



FF Standard Operating Procedures

A guide to using Facility Focus

A product by Asset Works, Configured for the University of West Georgia

Purchasing and A/P Module

University of West Georgia
Campus Planning and Facilities
Work Information Center

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Materials Request

Dependant on value limits, materials that are used to complete a work request may be purchased through petty cash, purchasing cards, or a purchase order. When a purchase order is required, a materials request must be submitted. A materials request may be submitted for items in the warehouse (in-stock items) or items from an outside contractor/vendor (non-stock items).

Once a material request has been submitted, it may be in one of the following statuses:

OPEN – The materials request has been entered and is awaiting finalization. This is the only status that the material request may be edited.

FINALIZED – The materials request is ready to be processed into either a pick ticket for warehouse items or a purchase order transaction.

CLOSED – If a materials request has been finalized and is incorrect, then the materials request must be closed and resubmitted. This is also used once materials have been received and materials request is complete.

Steps for Entering a Material Request:

1. Go to Work Management Module.
2. Click on Entry in the top menu bar.
3. Drag mouse down to “Material Request” and click.
4. Click the Insert icon.
5. Fill in required global data.
6. Fill in required item data.
7. Hit the Enter key to enter additional items.
8. Repeat required item data for each additional item.
9. Click the Save icon.

Required Global Data for Material Requests

The screenshot shows a software window with a blue title bar. The main area is a form with the following elements:

- Material Req**: Text input field.
- Req Code**: Text input field.
- Status**: Drop-down menu with an asterisk.
- Description**: Large text input field.
- Work Req**: Text input field with an asterisk.
- Phase**: Text input field with an asterisk.
- Date Needed**: Text input field with an asterisk.
- Requested By**: Text input field with an asterisk.
- Placed By**: Text input field.
- Date**: Text input field.
- Total Amt**: Text input field.
- Review Status**: Button.
- Ship To**: Button.

- **Material Request** – Number assigned to each Material Request placed. This number is automatically assigned by the system.
- **Req Code** – Free form entry field used to classify the material request.
- **Status** (drop-down box) – Status of the material request. Open which permits future edits, Finalized, which means that it is ready to be processed, which is to be done by authorized personnel, Closed, when all materials are received, and Cancelled, when the request is cancelled.
- **Description** – Is to be used to identify the proper shop name. Text box is used to describe the method of purchase and delivery.
- **Work Request** (zoomable) – User must enter proper Work Request to be associated with material request. (In order to expedite the process user should have work request and phase # available.)
- **Phase** (zoomable) – Phase of the work request for which materials are being requested. (insert appropriate phase)
- **Placed By** (auto-populate) – Displays the username, date, and time of person entering material request.
- **Total Amount** – Total dollar amount of material request.

Required Information for In-Stock Items

Inv Flag	Inventory Part	Description	UOM	Unit Cost	Quantity	Sub Total
Comm Code	Supplier Part			Ven Cost		Issue Factor
Cntr/Vndr	Addr Code	Whse	Status	Qty OH		
1					0.0000	
					0.0000	
			OPEN			

Description of the above data boxes as they are listed from left to right:

1. **Line Item #** (auto-populate) – Automatically inserted by system and incrementally goes up as each item is added.
2. **Inv Flag** (drop down box) – Determines location of materials to be purchased. Inventory Flag options include:
 - a. **I** (In-Stock) - Items to be purchased from internal warehouse.
 - b. **N** (Non-Stock) - Items to be purchased from outside vendor/contractor.
 - c. **C** (Catalog) – This option is currently not used by CP&F
3. **Inventory Part** (zoomable) – Predefined inventory part you are requesting.
4. **Description** (auto-populate) – General description of item.
5. **Unit of Measure** (auto-populate) – Describes how the part is issued.
6. **Unit Cost** (auto-populate) – Cost per item.
7. **Quantity** – The number of items being purchased.
8. **Sub Total** – Multiplies the Quantity by the Unit Cost.
9. **Comm Code** – Commodity code (used by warehouse) is a user defined code that further identifies the part for inventory reports or records.
10. **Supplier Part** – Item as is known in supplier’s inventory.
11. **UOM** – Unit of Measure.
12. **Ven Cost** – Displays the supplier part unit cost. It may automatically fill once the supplier part is selected.
13. **Quantity** – Number of items being purchased.
14. **Issue Factor** – Minimum amount of items that the supplier part issues as one group.
15. **Whse** (auto-populate) – Identifies the warehouse storing the inventory part or receiving the non-stock part.
16. **Status** – Line item status. A drop-down list allows you to set the status to “Closed”. Once the status is closed, the line item can no longer be edited.
17. **QTY OH** – Quantity released (for inventory) or received (on a purchase order). If the item is an inventory item, it displays the warehouse quantity on hand in all bins. If non-stock or catalog, the line item displays the ordered quantity.

