

# Accounts Payable Shopper to PRC



## Customer Resource Center

eMARS Training

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## 1—Orientation

Accounts Payable is the business function whereby the Commonwealth's obligation to pay an external or internal vendor is recorded and the actual disbursement of funds is established in an efficient and timely manner; with proper referencing; within the explicit terms of the contract, if applicable; and with all due flexibility. Applicable references are:

- FAP 111-45-00 - Payments
- FAP 111-58-00 – Procurement Card Program (not covered in this manual)
- KRS 45.451 - 45.458 – Penalty Payments
- FAP 120-05-00 - Prompt payment of vendors-PENALTY PAYMENT ONLY (To be used for finance charges, late fees, etc ONLY)

The Commonwealth of Kentucky uses Accounts Payable to pay for goods and services, including utilities, lease agreements, professional and non-professional services and inventory items. This course will teach the user how to perform accounts payable business processes in eMARS.

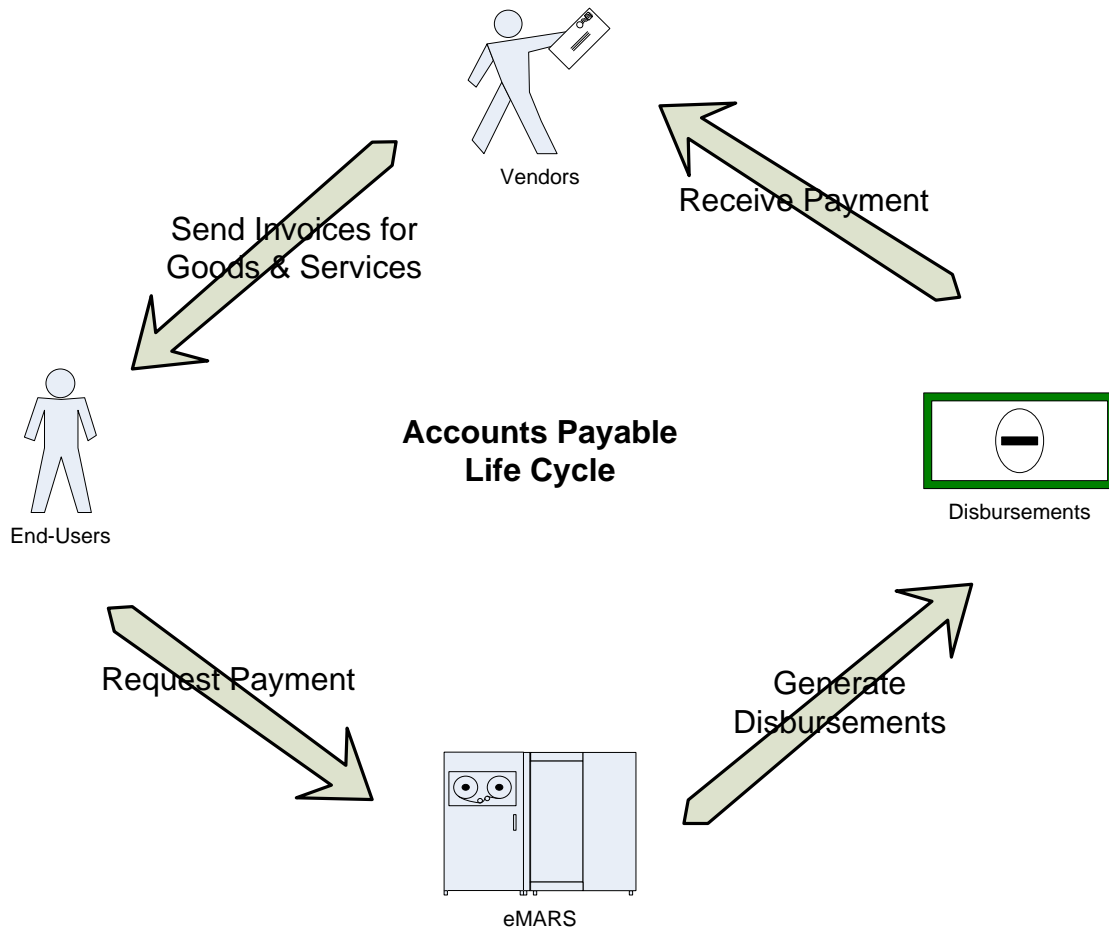
### Learning Objectives

At the conclusion of this session, you will be able to:

- Use Accounting Templates to quickly populate the appropriate accounting elements on accounting lines;
- Establish a payment against a Master Agreement using the Shopper

**NOTE:** Shopper will replace URCATS and URSRCHMA in eMARS 3.10.01

Process Flow



The Accounts Payable Lifecycle is initiated by a user receiving a good or service from a vendor. The vendor then sends the user an invoice requesting payment. In order for the user to initiate the payment, the user must input a payment request into eMARS. During nightly cycle batch processing eMARS will generate disbursements, which can then be sent to the vendor for payment of the good or service.

