

Helpful Hints

Accounts Payable:

- We have received many questions regarding Accounts Payable and would love to help, but are not the experts in that area. If you have any questions for our friends in Account Payable, feel free to email those questions to ap@slco.org.

Contracts:

- As I mentioned in our last eProcurement helpful hints email, Contracts and Procurement has recently re-numbered the county contracts/master agreements that refer to state contracts. The old numbers are still in the PeopleSoft system, but are now expired and will not link to reqs or PO's. Attached is an excel crosswalk of the old county number and the new state contract number for your reference.

Remember to search for contracts in PeopleSoft by using the supplier name. If the contract number isn't familiar, it's probably because we changed it to the corresponding state contract number. For any purchase from a county master agreement based on a state contract, please review the state contract by looking up the contract on the [state's website](#). For multiple award contracts, there may be requirements of the contract to get quotes from the other multiple award contracts before making a purchase. It is the agency's responsibility to maintain a file of required quotes or other purchasing justifications for purchases made from multiple award contracts.

In general, it's best to purchase from an existing contract even if you may find a similar product elsewhere because the contracting agency has usually negotiated favorable terms and conditions, warranties, volume discounts, and pricing guarantees. For more information about the benefit of purchasing from state contracts, please take a look at the attached PowerPoint developed by the state.

Old Contract #	New Contract #	Supplier	Description
CW09561S	PD708	MORE PREPARED	72-hour emergency kits
CW09402S	MA2083	AIRE FILTER PRODUCTS, UTAH LLC	Air Fliters/Media Filters
CW05213S	MA1625	WHEELER MACHINERY COMPANY	Already completed by Brian
CW08604S	PD137	SALT LAKE WHOLESALE SPORTS	Ammo and releated item
CW09572S	UCI328	UTAH CORRECTIONAL INDUSTRIES	Apparel Items - Embroidery & Silk Screening
CW09387S	MA372	VALLEY GLASS CORP	Architectural Window Glass. MA372
CW10307S	PD1800	AM SIGNAL INC	Astro-Brac Traffic Signal Brackets

CW05202S	MA829	FRED A MORETON & CO	Auto and Homeowners Insurance
CW05203S	MA1809	Liberty Mutual	Auto and Homeowners Insurance
CZ11638S	MA1225	UNIQUE AUTOMOTIVE & DESIGN.DBA	Auto body repairs
CW04418S	MA354	WAXIE SANITARY SUPPLY	Bags, Janitorial supplies/Ecolab prod. equipment etc.
CW10625S	PA1689-1	EWING IRRIGATION PRODUCTS INC	Best Brand Fertilizer/herbicides
CW10624S	PA1689-2	STEVE REGAN COMPANY	Best Brand Fertilizer/herbicides
CZ09393S	MA828	DIALIGHT CORPORATION	Blanket LED Signal and Ped modules.
CZ09394S	MA825	GADES SALES CO INC	Blanket LED Signal and Ped modules.
CZ12647S	MA1531	SKAGGS PUBLIC SAFETY UNIFORMS AND EQUIPMENT	Body Armor
CW12403S	MA294-1	DS WATERS OF AMERICA	Bottled Spring Water & Dispensing Equipment
CW09569S	PD1637	CANON BUSINESS SOLUTIONS	Canon B&W Copier Maint & Consumables ONLY
CW12387S	PD1637	OCE NORTH AMERICA	Canon B&W Copier Maint & Consumables ONLY
CZ09590S	State did not renew	CANON BUSINESS SOLUTIONS	Canon B&W Copiers
CZ13310S	State did not renew	CANON SOLUTIONS AMERICA BPC	Canon black and white Copiers
CZ13306S	State did not renew	CANON SOLUTIONS AMERICA, INC.	Canon black and white Copiers
CZ13319S	AR457-1	CANON SOLUTIONS AMERICA BPC	Canon Copiers
CZ13320S	AR457	CANON SOLUTIONS AMERICA, INC.	Canon Copiers
CZ13305S	PD1637-1	CANON SOLUTIONS AMERICA, INC.	Canon/Oce discontinued copier
CZ13308S	PD1637	CANON SOLUTIONS AMERICA BPC	Canon/Oce discontinued copiers
CZ10507S	MA2097	WALL 2 WALL	Carpet & Tile
CZ12396S	MA189	TESSCO INC	Cellular accessories.
CZ12394S	MA153	SPRINT	Cellular Services and Equip.
CZ12393S	MA152	VERIZON WIRELESS	Cellular Services and Equip.
CZ12382S	MA110	INTEGRA TELECOM OF UTAH	COMMUNICATIONS SERVICE
CZ12365S	MA108	CENTURYLINK	COMMUNICATIONS SERVICE
CZ12373S	MA256	VLCM	Computers and related equipment
CZ12376S	MA258	EN POINTE TECHNOLOGIES	Computers and related equipment
CZ12375S	MA259	GOVCONNECTION, INC.	Computers and related equipment
CZ12374S	MA257	SHI INTERNATIONAL CORPORATION	Computers and related equipment
CZ11362S	MA904	TURF EQUIPMENT & IRRIGATION IN	CW blanket -Golf Irrigation Sprinkler Supplies
CW05200S	MA1137	DELL MARKETING LP	Dell Computers and Related Hardware

