

*Accounts  
Payable  
Purchase  
Order User's  
Manual*

This Manual is to help you in a step-by-step procedure to enter PO's on the MnSCU system.

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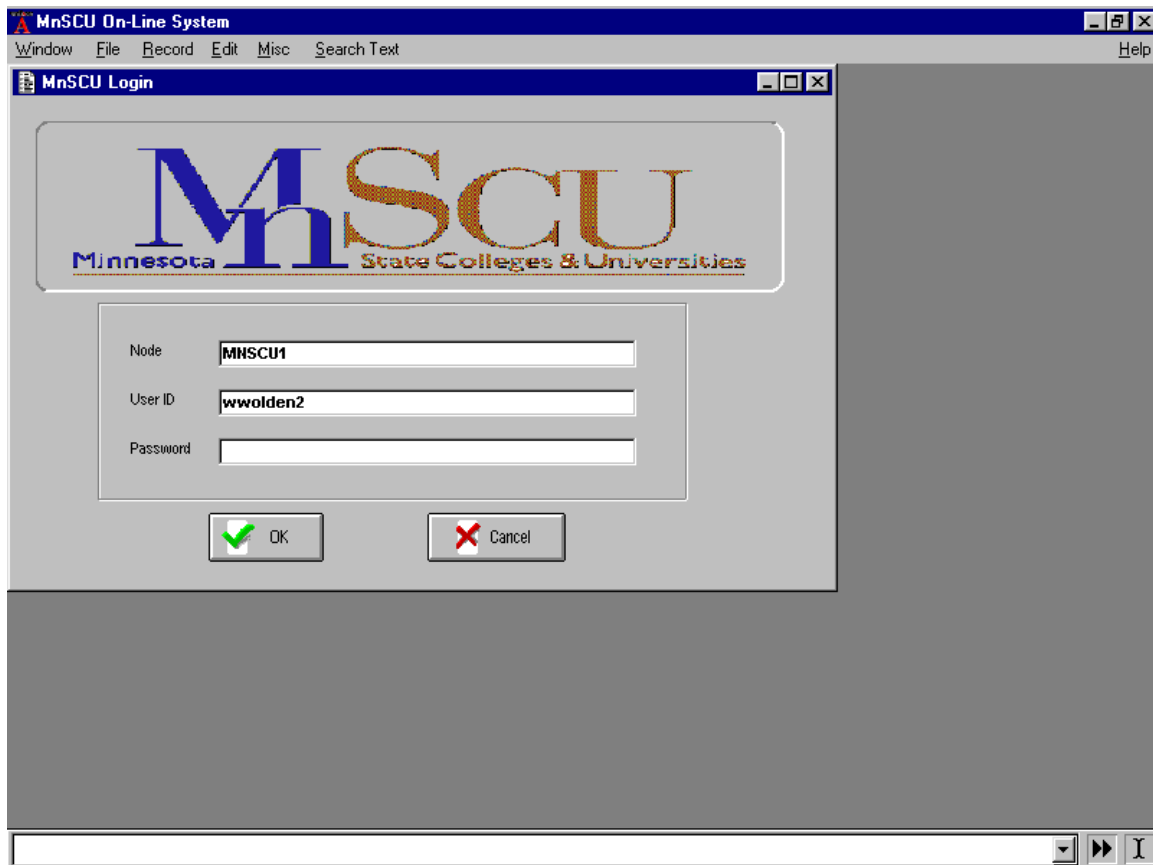
Mailing Address:     Accounts Payable Office  
                          Northland Community and Technical College  
                          1101 Hwy. 1 East  
                          Thief River Falls, MN 56701