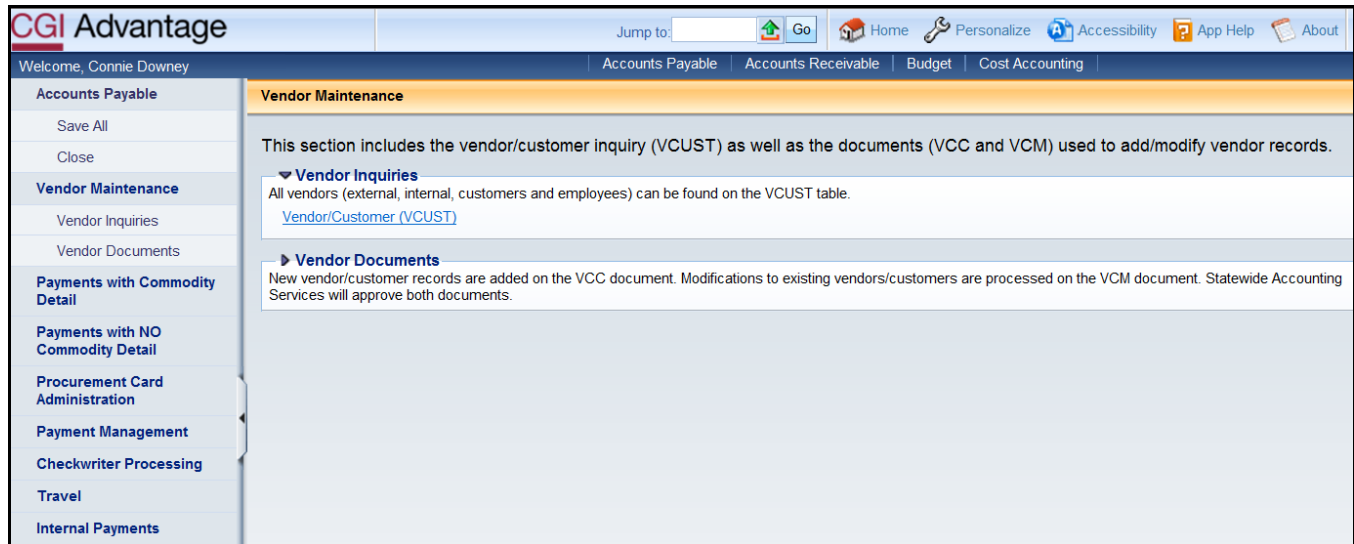
**eMARS Accounts Payable Documents discussed in SHOPPER**

The following table provides a description of the eMARS Accounts Payable documents discussed in this course. Payable documents that are not referenced on this table or in this course are travel documents, internal accounting transfer documents, and the pcard document. Travel documents are discussed in the Travel course. Internal Accounting documents are discussed in the General Accounting course. Pcard documents are discussed in the Procurement Card Administration course.

Document Code	Name	Description
RC	Receiver	<ul style="list-style-type: none"> <li>• Used identify the receipt of goods or services.</li> <li>• Contains commodity level detail.</li> <li>• Will reference one of the following award documents: <b>DO, PO, CT</b> or <b>(CTT1—KYTC only)</b></li> <li>• Will not generate the payment document.</li> </ul>
PRC	Payment Request Commodity	<ul style="list-style-type: none"> <li>• Versatile payment document that can be created as a standalone document or may also reference award or master agreements.</li> <li>• Used to make payments against award documents <b>DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only)</b>.</li> <li>• Used to make payments against Personal Service or Memorandum of Agreement (<b>PON2</b>) awards.</li> <li>• Used to pay against Master Agreements through <b>SHOPPER</b>.</li> <li>• Contains commodity level detail.</li> <li>• Vendor must be External.</li> </ul>

## Accounts Payable Workspace

The Accounts Payable Workspace takes you to the documents and tables you use every day in eMARS. The Workspace is in the Primary Navigation Panel and by clicking on the Accounts Payable Workspace, links are provided for quick access.



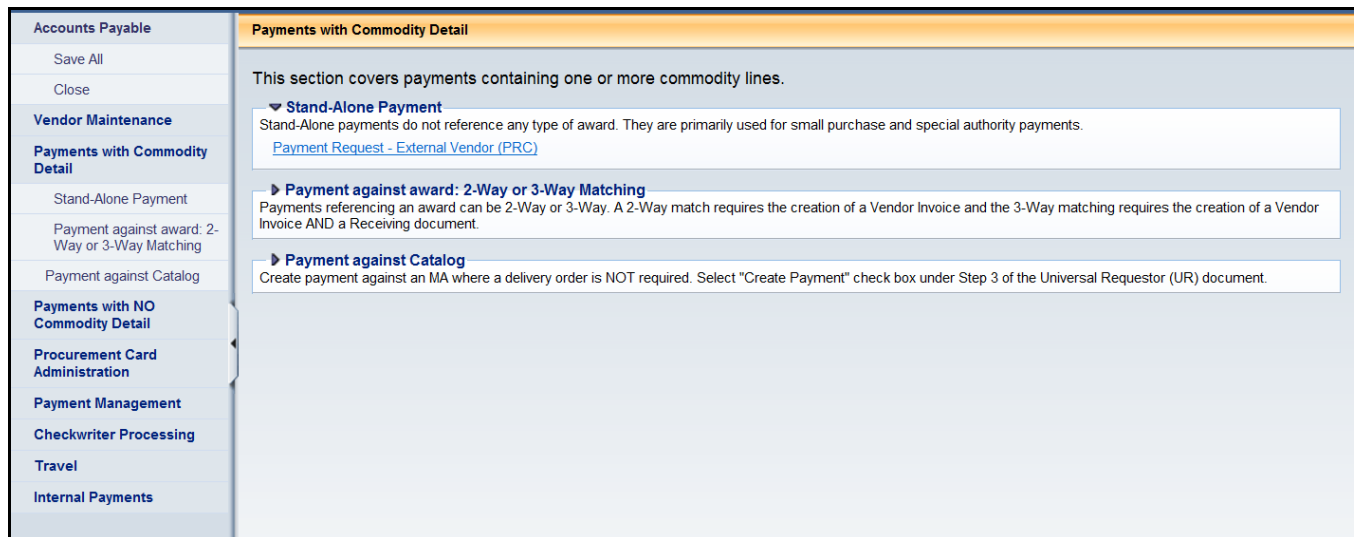
The screenshot shows the eMARS interface. At the top, there is a header with the "CGI Advantage" logo and navigation links like "Home", "Personalize", "Accessibility", "App Help", and "About". Below the header, a secondary navigation bar includes "Accounts Payable", "Accounts Receivable", "Budget", and "Cost Accounting". The main content area is divided into a left-hand "Secondary Navigation Panel" and a right-hand "Primary Navigation Panel".

The "Secondary Navigation Panel" on the left lists various options under "Accounts Payable": Save All, Close, Vendor Maintenance, Vendor Inquiries, Vendor Documents, Payments with Commodity Detail, Payments with NO Commodity Detail, Procurement Card Administration, Payment Management, Checkwriter Processing, Travel, and Internal Payments. The "Vendor Maintenance" option is currently selected.

