

# INTACCT PURCHASING GUIDE – RTP CONVERSION

## BUSINESS OFFICE PROCEDURES – INTACCT

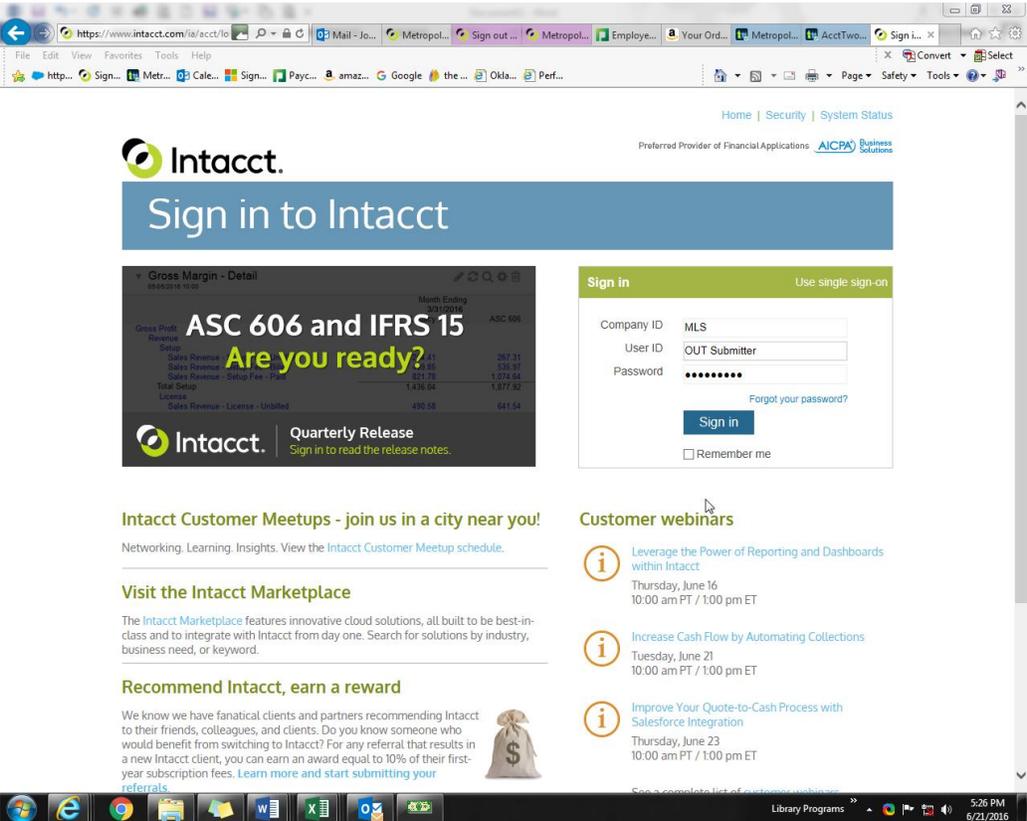
### Purchasing Overview

RTPs will present on a screen for review and conversion to invoice. Most corrections needed may be made at this process. However, you may not change a vendor code, nor should you change an item/account designation. If you change the item designation the system will send the newly corrected invoice for payment; however, it retains the original RTP and will not allow you to delete it. If this should occur your only solution is to turn the value to \$0 and send it through.

