

JOSEPH EVE INTACCT GUIDE

PURCHASING USE AND FLOWCHARTS

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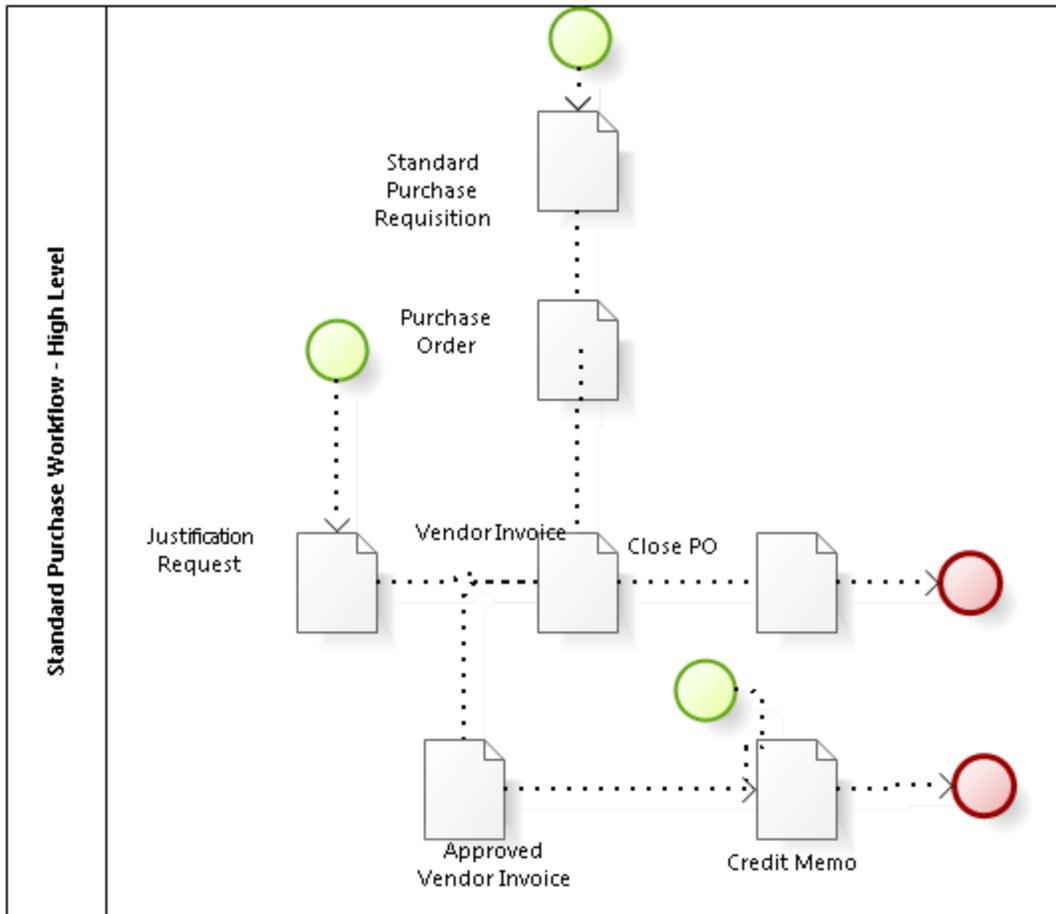
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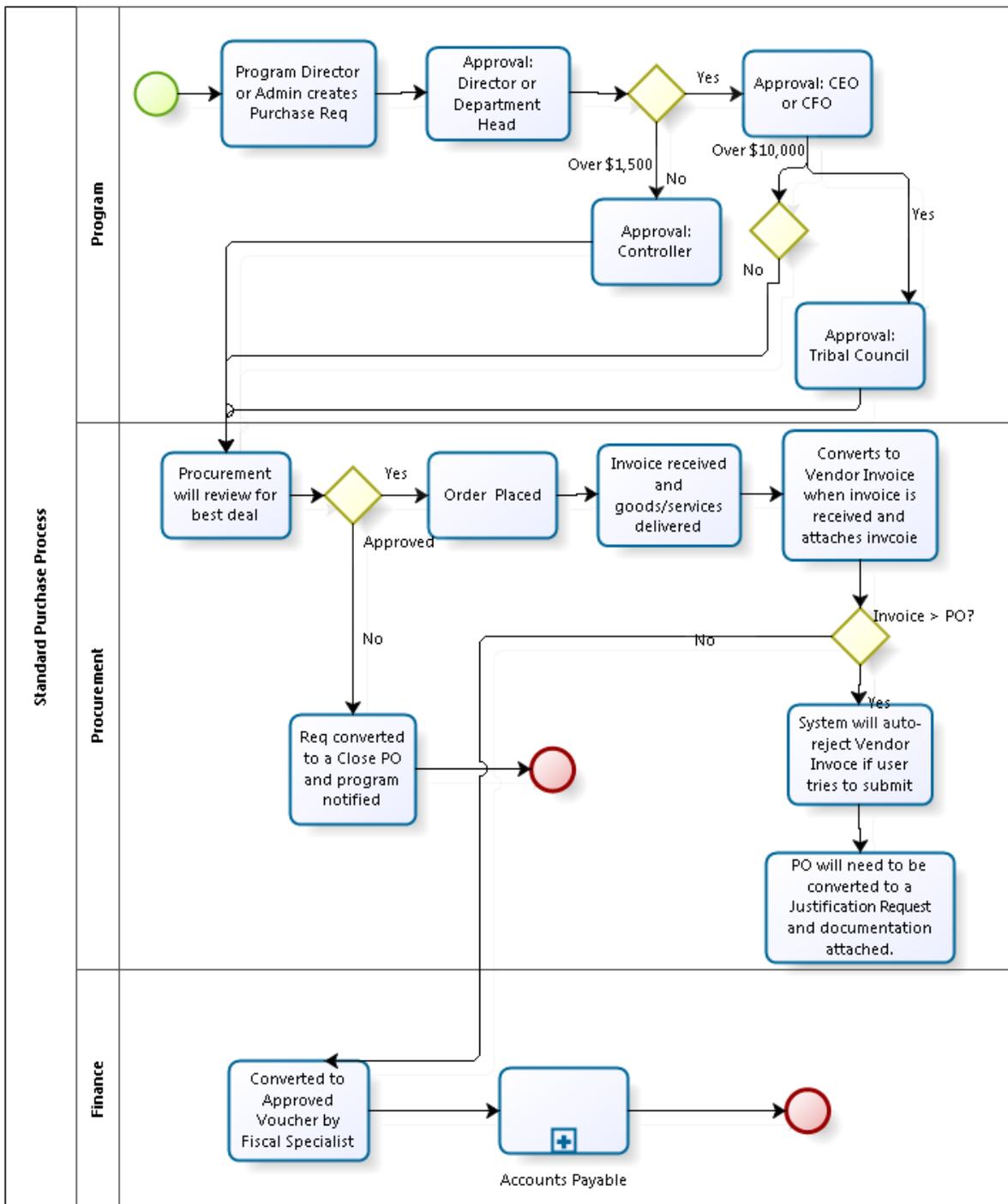
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STANDARD PURCHASE WORKFLOW AND HOW-TO PROCESSES