The "Primary Navigation Panel" on the right is titled "Vendor Maintenance" and contains the following text: "This section includes the vendor/customer inquiry (VCUST) as well as the documents (VCC and VCM) used to add/modify vendor records." It features two expandable sections: "Vendor Inquiries" (with a sub-link for "Vendor/Customer (VCUST)") and "Vendor Documents" (with a note that new records are added on VCC and modifications on VCM).

By selecting a link from the Secondary Navigation Panel, documents and tables are easily accessed. Click on the links in the Secondary Navigation Panel to review the information in each. You will practice using Workspaces during the exercises.

### Payments with Commodity Detail



This screenshot shows the "Payments with Commodity Detail" workspace. The left-hand "Secondary Navigation Panel" lists options: Save All, Close, Vendor Maintenance, Payments with Commodity Detail, Stand-Alone Payment, Payment against award: 2-Way or 3-Way Matching, Payment against Catalog, Payments with NO Commodity Detail, Procurement Card Administration, Payment Management, Checkwriter Processing, Travel, and Internal Payments. The "Payments with Commodity Detail" option is selected.

The "Primary Navigation Panel" on the right is titled "Payments with Commodity Detail" and contains the text: "This section covers payments containing one or more commodity lines." It features three expandable sections: "Stand-Alone Payment" (with a sub-link for "Payment Request - External Vendor (PRC)"), "Payment against award: 2-Way or 3-Way Matching" (with a note that 2-Way matching requires a Vendor Invoice and 3-Way matching requires a Vendor Invoice AND a Receiving document), and "Payment against Catalog" (with a note to select "Create Payment" under Step 3 of the Universal Requestor (UR) document).



## Vendors

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In order to request a new Vendor be added to the Commonwealth's Vendor file, departments can process a **Vendor/Customer Creation (VCC)** document. To request a change to an existing Vendor a **Vendor Customer Modification (VCM)** document must be processed.

Vendors can also register their company using the eMARS Vendor Self Service (**VSS**) website.

<https://emars.ky.gov/online/vss/AltSelfService>

The **Vendor/Customer Creation** document allows users to establish a new vendor that can then be used on Procurement or Accounts Payable documents. Creating a new vendor will add records to the Vendor/Customer (**VCUST**) table and the 1099 Reporting Information (**1099I**) table. Before Vendors are activated they must be approved by the Office of the Controller.

The **Vendor/Customer Creation (VCC)** document cannot be modified or cancelled once it has been submitted to Final. A **Vendor/Customer Modification (VCM)** document must be created to reverse the effects or change the original document.

## Accounting Templates

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Accounting templates provide the ability to save frequently used chart of accounts data for use in subsequent document creation. These templates are used to populate fund and detail accounting elements on documents.

In order to reduce data entry and minimize errors, you can establish standard accounting templates of information that can be provided when you process documents. Using these templates, you reduce the amount of time it takes to enter new documents. Templates also make it easier for the non accountant type to process documents.

Basics of the Accounting Templates:

- Elements of the Accounting template are inferred after you **Validate** the document
- Any values entered by the user either before or after the template has been inferred will override any values from the template

For example, a department creates an accounting template called "Postage" for use with payment documents. The template includes fund, department, unit, function and object of expenditure. When applying this template on an accounting line with an object already specified, the accounting template only brings in the fund, department, unit and function. The Object Code on the document is not replaced with the Object Code from the template.

## Accounting Profiles

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Accounting Profiles can be used on the **Header** or **Commodity** sections on documents of the **PO** and **PR** (Payment Request) document types. When the Accounting Profile field is populated on the Header and then the **Load Accounting Profile** action is clicked, the **Accounting Distribution** section is automatically populated with the Accounting Templates and related percentages associated with the Accounting Profile. The information may then be manipulated, if needed, prior to selecting the **Distribute Accounting** action. When the **Accounting Profile** field is populated on the Commodity Line, then the accounting lines are automatically generated when the document is validated.

**NOTE:** Accounting templates may be used on both Commodity-based and Non-Commodity based documents. Accounting Profiles are used only on Commodity-based documents.

For further questions about creating, modifying and searching for **Accounting Templates**, you can refer back to the **eMARS 110 Chart of Accounts** course. More information on **Accounting Profiles** can be found in the General Procurement manual.

### Object Codes or “E” Codes

Object Codes or “E” Codes are used to identify the type of expenditures being obligated against an agency’s budget. These codes are referenced on many reports, both statewide and agency specific. Therefore, in order to get an accurate representation of actual expenditures, it is important to select the appropriate Object Code on an award (encumbrance) or payment (expenditure) documents. Users should follow these guidelines to ensure an accurate Object Code is entered:

- Be sure the Object Code selected is represented within the proper Object Type. (Example: Computer Equipment/Hardware has a specific Object Code within Object Types 3, 6 & 7.)
- Avoid Object Codes with “Miscellaneous” or “Other” as part of the name when possible.
- Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at <http://finance.ky.gov/internal/eMARS/Chart+of+Accounts.htm> to aid in your selection of proper Object Codes or contact your agency’s Fiscal Officer for specific object codes.

### Event Types

Event Types are used on the accounting line to signify what posting codes will be used while also bringing in specific rules for data entry concerning referenced transactions, customer codes, vendor codes and all defined chart of account elements in the system.

All documents will have allowable event types defined and a single default event type identified. The user can either let the event type default or select an event type from the pick list for a particular document. Only the allowable event for the document will be available for selection within the pick list. A user entered event type will override the default. In other words, the system will never default an event type over one entered by a user. If the data entered is not correct for the event type or the document, error messages will be issued.

**NOTE:** Under most circumstances you will not need to select the event type. Instead, allow the event type to infer.

Document Code	Event Type	Description
PRC	AP01	Authorize Normal Payment <b>(Default)</b>
	XPRC	PRC Enc Correction

## Exercise — Logging In to eMARS

You will use a Student ID or your User ID to log into eMARS.

