MissouriBUYS

Statewide eProcurement System

TIPS, TRICKS, AND ENHANCEMENTS

TIPS AND TRICKS

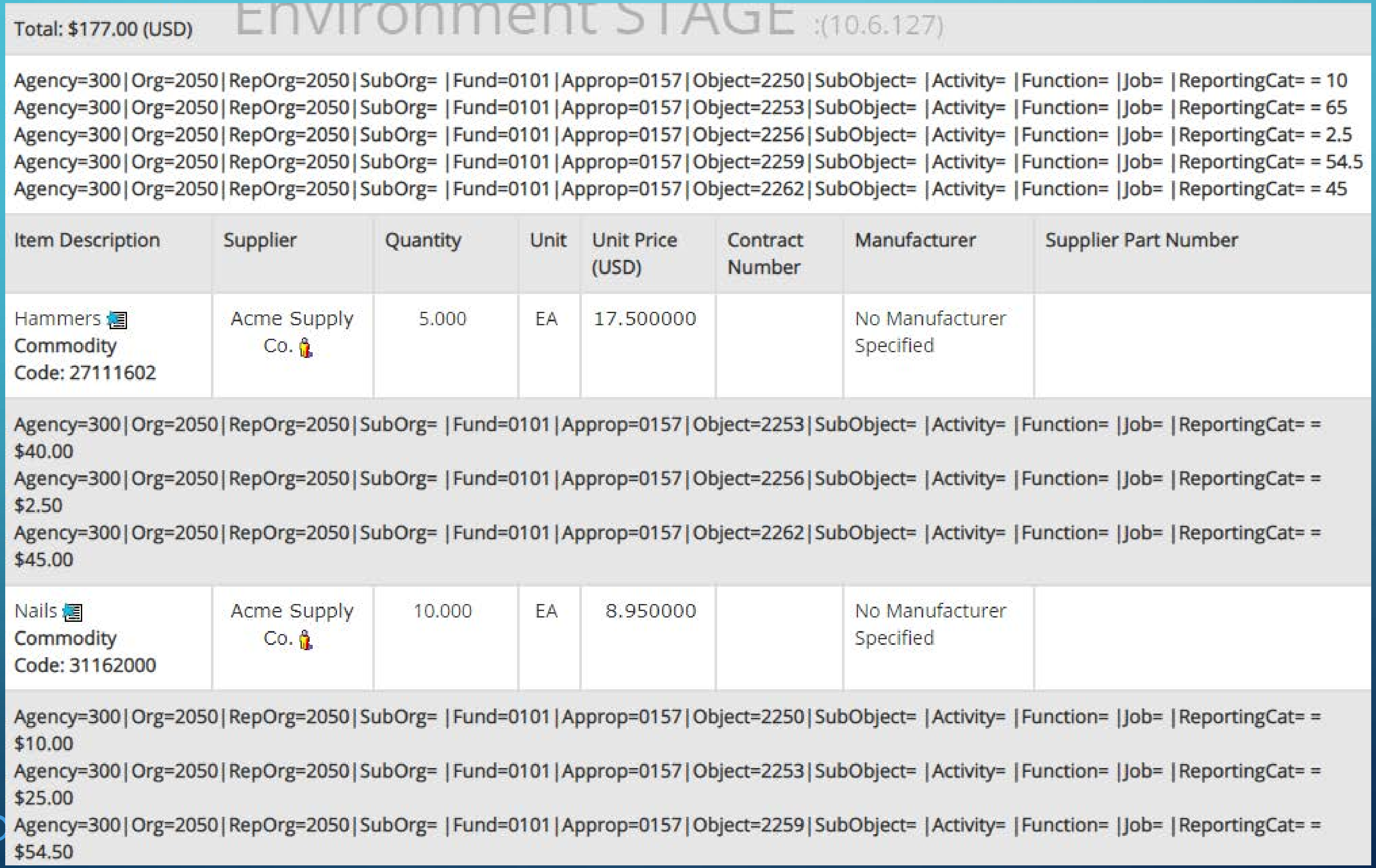
INFORMATION TO IMPROVE DOCUMENT PROCESSING

REQUISITION/PO PROCESSING

- Integration occurs with processing account lines in batches of three lines along with as many commodity lines as needed to match the account line total
- Happens as though the document is setup as “linking off” in SAM II
  - Does not have direct tie between accounting and commodity lines
  - Linking does occur when invoices integrate to SAM II from MissouriBUYS

REQUISITION/PO PROCESSING

- Example:



Total: $177.00 (USD) Environment STAGE :(10.6.127)

Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2250|SubObject= |Activity= |Function= |Job= |ReportingCat= = 10
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2253|SubObject= |Activity= |Function= |Job= |ReportingCat= = 65
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2256|SubObject= |Activity= |Function= |Job= |ReportingCat= = 2.5
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2259|SubObject= |Activity= |Function= |Job= |ReportingCat= = 54.5
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2262|SubObject= |Activity= |Function= |Job= |ReportingCat= = 45

Item Description	Supplier	Quantity	Unit	Unit Price (USD)	Contract Number	Manufacturer	Supplier Part Number
Hammers Commodity Code: 27111602	Acme Supply Co.	5.000	EA	17.500000		No Manufacturer Specified	

Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2253|SubObject= |Activity= |Function= |Job= |ReportingCat= = $40.00
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2256|SubObject= |Activity= |Function= |Job= |ReportingCat= = $2.50
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2262|SubObject= |Activity= |Function= |Job= |ReportingCat= = $45.00

Item Description	Supplier	Quantity	Unit	Unit Price (USD)	Contract Number	Manufacturer	Supplier Part Number
Nails Commodity Code: 31162000	Acme Supply Co.	10.000	EA	8.950000		No Manufacturer Specified	

Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2250|SubObject= |Activity= |Function= |Job= |ReportingCat= = $10.00
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2253|SubObject= |Activity= |Function= |Job= |ReportingCat= = $25.00
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2259|SubObject= |Activity= |Function= |Job= |ReportingCat= = $54.50

REQUISITION/PO PROCESSING

- First three account lines total $77.50
  - Line 1=10.00, Line 2=65.00 and Line 3=2.50
- Only need part of commodity line 1 to process this batch
  - Commodity line 1 – Quantity=5, Unit Price=17.50, **Total=$87.50**
  - 77.50/87.50 = 88.571429%
  - 0.88571429 * 5 = 4.429 (quantity needed of this commodity line)
- Adjusting unit price
  - 4.429 * 17.50 = 77.5075 or 77.51 rounded (too high)
  - 4.428 * 17.50 = 77.49 (too low)
  - 77.50 / 4.429 = 17.498307 (4.429 * 17.498307 = 77.50)
  - Used for unit price on the integration of the first batch and adjust as other batches using this commodity line process