#### A. Logging in to the Intacct Home Page

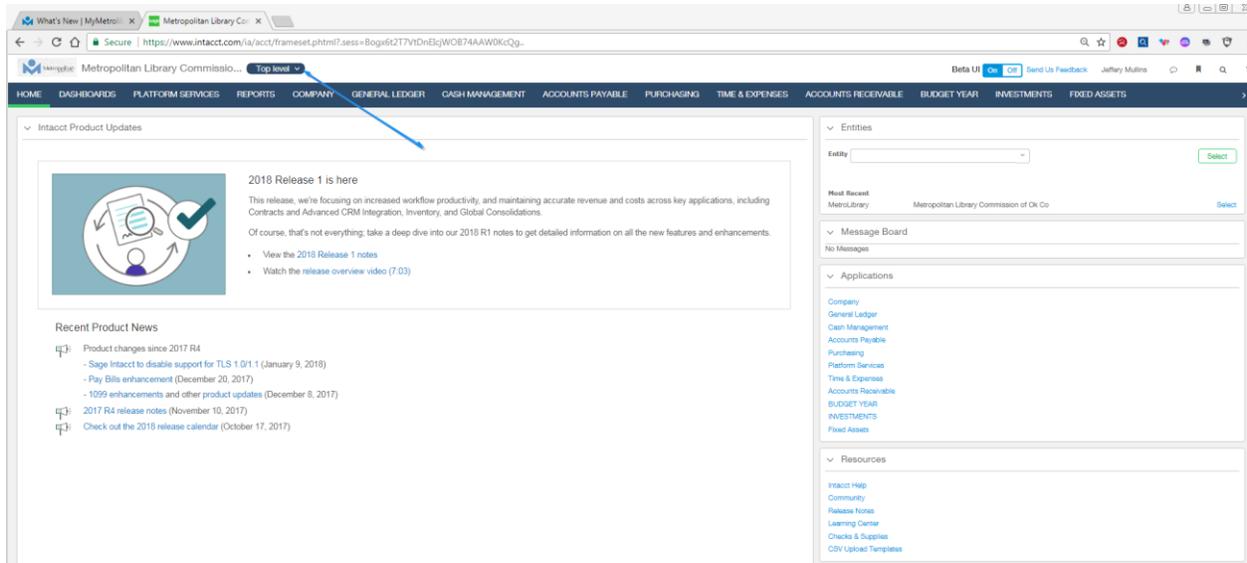
<https://www.intacct.com/ia/acct/login.phtml>

NOTE: From the MLS Intranet screen you may go to “LOGINS” on the ribbon. Use the down arrow. Go to ‘INTACCT (ACCOUNTING)’. Click over these words and it will take you to the sign on screen.

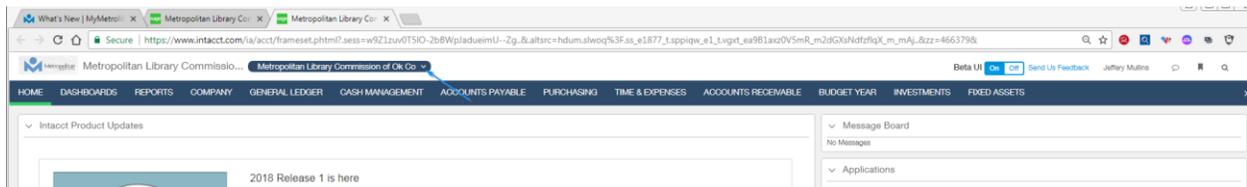


The Company ID is always MLS. User ID's and Passwords are unique to the person and position and will be distributed during Training.

Below is the MLS Intacct Homepage Screen



1. Hover over "Top Level" at the top of the screen.
2. The white box will appear with the words "Metro Library – Metropolitan Library Commission of OK Co. This represents the lower level where transaction processing will take place. Click these words in the white box. ALL WORK SHOULD BE DONE IN THE LOWER LEVEL.



3. The words Top Level are now replaced with "Metropolitan Library Commission of OK Co.

## B. Conversion of an RTP (Request to Pay)

Once an RTP is entered by the library it presents for payment on a conversion screen.

1. In the ribbon, Click on “PURCHASING”. A drop-down menu will present.
2. On the left-hand side of the new screen you will find the word “Activities”. Below it is the word “View Transactions”. Hover over the word and click to open the screen.

The screenshot shows the 'Purchasing Documents' interface. The top navigation bar includes 'HOME', 'DASHBOARDS', 'REPORTS', 'COMPANY', 'GENERAL LEDGER', 'CASH MANAGEMENT', 'ACCOUNTS PAYABLE', 'PURCHASING', 'TIME & EXPENSES', 'ACCOUNTS RECEIVABLE', 'BUDGET YEAR', 'INVESTMENTS', and 'FIXED ASSETS'. The 'PURCHASING' tab is active. On the left, there is a sidebar with 'Activities' and 'View Transactions' highlighted. The main area displays a table of transactions:

Type	Document number	Reference number	Vendor Name	Date	State	Delete
RTP	RTP-001674		WALMART COMMUNITY/GEOR	05/07/2018	Pending	Convert Print
RTP	RTP-001671	2018 Mileage 20 April	DAKOTA HINDMAN	05/04/2018	Pending	Convert Print
RTP	RTP-001670	return inv # 9786278062	W W GRANGER INC	05/04/2018	Pending	Convert Print
RTP	RTP-001666	vin Aka57435	M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	05/04/2018	Pending	Convert Print
RTP	RTP-001658	Background Checks	PEOPLEFACTS LLC	05/04/2018	Pending	Convert Print
RTP	RTP-001653	CR40818vi	FIRETRUL PROTECTION SYSTEMS	05/04/2018	Pending	Convert Print
RTP	RTP-001652	Uniforms 4 27 18	CLEAN UNIFORM COMPANY	05/04/2018	Pending	Convert Print
RTP	RTP-001644	Supplies	INDEPENDENT STATIONERS	05/04/2018	Pending	Convert Print
RTP	RTP-001643	Supplies	INDEPENDENT STATIONERS	05/04/2018	Pending	Convert Print
RTP	RTP-001641		ANDREA EMMONS	05/03/2018	Pending	Convert Print
RTP	RTP-001637		IMAGINATION PROMOTIONAL GROUP INC DBA MYRPGI.COM	05/03/2018	Pending	Convert Print
RTP	RTP-001636	Water kettle #812100576261	WALMART COMMUNITY/GEOR	05/03/2018	Pending	Convert Print
RTP	RTP-001633	Children's programming supplies	ANGEL SUHRSTEDT	05/02/2018	Pending	Convert Print
RTP	RTP-001632		WALMART COMMUNITY/GEOR	05/02/2018	Pending	Convert Print
RTP	RTP-001627	Spring Scholarship Reimbursement	JAMIE FLAHERTY	05/02/2018	Pending	Convert Print
RTP	RTP-001626	Prepaid Parking Vouchers	C.O.T.P.A.	05/02/2018	Pending	Convert Print
RTP	RTP-001625		IDODOLOGY INC	05/02/2018	Pending	Convert Print
RTP	RTP-001660	CT180501Jdp	HOME DEPOT CREDIT SERVICES	05/01/2018	Pending	Convert Print
RTP	RTP-001624	BE043021080Y	WALMART COMMUNITY/GEOR	05/01/2018	Pending	Convert Print
RTP	RTP-001618		KELLY GOSPODAREK	05/01/2018	Pending	Convert Print

3. On the far-right side of the screen hover over the word “Convert”. Using the mouse left click on the word. A drop-down box will appear with the word “InvoiceRTP”. Double click using the left button of the mouse. The screen will present with the RTP to be reviewed. the Business Office to purchase goods for your Department or Library or for you to encumber your program presenters.
4. Click on the word “RTO”. The RTO screen will appear. Note: The screen above also has an option for RTP which is an acronym for Request to Pay. A Request to Pay is the equivalent of:
  - a. A reimbursement (mileage, reimbursements for purchases made by an employee for library supplies, etc. These would be made on an RTP.)
  - b. Purchases already made where the vendor is due payment. Examples of this are Maintenance Technicians purchase items at Home Depot, Locke Supply, etc. or when the Business Office issues the Walmart Card or Hobby Lobby card for the library staff to make purchases.

## RTO Screen Header Instructions

The RTO (Request to Order) screen will appear. From this screen you will click on the “Add” button to begin your RTO.

A screenshot of the RTO form. The form is titled 'RTO' and has 'Submit' and 'Cancel' buttons. It contains several sections: a summary table, a 'Date' field, a 'Vendor' dropdown, 'Remit to' and 'Ship to' dropdowns, 'Payment terms', 'Vendor document number', 'Attachments', 'Expiration date', 'Message', 'Ordered?', 'Reference', and 'Ship via'. Below these fields is an 'Entries' table with columns for Item ID, Quantity, Unit, Price, Extended price, Location, Department, Fund, Budget Year, and Memo. The table has two rows with item IDs 1 and 2, and a 'Total' row. The fields are numbered 1 through 12 with blue circles. Field 1 is the Date field, field 2 is the Vendor dropdown, field 3 is the Remit to dropdown, field 4 is the Ship to dropdown, field 5 is the Payment terms dropdown, field 6 is the Expiration date field, field 7 is the Reference field, field 8 is the Vendor document number field, field 9 is the Message field, field 10 is the Ship via dropdown, field 11 is the Attachments dropdown, and field 12 is the Ordered? dropdown.