- From the Login page, enter the following information:

Required Fields	Values
User ID	Enter your Student ID from the Student Card <b>NOTE: User IDs are case sensitive.</b>
Password	Enter your Password and click <b>Login</b> . <b>NOTE: Passwords are case sensitive.</b>

### Login

**User ID:**

**Password:**

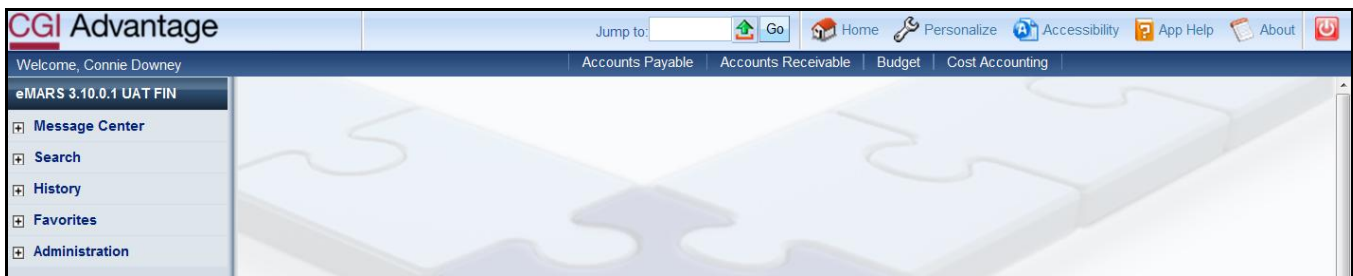
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The Home Page appears.



## 2 – Commodity –based Payments

### [Generating a PRC from the SHOPPER](#)

The Universal Requestor Catalog Search inquiry (URCATS) and Master Agreement Search (URSRCHMA) have been replaced by **SHOPPER**. **SHOPPER** allows users to search for goods and services from the same screen. The Shopper inquiry (**SHOPPER**) is a main starting point for decentralized Procurement activity. Users will search the Commonwealth's database of Catalog Items and Master Agreement Lines to locate their desired items.

**SHOPPER** is a main starting point for decentralized Procurement activity. Users will search the Commonwealth's database of Catalog Items and Master Agreement Lines to locate their desired items.

If the item is available on a Master Agreement (**MA**), users can either create a Delivery Order (**DO**, **DO2**) or Payment Request (**PRC**) directly from the **SHOPPER** search page. *Creating the **DO/DO2** as the first step in the procurement process is the preferred method for purchasing.* If the Master Agreement (**MA**) will soon expire, creating the **DO/DO2** will allow users to pay for the goods or services after the **MA** expiration date, provided the goods and services were purchased before the **MA** expired.

The **Shopper** page allows items to be selected from the **Master Agreement** and added to **SHOPPING CART** where items can be reviewed and the quantity can be updated. The **Shopping Cart** will then trigger the creation of a Payment Request with Commodity (**PRC**) document.

Possible documents that can be created are **DO**, **DO2** or **PRC**. Conditions that cause the specific document to be created are as follows:

- A **Delivery Order** can also be created directly from the Shopper search page, bypassing the **UR** document when 1 or very few items are selected.
- A **PRC** document can be created directly from the **SHOPPER** search page or will be created when the Create Payment box is flagged in the Commodity Group section of the **UR** document. The **PRC** document will allow you to create a direct payment for items selected from the search when 1 or very few items are selected.
- An **RQS** or a Requisition document will be created when an item is selected in the catalog search that is not on a purchase contract and the amount of the request is in excess of the Department Delegated Small Purchase Authority.

**NOTE:** For expenditures greater than \$1,000 and for expenditures considered strategic in nature, the SPR document will need to be processed and attached to the DO, PRC or RQS created from the SHOPPER process.

Searching the **SHOPPER** page can be cumbersome at times. The more information you have regarding the items to be purchased, the easier your search will be. Helpful "tips and tricks" are provided below to assist your search.

When searching for an item that exists on a large *Master Agreement Catalog* it is helpful to have an electronic copy of that catalog to use as a resource. Once a copy of the catalog has been downloaded users will be able reference this spreadsheet to locate the supplier part number and extended description included on the *Master Agreement*.

The following are steps to download a copy of a *Master Agreement Catalog*:

1. Open the desired Master Agreement within eMARS.
2. Navigate to the Commodity Line component. Commodity Lines with attachments will have the paperclip icon to the left of the line number.
3. Click the File at the bottom right of the screen.
4. Select Attachments.
5. Locate the most current version of the catalog, and highlight it.
6. Click Download.
7. Save the Excel spreadsheet to your Desktop.

Once the copy has been saved to your desktop, it may be referenced when making payments or processing *Delivery Orders* against the *Master Agreement*. The spreadsheet may be sorted based on the *Supplier Part Number, Unit Price, Item Description*, etc. Once you have located the item(s), the *Supplier Part Number, Unit Price, Item Description*, etc. may then be entered into the URCATS search criteria. Master Agreement Catalogs are modified as necessary. Users should delete the downloaded spreadsheets from their desktop and download again for future purchases as the Master Agreements are modified as necessary.

This search criteria fields supports special characters and reserve words for advanced searching. The following table shows how reserve words work:

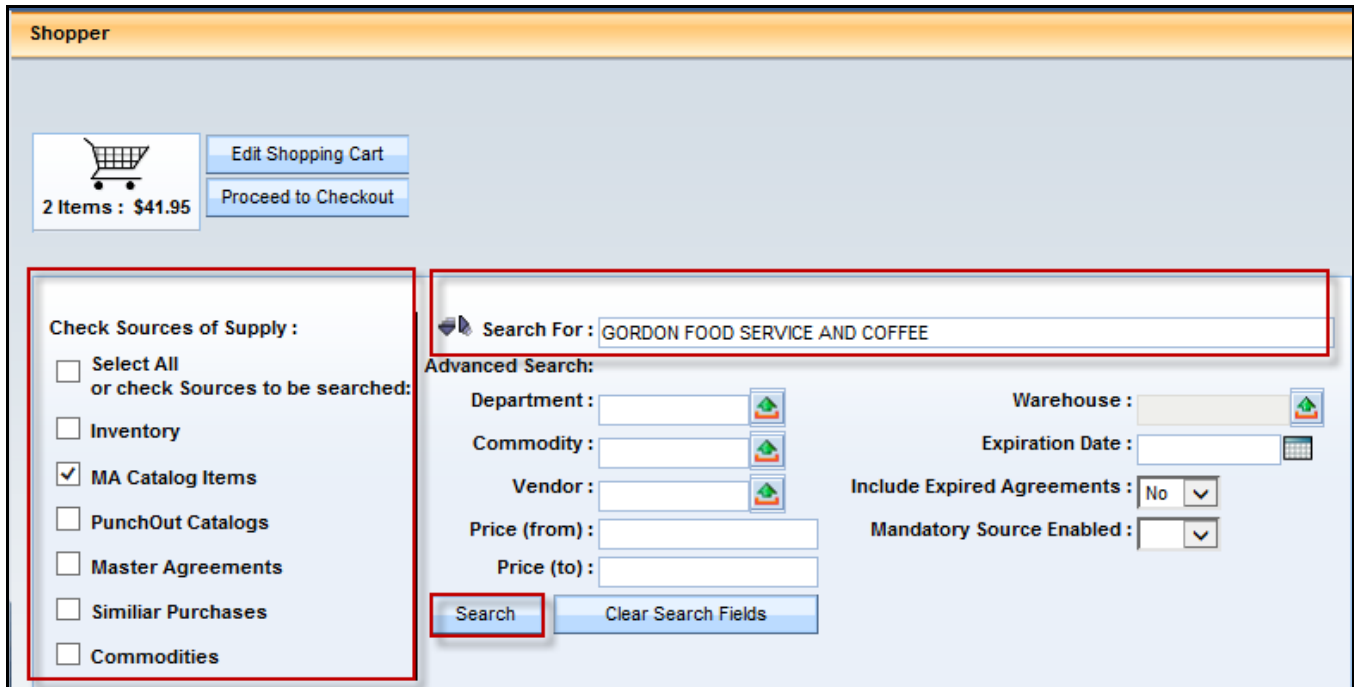
Reserved Word	Examples	Search Result
AND	computer and mouse	Returns catalog records with both terms. Relevancy is increased based on the number of times both words occur.
ACCUM	Computer ACCUM Mouse ACCUM Wireless	Returns catalog records with either or both terms. Relevancy is increased based on the number of times both words occur
OR	laptop or notebook	Returns catalog records with either laptop or notebook in any of the fields.
NOT	Notebook NOT MA12344	Excludes records that contain the specified key word. In this example it would return records with the word notebook which does not have MA12344 in any of the fields.

The percent character "...%..." may also be used as a wildcard to replace individual characters. For instance the search query "boo%" would return results for both "book" and "boot". Or any word that starts with "boo" like "booster".

**NOTE:** The standard eMARS wildcard character of "\*" does not work on this inquiry., Please use the "%" instead. This is the exception to the rule.

When using the Shopper, it is important to include detailed information into the **Search For** field. This will ensure a quick and relevant search for the desired items. If the Master Agreement document code or Vendor Code is known, it should be included as part of the search.

Review the results of the Catalog search. eMARS will produce a set of results that are sorted based on relevancy (that is, based on how closely the item matches the search criteria entered), and then within relevancy, results are sorted first by **Vendor Preference** (ascending order) and then **Source** (Catalog Lines, Master Agreement Lines, Inventory, Purchase History, and Commodity Codes).



The screenshot shows the eMARS Shopper interface. At the top left, there is a shopping cart icon with '2 Items : \$41.95' and buttons for 'Edit Shopping Cart' and 'Proceed to Checkout'. Below this is the 'Check Sources of Supply' section with a list of checkboxes: 'Select All or check Sources to be searched:', 'Inventory', 'MA Catalog Items' (checked), 'PunchOut Catalogs', 'Master Agreements', 'Similiar Purchases', and 'Commodities'. To the right is the 'Advanced Search' section with a 'Search For' field containing 'GORDON FOOD SERVICE AND COFFEE'. Below this are fields for 'Department', 'Commodity', 'Vendor', 'Price (from)', 'Price (to)', 'Warehouse', and 'Expiration Date'. There are also dropdown menus for 'Include Expired Agreements' (set to 'No') and 'Mandatory Source Enabled'. A 'Search' button is highlighted with a red box, and a 'Clear Search Fields' button is also visible.

Deselect all **Sources of Supply** except the **MA Catalog Items** check-box. This means that the inquiry will only search for Catalog Items. (MA Catalog Items, PunchOut Catalogs & Master Agreements may all be selected her)

Type in your search criteria into the “Search For” field and click **Browse**.

Deselect all **Sources of Supply** except the **MA Catalog Items** check-box. This means that the inquiry will only search for Catalog Items.

Type in your search criteria into the “Search For” field and click **Browse**.

### [Payment Request Commodity \(PRC\)](#)

A Commodity-based Payment Request (**PRC**) document records payment activity at the commodity level. It contains commodity detail and requires entry of a commodity code and other required fields. The **PRC** will be used to make commodity-based payments with a single vendor. Users may select an Accounting Template or use the Accounting Profile to easily add accounting elements to the accounting lines. **In order to have the same accounting line(s) applied to each commodity line, the Accounting Distribution function may be used.**

**Important Notes regarding the Vendor Section:**

- Vendors are not identifiable or searchable by Social Security Number (**SSN**) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by Vendor/Customer Number. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location. (The **VCUST** table can be used to assist in locating the correct Vendor/Customer Number.)
- The first 30 characters typed in the **Vendor Invoice Information** field will print on the check.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. The Scheduled Payment date should be set to correspond with the due date on the Vendor's Invoice. If no due date was supplied on the Vendor's Invoice, the **Scheduled Payment Date** should be set to 30 days from the Vendor's Invoice Date. This value will default to the current date if left blank. It is the creator's RESPONSIBILITY to set the value in the Commonwealth's best interest. If a future date is entered, the AD (check) or EFT (Electronic Funds Transfer) will be disbursed 2-3 business days before the scheduled date so that the vendor will receive the payment by the date entered on the payment document.
- The **Disbursement Category** will default to Sealed Treasury Mailed (STM). However, this field may be changed by using the Pick List.
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.