Updated 07.14.10

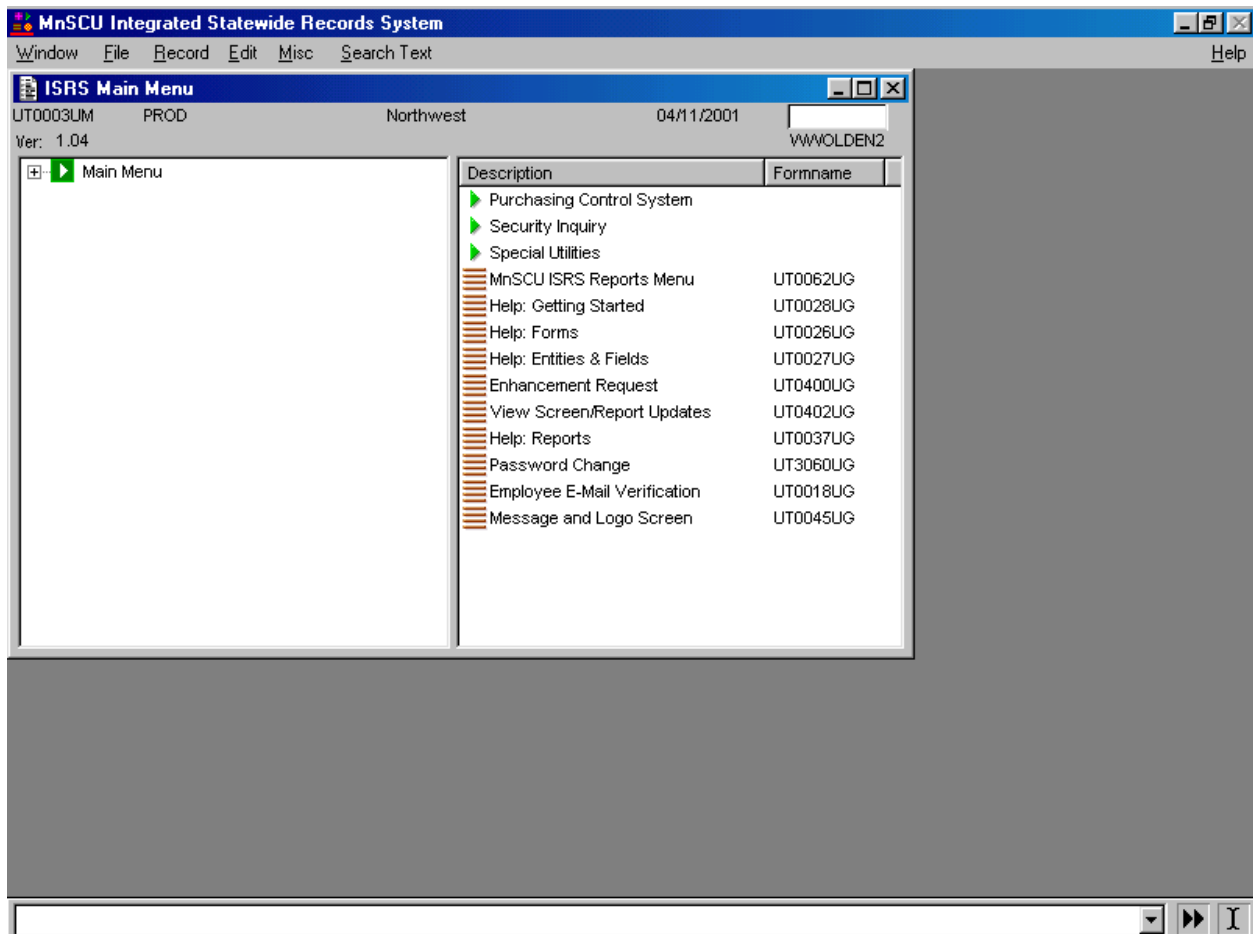
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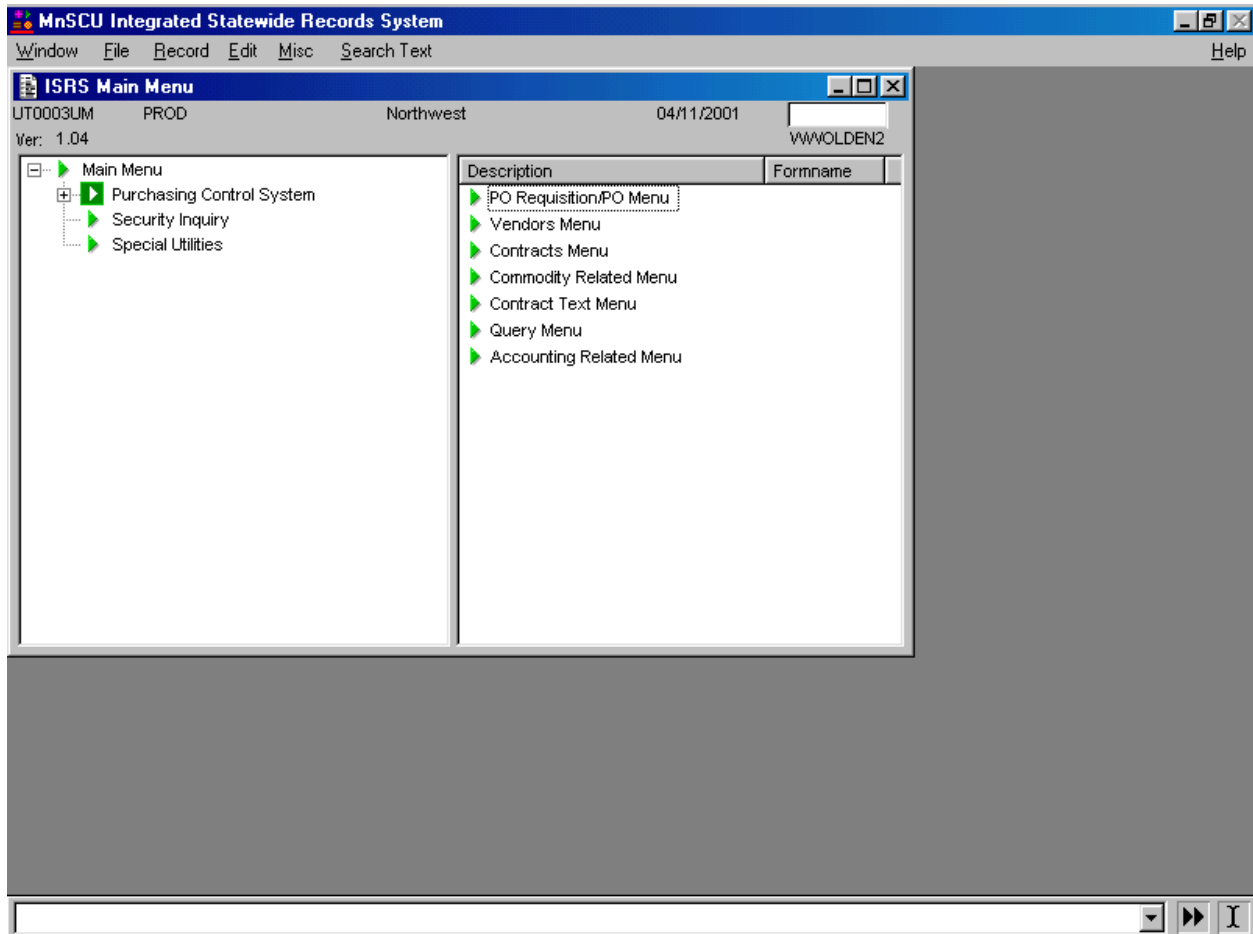
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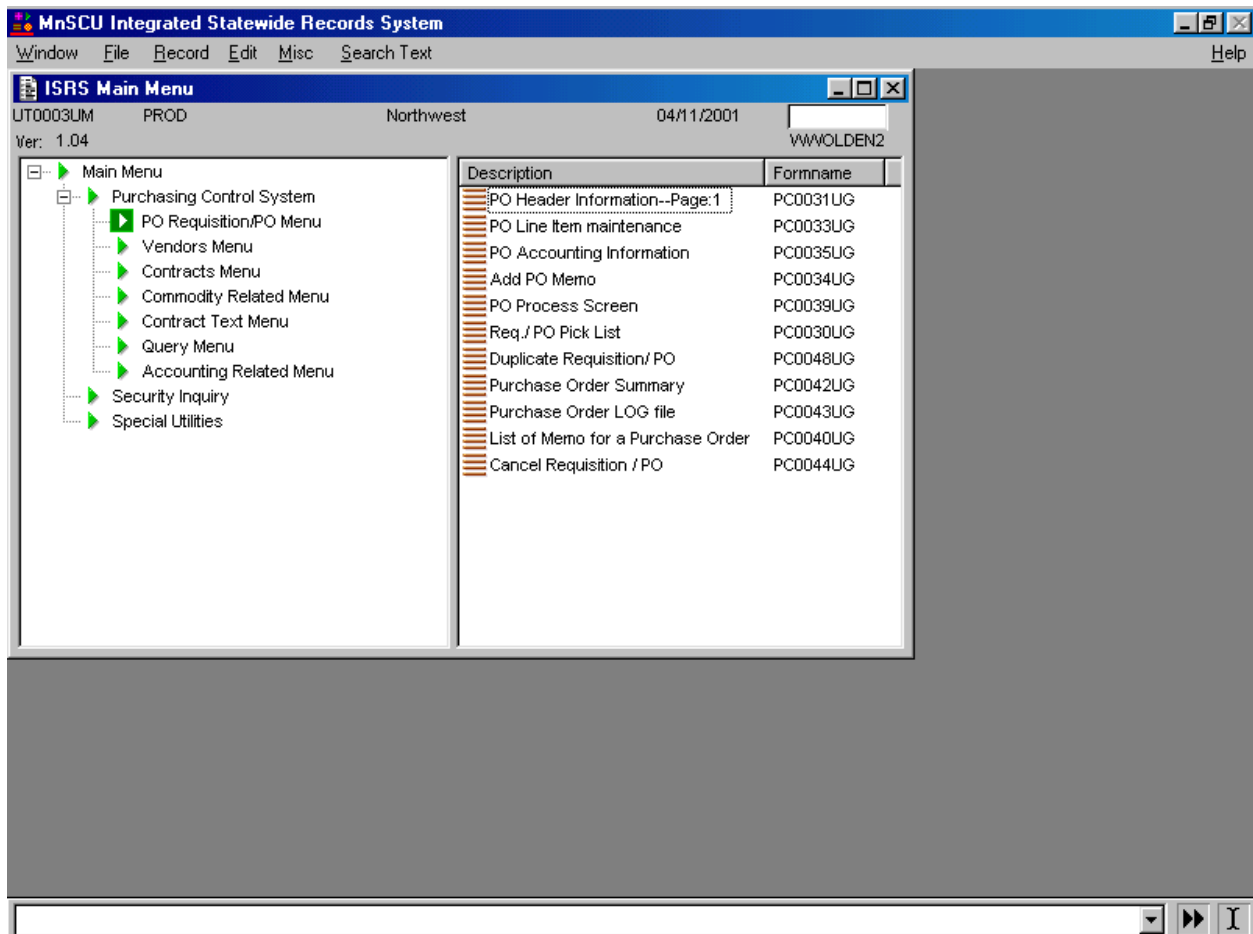
- Double Click on the MnSCU Icon on your desktop and the following screen will appear.
- Type in your LOG-IN-NAME and press “tab”.
- Type in your PASSWORD and choose “OK”



- Click on Purchasing Control System.



