CCD P2P - PROCUREMENT AND RECEIVING PROCEDURE

Introduction

Procure to Pay (P2P) is the series of typical processes that occur in the purchase of goods and related services. The high level processes are:

- Procurement
- Receiving
- Payment

Procurement and Receiving are the first two processes of P2P. These processes are managed by the Purchasing Division. The Payment process is managed and controlled by the Controller's Office.

Purpose

The purpose of this document is to standardize these processes. The result will be increased efficiencies and fiscal accountability, and ultimately a reduced cost of purchasing goods and related services.

Chapter 1 Purchase Methods in P2P

There are several types of purchases, requiring different methods of purchasing within P2P. Below are basic descriptions of the purchasing methods in P2P.

PCard

These purchases are for items, totaling $2000 or less. These purchases are paid using the PCard purchase method, which does not require review by the Purchasing Division, prior to the purchase, allowing the agency to buy from the vendor on demand. However, the PCard user accepts responsibility to uphold proper purchasing procedures. Click Here to view the PCard Procedure or:

1. Go to DOT
2. Select Budget and Finance from the Global Menu
3. Select Financial Forms from the Financial Resources section
4. Scroll down to the Pcard area
5. Click the Pcard Procedure hyperlink

Note: items that are on a City Master Purchase Order (MPO) may be purchased using a PCard, provided those items are not in the Item Master in PeopleSoft.

Requisition to Purchase Order (PO) Process

The requisition to PO process is used to procure goods and services for which a PCard cannot be used. This will produce a Purchase Order, issued to a vendor by Purchasing. The PO is produced *prior* to the goods or services being received or performed. The PO contains the City's Terms and Conditions that govern each purchase.

Requisitions from the Item Master

The Item Master in PeopleSoft contains items for which the City has an MPO. The pricing, vendor and terms and conditions of that MPO are associated with the Item Master, and will create a PO to ensure said attributes. Note: not all items on City MPOs are in the Item Master.

Requisitions over $5,000

Purchases over $5,000 in total, where no MPO exists, are subject to the City Procurement Policies. Purchases between $5,000 and $25,000 are subject to an informal bid process, and purchases over $25,000 to a formal, competitive bid. Greater lead time is required for both of these processes.

Non-PO Voucher

Non-PO Voucher is a request, sent directly to Accounts Payable (AP), for purchases that do not easily fall under the above categories. Examples include: employee reimbursements; petty cash; intergovernmental purchases; and subscriptions. For a complete list, refer to Appendix A.

Contracts

To purchase contracted services, a contract encumbrance must be created. To do this, a Contract Requisition must be submitted through PeopleSoft.

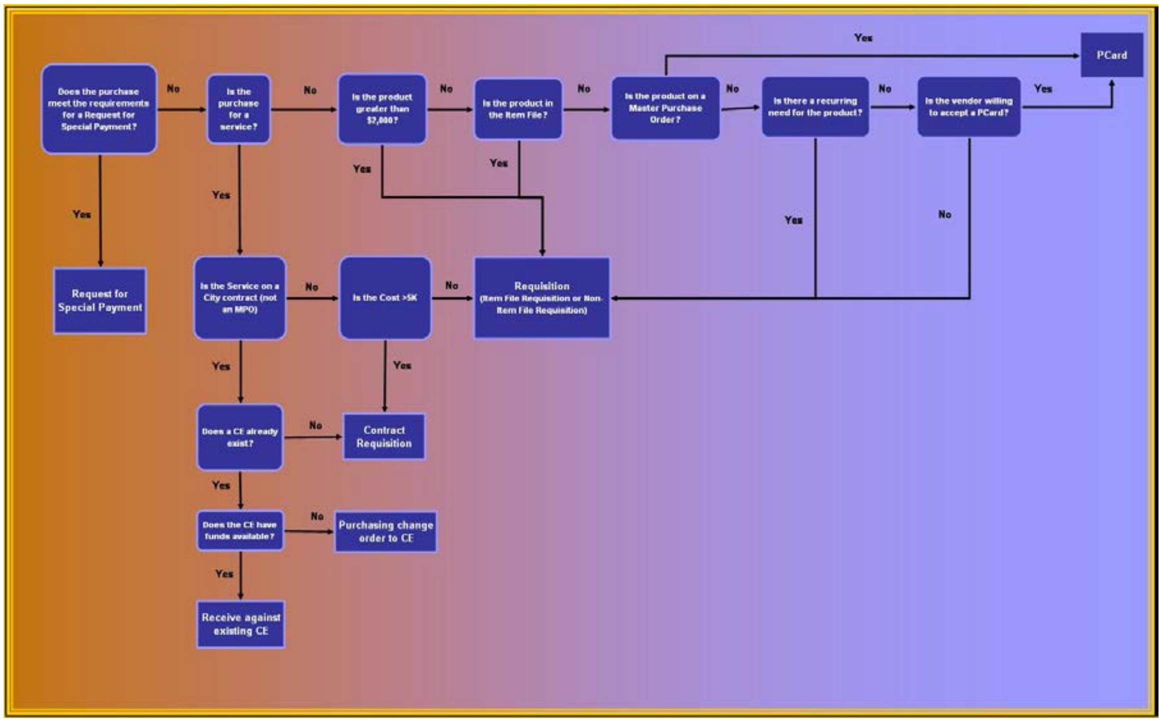
- Contact the Contract Compliance Technician at 720-913-8126 for training on entering requisitions for this type of purchase.

Determining the Appropriate Purchase Method

Each purchase method has characteristics that make them more or less suitable for specific purchase types. To determine which of the purchase methods listed in the previous section is most suitable, consider the following:

The chart below can help in determining this.

Purchase Decision Tree



Click Here for larger view

Non-PO Voucher:

Use if the purchase meets the requirements in Appendix A.

Contract Requisition

Use if the purchase is for a contracted service that does not already have an encumbrance in existence.

Requisition to PO

If the answers to any of the following questions are 'Yes,' submit a requisition:

- ✓ Is the purchase for a service?
- ✓ Is the purchase greater than $2,000?
- ✓ Is the product in the Item Master?
- ✓ If the item is not on a MPO, is there a recurring need for the product?

- ✓ Is the vendor unwilling to accept a PCard?

PCard

- The total purchase is less than $2,000
- No services are being purchased
- The item does not qualify as an asset
- The item is not in the Item File
- It is a one-time purchase and the item is not on an MPO
- It is repetitive purchase and the item is on an MPO but not in the Item File

Chapter 2 New Users in PeopleSoft

If you are new to PeopleSoft

Click the [PeopleSoft Fundamentals Guide](), or go to http://dnndot.gov.dnvr/Portals/27/documents/P2P/Guides/Section_1_The_Fundmentals.pdf

PeopleSoft Roles in the P2P Process

REQ **Requestor -** This role is the employee who is requesting a good and/or service.

ENT **Requisition Enterer -** This role enters all requisitions for goods and/or services into PeopleSoft on behalf of the Requestor.

REV **Reviewer -** This role reviews the requisition from the Enterer and sends it back if he/she has concerns. If the Reviewer doesn't have any concerns with the requisitions, he/she sends it on to the next Reviewer or the Expending Authority.

EA **Expending Authority (Requisition Approver) -** This role is the final approval of a requisiton for an agency to purchase a good or service. He/she verifies the funding source and then authorizes the requisition.

BUY **Buyer -** This role coordinates the procurement of goods and services, working with suppliers to obtain high quality products and best pricing. Reviews and approves Requisitions and ensures terms and conditions are maintained throughout the life of the contract.

REC **Receiver -** This role receives the good and/or service within the system.

AP **Accounts Payable -** This role receives invoices directly from Suppliers (Vendors) or department/agencies and enters them into PeopleSoft for payment to the Vendor.

Obtaining or changing PeopleSoft Security Access

The agency must submit the PeopleSoft Security Access form. There is 1 person in each agency that has access to this form, if this individual is unknown, contact the Controller's Office

PeopleSoft Training

Contact the Purchasing Division at 720-913-8150 or ProcureToPay-P2P@denvergov.org

Chapter 3 Using the Requisition to PO Purchase Method

Overview

Requisitions in PeopleSoft are used to request the purchase of goods and related services for any dollar amount or for services less than $5,000.

A requisition may contain a mixture of lines for items from the Item File and lines for products not from the Item File, but consider the following impacts before doing so:

- If all lines on the requisition are for items in the Item File, the requisition will be sourced to a purchase order approved for placing an order with the vendor within a half hour of budget checking the requisition, after Expending Authority approval, and requires the agency to send the purchase order to the vendor.

- If a requisition contains at lest 1 line for a product that is not in the Item File, the requisition will be routed to the Purchasing Division for review by a buyer, and requires the Purchasing Division to send the purchase order to the vendor.

Purchases requiring executed contacts cannot be mixed with Item File and Non-Item File lines. Contact the Contract Compliance Technician at 720-913-8126 for training on entering requisitions for this type of purchase.

Creating an AB Requisition

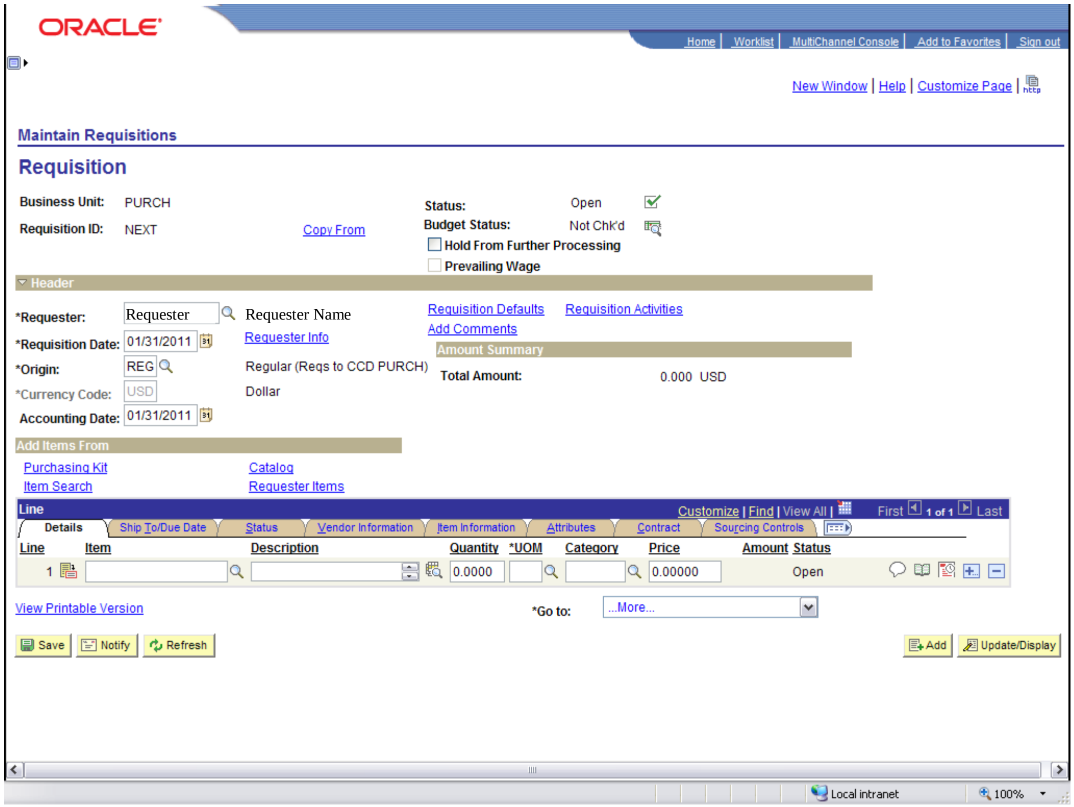
An AB Requisition is requisition that only contains lines that have Items from the PeopleSoft Item Master.

The PeopleSoft Item Master is an electronic catalog of Items for which the City has an MPO that are available for order. The pricing, vendor and terms and conditions of that MPO are associated with the Item Master, and will create a PO to ensure said attributes. When an item is selected, the system will populate the following fields on the requisition: Item, Description, Category, Unit of Measure, Buyer, Vendor, Contract ID, and Account Code. Note: not all items on City MPOs are in the Item Master.

The Steps to Creating an AB Requisition:

Follow the steps below, which are illustrated in the picture after the list:

1. Create a new requisition (do *not* alter the requisition ID field)
2. Change the requestor (*Note:* the requestor role has default values attached to it: ship to, fund and org. These should be verified for accuracy)
3. Search for the item in the "Item" field
4. Enter the quantity of the item needed
5. Enter due date
6. Save
7. Note requisition number
8. Add comments (see below)
9. Verify account/fund/org/project codes (chartfield string)



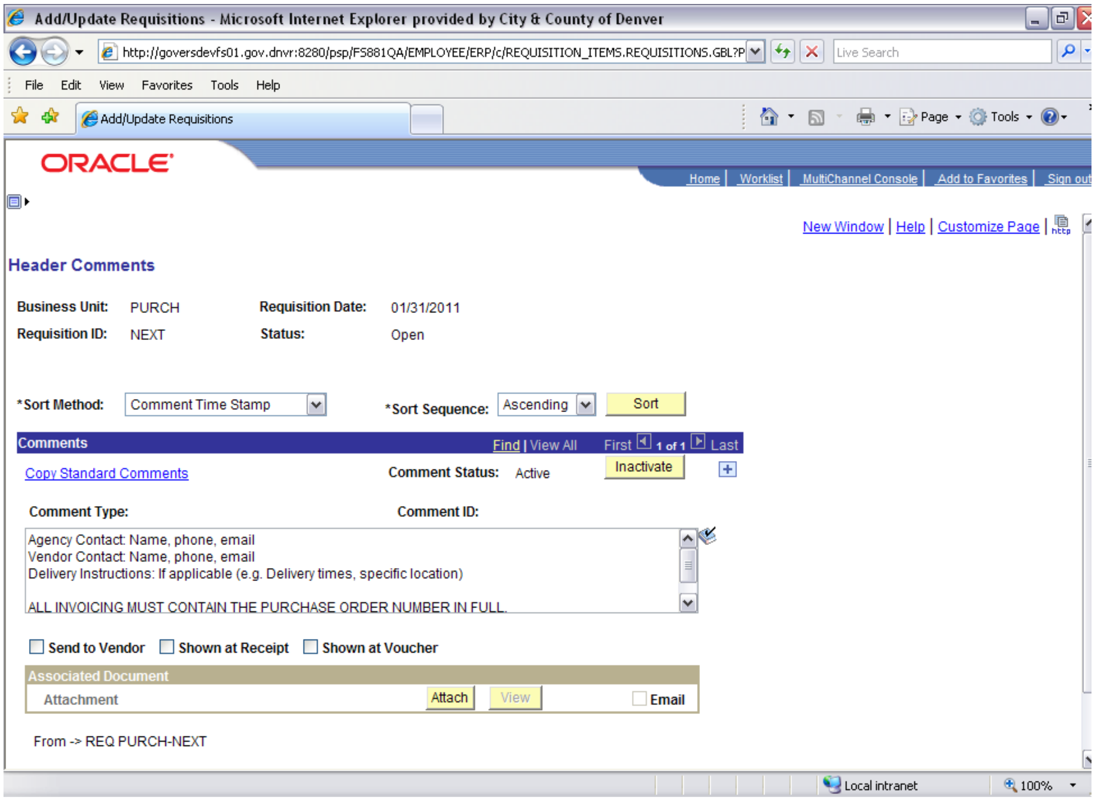
Comments on AB Requisitions:

Enter the below comment to the header section following this format:

Agency Contact: *Name, phone, email*
Vendor Contact: *Name, phone, email*
Delivery Instructions: *If applicable (e.g. Delivery times, specific location)*

ALL INVOICING MUST CONTAIN THE PURCHASE ORDER NUMBER IN FULL.

Check all the boxes below the comment section (see illustration below).



1. Send to Vendor: Comment will appear on the PO
2. Shown at Receipt: Comment is provided to receipt enterer
3. Shown at Voucher: Comment is viewed by Accounts Payable

No other comments are authorized to be marked "Send to Vendor". The user may enter other comments in a separate Comment Box and they may be marked as Shown at Receipt and/or Shown at Voucher.

For more detailed instructions on entering an Item Master requisition, click on the P2P Requisition Enterer Guide.

Creating a REG Requisition

For items that are not in the Item Master, a non-Item Master Requisition must be created. Follow the steps below, which are illustrated on the picture after the list:

1. Create a new requisition (do *not* alter the requisition ID field)

In the header:

1. Change the requestor
2. Add comments (see below)

   Note: For multiple-line requisitions, "Requisition Defaults" can be used so information does not have to be changed on each line. To see what can and cannot be changed in Requisition Defaults, see section on Requisition Defaults below.