# eMARS Course 1320 Accounts Payable

Welcome, Connie Downey | Accounts Payable | Accounts Receivable | Budget | Cost Accounting

Pymt Request-CommodityBased(PRC) | Dept: 758 | ID: 1600000104 | Ver.: 1 | Function: New | Phase: Draft | Modified by HHW0004 , 02/17/2015

**Header**

Accounting Distribution Total Lines: 0 Distribution Line: none Distribution Percentage: none

**Vendor** Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000159466 Legal Name: Gordon Food Service

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000159466	Gordon Food Service	0.00

From 1 to 1 Total: 1

General Information | Disbursement Options | Invoice Information | Agreement Reference | Discount Terms

Vendor Customer: VC0000159466 Vendor Contact ID: PC001

Legal Name: Gordon Food Service Vendor Contact Name: Keith Masoud

Commodity Total Lines: 1 Commodity Line: 1 CL Description: 12-CUP RT COFFEE FIL Commodity: 64000

Accounting Total Lines: 0 Accounting Line: none Total Line Amount: none Line Closed Amount: none

Posting Total Lines: 0

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close

### Important Notes to Remember About the Commodity Section:

- When referencing an award, users should pay attention to the **Ref Type** in the Commodity and Accounting sections. Select **“Final”** if no other payments will be made against the referenced line. Select **“Partial”** if additional payments are expected. **Selecting “Final” will liquidate any remaining encumbrance against that line.**
- The **Vendor Invoice Number** (the first 30 characters) and **Check Description** (the first 24 characters on the 1st line only) fields will print out on the check stub. **These fields should be used to communicate data needed by the vendor to apply the payment properly.** Do not use the Document Description, Line Description or Extended Description as a means to communicate vendor information. These fields **DO NOT** print on the check stub or remittance to the vendor.

Commodity Total Lines: 3 Commodity Line: 1 CL Description: 12-CUP RT COFFEE FIL Commodity: 64000

Reference | Fixed Asset Intent Reference | Invoice Information | Agreement Reference | Discount Terms | Additional Amounts | Tax Information

Commodity Ref Code: \_\_\_\_\_ Commodity Ref VL: 0

Commodity Ref Dept: \_\_\_\_\_ Commodity Ref CL: 0

Commodity Ref ID: \_\_\_\_\_ Ref Type: Partial



### Important Notes to Remember Regarding the Accounting Section:

- Although optional, use of **Accounting Templates** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The **Vendor's Invoice Number** from the Vendor Section (first 30 characters) and **Check Description** (first 24 characters on 1<sup>st</sup> line only) fields will print out on the check stub. **These fields should be used to communicate data needed by the vendor to apply the payment properly.** Do not use the Document Description, Line Description or Extended Description fields as a means to communicate vendor information. These fields **DO NOT** print on the remittance to the vendor.
- **Select the appropriate Object Code or "E" Codes** for accurate representation of expenditures. Object Codes or "E" Codes are used to identify the type of expenditures being obligated against and agency's budget.
  - Avoid Object Codes with Miscellaneous or Other as part of the name when possible.
  - Be sure the Object Code selected is represented within the proper Object Type (EX: Computer Equipment/Hardware has a specific Object Code within Object Types 3, 6 & 7)
  - Contact your agency's Fiscal Officer to determine specific Object Codes when necessary.

Header			
Accounting Distribution	Total Lines: 1	Distribution Line: 1	Distribution Percentage: 100.0000
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: VC0000159466 Legal Name: Gordon Food Service
Commodity	Total Lines: 3	Commodity Line: 1	CL Description: 12-CUP RT COFFEE FIL Commodity: 64000
Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$8.77 Line Closed Amount: \$0.00

From 1 to 1 Total: 1 First Previous Next Last

[Tab View](#)

General Information

Event Type: AP01	Budget FY: <input type="text"/>
Accounting Template: FINCRC	Fiscal Year: <input type="text"/>
Bank Account: GA	Period: <input type="text"/>
Line Description: <input type="text"/>	Check Description: <input type="text"/>

General Information	Reference	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	Additional Amounts	Extended Description
Fund: 13H5			BSA: <input type="text"/>			Revenue: <input type="text"/>
Department: 758			Object: E339			Sub Revenue: <input type="text"/>
Unit: D758			Dept Object: <input type="text"/>			Dept Revenue: <input type="text"/>
			Sub Object: <input type="text"/>			Appr Unit: <input type="text"/>

General Information	Reference	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	Additional Amounts	Extended Description
Function: CRCX			Activity: <input type="text"/>			Reporting: <input type="text"/>
Sub Function: CRC0			Sub Activity: <input type="text"/>			Sub Reporting: <input type="text"/>
Major Program: <input type="text"/>			Location: <input type="text"/>			Task: <input type="text"/>
Program: <input type="text"/>			Sub Location: <input type="text"/>			Sub Task: <input type="text"/>
Program Period: <input type="text"/>						Task Order: <input type="text"/>

## Exercise 1 — Generate PRC Using SHOPPER

### Scenario

NOTE: If more items are to be purchased and those items are not on the same page, choose the items on the page displayed, enter the quantity and click on Add to Cart. Then click on Next to go to the next page of items. Choose the items on each page and add them to the cart before going to the next page of items.

Your Department needs to pay for coffee supplies for the cafeteria. A Master Agreement was previously created by Finance, Office of Material & Procurement Services and is accessible through **SHOPPER**. The accounts payable office will make the payment of \$47.31 by creating a **PRC** for payment.

