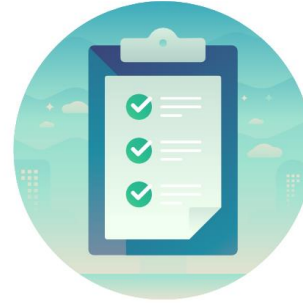# Course ID: SCM 202
Course: Manage and Record Purchase Orders
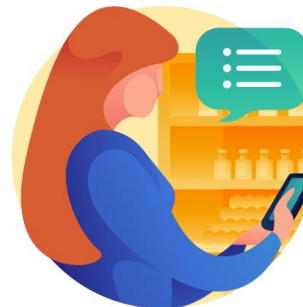
Ground Rules

Be on time

Attendance

Turn off your cell phones when in class

Take breaks as needed

Participate actively in class; refrain from email and internet use

Feel free to ask questions

Course Overview

Course Description	This course provides a comprehensive review of the Manage and Record Purchase Orders processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Manage and Record Purchase Orders • Module 3: Course Summary
Training Audiences	The following audience(s), by INFORMS Security role(s), are required to complete this course before being granted related system access • Department Buyer • Department PO Processor
Prerequisites	Participants are required to complete the following End-User Training courses before starting this course: • ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting, and Online Help • SCM 101 – Supply Chain Management Fundamentals • SCM 201 – Manage and Record Requisitions
Delivery Method	• This course is intended to be delivered through Instructor-led Training.
Estimated Duration	• The total duration of this course, when delivered through Instructor-led Training, is 3 hours.

Course Outline

Content
Module 1: Course Introduction
Module 2: Manage and Record Purchase Orders
• Lesson 1: Manage and Record Purchase Orders
o Lecture 1: How to Enter and Maintain Purchase Orders
o Lecture 2: How to Approve Purchase Orders
o Lecture 3: How to Process Purchase Orders
o Lecture 4: How to Change Purchase Orders
Module 3: Course Summary

Module 1: Course Introduction

| Module Topics |
|---|
| Course Administration and Logistics |
| Learning Objectives |
| Roles and Responsibilities |
| Navigation |
| Key Changes to the Business Process |
| The End-to-End Business Process |
| Introduction to Demonstrations, Activities and Exercises |

Course Administration and Logistics

To receive credit for completing this course, attendance must be recorded at the beginning <u>and</u> end of class
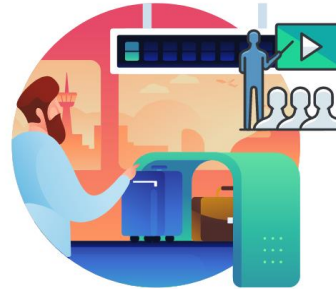
Please turn off cell phones and refrain from checking email and the Internet while in class

Actively participate in class

Take Breaks at scheduled times

Ask questions; to learn

Be back from Breaks on time

MIAMI-DADE COUNTY

Learning Objectives

- Understand the End-to-End Process for Managing, Recording and Closing Purchase Orders

- Enter and Maintain Purchase Orders

- Approve Purchase Orders

- Process Purchase Orders

- Change Purchase Orders

Roles and Responsibilities

The roles and responsibilities associated with Manage and Record Purchase Orders include:

Role	Responsibilities
Department Buyer	The Department Buyer has the ability to create and update Purchase Orders (PO), Change Orders - enter PO or source a PO from requisition, or change orders and dispatch
Department PO Processor	The Department Requisition Processor has the ability to enter and update request including close, cancel, and amend actions

Navigation

Below are the steps to navigate to the Buyer page, which will be used for navigation in the rest of this course:

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below:
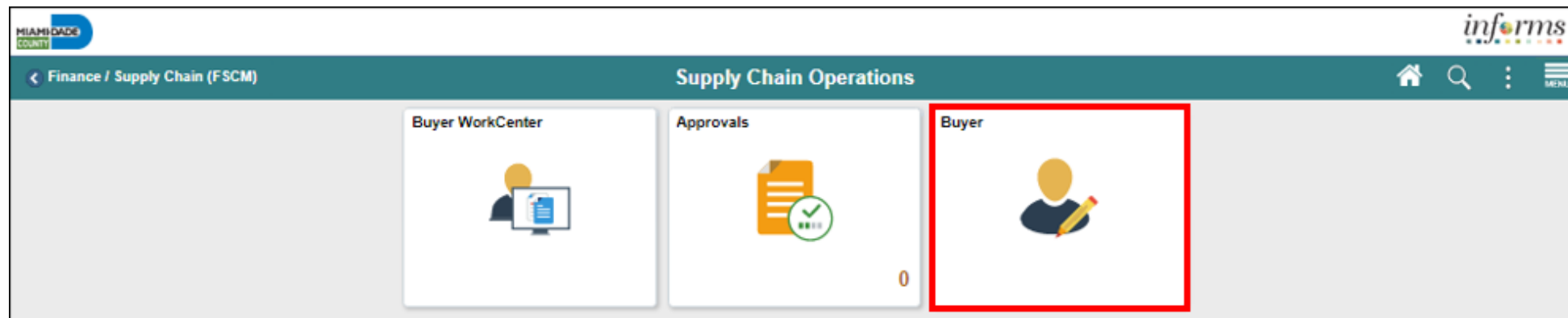
Navigation

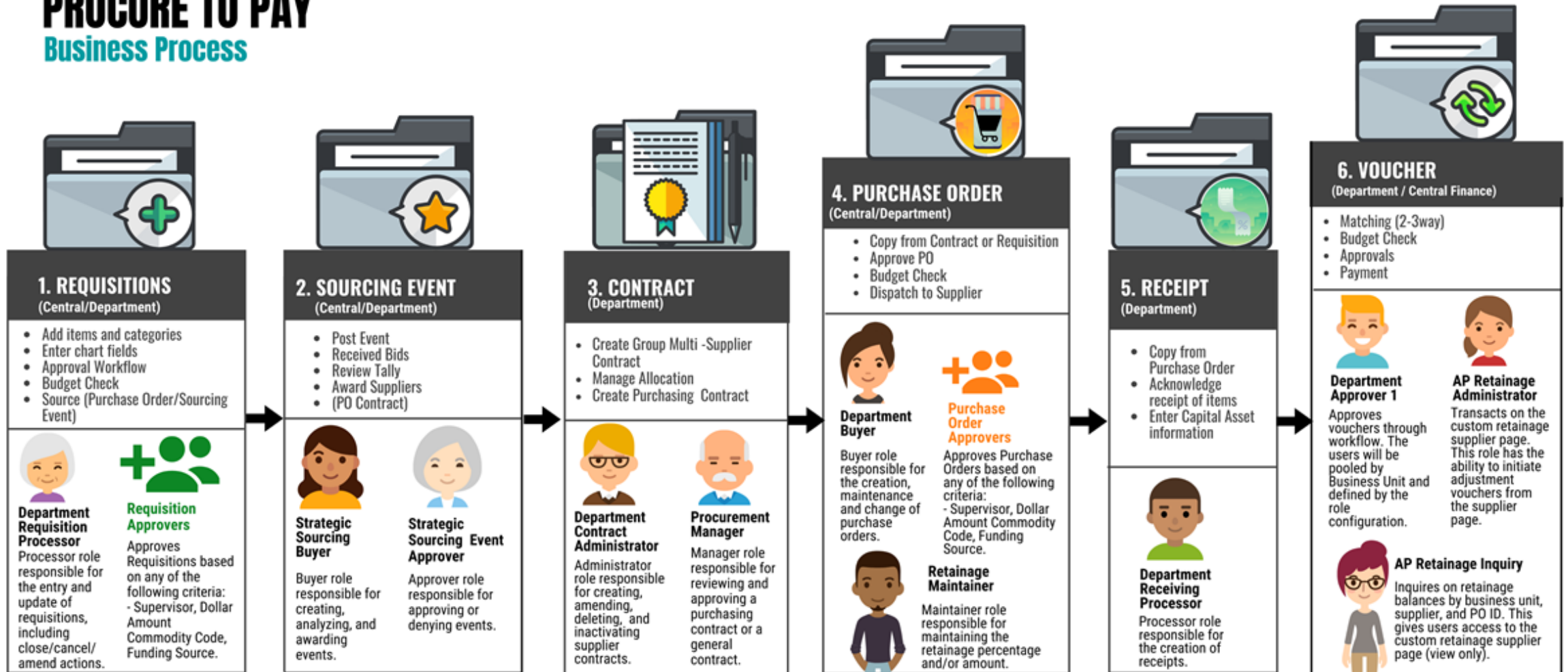2. Select **Supply Chain Operations**.

