

Procure to Pay – Ordering from CSI (Cornhusker State Industries)

Overview

Users may use this process to encumber funds, receive the goods, and finalize the IBT process. Approval Routes must be established for PO (OH) prior to creating the PO. Please contact the Help Desk to request a new approval route.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Create a CSI Purchase Order (OH) - Created by Agency

Navigation

Click Roles, Procurement.

(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Purchasing – Agencies > Purchase Orders – Agency > Commodity Purchase Order – Agency > Enter CSI PO (OH)]

 Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

Steps

Enter a Purchase Order Directly

Start this instruction from the Work with Order Header window.



Order Number	Or Ty	Order Fd	Supplier Number	Supplier Description	Order Date	Cancel Date	Ship To	Buyer	Su

1. Click **Add**. The Enter CSI PO (OH Order Header window appears).

2. Complete the following fields:

- **Business Unit** - BU accountable for the order
- **Supplier Number** - enter CSI's Address Book number --- 467---
THIS MUST BE AN "AG" SEARCH TYPE.
- **Ship To** - address to which the goods are to be delivered or the location where services are to be performed.
 -  The Ship To number will automatically populate the Send Invoice To field.
 -  Your login ID will default to the Ordered By field.
- **Requested Date** - Enter the date when you want the purchase order to be filled or delivered
 -  Today's date will automatically populate in the **Order Date** field. If the Requested Date is not filled in, it will default to today's date as well.
- **Promised Delivery** – Enter the date that CSI promised to deliver this order. (This date maybe found on the Sale Quote provided to you by CSI Sales Staff.)
 -  The system uses this date in conjunction with the receipt date to evaluate supplier performance.

3. Click **OK**. The Order Detail window will appear.

-  The Order Number will display in the upper Order Detail tab.

ORACLE

Enter CSI PO (OH) - Order Detail

Order Detail | Line Defaults

Order Number: 164413 OH 56650 Business Unit: 65025009

Supplier: 467 DEPARTMENT OF CORRECTIONAL S... Order Revision:

Ship To: 678925 NIS - ADMINISTRATIVE SERVICES, Order Date: 12/18/2007

Hold Code: BLANK - HOLD CODES 42/HC

Retainage %:

Records 1 - 1

NIGP Number / Inventory Number	3 - Digit NIGP	NIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1

4. Complete the following information in the grid:

- **NIGP Number/Inventory Number** – this represents the CSI Stock Code: Please reference the Sale Quote or the CSI Supply Catalog for the number to be used. If using the supply catalog you must preface the catalog number with an “ * ” before the number. Example: *G-CR-600-311, or *G-CR-150-2-502 the system will self populate the entire Stock number based on this information.
- **3-Digit NIGP** –three-digit prefix to a commodity code
- **NIGP Sub** – two-digit commodity code suffix
 - ✎ 3-Digit NIGP and NIGP Sub automatically populates from the data entered in the NIGP Number/Inventory Number field but can be overridden.
- **Quantity Ordered** – Enter the quantity of the item that you require.
- **Tr. UoM** – Transaction Unit of Measure. System defaults to EA; override this with the appropriate unit of measure if necessary. Other options can be found using the visual assist.
- **Unit Cost** – The Quoted price from the Sale Quote or the Price from the CSI Supply Catalog
- **Extended Cost** – The system will automatically populate this field based on the Quantity Ordered and Unit Cost fields.
- **Pu. UoM** - Defaults to the same Unit of Measure in the Tr. UoM field.
 - ✎ Pu. UoM must equal Tr. UoM or an error will occur.
- **Description 1** –This is free text – will print on all purchasing documents; enter descriptive data pertaining to the specific detail line.
- **Description 2** – This is free text – *will* print on purchasing documents; enter descriptive data that you want to appear in NIS.
- **Account Number** – valid business unit and object account from the Chart of Accounts.
- **Report Code 3** – CSI

- **Report Code 4** – Leave Blank
 - **Ln Ty** – Defaults **J** for Non-Stock items; end-user can add a **T** Line type that indicates the Line is text information.
 - ✎ "J" represents "G/L Account Number," it indicates that a purchase is going to be made against a specific account and that funds will be drawn from that Business Unit and Object Account.
 - ✎ "T" represents "Text Line," it indicates that text will be included on this line, but there will not be any funds/accounts associated with this line.
 - Other fields as required by your agency
 - Line Attachments: Text (to Detail Lines) if desired. (Please refer to the work instructions to Enter Attachments to Detail Lines)
 - Line Attachments: OLE (to Detail Lines) if desired. (Please refer to the work instructions to Enter Attachments to Detail Lines)
5. Use the down arrow on the keyboard to move the cursor to the next line if required
 - ✎ Additional fields will be defaulted in, such as Extended Cost and Line Type.
 - ✎ If you have additional items to order, repeat steps 4 and 5 until the order is complete.
 - ✎ The new Order Number and Or Ty (OP) will appear and should be noted if you wish to do more work with them or facilitate searches later.