This section discusses the standard PO workflow and how to enter a form, approve it, and convert it. The sections following this one provides workflows for each of the other purchasing processes.

STANDARD PURCHASE WORKFLOW





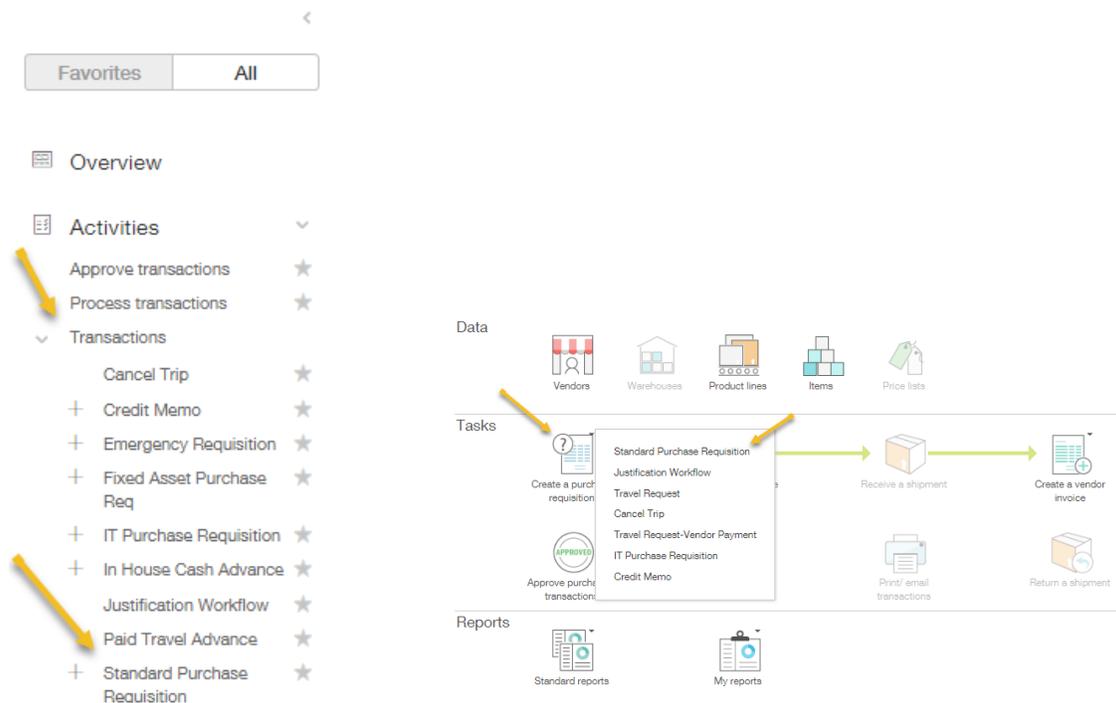
A Standard Purchase Requisition is the first step in the normal purchasing process for WTN. The Program Administrative Assistant or the Program Manager will be entering these.