3. Select **Buyer**.

Key Changes to the Business Process

- Copying from functionality (i.e. requisition, contract, Purchase Order)

- Online dispatching to supplier

MIAMI-DADE COUNTY

The End-to-End Business Process

PROCURE TO PAY
Business Process

1. REQUISITIONS
(Central/Department)

- Add items and categories
- Enter chart fields
- Approval Workflow
- Budget Check
- Source (Purchase Order/Sourcing Event)

Department Requisition Processor
Processor role responsible for the entry and update of requisitions, including close/cancel/amend actions.

Requisition Approvers
Approves Requisitions based on any of the following criteria:
- Supervisor, Dollar Amount Commodity Code, Funding Source.

2. SOURCING EVENT
(Central/Department)

- Post Event
- Received Bids
- Review Tally
- Award Suppliers
- (PO Contract)

Strategic Sourcing Buyer
Buyer role responsible for creating, analyzing, and awarding events.

Strategic Sourcing Event Approver
Approver role responsible for approving or denying events.

3. CONTRACT
(Department)

- Create Group Multi-Supplier Contract
- Manage Allocation
- Create Purchasing Contract

Department Contract Administrator
Administrator role responsible for creating, amending, deleting, and inactivating supplier contracts.

Procurement Manager
Manager role responsible for reviewing and approving a purchasing contract or a general contract.

4. PURCHASE ORDER
(Central/Department)

- Copy from Contract or Requisition
- Approve PO
- Budget Check
- Dispatch to Supplier

Department Buyer
Buyer role responsible for the creation, maintenance and change of purchase orders.

Purchase Order Approvers
Approves Purchase Orders based on any of the following criteria:
- Supervisor, Dollar Amount Commodity Code, Funding Source.

Retainage Maintainer
Maintainer role responsible for maintaining the retainage percentage and/or amount.

5. RECEIPT
(Department)

- Copy from Purchase Order
- Acknowledge receipt of items
- Enter Capital Asset information

Department Receiving Processor
Processor role responsible for the creation of receipts.

6. VOUCHER
(Department / Central Finance)

- Matching (2-3way)
- Budget Check
- Approvals
- Payment

Department Approver 1
Approves vouchers through workflow. The users will be pooled by Business Unit and defined by the role configuration.

AP Retainage Administrator
Transacts on the custom retainage supplier page. This role has the ability to initiate adjustment vouchers from the supplier page.

AP Retainage Inquiry
Inquires on retainage balances by business unit, supplier, and PO ID. This gives users access to the custom retainage supplier page (view only).
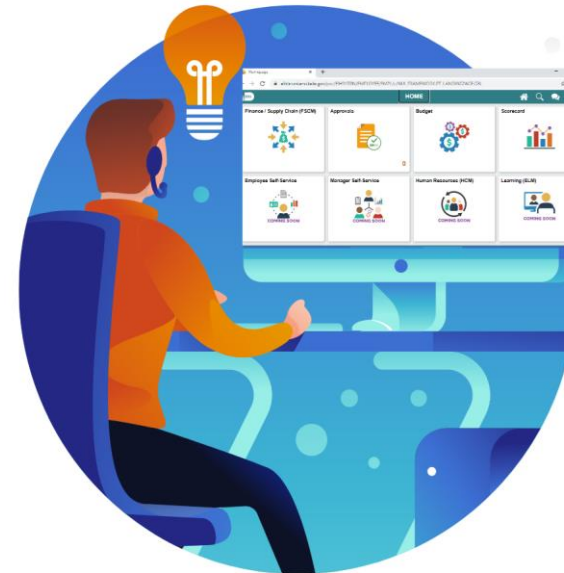
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MIAMI-DADE COUNTY

The End-to-End Business Process

Introduction to Activities and Exercises

Participants will take part in two types of hands-on learning throughout this course.