The top 2/3 of the screen with the numbered fields is called the Header Area.

Field 1: The date will automatically populate to the current date. Please do not change this date.

Field 2: In the vendor box there is a drop-down arrow listing all our vendors in our database. However, the most efficient way to find a vendor is by clicking in the box and beginning to type the name. As you type the first letters of the vendor name the list will narrow to the vendors that begin with those letters.

If you are unsure of the full name of the vendor but know part of the name, hit **Find** ① [SEE BELOW]

## RTO

Transaction date	Date due	Item totals	Subtotals
02/14/2018	--	0.00	0.00

Date *	02/14/2018				
Vendor *		Remit to *		Ship to	
Add View Find					
12REC--12 RECOVERY FOUNDATION INC					
7HAWK--GAIL PECK DBA 7 HAWKS PUBLISHING COMPANY					
ABDO--ABDO PUBLISHING COMPANY					
ABEBK--ABEBOOKS INC					
ACCUI--ACCUITY INC					
AMIGO--AMIGOS LIBRARY SERVICES					
APRPH--ARPHAX PUBLISHING COMPANY					
AVCAF--AV CAFÉ INC					
BANDN--BARNES & NOBLE INC					
BAREX--BARTLESVILLE EXAMINER-ENTERPRISE					
BEBKS--BEST OF BOOKS					
BIBLI--BIBLIOLABS LLC					
BKONL--BOOKLIST ONLINE/ALA					
BLAAB--BLACKSTONE AUDIO INC					
Total					

**NOTE: Vendors can only be added by the Business Office.**

1. The Select Vendor Screen will appear.
2. The % will act as a wildcard. In the example of Jim Pourtorkan, Type %pou in the vendor search box. The vendor list will be narrowed to only those with the consecutive letters **pou** in the name. (No space between % and search term.) Once you find the vendor you are seeking click onto the SELECT button on the left of the name. This will then fill in the vendor section of the header.

NOTE: If the Remit to address is incorrect, please send an e-mail to the business office requesting a change of mailing address. A new W-9 is required at the time as well.

**Select Vendor** Include one-time Cancel

Clear all filters (1 - 4 of 4)

Vendor	Form 1099 type	Form 1099 box	Address line 1	City	State/province
<input type="text" value="%pou"/>	<input type="text"/>				
Select V000299--JAMSHID POURTORKAN	MISC	7	1025 VALGENES RD	EDMOND	OK
Select V000379--LYNDA SIAVASHIPOU					
Select V000856--MATTHEW LOGO FALEPOUONO					
Select V001708--AMELIE POULET DBA RUBBERMAID WHOLESALE			3980 BROADWAY ST	BOULDER	CO

## RTO Screen Header Instructions

**RTO** Submit Cancel

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
02/14/2018	02/14/2018	0.00	0.00	0.00	--

Date \*

Vendor \*

Remit to \*

Ship to \*

Convert from an existing transaction

PO BOX 344  
EDMOND, OK 73083-0344  
marlynsnews@yahoo.com

1025 VALGENES RD  
EDMOND, OK 73003-6038  
marlynsnews@yahoo.com

Payment terms

Expiration date \*

Reference

Vendor document number

Message

Ship via

Attachments

Ordered?

Entries [Show defaults](#)

Item ID *	Quantity *	Unit	Price *	Extended price	Location	Department	Fund	Budget Year	Memo
1									
2									
Total				--					

Fields 3, 4, 5, and 6: These will populate based on the vendor. If you are placing an order that should be shipped to your location, change field 4 from the vendor's name and address to yours. To do this type in MLS and the various locations will appear. Select your location. Note: The purchasing office has limited ability to change the attention line on orders. As long as your address is correct, please do not worry about the name associated with it.

In the event field 6 does not populate fill it with the same date as Field 1. Send an e-mail to the business office to have this corrected.