CW08614S	MA1703	SMITH POWER PRODUCTS INC	Detroit Diesel & Allison Transmission Parts & Service
CW09553S	AR1910	PREMIER ELECTION SOLUTIONS	Dielbold Election Equipment
CW09401S	PA376	COLUMBUS COMMUNITY CENTER	Document Shredding
CW13402S	MA425	CENVEO	Envelopes - Plain and Printed
CW08500S	PD341 (Expired)	LEFAVOR ENVELOPE & PRINTING CO	Envelopes - Plain and Printed
CW07211S	MA201	LYNDON JONES CONSTRUCTION	Equipment Rental with Operator
CW09620S	MA2029	METECH INC.	E-waste recycling for Surplus Warehouse
CZ11515S	MA454	FEDERAL EXPRESS CORP	Express Small Package Delivery
CZ11516S	MA065	UNITED PARCEL SERVICE	Express Small Package Delivery
CZ11503S	MA1269	PENTSKIFF INTERPRETING SERVICE	Face to Face Interpreting & Written Translation Serv
CZ11504S	MA1841	COMMGAP	Face to Face Interpreting Services
CW13656S	PA344	GREEN SOURCE LLC	Fertilizer & Grass Seeds
CW13404S	PD399	UNISOURCE	Fine Printing Related Paper
CZ11343S	MA1950	STATE FIRE SALES & SERVICE	Fire Extinguishers
CZ11344S	MA1952	UTAH FIRE EQUIPMENT CO INC	Fire Extinguishers
CZ11342S	MA1636	CINTAS FIRST AID AND SAFETY	First Aid Supplies
CZ11340S	MA119	WASATCH FIRST AID	First Aid Supplies
CW07421S	MA1868	UNIFIRST CORPORATION	Floor Mats & Linen Services
CW04415S	PD509	NICHOLAS & CO INC	Food Service Paper Products
CW13315S	UDOT12 9045	ROWSER CONSTRUCTION LLC	Furnish, install replace guardrails/crash cushions
CW11303S	PD2072	PRECISION POWER INC	Generator Preventative Maintenance PD2072
CZ13312S	MA1275	RMT EQUIPMENT	Golf Irrigation Sprinkler Supplies
CZ12648S	MA208	PURCELL TIRE COMPANY	Goodyear Tires
CZ11201S	MA2046	GRACE GLOBAL CORPORATION	Grace Global Computers and Related Hardware
CW08405S	MA1603	CLEAN HARBORS DISPOSAL SERVICES, INC	Hazardous Material Services
CW04214S	MA1619	CATE RENTAL CO INC	Heavy Equipment Rental WITHOUT Operator
CW10200S	MA1623	HONNEN EQUIPMENT	Heavy Equipment Rental WITHOUT Operator
CZ11636S	MA928	WILBUR-ELLIS COMPANY	Herbicides and Related Products
CZ12653S	MA146-1	DESKS INC. OF UTAH	Hon Furniture
CZ12654S	MA146	HON	Hon Furniture
CW12402S	PD284	CLEAN HARBORS DISPOSAL SERVICES, INC	Household Hazardous Waste Removal and Disposal
CW13405S	AR352	SIEMENS INDUSTRY, INC	HVAC Repair/Service/Upgrade
CW05209S	MA1917	LENOVO	IBM computers and laptops-WSCA
CW11202S	AR801	SIRIUS COMPUTER SOLUTIONS	IBM Software and Maintenance
CZ11322S	MA042	GRAINGER INC	Industrial Equip. & Supplies
CZ11324S	MA043	FASTENAL COMPANY	Industrial Equipment

CZ11323S	MA1949	INDUSTRIAL SUPPLY COMPANY INC	Industrial Equipment
CZ10502S	MA2084	LINGUISTICA INTERNATIONAL	Interpreting & Written Translation Services
CZ11354S	MA987	MOUNTAIN STATES SUPPLY INC	Irrigation Equip. & Sprinkler Supply
CZ11356S	MA1274	SPRINKLER SUPPLY	Irrigation Equip. & Sprinkler Supply
CZ11355S	MA2079	SPRINKLER WORLD	Irrigation Equip. & Sprinkler Supply
CZ09596S	AR182-1	KONICA MINOLTA BUSINESS SOLUTION USA INC.	Konica Minolta B&W Color Copiers
CZ12300S	AR182	PACIFIC OFFICE AUTOMATION, INC	Konica Minolta Copiers/Maint/Supplies
CZ09594S	AR2054	DIGITAL DOCUMENT SOLUTIONS	Kyocera B&W Copiers
CZ11321S	MA049	CODALE ELECTRIC SUPPLY INC	Lamps, TVSS Equipment.
CW11630S	MA1875	MOUNTAIN WEST TRUCK CENTER	Large Truck repairs & parts
CZ10511S	MA784	TROXELL COMMUNICATIONS INC	LCS & DLP Projectors
CZ10512S	MA795	TV SPECIALISTS	LCS & DLP Projectors
CW07542S	PD762	MITY-LITE INC	Lightweight tables (rectangular-round-oval)
CW04420S	MA1247	G & K SERVICES INC	Linen, uniforms and floor mat services
CW08559S	PD136	UPS FREIGHT	LTL Freight Transportation Services
CZ11641S	PD067	GADES SALES CO INC	Magnetometer Detection System
CZ12389S	MA477	CARDINAL HEALTH CO	Medical, Hospital & Personal Care Item
CZ13302S	MA310	MCKESSON MEDICAL-SURGICAL	Medical, Hospital & Personal Care Item
CZ12383S	MA264	MEDLINE INDUSTRIES INC	Medical, Hospital & Personal Care Item
CZ11328S	MA2013-1	PHYSICIAN SALES & SERVICE	Medical, Hospital & Personal Care Item
CZ13303S	MA2013	WORLD MEDICAL GVT. SOLUTIONS, LLC	Medical, Hospital & Personal Care Items
CW11505S	PD074	UNIFORMS MANUFACTURING, INC.	Men's White Tube Socks
CW09203S	PD1896	JPMORGAN CHASE BANK, NA	Merchant Credit Card Acceptance and EFT Services
CZ11318S	MA158	TALLEY COMMUNICATIONS	Mobile Communications Components
CZ11320S	MA161	TESSCO INC	Mobile Communications Components
CZ09598S	AR2052	FOWLER BUSINESS SYSTEMS, INC.	Muratec & NEC B&W Copiers
CW09392S	AR798 (Expired)	MUZAK LLC	Music on hold service AR798
CW04213S	PA655	UTAH STATE DEPT/ADMN SERVICES	Novell software
CZ12378S	State did not renew	OCE NORTH AMERICA	OCE B&W Copiers
CZ11517S	MA144-1	ALLSTEEL, INC.	Office Furniture
CZ11506S	MA1453-1	HENRIKSEN BUTLER DESIGN GROUP INC	Office Furniture
CZ11518S	MA1560	KI	Office Furniture
CZ11509S	MA144	MBI INC.	Office Furniture
CW06132S	UCI022	UTAH CORRECTIONAL INDUSTRIES	Office Furniture
CZ10102S	MA1596	STAPLES INC & SUBSIDIARIES	Office Supplies from State Contract (WSCA) # MA 1596

