

# Chapter 1

## Before You Begin

### Overview

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**Introduction** This book represents Section 1 of the Procurement Manual. We hope you'll find it much easier to use because of:

- policies and procedures now divided into 6 separate parts
  - diagrams for each screen
  - detailed step-by-step instructions
  - examples
  - table of contents
  - index
  - appendices
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**In this chapter**

This chapter covers the following topics:

Topic	See page
<a href="#">About the Procurement Manual</a>	P1-2
<a href="#">How to Use Each Section</a>	P1-3
<a href="#">The AIS Menu</a>	P1-5
<a href="#">Helpful Keys</a>	P1-7
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# About The Procurement Manual

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**Content** The Procurement Manual covers University policies and procedures related to the following.

- all types of purchase orders
  - interdepartmental orders
  - ID invoices
  - ID releases
  - Barnes Invoices
  - all Accounts Payable functions
  - check requests
  - travel advances
  - travel expense reports
  - petty cash
- 

**Purpose** The Procurement Manual provides FIS users with the necessary information to enter FIS documents related to the areas listed above. You should already have an FIS password and be familiar with a PC.

The Manual will not explain how to use your PC or how to sign onto FIS.

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**Sections** The Procurement Manual consists of six volumes:

Section No. 1	P	Introduction
Section No. 2	PU	Purchasing from Outside Vendors
Section No. 3	ID	Interdepartmental Orders
Section No. 4	BB	Barnes Affiliate Billing
Section No. 5	AP	Accounts Payable
Section No. 6	DS	Disbursements and Petty Cash

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continued on next page

**Page number designation** The page numbering system indicates the section, chapter and page number. The first two letters designate the section as follows:

<b>These letters</b>	<b>designate this section</b>
P	Before you Begin
PU	Purchasing
ID	Interdepartmental Orders
BB	Barnes Affiliate Billing
AP	Accounts Payable
DS	Disbursements/Petty Cash

The first number indicates the chapter number, the second number indicates the page.

Examples:

**PU5-8** refers to the Purchasing section, chapter 5, page 8.

**ID11-4** refers to the Interdepartmental Orders, chapter 11, page 4.

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**Examples number designation** There are numerous examples throughout each volume. These are numbered when they are not included in the body of a procedure table. The numbering system for each example indicates the section and example number. The letter designates the section as follows:

<b>These letters</b>	<b>designate this section</b>
A	Accounts Payable
B	Barnes Affiliate Billing
D	Disbursements/Petty Cash
ID	Interdepartmental Orders
PU	Purchasing

## How to Use Each Section

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**Table of contents** Each section begins with a table of contents. Then, each chapter contains a block (entitled “In This Chapter”) to show you which topics are covered.

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**Example** Examples used throughout the manual are listed in the Index.

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**Appendices** Each manual contains one or more appendices. The appendices provide supplementary information that may assist you in completing your document. They are listed in the table of contents.

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**Index** The back of each volume contains an index for easy reference.

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**General organization** Each chapter presents an overview that provides an introduction as well as a table of contents for the chapter.

For each function discussed, we present a diagram of the main screen used along with a description of the fields on that screen. This is followed by a step-by-step procedure on how to use the function. Small examples are included in the body of the procedure when and where appropriate. Larger examples are shown at the end of the procedure.

Note: Screens that are accessed from the main screen are described in an Appendix.

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## The AIS Menu

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**Description** The AIS Menu lists options for entering and reviewing various documents. The options that appear on your menu depend on your security. If you only work with purchase orders and interdepartmental orders, you may have only these options on your menu.

Each option is numbered. If you have 10 options on your menu, they will be numbered 1 through 10. If you have Payroll/Personnel on your menu, it will always be numbered 00.

Since everyone's menu is different, the numbers for the options may vary from menu to menu. For example, your menu may show the PO function as number 03. Another person's menu may show the PO function as number 01. When you call Systems and Procedures for help, it is important that you know the name of the functions you need help with and not the number.

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### How to select options

Follow these procedures to select an option from the AIS Menu.

Step	Action
1	Be sure the cursor is in the lower left-hand corner of the screen
2	Type the <u>two-digit number</u> of the option you want to use.  <u>Example:</u>  14 VENDLOOK 15 APVNLOOK  PLEASE SELECT APPLICATION OR PRESS RETURN, OR PRESS -PF5- TO REFRESH MESSAGES  <u>Note:</u> If you do not see the option you want, press <b>RETURN</b> to display the next page of the menu.
3	Press <b>RETURN</b>  <u>Result:</u> You will see the screen for your selected option.

