

## BS&A Purchase Order for the City of Douglasville

### Logging In

On your desktop you should have a folder titled Equalizer.Net Applications. Within this folder will be all of the BS&A programs installed on your workstation. If you are not finding a specific program, contact IT for assistance in having it installed.



To log in to a program double click on the specific module and the following screen will appear:

A screenshot of a login dialog box titled "Login to Purchase Order". At the top center is the logo "PO.NET by BS&A SOFTWARE". Below the logo are two input fields: "Username:" with the placeholder text "WINDOWS LOG IN NAME" and "Password:". Below the password field are two buttons: "Login" and "Cancel". At the bottom right, it says "Database Connection Valid". At the bottom left, it says "Current Server: DBANEKT520\BSA14". At the bottom right, there are two links: "Click to Setup..." and "Help...".

Your Username will show up in CAPS and is the same as your windows log in name.

Your password is case sensitive and is the same password you use to log in to windows.

Simply click 'Login' and you will enter the database.

### Entering a Requisition – Purchase Order Entry Application View

A requisition is going to be required for invoices exceeding \$1,000, based on the purchasing policy. If you are spending below this amount, you can still enter a requisition or you can wait for the invoice from the vendor and enter into the Accounts Payable program. Regardless of whether you enter a requisition or not, you will still invoice the purchase in Account Payable when you receive the invoice from the vendor.

A screenshot of a sidebar titled "Application Views". It contains three items: "Purchase Order Entry" (highlighted with a blue box), "Tables: PO/Requisition", and "Program Setup". Below this is a "Quick Search" section with two rows: "PO #" with "F4" and "Requisition #" with "F5".

To enter a requisition you will want to be on the Purchase Order Entry screen, which you can select in the application views (white box in the top left of the screen).

Once you are on this screen you will have the ability to add a new requisition. To do so you will click  Add located in the second toolbar. Doing so will enable the main screen to allow you to build the requisition.

A screenshot of a header box titled "Requisition/Purchase Order Information". It contains the following text: "Req #: [Next Available]" followed by "PO #: N/A" and "State: Requisition". Below that is "Awaiting Approval From: BSA" followed by "Status: Pending".

The requisition number will be populated when you save at the end – it will assign the next available number at that time. If approved and made into a PO, it will be the same number. The current state is

requisition and will show it is awaiting approval from you until you save at the end. Once approved it the state will change to Purchase Order.

### Building the Requisition/Purchase Order Information

Anything with the orange background or an asterisk **must** be filled out.

7 - build the itemization for the order. List the quantity, unit, specific item description, unit cost, and the expense line you want to spend the money from in this section.

Qty	Units	Item Description	Unit Price	Total Amount	GL Number			
1.0000	EACH	PURCHASE ORDER PROGRAM	5,000.0000	5000.00	100-7350-53.11180	GL	D	X
1.0000	EACH	ACCOUNTS PAYABLE PROGRAM	5,000.0000	5000.00	100-7352-53.11180	GL	D	X

Purchase Order Amount: \$10,000.00

1. Select the vendor you wish to spend the money with
  - a. Use the magnifying glass to look them up in the table
  - b. Type in part of their vendor name (for this to work see helpful hints at the end of this document)
2. General description of what you are planning to buy
3. Select the department that will need to approve this purchase
4. The post date defaults to the current date you are logged in. Leave this unless directed otherwise by finance.
5. Select a Price Source
  - a. Quote/Bid – must go on to Tab 2. and include bidder information (see next section) and include attachments
  - b. State Contract – no bids are required
  - c. Sole Source – no bids are required
6. Add any applicable notes
  - a. Internal Notes are not available for the vendor to see
  - b. Public Notes can print on the purchase order if it were to be issued to the vendor
7. Build the itemization for the order

Depending on the Price Source you have selected, you will attach any supporting documentation you wish and click Save in the bottom right. The requisition would then enter the approval process for review. If you have selected Quote/Bid continue on to the next section to complete the requisition.

### Entering/Accepting Bids for a Requisition/Purchase Order

When you have selected the price source 'Quote/Bid' and are spending over \$5,000 for a single item, you will be required to list three bids that you have solicited for this purchase. It is done on the second

tab of the requisition/purchase order entry screen. Please note, if this is a new vendor for Douglasville they will need to be setup prior to this step – email Ask-Purchasing and they will be able to do this.