RECEIVE BY AMOUNT VS. RECEIVE BY QUANTITY

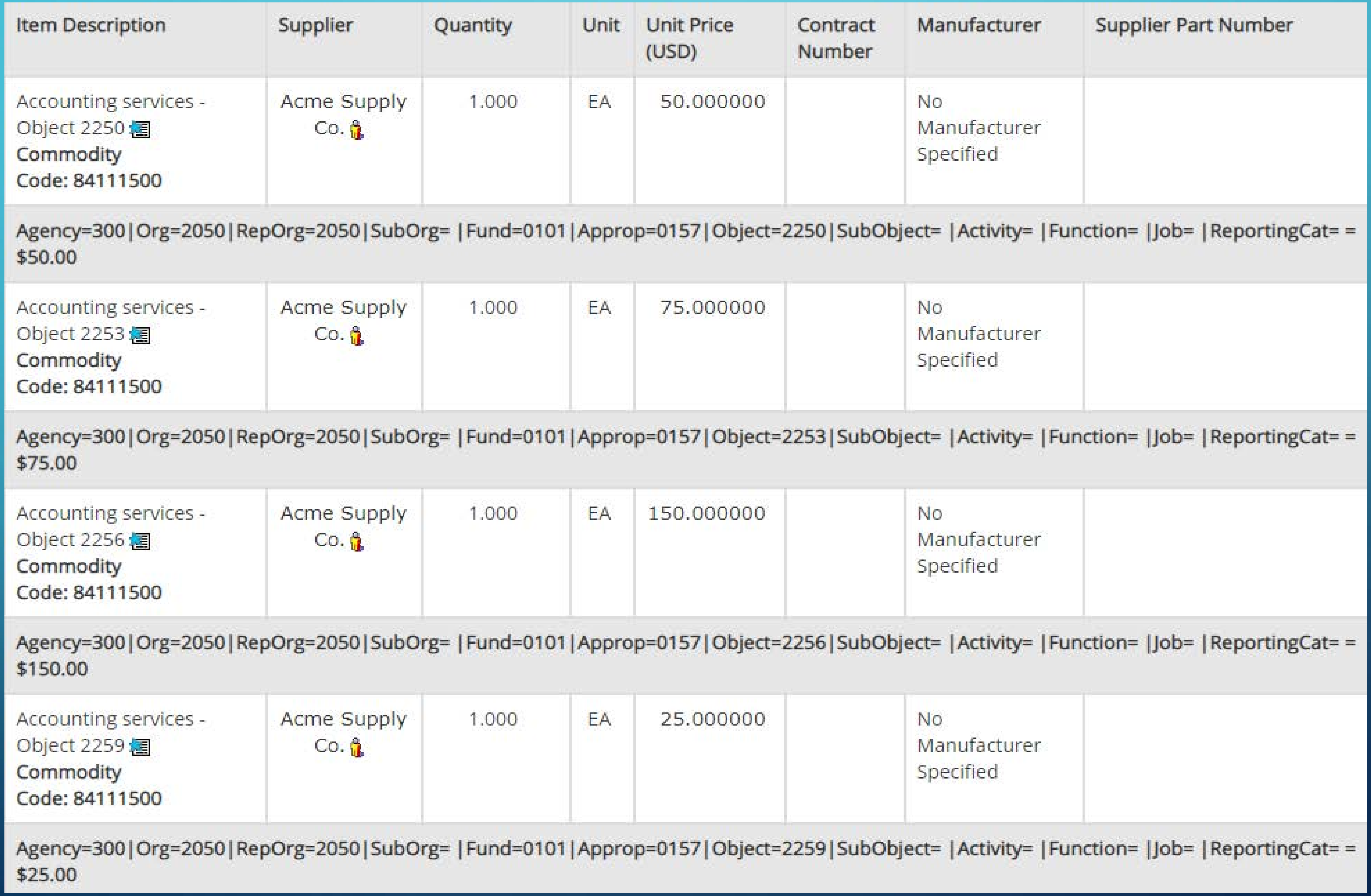
- Selected at the time a request is created
- Application defaults to Receive by Quantity
- Request/orders that are being setup to encumber funds for multiple payments of varying amounts should be setup to Receive by Amount.
- Example:
  - Encumbering 6 months of payments for electric bill invoices
    - Create request/PO for the estimated amount and check to Receive by Amount
    - Quantity will always be 1 and unit price will be encumbered amount, for example $1,000.00
    - Month one payment comes in for 123.72 and receiver/invoice are setup to pay that amount
    - Month two payment comes in for 158.09 and receiver/invoice are setup to pay that amount
    - Etc.
  - Additional funds can be added later if needed with a change order to update the unit price field

RECEIVE BY AMOUNT VS. RECEIVE BY QUANTITY

- Receive by Quantity Examples:
  - Creating a request to encumber multiple payments of the same amount (encumbering six months of payments that you are billed the same amount each month)
  - Creating request/PO for specific quantity of items.
  - Creating request/PO for ONE invoice payment to be made against it.