Field 7: This reference field is required internally for performers only. The date of the performance should be entered in this field so that you can see it on your screen. Otherwise, the purchasing agents use the space for their designation of the order.

Field 8: Vendor document number is not required for those items to be purchased. However, with performers a standard vendor document number is “date of service @ library name”. This allows the vendor to know for which library they are receiving payment.

Field 9: The message field allows for 1000 characters. This field can be used to include any information you would like. It could be used by the requestor to provide additional information to the approver or to provide additional information to the Business Office about the purchase.

Field 10: This field is not required.

Field 11: This field is where you will attach documents to this request. In the past if you were making a Request for Purchase (Amazon/Brodart/Demco etc) to the Business Office, a copy of the basket would be attached to the RFP. Now a copy of the basket (or other document that provides adequate information for the BO to make the purchase), will be attached here. (SEE BELOW)

THIS IS A REQUIRED FIELD.

## Adding Attachments

The screenshot shows a web form titled "Adding Attachments" with a "RTP" label in the top left. The form contains several sections: Transaction summary (Transaction date: 02/19/2018, Date due: --, Item totals: 0.00, Subtotals: 0.00, Transaction total: 0.00, Transaction status: --), Date (02/19/2018), Vendor, Remit to, and Return to. Below these are Payment terms, Vendor document number, Ship via, Expiration date, Message, and Reference. The Attachments section is the focus, with a "Show all" dropdown menu open. The dropdown menu lists various attachments with columns for Item ID, Quantity, Unit, Price, and Extended. A blue arrow points to the "Add" button in the dropdown menu, which is labeled with a "2" in a blue circle. Another blue arrow points to the dropdown menu itself, labeled with a "1" in a blue circle.

1. Click the drop-down box. The items listed are previous attachments from across the system.
2. Click Add to add a new attachment.

The screenshot shows a web form titled "Release PO Encumbrance" in a browser window. The form contains a table with columns: Transaction date, Date due, Item totals, Subtotals, Transaction total, and Transaction status. The values are: Transaction date: 02/15/2018, Date due: 02/15/2018, Item totals: 50.00, Subtotals: 0.00, Transaction total: 50.00, Transaction status: --. The form has a "Post" button and a "Cancel" button. The browser address bar shows the URL: https://www.intacct.com/ia/acct/frameset.phtml?sess=P\_9fyXnbsqMgXlfnfCzy-SDyo2Bdw.&altsrc=hdm.slwoq%3Fss\_e1877\_tppiqw\_e1\_tvgct\_eT\_u9kzIBqdrPKAhqniGca\_mTGr2Gez\_8zz=886651&

For Normal Attachments the following screen appear (a).

Attachment	Size	Progress
1	--	--

Field 1a: Give the file a name that is meaningful such as OUT Amazon Order 6-22-16. If left blank, the name of the first file attached will become the name.

Field 2a: Select the folder to save the document(s) to. A folder for each location/department to place purchase request related documents should default into this field.

Field 3a: An optional description may be added here.

Field 4a: Click browse to select the location of the file to attach. You will need to print and scan the documents and save to a folder to be able to attach them. There are tools that will allow you to get a screen capture or a pdf type capture and attach it directly here and eliminate the step of printing and scanning. You may click browse again to add another attachment (and so on) until you are ready to save.

Attachment	Size	Progress	
1	52365 40.89.pdf	253.36KB	100%

You are now ready to save the attachment.

Field 12: This field indicates whether the items have been ordered and should usually be NO. The Business Office will use this field to track orders. However, if you have *placed* the order and are waiting for delivery, select yes.

## RTO Screen Detail Area (Entries) Instructions

The screenshot shows the RTO screen with the following fields and callouts:

- 1: Item ID (dropdown menu)
- 2: Quantity
- 3: Unit
- 4: Price
- 5: Extended price
- 6: Location
- 7: Department
- 8: Fund
- 9: Budget Year
- 10: Memo
- 11: Show Details (Ctrl+V) button

Field 1: Click in Item ID box and the drop-down Item ID list will appear. Choose account number or, if you begin typing a name or a number, the list will narrow. An item list is attached to these instructions.