Required Information for Non-Stock Items

Inv Flag	Inventory Part	Description	UOM	Unit Cost	Quantity	Sub Total
Comm Code	Supplier Part			Ven Cost		Issue Factor
Cntr/Vndr	Addr Code	Whse	Status		PO Item Qty	
1	N				0.0000	
			OPEN			

Description of above data boxes as they are from left to right:

1. **Line Item #** (auto-populate) – Automatically inserted by system and incrementally goes up as each item is added.
2. **Inv Flag** (drop down box) – Determines location of materials to be purchased. Inventory Flag options include:
 - a. **I** (In-Stock) - Items to be purchased from internal warehouse.
 - b. **N** (Non-Stock) - Items to be purchased from outside vendor/contractor.
 - c. **C** (Catalog) – This option is currently not used by CP&F
3. **Quantity** – The number of items being purchased.
4. **Sub Total** – Multiplies the Quantity by the Unit Cost.
5. **Supplier Part** – Item as is known in supplier’s inventory.
6. **Description** (auto-populate) – General description of item.
7. **UOM** – Unit of Measure.
8. **Ven Cost** – Displays the supplier part unit cost. It may automatically fill once the supplier part is selected.
9. **Quantity** – Number of items being purchased.
10. **Issue Factor** – Minimum amount of items that the supplier part issues as one group.
11. **Cntr/Vndr** – Contractor/vendor from which item is to be purchased.
12. **Status** – Line item status. A drop-down list allows you to set the status to “Finalized”. Once the status is closed, the line item can no longer be edited.

Purchase Order

If a materials request is submitted for non-stock items, a purchase order must be created for the department Buyer*. The materials request is loaded into the purchase order for the Buyer to begin their purchasing process.

A Purchase Order (P.O.) transaction is always entered against a vendor account. Purchase orders are processed by status. Until a Purchase Order is finalized, you can add line items to it.

Line	Supplier Part	Description	Sub Ledger	UOM
1				

Steps to Enter a Purchase Order:

1. Insert a new PO
2. Fill in the Description (Vendor and Shop most frequently used)
3. Zoom for Vendor
4. Click drop-down on PO Type and choose Non-stock.
5. Load Material Request(s) – circled in the image above.
6. Save PO (PO should be saved in OPEN status).

The Buyer will then process the Receives and Disbursement for the PO.

*Note - The Buyer implies the Buyer/Purchasing Agent position within Facilities.

Purchasing Card

Note: Within FME the screens used to track purchasing card data use the term credit card. Bank Summary and Account information have to be entered before entering purchasing card transactions.

Use the following screen to enter purchasing card transactions.

The screenshot shows a software window titled "Credit Card Transactions(pur.w_i_chg_e)". The window contains the following fields and controls:

- Trans No:
- Ref No:
- Status:
- Description:
- Bank:
- Account:
- Currency Code:
- Placed By:
- Placed On: 3/2/2009 14:57
- Shop:
- Shop Person:
- Employee:
- Approved By:
- Cntr/Vndr:
- Address Code:
- Total Amt: 0.00

Buttons: Review, Disburs, Status

	Supplier Part	Supplier Description	Supplier UOM	Supplier Unit Cost	Supplier Quantity	Tax 1
1	C				0.0000	0.00

Steps to Enter a Purchase Card Transaction:

1. Insert a new Credit Card Transaction
2. Fill in Description (Vendor and Shop most frequently used)
3. Zoom in Bank Field and find Bank of America
4. Zoom in Account and find purchasing card account
5. Use drop down for shop, and then zoom for Shop Person and Employee.
6. Zoom for Cntr/Vendor. Once selected Address Code should populate.
7. Enter data from receipt beginning with line item 1.
8. When complete, mark status as Finalized and Save.

