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WiSMART PURCHASE ORDERS

There are two different types of purchase orders in WiSMART.

>   Vendor purchase order (PD):   Used for purchases from outside vendors.

>   Purchase order (PO):   Used strictly for intra-governmental purchases

See Record a Decentralized Purchase Order (PD), Entering PD Text and PD Print Options, Modifying a Decentralized Purchase Order, Modify a Decentralized Purchase Order with More Than 6 Accounting Lines, Record a Intra-Governmental Purchase Order (PO), and Modify an Intra-Governmental Purchase Order (PO) in the WiSMART Procedures Manual for data entry procedures.

Vendor Purchase Order Features

Up to four special instructions can be printed on the printed purchase order. This is accomplished by entering the appropriate special instructions codes from the Special Instructions Table (SPIS) in the *Spec Inst* field on the PD.

PD header text can be printed out before or after all of the line detail on the printed PO. Enter an "F" for first or an "L" for last in the text placement field to indicate where the header text should appear in relation to the line information. If a code is not entered, the field will default to F, indicating that if there is header text it will print out before the line information.

Agencies can specify if the PD is a confirming order. A confirming order is used in the instance when goods are picked up or received prior to when the vendor receives a copy of the printed purchase order. For example, an emergency purchase order has been processed. To create a confirming order agencies should enter "Y" in the confirming order field, and enter special instruction code T1 (from SPIS) for a confirming order or enter a message indicating that this is a confirming order on the commodity text line. The special instructions, comments, and a system generated comment will print on the purchase order to alert the vendor that this is a confirming order.

Agencies can enter up to 99 lines of accounting information on each PD. However, only 6 accounting lines can be entered at a time. To enter more than six lines on a PD, the additional lines must be entered by modifying the original PD.

PDs and POs will remain on the open item tables until closed by a payment voucher or manual warrant.

PD transaction modifications can be reviewed on the following tables:

>   Open PD Account Line Mod Table (MPPL):
>>   The original accounting line appears under Mod #00. The modified accounting line appears under Mod #01.
>   Open PD Header Mod Table (MPPH):

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STATE ACCOUNTING MANUAL

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The original entry mod line will be marked 00. Subsequent modifications will be numbered accordingly.

Open PD Commodity Line Mod Table (MPPC):

The original and modified commodity line information is tracked on this table.

Purchase Order

There are fields on the PO which specify it as an intra-governmental document. By using an intra-governmental purchase order, your agency is encumbering funds to procure goods or services from another agency. The PO will remain open on the Open Purchase Order Table (OPOH) until it is automatically closed by a referencing intra-governmental payment voucher or until it is manually closed by decreasing the line to zero.

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