CZ10103S	MA2077	METRO OFFICE SOLUTIONS, INC.	Office Supplies from State Contract (WSCA) # MA 2077
CZ10101S	MA142	OFFICE DEPOT	Office Supplies from State Contract (WSCA) # MA142
CZ10104S	MA1595	OFFICE MAX INCORPORATED	Office Supplies from State Contract (WSCA) # MA1595
CW09619S	PD427	THOMAS PETROLEUM	Oil and Grease
CW12201S	MA2123-1	A THOMSON REUTERS BUSINESS	Online Legal Research Service
CW04319S	MA1168	PORTER PAINTS	Paint and Supplies
CW08607S	MA330	H & K TRUCK EQUIPMENT	Parts & Repairs of Knaphide Service Equipment
CW08608S	MA340	SEMI SERVICE INC	Parts & Repairs of Service Bodies
CZ12372S	MA1552	FLINT TRADING INC	Pavement Marking Material
CW11345S	MMS11087	MERCK SHARP & DOHME CORP	Pharmaceuticals, MM11087
CW11325S	MMS11049	CRUCELL VACCINES, INC.	Pharmacy & Vaccines MMS11049
CW11324S	MMS11068	GLAXO SMITH KLINE FINANCIAL INC	Pharmacy & Vaccines MMS11068
CW11326S	MMS11127	SANOFI PASTEUR, INC.	Pharmacy & Vaccines MMS11127
CW08384S	PD381	VALMONT COATINGS/INTERMOUNTAIN GALVANIZING	Powder coating of galvanized signal equip.
CW13313S	PD2103	MOUNTAIN WEST PRECAST, LLC	Precast Concrete Barriers
CW12200S	PA1671	FRED A MORETON & CO	Prepaid Legal Services for Employees
CW05014S	UCI380	UTAH CORRECTIONAL INDUSTRIES	Printing Services
CW12651S	PD1411	AMERIGAS	Propane and propane tank rental/maintenance
CW12380S	AR1884	MOTOROLA SOLUTIONS, INC	Radios and Supplies
CW08404S	MA1658	3M COMPANY	Reflective sign sheeting
CW09622S	MA985	ENTERPRISE RENT A CAR	RENTAL CAR SERVICE
CW12202S	PD146	LEGACY EQUIPMENT COMPANY	Rental for Elgin Street Sweepers
CW09618S	MA316	SAFELITE FULFILLMENT, INC.	Replacement Glass
CZ09550S	AR918-2	AUTOMATED BUSINESS PRODUCTS	Ricoh Prod Color & Wide Format Copiers
CZ12379S	AR918-1	PRINTELLIGENT, INC.	Ricoh Prod Color & Wide Format Copiers
CZ12381S	AR918	RICOH USA, INC.	Ricoh Prod Color & Wide Format Copiers
CZ12398S	MA831	REDMOND MINERALS INC.	Road salt
CW10311S	PD832	STEP SAVER INC	Salt Bagged and Bulk
CZ11407S	MA059	COMADE	Sandbags
CZ11406S	MA058	FULTON PACIFIC	Sandbags
CW10626S	MA185	CHAPMAN SECURITY &	Security Gaurds
CZ11640S	MA186	CONFIDENTIAL BACKGROUND	Security Gaurds
CZ09591S	AR2055	LES OLSON CO	Sharp B&W Copiers
CW09568S	PD1643	LES OLSON CO	Sharp B&W Maint & Consumables ONLY

CW12401S	PD092	TABB TEXTILES CO INC	Sheets, pillowcases and blankets
CW06124S	MA1943	SPACESAVER INTERMTN LLC	Shelving & filing Sys, Mobile & Statnry
CW12701S	PD830	FRED A MORETON & CO	Short Term Disability Insurance for County Employees
CZ11514S	MA884	KAJIKI INTERPRETING SERVICES	Sign Language Interpretation Services
CZ11513S	MA880	AMERICAN SIGN LANGUAGE COMMUNICATIONS	Sign Language Interpretation Services
CZ11512S	MA1070	INTERWEST INTERPRETING INC	Sign Language Interpretation Services
CW12399S	PD2048	WESCO DISTRIBUTION, INC.	Signal Wire
CW09560S	PD621	BOB BARKER CO	Slip-On Orange Canvas Deck Shoes for Metro Jail Inmat
CW05013S	PD1920	GRAYBAR ELECTRIC CO INC	Small Batteries, AAA, AA, C, D, 9V, NiMH, etc
CZ12391S	MA1732	JOHN DEERE LANDSCAPES	Snow and Ice Melt
CZ11341S	MA982	STREAMLINE SUPPLY INC	Snow and Ice Melt
CZ12392S	MA303	STREAMLINE SUPPLY INC	Snow and Ice Melt
CW11643S	MA508	Semi Service Inc	Snow Plows and Spreaders
CZ11203S	MA095	EN POINTE TECHNOLOGIES	Software Value Added Reseller
CZ11204S	MA096	SHI INTERNATIONAL CORPORATION	Software Value Added Reseller
CW11409S	PD1212	STATE OF UTAH - DAS CENTRAL SE	State Mail Services
CW04302S	PD489	RELIANCE STEEL & ALUMINUM	Steel Products
CZ11507S	MA147	MIDWEST OFFICE SUPPLY	Steelcase Furniture
CW13655S	PD086	TELCOMM GOVERNMENT SALES	Steelcase Furniture
CW10501S	PD2073	INTERMOUNTAIN DRUG TESTING LLC	Substance Abuse Testing Services
CZ09588S	MA978	CTS LANGUAGELINK	Telephone Based Interpreter Services
CZ09587S	MA981	PACIFIC INTERPRETERS, INC.	Telephone Based Interpreter Services
CZ09586S	MA977	LANGUAGE LINE SERVICES	Telephone Based Interpreting Ser
CW04006S	MA1090	ELWOOD STAFFING (FORMERLY SOS STAFFING)	Temporary Employment Services
CW04009S	MA1822	STRATEGIC STAFFING INC / BBSI	Temporary Employment Services
CZ09584S	MA2041	22ND CENTURY TECHNOLOGIES, INC.	Temporary Employment Services
CZ09583S	MA2043	MANPOWER INTERNATIONAL INC	Temporary Employment Services
CZ09582S	MA2042	US TECH SOLUTIONS INC	Temporary Employment Services
CZ09595S	AR2058	PACIFIC OFFICE AUTOMATION, INC	Toshiba B&W Copiers
CW08616S	MA893	D & J TOWING SERVICE	Towing
CZ11360S	MA1859	ADVANCED TRAFFIC PRODUCTS INC	Traffic Signal Pre-emption Control Sys.
CZ11329S	MA2085	SUMMIT TRAFFIC SOLUTIONS	Traffic Signal Priority Pre-emption Control
CZ13316S	MA505	UNION METAL CORPORATION	Traffic/Light/Camera Poles
CZ13317S	MA507	VALMONT INDUSTRIES, INC.	Traffic/Light/Camera Poles
CW11501S	MA1453-1	NEW HORIZONS COMPUTER	Training Services -Desktop Applications
CZ12301S	MA722	ECONOLITE CONTROL PRODUCTS,	TS-2 Traffic Control systems and