- Click on PO Requisition/PO Menu



- Click on PO Header Information, Page 1

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ISRS Main Menu

PO Header Screen (Page:1)

PC0031UG 2.72 Northwest Tech College April 11, 2001

PO Nbr: 43808 Requisition Date: PO Date:

Contract Nbr: Contract Query:

Vendor Nbr: 136411008 03 GATEWAY BUSINESS Add: Vend Query:

ACCOUNTING INFORMATION

Distribution type:  Percent  Dollar Add CC Delete CC CC Detail

FY	CC#	Obj	CC Name	Obj Desc	Distribution	Enc	BudReq	Balance
2001	160541	3002	Finance Serv	Supp Purch	100.00	<input type="checkbox"/>	<input type="checkbox"/>	BB

PO Status: 000 Data Entry: No encumbrance Date: ----

Material: Date:

Payment: Date:

PO Total Amount: Breakdown of PO Total:

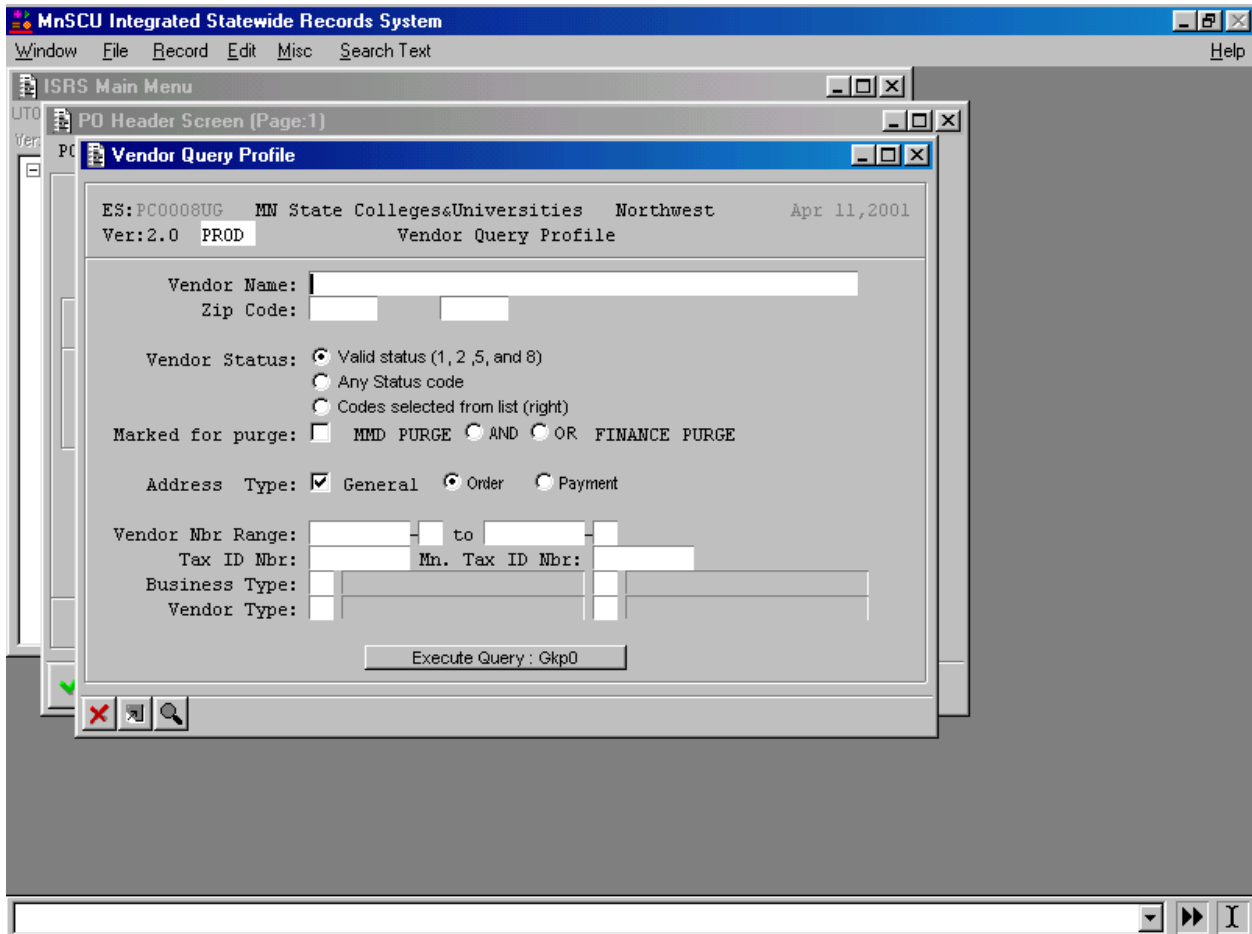
Amount Disbursed: Disbursement Detail: MAPS info

PO Process:Gk1  POHeader 2:Gk2  LinItem:Gk3  Add Memo:Gk5  RelScrs:Gk0

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Store was successful.

- Click on the “Add Record” button (+) in the lower left part of your screen. (or F6 or Record-Add Record)
- Tab to “Vendor Number” and input the vendor number. If you do not know the vendor number, click on the “Ven Query” button to the right of the screen and a second screen will appear.



- Type in the first several letters of the vendor name and then without spacing press and release the **“F1 key”**. Press the **“shift key”** then press the **“8 key”**. A light blue \* should appear after the word. If it appears black, repeat the above steps.
- Next, press the **“Execute Query”** box on the screen.
- The results should pop up very quickly, depending on how many vendors there are. If a name comes up but not with a vendor number, press quit, and try the query again. HINT, do not type in the entire vendor name, but put in a partial name (see page 24 for abbreviations). For example, type in **“GATEWAY\*”**. You will get a list of several Gateway names. To verify the correct address you wish to use, click on the number of the line item you wish to verify and then click on **“Vendor Main”** located on the screen. To get back to the **“vendor query”** simply press **“Quit”** to get out of the screen. To accept, and use a vendor, simply click on the vendor number that is correct and then click **“Accept”**. The vendor number will then pull into your entry screen. (Can also query by zip code, tax ID (TIN) number)

See page 10 for examples of the above directions....