Bidder Code	Bidder Name	Status	Date Sent	Response Date	Acceptance Status	Amount		
V0000202	OFFICE DEPOT	Received	07/01/2016	09/01/2016	Pending	15000.00	D	X
V0003552	SUNGARD	Received	07/01/2016	10/01/2016	Pending	12000.00	D	X
V003286	Bellefeuil Szur & Associates	Received	07/01/2016	11/01/2016	Pending	10000.00	D	X

1. Select the Bidder (same codes as vendor) you wish to list
  - a. Use the magnifying glass to look them up in the table
  - b. Type in part of their vendor name (for this to work see helpful hints at the end of this document)
2. List the status of the bid
  - a. Sent
  - b. Received – needs to be received to Accept Bid
3. Dates autofill with today's date, you should override these with actual date you asked for bids and received them back from vendors.
4. List the dollar amount each bidder returned with
5. Accept the bid you would issue the purchase order to and actually spend the money with and the following window will open – select the winner and click OK

Once you click OK the following window will open to verify your choice:

Qty	Units	Item Description	Unit Price	GL Number	Amount			
1.0000	EACH	PURCHASE ORDER PROGRAM	5,000.0000	100-7350-53.11180	5,000.00	GL	D	X
1.0000	EACH	ACCOUNTS PAYABLE PROGRAM	5,000.0000	100-7352-53.11180	5,000.00	GL	D	X

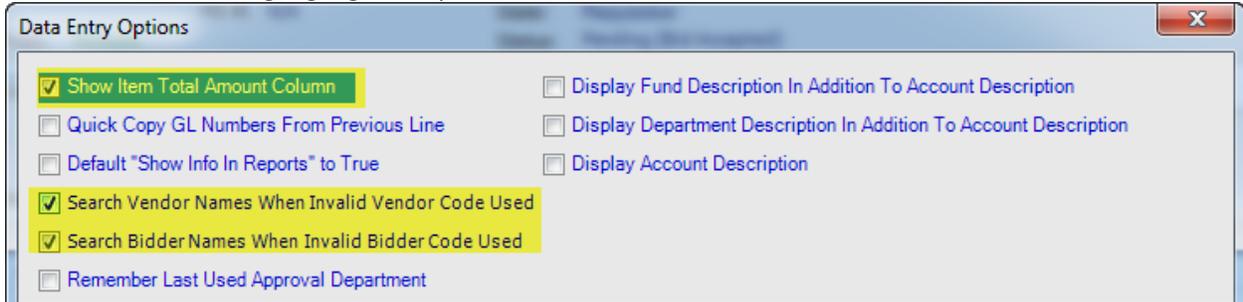
Clicking 'Yes' will open the following window for you to review the original information entered for the requisition. You can simply close this.

6. Save in the bottom right

### Tips and Tricks

There are some user settings that can make your work in the Purchase Order program easier and more efficient.

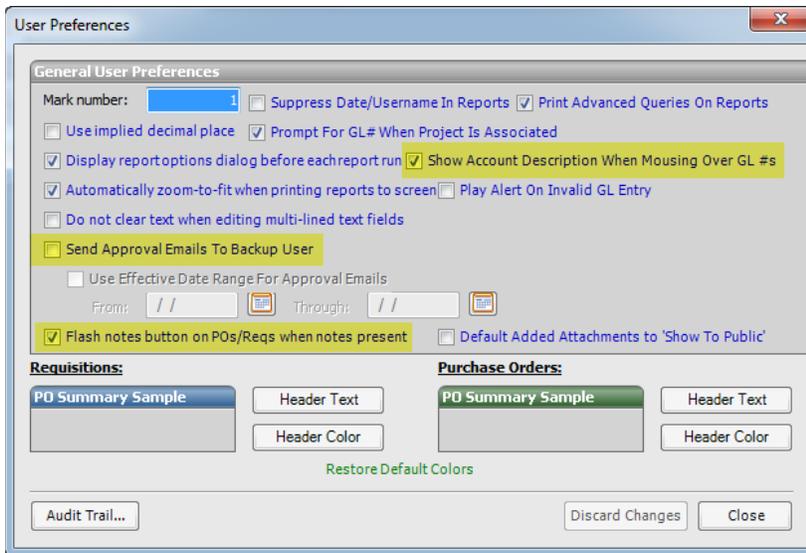
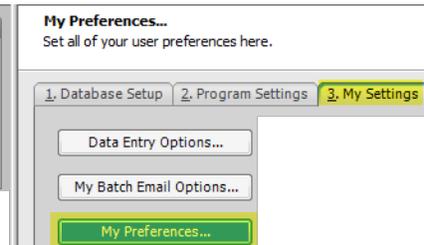
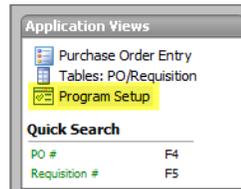
To have the ability to auto search the vendor and bidder list rather than having to scroll through it you will want to be on the Purchase Order Entry application view and click  in the second toolbar. Check on the following highlighted options:



Showing the item total will allow the quantity X unit price to give line item totals while building the order.

Searching vendor names and bidder names means you don't need to know the specific code or spend the time searching through the table.

Additionally, there are some personal preferences you can turn on in each of the applications that will aid you in your work. For these, you will go to the Program Setup application view and select the My Settings tab.



Showing Account Description will help you ensure you have selected the correct GL number you want to use.

Flashing notes will make it more apparent when notes are present on requisitions and purchase orders.

**For approvers** – to send emails to your backup please ensure you check this box for the time you will be unavailable to approve.