		INC.	Components
CZ11348S	MA723	GADES SALES CO INC	TS-2 Traffic Control systems and Components
CW12371S	PD2009	PFCOMAC INC.	TWO-WAY RADIO BATTERIES
CW13314S	UCI1882	UTAH CORRECTIONAL INDUSTRIES	UCI Roofing and Asbestos Services
CZ12650S	PD1333	MANSFIELD OIL CO OF	Unleaded & Diesel Fuel
CZ12649S	PD234	THOMAS PETROLEUM	Unleaded & Diesel Fuel
CW04325S	PD611	AMERISOURCE BERGEN CORP	Vaccine/Liquid Nutrition
CW11351S	MMS11098	NOVARTIS VACCINES & DIAGN., INC	Vaccines, MMS11098
CZ11364S	MA1861	GADES SALES CO INC	Vehicle Traffic Signals
CW12370S	AR1910	DOMINION VOTING SYSTEMS, INC.	Voting equip,training, Maintenance
CW12404S	MA299	ALPINE WATER SYSTEMS, INC.	Water Filtration Systems for water usage
CW04337S	MA1726	WATER & ENERGY SYSTEMS TECH	Water Treatment/Services
CZ12386S	MA287	AIR LIQUIDE AMERICA	Welding Gases/Supplies
CZ12385S	MA1728	AIRGAS INTERMOUNTAIN INC	Welding Gases/Supplies
CZ13311S	AR924	KIP AMERICA, INC.	Wide Format Copiers
CW11411S	UCI328	UTAH CORRECTIONAL INDUSTRIES	Work Apparel for Multiple Salt Lake County Departments
CW13403S	PD403	UNISOURCE	Xerographic Paper (cut sheet)
CZ12388S	AR921	XEROX CORPORATION	Xerox B&W Copiers
CZ10500S	PD1645	XEROX CORPORATION	Xerox B&W Maint & Consumables ONLY
CZ12384S	AR921	XEROX CORPORATION	Xerox Copier Maint/Consumables

- **CW vs CZ** – CW and CZ *both* indicate the contract is countywide, however, CZ contracts are multiple award contracts (multiple suppliers with contracts to provide similar services) where CW contracts are awarded to one single supplier. Most of these have been converted to the state contract number.
- **Estimated Amount Contracts** – Contracts that are entered into with an “Estimated Amount of...” will not show a “Maximum Amount” on the contract screen because the contract didn’t dictate a not-to-exceed amount. All Estimated Amount Contracts will show “0.00” for the Maximum Amount, but will still show the total amount released on the contract.
- **Revenue Contracts Process:** When Revenue/Grant Contracts are received by an Agency, the Agency will get the contract document approved as to form and send to Contracts & Procurement (please provide a note with the customer ID # and who to send the contract back to). C&P will process the contract as a “shell” Contract, obtain Mayor/Designee signature, scan it into SIRE, and return the document back to the Agency. At that point, the Agency may change the shell to fit their needs: they may Activate, set up billing invoices to the Customer, etc. (as per each Agency’s own internal policy).
- **Purchasing Off Of State Contracts:** Once you have found a State Contract that you wish to make a purchase from, look in PeopleSoft to see if the County already has a Master Agreement based on the State Contract in place (they now are the same numbers as the State Contracts they

reference). You can check for contracts by going to *Main Menu/Supplier Contracts/Create Contracts and Documents/Contract Entry* and search by either the contract # which is the "Contract ID" or "Supplier Name" (note: if you search by Supplier, use the magnifying glass to ensure that your entry matches exactly what's in the System). If we have the contract in place already, go ahead and enter your requisition and link to the contract like any other contract purchase. If we **do not** already have a Master Agreement in place, please contact our office, and one of the Buyers will be able to help you with your options for the purchase.

- **P-Cards for Small Cost Supplier Contract Payments:** Mayor's Finance should only be sent invoices for payments on "not to exceed amount" contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a "not-to-exceed amount" contract, save yourself, Accounts Payable, and the vendor the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.
- **Enter and Dispatch PO's Before Contracts Expire:** As many of you know the old system had a "grace period" for making contract payments in the system after the contract expired. PeopleSoft does not allow for such a "grace period." Make sure that your POs are entered **and** "Dispatched" **before** the contract expires, otherwise payment will have to be made through the Claims Procedure according to Ordinance 3.29. It seems inherent in its name, but because of poor habits developed over the years in our old system, it's worth reminding that the Purchase Order is an ordering document and should be executed and sent to the supplier to order goods or services from a contract. For contracts with numerous orders, a "Blanket" amount only PO can be entered, so multiple invoices can be run against it. Contracts and Requisitions in PeopleSoft do not encumber funds, only PO's do. A PO is required in PeopleSoft to allow for payment on a contract and the PO should be entered before receiving goods and always before receiving an invoice. Again, it wouldn't matter if your requisition & PO were in the system and your invoice is dated prior to the expiration of the contract, if your PO is not Dispatched prior to the contract expiring, you will not be able to make payment using PeopleSoft.

Converted Prior Year Encumbrances:

- **Encumbered PO's Converted from 2013:** Rosalie Grip wanted to remind everyone that if you have encumbered PO's that were converted from the previous year, you can just email the invoices to Accounts Payable with the PO # on them and they will process against the encumbered funds. (Remember that on prior year encumbered PO's the # will start with "CNV" for converted). You should be able to see all your PO's by searching in **Buyer Center, Manage Purchase Orders**.
- Encumbrances that were timely entered in AMS from prior years were converted to PeopleSoft as PO's. Before creating a requisition and new PO to pay an invoice for prior year services, check to see if a converted PO already exists. The converted PO's will have a PO date of

12/31/13 and will show “CNV” in the PO ID. You can search for your PO’s by going to *eProcurement, Buyer Center* and searching by the supplier ID or the buyer name, deleting the “Date From” field first. Often the converted PO’s will show up under the agency’s requestor name as the buyer:

The screenshot shows the Oracle eProcurement Buyer Center interface for managing purchase orders. The search criteria are as follows:

- Business Unit: SLC01
- Supplier ID: (empty)
- PO ID: (empty)
- Buyer: SGarcia
- Date From: (empty)
- Date To: 12/31/2013

The search results table is as follows:

PO ID	PO Date	Status	Buyer Name	Supplier	Supplier Name
CNV210517	12/31/2013	Dispatched	Sylvia Garcia	0000004132	CATHOLIC S-001
CNV210513	12/31/2013	Dispatched	Sylvia Garcia	0000004130	ASIAN ASSO-001
CNV210505	12/31/2013	Approved	Sylvia Garcia	0000003616	YMCA OF GS-001
CNV210504	12/31/2013	Dispatched	Sylvia Garcia	0000004408	SL SCHOOL-001

Miscellaneous:

- **Don’t use your browser back arrow**, you will lose what you’re working on. Always use the “breadcrumbs” at the top of the PeopleSoft screen to navigate. When lost, go “Home.”
- Check system profile – **make sure your email is correct.**
- **Disable the default Autocomplete setting** by going “My Personalizations” under the Main Menu, then to “Personalize Navigation Personalizations” to override the default autocomplete option. There is a bug affecting the autocomplete function in this version of the system that may drive you crazy. Best to not autocomplete until the bug is fixed.
- SQL error.... Pop-Up – be sure to **allow pop-ups on your browser** when using eProcurement.
- **Capital Accounts** (673005 – 683020) CANNOT be paid on a Direct Voucher. All capital payments need to be made from a Purchase Order. If a Purchase Order is not used, PeopleSoft Asset Management system will not have record of the payment.
- Account codes 127000 through 139999 are the **capital account codes used by proprietary funds.**
- **Browsers and Pop-Ups:** PeopleSoft works like a charm on Mozilla Firefox and remember to turn off your pop-up blocker.
- **Budget Issues:** If you are experiencing budget-check errors on your requisitions or PO’s, please consult your fiscal manager. If your fiscal manager cannot help you, then take your budget error questions to Mayor’s Financial Administration.

