

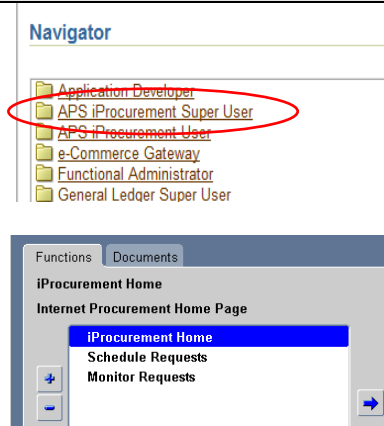
R-12 Creating a Non-Catalog Requisition for Payment Only (FPO)

One Supplier per requisition. One requisition may be used to pay several invoices to the same Supplier.

Suppliers will not receive a copy of this order. Purchase orders will be for internal use only. All items to be paid must be received by site before a check will be issued by Accounts Payable. Accounts Payable will mail all checks to the remit to address listed on the invoice.

IMPORTANT: Before you begin you will need to have access to an electronic copy (scanned) of the invoice and any other backup documentation as all documentation must be attached to the requisition in Oracle.

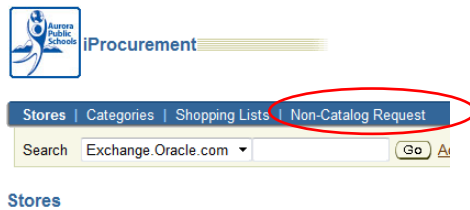
Step 1



Click the APS iProcurement Super User or APS iProcurement User link.

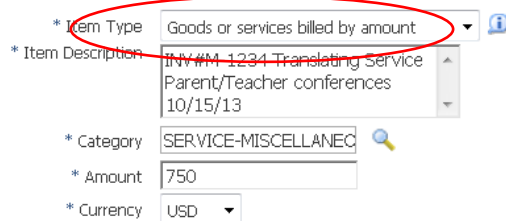
Double click on iProcurement Home.

Step 2



Click the **Non-Catalog Request** link.

Step 3



Click the **Item Type** drop down and select appropriate purchase type.

Note: Item Type selected will be determined by the level of detail desired; you may select Goods billed by quantity and enter a requisition line for each invoice line by price and quantity if desired.

Step 4

Home | Categories | Shopping Lists | **Non-Catalog Request**

n-Catalog Request
indicates required field

Item Type: Goods or services billed by amount

* Item Description: INV#M-1234 Translating Service Parent/Teacher conferences 10/15/13

* Category: SERVICE-MISCELLANEC

* Amount: 750.00

* Currency: USD

Click in the **Item Description** field. Enter the invoice number and then a description of the item purchased.

Example: INV#1234 Translating Service Parent/Teacher conferences 10/15/13.

Step 5

* Category: SERVICE-MISCELLANEC

* Amount: 750.00

* Currency: USD

Click the Search button (flashlight) next to **Category** field.

Step 6

Search
To find your item, select a filter item in the pulldown list and enter a value in

Search By: Category Code | %

Results

Select	Quick Select	Category Code
<input type="radio"/>		MISCELLANEOUS-MISCELL

[About this Page](#)

To see a full list of values, enter % in the Search box and click the Go button.

You may also enter %payment% and click the Go button to view a specific list.

Note: You may have to delete the previous contents of the Search box.

Step 7

<input type="radio"/>		PAPER-WRAPPING	PAPER-W
<input type="radio"/>		PAYMENT-ONLY	PAYMEN
<input type="radio"/>		PLUMBING-BALL VALVE	PLUMBII
<input type="radio"/>		PLUMBING-BLACK IRON	
<input type="radio"/>		PLUMBING-BLACK IRON FITTINGS	PLUMBII

Click on the **Quick Select** icon next to the appropriate Category Name.

Step 8

* Item Type: Goods or services billed by amount

* Item Description: INV#M-1234 Translating Service Parent/Teacher conferences 10/15/13

* Category: PAYMENT-ONLY

* Amount: 750

* Currency: USD

Verify that the Category is correct and enter the desired amount in the **Amount** field.