- Back to the PO.
- Tab to the **“Percent”** or **“Dollar”** and click on your choice. We advise that you choose **“Percent”** as it is easiest to charge 100% to one cost center. You may also split a purchase between 2 cost centers or object codes by entering 2 lines here with 50% charged to each.
- Tab to **CC#** and input the 6 digit cost center number.
- Tab to **OBJ** and input the correct object code number.
- If more than one cost center is required, click on **“Add CC”** and enter **CC#** and **OBJ#**
- When complete, press **“PO Header PG2:GK2”** for shipping information to the vendor. Click on **“Yes”** when asked, **“You have modified this screen, do you want to save?”**
- Go to page 11.

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ISRS Main Menu

PO Header Screen (Page:1)

Vendor Query Profile

**Vendor Query List**

ES:PC0020UI Vendor Query List Ver: 1.2

Sort By:  Vendor Number  Vendor Name  Zip Code

Vendor Number and Name	Status	City	State	Zip	Addr Type
136411008-08 GATEWAY ACCESSORY STORE	5	BEVERLY	MA	01915	GENERA
200324511 00 GATEWAY ACCESSORY STORE 4	5	PEABODY	MA	01960	GENERA
016392013 00 GATEWAY ACG INC	5	ST PAUL	MN	55104	GENERA
064732001 00 GATEWAY AMOCO	5	MOOSE LAKE	MN	55767	GENERA
200109368 00 GATEWAY AUTO SPECIALTIES	5	EMMONS	MN	56029	GENERA
136411008 00 GATEWAY BUSINESS	1	N SIOUX CI	SD	57049	GENERA
136411008 02 GATEWAY BUSINESS	5	SIOUX FALL	SD	57104	GENERA
136411008 03 GATEWAY BUSINESS	2	DES MOINES	IA	50306 3427	GENERA
136411008 04 GATEWAY BUSINESS	5	KANSAS CIT	MO	64102 1048	GENERA
200187476 00 GATEWAY CAFE & STATION	5	ONAMIA	MN	56359	GENERA
200125184 00 GATEWAY CENTER	5	ST LOUIS P	MN	55416	GENERA
131360002 00 GATEWAY CHEVROLET	5	FARGO	ND	58108	GENERA

VendorMain:Gk0  Addr. Snapshot:Gk1  Prev Page:Gk9  Next Page:Gk3

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ISRS Main Menu

PO Header Screen (Page:1)

Vendor Query Profile

**Vendor Main Data Maintenance**

ES:PC0007UG MN State Colleges&Universities Northwest 04/11/2001  
Ver:2.0a PROD Vendor Main Data Maintenance

Vendor Nbr:136411008-03  
Name:GATEWAY BUSINESS  
Status:2 INACTIVE FOR PURCHASING

General Address:PAYMENTS ONLY SEE NOTES BOX 14427  
City/State/Zip:DES MOINES IA 50306-3427  
Country:US UNITED STATES Province:  
Contact Name: Telephone:  
Toll Free:1-800-000-0000 Fax Mbr :

Tax Exempt Code: Tax ID Code:F Federal ID#  
Tax ID Mbr:460431398 MN Tax ID:  
Registration requested:M

VendQuery:Gk1  Address:Gk2  Note:Gk3  Copy:Gk9  Rel. Scrns:Gk0

Date of creation:Nov 13,1998 Last update:Aug 18,1999

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ISRS Main Menu

PO Header Screen (Page:1)

PO Header Screen (Page:2)

ES:PC0032UG 1.42 Northwest Tech College April 11, 2001  
PO Header Screen (Page:2)

PO Nbr: 43808 Reqn. Date: PO Date:

Contract Nbr:

Vendor Nbr: 136411008 03 GATEWAY BUSINESS DES MOINES IA 50306

PO Status: 000 Data Entry: No encumbrance Date: Apr 11,2001

Room Nbr Dept. name or Person's name Bldg code

Ship to: BKSTR 218-631-3530 WAD NTC Wadena

Bill to: BOX 566 CENTRAL ACCOUNTS PAYABLE WAD NTC Wadena

Vendor related information

Addl address Info: John Doe (e.g. Attn., Bldg Name)

Instructions to vendor: Ship to the Business Office attention Wayne Wolden

Last Update: Apr 11,2001 Updated By: WWOLDEN2

PO Process:Gk1 PO Header Pg1:Gk2 Line Item:Gk3 Memo:Gk5 Rel Scrs:Gk0

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- “Addl. Address Info” is where you input the **VENDOR CONTACT NAME** the vendor has a contact person the PO should go to.
- It is important for your receiving department that you input information in the “instructions to vendor” such as your name or program/department name (This will print on the Purchase Order).
- Also, note the “BLDG CODE”, if this information is not correct, note it on the memo area (page 14) that is read by the AP office. AP alone has the authority to change the Building Code.
- When you have completed the above steps, click on “line item: GK3”.

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ISRS Main Menu

PO Line Item Entry

ES: PC0033UG MN State Colleges&Universities Northwest Apr 11, 2001  
 Ver: 2.3 PROD PO Line Item Entry/Maintenance

PO Mbr: 43808 Reqn.Date: PO Date:  
 Vendor Mbr: 136411008 03 GATEWAY BUSINESS DES MOINES IA 50306  
 PO Status: 000 Data Entry: No encumbrance Date: Apr 11, 2001 ----