Training
Activities

Training
Exercises

Module 1: Course Introduction Summary

Module Topics
Course Administration and Logistics
Learning Objectives
Roles and Responsibilities
Navigation
Key Changes to the Business Process
The End-to-End Business Process
Introduction to Demonstrations, Activities and Exercises

Module 2: Manage and Record Purchase Orders

Module Topics
Module Introduction
Lesson 1: Manage and Record Purchase Orders

Lesson 1: Manage and Record Purchase Orders

- Enter and Maintain Purchase Orders

- Approve Purchase Orders

- Process Change Orders

Lesson 1: Key Terms

Term	Definition
Budget Checking	The process used to ensure that the expense transactions meet the requirements of the Appropriation Ledger based on Fund, Department and Account roll up as well as does not exceed the available budget amount.
Buyer	A user that manages purchase orders and relationships with suppliers. All users with the Department Buyer role will have defaults established to streamline PO data entry as it defines the default information that appears on a PO for a Buyer.
Buyer's WorkCenter	Use the Buyer's WorkCenter to manage Purchase Orders. Through the Buyer's WorkCenter page, the user can analyze, dispatch, cancel, close, and print preview Purchase Orders.
Dispatch	The process that sends the purchase order to the supplier. The two most common dispatch options are: • Email • Print

Lesson 1: Key Terms

Term	Definition
Matching	An automated process of comparing values found in different business documents: Voucher, Purchase Order, Receiver, if applicable, and inspection (if applicable) prior to approving a Voucher for payment. This process provides assurance that the products listed on a supplier invoice were requested and received at the appropriate price and in the appropriate quantity.
PO Change Order	A change to a quantity or price to an already dispatched Purchase Order or in other words, changes to a Purchase Order that was already dispatched to a Supplier.
Suppliers	Organizations that are actively doing business or have done business in the past with the County, or otherwise receiving payments from the County. Supplier data is used in the following transactions: Sourcing Opportunities (RFPs, RFQs, etc.), contracts, requisition, purchase order entry, receiving/returning goods, voucher entry, payments for goods/services purchased.

Lecture 1: How to Enter and Maintain Purchase Orders

Navigation: **Finance/Supply Chain (FSCM) > Supply Chain Operations > Buyer > Add/Update POs**

Lecture 1: How to Enter and Maintain Purchase Orders

Purchase Orders consist of four key sections which include:

PO Header

- Contains information such as the Purchase Order type, receiving status, Supplier and Buyer details

PO Line

- Contains information such as the item ID, item description, category, and quantity

PO Line Schedule

- Every Purchase Order line has one or more due dates and external delivery locations carried on a schedule

PO Line Distribution

- Contains information about how the item quantity is to be charged to the organization