Purchase requests will always be submitted for approval. Once the request is approved, the person who submitted it will receive notification if they have email notifications turned on (See Intacct Basics document, My Preferences section). At this point, Procurement will convert the requisition to a PO to print or email for the vendor. Once the

goods or services are delivered and the invoice is received, **Procurement** converts the PO to a Vendor Invoice and attaches the scanned invoice. The Vendor Invoice is submitted through an approval workflow as shown in the flow. If the Invoice amount exceeds the PO, the system will auto-reject the Vendor Invoice submission and the user will be forced to enter the Justification Request Workflow.

Once the Vendor Invoice or Justification Request is fully approved, the Fiscal Specialist will convert it to an Approved Vendor Invoice at which point the expense is booked and the encumbrance is released. This is when Accounts Payable takes over.

1. Navigate to the **Purchasing** menu > **All** > **Transactions** > **Quote** > Click on the **Add Sign**  next **Standard Purchase Requisition**. Alternatively, you can navigate to **Tasks** > **Create a Purchase Requisition** > **Standard Purchase Requisition** in the overview menu.

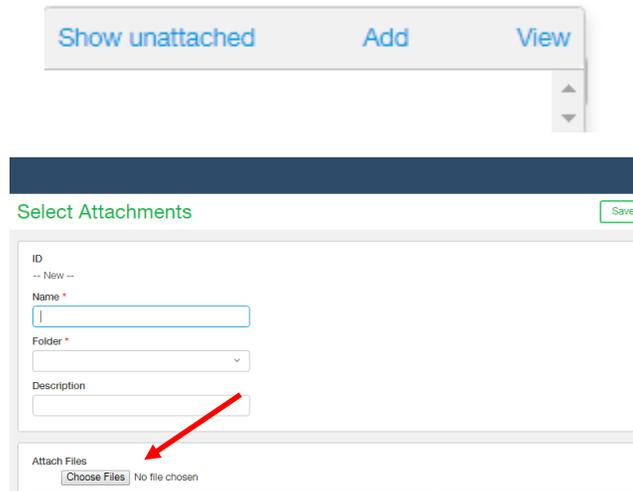


VENDOR ENTRY

2. Once in the requisition, the first thing to do is fill in the Vendor where you wish to purchase the items from. If Procurement finds a vendor with an offer that will benefit the Tribe more than the Vendor used, they will decline the Standard Purchase Requisition. It will be routed back to the Submitter via Intacct where they can select Procurement's preferred vendor and resubmit for approval.
3. **What's to come**.....New Vendor Request Form: If you are unable to locate your vendor in the list, you will submit a request for Procurement to approve and add your vendor to Intacct.

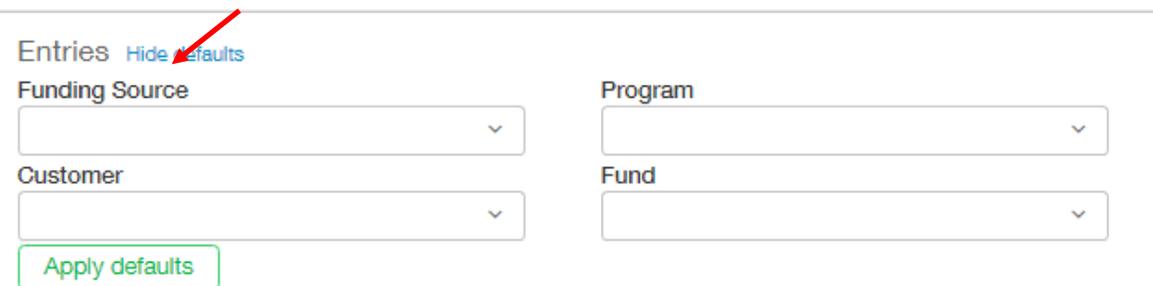
HEADER DATA

- Important fields in the header are Vendor Document Number which could be a quote number from the vendor. If you have a different Reference Number, you may use that field. The Message field should be used to describe the purchased goods or services.
- Remember to attach any necessary documentation in this step. To add a new attachment, click in the down arrow  in the **Attachments** field, and then click **Add**. Name the attachment if different from the name of the file, then browse for the attachment. Alternatively, if you only have one attachment, drag and drop the file onto the attachment field.



LINE ITEMS

- If you know the request is going to have several lines going to the same funding source, click **Show Defaults** to apply the same dimension values to all new line items. A new section pops up. Make your selections and click **Apply Defaults** and then **Hide Defaults**.



