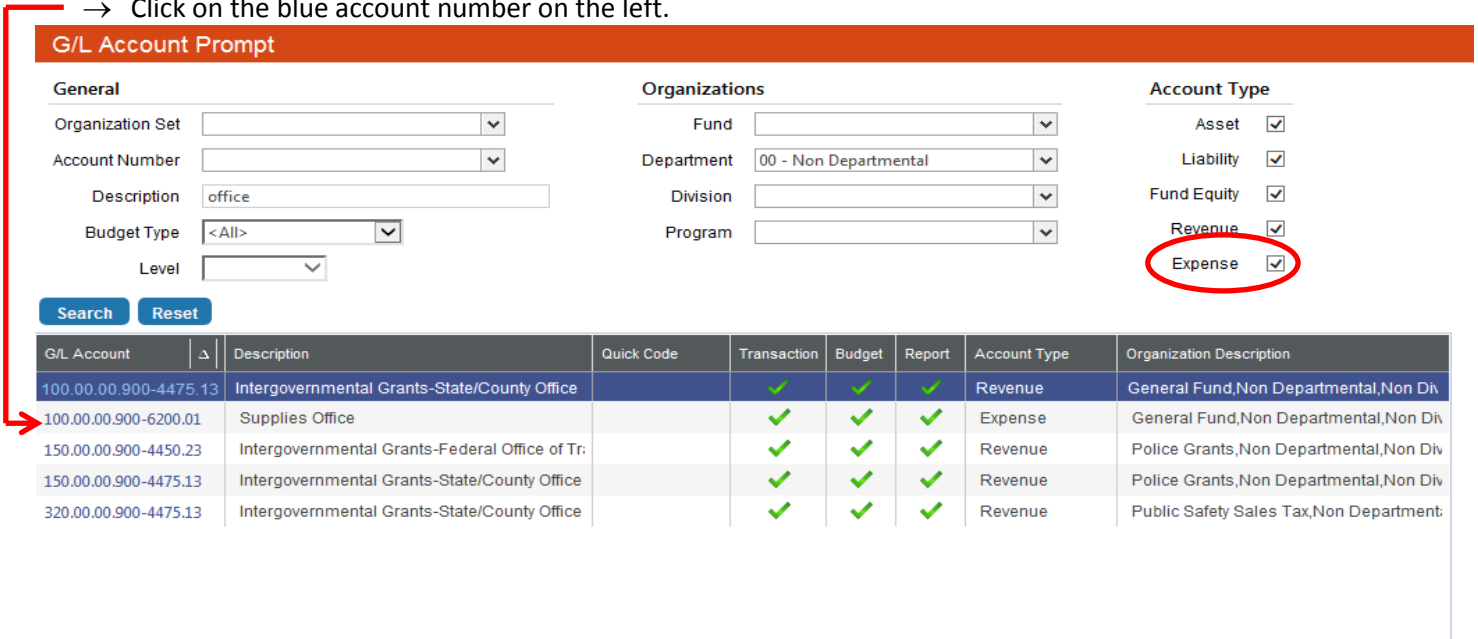


The screenshot shows a PO Entry form with the following fields:

- Item:** Furniture (selected from a dropdown)
- Description:** 30 folding chairs for training
- Quantity:** 30.0000
- Unit of Measure:** EA - Each
- Price per Unit:** \$50.0000, Total: \$1,500.00
- G/L Account:** 100.00.00.900-6200.01 - Supplies Office (with a blue magnifying glass icon circled)
- Project:** (empty)
- Contract:** (empty)
- Detail:** Vendor Part Number, Employee, Ship Via, Ship To (FIN - Finance), Freight Terms
- Confirming Request:**  1099 Item
- Taxable Item:**  Create New Asset

Buttons at the bottom: Save, Save/New Item, Save/New PO, Delete Item, Delete PO, Reset, Contract Items

- Input a description and uncheck all but the expense box and click search
- All available GL Account options will show.
- Click on the blue account number on the left.



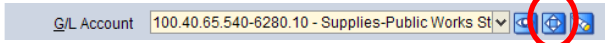
The G/L Account Prompt dialog box is shown with the following sections:


- General:** Organization Set, Account Number, Description (office), Budget Type (<All>), Level
- Organizations:** Fund, Department (00 - Non Departmental), Division, Program
- Account Type:** Asset , Liability , Fund Equity , Revenue , Expense  (circled in red)