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## Helpful Keys

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**TAB Key** Use the TAB key to move from field to field. By using the TAB key, your cursor will always land at the beginning of a field. If your cursor is not at the beginning of a field when you begin to enter data, you may run out of room or the system may not let you type. If your PC beeps when you try to type, try pressing the **TAB** key to position your cursor at the beginning of the field.

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**Arrow keys** The arrow keys can be used to move the cursor. However, if you do not position the cursor at just the right spot, you may not be able to enter data. You might use the arrow keys to position the cursor at the beginning of the line and then press **TAB** to move to the field you want.

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**Deleting data** You can quickly delete by using your **Delete Key** .

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## Conventions, Standards and Formats

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**Dollar signs** **DO NOT** use dollar signs (\$) or commas (,) when entering amounts. **DO** use decimal points.

Examples: Enter 183.53 not \$183.53

Enter 1450.00 not \$1,450

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**Uppercase** Type all text in uppercase.

Example: Type **NEW** not New or new

Type **EA** not ea

Type **FILE CABINET** not File cabinet

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**Dates** Enter dates using the MMDDYY format. **DO NOT** include spaces or slashes.

Example: Type 030800 not 3-8-00 or 03/08/00

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## Using AUTO to Access Documents

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### **AUTO command**

You can use AUTO command to tell the system to show you documents one after another. This command works with the following functions:

- AP BLANKET INVOICE
  - AP FREE BALANCE INVOICE
  - BARNES INVOICES
  - INTERDEPT. ORDER
  - INVOICE/CHANGE ORDER
  - INTERDEPT INVOICE
- 

### **When to use**

Whenever documents are sent to you, you will see the message **Documents Waiting** or **Invoices Waiting**. When you select that function, you can type **A** or **AUTO** under **Action**. When you press **RETURN**, the system will display the first document waiting for your attention. When you finish working with that document, the system will display the next document. This will continue until you have looked at all documents waiting for your attention.

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### **Multiple department**

If you have access to more than one department, **AUTO** will work only for the department you have specified as 'prime' when you last changed your password. If you have to access documents for one of your other departments, follow this procedure:

<b>Step</b>	<b>Action</b>
1	Type <b>A</b> or <b>AUTO</b> under <b>Action</b> .
2	Type the six digit department number under <b>Dept.</b>
3	Press <b>RETURN</b> .

You will be able to work with all documents for that department.

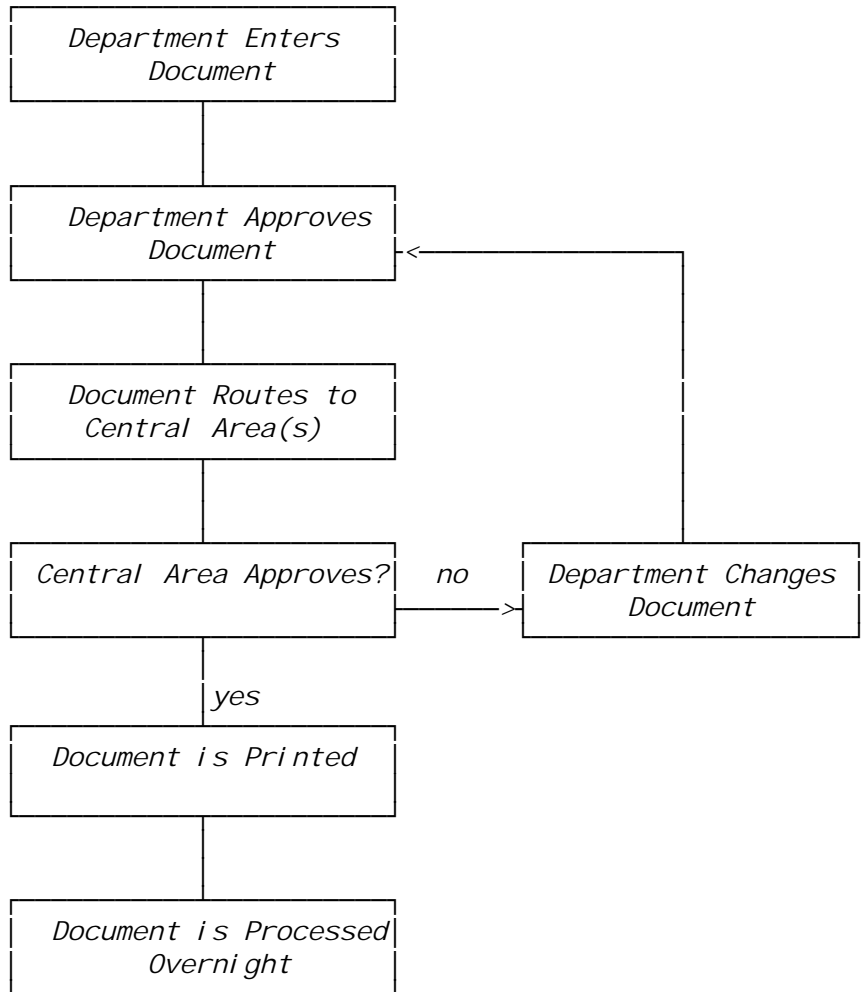
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## How Documents are Processed