On the line:

Details Tab:

1. Enter "Description" (e.g. item and part number; Note: the Description field is limited to 254 characters)
2. Enter the "Quantity" of the item needed
3. Enter the Unit of Measure ("UOM")
4. Search for the "Category" code
5. Enter the unit "Price"
6. Save
7. Note requisition number
8. Repeat steps 1 through 6 for any additional lines needed
9. Add line comments (see below)
10. Verify account/fund/org/project codes (chartfield string)

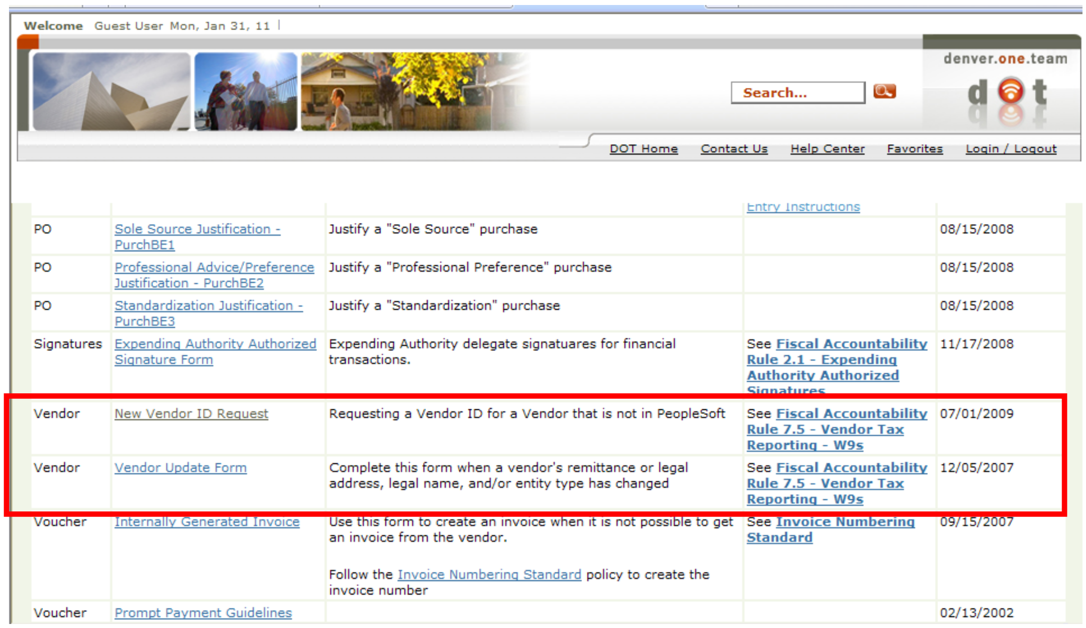
Ship To/Due Date Tab:

1. Verify "Ship To" address
2. Enter "Due Date"

Vendor Information Tab:

1. Select "Vendor"

   A note on Vendors: If there is not a specific desired vendor, enter the vendor ID "0000015055" for "any vendor" which will show as "ANYVEND-001" and Purchasing will work with the Agency to find the best vendor.) If a Vendor has not yet done business with the City, a new vendor form and a W-9 or Substitute W-9 form should be filled out and sent to the vendor desk at vendor.desk@denvergov.org (forms available on DOT, Find Agencies and Services, Budget and Finance, Financial Resources, Financial Forms, New Vendor ID Request).



Welcome Guest User Mon, Jan 31, 11 |

denver.one.team

Search...

DOT Home | Contact Us | Help Center | Favorites | Login / Logout

			Entry Instructions	
PO	Sole Source Justification - PurchBE1	Justify a "Sole Source" purchase		08/15/2008
PO	Professional Advice/Preference Justification - PurchBE2	Justify a "Professional Preference" purchase		08/15/2008
PO	Standardization Justification - PurchBE3	Justify a "Standardization" purchase		08/15/2008
Signatures	Expending Authority Authorized Signature Form	Expending Authority delegate signatuares for financial transactions.	See Fiscal Accountability Rule 2.1 - Expending Authority Authorized Signatures	11/17/2008
Vendor	New Vendor ID Request	Requesting a Vendor ID for a Vendor that is not in PeopleSoft	See Fiscal Accountability Rule 7.5 - Vendor Tax Reporting - W9s	07/01/2009
Vendor	Vendor Update Form	Complete this form when a vendor's remittance or legal address, legal name, and/or entity type has changed	See Fiscal Accountability Rule 7.5 - Vendor Tax Reporting - W9s	12/05/2007
Voucher	Internally Generated Invoice	Use this form to create an invoice when it is not possible to get an invoice from the vendor. Follow the Invoice Numbering Standard policy to create the invoice number	See Invoice Numbering Standard	09/15/2007
Voucher	Prompt Payment Guidelines			02/13/2002

A note on category codes: Category codes are used to characterize the good/service that is being purchased. It is important to find the most appropriate category code for the good or service. The Account code is linked to the Category code and can be changed after selecting the Category..

For more detailed instructions on entering an Item Master requisition, click on the P2P Requisition Enterer Guide.

Non-Item Master Requisition Comments

Header Comments:

Header comments pertain to the entire requisition. Always include the following information and statement:

Agency Contact: *name, phone, email*

Vendor Contact: *name, phone, email*

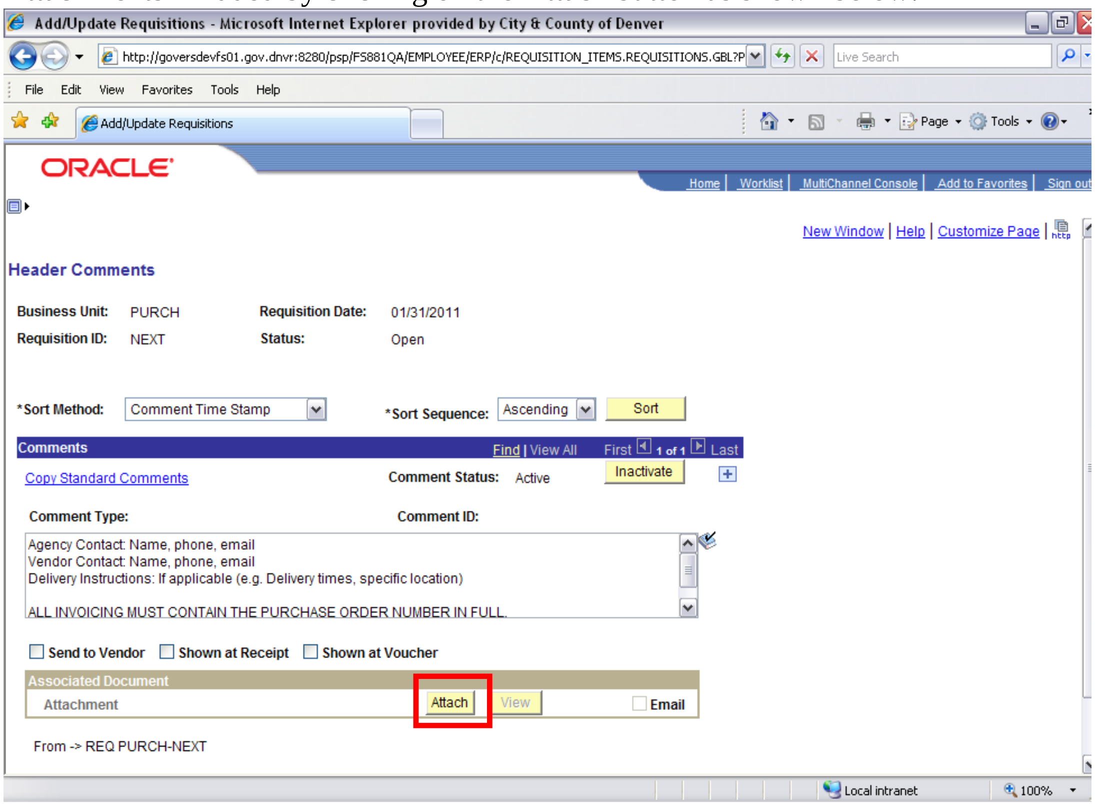
Delivery Instructions: *If applicable (e.g. Delivery times, specific location)*

ALL INVOICING MUST CONTAIN THE PURCHASE ORDER NUMBER IN FULL.

Attach documents as necessary to provide more detail relevant to the requisition.. Examples include:

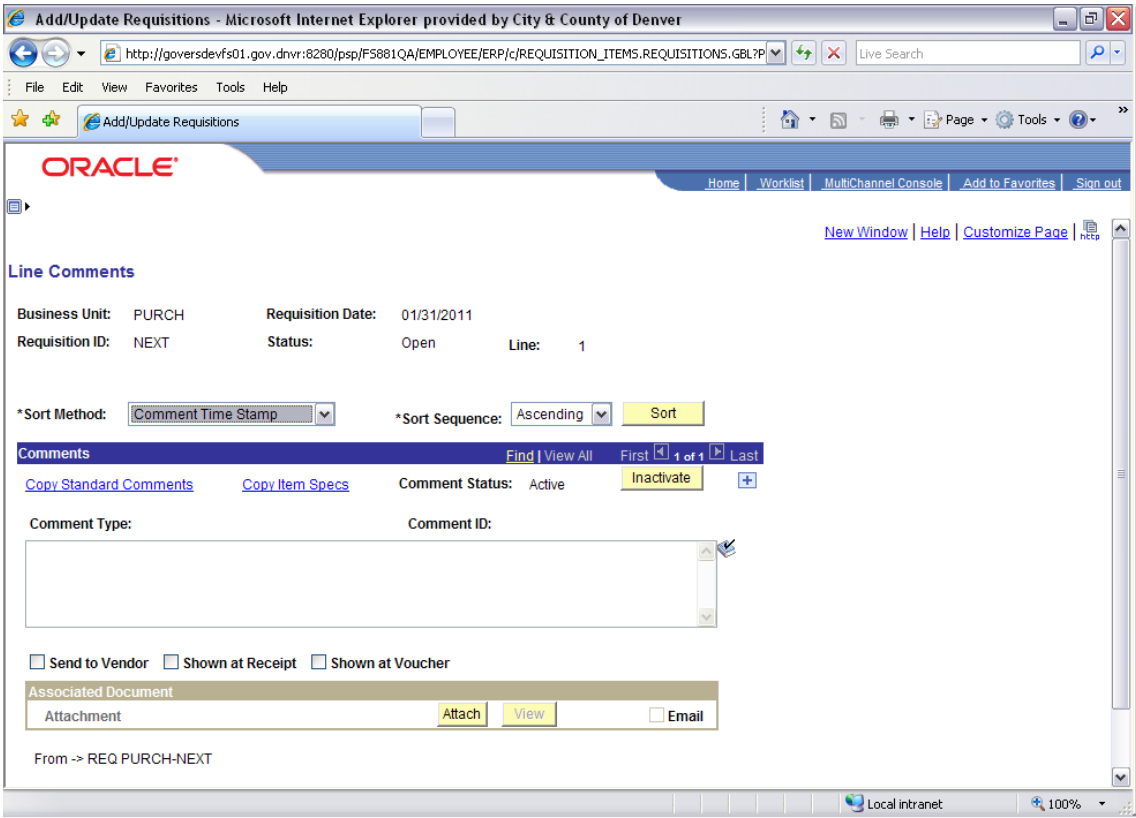
- ✓ Documentation (e.g. quotes from vendors, emails, authorizations)
- ✓ Emergency Authorization information (See Appendix 2 for Emergency Purchase Requirements)
- ✓ Bidding Exception Request documentation

Attachments - Added by clicking on the Attach button as shown below:



Line Comments:

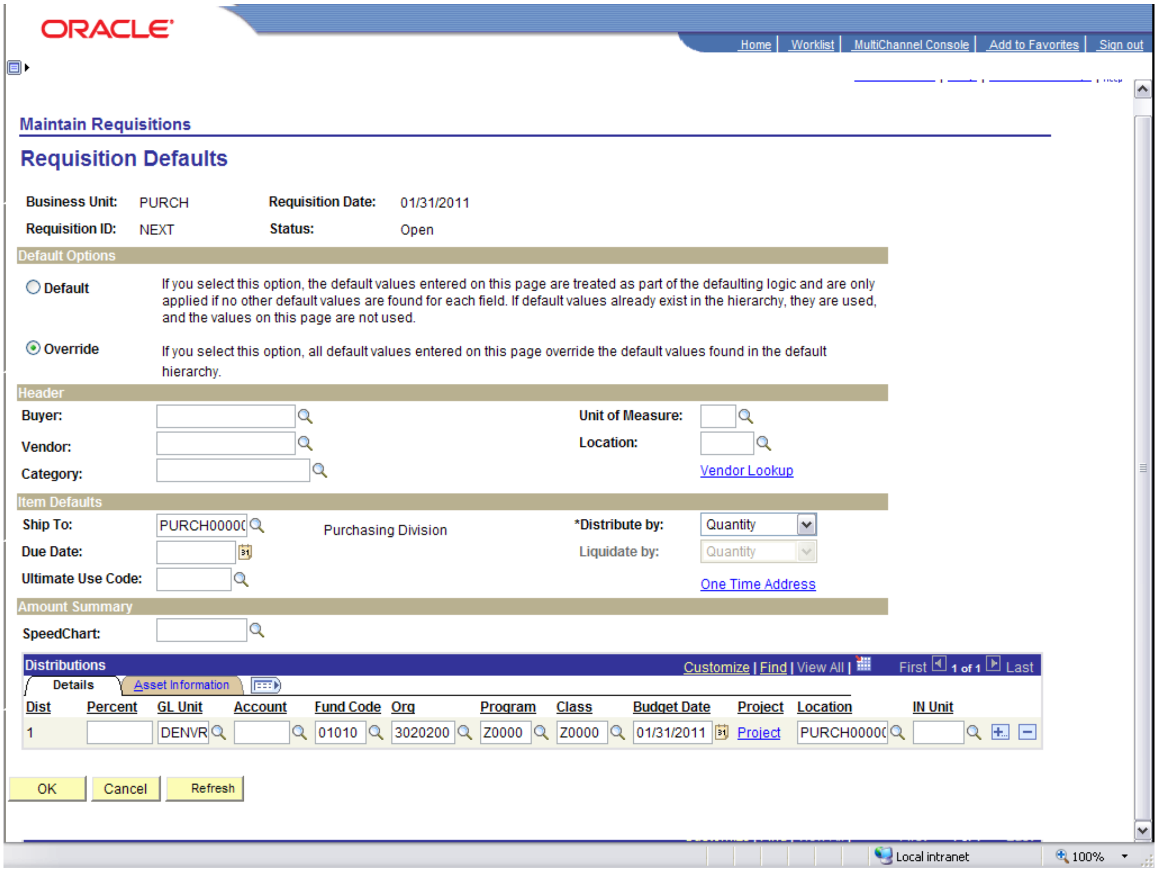
Line comments pertain only to the line on which they are made. Line comments can be used to further detail the item or service on each line. Details such as color, dimensions, or extended description are appropriate to place in line comments. Note: all functionality in a line comment is the same as a header comment.



1. Inactivate Button (Comments can only be inactivated, not deleted. This also inactivates attachments.)
2. Attachments (see Attachments in the Header Comments)
3. Send to Vendor: Comment will appear on the PO
4. Shown at Receipt: Comment is provided to receipt enterer
5. Shown at Voucher: Comment is viewed by Accounts Payable

Requisition Defaults:

Changing information in “Requisition Defaults,” will apply all changes made in the “Requisition Defaults” screen to all lines of the requisition (e.g. vendor, chartfield string, etc.). This is helpful when doing multiple-line requisitions, so that the information does not have to be changed on each individual line. Changes to “Requisition Defaults” should be done *before* ANY work is done on the lines. It is possible to manually change information on the line from the requisition defaults chosen, for example, to have one line drawn out of a different chartfield string than the rest of the requisition; or to have one line shipped to a different location. Below is an illustration of the information that can be manipulated in “Requisition Defaults.”



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Maintain Requisitions

Requisition Defaults

Business Unit: PURCH **Requisition Date:** 01/31/2011

Requisition ID: NEXT **Status:** Open

Default Options

Default — If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override — If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Header

Buyer:

Vendor:

Category:

Unit of Measure:

Location:

Vendor Lookup

Item Defaults

Ship To: PURCH0000(Purchasing Division

Due Date:

Ultimate Use Code:

***Distribute by:** Quantity

Liquidate by: Quantity

One Time Address

Amount Summary

SpeedChart:

Distributions Customize | Find | View All | First 1 of 1 Last

Details | Asset Information

Dist	Percent	GL Unit	Account	Fund Code	Org	Program	Class	Budget Date	Project	Location	IN Unit
1		DENVR		01010	3020200	Z0000	Z0000	01/31/2011	Project	PURCH0000(	

OK | Cancel | Refresh

Local intranet 100%

Chapter 4 Conducting Emergency Purchases

Definition of Emergency (see also, Appendix 2):

A situation, which if it continues to exist would endanger the health or safety of the public or employees and requires a remedy sooner than the supplies, materials, equipment, personal property or services would be delivered if the normal purchasing procedures were followed. Or a situation which would place an excessive financial burden on the City unless addressed in a shorter time than the bidding procedures require.

Emergency Purchase Procedure:

1. Call Buyer in Purchasing to receive and Emergency Authorization. - Monday – Friday (8:00am – 5:00pm)
2. Emergency purchases made at other times – Call Buyer in Purchasing on the next business day to receive an Emergency Authorization.
3. Enter a requisition within three working days. Usually this will be after the fact and once the actual cost of the job can be determined.
4. Ask the vendor to provide a service ticket when the job is complete and use this to enter a requisition.
5. Enter the Emergency Authorization Number (XXXAAA) in the header comment and the statement “order placed, do not duplicate.”

