



ESCAPE ONLINE

Purchasing Webinar

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Agenda

- Department Setup
- Vendor Management
- Requisition Processing
 - Entering Requisitions
 - Printing
- Receiving PO's
- PO Changes
- Requisition Reports
- Fixed Assets
- Fixed Asset Reports
- Questions

Department Setup

- Department Information
 - Dept Name – Used on forms
 - Bank Account Id
 - Vendor Requisition
 - Available to All
 - Approvals
 - Prefix
 - Order Types
 - Current Year End & Start – Multi Year
- Messages
 - Before and After

Vendor Management

- Vendor Information
 - Vendor Id – assigned by system
 - Vendor Name & Sort Name
 - Tax Id
 - Web address
 - Active – never delete
 - Independent Contractor
 - 1099 Reporting
 - Addresses
- Payments
- Requisitions
- Categories
- Catalog

Requisition Processing

- Creating a Vendor Requisition
 - Filling out the form
 - Choosing the Order Type
 - Items
 - Copy Lines
 - Fixed Asset
 - Account
 - Attaching files
 - Submitting for approval
- Snapshot

Requisition Processing

- Approve Requisitions
 - Overrides
 - Submit w/Insufficient Funds
 - Approval Overrides
 - Snapshot
 - Task to Approve
 - Approve
 - Deny
 - Defer
 - Req Note

Requisition Processing

- Printing Purchase Orders
 - Printing One Purchase Order
 - Printing Copies
- Vendor Quotes
 - Requisition Form - Tab
- Vendor Inquiry
 - Task – from List or Form

Receiving POs

- Enter up to 25 Purchase Orders
 - Beginning Sequence
 - Receive All – Yes or No
- Working the List
 - Receiving Partial
 - Adding Notes
 - Asset Flag
 - Post Receipts
- Reverse Receipts

PO Changes

- PO Printed but not sent to Vendor
 - Unprint
- Add or Edit Line items after PO sent to Vendor
 - Change Notice
- Vendor/Site needs to cancel order
 - Cancel Notice
- Do Not
 - Return to Open to make a change
- Status Change
 - Manually Complete a Vendor Requisition
- Threshold exceeded
 - Re-Submit

Requisition Reports

- Req/Payment
 - Requisition List Report (ReqPay02)
 - Board Report (ReqPay11)
 - Receiving Report (ReqPay13)
 - Vendor Detail (ReqPay01)
 - Vendor Mailing Labels (ReqVendorlabel01)

Fixed Assets

- Created from the Vendor Requisition
 - Item is flagged as Fixed Asset
 - Item has been received
 - Fixed Asset is in the Pending Status
- Enter Fixed Asset Activity
 - Add New Asset
 - Depreciation is Automatic
 - Asset Type = D
 - Receive Date
 - Expected life
 - Acquisition Cost
 - Snapshot Report

Fixed Asset Reports

- Assets
 - Fixed Asset by Account (FA08)
 - Asset Annual Value Summary (FA09)
 - Physical Inventory Worksheet (FA03)
 - Valuation Summary (FA02)
 - Depreciation Detail (FA05)

Questions ?

- Questions and Comments
- Thank you!!