### Task Overview

Generate a **PRC** payment from **SHOPPER**

### Procedures

1. At the top of the screen, **type SHOP** in the **JUMP TO** field. **Click Go**. Or, click on the **Procurement Workspace** and click on **Shopper**.
2. The **Shopper** search screen will open. **Uncheck the Select All box**. **Select the MA Catalog Items**. (MA Catalog, PunchOut Catalog and Master Agreement can all be checked here.)

NOTE: Deselecting all boxes except **MA Catalog Items**, ensures the results are only items on Master Agreement. Catalog. (also, selecting Menu – Page Help gives helpful hints on advanced searches)

#### **Search Tips for SHOPPER**

- **Do NOT** use a hyphen “-“. Using this character will produce in undesired results. Use search criteria that does not include the hyphen. For instance, if you are searching for a specific Master Agreement number, C-05989898, you should search using just the number and wildcard, %05989898%. Or, if you are searching for a supplier part number that contains the hyphen such as AB123-01, search for AB123%.
- Use Supplier Part numbers when possible.
- Stay away from broad searches such as “Cardinal%” or “Ikon%”. There are several large contracts, some with several thousand lines. Using broad searches on these contracts will take substantially longer.

3. Type Gordon Food Service and Coffee in the **Search For** field.
4. Click **Search**. See the search results below. To see more results, Click the **Next** button at the bottom of the screen.

**Shopper**

0 Items : \$0.00

[Edit Shopping Cart](#)  
[Proceed to Checkout](#)

**Check Sources of Supply :**

- Select All or check Sources to be searched
- Inventory
- MA Catalog Items
- PunchOut Catalogs
- Master Agreements
- Similiar Purchases
- Commodities

**Search For :** GORDON FOOD SERVICE AND COFFEE

**Advanced Search:**

Department :  Warehouse :

Commodity :  Expiration Date :

Vendor :

Price (from) :  Include Expired Agreements : No

Price (to) :  Mandatory Source Enabled :

[Search](#) [Clear Search Fields](#)

5. To select the items to be purchased, type the quantities in the **Quantity** field.

**Shopper**

3 Items : \$47.31

[Edit Shopping Cart](#)  
[Proceed to Checkout](#)

**Check Sources of Supply :**

- Select All or check Sources to be searched
- Inventory
- MA Catalog Items
- PunchOut Catalogs
- Master Agreements
- Similiar Purchases
- Commodities

**Search For :** GORDON FOOD SERVICE AND COFFEE

**Advanced Search:**

Department :  Warehouse :

Commodity :  Expiration Date :

Vendor :  Include Expired Agreements : No

Price (from) :  Mandatory Source Enabled :

Price (to) :

[Search](#) [Clear Search Fields](#)

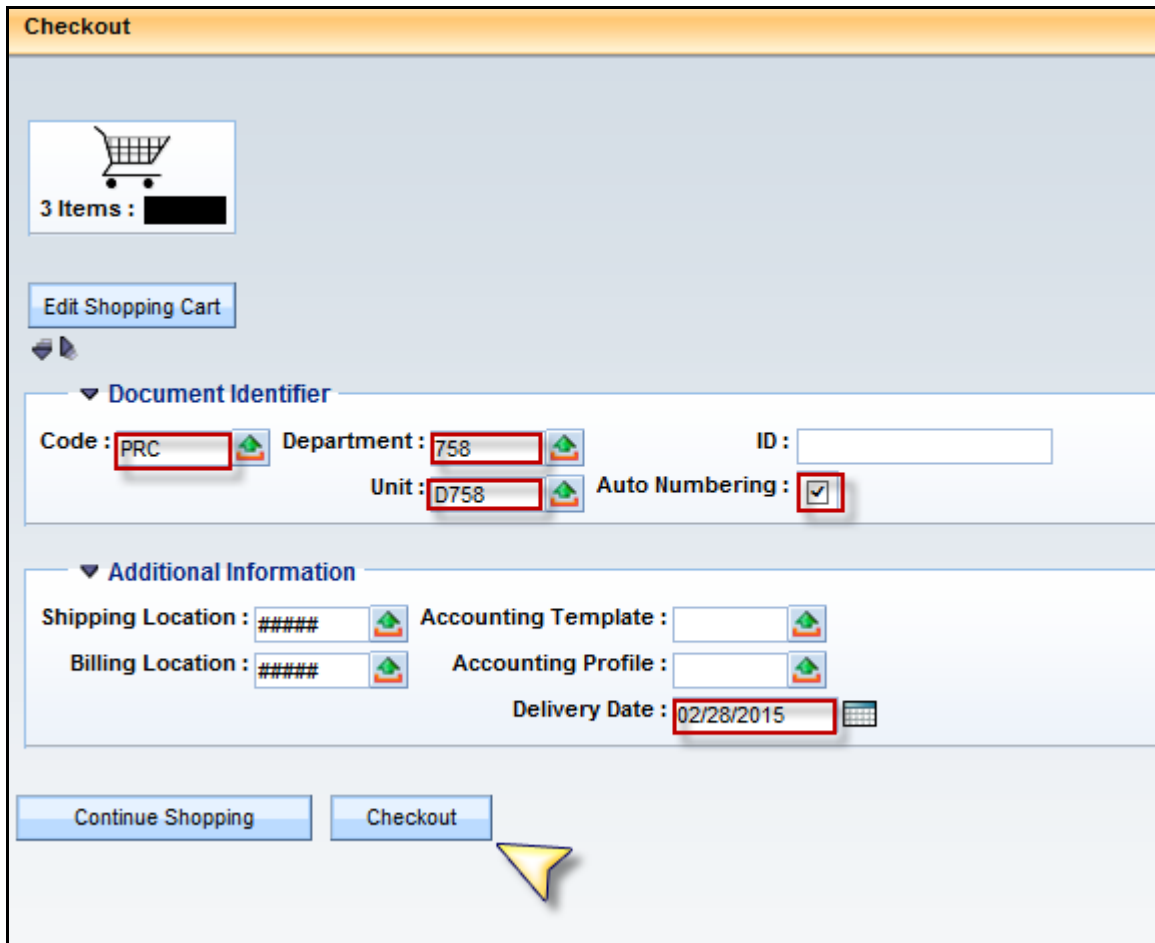
**Available From MA Catalogs**

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration	Image
No	<input type="text" value="1"/>	CASE	\$8.77	64000	12-CUP RT COFFEE FIL	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	116637	Gordon Food Service	MA 758 1200000983	2015-06-25	<a href="#">Details</a>
No	<input type="text" value="1"/>	CASE	\$14.64	64000	URN CLEANER BREW-RITE	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	189189	Gordon Food Service	MA 758 1200000983	2015-06-25	<a href="#">Details</a>
No	<input type="text" value="1"/>	CASE	\$23.90	64000	COFFEE CONDIMENT KIT	PAPER AND PLASTIC PRODUCTS, DISPOSABLE	671673	Gordon Food Service	MA 758 1200000983	2015-06-25	<a href="#">Details</a>