The work cannot be paid for until a requisition is entered. Enter a requisition following the non-Item Master procedure listed above, attaching relevant documentation.

For more information see Section 20-68 and 20-64 of the Denver Revised Municipal Code.

Chapter 5 Reviewing and Approving Requisitions

Reviewers are responsible for ensuring the accuracy of the requisition. Reviewers have the responsibility to ensure the requisition is appropriate and necessary, that the budgetary information (i.e. the chartfield string) is correct, and that the requisition contains all the necessary information in the proper format.

The Approver, or Expending Authority, is responsible for the Agency's budget, and so, shall be the final check for the requisition, particularly to ensure the proper funds are available and to approve their use.

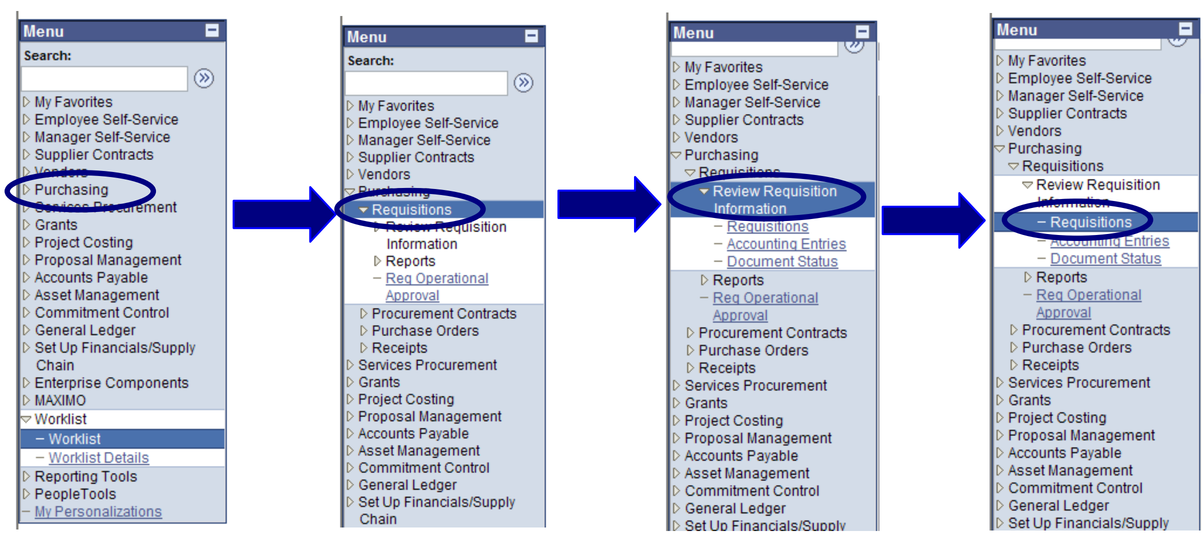
The best practice is that both reviewers and approvers check their worklists daily for new items to avoid delays in the approval process. There is no notification when an item is added to a reviewer or approver's worklist. One automatic notification will be sent, via email, to notify the review/approver of a worklist item that has been in their worklist for 48 hours without being viewed.

Reviewer and Approver Procedure:

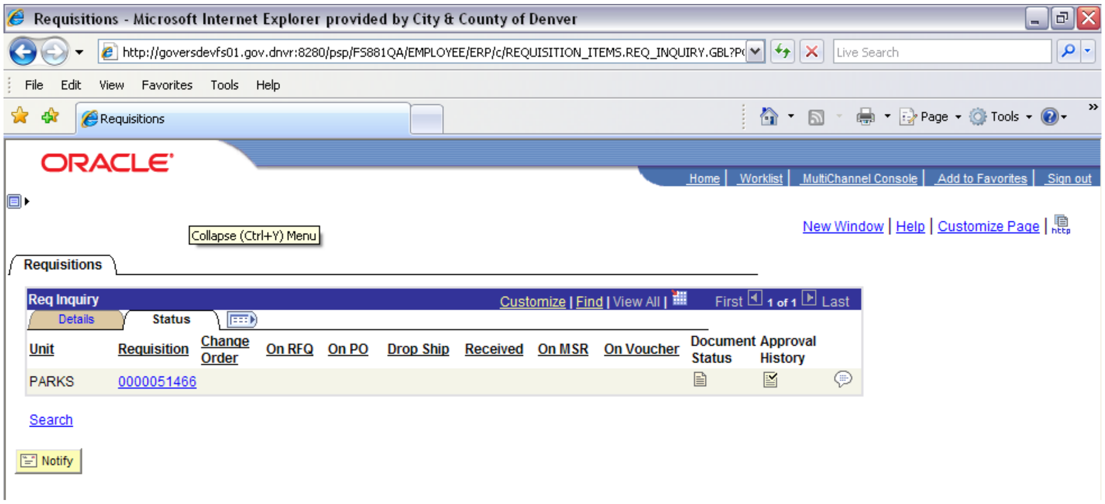
1. Obtain the requisition ID from worklist

SCREEN SHOT

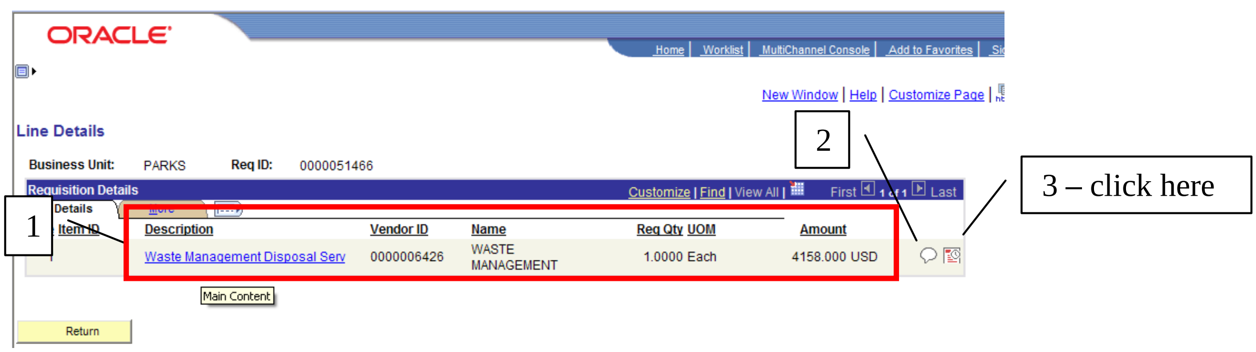
2. Review Requisition Information [Purchasing > Requisitions > Review Requisition Information > Requisitions]. Search using requisition ID.

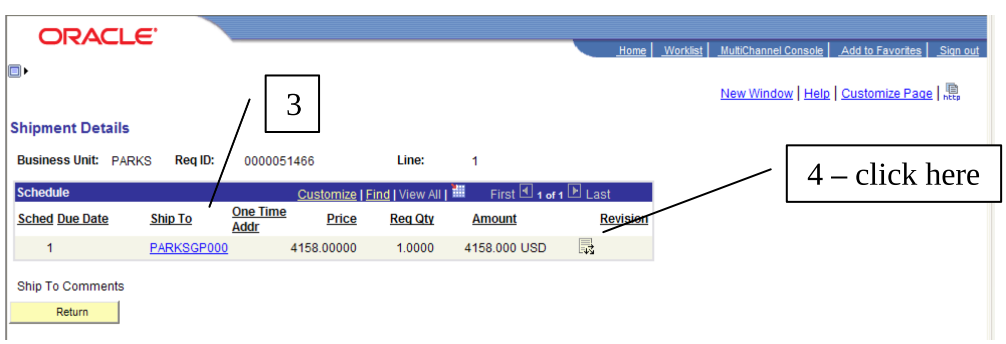


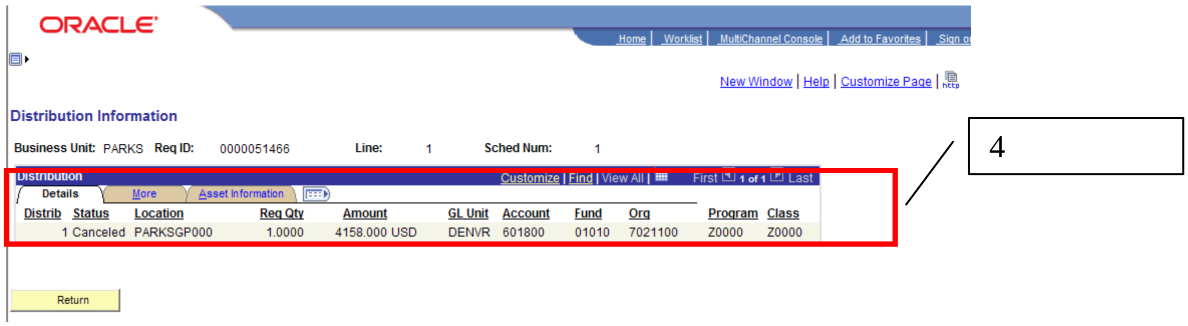
Use the Requisition Status tab to view the header comments of the requisition. The rest of the requisition information can be found following Step 4.



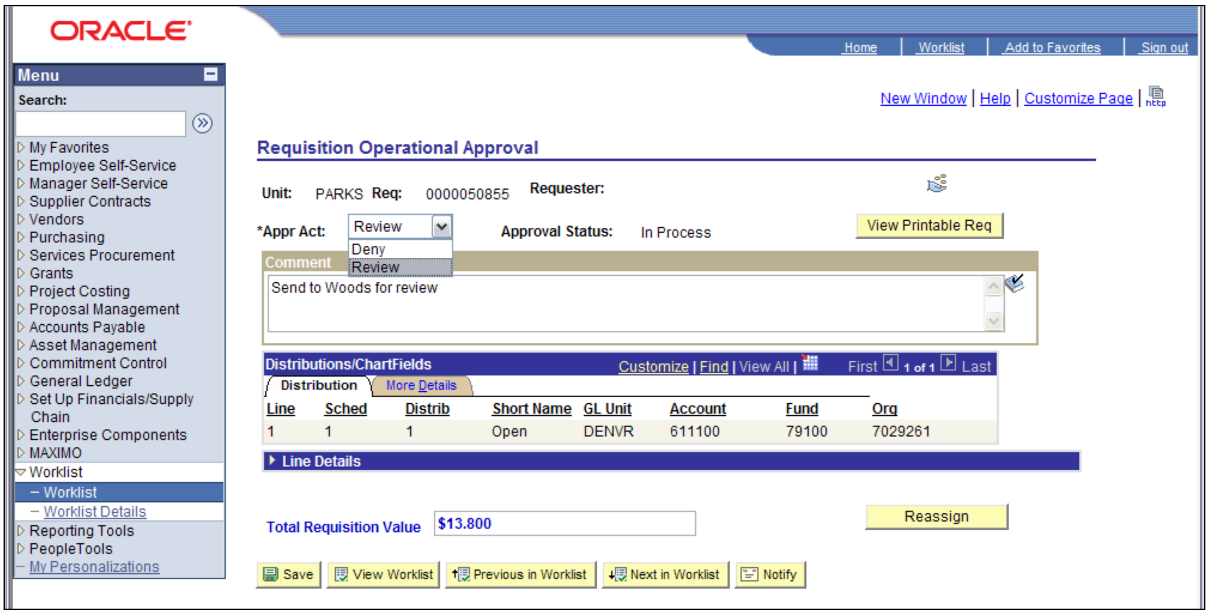
4. Click the requisition link (see the above illustration). Verify the accuracy of the following:
   1. Line Information (Description, Vendor, Quantity, Unit of Measure, Price)
   2. Line Comments
   3. Ship to Address
   4. Chartfield String







5. Return to worklist, open worklist item for verified requisition. Either review, approve, deny or reassign the requisition (for more details, see the section below).



Comments:

The comments in this section can be seen by all in the approval workflow. However, they *cannot* be seen by Purchasing. The content of these is agency-specific. Suggested below is a standard comment for this section. However, each agency may have differing requirements. New comments should go on the top of older comments (i.e. reverse-chronologically) so newest information is viewed first.

"NAME – comment - DATE"

Review/Approve, Deny, or Reassign? (dropdown selection)

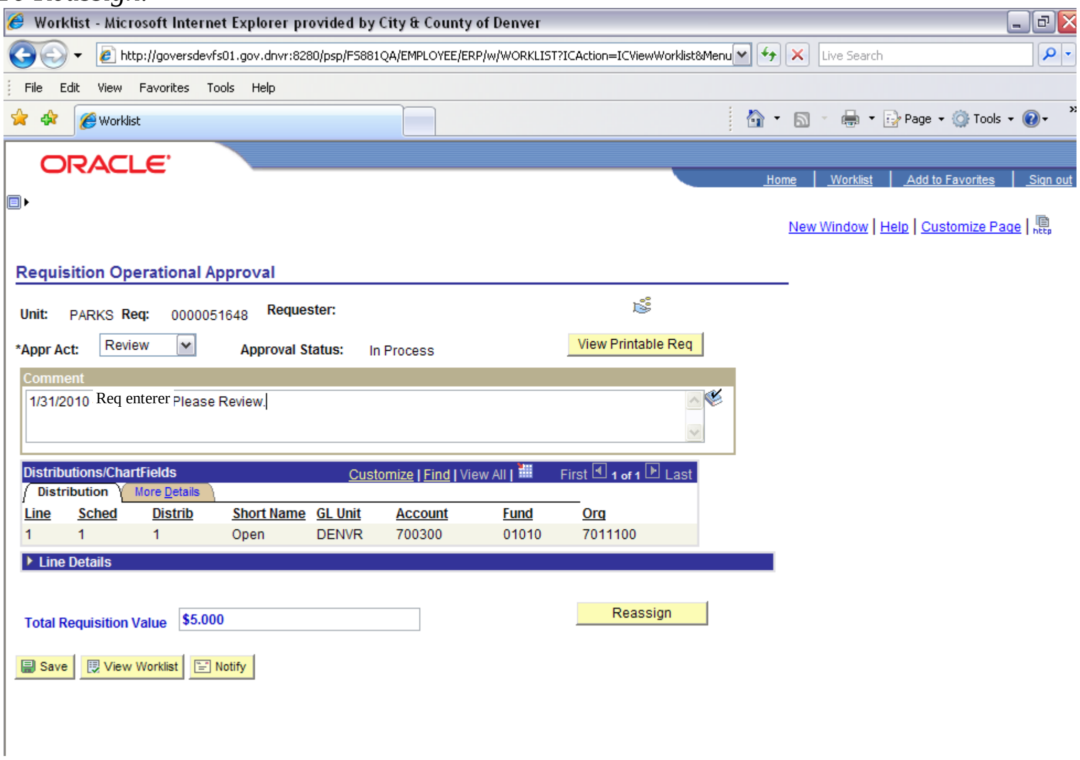
For Reviewers:

- ✓ If correct, select "review" from dropdown menu, add comment per Agency specifications. Then, "reassign" per Agency approval workflow.
- ✓ If changes are necessary before approval, or if the requisition is unacceptable and must be deleted, make a comment with instructions on necessary changes or deletions, then use the "deny" selection from the dropdown menu and click "save" to send the requisition back to the enterer.

For Approvers:

- ✓ If correct, select "Approve" from dropdown menu, then click save.
- ✓ If changes are necessary before approval, or if the requisition is unacceptable and must be deleted, make a comment with instructions on necessary changes or deletions, then use the "deny" selection from the dropdown menu and click "save" to send the requisition back to the enterer.

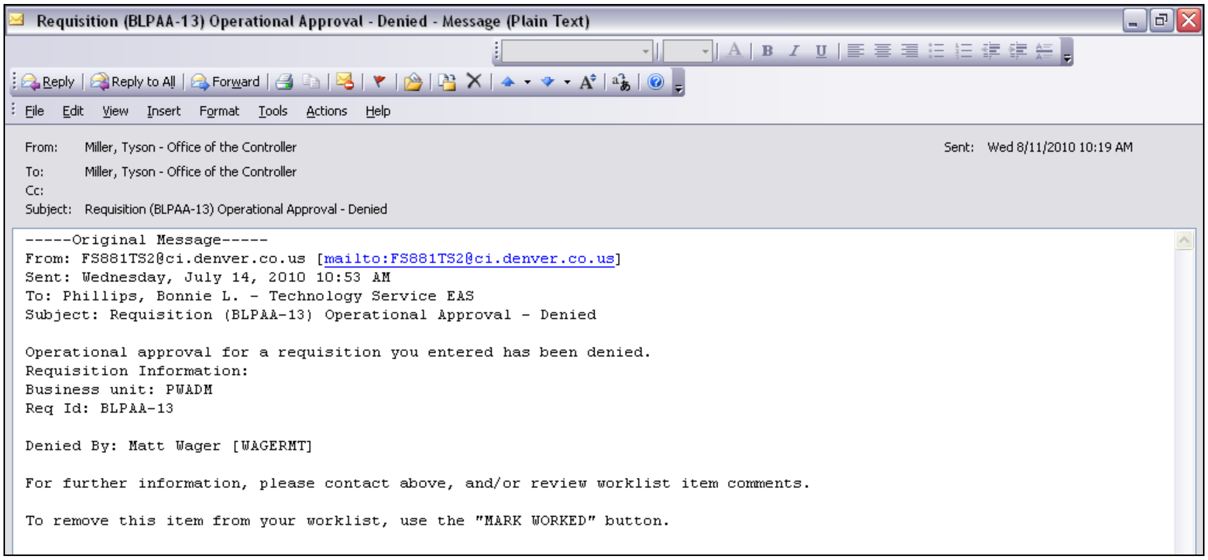
To Reassign:



Note: Comments in this "comment section" can only be viewed by workflow administrators. Do not use comments in this section, unless instructed to do so by the P2P team.