The screenshot shows the RTO screen with the following fields and callouts:

- 1: Item ID (dropdown menu) - A list of items is displayed, including: 1330-Furniture and Equipment Over \$500, 1335-IT Equipment Over \$500, 4020-Lost Books, 4025-Room Rentals, 5022-Unemployment Compensation, 5025-Emp Benefits - Benefit Plan-Medical/Dental, 5030-Emp Benefits - LT Disability Ins, 5035-Emp Benefits - Life/AD&D Ins, 5040-Emp Benefits - Vision Insurance, 5045-Emp Benefits - Employee Assistance, 5050-Emp Benefits - Long Term Care Ins, 5055-Emp Benefits - Wellness Plan, 5103-Insurance-Property & Casualty, 5110-MOF- Fire and Security Alarm Monitoring.
- 2: Quantity
- 3: Unit
- 4: Price
- 5: Extended price
- 6: Location
- 7: Department
- 8: Fund
- 9: Budget Year
- 10: Memo
- 11: Show Details (Ctrl+V) button

## RTO Screen Detail Area Instructions

Field 2: Add quantity

Field 3: Unit will autofill with each. You should leave it at each.

Field 4: Add the unit price.

Field 5: Extended price will autofill

NOTE: IF you only know the extended price, you may enter the quantity and the extended price, and the unit price will autofill.

Field 6: Add your location using the location's numerical value or by beginning to type the name of the location until you can select it.

Field 7: Add Department. The Department Selected should represent the intended use.

Examples: 300 Administration is for something for the whole library whether or not it pertains to customer use (products or services)

301 Access is for circulation related products or services.

302 Engagement Administration is for products/services pertaining to customers of all ages.

303 Engagement Children is for children services' related products or services

304 Engagement Teen is for teen services' related products or services

305 Engagement Adult is for adult services' related products or services

Field 8: Add Budget Year. The Budget Year is designated by the budget year-end. For instance, Budget Year 2018 is for budget year July 1, 2017 to June 30, 2018. For Grant Funds use the Budget Year of SPECIAL.

Field 9: Add Fund. GEN-General Fund will be the only General Fund Category used. The other Gen Fund Categories are for financial reporting purposes. The system will not allow any other Gen Fund to be selected. All Special Funds (Friends Grants, LET Grants) are also listed.

Field 10: The memo field should be used to add information about *each* specific line item that is being requested. (Item name, Item #, etc.). Anything purchasing is ordering should be itemized; one item to each line. For performers, the memo field should contain the date of the program followed by the name of the program.

Field 11: The Show Details tab will expand into additional details, but you usually won't need to use these fields.

Hit the + at the end of the row to add another line.

**NOTE:** If you have **shipping** costs you will need to do the following

- Use the same Item ID as the product you're purchasing (for instance Supplies-Gen) and note in the memo field that it is shipping. This is for non-fixed asset items and equipment under \$500. (Account 5204. Account 5205 is for IT use only.)
- If you are ordering a fixed asset (equipment with a cost over \$500; accounts 1330 and 1335). Include the shipping in the cost of the item (on the same line).

12. Once you have itemized the items needing to be purchased, press "Submit". If you are over budget you will be notified of the overage in a yellow box. If you are within your budget no notice will appear. The Supervisor will get an e-mail stating there is something to approve.

RTO

Submit Edit Done More actions

Transaction History

The following purchase requisition lines are over budget:

This transaction will exceed budget for Account 5160--Performance Services, Location 23--Belle Isle Library, Fund GEN, Dept 303--Engagement Children, and Budget Year 2018 by \$2,725.00

You may wish to decline this transaction.

HEATHER WHITE (V001225)

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
------------------	----------	-------------	-----------	-------------------	--------------------

13. Once your order arrives you may receive it in sections or as a whole. *Only the person who submitted it will be able to "Convert" it.* To verify that the invoice has been received and approved for payment:

1. Under the Purchasing Menu click the RTO link and you will return to the RTO Screen. Clicking the RTO link will take you to a list of all RTO's that you have submitted which may be in various states of approval.