Commodity#: Text: Line#: 1 No. of Line Items: 1  
 Description: Widgets

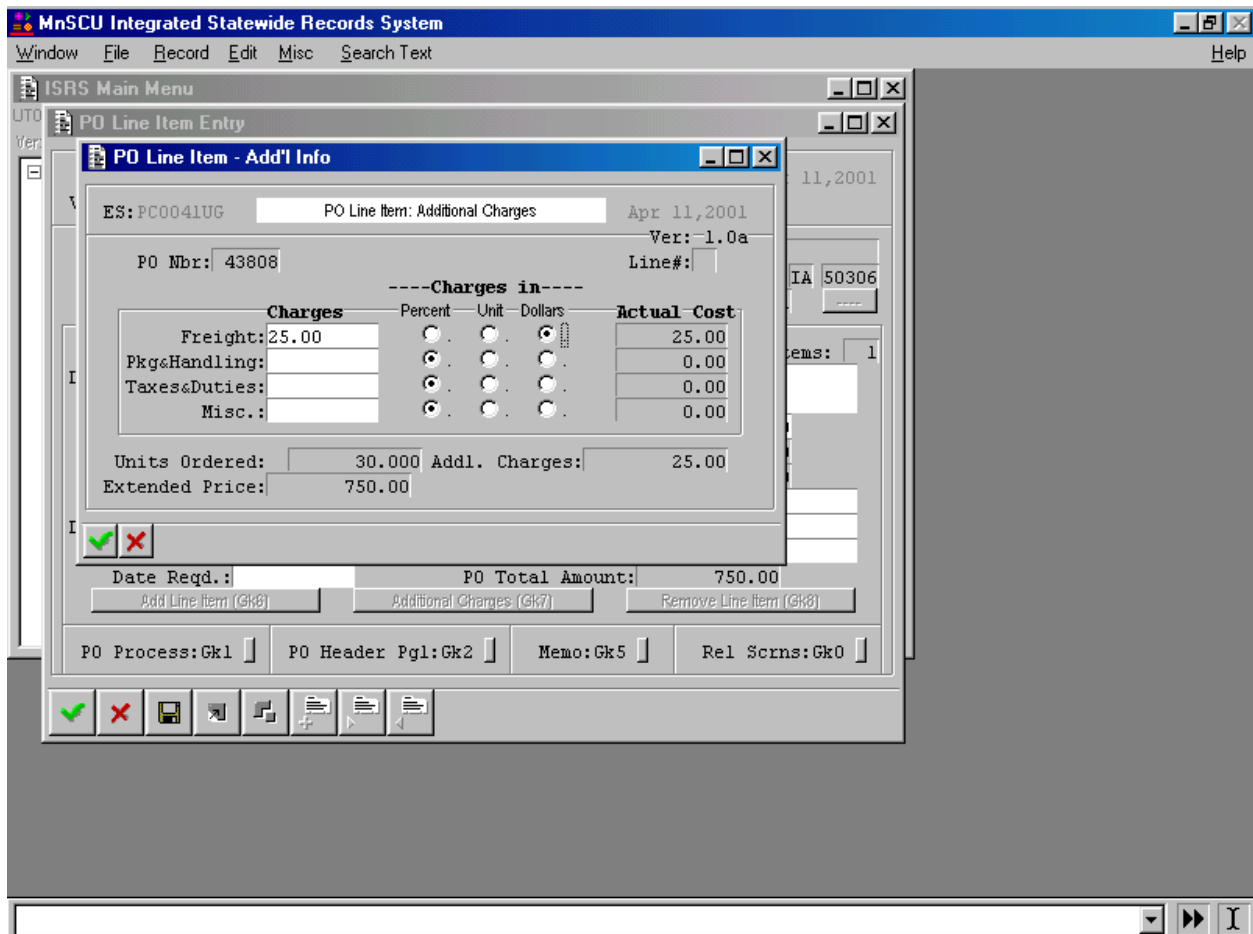
Units Ordered: 30.000 Cost/Unit: 25.00000  
 Discount%: Extended Price: 750.00  
 Unit Measure: EACH EACH Addl. Charges: 0.00  
 Catalog Mbr: 390847-233 Model Mbr: Big Brown  
 Delivery Terms: Wayne Wolden Disc.Term:  
 Brand Name: FOB Text:  
 Date Reqd.: PO Total Amount: 750.00

Add Line Item (Gk6) Additional Charges (Gk7) Remove Line Item (Gk8)

PO Process: Gk1 PO Header Pgl: Gk2 Memo: Gk5 Rel Scrns: Gk0

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- Input the description of the item you are purchasing.
- Tab to Units Ordered, input quantity.
- Tab to Cost/Unit, input cost per unit using the decimal point for cents.
- Tab to Unit Measure. And input "Each" or double click on the empty box and a list will pop up that you can choose from.
- Tab and input catalog and or model numbers, if not included in the description column.
- In the Delivery Terms box, please input your name/department name to which the delivery needs to be made. This only needs to be done for the first line item if you have a multiple line item PO.
- If more than one line item is needed, click on "Add Line Item" and repeat the above steps.
- If there is a shipping charge that you are aware of, click on "Additional Charges" for freight and/or handling charges and the following screen will appear.



- Input any freight and/or handling charges.
- Tab to the Percent, Unit, or Dollar and click on your choice.
- Click on “Accept” when completed.

- Click on “Memo: GK5” button if there is additional info needed that goes to the AP office. ***If you do not enter a memo, the PO will be returned to you and AP will not place the order.*** This memo will not print on the PO. Example: Fax to vendor at 123-456-7890, or, mail original PO to vendor, or, attach registration form that I faxed to AP, etc... This is also where you note if the “ship to” address needs to be changed as follows:

EGF

EGF Campus

TRF

Thief River Falls Campus

When you have completed this click on “PO Process: GK1”.

**MnSCU Integrated Statewide Records System**

Window File Record Edit Misc Search Text Help

ISRS Main Menu

**PO Memo Entry**

ES:PC0034UG MN State Colleges&Universities Northwest Apr 11,2001  
 Ver:1.0 PROD PO Memo Entry

PO Nbr: 43808 Reqn. Date: PO Date:  
 Vendor Nbr:136411008 03 GATEWAY BUSINESS DES MOINES IA 50306  
 PO Status:000 Data Entry: No encumbrance Date:Apr 11,2001

**Memo Text:**  
 Fax to John Doe at Gateway at fax number 123-456-7890

**Memo Created**  
 Apr 11,2001  
**Last Update**  
**Updated By**

PO Process:Gk1 PO Header Pg2:Gk1 LineItem:Gk3 Rel.Scrs:Gk0

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- The following screen will appear.

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Window File Record Edit Misc Search Text Help

ISRS Main Menu

PO Processing

ES: PC0039UG MN State Colleges&Universities Northwest Apr 11, 2001  
 Ver: 2.41 PROD PO Requisition Process

PO Mbr: 43808 Reqn. Date: PO Date:  
 Vendor Mbr: 136411008 03 GATEWAY BUSINESS DES MOINES IA 50306  
 PO Status: 000 Data Entry: No encumbrance Date: Apr 11, 2001 Memo  
 Pri. Account: 2001 160541 Finance Serv 3002 Supp Purch Cost Centers Detail  
 PO Total: 775.00 No. of Line Items: 1

**Available Process Options:**  
 For authorization: DE completed

PO Header Pg 1:Gk2 PO Line Item:Gk3 Add Memo:Gk5 Rel. Screens:Gk0

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- Click on “For authorization: DE Completed”. The purchase order should go to a status 030 if there are sufficient funds and an email sent to the Dean/Department Head for further authorization to a status 050.
- The AP office will audit, print, and **RETURN THE PO TO YOU UNLESS MEMO (PAGE 14) STATES OTHERWISE.**
- If “Insufficient Funds” 020 shows on the screen, an email is still sent to the Dean/Department Head for their review, as there are not sufficient funds to process the PO and make the purchase. The status will stay at 020 until the Dean/Department Head “requests a forced encumbrance” and the status changes to 070. The BUSINESS MANAGER for the campus/center will force the encumbrance at this point and it is up to the department/division to move budget dollars to the cost center.
- When you are done inputting PO’s, click on “Quit or X”. This will take you to the PO Main Menu.
- Click on “Window, Quit” and this will take you out of MnSCU.
- Forward any backup materials, with the PO number on it to your campus business office, they will forward this on to the AP office. Example: Quotes, registration materials, or any other backup that needs to go to the vendor.

\*\*\*IMPORTANT: Note the PO number on all backup materials.

- **A Note of Sole Source/Single Source/Proprietary Items**

The term “sole” source, “single” source, and “proprietary” items are used interchangeably.

**DEFINITION:** Sole source items are those items that can only be purchased from one source because that one source legally controls the sale or distribution of the items.

**EXAMPLES:** Subscriptions, repair parts, educational supplies, equipment maintenance agreements, computer software.

**APPROVAL:** Vendor prepared agreement forms require approval of the Attorney General’s Office.

## PCS Related Issues

### Purchase Order Query

When a purchase order number is forgotten or a cost center needs to know activity within a cost center, the following is the process to pull up all or some of the PO's in a cost center.