Note: Depending on the Item Type selected, the Quantity and UOM fields may need to be entered.

Step 9

* Category: PAYMENT-ONLY


* Amount: 750


* Currency: USD

Currency should always be USD.

Step 10

New Supplier

Supplier Name 

Site 

Contact Name

Phone

Supplier Item

Enter the beginning of the supplier name and click Tab or Click the **Search for Supplier Name** button.

Note: Check the New Supplier box if you are waiting for parent/student/guardian to be set up in Oracle. Enter as much information as you have for the supplier. Purchasing will hold requisition until supplier is added to Oracle.

Step 11

Search and Select List of Values - Windows Internet Explorer

http://oratest.district.aps:8089/OA_HTML/cabo/jsp/a.jsp?t=fredR

Search and Select: Supplier Name

Search

To find your item, select a filter item in the pull-down list and enter a value in the

Search By: Supplier

Results

Select	Quick Select
	No search conducted.


[About this Page](#)

Enter the desired information into the **Search By** field and click the **Go** button.

Example: ABC% or %Johnson%.

Step 12

Its


Quick Select	Supplier	Site
	ABC CLIO INC	SANTA BARBARA
	ABC Company	DENVER
	ABC Company	OFFICE
	ABC Company	OFFICE

Select the **Quick Select** icon next to appropriate Supplier Name.


Note: Select the appropriate address if there is more than one. You may not see the pay/remit to address listed. Accounts Payable will select the pay/remit to address when they issue the check.


Step 13

Clear All Add to Cart Add to Favorites **Shopping Cart**
Your cart

Contract Number 

New Supplier

Supplier Name MILE HIGH MULTILINGUA 

Site CENTENNIAL 

Contact Name

Phone

Supplier Item

Clear All **Add to Cart** Add to Favorites

[Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Diagnostics](#)

Click the **Add to Cart** button.

Repeat steps 3 - 9 to add more items to cart as necessary.

Step 14

Shopping Cart

Your cart contains 1 line.

Recently Added Lines

INV#M-1234 T... 750.00 USD

View Cart and Checkout

When all items are in cart, Click the **View Cart and Checkout** button.

Step 15

Click the **Checkout** button.

Step 16

The **Requisition Description** field will auto-populate from the line description of the first item added to the cart.

Example: INV#M-1234
Translating Service....

Note: If paying multiple invoices with this requisition, either update the description to include all invoice numbers or replace with a generic description fitting for all of the invoices; e.g., Translating Services.

Step 17

The **Need-By Date** field will auto populate for two weeks out; the PO is being sent to the supplier so the date will have no impact.

Step 18

Verify the **Charge Account** is correct.

If the Charge Account is not correct, click the Charge Account link to edit the line.

Step 19

Click the **Charge Account** link again.


Step 20

10 key the account into the Accounting Flexfield using decimals to separate segments and click **Return**.

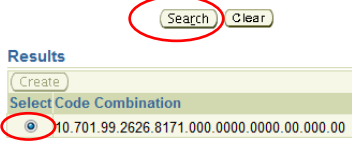
Or click the Search Accounting Flexfield button.

Note: If you 10 key the account skip to Step 26.

Step 21

	<p>Enter the correct Account Code. All fields must be entered.</p>
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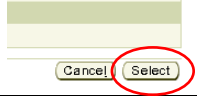
Step 22



Click the Search button, and verify the results.

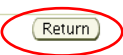
Click the Radio button next to the Account Code.

Step 23



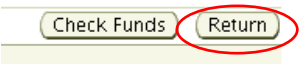
Click Select.

Step 24



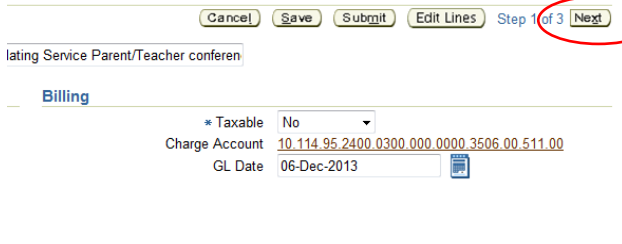
Click the Return button.