On Denying:

On denial, the following email will be sent to the Enterer:


Requisition (BLPAA-13) Operational Approval - Denied - Message (Plain Text)

Reply | Reply to All | Forward

File Edit View Insert Format Tools Actions Help

From: Miller, Tyson - Office of the Controller
Sent: Wed 8/11/2010 10:19 AM
To: Miller, Tyson - Office of the Controller
Cc:
Subject: Requisition (BLPAA-13) Operational Approval - Denied

-----Original Message-----
From: FS881TS2@ci.denver.co.us [mailto:FS881TS2@ci.denver.co.us]
Sent: Wednesday, July 14, 2010 10:53 AM
To: Phillips, Bonnie L. - Technology Service EAS
Subject: Requisition (BLPAA-13) Operational Approval - Denied

Operational approval for a requisition you entered has been denied.
Requisition Information:
Business unit: PWADM
Req Id: BLPAA-13

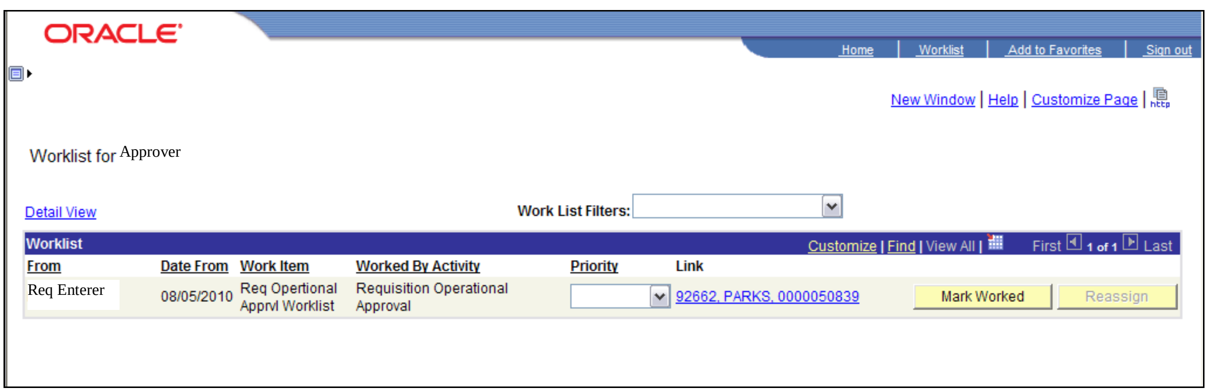
Denied By: Matt Wager [WAGERMT]

For further information, please contact above, and/or review worklist item comments.

To remove this item from your worklist, use the "MARK WORKED" button.

The enterer will then see notification of the denial in their worklist. They will be able to open the comment box to view comments, but no further action can be taken from that screen. The enterer can then go into “Add/Update Requistions” to either delete the requisition, or to make the necessary changes. When changes are made to the requisition after denial, the enterer must make sure the requisition status is still “pending.” At this point, the enterer can go back to their worklist, and reassign the updated requisition back through the approval workflow.

The “Mark Worked” Button



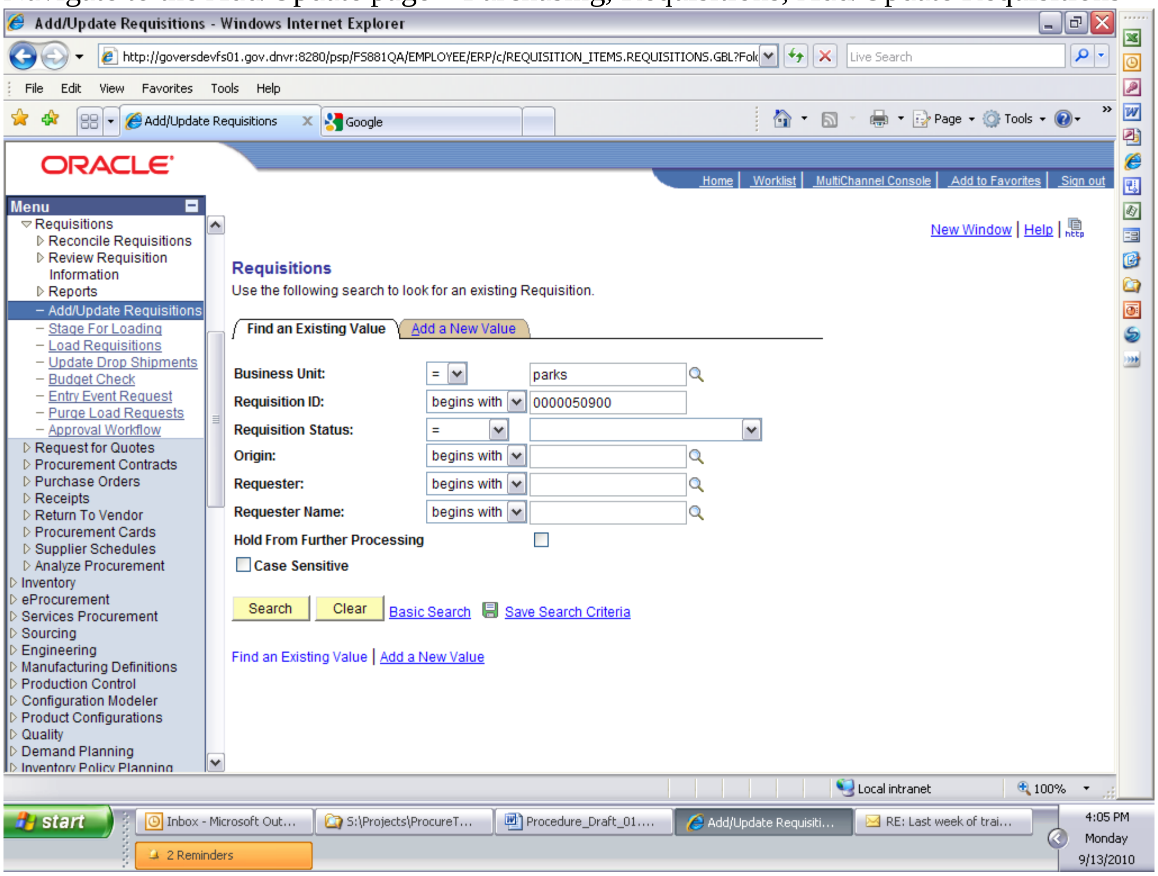
On the worklist, next to each worklist item, there is the “mark worked” button. Using the “mark worked” button causes the worklist item to be removed from the worklist. It does not go to anyone else, and so, is not retrievable by anyone in the approval workflow. The “mark worked” button should only be used when the associated transaction no longer needs to be processed through workflow (e.g. if a requisition was canceled or deleted, and the associated worklist item remained on your worklist).

Note: If you accidently “mark worked,” the requisition Enterer can go to the requisition and make a material change (e.g. changing the price, saving the requisition, then changing the price back to the original price, and saving the requisition again). This will put the requisition back into the Enterers worklist.

Chapter 6 Budget Checking a Requisition

Budget Checking runs automatically every half an hour and agencies don’t have to touch the requisition again to move the requisition to the Purchasing Division, but Agencies may have need to budget check a requisition manually when they have an Emergency Purchase, or want to rush a purchase. A Requisition Enterer can open the requisition and budget check it from the Maintain Requisitions page

Navigate to the Add/Update page – Purchasing, Requisitions, Add/Update Requisitions



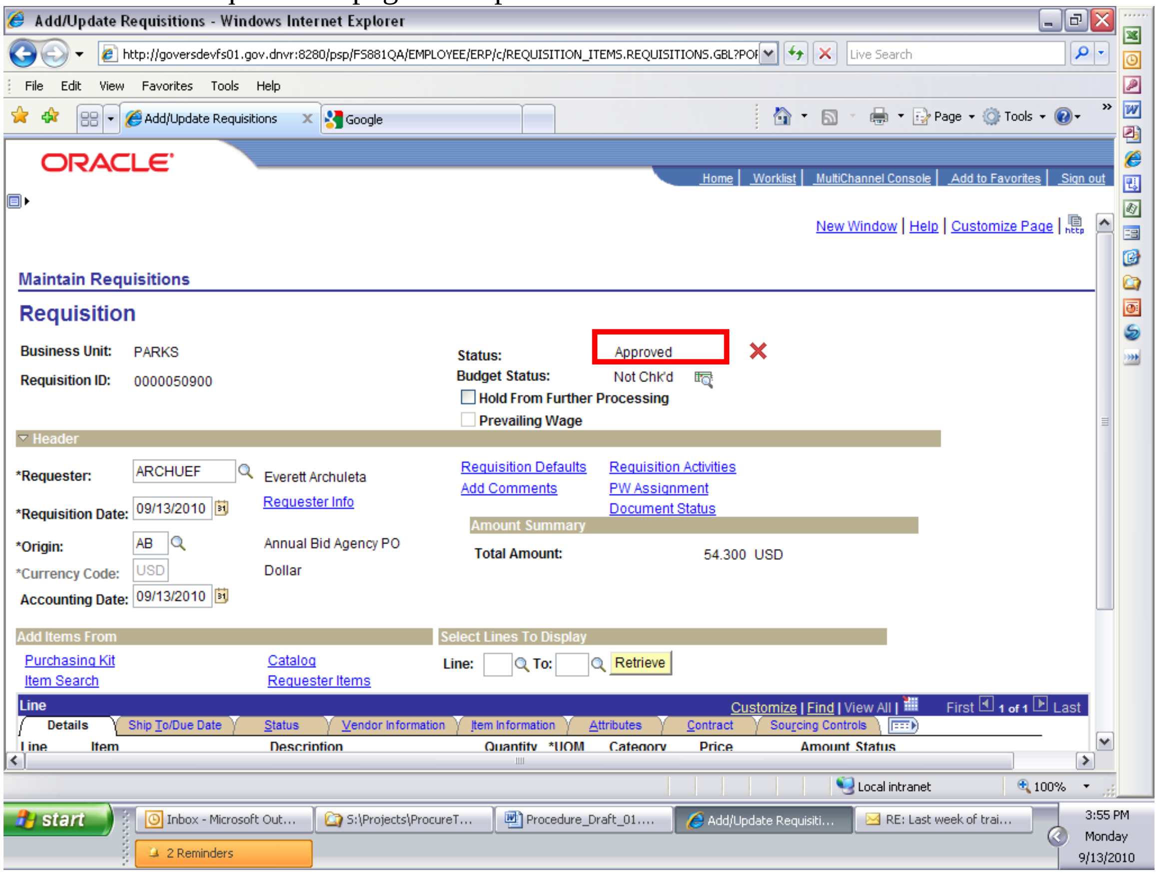
Make sure you are on the “Find an Existing Value” tab

Enter the Business Unit (the Business Unit is not case sensitive) and the ten (10) digit Requisition ID including the leading zeros

Click the Search button

Click on the link for the desired requisition

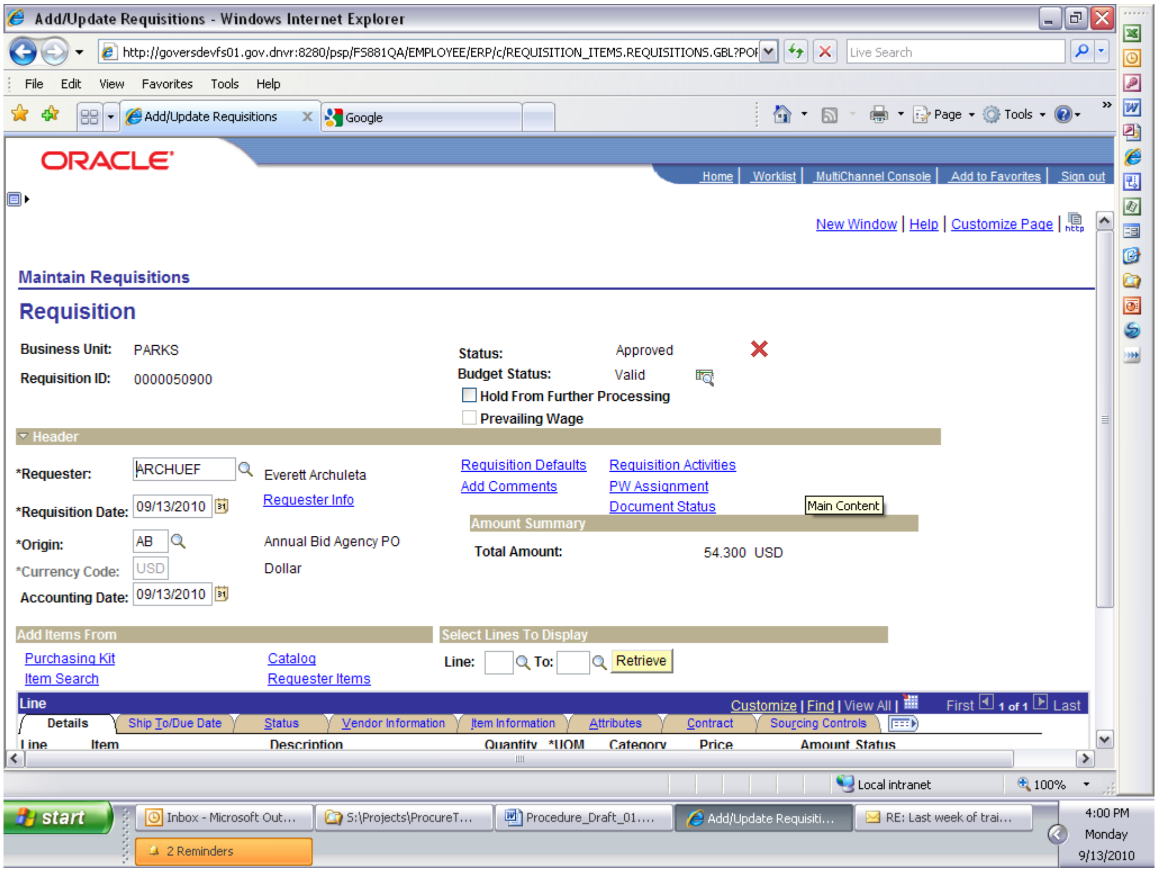
The Maintain Requisitions page will open as shown below



Verify that the Status of the requisition is “Approved” and the Budget Status is “Not Chk’d”

Click on the Budget Check icon 

If the requisition passes budget check, the Budget Chk'd status will change to "Valid" as shown in the below screenshot



Click the Save button and exit the requisition

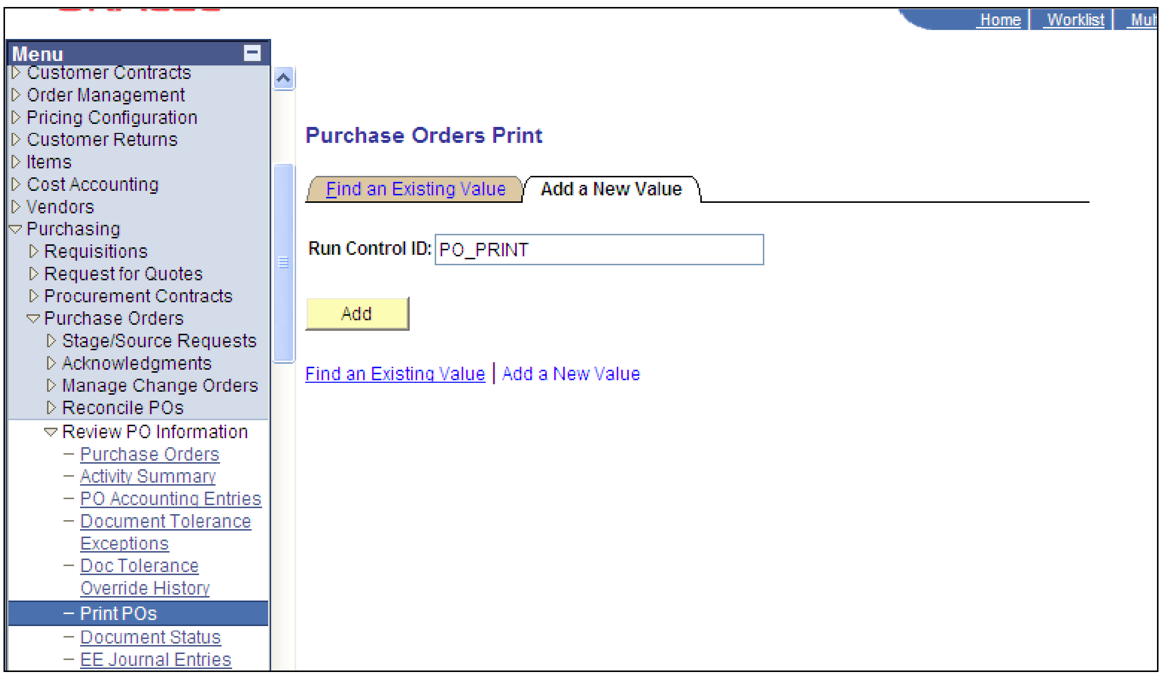
Chapter 7 Instructions for PO Print

Agencies will be responsible for printing the PO and sending it to the vendor when **ALL** items on the Requisition are in the Item Master. A Requisition meets these criteria when all the lines contain an item selected from the Item Master (see below). For more information regarding annual bid purchases, please see the Procurement Procedure Manual posted on DOT.