- **P-Cards for Small Cost Supplier Contract Payments:** Mayor’s Finance should only be sent invoices for payments on “not to exceed amount” contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a “not-to-exceed amount” contract, save yourself, Accounts Payable, and the vendor the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.

POs – Classification:

- Remember to change the “UNC” (Unclassified) code and billing location when you create a Purchase Order.
- **Remember to Classify your PO’s:** Under the Header Details of your PO, click the magnifying glass next to *PO Type and select the type of PO you are generating – CONT or SM. Please don’t leave your PO Type as UNC. While you’re in Header Details, don’t forget to look up your billing location and select it. Also, remember to put the correct email address where you want the PO to be sent. If the PO needs to be sent to the Supplier, enter SLCO-PURCHASING@slco.org for the email address so the PO can be signed and executed by Contracts and Procurement.

POs – Creation:

- **Expedite requisitions to the same Supplier one at a time:**
Only expedite one requisition at a time. Although the system allows you to do multiple, you DO NOT want to exercise that option. If you have multiple reqs with the same supplier, they will all be sourced into one PO, which will create a problem for Accounts Payable as they only want one invoice per email. Even if all of your reqs have different suppliers, it’s best to just be in the habit of expediting one req at a time. [UPK – Expedite a Requisition to a PO](#)

POs – Edits:

- If you make any changes to a Dispatched PO, the status automatically changes to “Approved” from “Dispatched.” You will need to re-Dispatch in order to get the status back to “Dispatched.” Only a PO that has been dispatched will be matched against the invoice and receipt when a payment is requested.

We have seen multiple questions come up with this issue especially with the PO’s converted from 2013.

- **POs Modified After Being Dispatched** – Please keep in mind, if a PO is dispatched and then modified in any way by either the requester or an approver, the PO status will revert from “Dispatched” to “Approved” or “Open” and will have to be re-dispatched before a payment request .

POs –Small Cost:

- When entering a Small Cost PO, in addition to selecting “SM” for the PO Type under the Header Details, please add a comment on the PO that it is Small Cost PO so that it prints on the PO. You do this by clicking on “Add comments” and type in “Small Cost PO” then click “send to supplier,” “show at receipt” and “show at voucher” so the comment prints on the PO. Remember, it’s far more efficient to **use your p-card** for small cost purchases than to enter a req, a PO, and then have Accounts Payable generate a check. The only time you should be entering a PO in the system for a small cost purchase is if your supplier requires an executed PO and does not accept a p-card for payment.
- **P-Cards for Small Cost Supplier Contract Payments:** Mayor’s Finance should only be sent invoices for payments on “not to exceed amount” contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a “not-to-exceed amount” contract, save yourself, Accounts Payable, and the vendor the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.

POs – Miscellaneous:

- **Process changes:** A relatively new state law requires all contracts to be approved as to form by the DA. This includes purchase orders. We are working with the DA to determine if PO’s may be processed without individual approval as to form, but for now, all PO’s that need to be executed and sent to suppliers will need to be dispatched/sent to Contracts and Procurement for processing. Contracts and Procurement will review, sign and send to DA for approval. You may dispatch your small cost PO’s and Contract PO’s to your email or directly to slco-purchasing@slco.org. Please indicate if you’d prefer the approved and executed PO be sent to the supplier by Contracts and Procurement or back to you to send.
- Do not send a supplier an email with a PO if the product has already been received. Otherwise, the supplier may think it is an additional order and send a second order. Instead, send the PO to yourself by adding your email to the PO dispatch.
- **Resourcing a requisition after cancelling a PO** - If you have to cancel a PO, check “ Yes - Resource” to retain your information. If you leave it checked “No” your data will be removed and you will have to enter a new Requisition.
- When creating **Purchase Orders for Suppliers with multiple addresses**, please remember to select the correct address on the Purchase Order. The UPK for this is “Expedite a Req for a Supplier with multiple locations”.
- The data in the UPKs is sample data only. Please remember to use the applicable **Category** for your request.
- **PO is intended to be an ordering document:** It seems inherent in its name, but because of poor habits developed over the years in our old system, it’s worth reminding that the Purchase Order is an ordering document and should be executed and sent to the supplier to order goods or services from a contract. Contracts and Requisitions in PeopleSoft do not encumber funds, only PO’s do. A PO is required in PeopleSoft to allow for payment on a contract and the PO should be entered before receiving goods and always before receiving an invoice.
- **Match exception error when paying an invoice for services:** Remember, if you are entering a PO for services, always check the “Amount Only” field on the Details page. If you don’t, when

you submit your invoice for payment, the system is likely to generate a matching error to your PO because it's looking for your receipt of the goods. The email comes from Ryan Noyce, but it's an automated process in PeopleSoft. If you are purchasing goods, make sure to receive them in the system when they come in.

- **Enter and Dispatch PO's Before Contracts Expire:** As many of you know the old system had a "grace period" for making contract payments in the system after the contract expired. PeopleSoft does not allow for such a "grace period." Make sure that your POs are entered **and** "Dispatched" **before** the contract expires, otherwise payment will have to be made through the Claims Procedure according to Ordinance 3.29. It seems inherent in its name, but because of poor habits developed over the years in our old system, it's worth reminding that the Purchase Order is an ordering document and should be executed and sent to the supplier to order goods or services from a contract. For contracts with numerous orders, a "Blanket" amount only PO can be entered, so multiple invoices can be run against it. Contracts and Requisitions in PeopleSoft do not encumber funds, only PO's do. A PO is required in PeopleSoft to allow for payment on a contract and the PO should be entered before receiving goods and always before receiving an invoice. Again, it wouldn't matter if your requisition & PO were in the system and your invoice is dated prior to the expiration of the contract, if your PO is not Dispatched prior to the contract expiring, you will not be able to make payment using PeopleSoft.

Requisitions – Categories:

- What to do if the category I choose doesn't pull up the account number I want to use? Select a category that best describes what you are purchasing, click the "Override" button, then in the accounting lines, add the account number you want to use.
- Search categories by the description when entering a requisition. Find the description that best describes the goods or services you want to procure. There is a default account that will populate in your lines when you select your category. If the default account isn't the account you want to use, don't change the category, just click on the override button and change your account field to what you desire. While categories will populate a default account line, categories and the account lines are not the same thing.