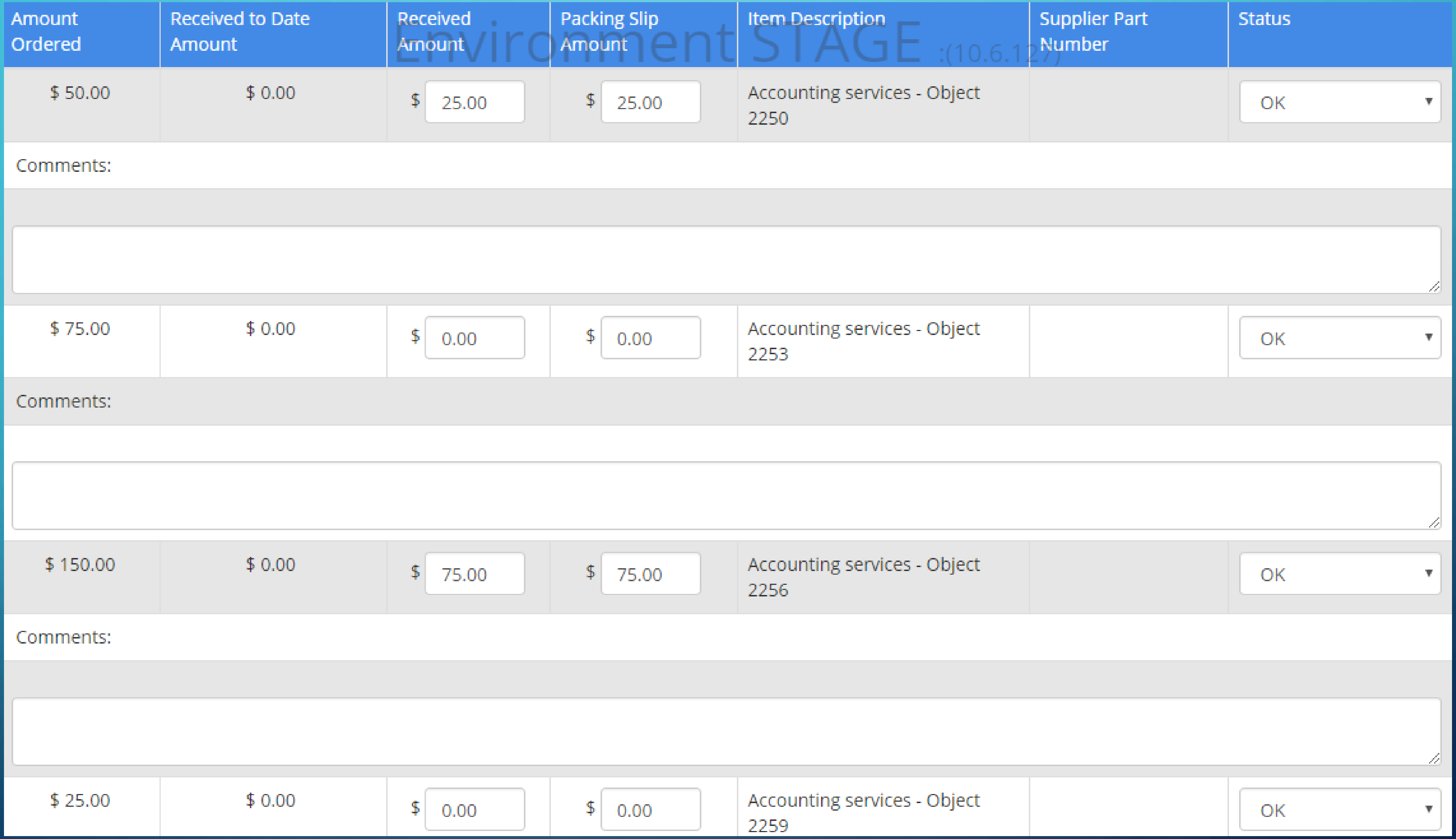
ACCOUNTING MATTERS

- How to setup the invoice to pay specific amounts out of each accounting line



Item Description	Supplier	Quantity	Unit	Unit Price (USD)	Contract Number	Manufacturer	Supplier Part Number
Accounting services - Object 2250 **Commodity Code: 84111500**	Acme Supply Co.	1.000	EA	50.000000		No Manufacturer Specified	
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2250|SubObject= |Activity= |Function= |Job= |ReportingCat= = $50.00							
Accounting services - Object 2253 **Commodity Code: 84111500**	Acme Supply Co.	1.000	EA	75.000000		No Manufacturer Specified	
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2253|SubObject= |Activity= |Function= |Job= |ReportingCat= = $75.00							
Accounting services - Object 2256 **Commodity Code: 84111500**	Acme Supply Co.	1.000	EA	150.000000		No Manufacturer Specified	
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2256|SubObject= |Activity= |Function= |Job= |ReportingCat= = $150.00							
Accounting services - Object 2259 **Commodity Code: 84111500**	Acme Supply Co.	1.000	EA	25.000000		No Manufacturer Specified	
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2259|SubObject= |Activity= |Function= |Job= |ReportingCat= = $25.00							

SETTING UP SPECIFIC AMOUNTS ON INVOICE (CONT.)

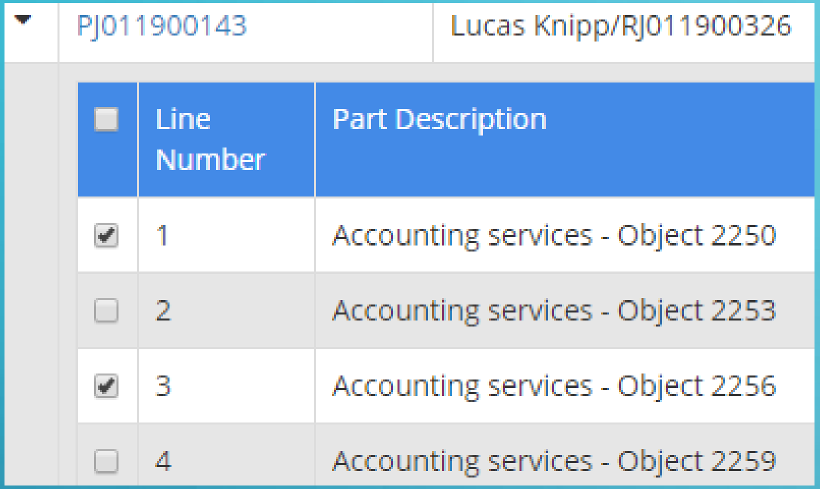


Environment STAGE :(10.6.127)

Amount Ordered	Received to Date Amount	Received Amount	Packing Slip Amount	Item Description	Supplier Part Number	Status
$ 50.00	$ 0.00	$ 25.00	$ 25.00	Accounting services - Object 2250		OK
Comments:						
$ 75.00	$ 0.00	$ 0.00	$ 0.00	Accounting services - Object 2253		OK
Comments:						
$ 150.00	$ 0.00	$ 75.00	$ 75.00	Accounting services - Object 2256		OK
Comments:						
$ 25.00	$ 0.00	$ 0.00	$ 0.00	Accounting services - Object 2259		OK

SETTING UP SPECIFIC AMOUNTS ON INVOICE (CONT.)