RTOs

Add Delete Done Import Export

All Manage views

include inactive Advanced filters Clear all filters (1 - 372 of 372)

Type	Document number	Reference number	Vendor name	Date	State	Delete
<a href="#">Edit</a> <a href="#">View</a>	RTO-000336	AJE- Little Hands Art Camp 5/17/18	HEATHER WHITE	05/17/2018	Declined	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a>	RTO-000335	AJE- Little Hands Art Camp 4/19/18	HEATHER WHITE	04/19/2018	Declined	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a>	RTO-000334	AJE- Little Hands Art Camp 3/15/18	HEATHER WHITE	03/15/2018	Declined	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">View</a>	RTO-000560	Ordered - Travel Reimbursement - Computers in Libraries 4-16-17 to 4-19-18	KATHRYN GOLDBACH	02/16/2018	Submitted	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">View</a>	RTO-000559		AMAZON	02/15/2018	Submitted	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">View</a>	RTO-000558		AMAZON	02/15/2018	Submitted	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a>	RTO-000557	test attach viewing	JOHN RAHHAL	02/15/2018	Declined	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Convert</a>	RTO-000556	02/25/2018	DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	02/15/2018	Pending	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Convert</a>	RTO-000555	02/24/2018	DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	02/15/2018	Pending	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Convert</a>	RTO-000554	02/23/2018	DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	02/15/2018	Pending	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Convert</a>	RTO-000553	02/22/2018	DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	02/15/2018	Pending	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Convert</a>	RTO-000552	02/21/2018	DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	02/15/2018	Pending	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Convert</a>	RTO-000551	02/20/2018	DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	02/15/2018	Pending	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a> <a href="#">Convert</a>	RTO-000550	02/19/2018	DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	02/15/2018	Pending	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a>	RTO-000549	02/11/18	SHORTT DOGG ENTERTAINMENT	02/15/2018	Converted	<a href="#">Print</a> <input type="checkbox"/>
<a href="#">Edit</a> <a href="#">View</a>	RTO-000548	02/06/18	SHORTT DOGG ENTERTAINMENT	02/15/2018	Converted	<a href="#">Print</a> <input type="checkbox"/>

2. Any RTO that has been approved will now have the word [Convert](#) to the left of it. Click [Convert](#) and a box will appear to Receive the items. In this case the link that appears is [RTO\\_REC](#). Clicking this link will take you to the Receiving page.

# Receiving Screen

RTO\_REC Post Cancel More actions

Transaction date	Date due	Item totals	Subtotals	Transaction total	Transaction status
02/16/2018	02/16/2018	399.06	0.00	399.06	--

Date \* 02/16/2018

Vendor V000015-AMAZON Remit to AMAZONP Return to AMAZON

Converted from RTO-RTO-00025 PO BOX 960016 ORLANDO, FL 32896-0016 PO BOX 965016 ORLANDO, FL 32896-5016

Payment terms Net 15 Vendor document number Ship via

Expiration date \* 02/16/2018 Message Attachments ATT-34122

Reference Ordered TEB Storage Containers for Adult Engagemen

Entries [Show defaults](#)

Item ID *	Quantity *	Unit	Price *	Extended price
1 5312-Supplies-General	4	Each	69.9600000	279.84
2 5312-Supplies-General	1	Each	116.1100000	116.11
3 5312-Supplies-General	1	Each	43.1100000	43.11
4				
Total				399.06

1. The **ONLY** field that should ever be changed on this screen is quantity. In those instances when you did not receive the entire order, change the quantity to match the quantity *received*. The balance will remain in the RTO on the RTO screen ready to be converted. The Business Office will now pay the invoice for the items received. Note: If not all items are received, the word Convert will change to Partially Converted.
2. **For Performers, an RTO will need to be completed for each performance.** Each library will need to receive the RTO after the performance has been completed. This tells the Business Office that services have been rendered and the performer can be paid.

It is important to include dates of the performance in the memo for reference.

Many libraries have performers who are paid for regularly scheduled programs. When receiving the RTO for repeating performers, it is important to fill in the Vendor Document Number, which acts as the Invoice Number. The format preferred by the Business Office is: Date of Performance@library. For Example: [2.01.2017@CH](#)

3. For Amazon orders, receive the items per shipment/packing slip. Those products not received will be left for you to receive when they arrive. This will ease payment of the separate invoice numbers that Amazon assigns based on when the items were shipped. It also assists the organization in staying current with payments.
4. If all is OK click the Submit Button.