1. Login to PCS
2. Click on Purchase Control System
3. Click on PO Requisition/PO Menu
4. Click on Req./PO Pick List
5. Enter status desired to check, or leave blank for all PO's
6. <PO Status Date> enter 070103, for July 1, 2003
7. Enter the <Cost Center Number> you wish to look up
8. Click on Execute Query

Wait about 5-30 Seconds and you will get a list of PO's that you are looking for.

You can print the list by doing the following.

1. Press you right mouse button and drag the arrow to <print>
2. A box will appear, choose <OK>, another box will appear, choose <OK>
3. This will print to your windows, default printer

### Login ID's and Passwords

A login ID must be requested directly to Karla Anderson to be setup. [Karla.Anderson@northlandcollege.edu](mailto:Karla.Anderson@northlandcollege.edu)  
To set up a new PCS user, go to <http://intranet.northlandcollege.edu> there you will find the required forms and directions.

The process to set them up may take a day or two. The MnSCU Computer Center will respond to the person by email when the rights are built. People should log in a minimum of each 30 days and change your password every 60 days or your rights will expire.

The **first password is MNSCUMHD**; the person's **login id** will be the **first 6 digits of the last name and first 2 digits of the user's first name (MnSCU will notify you by email of the exact user ID)**. The first time a person logs-in, they are forced to change their password. If the person changes their password and loses or forgets the password, AP DOES NOT KNOW IT AND DOES NOT HAVE THE INSTANT ABILITY TO CHANGE IT! The person who forgot the password should go to the above intranet site, click on ISRS password reset and request a new password. MSUM will notify the user by email when the process is complete.

### Approving Purchase Orders

Department Heads are prompted to approve PO's that are at 020 or 030 statuses. The following is the process for approving each status.

#### 030 status PO's

1. Login to PCS
2. Click on Purchasing Control System
3. Click on PO Requisition/PO Menu
4. Click on PO Process Screen
5. Enter the PO number you have been notified that needs processing and click the tab key on your keyboard.
6. You can look at line items, accounting information, and memo from within this screen.
7. When you are ready to approve the PO simply click on <authorized, release to business office>
8. The status will change to a status <050> and AP will process and print provided that it has all backups.

#### 020 status PO's

1. Login to PCS
2. Click on Purchasing Control System
3. Click on PO Requisition/PO Menu
4. Click on PO Process Screen
5. Enter the PO number you have been notified that needs processing and click the tab key on your keyboard.
6. Identify the reason that the PO is at an 020 status with the request originator
7. If the lack of funds is temporary and you wish to force the encumbrance then choose the option <request forced encumbrance>
8. Status will change to 070

9. Contact the Business Manager responsible for the cost center the encumbrance is to be forced and ask that they <force encumbrance>
10. Status will change to 100 and AP will process and print the PO. Business Manager will transfer funds.

### **Purchasing Guidelines**

Purchases between \$1-\$10,000 will not require 2 written quotes. The requester is encouraged to check, however, with more than one vendor before accepting one price.

Purchases over \$10,000 to \$25,000 are required to have 2 written quotes from the vendors before a purchase order can be processed. Written quotes must be forwarded to the AP office by fax (218-683-7065) or go through the campus business office.

Purchases over \$25,000 may be done through the use of a State M-Contract, <http://intranet.northlandcollege.edu> or by the Sealed Bid Process. The bidding process will take place through the AP office or Campus Business Office.

### **Purchasing Process**

1. Requester inputs requisition in PCS
2. Department head approves the PO electronically
3. Quotes for purchases over \$10,000 are forwarded to campus business office, then to AP. Sealed Bid documents (over \$25,000) shall be forwarded to AP.
4. AP pre-audits, processes, and generates purchase order
5. AP sends original back to requester by mail unless otherwise requested by requester
6. AP returns pink copy of the PO to the general account clerk to be routed to the requester
7. If the PO is faxed, the original PO is returned, along with the pink copy and fax verification back to the requester.
8. Item(s) arrive at campus for request originator, they sign and date pink copy with date of receipt of goods or services and return to campus business office immediately and then on to AP
9. If invoice is shipped to requester, it should be forwarded on to business office immediately then on to AP
10. Invoice/pink copy arrives at AP where 3 way match is conducted and invoice is paid  
AP retains all documentation for audit purposes.

### **Advance Checks/Pull Warrant Process**

If a request originator wishes to have a check accompany a registration or in the rare occasion where payment is required “up-front” of delivery of goods, the following process shall be followed.

1. The request originator generates purchase order.
2. Request originator must complete a “Request to Make Direct/Partial Payment” form and attach documentation from the vendor which states that payment must accompany forms or pre-payment is required.
3. PO # must be referenced on materials and Business Office must authorize.
4. Campus Account Clerk should forward the request to AP.
5. AP will retain pink copy of PO, as the PO is now complete.  
The backup materials will be forwarded to Finance in St. Paul and attached to the check.

### **Request for Approval to Incur Special Expenses**

This form is required by MnSCU and is an internal form.

#### **AP will pay a meal invoice if the following items are attached.**

1. **A Purchase Order must be completed in advance** and presented to the food service vendor
2. **Request for Approval to Incur Special Expenses** must be completed and accurate
3. **Invoice** from food service vendor must be attached to **Purchase Order and Approval to Incur Special Expense form**
4. **Requester** turns all information into Campus General Account Clerk. Campus Account Clerk will forward this information to AP for payment

### **Club Purchasing**

Clubs will use the MnSCU process to purchase items over \$100.

Field purchase orders will be used for purchases under \$100.

Club advisor has rights in PCS to enter and approve PO's and forward to AP.

Student officers can be given PCS rights if requested by the advisor.

**Vendors- form found at (<http://intranet.northlandcollege.edu>)**

1. Requester will identify vendor needed to be built/change of address
2. Requester will complete ALL information on the form
3. Form will be submitted to AP Account Clerk in Thief River Falls
4. AP will process and return vendor number when completed

**Partial Payments**

If NCTC is invoiced for part of a PO the following process will take place.

1. Partial invoice for PO is received by AP or request originator
  2. Requester makes photo copy of pink copy of purchase order
  3. Requester signs, dates and notes on copy of the pink PO “partial payment”
  4. Invoice is attached (if applicable) to the copy of the PO and routed on to the campus business office then to AP
- When final payment/invoice is appropriate, the requester signs, dates, and notes on THE PINK COPY “final payment” and routes on to the campus business office then on to AP

**Blanket Purchase Orders**

Purchase orders will not exceed \$5000 and the purchase order is only good for one academic year. The purchase order must either be used up or closed at the end of the year.

1. Request originator will enter purchase order up to \$5000 into the system
2. When partial invoice is received the requester makes a photo copy of the PINK PO COPY
3. Requester signs, dates, and notes “partial payment” on the PO Copy.
4. Attach invoice(s) to copy and forward to campus business office then on to AP
5. When final invoice is received for the purchase order, or the PO has no more funds available, the requester signs, dates, and notes on the original PINK COPY “final payment” and forwards to campus business office then on to AP

**Direct Payments- form found at (<http://intranet.northlandcollege.edu>)**

Direct payment process is limited to:

1. Utility payments
2. Phone/communications payments
3. Fuel payments
4. Postage
5. Other direct payments authorized by Campus Business Managers

Campus General Account Clerk will stamp, or attach Direct Payment form, and fill in information before forwarding to AP.