- In the line items, you must first select your Program. Once you select which Program the expense is for, select the Funding Source line item that the expense will be applied to. This will autofill your Fund and also narrow the list of items to choose from.
- Choose the Item ID that closely describes the type of expense. The Item ID should be thought of like a GL account for coding purposes. Again, remember the drop-down is searchable based on the first few letters.
- Use the Quantity and Price fields to give your line item an Extended Price.
- If the requisition is for a blanket PO that will be invoiced in pieces over time, enter the total cost you're requesting in the Quantity field. Yes, you read that right! If you will be converting a PO to multiple invoices, Intacct best handles this if the total price is actually in the quantity field, leaving the price field at \$1.

Standard Purchase Requisition

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
11/03/2017	12/03/2017	15.00	0.00	15.00	--

Date *
11/03/2017

Vendor *
V1000--ACME Corp

Pay to *
ACME Corp(VV1000)

Return to *
ACME Corp(VV1000)

Convert from an existing transaction --

Payment terms
Net 30

Vendor document number

Attachments

Expiration date *
12/03/2017

Message

Suggested Vendor

Reference

Ship via

Entries [Show defaults](#)

	Program	Fund	Funding Source	Item ID *	Memo	Quantity *	Unit	Price *	Extended price	
1	800--Tribal Court	1180--BIA-Judicia	1180--Judicial--Jur	5430--Supplies	Pens	10	Each	1.50	15.00	+
2										+
Total									15.00	

11. Add new line items ahead of time by clicking the plus sign on the far right of the line item. Use the trash can to delete line items.

SUBTOTALS

12. At the bottom of the screen, Subtotal Line Items has been set up: Shipping and Tax. This has been configured to apportion to the line items above, so they do not need coding on their own.
13. Enter amount of total Shipping and total Tax if applicable in the Value fields. The total amount will be apportioned between the line items above.
14. To see the total amount of the Requisition, click **Calculate Subtotals**.

Subtotals

[Calculate Subtotals](#)

Description	Percent	Value	Total	Program
1 SUBTOTAL	--	--	--	--
2 Shipping	--		--	--
3 Tax	--		--	--
4 TOTAL	--	--	--	--

15. **Submit** the purchase request for approval. You may also Draft it if you are not finished but wish to save your work. Remember to draft early and often to avoid the 1-hour inactivity timeout!

ACCOUNTING

16. Upon full approval of the requisition, the Program's budget is encumbered for the amount of the requisition according to the specified expense (Item) and funding source information.

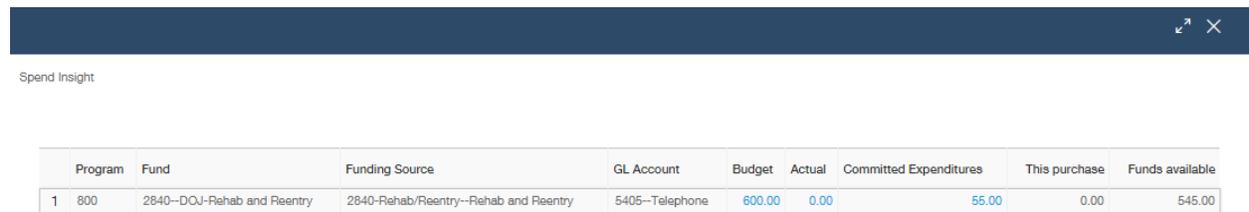
RULES TO CONSIDER

17. Upon submission of a requisition with a line item over \$5000, a warning will show up letting the submitter know they have entered into a dollar range that where they may need to utilize the Fixed Asset Requisition. The submitter can proceed through the warning by clicking **Submit** again if the line item is not a fixed asset.

This line item is greater than \$5000. If this is a fixed asset purchase, please use the Fixed Asset Requisition instead. Smart Rule FA_WARNING Violated
Repeat your action to ignore the warning.

SPEND INSIGHT

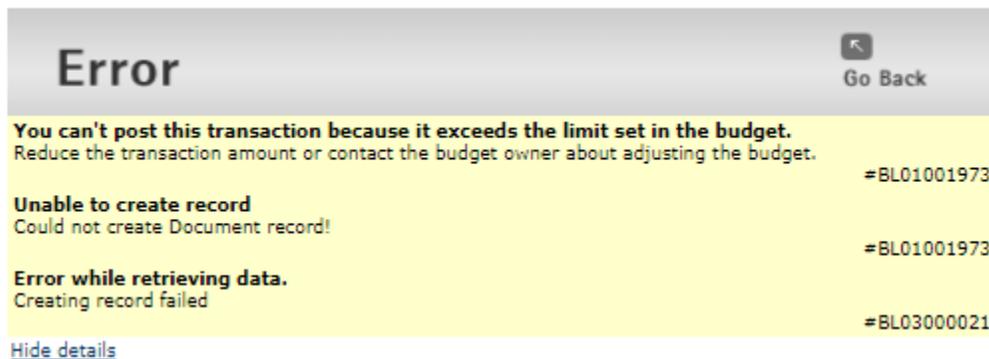
18. In all requisitions, in the transaction tab at the bottom, the **Show Spend Insight** button is displayed to show the user the budget details of the item selected for the information they have chosen in the line item details. Once a Program, Funding Source, Fund, and Item have been selected in the line items entries section, the user may use this as a guide to monitor the position of the particular line item and budget.