Buttons: Search, Reset

| G/L Account           | Description                                    | Quick Code | Transaction | Budget | Report | Account Type | Organization Description               |
|-----------------------|--|------------|-------------|--------|--------|--------------|--|
| 100.00.00.900-4475.13 | Intergovernmental Grants-State/County Office   |            | ✓           | ✓      | ✓      | Revenue      | General Fund,Non Departmental,Non Div  |
| 100.00.00.900-6200.01 | Supplies Office                                |            | ✓           | ✓      | ✓      | Expense      | General Fund,Non Departmental,Non Div  |
| 150.00.00.900-4450.23 | Intergovernmental Grants-Federal Office of Tr: |            | ✓           | ✓      | ✓      | Revenue      | Police Grants,Non Departmental,Non Div |
| 150.00.00.900-4475.13 | Intergovernmental Grants-State/County Office   |            | ✓           | ✓      | ✓      | Revenue      | Police Grants,Non Departmental,Non Div |
| 320.00.00.900-4475.13 | Intergovernmental Grants-State/County Office   |            | ✓           | ✓      | ✓      | Revenue      | Public Safety Sales Tax,Non Department |

If multiple GL Account numbers are needed:



- Choose the accounts you need using the  button, enter a project number if it is associated to a project, enter the percentage or dollar amount for the GL account number.
- Click Save when finished.

A screenshot of the 'Purchase Order Edit' page in the 'new world' system. The page header includes the 'new world' logo and 'City of Manteca' with navigation links for Financial Management, Human Resources, Utility Management, Community Development, and Maintenance. Below the header, there are navigation icons and a 'Purchase Order List' section. The main content area shows vendor information for 'Office Depot' with an amount of '\$1,500.00' and a description of 'Furniture - 30 folding chairs for training'. Below this is a table with columns for 'G/L Account', 'Project', 'Percent', 'Amount', and 'Delete'. The table contains two rows: one for '100.00.00.900-6200.01 - Supplies Office' with a 66.67% percent and \$1,000.00 amount, and another for '100.20.25.330-6200.02 - Supplies Special Department' with a 33.33% percent and \$500.00 amount. At the bottom left, there are 'Save', 'Reset', and 'Cancel' buttons, with the 'Save' button circled in red.

- Ship To: Use the drop down to choose a ship to location.
- All other fields are optional
- Click Save/New Item if you have more items to enter. Repeat the items steps for each item of the PO.
- Click Save when all items are complete

A screenshot of the 'Item' and 'Detail' sections in the purchase order entry system. The 'Item' section shows 'Furniture' as the item, '30 folding chairs for training' as the description, a quantity of '30.0000', and a unit of measure of 'EA - Each'. The 'Detail' section shows 'ADMIN SERVICES - Admin Services' as the 'Ship To' location, which is circled in black. At the bottom, there are several buttons: 'Save', 'Save/New Item' (circled in black), 'Save/New PO', 'Delete Item', 'Delete PO', 'Reset', and 'Contract Items'.

## To Add Quotes

→ Click on the Quotes bubble at the top left of the screen.


The screenshot shows the 'Purchase Order List' interface for the City of Manteca. The top navigation bar includes the 'new world' logo and various system links. The main header is 'Purchase Order List' with a sub-header 'Purchase Order'. Below this is a toolbar with several icons, including a 'Quotes' icon circled in red. The main form area contains fields for 'Approval Status', 'Validation Status', 'Printed', and 'Encumber Funds'. The primary form fields are: Template, Department (Finance - Finance), Vendor (1555 - Office Depot), Description (Office Chairs for EOC), Type (Standard), Form Type (Standard - Standard), and Bill To Location (FIN - Finance). On the right side, there are fields for Purchasing Address (Office Depot - Primary), G/L Date (08/28/2018), Deliver by Date, Expiration Date, Resolution Number, and Assign to Buyer.

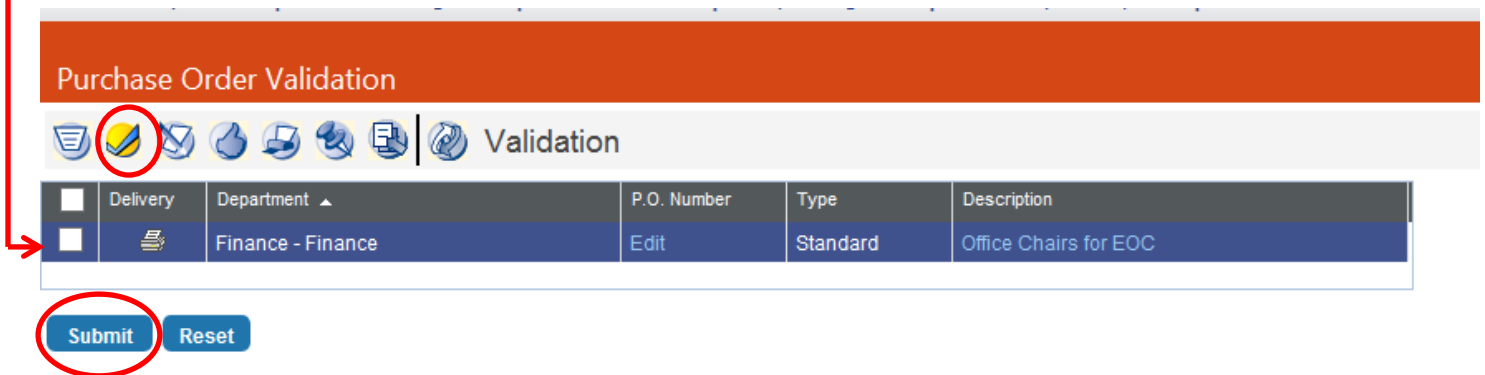
- Vendor: Begin typing the Vendor name in the space provided and all matches will appear in the drop down. Click on the Vendor name to choose. If the vendor does not exist, please contact Accounts Payable. You will not be able to input the Quote until the vendor is added.
- All additional information is optional except for Amount per Unit.
- Click Save
- Click New to add more than one quote