Setting up a New Run Control

Navigation: Purchasing, Purchase Orders, Review PO Information, Print POs, Add a New Value tab

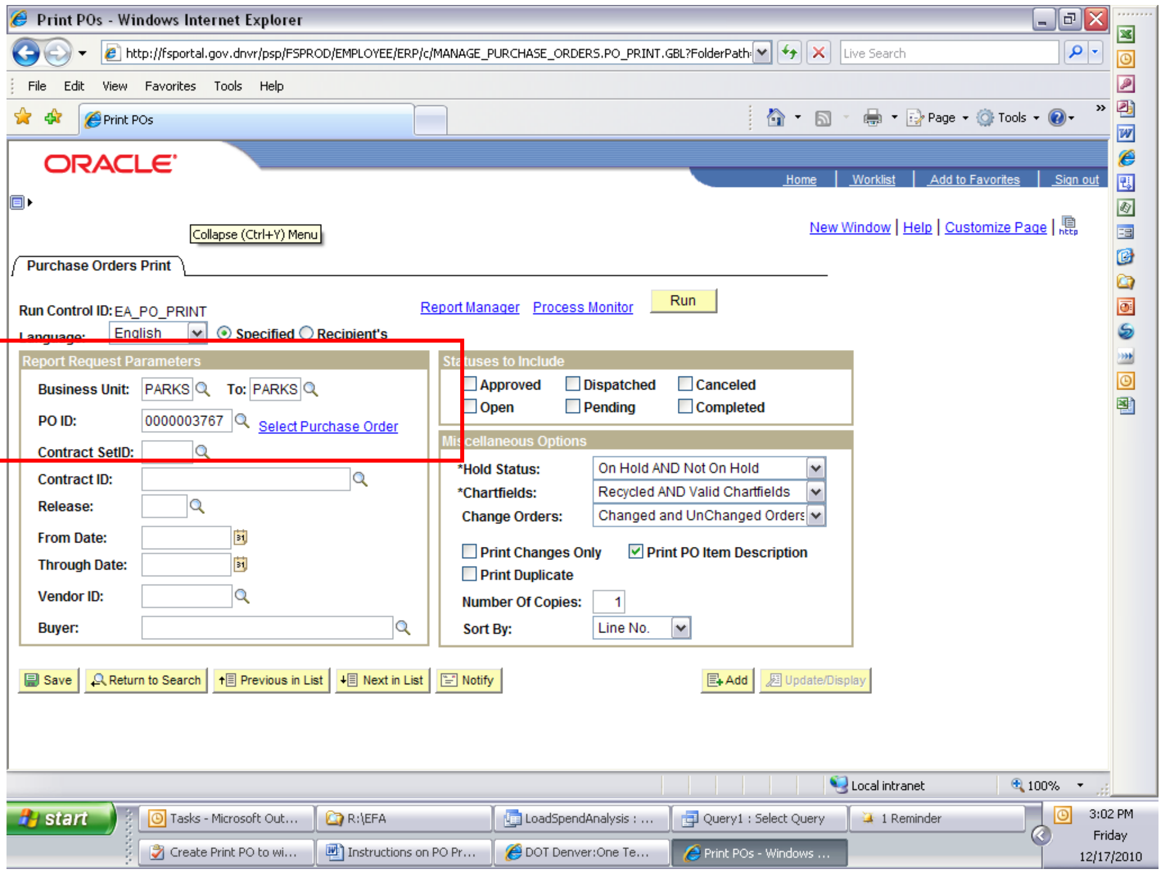
The first time you run the process you will have to establish a run control. This step is done only once. If run control is already done go to Step 4.



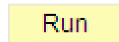
Type in PO_PRINT in the Run Control ID field and click on the Add button.

Selecting a Purchase Order to Print

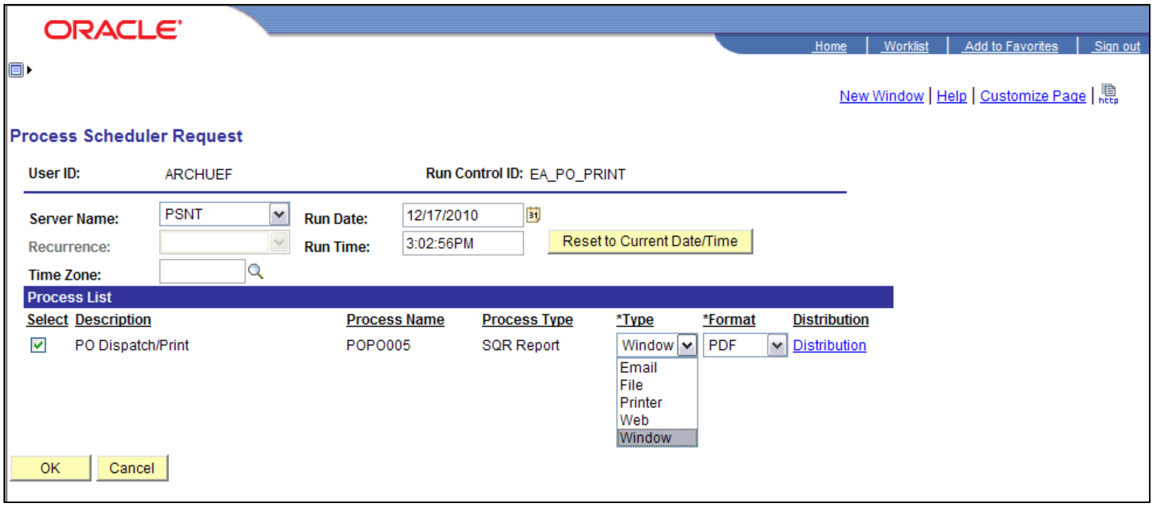
Enter the Business Unit and again in the " to" field (2 Times) and PO ID. Everything else on the page can default as is. Click the save button. You are now ready to run the process.



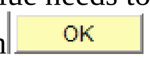
Running the PO Print Process

From the same page, click on the Run button 

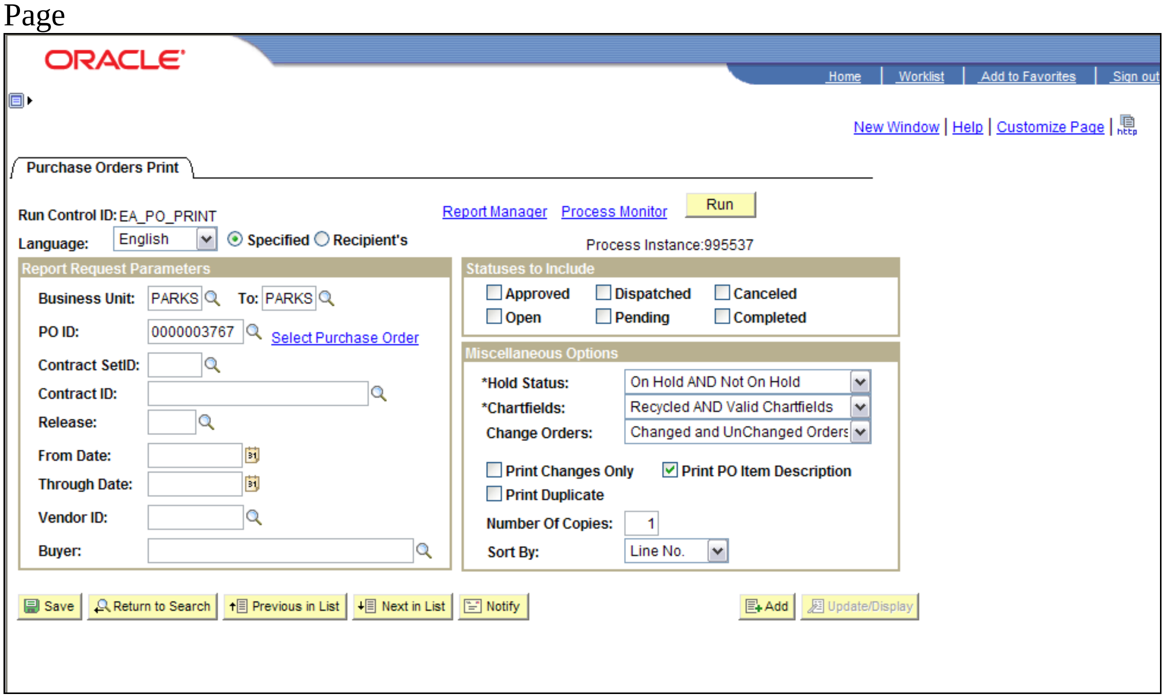
. The following page will appear:



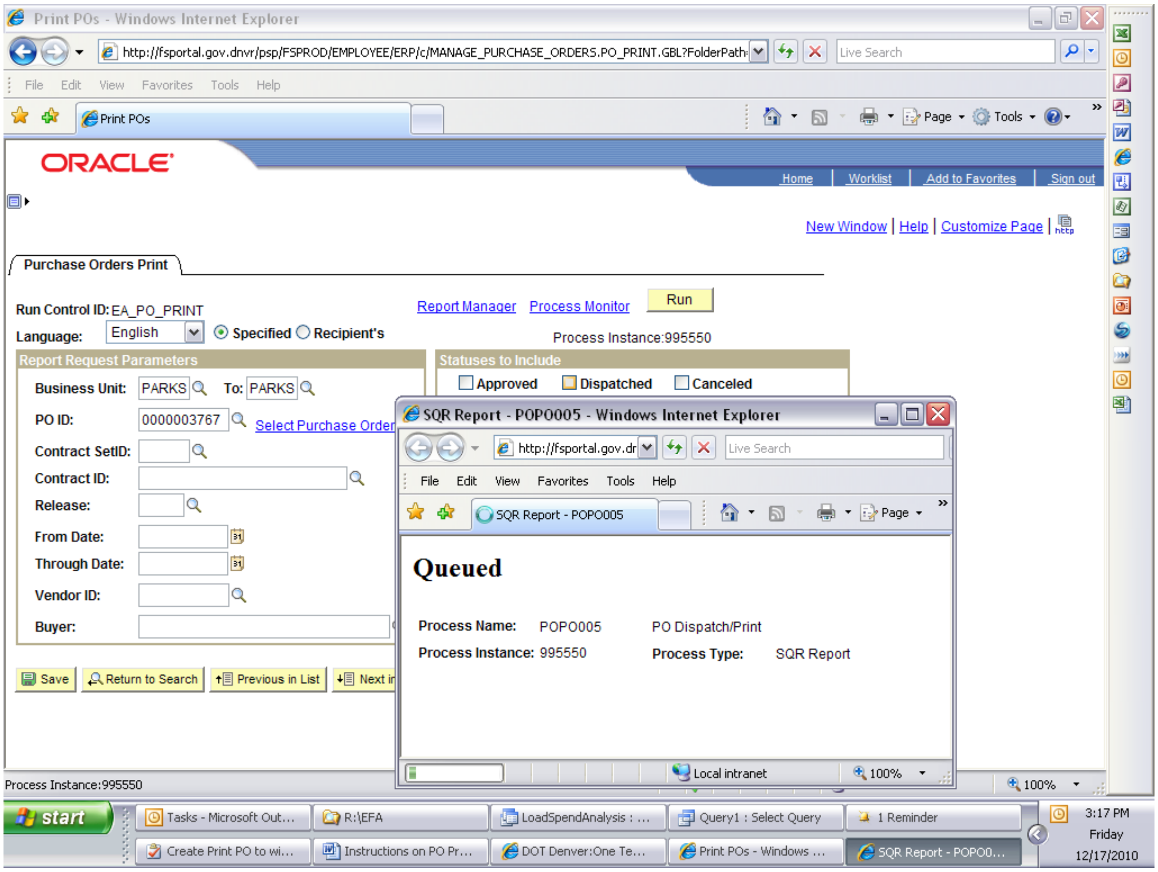
Ensure the Type says Window and the Format says PDF. Click the Dropdown next to either field if the value needs to be changed

Click the OK button 

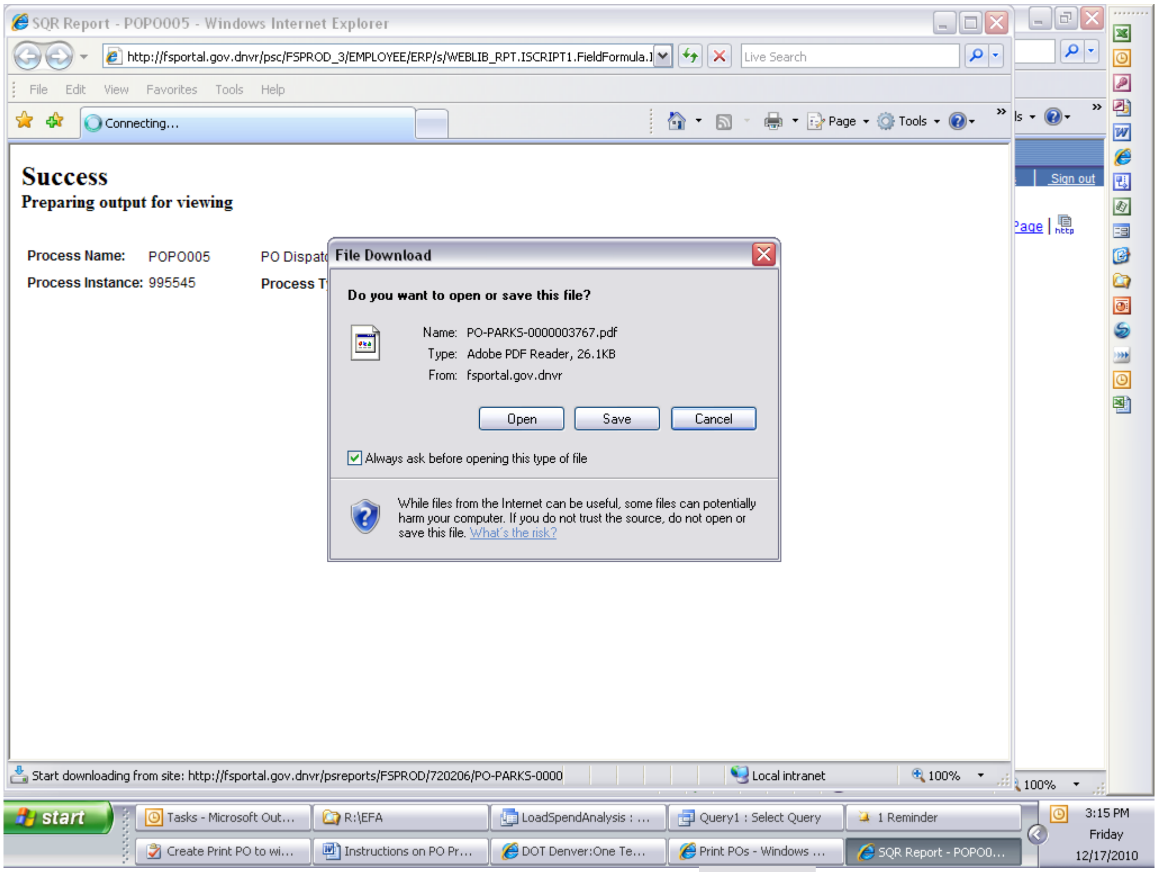
and you will be returned to the Purchase Order Print Page

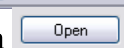


The SQR Report window will appear over the Purchase Order Print window and it will go to Queued, Processing, and finally Success.