Spend Insight

Program	Fund	Funding Source	GL Account	Budget	Actual	Committed Expenditures	This purchase	Funds available	
1	800	2840--DOJ-Rehab and Reentry	2840-Rehab/Reentry--Rehab and Reentry	5405--Telephone	600.00	0.00	55.00	0.00	545.00

19. If the user selects an amount for a line item that will exceed the available budget the system will generate an error when they try to submit the transaction for approval:



Error Go Back

You can't post this transaction because it exceeds the limit set in the budget.
Reduce the transaction amount or contact the budget owner about adjusting the budget. #BL01001973

Unable to create record
Could not create Document record! #BL01001973

Error while retrieving data.
Creating record failed #BL03000021

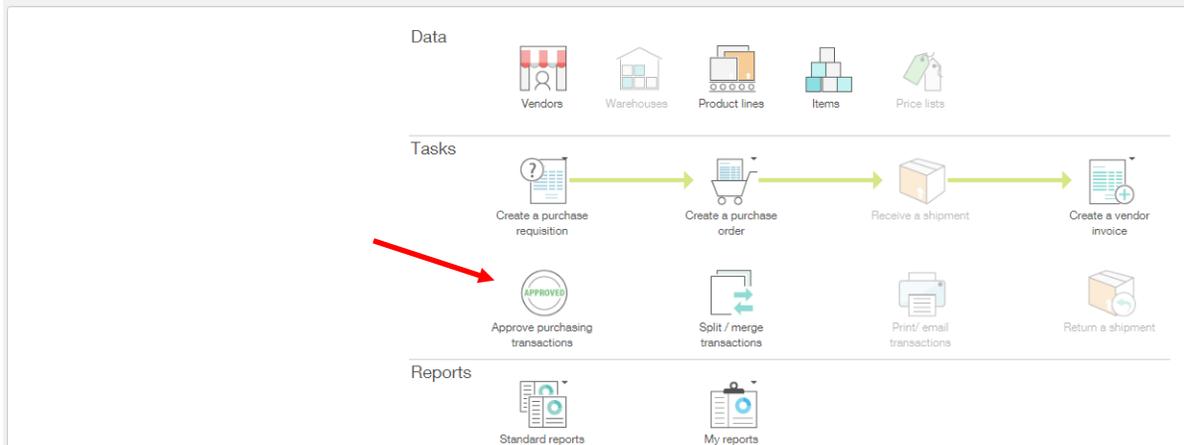
[Hide details](#)

PURCHASING APPROVALS

To approve a transaction,

1. Navigate to **Purchasing > Activities > Approve Purchasing Transactions** screen. If the approver's email settings are set to receive approval requests, then the approver can click on the link in the email.

Purchasing



Fri 11/3/2017 5:39 PM

Intacct <noreply@intacct.com>

A purchasing transaction requires your approval

To Bacon, April

-- Please do not reply to this email --

Program,

The following purchasing transaction requires your approval:

Purchase Transaction Information:

Requester: ps_config_PP

Document Number: PR-0010

Date Submitted: 11/03/2017

Vendor: V1000--ACME Corp

Amount: 16.00 USD

Message:

1. [Display](#) the list of transactions to approve.
2. Click the **View** link next to the transaction and review the transaction details.
3. Click the Approve or Decline button.

Regards,

WTN - Winnebago Tribe of Nebraska

2. Review the actual request by clicking on View [View](#). A new window will pop open.

Approve Purchasing Transactions

All ▾ Manage views ▾

Include private [Advanced filters](#) [Clear all filters](#)

<input type="checkbox"/>	Request status	Requester	Document number	Type	Vendor name
<input type="checkbox"/>	Submitted	ps_config_PP	PR-0010	Standard Purchase Requisition	ACME Corp

Standard Purchase Requisition

Transaction
History

ACME Corp (V1000)

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
11/03/2017	12/03/2017	15.00	1.00	16.00	Submitted

Date 11/03/2017	Pay to ACME Corp(VV1000)	Return to ACME Corp(VV1000)
Vendor V1000--ACME Corp		
Document number PR-0010	--	--

Payment terms Net 30	Vendor document number --	Attachments --
Expiration date 12/03/2017	Message --	State Submitted
Reference --	Ship via --	Suggested Vendor --

Entries

	Funding Source	Fund	Program	Item ID	Quantity	Unit	Price	Extended price
1	1180--Judicial--Judicial	1180--BIA--Judicial	800--Tribal Court	5430--Supplies	10	Each	1.50	15.00
Total								15.00

- There are two tabs in the request. The History tab shows who submitted the requisition and when it was submitted. The Transaction tab shows the item and price.
- In all requisitions, in the transaction tab at the bottom, the **Show Spend Insight** button is displayed to show the approver what budget is left after actual expenses and current encumbrances. Once a Program, Funding Source, Fund, and Item have been selected in the line items entries section, the user may also use this as a guide to monitor the position of the particular line item and budget.