This screenshot shows the 'Items' section of the Purchase Order List. The 'New' button in the top left is circled in black. The main form area displays details for an item: Vendor (1555 - Office Depot), Item (Furniture - 30 folding chairs for training), Vendor Part Number, Date Contacted (08/28/2018), Contact Name, Amount per Unit (50.0000), Delivery Date, Freight Terms, Selected checkbox, Reason, Comment, and Substitute Vendor checkbox. At the bottom, the 'Save' button is circled in black, along with 'Save/Next', 'Delete', and 'Reset' buttons.


→ When finished inputting all quotes 'Bread Crumb' back to the Purchase Order List


## PURCHASE ORDER VALIDATION

- Click on the Validation Button 
- Check the box next to the PO to be validated, or the top box to select all PO's.
- Click Submit




Purchase Order Validation

 Validation

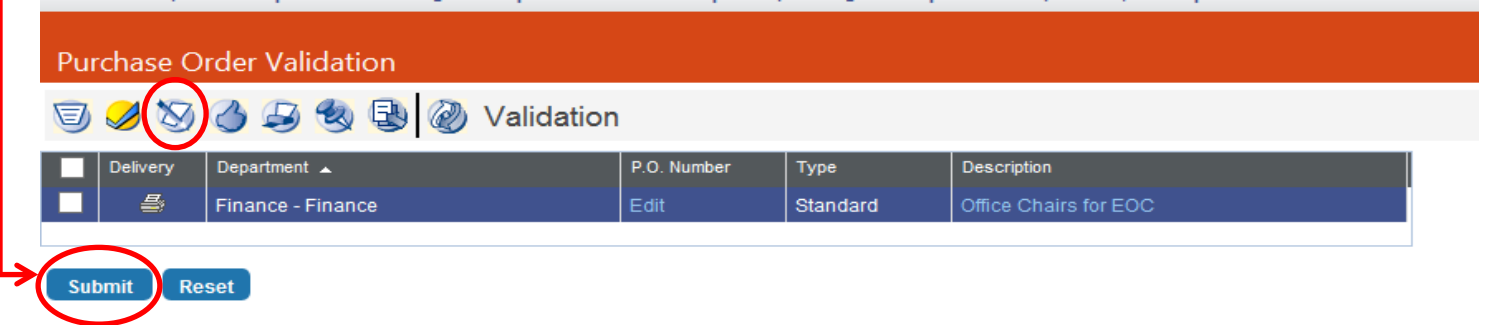
| <input type="checkbox"/> | Delivery  | Department ▲      | P.O. Number | Type     | Description           |
|--------------------------|---|-------------------|-------------|----------|-----------------------|
| <input type="checkbox"/> |  | Finance - Finance | Edit        | Standard | Office Chairs for EOC |

**Submit** **Reset**


## PRINT EDIT & ERROR LISTING


- Click on the Print Edit & Error Listing 
- Check the box next to the PO to be printed, and Submit.

*This will be the report you will use to attach to all backup for each PO in the batch and submit to Finance*




Purchase Order Validation

 Validation

| <input type="checkbox"/> | Delivery  | Department ▲      | P.O. Number | Type     | Description           |
|--------------------------|---|-------------------|-------------|----------|-----------------------|
| <input type="checkbox"/> |  | Finance - Finance | Edit        | Standard | Office Chairs for EOC |

**Submit** **Reset**

- Make sure the box to include G/L Account Distribution is checked (Click on the magnifying glass next to “Show Preference” on top right hand side, and check the box to include)



**new world** City of Manteca

myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Purchase Order Print Edit & Error Listing **Show Preferences**