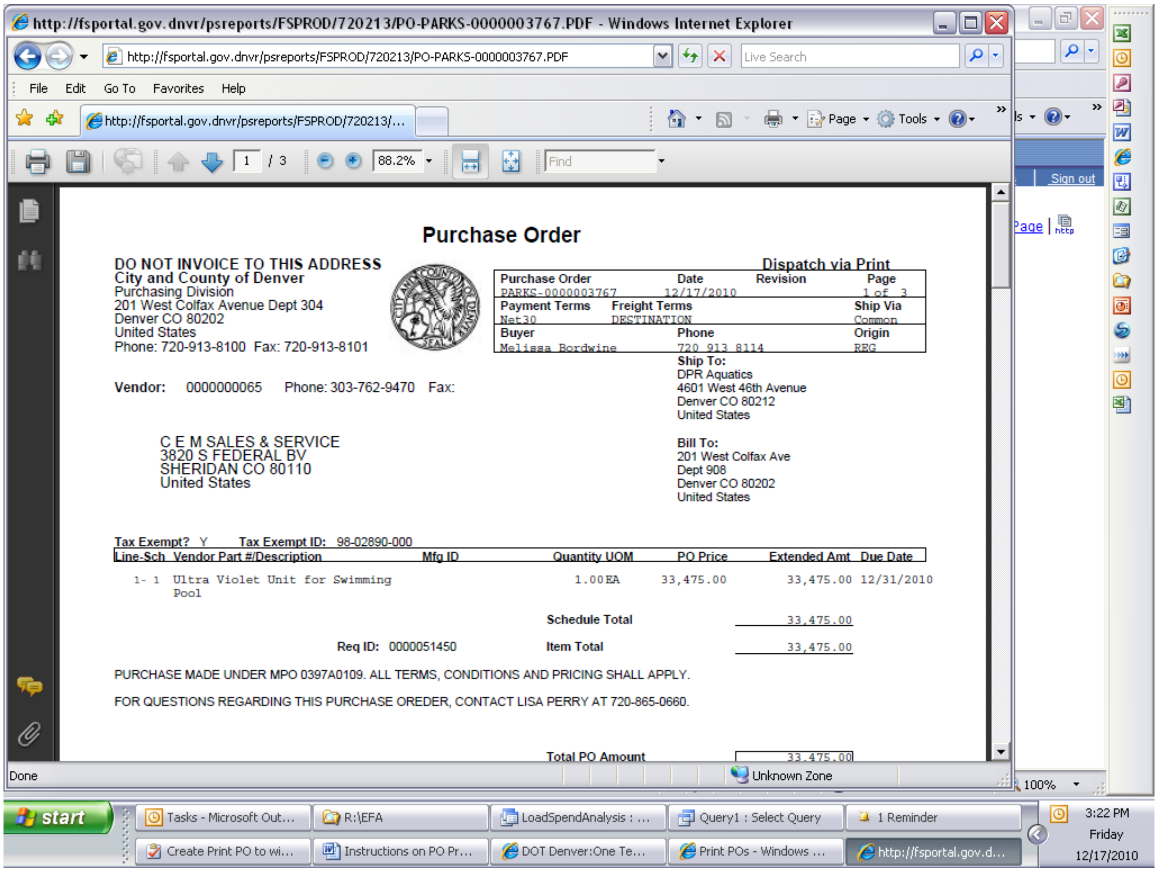


Then the File Download box will appear over the SQR Report window

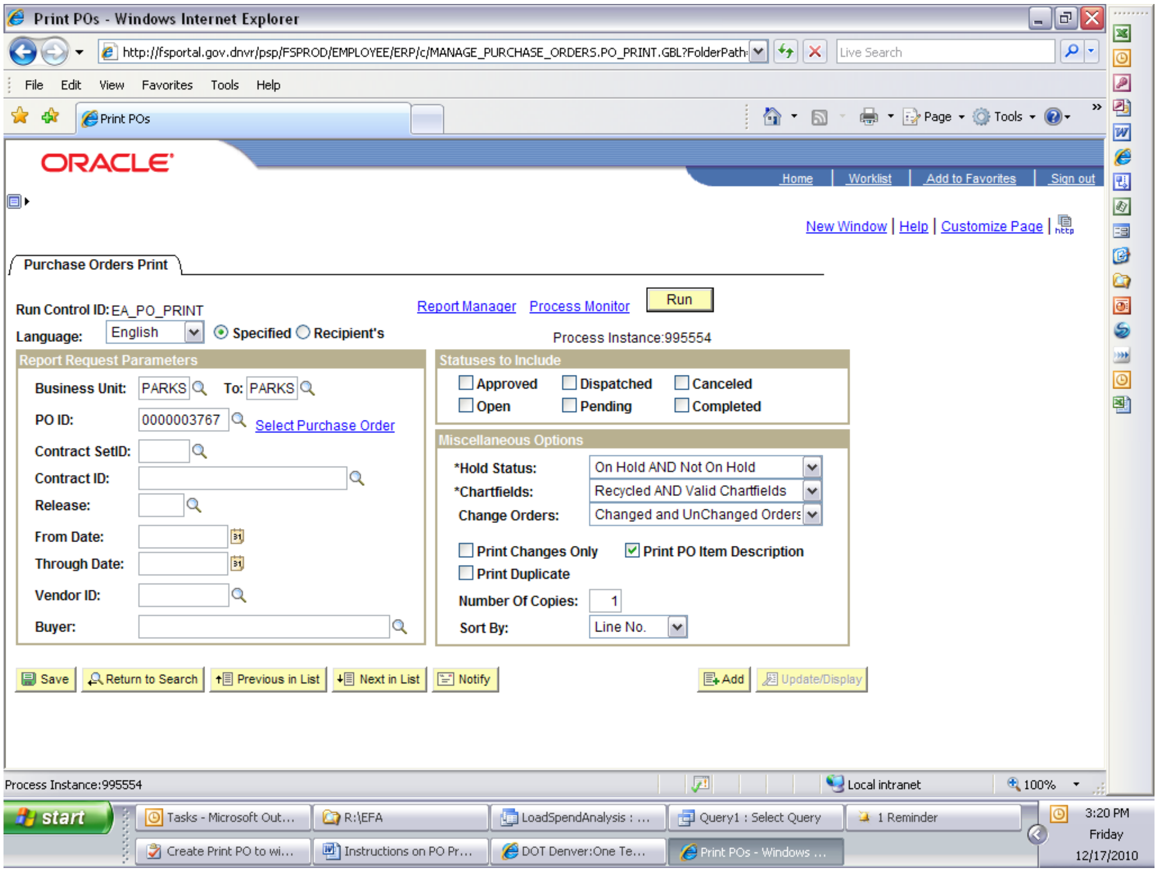


On the File Download window, click the Open button 

Your PO will appear in a new window, from the new window, print the PO and close the window



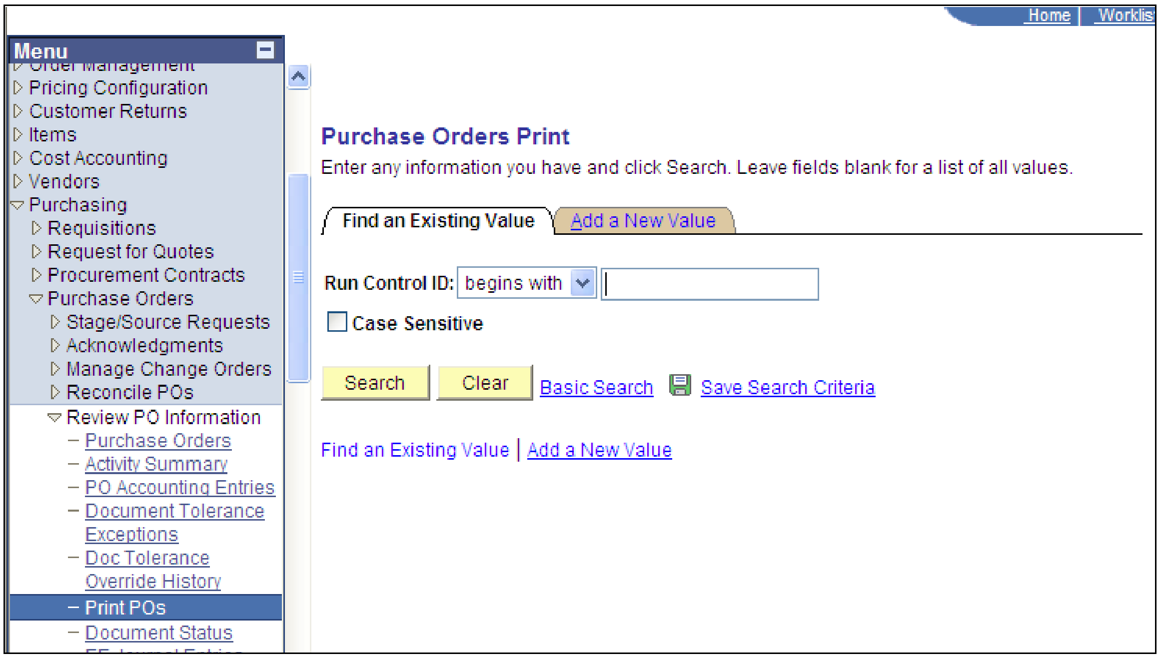
You will be returned to the Purchase Order Print window

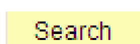


Step 4: Printing a PO using an Existing Run Control

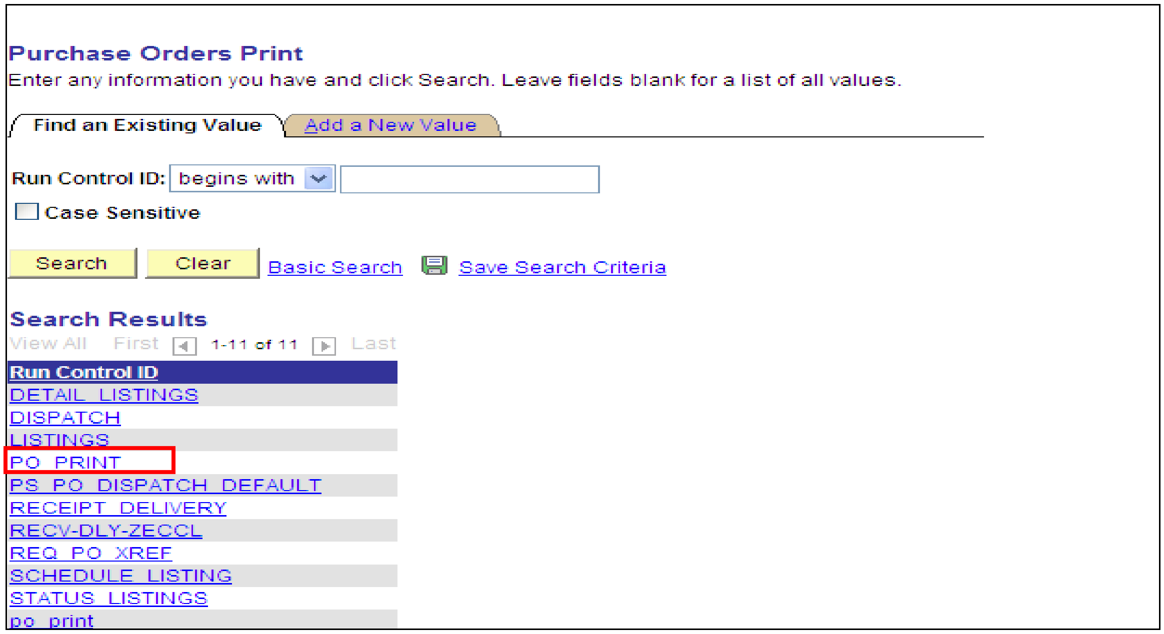
You should only have to setup your run control once. After it is setup, you can continue to use it. To use an existing run control you would navigate the following:

Navigation: Purchasing, Purchase Orders, Review PO Information, Purchase Orders, Print POs, Find an Existing Value.



Click the Search Button 

. A list of all of your run controls will appear:



Select the PO_PRINT run control you created previously. If you only have this one run control the system will bring you automatically to the Purchase Order Print Page (go to step 2 of these instructions) If you have more than one run control, a list of all of your run controls will appear as shown.

If you are using "My Favorites" in PeopleSoft you can add this to your favorites and save navigating through the above steps. To add click on the Add to Favorites tab. Blue tab upper right hand corner of page.

Chapter 8 Receiving in PeopleSoft

Receiving in PeopleSoft records details about the shipments received or services performed for a Purchase Order (PO). One (full) receipt or many (partial) receipts may be issued against a PO once it has been dispatched. Each receipt should accurately reflect the goods received in a *single* shipment or the services performed on a *single* job. Receipts are used to verify the goods have been received or the services performed before payment can be issued. No payment will be posted until a receipt is entered into PeopleSoft, therefore, not performing the receiving process may result in late payment fees.

Receipts are entered against a PO, meaning that the PO settings affect how receiving is done. The main characteristic affected in this is whether the PO is set up to receive by amount or quantity. Receiving by quantity is usually used for services or a blanket purchase order, where multiple invoices are generated for various dollar amounts over their life. If a PO is not set up to receive by amount where it should be, contact the buyer on the PO.

Selecting the Purchase Order to receive against

1. Navigation – Purchasing, Receipts, Add/Update Receipts
    a. Enter the PO number to receive in “PO ID”. (Verify “PO Unit” is correct)
        i. Note: when receiving against a CE, it is not possible to search by CE number. Rather, use the “Vendor Lookup” function to find the lines pertaining to the desired CE.
    b. Click “Search” (*not* “OK”)
    c. All of the open lines linked to that PO will appear (lines that have already been received against will not). Select the lines to receive against by checking the box next to them. To view more information about the PO lines click on the “Shipping Related” or “More Details” tabs.
        i. *Note:* only select the lines for the services or goods that need to be received. It is not possible to enter a receipt for a quantity of zero for a line in the following page.
    d. Click “OK” to bring the selected lines to the next page
2. Header Details
    a. Change “Receipt Date” to the date that the goods were received or the services completed
    b. Enter packing slip (“Pack Slip”) for goods received number or “Invoice” number for services received
        i. *Note: receipts should not be combined. There should be one receipt for each packing slip, or invoice.*
    c. Click “OK”

Entering Receipt Information

1. Change receipt quantity or amount to reflect goods or services received. The quantity or amount automatically defaults from the PO. If a partial quantity or amount has already been received, the remaining quantity or amount will automatically default. This should be changed to reflect the actual quantity or amount received.
    a. If received and accepted quantities exceed the quantity open for that schedule, the user will receive a warning message that can be overridden by the user. Items or services should not be added to the receipt if they do not already exist on the PO. Adding additional items or services on the receipt will result in a match exception. If the items are valid, a change order request should be generated.
    b. .To delete a line from the receipt (because there is nothing to receive for that line), click the red ‘X’ on the far right of the line to be deleted.

Damaged or Incorrect Goods and Refused Shipments

1. The quantity received in 3A should always reflect the sum total of the shipment, including damaged goods. To note damaged goods, use the "More Details" tab. Changing information on here will change the Accepted Quantity ("Accept Qty") on the first page to reflect the returned items.
    a. *Note:* Before receiving incorrect shipments in PeopleSoft, contact the vendor to obtain an RMA number (Return Material Authorization Number). If available, the RMA number helps the receiver and vendor associate the rejected goods to the original PO.
    c. Change reject quantity ("Reject Qty") to reflect the items that are being returned
    d. Select "Reject Action"
        i. 'C' - Return for Credit (see [Fiscal Accountability Rule 7.8](http://dnndot.gov.dnvr/portals/27/documents/Rule_7_8_Vendor_Credits.pdf) or go to http://dnndot.gov.dnvr/portals/27/documents/Rule_7_8_Vendor_Credits.pdf)
        i. 'R' – Return for Replacement
        ii. 'N' – Return with No Action
    e. Select "Reject Reason"
    f. Enter the RMA number obtained from vendor
2. Save receipt. Note receipt number.
3. If the invoice for this order is in the Agency's possession, note the receipt number on the invoice prior to sending invoice to Accounts Payable.

To review distribution information on a receipt:
Use the "Links and Status" tab. This will show the match status of the receipt, as well as providing access to the distribution line information.

To indicate a shipment is a replacement:
Use the "Optional Input" tab to select the type of replacement shipment being received.

To access PO comments from the receiving page:
Use the "Source Information" tab to access comments or notes entered on the PO regarding the shipment. (Note: attachments cannot be viewed on the receipt)

Determining Which Services to Receive:

Because services do not have packing slips, it is necessary to wait until the invoice is available. Because invoices are being sent directly to Accounts Payable (AP), the receiver must access a report to find out which invoices have been input by AP. The Receiver then uses these invoices to receive the services in PeopleSoft. If an Agency is getting invoices for services, this step does not apply. Accounts Payable will be also reviewing the R500 exceptions. They will contact the agency if a Good R500 is over 3 days and if a Service R500 is over 5 days old.

When the invoice is entered into PeopleSoft, it will generate a match exception, because there is no receipt in the system to match it. These match exceptions are compiled into the "Invoices to Receive" report. It will generate to P:\reports\Receiving Reports and will be called AGENCY (e.g. COURT) _RECEIVE_Current Date.nvs.

