

PEN Products Ordering & Interagency Billing Process

Step 1: Entering Requisition

You should first create a requisition by following the **Creating a Requisition for QPA Items Quick Reference Guide**.

Step 2: Creating the Purchase Order

After the Requisition is Valid & Approved and if the requisition is under your streamline delegation, it can then be expedited to a Purchase Order just like purchasing from any other vendor.

The steps for that process can be found in the **Creating a Purchase Order Using Expedite Requisitions User Guide**. Otherwise send completed requisition to IDOA Procurement to complete the process.

➤ Items to Note Regarding PO's to be dispatched to PEN Products:

Vendor Selection

If you are creating a Purchase Order from a requisition that was built using PEN Products' online catalog, the Vendor Name field will be populated with PENPRODUCT-001.

<input type="checkbox"/>	0000000229	1	1	Stock #BFG005-	<input type="checkbox"/>	PENPRODUCT-00	<input type="text" value="000001"/>	<input type="text" value="80.0000"/>	LVS	0.50000 USD
<input type="checkbox"/>	0000000229	2	1	Stock #BFG010-	<input type="checkbox"/>	PENPRODUCT-00	<input type="text" value="000001"/>	<input type="text" value="10.0000"/>	DZ	0.65000 USD

Internal Service Account Must be Selected on PO

VERY IMPORTANT!

Prior to approving and budget checking the PO the Buyer must change the "account" on the purchase order to the appropriate Internal Service Expense Account "65xxxx" number (which indicates interagency billing). Once the Account has been changed accordingly the PO can be approved, finalized, budget checked & dispatched.

A listing of the valid Internal Service Expense Accounts can be found on the ENCOMPASS website using the following navigation from your ENCOMPASS menu; **ENCOMPASS>Project Information>ENCOMPASS Documents>Chart of Accounts>ENCOMPASS Account Listing**

Step 3: Receiving Items

The receiving steps should be performed only upon delivery of items from PEN Products.

Steps for entering a receipt can be found in the **Receiving Against an E-pro Purchase Order Quick Reference Guide** and is the same process as when receiving items ordered from any other vendor.

Step 4: Payment: Interagency Billing Process

For payment, PEN will load a voucher into Accounts Payable using the Voucher Build process copied from the PO that was issued. This will relieve the encumbrance on the PO.

Example Voucher:

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary						
Business Unit:	00036	Invoice Number:	dsmpentest2							
Voucher ID:	00002911	Invoice Date:	01/27/2009							
Voucher Style:	Regular	Action:	Run							
Copy from a Source Document										
PO Unit:		Purchase Order:	Copy PO	Worksheet Copy Option: None						
Vendor:	9948	Pay Terms:	Upon Rec	Basis Dt Type Inw/Rec Dt						
Name:	PENPRODUCT-00	Accounting Date:	01/27/2009							
Location:	000001	Currency:	USD							
Address:	1 Advanced Vendor Search	Total:	0.000							
PEN PRODUCTS 6075 LAKESIDE BLVD INDIANAPOLIS, IN 46278		Difference:	0.000							
		Packing Slip:								
Invoice Lines										
1	01/27/2009	Amount	00000000	General Labor/Offender	1.0000	HUR	4.50000	4.500		
Ship To		SpeedChart				Use One Asset ID	Calculate			
038SDA1										
Maintenance WO Unit	Maintenance Work Order	Task Number	Resource Type	Resource Line No.						
Purchase Order & Receiver Info					Associate Receiver(s)					
Distribution Lines					Customize Find View All					
GL Chart					Exchange Rate					
Statistics					Assets					
Amount	Quantity	GL Unit	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity
1	4.500	1.0000	00036	10730	654704	10000	499005	2009		
Line										
2	01/27/2009	Amount								
Ship To		SpeedChart				Use One Asset ID	Calculate			
038SDA1										
Maintenance WO Unit	Maintenance Work Order	Task Number	Resource Type	Resource Line No.						
				Copy WO Dist						
Distribution Lines					Customize Find View All					
GL Chart					Exchange Rate					
Statistics					Assets					
Amount	Quantity	GL Unit	Fund	Account	Program	Dept	Bud Ref	PC Bus Unit	Project	Activity
1	-4.500	00515	71350	649345	10000	511005	2009			

- Vouchers built by PEN will be InterUnit vouchers
- Vouchers will net to \$0;
 - the invoice line or lines copied from the PO and using the Internal Service Expense Account will debit purchasing agency for total amount of charges
 - an offsetting invoice line will credit PEN for total amount of charges
- Vouchers will be Document Tolerance Checked, Budget Checked & Posted by AP Batch Process that runs daily.

- **Note: For the PEN InterUnit vouchers the receipt number will not appear on the voucher. However, the PO, receipt and voucher are tied together in the system and this can be reviewed by navigating to the Purchase Order Document Status screen (Purchasing>Purchase Orders>Review PO Information>Document Status)**

Step 5: MultiUnit Voucher Approval

1. PEN AP Data Entry person to initiate voucher into workflow (Navigation: Accounts Payable>Vouchers>Approve>Approve Voucher)
2. PEN AP Manager will approve voucher by clicking link on Worklist to display Voucher Approval screen or by navigating to: Accounts Payable>Vouchers>Approve>Approve Voucher

From	Date From	Work Item	Worked By Activity	Priority	Link
Merrilees,Dana-067-GMIS	12/09/2009	Route for Additional Approvals	APPROVE_VOUCHERS		00515_00012617_PENORDER#1_1459823

3. Voucher will be routed to purchasing agency's AP Manager's Worklist for approval; clicking the link will open the MultiUnit Approval screen

From	Date From	Work Item	Worked By Activity	Priority	Link
Merrilees,Dana-067-GMIS	12/03/2009	Agency Approval	Voucher InterUnit Line Approval		1459822_00515_00012616_dsm120309_1_1_00615

Or by navigating to:
Accounts Payable>Vouchers>Approve>Approve MultiUnit Voucher Line

Enter Purchasing Agency's Business Unit in the GL Business Unit field

Enter Pen's Business Unit (00515) in the Business Unit field

Click Search

Click on the Approval Status Link to see what vouchers are Pending Approval.