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**Introduction** Document entered on-line must receive two or more approvals before they are printed and processed. Each document you enter goes through the following process.

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## How Documents are Processed

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**Comment** The rules for routing documents to various offices for approval are numerous and often complex. Where a document goes for approval depends on the amount, the budget/object code, the fund number, type of goods ordered and/or type of document. The descriptions below have been simplified to provide a general understanding of the process.

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**Department enters and approves** The first two steps shown in the flowchart above involve the department. The department enters and approves the document. This may be done by the same person, or one person might enter the document and another might approve it.

Depending on the type of document, budget/object code and/or amount, the document may also be approved by a Dean.

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**Central area approval** Each document (with the exception of Receiving Reports) must be approved by at least one Central Area. All documents will be approved by at least one area within the Controller's Office.

If the document is a Purchase Order, the Purchasing Office must approve it. The Department of Radiation Safety gives final approval to all orders for radioactive materials. The Division of Comparative Medicine gives final approval for all animal orders.

If the document is a Change Order, the Purchasing Office will approve it if the change affects the items ordered. If the change affects the account(s) only, the Controller's Office will give final approval.

If the document is a Check Request, the Accounts Payable Office gives final approval.

If a Central Area disapproves a document, it will route back to the department for correction or deletion.

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**Printing** After all approvals have been given, the document will be printed, if appropriate.

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## How Documents are Processed

### Overnight processing

Once a document is printed, it will be processed that night.

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### Example

The Biology Department enters and approves a purchase order for a new printer on Tuesday morning. The document is approved by the Controller's Office an hour later, and the Purchasing Office approves it shortly after that. At 3:00 p.m. that afternoon, Biology's purchase order is printed. The purchase order is then processed Tuesday night.

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### Document status

As the document moves through the stages described above, the status of that document will change. When the document has received its last approval, its status will change to **APPROVED**. When it is printed, the status will change to **PRINTED**. When it is processed, the status will be **PROCESSED**.

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## AIS Main Menu Screen

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### Diagram

The screen looks like this:

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WASHINGTON UNIVERSITY ADMINISTRATIVE INFORMATION SYSTEMS 05/12/99 11:11:29

00 PAYROLL/PERSONNEL
01 PURCHASE ORDER
02 JOURNAL
03 PETTY CASH JOURNAL
04 TRAVEL MENU
05 CHECK REQUEST

06 BUDGET ADJUSTMENT
07 ACCOUNT INQUIRY <<-----<<<<< PROFILE CHANGES
08 USER OPTIONS MENU
09 DOCUMENT APPROVAL

10 DOCUMENT REVIEW
11 DOCUMENT STATUS
12 HELP/INFORMATION
13 ORDER VENDOR LOOKUP
14 PAYMNT VENDOR LOOKUP

PLEASE SELECT APPLICATION OR PRESS RETURN, OR ENTER -PF5- TO REFRESH MESSAGES
```

### Options

All documents are entered (or reviewed) through selections on the AIS Menu.

- Option 00 is always Payroll/Personnel.
  - The other options are determined by your security level.
  - You must hit the RETURN key when options fill more than one screen.
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