The "Invoices to Receive" report indicates if the receipt that needs to be entered is for a Good or Service. It also contains Vendor, Voucher and PO Information. (see below)

Invoices to Receive

Run Date: Aug 06, 2010 at 11:51 AM

Report Business Unit: PARKS

Type	General Information			Voucher Data					Purchase Order Date				
Purchase Type	Requestor ID	Vendor Name	Ship to Location	Voucher	Voucher Quantity	Voucher $ Price	Voucher $ Amount	Invoice Entered Date	PO Bus Unit	PO ID	PO Line	PO Description	PO Quantity
Services	BLEWGA	GABOW, MEREDIT	GOLFS06000	00199791	1	$1,000.00	$1,000.00	2010-08-06	PARKS	0000003020	1	air quality	1
Services	BLEWGA	DELL MARKETING	GOLFS06000	00199789	1	$23.00	$23.00	2010-08-05	PARKS	0000003024	1	door install	1
Services	BLEWGA	NORTHGLENN WIN	GOLFS06000	00199790	1	$200.00	$200.00	2010-08-06	PARKS	CE12345	1	elect eng	1
Services	BLEWGA	DELL MARKETING	GOLFS06000	00199792	1	$10,000.00	$10,000.00	2010-08-06	PARKS	CE56478	1	elect eng	1
Services		CARNATION BUILD	PARKS00000	00199786	1	$129.28	$129.28	2010-08-04	PARKS	CE73051C	5	CUSTODIAL/JANITORIAL S	1
5							$11,352.28						

*Instructions:

Receiving Goods: Goods should be received based on packing slip information. Enter the packing slip number on the Receipt page in PeopleSoft.

Receiving Services: Agencies should receive services based on Invoice Amount. The hard copy invoice can be viewed in PS by clicking on the Invoice Link on the Voucher Information page.
The Agency needs to validate the service was performed prior to entering Receipt. The Invoice # should be entered on the Receipt in PeopleSoft.

For questions regarding receiving, please call 720-913-xxxx

File Name:\\GOVERSDEVFS01\FS881\NVS_TEST_OUTPUT\FS881Q.

Calc Receiving

The match exception contact person in the agency shall review the report and notify the receivers they need to create reports in PeopleSoft. The Receiver shall review the report to determine what invoice/voucher needs to be received. Receivers shall use the Voucher Inquiry page to view the .pdf copy of the invoice that needs to be received. If the charges on the invoice are valid, they enter a new receipt for the invoice, making sure to note the invoice number in the receipt's "Header Details."

Automatic matching processes run each evening, which will clear the existing match exception, paying the voucher.

Finding an Invoice using Voucher Inquiry

Search for the voucher using the voucher ID from the "Invoices to Receive" report (verify the "From Date" and "To Date" in the search fields). Go to the "More Details" tab to pull the .pdf copy of the invoice.

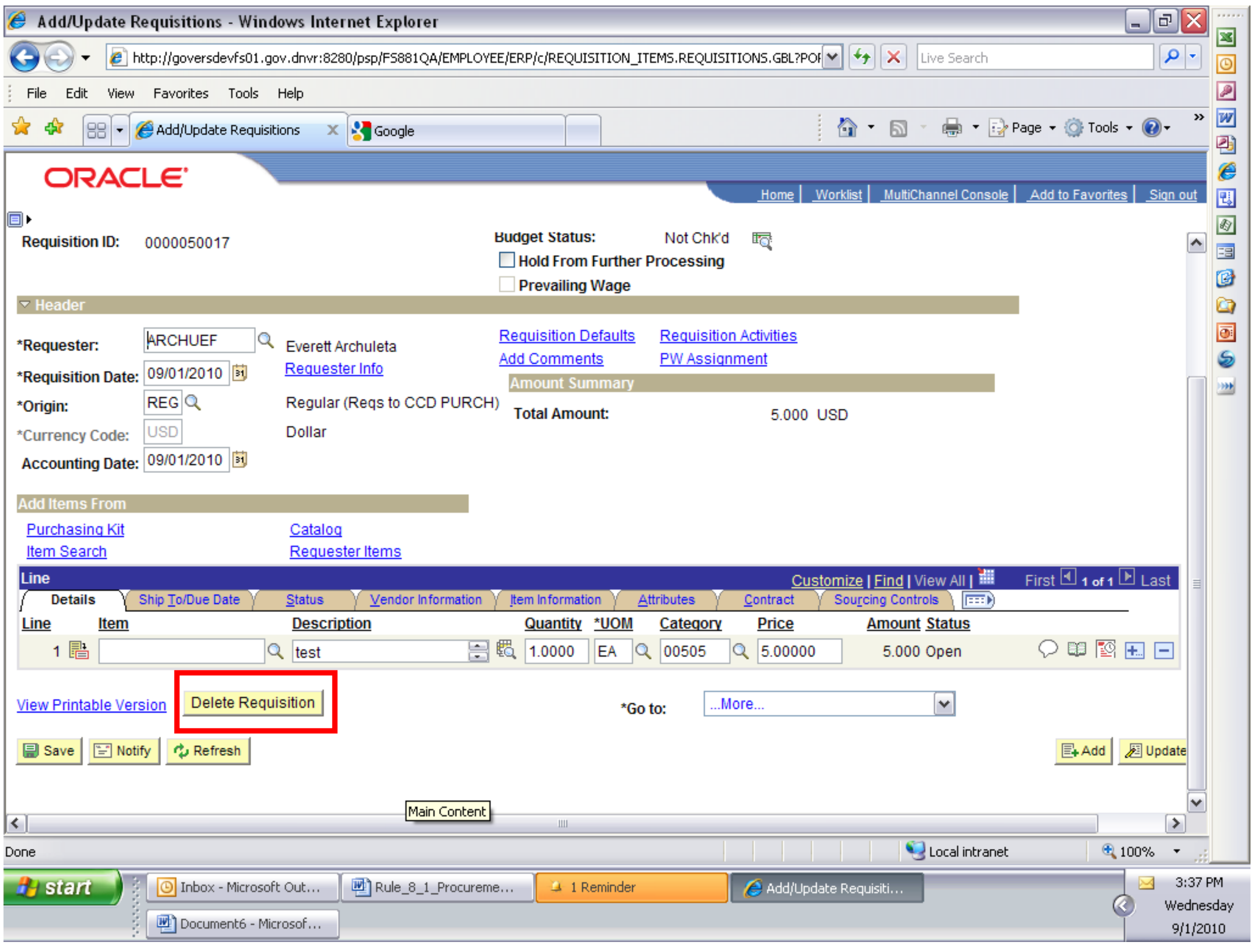
Cancelling a Receipt

Cancelling a Receipt or Receipt line cannot be reversed. In addition, a Receipt or Receipt Line cannot be cancelled if it is matched against a voucher. To cancel the entire receipt, click on the red ‘X’ icon at the header (in the top right corner of the receipt). To cancel a single line, click on the red ‘X’ icon to the far right of the individual line. A warning screen will appear to confirm that you want to delete the receipt or line.

Chapter 9 Miscellaneous Requisition to PO Tasks

Deleting a Requisition

Requisitions may be deleted if they have not been budget checked. Once a requisition has been deleted there is no record of it in PeopleSoft.

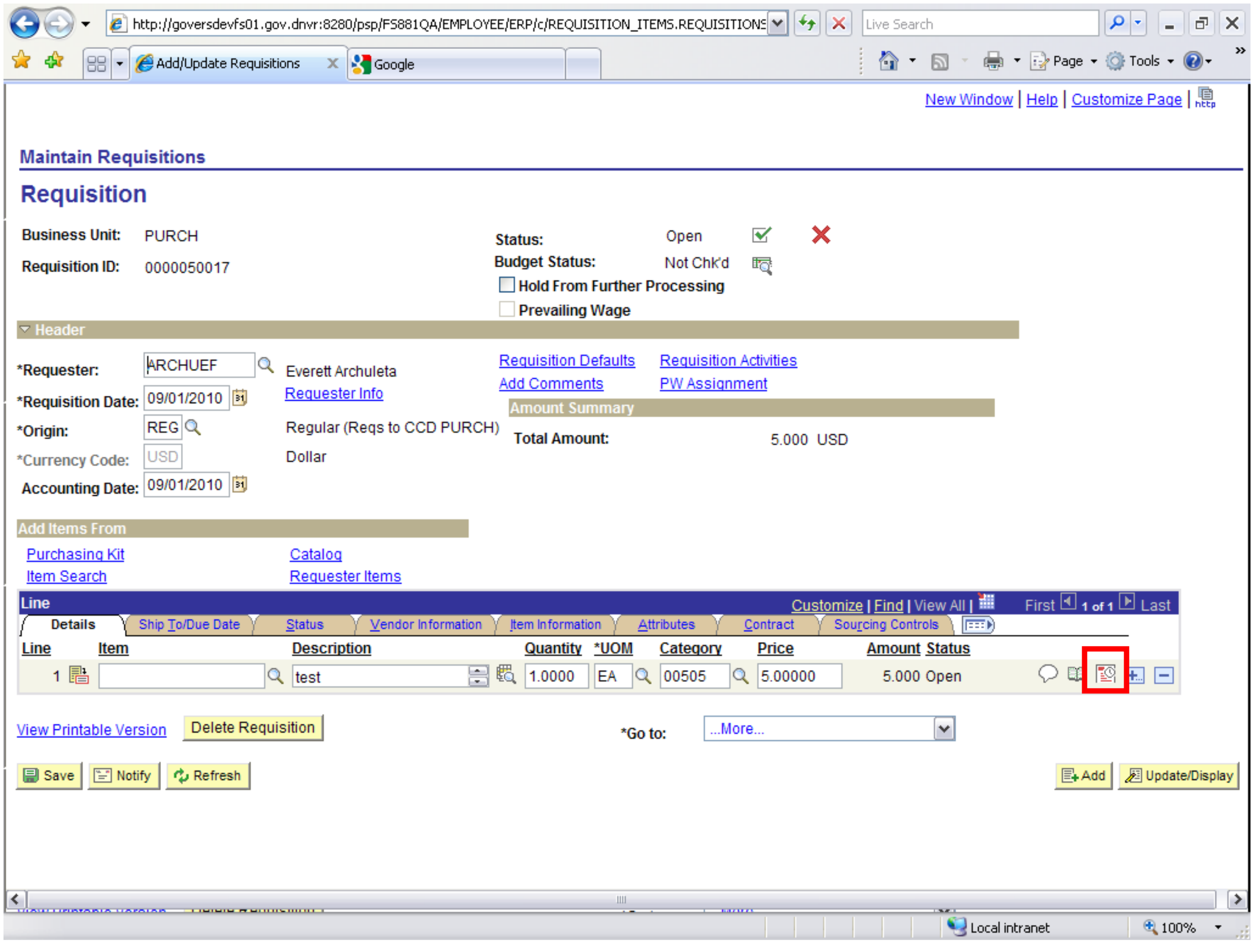


Click the Delete button to delete a requisition

If a requisition has been budget checked and the agency will not be using the requisition, contact Purchasing to have it cancelled. If the requisition is cancelled a record will remain in PeopleSoft

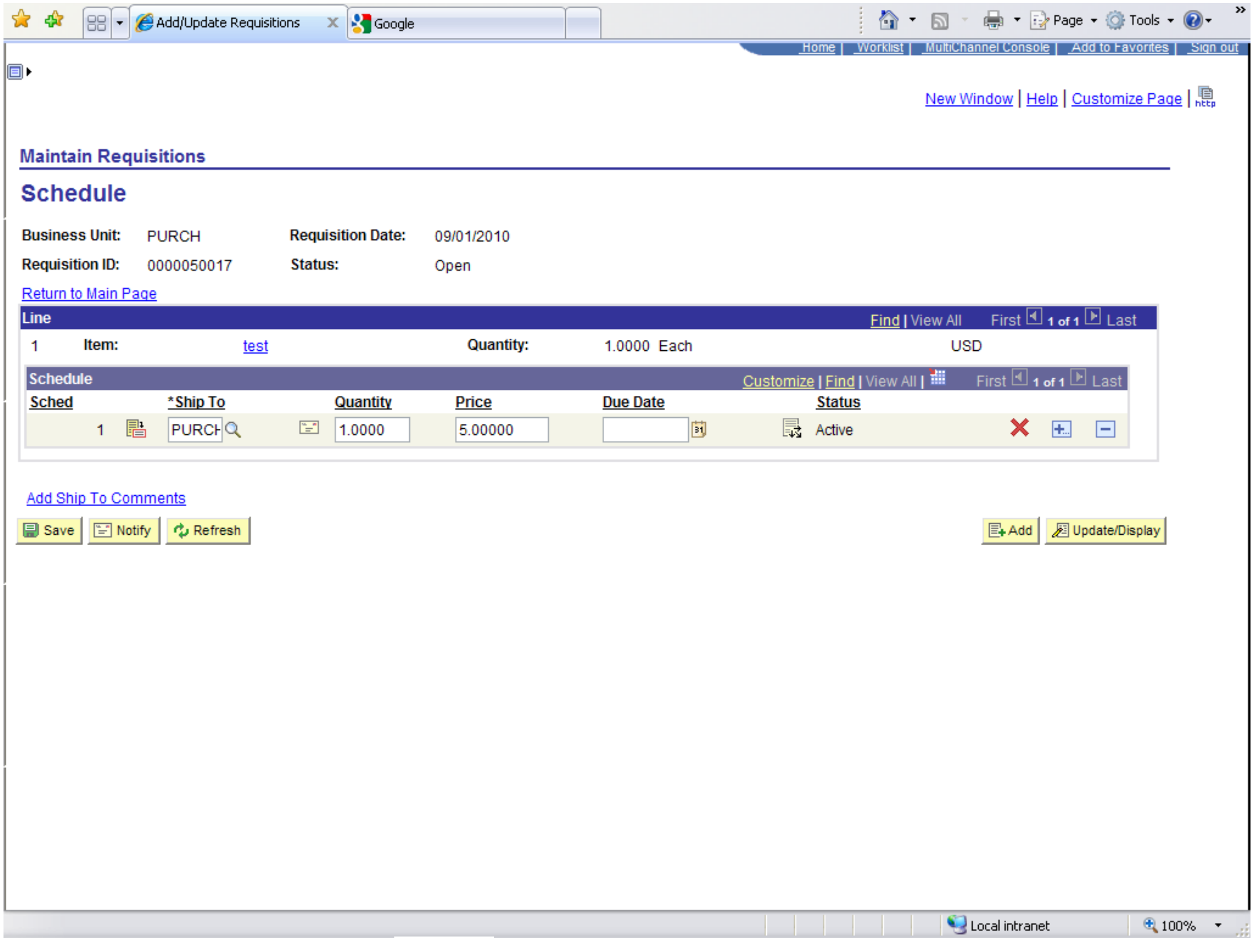
Updating Chartfield information

The Account, Fund, Org, Program, and Sub-class fields were entered at the defaults, but if not all of the lines are use the same chartfield string, they may be changed at the Distribution of the lines