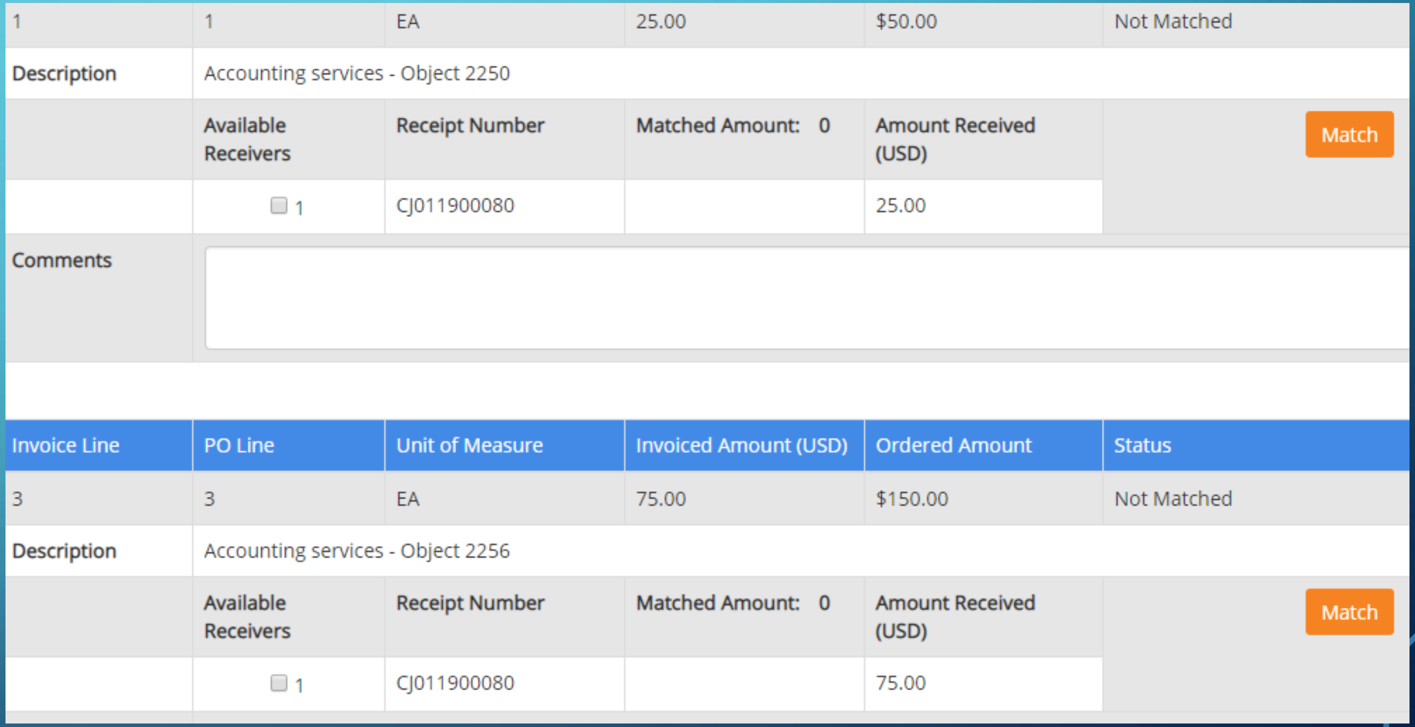
Receiving



PJ011900143 — Lucas Knipp/RJ011900326

☐	Line Number	Part Description
☑	1	Accounting services - Object 2250
☐	2	Accounting services - Object 2253
☑	3	Accounting services - Object 2256
☐	4	Accounting services - Object 2259

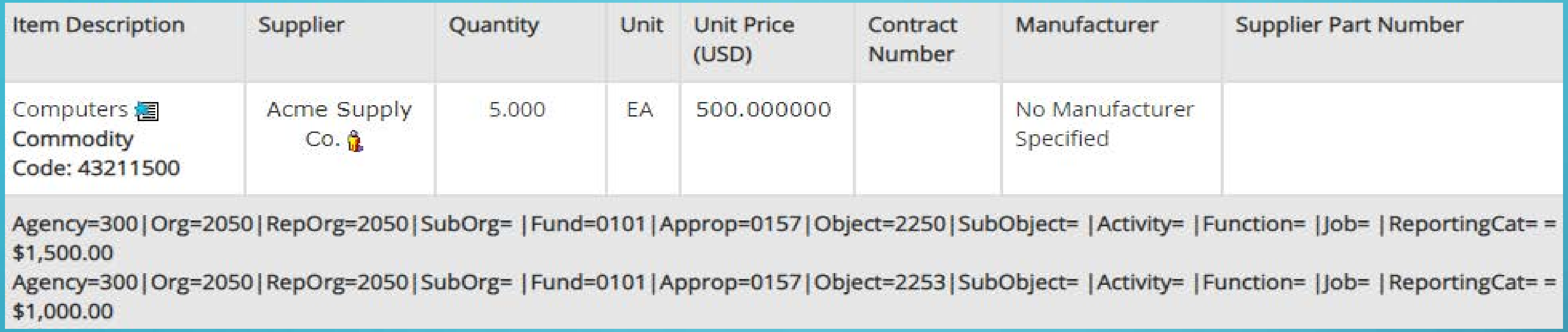
Matching on the Invoice



1	1	EA	25.00	$50.00	Not Matched	
Description	Accounting services - Object 2250					
	Available Receivers	**Receipt Number**	**Matched Amount:** 0	**Amount Received (USD)**		Match
	☐ 1	CJ011900080		25.00		
Comments						
Invoice Line	PO Line	Unit of Measure	Invoiced Amount (USD)	Ordered Amount	Status	
3	3	EA	75.00	$150.00	Not Matched	
Description	Accounting services - Object 2256					
	Available Receivers	**Receipt Number**	**Matched Amount:** 0	**Amount Received (USD)**		Match
	☐ 1	CJ011900080		75.00		