Print Edit & Error Listing

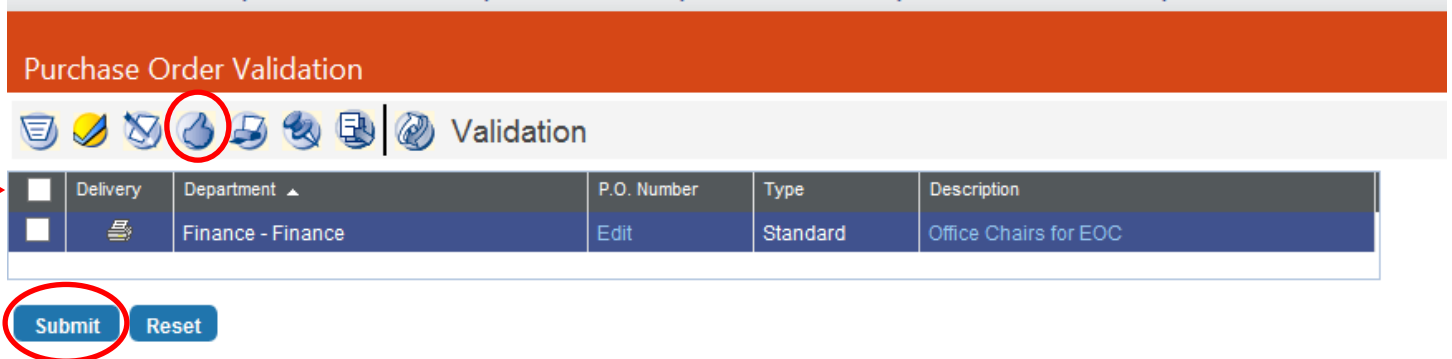
Output Preferences

- Include Full Descriptions
- Include G/L Account Distributions
- Include P.O. Message Text
- Print Error Listing
- New Page for Each Department

| <input type="checkbox"/> | Delivery  | Department ▲      | P.O. Number | Type     | Description           |
|--------------------------|---|-------------------|-------------|----------|-----------------------|
| <input type="checkbox"/> |  | Finance - Finance | Edit        | Standard | Office Chairs for EOC |

## PURCHASE ORDER APPROVAL

- Click on the Purchase Order Approval 🗨️
- Check the box next to the PO to be approved, or the top box to select all PO's.
- Click Submit



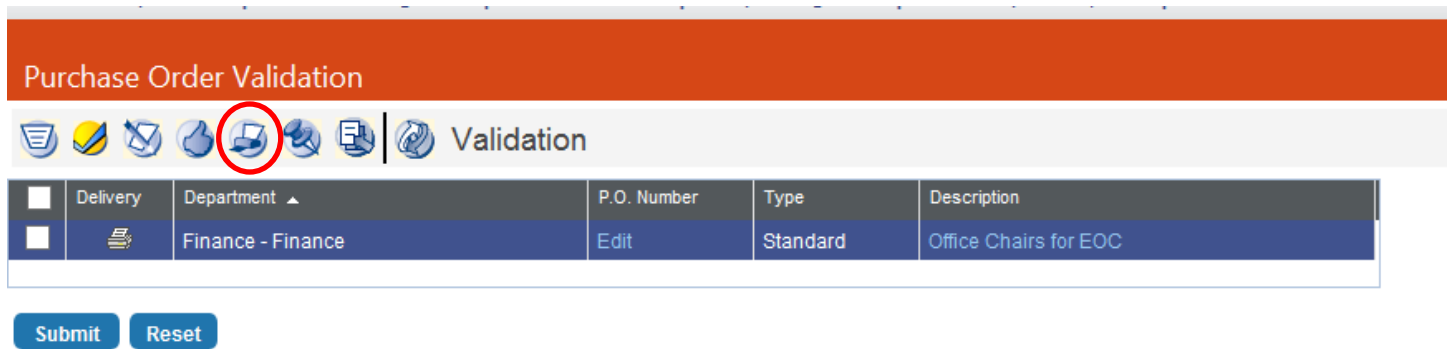
Purchase Order Validation

Validation

| <input type="checkbox"/> | Delivery | Department ▲      | P.O. Number | Type     | Description           |
|--------------------------|----------|-------------------|-------------|----------|-----------------------|
| <input type="checkbox"/> |          | Finance - Finance | Edit        | Standard | Office Chairs for EOC |

**Submit** Reset

This sends the PO to the next level in the approval process. Once the PO has been given the final approval the print PO will be an option. The print button will create the purchase order in 'My Reports'. From my reports you can email or print the PO to give to the Vendor.



Purchase Order Validation

Validation

| <input type="checkbox"/> | Delivery | Department ▲      | P.O. Number | Type     | Description           |
|--------------------------|----------|-------------------|-------------|----------|-----------------------|
| <input type="checkbox"/> |          | Finance - Finance | Edit        | Standard | Office Chairs for EOC |

Submit **Print** Reset