- ▶ Billing
- ▶ Accounts Receivable
- ▶ Accounts Payable
 - ▶ Vouchers
 - ▶ Add/Update
 - ▶ Maintain
 - ▶ Approve
 - Approve Voucher
 - Request Voucher Batch
 - Approve MultiUnit Voucher line
 - Verify Pending Vouchers
 - ▶ Control Groups
 - ▶ Payments
 - ▶ Batch Processes
 - ▶ Review Accounts Payable Info
 - ▶ Reports
 - ▶ High Volume Payments
 - ▶ Revenue Distributions
 - Auditor of State Portal
 - Accounts Payable Center
- ▶ eSettlements
- ▶ Asset Management
- ▶ IT Asset Management
- ▶ Banking
- ▶ Cash Management
- ▶ Deal Management
- ▶ Risk Management
- ▶ Financial Gateway

Voucher IU Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

GL Business Unit:

Business Unit:

Voucher ID:

Voucher Line Number:

Distribution Line:

Approval Status:

Invoice Number:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 of 1 Last

GL Business Unit	Business Unit	Voucher ID	Voucher Line Number	Distribution Line	Approval Status	Invoice Number	Invoice Date	Short Vendor Name
00340	00515	00015393	1	1	Pending	K005802	01/19/2010	PENPRODUCT-001
00340	00515	00015392	1	1	Pending	K005486	08/31/2009	PENPRODUCT-001
00340	00515	00015330	1	1	Pending	M031272	11/19/2009	PENPRODUCT-001

4. Once the voucher is approved by both PEN and the purchasing agency; **the purchasing agency should take the following steps:**

▼ Voucher Approval History

Appr Inst	Path	Step	Appr Stat	Date/Time Stamp	Role Name	User ID	Description
1466924	A	0	Initiated	11/23/2009 2:06:54PM		M246410	Spratt,Mark-515
1466924	A	10	Approved	11/23/2009 2:06:54PM	AP Manager	M246410	Spratt,Mark-515
1466924	A	70	Pending	11/23/2009 2:06:54PM	AP Voucher Approval		
1466924	A	80	Pending	11/23/2009 2:06:54PM	SOL_WTHD_VCHR_APPR		

▼ Distribution Approval Detail Customize | Find | View All | First 1-2 of 2 Last

Line	Distribution Line	GL Business Unit	Approval Status	Date/Time Stamp	User ID	Description
1	1	00340	Approved	11/23/09 2:20:34PM	S234330	Cox,Stacy-235
3	1	00340	Approved	11/23/09 2:20:50PM	S234330	Cox,Stacy-235

Save | Return to Search | Previous in List | Next in List | **Notify** | Refresh

- a. Click the “Notify” button at the bottom of the MultiUnit Voucher Approval screen; this will send an e-mail to PEN notifying them that the voucher is fully approved at the agency level and is ready for further processing.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
 Select Additional Recipients to send the email to the Voucher creator.
 Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS send options.

Notification Details

To: Collison, Richard A/R028896

CC:

BCC:

Priority: 2-Med

Subject: Inter-unit voucher ready: 00515-00013158

Template Text: This voucher has now been approved by the agency being charged for the goods or services and is available for further processing.
 Business Unit: 00515
 Voucher: 00013158

Message:

[Lookup Recipient](#) [Delivery Options](#)

To	cc	bcc	Long Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Created By
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last Update User ID

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
 Click Apply to send this notification and remain on this page.

OK | Cancel | Apply

- b. Send notification to RCollison@idoc.in.gov or use “Lookup Recipient” link to search for Collison, Richard

Lookup Recipient	Delivery Options		
Additional Recipients			
To	cc	bcc	Long Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Created By
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last Update User ID

- c. In the “Additional Recipients” section check the “To” check box next to “Created By” (this will also notify the AP Data Entry person at PEN that the voucher is ready for further processing)

The notification e-mail will provide PEN's designated staff members with a link that will take them to the screen in ENCOMPASS where the Transmittal Form can be generated and printed.

This voucher has now been approved by the agency being charged for the goods or services and is available for further processing.
 Business Unit: 00515
 Voucher: 00012688
 Link: https://financial.gmis.in.gov/psp/fsprd/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE.GBL?Page=PT_WF_NOTIFY&Action=U&BUSINESS_UNIT=00515&VOUCHER_ID=00012688

- PEN will print the Transmittal Form compile it with the original billing document and forward to AOS for review and final approval.
- Once fully approved by AOS voucher will get picked up in pay cycle to complete the process; since this is a \$0 voucher a payment reference number will be assigned on the Payments tab of the voucher but no warrant/ACH will be issued.
- PEN will receive payment based on the voucher invoice lines that will move funds between the two agencies by debiting the purchasing agency and crediting PEN's Internal Service Revenue Fund & Account.

Note: We do want to remind you that the PO, once paid, must be closed by the purchasing agency just as any other purchase order will need to be.

Important Links

ENCOMPASS Website: <http://myshare.in.gov/sba/encompass/default.aspx>
 IDOA Procurement Training & Resources: <http://www.in.gov/idoa/2342.htm>
 Auditor's Portal: <http://auditor.in.gov/>
 PEN Products Website & On-line Catalog: <http://www.in.gov/idoc/penproducts/>