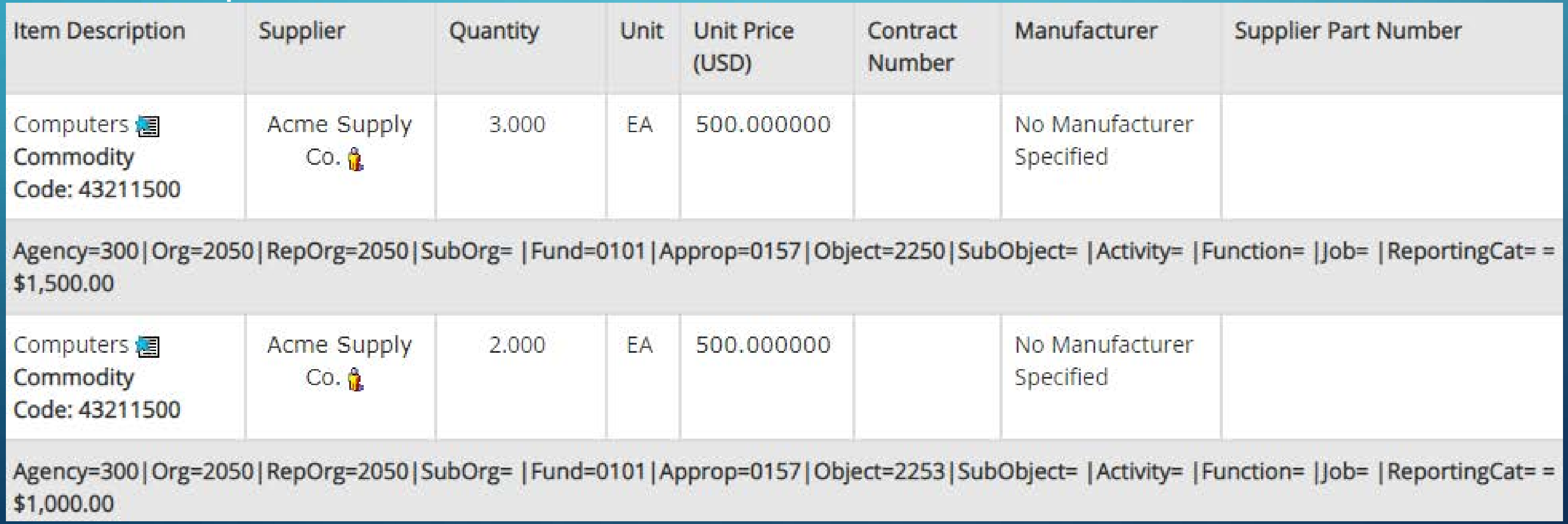
FIXED ASSETS TIPS

- All funding for the commodity line has to be fixed asset funds
- Can’t be this



Item Description	Supplier	Quantity	Unit	Unit Price (USD)	Contract Number	Manufacturer	Supplier Part Number
Computers **Commodity Code: 43211500**	Acme Supply Co.	5.000	EA	500.000000		No Manufacturer Specified	
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2250|SubObject= |Activity= |Function= |Job= |ReportingCat= = $1,500.00 Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2253|SubObject= |Activity= |Function= |Job= |ReportingCat= = $1,000.00							

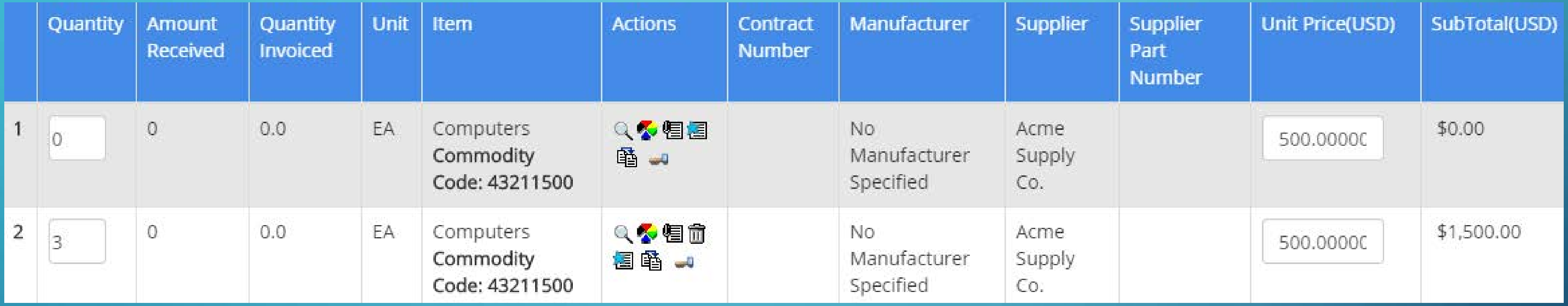
- Must be setup like this



Item Description	Supplier	Quantity	Unit	Unit Price (USD)	Contract Number	Manufacturer	Supplier Part Number
Computers **Commodity Code: 43211500**	Acme Supply Co.	3.000	EA	500.000000		No Manufacturer Specified	
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2250|SubObject= |Activity= |Function= |Job= |ReportingCat= = $1,500.00							
Computers **Commodity Code: 43211500**	Acme Supply Co.	2.000	EA	500.000000		No Manufacturer Specified	
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2253|SubObject= |Activity= |Function= |Job= |ReportingCat= = $1,000.00							

FIXED ASSETS TIPS (CONT.)

- If a requisition/Purchase Order was not setup with fixed asset funding, but it is discovered that it needs to be a fixed asset at the time of invoicing, you will need to do a change order to update the funding.



	Quantity	Amount Received	Quantity Invoiced	Unit	Item	Actions	Contract Number	Manufacturer	Supplier	Supplier Part Number	Unit Price(USD)	SubTotal(USD)
1	0	0	0.0	EA	Computers **Commodity Code: 43211500**			No Manufacturer Specified	Acme Supply Co.		500.0000	$0.00
2	3	0	0.0	EA	Computers **Commodity Code: 43211500**			No Manufacturer Specified	Acme Supply Co.		500.0000	$1,500.00

CHANGE ORDER PROCESSING

- Change order also processes in batches of 3 account lines with matching commodity line(s)
- A process for all scenarios – increase/decrease of funds, quantity, unit prices and/or adding/removing account lines
- This process backs out accounting/commodity lines to the received values in the first step, then builds the document to match the change order in the second step
- Recommendation for successfully processing a change order is to have received and invoiced quantities match prior to attempting the change
  - Not backing out received quantities that have not been invoiced causes mismatches in accounting and commodity lines that need to match up in the change order process

RECENT CHANGES

- Change order changes in SAMII
- Vendor Purge Changes
- View bids of Pending vendors