Step 25



Click Return again.

Step 26



Click the Next button.

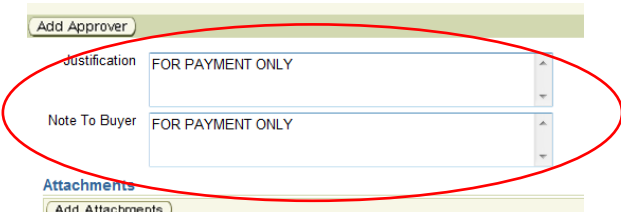
Step 27



Verify the Approvers of this requisition.

Click Add Approver button if additional approvers are needed.

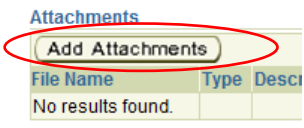
Step 28



Enter "For Payment Only" in the **Justification** box. Other information can be included for the approver if needed.

Enter "For Payment Only" in the **Note To Buyer** box.

Step 29



Click the **Add Attachments** button.

Step 30

Attachment Summary Information

* Indicates required field

* Description Invoice

Attachment Description

Category To payables.

Define Attachment

Type File

Browse...

In the **Description** field type the word "Invoice".

Click the **Browse** button. Locate and double-click on the electronic copy of the invoice that was scanned and saved down earlier.

Step 31

Add Attachment

Add Desktop File/ Text/ URL

Cancel

Add Another

Apply

Once attached, the file will appear in the **File** field.

Click the **Apply** or **Add Another** button as necessary.

Attachment Summary Information

* Indicates required field

* Description Invoice

Attachment Description

Category To payables.

Define Attachment

Type File

C:\Users\kdsanson\Desktop\Delete\30508 1 Denver

Browse...

Step 32

Confirmation

Attachment "30508 1 Denver Ath.pdf" has been added successfully but not saved. Complete your work to save your attachment.

Checkout: Review Approver List

You do not have the authority to approve this requisition. Select the **Add Approver** button to add at least one approver before you proceed to the next step.

Save

Change First Approver

To payables.

Approver Name

No results found.

This table lists the approvers for this requisition.

Add Approver

Justification For Payment Only

Note To Buyer For Payment Only

Verify Confirmation after each attachment is added; file(s) will be visible below in the Attachments table.

Attachments

Add Attachments

File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
30508 1 Denver Ath.pdf	File	Invoice	To Buyer	KDSWANSON	04-Mar-2014	One-Time	

Step 33

Save

Submit

Back

Step 2 of 3

Next

Click the **Next** button.

Step 34

5,000.00

Save

Printable Page

Back

Step 3 of 3

Submit

Click the **Submit** button.

Step 35



iProcurement

Confirmation

Requisition 265932 has been submitted to [Temple, Glynn](#) for approval.

Verify Confirmation.

Note: Write the requisition number on the invoice/documentation for your records.

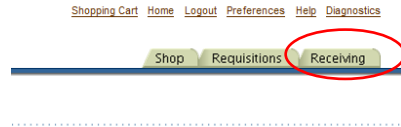
Step 36

Creation Date ▾	Status	Order
17-Oct-2013 15:38:29	Approved	161683
29-Aug-2013 14:02:29	Approved	161027
26-Aug-2013 14:10:18	Approved	161058

You will receive a workflow alert when this requisition is assigned a purchase order number. Purchase order numbers will appear in iProcurement.

Write PO number on the invoice.

Step 37



Click on the **Receiving** Tab and receipt the items on the appropriate PO.

Through 3/26/14: Send documentation with PO number written on it to Accounts Payable. Keep a copy for your records.

After 3/26/14: No hard copy documentation will be sent to Accounts Payable; all documentation will be attached electronically to requisition.

[Note: Help sheet available for receiving items.](#)