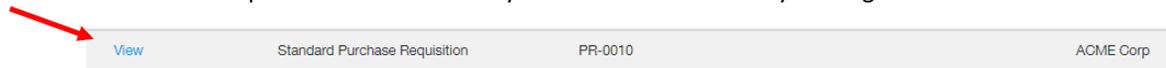
Spend Insight

	Program	Fund	Funding Source	GL Account	Budget	Actual	Committed Expenditures	This purchase	Funds available
1	800	2840--DOJ--Rehab and Reentry	2840--Rehab/Reentry--Rehab and Reentry	5405--Telephone	600.00	0.00	55.00	0.00	545.00

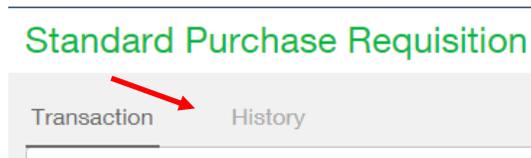
5. Approve or decline the requisition by clicking on the **Approve** or **Decline** button. A pop up box will allow you to write comments; the comments will be part of an email (if the requester has emails turned on), specifying whether the requisition was accepted or declined.

To view conversion history, approval history and the lineup of approvers on a transaction,

1. Go to the Request or Vendor Invoice you would like to check by clicking View next to it in the list.



2. Click on the **History** tab.

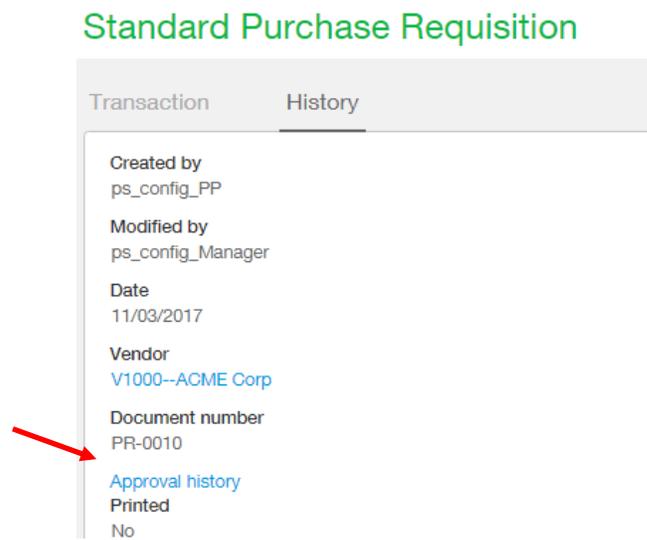


3. This tab shows a history of the transaction flow. As the transaction flows through the process and eventually to accounts payable, you will see each converted document here. At the requisition stage, there is only one line.

History

	Date	Created by	Date modified	Modified by	Transaction	Converted from	Transaction definition	State	
1	10/31/2017	ps_config_PP	10/31/2017 01:17:39 PM	ps_config_procuremen	Standard Purchase Requisition-PR-0006		Definition	Converted	--
2	10/31/2017	ps_config_procuremen	10/31/2017 01:31:31 PM	ps_config_Manager	Purchase Order-PO-0004	Standard Purchase Requisition-PR-0006	Definition	Converted	--
3	10/31/2017	ps_config_procuremen	10/31/2017 01:47:27 PM	ps_config_AP	Vendor Invoice-VI-0002	Purchase Order-PO-0004	Definition	Converted	--
4	10/31/2017	ps_config_AP	10/31/2017 01:47:31 PM	ps_config_AP	Approved Vendor Invoice-AVI-0001	Vendor Invoice-VI-0002	Definition	Closed	--

4. Click on the **Approval History** link to see the approval history.



- The approval history shows who the approval was submitted to and who is in the lineup to approve. The word Submitted is the key – that’s whose desk it is on. Pending Approval means that person is waiting for the previous person to get to it.
- Note that the “Value Approval” step is the approval step based on the total dollar amount of the request. Anytime you see something submitted to a Value Approval that means it is in the Controller’s queue if the Purchase Request is less than \$1,500. It is in the CEO’s queue if the amount of the Purchase Request is \$1,500 to \$9,999. Purchases greater than \$9999.99 will be in the Tribal Council’s approval queue.
- Procurement is the final approval for the Standard Purchase Requisition. Procurement will ensure that doing business with the **Vendor** on the requisition is considering the best interests of WTN. If Procurement can find a better deal for WTN, they will decline the requisition. The requisition will then be routed back to the submitter to correct the requisition and re-submit for approval.