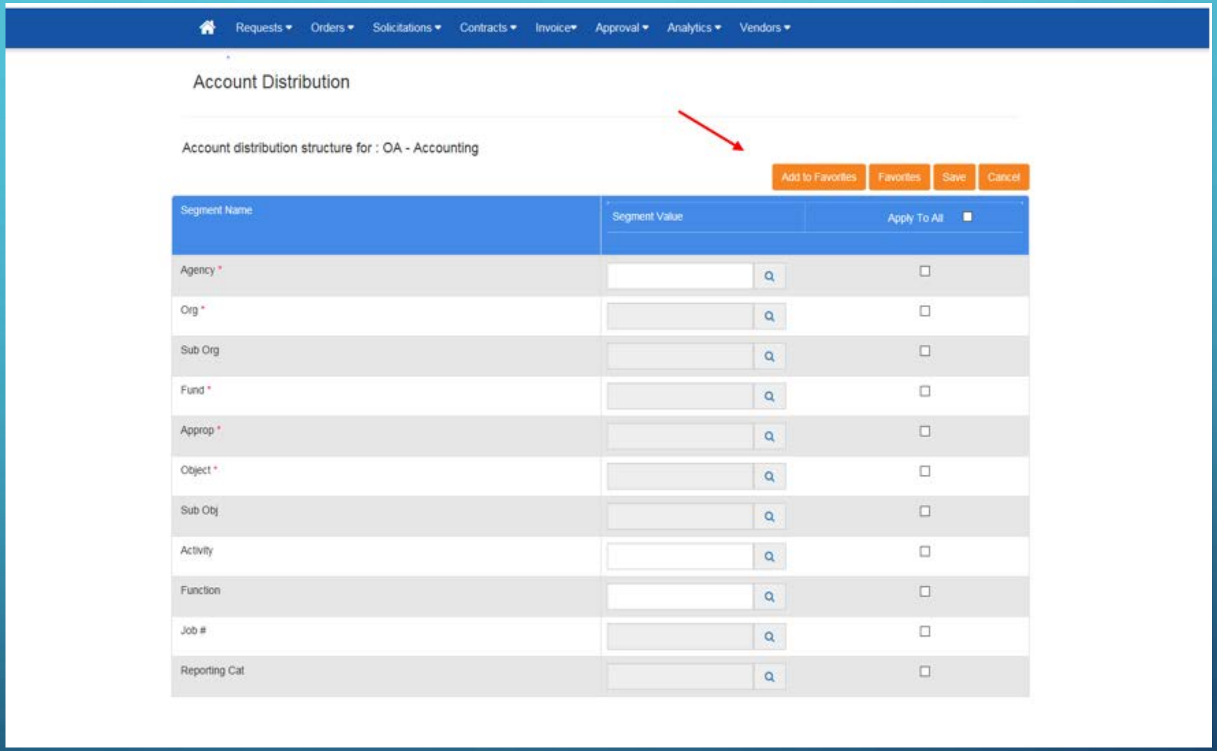
ENHANCEMENTS

COMING SOON!!!!

ACCOUNT CODING MADE QUICKER

DEFAULT AND FAVORITES

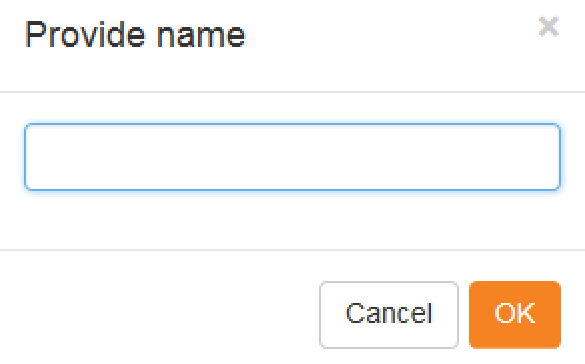
FAVORITE ACCOUNTING CODES

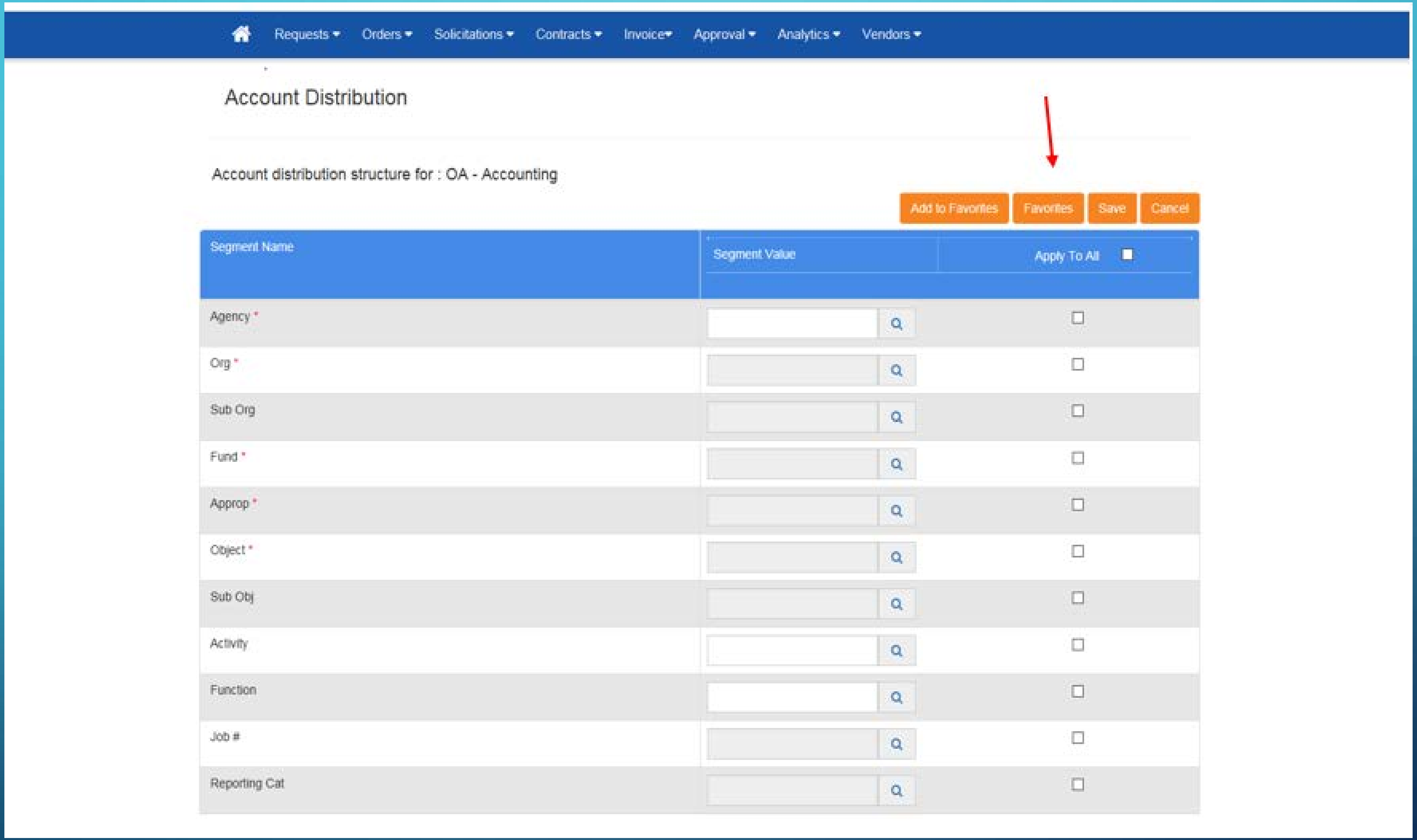

Requests
Orders
Solicitations
Contracts
Invoice
Approval
Analytics
Vendors
Add to Favorites
Favorites
Save
Cancel

Account Distribution

Account distribution structure for : OA - Accounting

Segment Name	Segment Value	Apply To All ☐
Agency *		☐
Org *		☐
Sub Org		☐
Fund *		☐
Approp *		☐
Object *		☐
Sub Obj		☐
Activity		☐
Function		☐
Job #		☐
Reporting Cat		☐