Requisitions – Edits:

- **Process to edit a requisition that has been *held or denied* in the PO approval stage:**
First, you need to cancel the PO. Go to the **Buyer Center** in eProcurement and go to **Manage Purchase Orders**. Find the PO that you need to cancel, click on it, and in the right hand corner you will see a red **X** - click on the **X** to cancel the PO. A message will pop up saying that you will not be able to edit the PO if you continue, click **Yes**. Then make sure to click **Yes, Re-Source all Reqs** so that you can use the same requisition without starting over, then click **Continue** and **Ok**. Go back to your **Manage Requisitions** screen, in the drop-down menu on the right select **Edit** then click on **Go**. Now you may make edits to your req. and resource it to a new PO.
- **Correcting/Changing the dollar amount on a requisition:**
If you make a mistake on the dollar amount of a requisition (whether or not it has been approved), you can edit the req and make your correction (the only difference is that if it was

already approved, it will have to go through the approval process again, but you do not have to start all over). Under **Manage Requisitions** choose **Edit** in the drop down menu to the right of the req you need to correct then click **Go**. [UPK – Edit a Requisition](#)

If you have linked your req to a contract, you will first need to go to the line details (click the icon third from the end under **Details**), and delete out the contract (otherwise you will not be able to change the amount). Now that the req is not linked to a contract (or if it wasn't in the first place, this is where you'll start) under the **Requisition Lines** click on the **Description** of your req (the actual words that you typed in, not the header above it), change the **Price**, and click **Apply**. Again *if* your req needs to be linked to a contract, now you will go back to the **Details** icon and put the contract # in again. Go down to the bottom of the page and click on **Save for Later**, then on **Pre-Check Budget**, and finally on **Save & Submit** (this will send it off for approval, or re-approval as the case may be). [UPK – Create a Requisition for a Contract Purchase](#)

Requisitions – Going to Contracts & Procurement:

- **Entering a requisition for something that needs to go out to bid:**

When entering a requisition into PeopleSoft for a competitive selection process, please include the following:

- The type of solicitation needs to be part of the requisition name such as “RFP -Fleet Parts and Management”.
- The solicitation document/specs needs to be attached to the requisition in PeopleSoft as a **Word document** so Contracts and Procurement can make edits.
- If the requisition is for a RFP, then the *Issue Notification* document also needs to be attached to the requisition
- Remember to set the supplier to “Bid” so your requisition is routed to Contracts and Procurement for action.

The solicitation choices for the requisition name are: RFC, RFB, RFP, or Const. The solicitation type as part of the requisition name helps determine which Buyer in Contracts and Procurement will be working with you. Sharon will send you an e-mail letting you know your requisition was received and which Buyer was assigned.

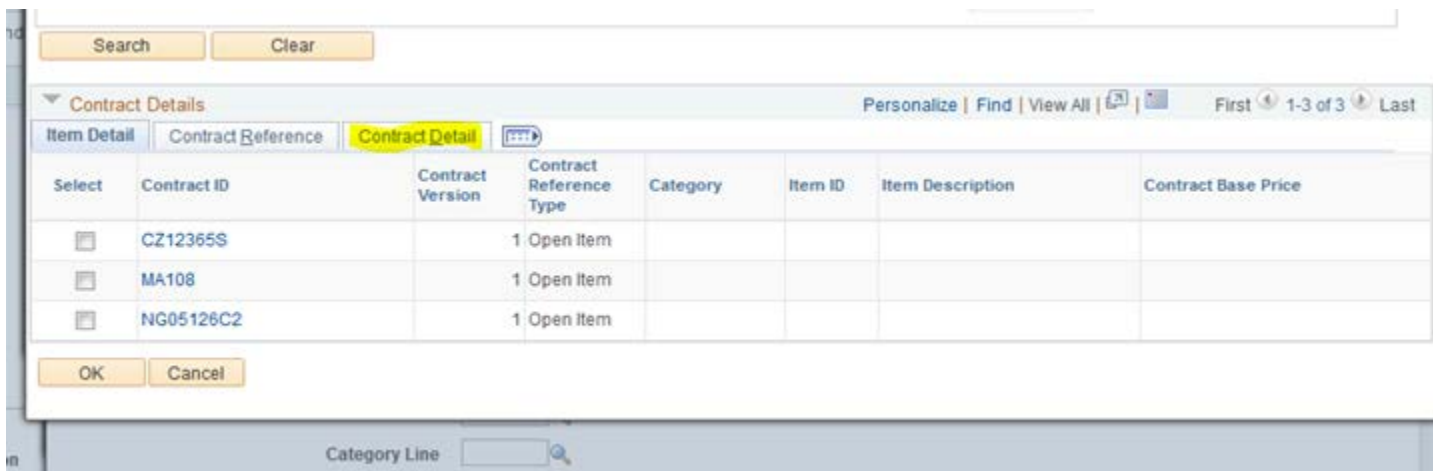
- **Purchasing Requests to Contracts & Procurement** – Requisitions for a RFP, RFC, RFB, Sole Source etc., need to come to Contracts & Procurement to process. For projects that need to be advertised for bids or proposals, select the supplier as “**BID**” on your req, attach your bid specs or draft RFP and submit. For sole source or other exceptions from competitive bidding, select the supplier “**CP**” on your req, attach your sole source request or other exception justification document and submit. Remember that you **do not** source the req to a PO, Contracts & Procurement will do that part after we have conducted the solicitation or reviewed your sole source or exception justification. Once you click “Save and Submit” you are finished.
- **Requests for Sole Source or other Exemptions from Competitive Bidding** – Follow the eProcurement Requestors UPK to “Create an Exemption Requisition for Sole Source.” Create a requisition setting the supplier as “**CP**” and attach your justification for an exemption from competitive bidding and stop there. **Don't source the requisition all the way to a PO** – Contracts and Procurement will review your approved requisition and exemption justification and will source the req to a PO.

Requisitions – Linking to Contracts:

- When linking a contract to a requisition or PO, **make sure the supplier code is correct** by looking up the contract and entering the same supplier code that is linked to the contract.
- **Contract PO** – It's easiest to link the contract at the Req stage not on the PO stage. PO's over \$5,000 that do not have a contract linked to them will be sent back to the requestor to add a contract or cancel.
- After you have entered your **Requisition Settings** and **Special Requests** click on **checkout**, then click on the **details** icon (it looks like a yellow sheet of paper with an arrow to a smaller white sheet of paper). This is where you can reference or link a contract (in addition to checking **Amount Only** for services instead of goods). Under **Contract Information** click on the icon that looks like a yellow piece of paper with a small magnifying glass – you can look up a contract by contract number, or by supplier (this will show all the contracts the County has with a specific supplier). Click on the box of the contract you need and click **Ok**. **Please note:** There are many suppliers that have similar supplier names/IDs, please make sure that the supplier on the contract is the supplier that you have chosen on your req (if there is a discrepancy between the two, you will not be able to link the contract). [UPK – Create a Requisition for a Contract Purchase](#)
- **State Contracts:** We will be changing the county master agreement/contract numbers that are based on state contracts to the state contract number. We have already changed a few, so remember to look up your contracts in eProcurement by searching the contract based on the supplier, not the county contract number. Purchases from state contracts are to be made in accordance with the terms and conditions of the applicable state contract. Please review the state contracts by searching for the contract on the state contract website: <http://purchasing.utah.gov/purchasing/statecontractsearch.html>
- **State Contract Numbers:** Contracts and Procurement is in the process of changing the master agreement numbers based on state contracts to the state contract number. For instance, CZ11322S with Grainger Supplies is now the state contract number MA042. Search for contracts in PeopleSoft by using the supplier name. For any state contract purchase from a county master agreement, please review the requirements of the contract on the state's website: <http://purchasing.utah.gov/purchasing/statecontractsearch.html>. Especially for multiple award contracts, there may be requirements of the contract to get quotes from the other multiple award contracts before making a purchase. It is the agency's responsibility to maintain a file of quotes or any other required purchasing justifications for purchases made from multiple award contracts.
- **State Contract Numbers:** We have completed the process of changing our countywide master agreement numbers to the state contract numbers that they are based on. Remember to search for contracts in PeopleSoft by using the supplier name. If the number isn't familiar, it's probably because we changed it to the corresponding state contract number. For any purchase from a county master agreement based on a state contract, please review the requirements of the state contract on the state's website: <http://purchasing.utah.gov/purchasing/statecontractsearch.html>. Especially for multiple award contracts, there may be requirements of the contract to get quotes from the other multiple award contracts before making a purchase. It is the agency's responsibility to maintain a file of required quotes or other purchasing justifications for purchases made from multiple award contracts.
- **Selecting the Correct Supplier ID and Contract when a Supplier has more than one ID:** Some suppliers in our system have multiple supplier ID's. If you are trying to link a contract to your

supplier, you need to select the same ID that was used to set up the contract, or the contract will not show up when you search for it on your req. How to remedy this: 1) If you know the contract # you're going to use, go to "Supplier Contracts" and look it up to make note of the supplier ID used (this will be the quickest method). Or 2) When you are linking your contract to your req after you have entered your **Requisition Settings** and **Special Requests** click on **checkout**, then click on the **details** icon (it looks like a yellow sheet of paper with an arrow to a smaller white sheet of paper). This is where you can reference or link a contract (in addition to checking **Amount Only** for services instead of goods). Under **Contract Information** click on the icon that looks like a yellow piece of paper with a small magnifying glass (**not** just the plain magnifying glass) this will bring up only the contracts that are associated with the supplier ID that entered on your req., if the contract you're looking for doesn't come up go back to your Supplier ID, and search the supplier by name and pick the other Supplier ID and then when you search your contract it will come right up.

- **Expired Contracts Don't Link:** You cannot link an expired contract to a new requisition or PO. In the old system there was a "grace period" where payment could be made on an expired contract up to 90 days after the expiration. That doesn't exist in PeopleSoft. Remember, only PO's encumber funds in PeopleSoft, so be sure to enter your encumbering PO's linked to a contract before the contract expires to avoid any payment problems. If you don't do this, you may need to request payment through the claims procedure.
- **Linking a Contract When the Supplier has Multiple Contracts** – When multiple contracts come up for the supplier when linking a contract to your requisition and you aren't sure which contract to use, you can get more detail about that contract from the screen you are on by clicking on the "Contract Detail" tab as shown below:



Then you'll be able to see a description of each contract as well as the begin and expiration dates seen below (please note on the example below CZ12365S is the contract with the old County Number and MA108 is the same contract migrated to the State Contract Number):

The screenshot shows a software interface titled 'Contract Details'. At the top right, there are options for 'Personalize', 'Find', 'View All', and 'First'. Below the title, there are tabs for 'Item Detail', 'Contract Reference', and 'Contract Detail'. The 'Contract Detail' tab is active, displaying a table with the following columns: 'select', 'Contract ID', 'Contract Version', 'Description', 'Supplier ID', 'Supplier Name', 'Master Contract ID', 'Contract Process Option', 'Begin Date', and 'Exp'. The table contains three rows of data:

select	Contract ID	Contract Version	Description	Supplier ID	Supplier Name	Master Contract ID	Contract Process Option	Begin Date	Exp
<input type="checkbox"/>	CZ12365S	1	CZ - COMMUNICATIONS SERVICE MA	0000004300	CENTURYLINK		General Contract	02/29/2012	02/29/2012
<input type="checkbox"/>	MA108	1	CZ - COMMUNICATIONS SERVICE MA	0000004300	CENTURYLINK		General Contract	02/29/2012	02/29/2012
<input type="checkbox"/>	NG05126C2	1	IS - TELECOMMUNICATIONS EQUIP	0000004300	CENTURYLINK		General Contract	03/15/2006	04/30/2006

- Purchasing Off Of State Contracts:** Once you have found a State Contract that you wish to make a purchase from, look in PeopleSoft to see if the County already has a Master Agreement based on the State Contract in place (they now are the same numbers as the State Contracts they reference). You can check for contracts by going to *Main Menu/Supplier Contracts/Create Contracts and Documents/Contract Entry* and search by either the contract # which is the "Contract ID" or "Supplier Name" (note: if you search by Supplier, use the magnifying glass to ensure that your entry matches exactly what's in the System). If we have the contract in place already, go ahead and enter your requisition and link to the contract like any other contract purchase. If we **do not** already have a Master Agreement in place, please contact our office, and one of the Buyers will be able to help you with your options for the purchase.
- P-Cards for Small Cost Supplier Contract Payments:** Mayor's Finance should only be sent invoices for payments on "not to exceed amount" contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a "not-to-exceed amount" contract, save yourself, Accounts Payable, and the vendor the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.
- Choosing the Correct Contract When the Supplier has Multiple Contracts:** When multiple contracts come up for the Supplier when linking a contract to your requisition and you aren't sure which contract to use, you can get more detail about that contract from the screen you are on by clicking on the "Contract Detail" tab as shown below:

Requisition Date 04/11/2014

Corporate Contract

Search

Clear

Contract Details

Personalize | Find

Item Detail	Contract Reference	Contract Detail				
Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description
<input type="checkbox"/>	BV03904C		1 Open Item			
<input type="checkbox"/>	BV03906C		1 Open Item			
<input type="checkbox"/>	BV03988C		1 Open Item			
<input type="checkbox"/>	MO07303C		1 Open Item			
<input type="checkbox"/>	YS07297C		1 Open Item			

OK

Cancel

Then you'll be able to see a description of each contract (it is important to note that each description begins with the Agency abbreviation – Please pay attention to which contract belongs to your Agency) as well as the begin and expiration dates as seen below:

Contract Details

Item Detail	Contract Reference	Contract Detail	
Select	Contract ID	Contract Version	Description
<input type="checkbox"/>	BV03904C	1	CRD CDBG HousingOutreachRent
<input type="checkbox"/>	BV03906C	1	CRD CDBG HOME TBRA CASE MANAG
<input type="checkbox"/>	BV03988C	1	CRD -CDBG SLCAP-MURRAY HEAD ST
<input type="checkbox"/>	MO07303C	1	PAR - NO COST-RENT FREE-LEASE
<input type="checkbox"/>	YS07297C	1	YS - NO COST-HEAD START CONTRA

Again, please make sure you are selecting the correct contract.