Purchasing Document Approval History for Standard Purchase Requisition-PR-00079								Export
Approval Stage	Approval Type	Approval Level	Submitted To	Approved/Declined By	Event Date	State	Comments	
1	Transaction Department Approval	1	bernice.grace			Submitted		
2	Value Approval	1				Pending Approval		

PURCHASE ORDER

After a Purchase Requisition has been approved it needs to be converted to a Purchase Order by Procurement. Upon creation, the Purchase Order can be printed with the CFO signature of approval and will order the merchandise for WTN. When a Purchase Order is created, it is listed in the Pending state, and once it gets converted to a Vendor Invoice, it then says Converted. To convert a Purchase Request to a Purchase Order,

- Navigate to the **Purchasing** menu > **Transactions** > **Standard Purchase Requisition**.

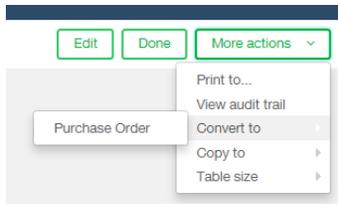
Standard Purchase Requisitions

All Manage views

Include inactive Include private [Advanced filters](#) [Clear all filters](#)

Type	Document number	Reference r
Standard Purchase Requisition	PR-0010	
Standard Purchase Requisition	PR-0008	
Standard Purchase Requisition	PR-0007	

- Click the **Convert** button. Then click Purchase Order.
- Alternatively, to convert any convertible document from the document itself, click **View** to look at the document, then click **More Actions** in the upper right corner, then click **Convert To** and you will see your options for converting.



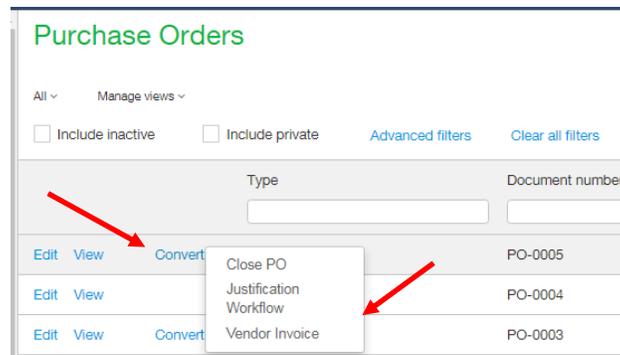
4. Click Post to Create a Purchase Order.
5. You will automatically be taken to the Purchase Order list where you can click print to printed a save a PDF of the Purchase Order.

Purchase Order	PO-0005	Tiffany Buchanan	11/03/2017	Pending	Print
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VENDOR INVOICE

When the goods are received convert the Purchase order to the Vendor Invoice to indicate that the goods have been received and invoiced for.

1. Navigate to the **Purchasing** menu > **Transactions** > **Purchase Order**.
2. Click convert next to the Purchase Order, then click Vendor Invoice.



3. Alternatively, to convert any convertible document from the document itself, click **View** to look at the document, then click **More Actions** in the upper right corner, then click **Convert To** and you will see your options for converting.
4. If this is a blanket PO, adjust the quantity field down to the amount invoiced. Again, this quantity field should actually be the total dollar amount with the price being \$1. If your blanket PO was not created like

this, you should use a decimal in the quantity field. Placing only a partial dollar amount in the price field does not successfully partially convert the PO (the whole PO will be converted if you just change the price).

5. Attachment of the vendor invoice is required on the Vendor Invoice step so add an attachment using the same steps as described in a requisition. If an invoice has not been attached, the system will not allow you to convert the Vendor Invoice to an Approved Vendor Invoice.
6. The Vendor document number field is also required on this step and should be use for invoice number.
7. If the Vendor Invoice exceeds the **Approved Amount field**, the submitter will not be able to convert the PO at all. They will have to stop what they are doing and convert to a Justification Requisition instead.
8. Program Manager approval is required on the Vendor Invoice step in the order move forward for payment. Please follow the approval steps as described above.

APPROVED VENDOR INVOICE

All fully approved Vendor Invoices and Justification Requests will be converted to Approved Vendor Invoice by the Fiscal Specialist after approval. To Convert to an Approved Vendor Invoice:

1. Click convert next to the Vendor Invoice, then click Approved Vendor Invoice.
2. Post the Approved Vendor Invoice.
3. A bill will be simultaneously created in Accounts Payable and the entry will be booked in the Accounts Payable Journal while also releasing the encumbrance.

		Type	Document number
Adv Clear		<input type="text"/> Go	<input type="text"/> Go
Edit View	Convert	Approved Vendor Invoice Invoice	VI-0004
Edit View	Convert	Vendor Invoice	VI-0003
Edit View		Vendor Invoice	VI-0002

CREDIT MEMO

A Credit Memo can be used to reduce the amount owed to a vendor. This can be done by converting an existing Approved Vendor Invoice to a Credit Memo or by creating a Credit Memo on its own. Program users will be doing the latter of the two and then they will route through an approval process as follows.