Provide name
×
Cancel
OK


Requests
Orders
Solicitations
Contracts
Invoice
Approval
Analytics
Vendors
Add to Favorites
Favorites
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Cancel

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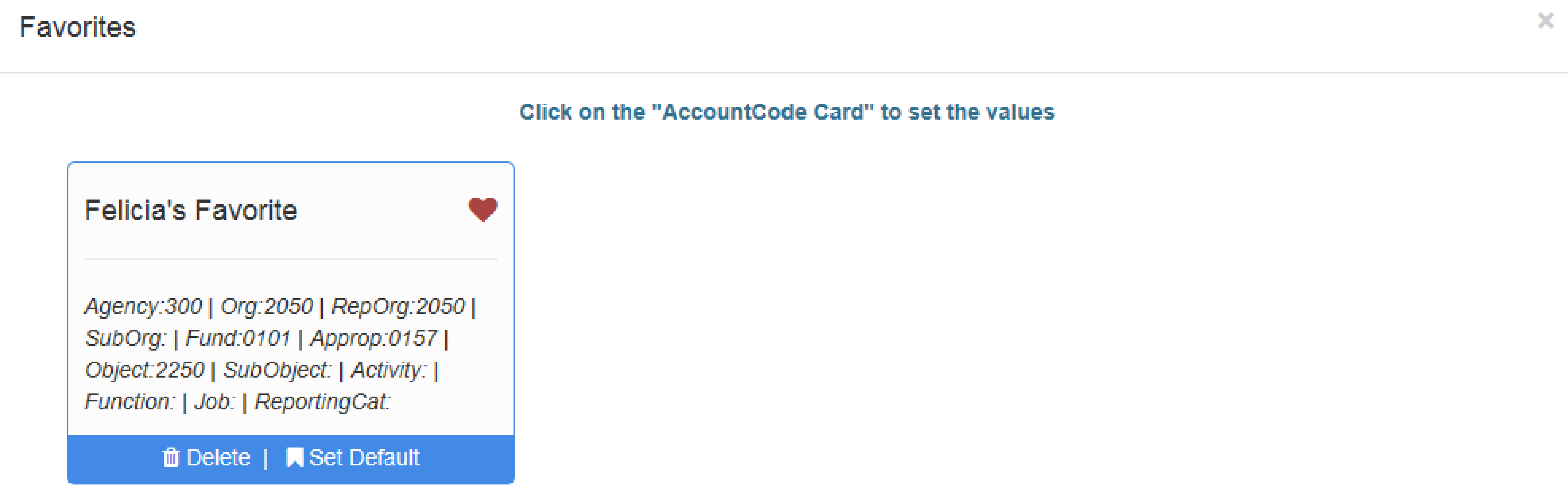
Account distribution structure for : OA - Accounting

Segment Name	Segment Value	Apply To All ☐
Agency *		☐
Org *		☐
Sub Org		☐
Fund *		☐
Approp *		☐
Object *		☐
Sub Obj		☐
Activity		☐
Function		☐
Job #		☐
Reporting Cat		☐



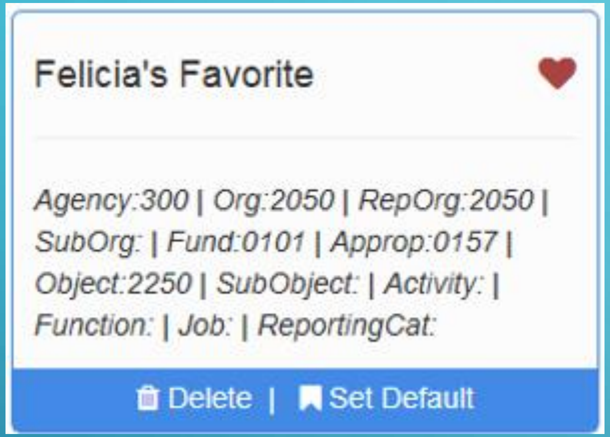
Favorites

Click on the "AccountCode Card" to set the values

Felicia's Favorite

Agency:300 | Org:2050 | RepOrg:2050 | SubOrg: | Fund:0101 | Approp:0157 | Object:2250 | SubObject: | Activity: | Function: | Job: | ReportingCat:

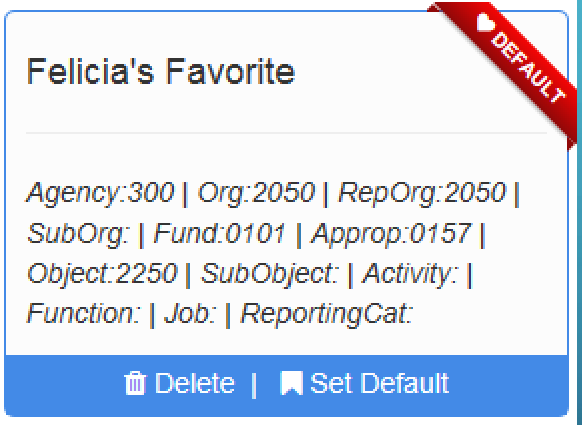
DEFAULT ACCOUNTING CODES



Felicia's Favorite

Agency:300 | Org:2050 | RepOrg:2050 | SubOrg: | Fund:0101 | Approp:0157 | Object:2250 | SubObject: | Activity: | Function: | Job: | ReportingCat:

Delete | Set Default

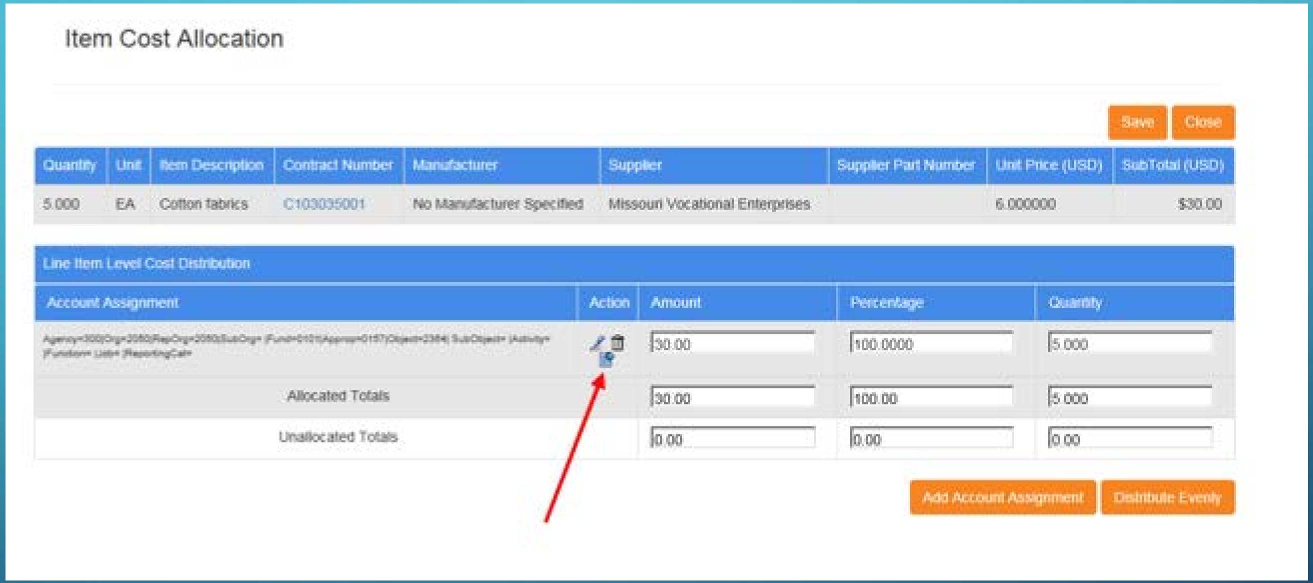


Felicia's Favorite

Agency:300 | Org:2050 | RepOrg:2050 | SubOrg: | Fund:0101 | Approp:0157 | Object:2250 | SubObject: | Activity: | Function: | Job: | ReportingCat:

DEFAULT
Delete | Set Default

COPY LINE



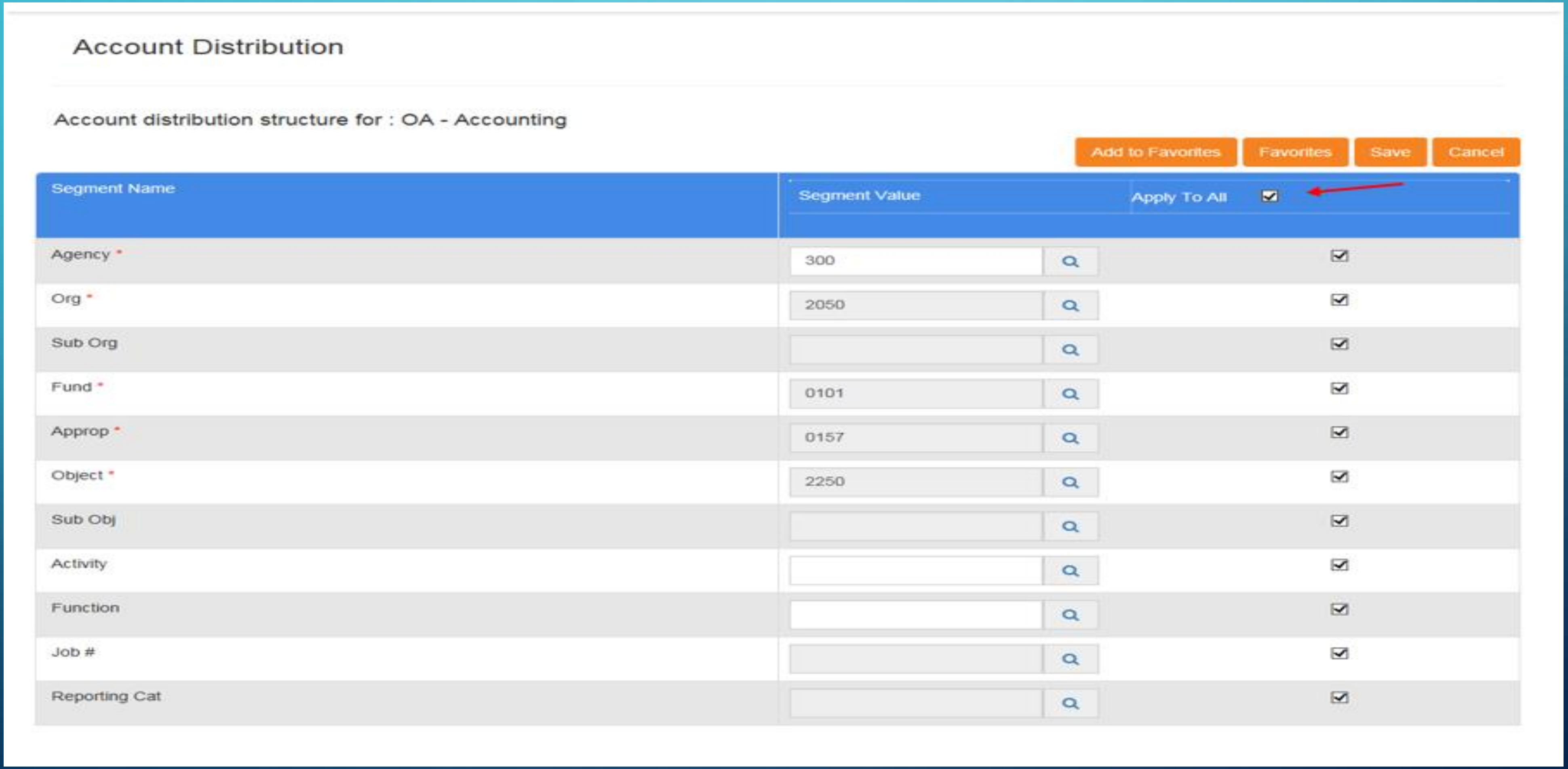
Item Cost Allocation

Quantity	Unit	Item Description	Contract Number	Manufacturer	Supplier	Supplier Part Number	Unit Price (USD)	SubTotal (USD)
5.000	EA	Cotton fabrics	C103035001	No Manufacturer Specified	Missouri Vocational Enterprises		6.000000	$30.00

Line Item Level Cost Distribution

Account Assignment	Action	Amount	Percentage	Quantity
Agency=300|Org=2050|RepOrg=2050|SubOrg= |Fund=0101|Approp=0157|Object=2384| SubObject= |Activity= |Function= Unit= |ReportingCat=		30.00	100.0000	5.000
Allocated Totals		30.00	100.00	5.000
Unallocated Totals		0.00	0.00	0.00

APPLY TO ALL


Add to Favorites
Favorites
Save
Cancel

Account Distribution

Account distribution structure for : OA - Accounting

Segment Name	Segment Value	Apply To All ☑
Agency *	300	☑
Org *	2050	☑
Sub Org		☑
Fund *	0101	☑
Approp *	0157	☑
Object *	2250	☑
Sub Obj		☑
Activity		☑
Function		☑
Job #		☑
Reporting Cat		☑

WHAT IFS