Requisitions – Manage Requisitions:

- Attached is a sheet of definitions for the various “states” your requisition may be in at any given time in the process.

Manage Requisition "Request State" Definitions

Requisition State	Budget State	Means	Next Step
Approved	Prov Valid	It has been Approved, needs to be Budget Checked	Do a Budget Check then go to Buyer's Center and" Expedite to create a PO"
Approved	Valid	Ready to Expedite into a Purchase Order	Go to eProcurement>Buyer Center>Expedite Requisition

Canceled	Not Chk'd	The Req has been cancelled. The Req s/b Budget Checked and then Closed. It would automatically be closed in 90 days.	Select Action - "Check Budget" . Then go to Requesters Workbench to force it closed. (UPK - Closing Requisitions under Approvers)
Denied	Pro Valid	The Req has been denied. You should cancel it to get off of the list. Then Close	Go to "Select Action" and "Cancel"
Open	Prov Valid	The Req has not been submitted for Approval	Need to Edit the Req and then "Submit for Approval"
Open	Error	There is a budget exception with the Req.	Check to see what the error is by clicking on the link "Error". The error could be insufficient dollars in budget or incorrect "CF" (Chart Fields) (accounting information). You then need to act on the error, which could mean talking with the Fiscal Manager to get the right Chart Fields or ensure that the budget is correct. Once the error is resolved, you need to edit the Req by hitting the "Pre-Check Budget" and then hit "Save & Submit".
Open	Not Chk'd	You have not done a "Pre-Check" of the budget or Submitted for Approval.	Edit the Req and hit "Pre-Check Budget". Then "Save & Submit" for approval.
Partially Dispatched	Valid	1. You have cancelled/closed a PO and another PO was created. 2. Multiple Line Req and only partially Expedited to a PO	1. You can verify by clicking on the word PO on the lifeline to determine if the PO was cancelled/closed. If it needs to be Received, receive as normal. 2. Cancel the PO and resource or create another PO for the lines that were not sourced. (If you cancel a PO, "yes" resource Req, unless you want it cancelled completely.)
Partially Received	Valid	The PO has not been completely received. You did not the receive the complete order.	When the goods come in, receive the remaining quantity. If the goods do not come in, close the PO. (this will relieve the encumbrance)
Pending	Prov Valid	Needs to be Approved	Wait for the approval

Pending	Error	The requisition was submitted when a budget was not available. Make sure the budget is Provisionally Valid before you submit for approval.	Check with your Fiscal Manager to get a valid Chart Field string to ensure that it has the correct fields. Once you have the budget added or the Chart Fields is correct, you can click the "Pre-Check Budget" and then hit "Save and Submit" if it is valid.
Pending	Not Chk'd	You need to do the Precheck Budget action.	Need to go to "Select Action" and "Precheck Budget". If you receive an error, correct the error recheck the "Precheck Budget". Otherwise, the status will become valid you will be "Pending Approval"
PO Partially Cancelled	Valid	One of the lines was cancelled on a PO.	If the line was cancelled legitimately, then no action is needed. If the line was cancelled in error, you need to create a new Req for the cancelled line.
PO Partially Completed	Valid	1. You have cancelled a PO and another PO was created. 2. Multiple Line Req and only partially Expedited to a PO	1. You can verify by clicking on the word PO on the lifeline to determine if the PO was cancelled. If it needs to be Received, receive as normal 2. Cancel the PO and resource or create another PO for the lines that were not sourced. (If you cancel a PO, "yes" resource Req, unless you want it cancelled completely.)
PO Partially Created	Valid	One of the lines was Expedited to a PO, the other line(s) was not.	If the unsourced line is valid, it needs to be expedited to a PO, otherwise cancel the unsourced line(s).
PO Partially Dispatched	Valid	1. You have cancelled/closed a PO and another PO was created. 2. Multiple Line Req and only partially Expedited to a PO	1. You can verify by clicking on the word PO on the lifeline to determine if the PO was cancelled/closed. If it needs to be Received, receive as normal. 2. Cancel the PO and resource or create another PO for the lines that were not sourced. (If you cancel a PO, "yes" resource Req, unless you want it cancelled completely.)
PO(s) Canceled	Valid	The PO was cancelled.	No action required.

PO(s) Completed	Valid	The PO has been closed.	No action required.
PO(s) Created	Valid	The PO was Expedited, but the PO process was not completed.	You need to go to the BuyerCenter>Manage PO> click on the Open PO and click on Header Details to change the type, billing location, and email. Disptach the PO.
PO's Dispatched	Valid	The PO has been dispatched. It is ready to be received (goods).	Receive the item (goods) by going to "Select Action" and choosing "Receive" and hit "Go".
Received	Valid	Well-done! The Transaction is completed.	Write the PO number on the Invoice and the Budget Year. Scan and email (with the PO number in the subject lint) to AP@SLCO.ORG.
See Lines	Not Chk'd	If there is a line with a negative amount, it will show "See Lines". Make sure that both lines are approved, otherwise the credit will not go through	Precheck Budget Make sure that you Expedite both lines
See Lines	Valid	If there is a line with a negative amount, it will show "See Lines". Make sure that both lines are approved, otherwise the credit will not go through	Make sure that you Expedite both lines
See Lines	Error	You have a budget error with a line that has a credit.	Fix the error. Precheck the Budget, Save and Submit

Requisitions – Miscellaneous:

- **Services vs. Goods Requisitions** – On “Services Only” Requisitions, please remember to check the “Amount Only” field on the Details page. When you do not click the “Amount Only” field, Accounts Payable will get a matching error when it looks for the item to be received.

Route Control:

- If you are having Route Control issues (your reqs are bypassing your approvers and going straight to Cap Assets or somewhere they shouldn't) and you have notified Tony Jolley and IS of this, please do not submit any new reqs until the issue has been resolved or they will continue to be misrouted. You can enter reqs and get them ready, just click “Save for Later” **not** “Save and Submit”

Suppliers:

- **Looking up a Supplier by Name:** Under *Requisition Settings* click on the magnifying glass on the Supplier line, a Supplier Search will come up, type the name of your Supplier in the Name field and click **Find**. If you are trying to look up a Supplier by name without entering a req, go to **Main Menu/Suppliers/Supplier Information/Add Update** (although you won't be able to do anything but view) and you can search by any Supplier name. If the Supplier you are looking for isn't in the system, email the [supplier information](#) to suppliers@slco.org and MFA can set a Supplier up for you – be sure to include the email contact for the Supplier. If you do not have **Suppliers** as an option from your **Main Menu**, please put in a request to IS to have access to view Supplier Information.