AP will pay invoice and retain documentation for audit backup.

**Professional Technical Contracts**

The Campus has authority to execute contracts up to \$100,000 using forms provided to us by MnSCU and the Attorney General’s Office.

Contracts over \$100,000 require System Office approval from the Vice Chancellor for Budget. Institutions must submit a memo explaining the need for the contractor, estimated cost, and verify that funds are available for paying the contractor. The request will be reviewed and the institution will be notified of the appropriate process to use in making the award.

When contracts are in excess of \$100,000 and the contractor has had more than 40 full time employees in the past year, the contractor must obtain a certificate of affirmative action plan compliance from the Minnesota Dept. of Human Rights or certify that they are in compliance with federal laws. The college, university, or System Office is responsible for verifying that the vendor is in compliance by obtaining a copy of the certificate. \* **Customized Training is exempt from the dollar limits set.**

**A purchase order must be generated for all contracts, as the state requires encumbrance of funds.**

1. Request originator generates a purchase order.
2. A copy of the contract is forwarded to AP through the campus business office.
3. Payments made to contract shall be made by the process for “partial/final payment”.

## Credit Memos

1. All credit memos received from vendor will be returned to the PO originator on the respective campus with the exception of bookstore which will stay at AP.
2. To “use” a credit memo, a PO must be completed to the vendor for complete amount of the following order.
3. When the originator receives goods, the credit memo must be returned to AP attached to the pink PO copy (and invoice if the originator has received one).

## Supplies or Equipment?

- The fixed asset policy and equipment coding process has been changed. This is very important to how you enter “equipment” onto a purchase order. Only “equipment” priced at over \$5000 will use an object code 4000. Object code 3002 shall be used for all “sensitive equipment” under \$5000. For example, if Accounting in EGF wished to purchase a major computer system that costs \$7500, they would enter a PO using cost center 310521-4000. If they purchased a HP Laser-jet 5m costing \$1400, they would use cost center 310521-3002. If they purchased 100 ten key pads costing \$150 each they would code it to 310521-3000. **The MnSCU definition of a fixed asset now is:** They should have a value of more than \$5000, retain its identity in life, and have a life expectancy of more than two years. The object code 4000 is also used to record betterments to existing equipment. Sensitive items are to be coded to object code 3002. These items include, but are not limited to, the following: VSR/Editor unit, cameras, laser printers, microscopes, and high tech computer peripherals. All computers, vehicles, tractors, watercraft, and weapons, regardless of price and age must also be kept on inventory. See <http://intranet.nfor> for a detailed listing of sensitive equipment.

In summary, equipment over \$5000	Use Cost Center –Object Code 4000
Sensitive equipment under \$5000	Use Cost Center –Object Code 3002
Supplies not meeting these specifications	Use Cost Center –Object Code 3000
Betterment to equipment over \$5000	Use Cost Center –Object Code 4000

## Encumbrance before Purchase is Made-

- This policy is straight from MnSCU; **Funds must be encumbered prior to making an obligation through an authorized employee certifying that the accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet it. (A purchase order) An expenditure or obligation authorized or incurred prior to encumbering funds is ILLEGAL AND INELIGIBLE FOR PAYMENT until it is made valid and is in violation of M.S. 16A. 15, Subd 3. An employee authorizing or making the payment, or taking part in it is liable to the State for the amount paid. A knowing violation of M.S. 16A. 15, Subd. 3 is just cause for the employee’s removal. The State cannot agree to indemnify third parties or hold them harmless (M.S. 10.17; Minn Const. Art. XI, Sec. 1).**

## Accounts Payable

- **Please provide detail** when making partial payments as to which item(s) is (are) to be paid. Especially when your line item in your purchase order says “supplies”.
- **AP needs pink copy returned** for EVERY PURCHASE ORDER. That means for motel, registrations, memberships, meals, etc...the pink copy is your “order to pay”.
- **When you change the “amount to be paid” on the original invoice**, please write in detail, why you did not approve the total amount. We need to have that information when the vendor calls us for an explanation.
- **We need ORIGINAL INVOICES.** If you receive an invoice from a previously generated purchase order, submit it to your campus account clerk immediately! Remember, 95% of all invoices come to us at AP. Our process will bring all bills to us sooner, you will not see any invoices, only the Pink PO Copy to sign verifying receipt of the goods or services.
- **Vendor numbers are 11 digits long.** Please be very careful when filling out a local purchase order to get the correct vendor name and number on it. The Business Office Account Clerk can assist in finding a state vendor.
- **All information** sent to AP should go through your campus business office. The campus account clerk will verify all documents for complete information and assist you if you are missing necessary info.

## Purchase Orders

- **When you request an order to be faxed**, please give us the fax number in the memo area of the purchase order. We do not keep a fax number library for the 300,000 plus State Vendors.

- **2 written quotes** must be supplied to the AP office BEFORE we will print your purchase order. AP also must have the original contract for any and all PROFESSIONAL/TECHNICAL CONTRACTS. Remember, a purchase order is a necessity for all professional/technical contracts. Vendors will not be paid until a properly completed purchase order has been entered and either a claim form or a vendor invoice has been returned to the AP office along with the pink copy of the purchase order.
- **Prepayment.** M.S.16A. 41, Subd. 1 prohibits the state from paying in advance. The state can only make prepayments for software maintenance contracts for state-owned or leased computer equipment, sole source maintenance agreements, exhibit space, subscription fees for newspapers and magazines, and the Library of Congress.
- **Please give adequate lead time** for purchase orders, PLAN AHEAD, to avoid unnecessary delay in purchase order processing. AP runs purchase orders daily and sends those out same day.
- **Local purchase order books** can be obtained from your local campus account clerk. Write hard with a local PO, as the information is sometimes not legible.
- **Keep an eye on the PO log file** to make sure your purchase order gets to a 050 status.
- **Changing the “Ship to” address** is our job at AP; we need for you, however, to let us know in the “memo” text at the end of the purchase order. **DO NOT PUT YOUR NAME IN THE ADDITIONAL ADDRESS INFO BOX ON PO HEADER PAGE 2.** This is for the “vendor contact”.



An internal requisition is the first step in creating a purchase order. It begins with a status code of 000. As the internal requisition moves through the system, it changes status codes. The following table is a list of PCS status codes.

TASK	STATUS CODES
Data Entry—no encumbrance	000
Insufficient funds	020
Data entry completed, for authorization	030
Authorized, released to purchasing department	050
Requested for forced encumbrance	070
Awaiting pre-audit	100
Marked for PO printing	250
Open purchase order	450
PO completed and closed (paid)	500
PO canceled, user's request	901
PO canceled, for other reasons	906
PO canceled, by purchasing department	910

THE FOLLOWING LIST IS THE MOST COMMONLY USED OBJECT CODES. KEEP ON HAND.