Lecture 2: How to Approve Purchase Orders

The Approvals tile on the INFORMS homepage will display all pending approvals currently assigned to the approver's queue
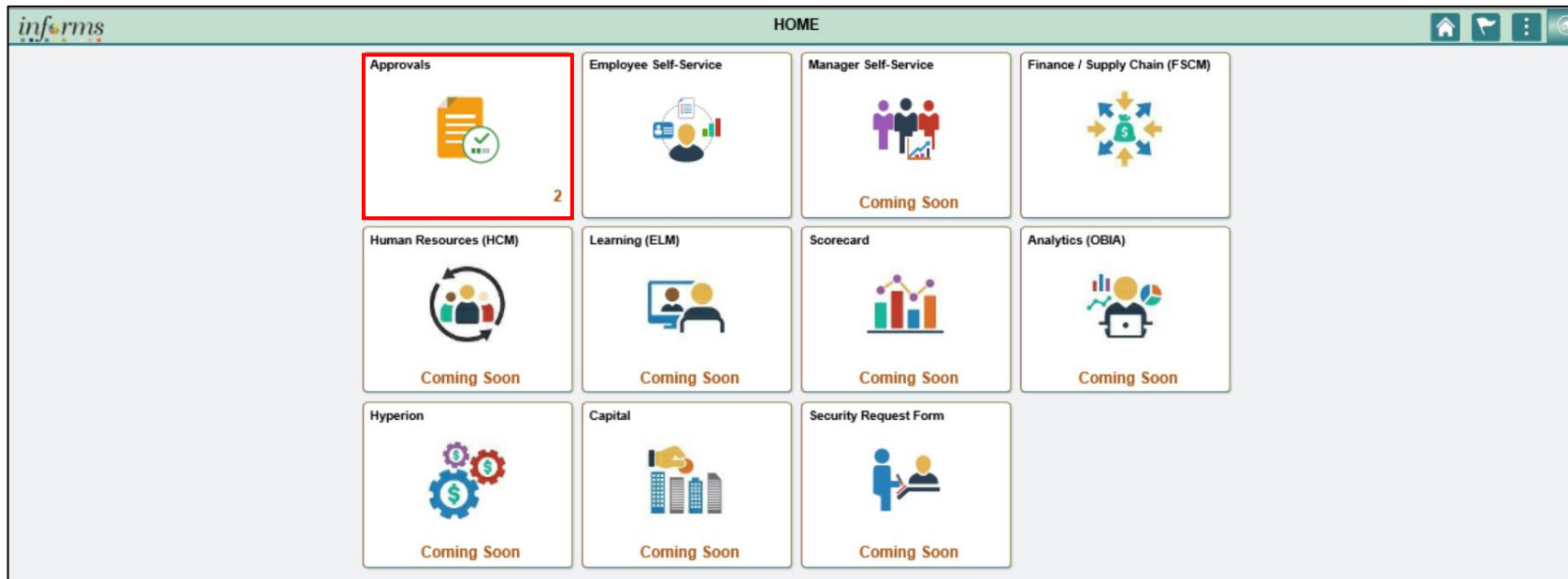
Lecture 2: How to Approve Purchase Orders

Users have the ability to filter the pending approval requests by Requester, Date Range, or by Priority

Lecture 3: How to Process Purchase Orders

- Budget checking is the process of determining how many dollars the user has committed in pre-encumbrances, encumbrances, and expenditures throughout the procurement lifecycle

- Budget checking can be run in a scheduled batch processor or may be run manually to confirm that a valid budget and funds

- Budget check exceptions can also be resolved by correcting the ChartField distribution line(s) in error or contacting Finance to research and resolve budget issues

Lecture 4: How to Change Purchase Orders

Users also have the ability to create an online Change Order against previously dispatched Purchase Orders.

- To make a header-level change, access the Maintain Purchase Order - Purchase Order page and select the Change Order button

- To make a line-level change, select the Statuses tab on the Lines grid of the Maintain Purchase Order page and select Create Line Change

- To make a schedule-level change, select Create Schedule Change on the Statuses tab from the Maintain Purchase Order-Schedules page

Lesson 1: Activities and Exercises

Module 2: Manage and Record Purchase Orders Summary

Module Topics
Module Introduction
Lesson 1: Manage and Record Purchase Orders

Module 3: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids
Course Summary

Course Content Summary

Participants now should be able to:

- Enter and Maintain Purchase Order

- Approve Purchase Orders

- Process Change Orders

Additional Training and Job Aids

Users may be eligible to take the following training courses based on their INFORMS role:

- SCM 203 – Record Receipt of Goods and Services

Users also have the following resources available:

User Productivity Kits (UPKs):

- Create PO from Requisition
- Create PO through PO auto-sourcing
- Create PO from Contract
- Create a PO Online with Item ID

- Approve a Purchase Order
- Budget Check and Dispatch a Purchase Order
- Create a Change Order

For additional information, be sure to visit:

- Miamidade.gov/informs

Congratulations on successfully completing the *Manage and Record Purchase Orders course!*

SCM 202 – Manage and Record Purchase Orders