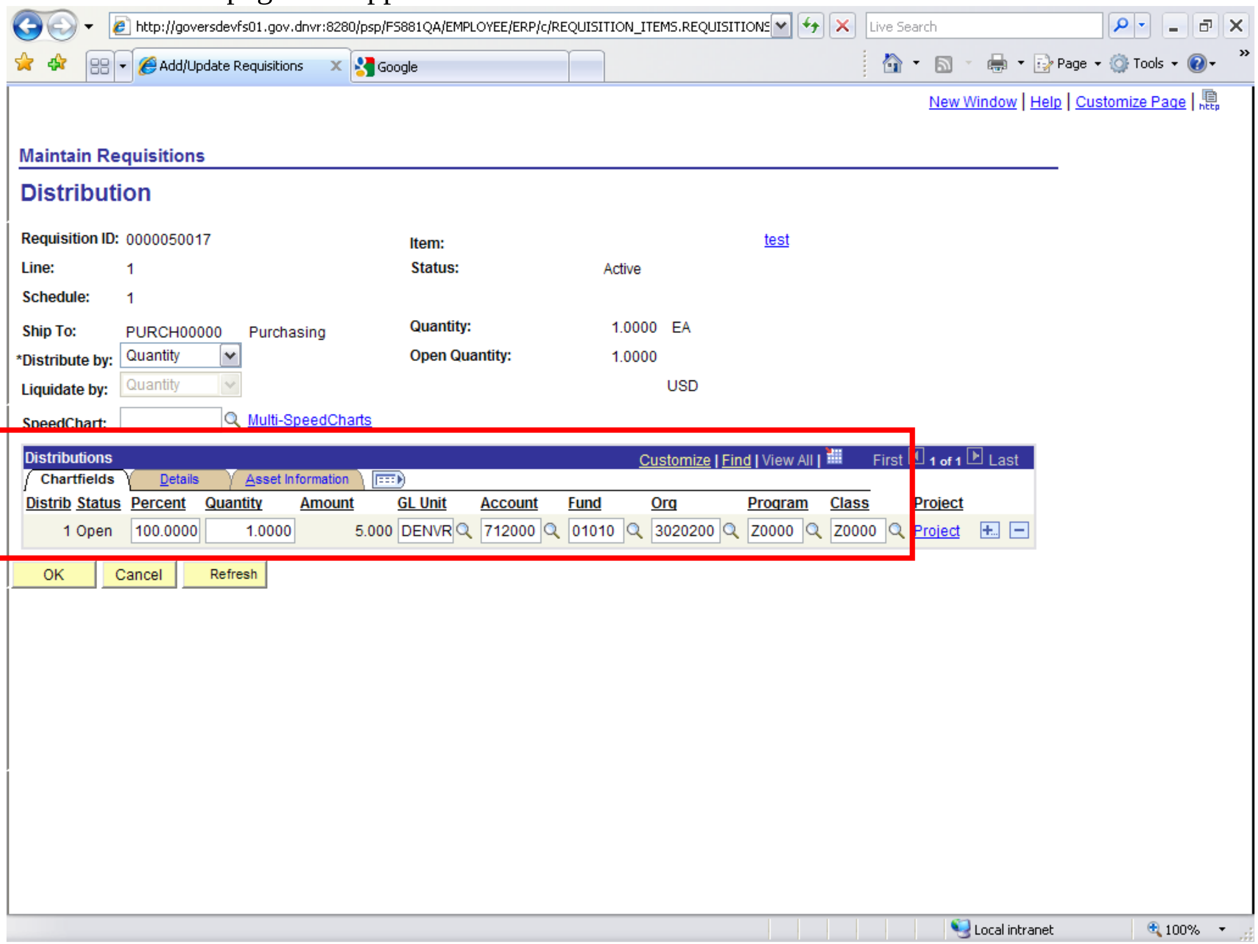
Click on the Schedule Icon 

The Schedule page will appear as shown below



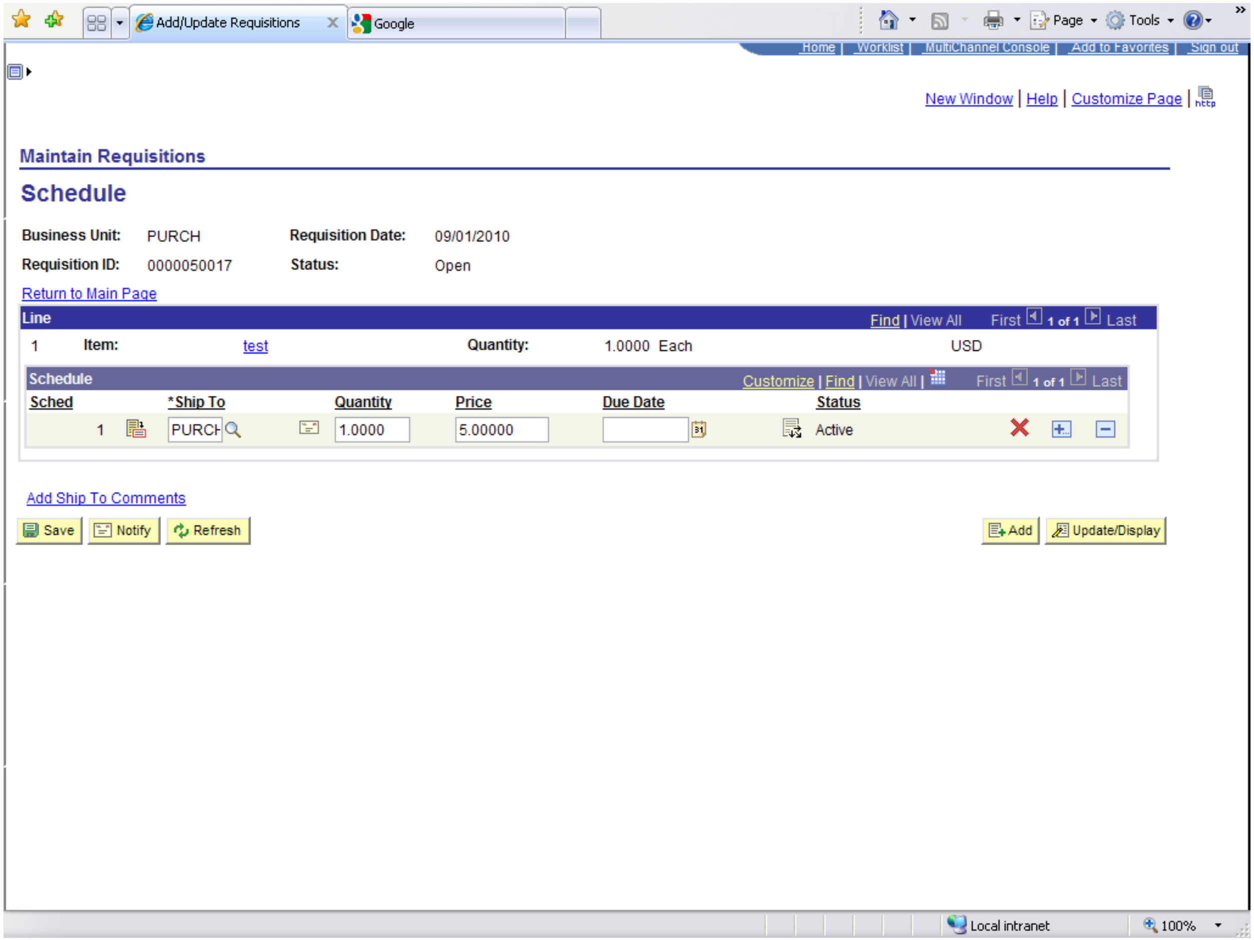
Click on the Distribution Icon 

The Distribution page will appear as shown below



Enter the desired values in the appropriate fields

Click the OK Button to return the Schedule page



Click the Return to Main Page hyperlink

Click the Save Button

Chapter 10 Using a PCard

Procurement Card Procedure

Click Here to view the PCard Procedure or:

1. Go to DOT
2. Select Budget and Finance from the Global Menu
3. Select Financial Forms from the Financial Resources section
4. Scroll down to the Pcard area
5. Click the Pcard Procedure hyperlink

Approval and Revision History

Approval

Version: Final v03.01f

Last Revised: 12/19/2011

Approved: 12-19-11

By:

Revision History

Date	Section	Revision
12/19/2011	Appendix A – Non – PO Voucher	Replaced with updated version
12/19/2011	Appendix B – PC Allowed Services	Replaced with updated version
7/15/2011	Chapter 1 Purchase Methods in P2P, Pcard	Changed name of PCard Guide to Pcard Procedure and corrected the link
7/15/2011	Chapter 10 Using a PCard, Procurement Card User Guide	Changed Procurement Card User Guide to Pcard Procedure and corrected the link
5/11/2011	Appendix	Added Non-PO Voucher list
5/11/2011	Appendix	Added PCard Allowed Services list
3/11/2011	PROCUREMENT AND RECEIVING PROCEDURE	Created

Appendix

Appendix A – Non-PO Voucher

Purpose

The intent of the Non-PO Voucher Purchase Method is to provide a method of payment for types of transactions where the Director of Purchasing has determined that a Pcard or purchase order is not an appropriate method of purchase. These are specific situations as defined below. The agency must make every effort to follow the guidelines

Scope and Applicability

The Non-PO Voucher Purchase Method is to be used by all agencies required to use the P2P process for the below transaction types:

Revised

- 11/22/11 v02.01f

1.0 Payments to Banks (for items such as)

- Bank Service Charges
    - For Fees and charges paid to Banks approved by the Treasury Department
- Bond Counsel & Financial Services
- Line Of Credit Commitment Fees

2.0 Conference

- Conference Registration Fees (Between $2k - $5k)
- Board/Commission Meeting Stipends

3.0 Judicial

- Mandated Court Costs
    - Includes fees related to judicial proceedings. This shall include fees mandated by the Court and expenses such as expert witnesses, court reporters, translators and jury fees. This exception is for use by County Courts and the City Attorney's Office.

4.0 Mailing

- Metered Postage

5.0 Miscellaneous Services

- Burials

- Employee Recruitment Cost
- Hospital Service
  - Payments to Hospitals by the Department of Safety only
- Honorarium
  - Voluntary payments where no fee is legally required made to artists who have given a proposal for a public art project. Maximum payment shall not exceed one thousand ($1,000.00) dollars. **This exception may only be used by Arts and Venues**

6.0 Payments

- Payments to Municipal, State and Federal Government or Special Districts
  - Must be authorized by law or contract

- Mandated Payments
  - **This is exception is for use by the Department of Human Services and the Office of Economic Development for program payments that are mandated by local State of Colorado and Federal Human Services for direct program services or costs.** Examples of direct program services and costs include: child welfare services; crisis or mandated services by court order; emergency shelter; general assistance payments; therapy, professional services related to therapy and items prescribed for therapy and recovery; homemaker services; health care services; treatment services; transportation; and other emergency day-to-day living items. Due diligence shall be applied to assure that all opportunities for cost-savings are pursued to include, if practical, bidding or contracting for goods or services consistently utilized for these direct program services or costs. Human Services mandated payments which are expected to exceed $5,000.00, and which are biddable and not subject to the immediate requisites of local, state or federal direct program service requirements must be requisitioned through the Purchasing Division.

- Sign Language Interpreters
  - For use by the Human Rights and Community Relations Division

7.0 Property Damage - Judgment and Claims

- Payment of Judgments, Claims and Refunds related to workers' compensation, insurance settlements, and other judgments/claims not related to procurements made via Purchase Order by the Purchasing Division. See Section 20-1(d) of the Denver Revised Municipal Code for ordinance requirements.

- Whenever the annual appropriation ordinance provides for a general government special revenue fund in order to establish a self-insurance program for settling liability claims and paying judgments against the city, no officer or employee of the city shall make any payment from the fund in settlement of any claim without prior authorization by council, except:

  - Any settlement not in excess of five thousand dollars ($5,000.00) may be paid from the fund without prior authorization by council.
  - Any settlement of a claim exclusively based upon property damage or automobile rental expenses or both, when the city attorney has determined that the city is liable for payment of the claim, and when the settlement is not in excess of twenty-five thousand dollars ($25,000.00), may be paid from the fund without prior authorization by council.
  - Any settlement of a claim which the city's self-insurance program is obligated to pay under the personal injury protection coverage requirements of any state motor vehicle no-fault insurance statute, may be paid from the fund without prior authorization by council.

8.0 Sponsorships

- Direct payments to non-profit organizations, professional organizations, governmental or quasi-governmental entities which have been organized or established for the support of programs and/or events for which the mission of the agency is conceptually and/or functionally dedicated. The direct purchase of goods or services for or on behalf of those entities is NOT authorized under this requisition exception. It shall be the responsibility of the Head of the agency to assure that a regularly executed contract or purchase order contract for these sponsorship or contribution payments is executed if necessary to protect the best interests of the city.

9.0 Reimbursement

- Petty Cash
  - Agencies are responsible for following the Fiscal rules for Petty Cash and Procurement
- Impress Fund
  - Agencies are responsible for following the Fiscal rules for Impress Funds and Procurement
- Employee Reimbursement
  - Payment shall be made to an employee for incidental items only and purchases using this payment method shall comply with Fiscal Rule 8.1 - Procurement
- Parking Reimbursements for Employees

10.0 Non Employee Refund

- A legitimate repayment to a non-employees

1.0 Travel

- Lodging
- Travel & Transportation

12.0 Payments for Monthly Utility Bills

- Water, Sewer, Electric, etc.
  - Does not include utilities for which competition exist such as natural gas

13.0 Payment of Monthly Cell Phone Bill

- Master Purchase orders are in place for most cell phone providers. A Purchase Order may be used for payment. If a Purchase Order is not practical a RSP may be submitted. The agency is required to reference the Master Purchase Order number on form

Appendix B -PCard Allowed Services

Purpose

This exception list is to clarify when a PCard may be used for a service. All other times services are restricted from PCard use. When using a PCard for these services all PCard restrictions apply (single purchase limit, cycle limit or MCC codes)

Scope and Applicability

The PCard exceptions apply to all agencies participating in the PCard program. No other credit card may be used to make purchases besides the card issued by the Purchasing department

Revised

11/22/11 v02.01f

Advertising, Legal & Public Notices

Please consult the Legal Advertising Master Purchase Order before using an alternate vendor

Automotive & Mechanical Equipment Rental (these listed vendors only)

- Hertz Equipment Rental
  - AERIAL_LIFTRENT0054A0107
  - EQUIPMENT_RENT_5944U0109
- Aim High Equipment Rental
  - AERIAL_LIFTRENT0054A0207
- Neff Rental
  - AERIAL_LIFTRENT0054A0407

Background Checks (these listed vendors only)

- CBI only
- KT International

Conference

- Conference Registration Fees

Courier

- Document Small Package Delivery only not truck lines

Membership

- Dues or Membership Fees
- Professional & Occupational Licenses & Certification
- Sponsorships
- Magazine Subscriptions

Sponsorships

- Direct payments to non-profit organizations, professional organizations, governmental or quasi-governmental entities which have been organized or established for the support of programs and/or events for which the mission of the agency is conceptually and/or functionally dedicated. The direct purchase of goods or services for or on behalf of those entities is NOT authorized under this requisition exception. It shall be the responsibility of the Head of the agency to assure that a regularly executed contract or purchase order for these sponsorship or contribution payments is executed if necessary to protect the best interests of the city.

Motor Vehicles Service Repair and Maintenance

- These transactions are authorized for PCard use when repair or maintenance is done off site, there is an immediate need, the total cost is less than 2000.00 and the item is not repetitive (per unit). Types of transactions covered will include emissions, key programming and computer reprogramming, alignments, vehicle diagnosis, car wash, transmission repairs along with vehicle service repair and maintenance.

Shredding & Document Storage (these listed vendors only)

- Shred It
  - DATA_DESTR_SERV0701A0110
- Iron Mountain
  - RECORD_STORAGE_5926S0105A

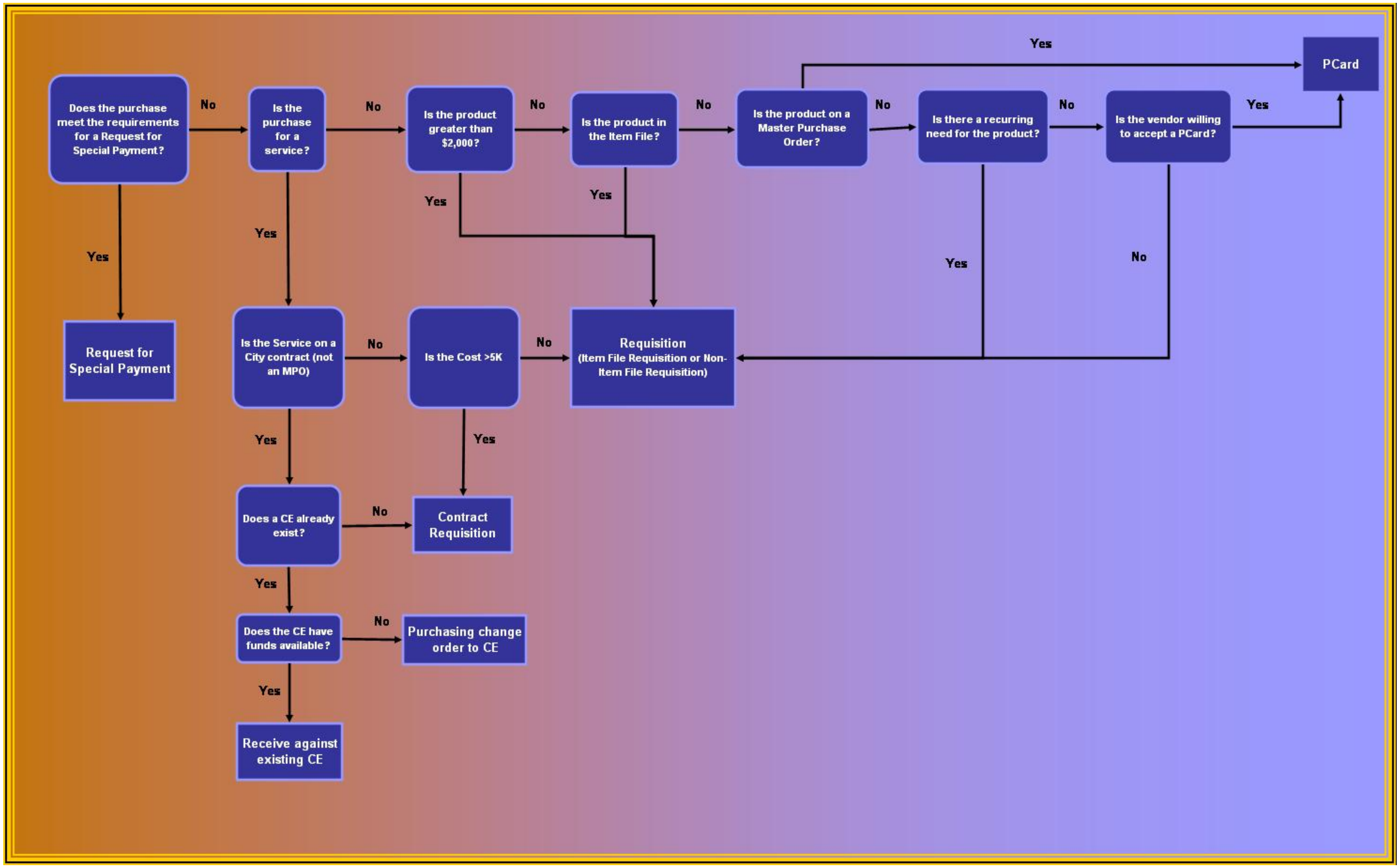
Training

- Offsite Training

Payments for Monthly Utility Bills

- Water, Sewer, Electric, etc.
  - Does not include utilities for which competition exist such as natural gas

Appendix C – Enlarged Purchasing Decision Tree



Click [Here](#) to return to Determining the Appropriate Purchase Method