Petty Cash

Use this screen to enter transactions for items that involve Petty Cash. The Petty Cash screen is identical to the Credit Card Transactions screen except that it displays a user-defined Check Number.

The screenshot shows a software window titled "Petty Cash Transactions(pur.w_i_pet_e)". The interface includes several input fields and buttons:

- Trans No:
- Check No:
- Status:
- Description:
- Ref No:
- Bank:
- Account:
- Currency Code:
- Placed By:
- Placed On: 3/2/2009 15:01
- Shop:
- Shop Person:
- Employee:
- Approved By:
- Cntr/Vndr:
- Address Code:
- Total Amt: \$0.00

Buttons include "Review", "Disburs", and "Status".

	Supplier Part	Supplier Description	Supplier UOM	Supplier Unit Cost	Supplier Quantity	Tax 1
1	C					0.00

Steps to Enter a Petty Cash Transaction:

1. Insert a new Petty Cash Transaction
2. Fill in Check No. (same as Trans No)
3. Fill in Description (Vendor and Shop most frequently used)
4. Zoom in Bank Field and find UWG- Petty Cash
5. Zoom in Account and find appropriate shop
6. Use drop down for shop, and then zoom for Shop Person and Employee.
7. Zoom for Cntr/Vendor. Once selected Address Code should populate.
8. Enter data from receipt beginning with line item 1.
9. When complete, mark status as Finalized and Save.

Disbursement

Use this screen to distribute purchased materials and equipment purchased via one of the transaction screens (Purchasing Card, Petty Cash or Purchase Receives.)

To load Purchasing Card or Petty Cash click the corresponding transaction button (when the screen is in insert mode). A zoom window presents all related transactions with a status of “finalized” and allows you to select the purchase transaction you wish to disburse. When you load transactions, the purchase information automatically appears on the screen.

Trans Type	Trans No	Item	Inventory Part	Description	UOM	Unit Cost	Inv Qty	Sub Total	Sub Total
1									

Steps to Enter a Disbursement:

1. Insert new Disbursement
2. Load Credit Card or Petty Cash.
3. Scroll to the right and select work request (WR) from drop down.
4. Enter work request number and phase that the materials should be disbursed to and Save.
5. Click 'Ok' on the following prompt(s) to close the transactions used to load the disbursement.

Reverse Disbursement

Use the Reverse Disbursement screen should you need to reverse the distribution process accomplished via the Disbursement screen. Once materials distribution has been reversed, credit card transactions, petty cash transactions, and purchase receive documents revert to a status of Finalized.

Reverse Disbursements for Purchasing Card and Petty Cash transactions:

1. Go to Entry then Reverse Disbursement
2. Insert new disbursement, fill in description.
3. In the Reverse Disbursement drop-down select WR for work request number. Enter the request number and phase in the fields to the right.
4. At the bottom of the screen, press the Get Disbursed Records button.
5. All transactions for that work request/phase number will populate.
6. Find the transaction you wish to reverse and click on it.
7. In the quantity field, enter the number you want to reverse and Save.
8. You will be prompted with a new transaction number; this is the Reverse Disbursement transaction number.
9. If the original transaction was incorrect, enter a new transaction and follow the steps as usual.

Reverse Disbursements for Purchase Order:

If Reverse Disbursement is needed because a purchase order was processed with the wrong WO#:

1. Complete Reverse Disbursement
 - a. There will be a prompt with a transaction number
 - b. This is a Purchase Receives Number- write it down
 - c. Press Ok.
2. Go to Entry then Receiving
 - a. Search for Purchase Receives Number in the Doc No field
3. Press Edit, Finalize, and Save
4. Go to Entry then Disbursement
 - a. Insert and Load Receives
 - b. Scroll to the right and change the WO# to the desired WO#

If Reverse Disbursement for a purchase order is needed because of information in error other than a wrong WO#:

1. Complete Reverse Disbursement
 - a. There will be a prompt with a transaction number
 - b. This is a Purchase Receives Number- write it down
 - c. Press Ok.
2. Go to Entry then Receiving
 - a. Search for Purchase Receives Number in the Doc No field
3. Press Edit, Cancel, and Save
4. Re-enter Materials Request and PO as normal and complete the disbursement process.