1030	Equipment Rent-Copier rent, equipment rent, etc.
1070	Rent-Booths at fairs, busses, auditoriums, etc.
1110	Advertising-Newspaper, Radio, Print, etc.
1210	Repairs to equipment & furniture-repair of items that we own/lease.
1240	Repairs to building-minor building projects, electrical, plumbing, phone lines, etc.
1260	Maintenance contracts-HVAC, copiers, elevators, lawn service, equipment, etc.
1280	Other repairs-All misc. repairs not listed above.
1410	Printing-non state-stationary, booklets, etc.
1510	General Mgmt. and Fiscal Consultants-Non state employees
1530	Architect & Engineering Consultants-Non state employees
1560	Educational & Instructional Consultants-Non state employees
1570	Other contracted services-Those that do not fit above.
1580	Expense reimbursement for Consultants & Contracted Services-Travel, lodging, other reimbursables for the above consultants.
1830	Refuse removal
1810	Building maintenance-Snow removal contracts.
1870	Other purchased services-other contracted services, not defined above, etc
1871	Laundry & dry cleaning
1910	Public speakers and entertainers
1970	Expense reimbursement for Public speakers
2010	Postage, mailing, & shipping
2020	Telephone
2030	Long distance phone charges
2060	Freight & delivery
2090	Cellular
2110	Private auto mileage-in state
2120	Travel expense-in state-Lodging, mileage, parking, meals in travel status, meals and refreshments for in-services and meetings.
2122	Registration fees-in state-Conferences
2162	Fleet Vehicle Mileage Charge back
2220	Travel expense-out of state-Same as 2120 but out of state.
2222	Registration fee-out of state-Conferences out of state.
2310	Electricity
2320	Water/Sewer
2330	Diesel Fuel
2340	Fuel Oil
2350	Natural Gas
2360	Gasoline-Purchased for vehicles.
2710	Student activities-Student Senate and Clubs.
2720	Student travel-Student Senate and Clubs.
2850	Prizes and awards-Student Senate and Clubs.
2870	Memberships-Dues for associations, etc.
2891	Fees-includes permit, annual, accreditation, license fees
3000	Supplies & materials-Non Equipment
3002	Supplies purchased as equipment-under \$5000.
3004	Software Purchases
3011	Copy center charges.
3199	Supplies purchased for resale
3210	Books, maps, subscriptions
4000	Equipment-over \$5000 or modifications to equipment over \$5000.
4100	Equipment Lease-For purchases not rent.
5210	Betterment to Buildings-remodeling, etc.
5215	Land Improvements-Landscaping, etc.

## STANDARD ABBREVIATIONS

These abbreviations are used by the Department of Revenue to build vendors in MnSCU. When looking up vendors, please remember to use these abbreviations and finding a vendor will be much easier!

Administration, Administrator	ADMIN	Insurance	INS
America, American	AMER	International	INTL
And	&	Junior	JR
Architecture, Architect, -ural	ARCH	Laboratory, Laboratories	LAB
Association, Associates, -ed	ASSOC	Limited	LTD
Attorney	ATTY	Management	MGMT
Automobile, Automotive	AUTO	Manufacture, -er, -ing	MFG
Avenue	AVE	Medical, Medicine	MED
Biochemical(s), Biochemistry	BIOCHEM	Metropolitan	METRO
Brothers	BROS	Minneapolis	MPLS
Building	BLDG	Minnesota	MINN
California	CALIF	Minnesota State	MINN ST
Certified Public Accountant	CPA	Mount	MT
Chemical, Chemicals, Chemistry	CHEM	National	NATL
Community, Committee, Commission	COMM	Northeastern	NORTHEAST
Company	CO	Northern	NORTH
Construction	CONST	Northwestern	NORTHWEST
Cooperative, Co-op	COOP	Pennsylvania	PENN
Coordinate, Coordination, -ing	COORD	Pharmaceutical, Pharmacology, Pharmacy	PHARM
Corporation, Corporate	CORP	Plumbing	PLBG
Department	DEPT	Publishing, Publisher, Publications	PUBL
District	DIST	Recreation, Recreational	REC
Economy, Economic, Economical	ECON	Rehabilitation	REHAB
Education, Educational, Educator	EDUC	Saint, Sainte	ST
Electric, Electrical, Electronics	ELEC	Street	ST
Equipment	EQUIP	Senior	SR
Executive, Executor	EXEC	Southeastern	SOUTHEAST
Extension, Extended	EXT	Southern	SOUTH
Government	GOVT	Southwestern	SOUTHWEST
Heating	HTG	Technical, Technology, -gist	TECH
In Care Of	%	Township	TWP
Incorporated	INC	United States	US
Independent	IND	University	UNIV
Information, Informational	INFO	Vocational	VOC
Institute, Institution	INST	Wisconsin	WISC

## PURCHASE ORDER ENTRY

1. Log into MnSCU
  - a. Double click on the MnSCU icon on your desktop
  - b. Type in your User ID and Password, then choose OK
2. Click on Purchasing Control System
3. Click on PO Requisition/PO Menu
4. On the right side of the menu, choose PO Header Information-- Page 1
5. You should now be at the blank PO Header Screen
  - a. In the lower right hand corner, click on the 'Add Record' button. The phrase "New PO" will appear in the PO number box.
  - b. Tab once to enter the Vendor Number. If you are unsure of your vendor number you may use the vendor query option on this screen (refer to page 9 of the AP Manual for detail instructions).
  - c. Tab to "Percent" or "Dollar" and make your choice for how the cost of the purchase order is to be divided among cost centers. If you are entering a PO for only one cost center, choose the percent option and input 100 in the distribution box.
  - d. Tab to CC# and input your 6 digit cost center number if it does not appear automatically.
  - e. Tab to Obj Desc and enter the correct object code (refer to page 23 of the AP Manual for a list of object codes).
  - f. If more than one cost center is being used, select the Add CC button for additional lines.
  - g. Click on the small button to the right of the phrase PO Header 2:GK2 on the bottom of your screen. You will then see a prompt message "You have modified this screen, do you want to save?" select "Yes".
6. The next screen is the PO Header Screen (Page 2). Your PO has now been assigned a number which is recommended to you to write down. You may modify this screen for Additional Address Information such as a vendor contact name. It is important that you input information in the "Instructions to Vendor" box for shipping information. An example would be Ship to Bookstore, Attn: Manager. Click on Line Item:GK3 and save.
7. The next screen takes you to PO Line Item Entry/Maintenance.
  - a. Type the description of the item you are purchasing.
  - b. Tab to Units Ordered, input quantity.
  - c. Tab to Cost/Unit to input price.
  - d. Tab to Unit Measure. The most common term to type in this box is EACH, but you may double click in the box for a complete listing of choices.
  - e. Tab and input catalog and model number if known.
  - f. In the Delivery Terms box, input your name/department. This needs to be done only on the first line of the multiply line item PO.
  - g. To add additional line items, select Add Line Item (GK6).

- h. Click on "Add'l Charges" to input freight costs if known.
  - i. If you wish to add a memo for AP personnel such as a fax request, select Memo:GK5. Unless specific instructions are entered, the AP Office will forward you the PO at which time you may mail or phone in the order. You may also use the memo section to note changes to the shipping address that may be needed. Click on PO Process:GK1 and save.
8. Last Screen is PO Requisition Process.
- a. Select "For Authorization: DE Completed"

ACCEPT to close out purchase order.