To add a Credit Memo

1. Navigate to **Purchasing > Credit Memo > Add**, or click on the **Add** ⁺ sign next to **Credit Memo**. You can also create a Credit Memo from an Approved Vendor Invoice using convert.
2. The screen looks like other purchasing transactions.
3. Fill it out with the appropriate information. Remember this is going to reduce the amount that you owe to the vendor and will be able to be applied when a bill is selected for payment.
4. Once submitted, the Credit Memo routes through the Controller and then to the Fiscal Specialist.
5. After posting the adjustment a negative adjustment will be created in AP.

CLOSE OUT REMAINING PURCHASE ORDERS

For Purchase Orders that remain open and it is known that they will never be converted, a step called Close PO has been created. This close out will release the remaining encumbrance so that it can be utilized on a different purchase order.

To close out an open PO

1. Click **Convert** next to Purchase Order, then click **Close PO**.
2. Click **Post**, this will close out the rest of the Purchase Order.

GENERAL ASSISTANCE PAYMENT

A General Assistance Requisition can be created by Enrollment Program and Finance.

To add a General Assistance Requisition:

1. Navigate to **Purchasing > Transactions> General Assistance > Add**, or click on the **Add** ⁺ sign next to **General Assistance**.
2. The screen looks like other purchasing transactions.
3. The only Item ID allowed to be utilized in this transaction is item 5310-General Assistance.
4. Fill it out with the appropriate information and click **Submit**.
5. Once submitted, the transaction routes through the Program Director and the Controller.
6. Upon approval, a bill will be simultaneously created in Accounts Payable and the entry will be booked in the Accounts **Payable** Journal.

MINOR DISTRIBUTION PAYMENTS

A Minor Distribution Requisition can be created by Finance.

To add a Minor Distribution Requisition:

1. Navigate to **Purchasing > Transactions> Minor Distribution> Add**, or click on the **Add** ⁺ sign next to **Minor Distribution**.

2. The screen looks like other purchasing transactions.
3. The only Item ID allowed to be utilized in this transaction is item 2004-Minor Distribution.
4. Fill it out with the appropriate information and click **Submit**.
5. Once submitted, the transaction routes through the Program Director, the Controller, and Tribal Council.
6. Upon approval, a bill will be simultaneously created in Accounts Payable and the entry will be booked in the Accounts **Payable** Journal.

EMERGENCY REQUISITION

An Emergency Requisition can be created by any user of Intacct if the need arises.

To add an Emergency Requisition:

1. Navigate to **Purchasing > Transactions> Emergency Requisition> Add**, or click on the **Add**  sign next to **Emergency Requisition**.
2. The screen looks like other purchasing transactions.
3. Fill it out with the appropriate information and click **Submit**.
4. Once submitted, the transaction routes through the CFO for all transactions for IT, Procurement, Finance, and Credit and the CEO for all other Programs.
5. Upon approval, a Fiscal Specialist will convert to an Approved Vendor Invoice to kick off the Accounts Payable process.

FIXED ASSET REQUISITION

A Fixed Asset Purchase Requisition can be created by any user of Intacct if the need arises to purchase a fixed asset for a user's respective program.

To add a Fixed Asset Requisition:

1. Navigate to **Purchasing > Transactions> Fixed Asset Purchase Req Add**, or click on the **Add**  sign next to **Fixed Asset Purchase Req**.
2. The screen looks like other purchasing transactions.
3. Fill it out with the appropriate information and click **Submit**.
4. Once submitted, the transaction routes through the Program Manager, Assistant Controller in charge of Fixed Assets, Controller, and then CFO
5. Upon approval, the Standard Purchase Requisition process detailed above can be followed.

IT PURCHASE REQUISITION

An IT Purchase Requisition can be created by any user of Intacct if the need arises to purchase IT related items for the user's Program.

To add an IT Purchase Requisition:

1. Navigate to **Purchasing > Transactions> IT Purchase Requisition Add**, or click on the **Add +** sign next to **IT Purchase Requisition**.
2. The screen looks like other purchasing transactions.
3. Fill it out with the appropriate information and click **Submit**.
4. Once submitted, the transaction routes through IT, Program Manager, Controller, and then CFO.
5. Upon approval, the Standard Purchase Requisition process detailed above can be followed.

IN HOUSE CASH ADVANCE

An In House Cash Advance can be created by any user of Intacct if the need arises.

To add an In House Cash Advance:

1. Navigate to **Purchasing > Transactions> In House Cash Advance > Add**, or click on the **Add +** sign next to **In House Cash Advance**.
2. The screen looks like other purchasing transactions.
3. The only Item ID allowed to be utilized in this transaction is item 5310-General Assistance.
4. Fill it out with the appropriate information and click **Submit**.
5. Once submitted, the transaction routes through the Program Director and the Controller.
6. Upon approval, a bill will be simultaneously created in Accounts Payable and the entry will be booked in the Accounts **Payable** Journal.