ORACLE

Enter CSI PO (OH) - Order Detail

Order Detail | Line Defaults

Order Number: 164414 OH 56650 Business Unit: 65025009

Supplier: 467 DEPARTMENT OF CORRECTIONAL S... Order Revision:

Ship To: 678925 NIS - ADMINISTRATIVE SERVICES, Order Date: 12/18/2007

Hold Code: BLANK - HOLD CODES 42/HC

Retainage %:

Records 1 - 3	MIGP Number / Inventory Number	3 - Digit MIGP	MIGP Sub	Quantity Ordered	Tr. UoM	Unit Cost	Extended Cost	Pu. UoM	Description 1
<input type="checkbox"/>	42506-G-CR-600-311	425	06	1.0000	EA	180.0000	180.00	EA	Navigator Line No Arms
<input type="checkbox"/>	42506-G-CR-150-2-502	425	06	1.0000	EA	260.0000	260.00	EA	Original Line with oak ar
<input type="checkbox"/>									

6. Click **OK** to return to the Order Header window.
7. Click **Cancel** to return to the Work with Header screen.
8. Click **Close**.

The document enters an Approval Route and must be approved by the People in the Originator's route as well as CSI's Sales Managers.

Once approved CSI will Pick Pack and Ship the product and create an IBT.

Entering Interagency Billing Transaction (IBT) Invoices For Purchase Order OH -- Created by CSI

Navigation

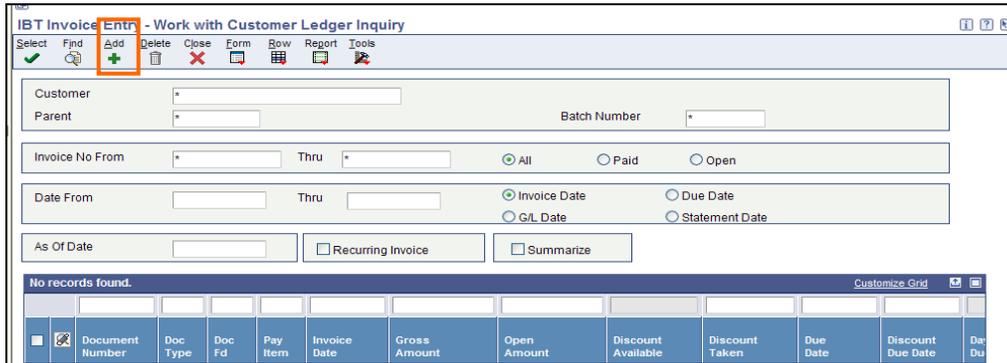
Click Roles, Accounts Receivable. (Citrix users – right click on the menu, choose Apply Roles, choose Accounts Receivable.)

Receivables > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > IBT Invoice Entry

 Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

Steps

Start this instruction from the IBT Invoice Entry - Work with Customer Ledger Inquiry window.



1. Click **Add**. The IBT Invoice Entry – Standard Invoice Entry window appears.
2. Enter the following information in the header:
 - Customer – This is the Ship To number from the Order Header of the Purchase Order; Address Book search type of F.
 - Fund – fund number from the Billing Agency.
 - Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date
 - G/L Date – the date on which the entry should post to the general ledger

3. Click the cursor in the Gross Amount field in the grid to refresh the window.

4. Enter the following information in the grid:

- Gross Amount
- Remark – identify the invoice, up to 30 characters
 - ✎ It is highly recommended to enter the Interagency Purchase Order Number and Document Type (example: 164414 oh) in the Remark field.
- Click the down arrow key on the keyboard to add additional lines.
- G/L Class – enter the appropriate offset code – this field is *required* when the general ledger distribution for a portion of the invoice will go to a fund other than the fund listed in the invoice header.

5. Click **OK**.

6. The IBT Invoice Entry – G/L Distribution window appears.

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IBT Invoice Entry - G/L Distribution

Document No/Type/Co: 188364 R6 56650 Batch Number: 1441216

Customer: 678925 Explanation: NIS - ADMINISTRATIVE SERVICES

G/L Date: 12/18/2007

Account Number	Account Description	Amount	Explanation -Remark-	Track Taxes	Tax Rate Area	Tx Ex	Tax Item No	Per No
		440.00-	164414OH	0				
			164414OH	0				