First Prev Next Last [Add to Cart](#)

NOTE: If more items are to be purchased and those items are not on the same page, choose the items on the page displayed, enter the quantity and click on Add to Cart. Then click on Next to go to the next page of items. Choose the items on each page and add them to the cart before going to the next page of items.

6. Click **Add to Cart**. The number of items you have selected will appear in the Shopping Cart in the top right corner. (If you need to view or remove items from the cart, Click **Edit Shopping Cart**)
7. Click **Proceed to Checkout**
8. Under **Document Identifier**, choose **PRC**. Your *Dept* and *Unit* should infer from your user profile.
9. **Auto Numbering** field should be checked.
10. Under **Additional Information**, type in your **Shipping and Billing Location** and **Delivery Date**.

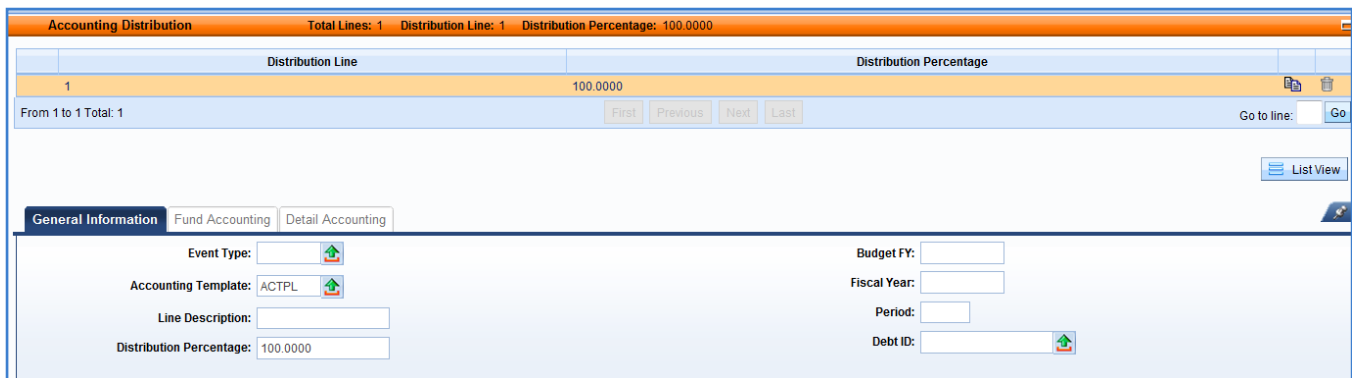


11. Click **Checkout**. (Click **OK** to the prompt to checkout.)
12. The **PRC** document is opened. On the Header, type in the **Document Description** field with information you would want to see on a report.

13. Complete the **PRC**. Review the **Vendor Section**. (the vendor code and information infer from the Master Agreement).
14. Under the **Disbursement Options**, enter the date for the payment to be disbursed. If you do not enter a date, the date the document is approved will infer in this field. If a future payment date is entered, the check or EFT will be disbursed 2 or 3 business days before the payment date to ensure the vendor receives it by the date entered.
15. Under the **Invoice Information**, enter **Vendor Invoice Number** and **Vendor Invoice Date**.

Required Fields	Values
Vendor Invoice Number	Type in the Invoice Number from the invoice from the vendor
Vendor Invoice Date	Use the date on the invoice received from the vendor

16. Click on **the Commodity Section**. Verify the items that you ordered and need to pay.
17. Since we have more than one **Commodity line**, we will use the **Accounting Distribution** section



to add the accounting information and it will infer it to all the lines on the **PRC**. Click on **Accounting Distribution**.

18. Click **Insert New Line**. The **Event Type** will infer to AP01 or you may choose it from the Drop Down box..
19. Type in the accounting information or the **Accounting Template** to be used.
20. Type in **100** in the **Distribution Percentage**. (If the accounting is to be split, you can add additional lines with the accounting information and percentages).
21. Your **Accounting Template** maybe used for all types of purchases and may not include an **Object Code**. If not, type it in or use the **Pick List** to search and find the **Object Code** to be used. Always use the correct **Object Code** for your purchases.

Required Fields	Values
Accounting Template	Your Agency's Template Name
Distribution Percentage	100.00
Object Code	Type in, or use the Pick List to search for and find it.

22. Click **Save** and see the **Distribute Accounting Lines** button appear.

23. Click the **Distribute Accounting Lines** button to create and infer the **Accounting Lines** to each **Commodity Line**.
24. Click **Validate** to be able to see the accounting lines after they are populated from Accounting Distribution. Verify that the **Accounting Lines** did populate with the correct information by going to each Accounting Line for each Commodity Line to view the accounting.
25. After validating, Correct any errors, if there are any. Look at the **Header** to verify the amount is correct.
26. Click **Submit**. The PRC will route through the Workflow process that your department/agency has set up for document approvals. When the PRC is in Final Status, it will pay out in the nightly cycle providing there are no funding issues.

**NOTE: WORKFLOW**

Once your document is submitted, it goes from Draft to Pending Status. The document cannot be edited in Pending Status. Once in Pending status, the document will route according to the Workflow your department has set up for the approval process. Users that are designated as “approvers” will have access to the Worklist(s) the document is assigned. Approvers take the document to their own Worklist for review and to apply the approval.