Amount: 440.00- Remaining: 440.00-

-  The Document Type for an IBT is "R6".
- 7. Enter the following information in the grid:
 - Account Number – from the Billing Agency
 - Amount – should be negative, all or part of the Gross Amount
 - Explanation -Remark- – will default to the same as above or can be modified
 - Press the down arrow on the keyboard to accept the data entered.
 - Add additional line(s) as needed and repeat step 7.
 - Amount field should show full distributed amount, Remaining field should be blank
-  If the General Ledger distribution involves more than one fund, be sure the distribution is consistent with the invoice grid information and the G/L Class codes used.
- 8. Click **OK**. The IBT Invoice Entry - Standard Invoice Entry window appears.
- 9. Repeat steps 2 - 8 as needed if multiple invoices are being prepared in this batch.
- 10. Record the batch number.
-  Note the invoice number (Document Number) as it will relate to the 3-Way Match Purchase Order OH.
- 11. Click **Cancel**.
- 12. Click **Close**.
- 13. Approve the "IB" Batch created by the entry of the IBT. Please see the work instructions on how to Approve & Post Invoice Batches.

Entering Receipts by PO -- Agency

Navigation

Click Roles, Procurement or Inventory.

(Citrix users – right click on the menu, choose View by Role, choose Procurement or Inventory.)

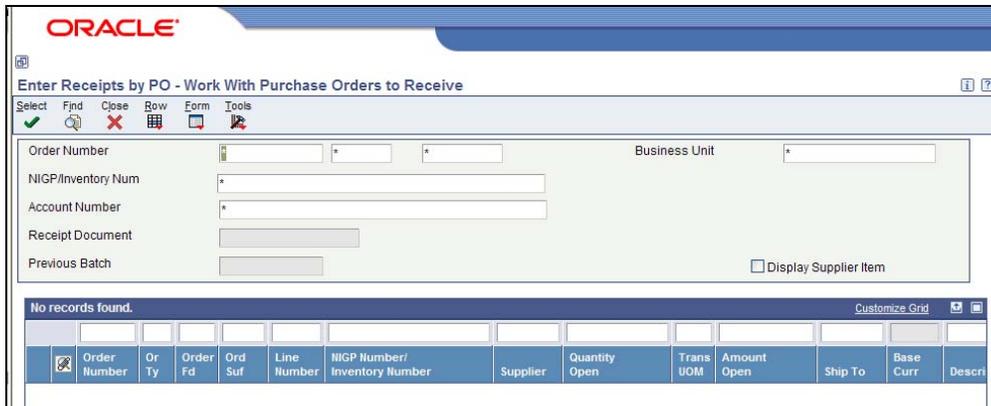
Purchasing – Agencies > Receiving > Enter Receipts by PO, or

Inventory > Inventory Purchasing - Statewide > Receive Stock Purchases > Enter Receipts by PO (Order Type)

 Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

Steps

Start this instruction from the Enter Receipts by PO – Work with Purchase Orders to Receive window.



The screenshot displays the Oracle application interface for entering receipts by purchase order. The window title is "Enter Receipts by PO - Work With Purchase Orders to Receive". The search form includes the following fields:

- Order Number: [] * [] * []
- Business Unit: [] *
- NIGP/Inventory Num: [] *
- Account Number: [] *
- Receipt Document: []
- Previous Batch: []
- Display Supplier Item

Below the form, a table header is visible with the following columns: Order Number, Or Ty, Order Fd, Ord Suf, Line Number, NIGP Number/ Inventory Number, Supplier, Quantity Open, Trans UOM, Amount Open, Ship To, Base Curr, and Descri. The table currently displays "No records found."

1. Enter the criteria for information you want to view in the appropriate field(s), including:
 - Order Number – can use an asterisk " * " if you wish to look up all orders with a given document type.
 - Or Ty, Order type – Ex: **OH**
 - Use QBE to query Supplier Number or Ship To
2. Click **Find**.

Order Number	Or Ty	Order Fd	Ord Suf	Line Number	2nd Item Number	Supplier	Quantity Open	Trans UOM	Amount Open	Ship To	Base Curr	Description
46323	OP	22710	000	1.000	60089	500277	2.0000	EA	1,000.00	558552		Typewrit

3. Choose the Order Number you want to receive against, if not defaulted.
4. Click **Select**. The Enter Receipts by PO – Purchase Order Receipts window appears.

Rec Opt	NIGP Number/ Inventory Number	Quantity	Trans UOM	Secondary Quantity	Sec UOM	Unit Cost	Purch UOM	Amount	Description
	42506-G-CR-600-311		EA		EA	180.0000	EA	180.00	Navigator Line No Arms
	42506-G-CR-150-2-502		EA		EA	260.0000	EA	260.00	Original Line with oak arms

5. Review the following fields:
 - G/L Date – G/L Date must be in the same month that the receipt batch is posted.
 - Receipt Date – This date will be used for Vender Performance Reporting. Please be sure to enter the date that the service or commodity is actually received.
 - ✏ If you wish to change either of the above fields, it must be done before clicking into the grid lines below. Once you click into the grid lines, the fields will grey out and you will not be able to change the information.
6. Enter the Receiving Option into the **Rec Opt** field for each line.
 - Rec Opt, receiving option, allows receiver to indicate if the order has been completed or if the receipt is a partial receipt and additional items against this line are expected to come in at a later time.
 - Rec Opt defaults to "1".
 - Options are:
 - . (blank) Ignore Purchase Order line. If you need to receive against some of the lines on a Purchase Order, but not all the lines, you

need to indicate this option on the lines you are choosing not to receive.

- Receive Purchase Order (if receipt is partial, balance to be received will remain open). The entire quantity/amount will be received unless the quantity or amount is changed by the user to allow a partial receipt.
 - Receive into Multiple Locations (Do Not Use – Stock Items only)
 - Receive and Close Purchase Order
 - Cancel Purchase Order Line
7. Enter the **quantity received** in the Quantity field.
 8. Click **OK**. The Work with Purchase Orders to Receive window appears.
 9. Click **Find**. If entire quantity is received, the lines previously received do not appear. If partial quantity is received, the line will indicate quantity still open to receive in the open quantity field.
-  NIS assigns a receipt document number, document type OV and a batch number for further reference of this activity.
-  Remember that the receipt batch must be posted.
10. Record the Receipt Doc Number and Batch Number.
 11. Click **Close**.

Entering Vouchers Using Three-Way Match -- Agency

Navigation

Click Roles, Accounts Payable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Payables > Voucher Processing > Voucher Entry > Voucher Entry with PO

-  Navigation paths tend to change as the system is developed. If you are unable to find the Order type below, please call the NIS help desk (402) 471-4636.

Steps

Start this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window.

1. Click **Add**. The Voucher Entry with PO – Voucher Match window appears.
 2. Complete the following:
 - Order Number – Type the purchase order number to be matched to the voucher.
 - Order Type - OH.
 - Supplier – Type the supplier's Address Book number. -- 467
 - Invoice Num. – Type the IBT number Example (188364).
 - Gross Amount – Type the amount of the pay item.
 - Invoice Date – Type the date printed on the supplier's invoice.
 - G/L Date – Type the current date.
 - Co. (Fund) – Type the number of the fund responsible for the voucher.
 - Business Unit – Type the business unit number.
-  If you enter more than one voucher, the system will default the date entered for the first voucher to all subsequent vouchers.

- Click **Form, Receipts To Match**. The Voucher Entry with PO – Select Receipts to Match window appears.

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Voucher Entry with PO - Select Receipts to Match

Order Number: 164414 OH 56650 Business Unit: 65025009
 Supplier: 467 DEPARTMENT OF CORREC... Receipt Date: * thru *
 NIGP/Inventory Num: *
 Account Number: *

Records 1 - 2

Order Number	Or Ty	Order Id	Change Order	2nd Item Number	Quantity Open	Tr. UoM	Unit Price	Amount Open	Purch UoM	Retainage Percent
164414	OH	56650	000	42506-G-CR-600-311	1.0000	EA	180.0000	180.00	EA	
164414	OH	56650	000	42506-G-CR-150-2-502	1.0000	EA	260.0000	260.00	EA	

- Click **Find**, if needed, to display a list of receipts to match.
 - If no available orders display, type an asterisk (*) in the **Fund** field and click **Find**. If no available receipts display, a voucher has already been created.
- Choose one or more receipts to match.
- Click **OK** to display your selection on the Voucher Entry with PO – Voucher Match window.
- Write down the system-assigned numbers in the Voucher Num and Batch header fields.
- Change the following, as needed, to reflect the vendors invoice:
 - Changes must be made on the original line, not on the blank line at the bottom.
 - Quantity to Voucher – Type a quantity that matches the invoice quantity.
 - Amount to Voucher – Type the price if the current price differs from the voucher.
 - Payment Terms – Type the appropriate payment term code.
 - Discount Due Date - defaults based on payment terms and invoice date
 - If the voucher does not have a discount, when updating the due date, the discount due date must also be updated to the same date as the due date.
 - Due Date - defaults based on payment terms and invoice date
 - DO NOT CHANGE the Discount Due Date or the Due Date. If either field needs to be changed, please follow the work instructions for [Special Handling a Voucher](#).
 - Payee Number – **DO NOT CHANGE**. Contact the Address Book representative at DAS - State Accounting for changes.
 - Changes to this field will create vendor payment problems
 - Warrant Remark – Type a remark that will appear on the warrant.
- Click **OK** to accept the information and clear the window.

-  Follow the same steps to enter additional vouchers or click **Cancel** to return to the Supplier Ledger Inquiry window.
- 10. Post the "V" Batch created by the 3-Way Match by following the Reviewing, Approving, and Working with Voucher Batches work instructions in the Accounts Payable manual.