INTACCT PURCHASING GUIDE – RTP CONVERSION

BUSINESS OFFICE PROCEDURES – INTACCT

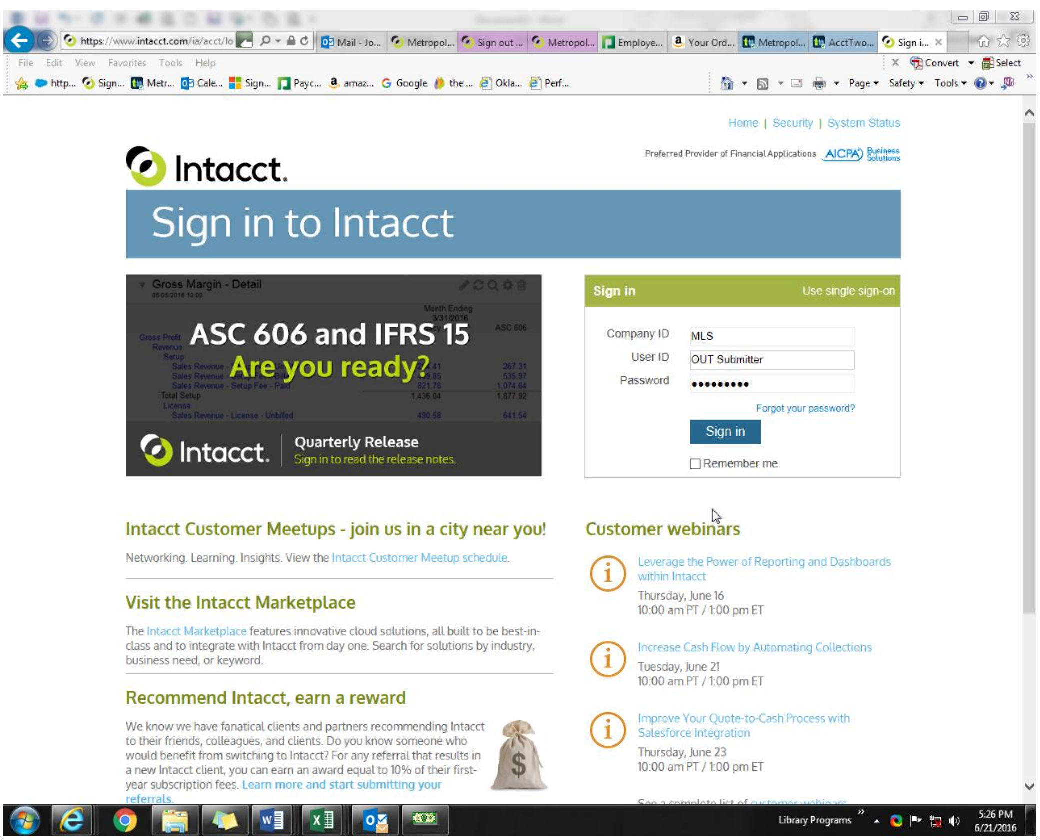
Purchasing Overview

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

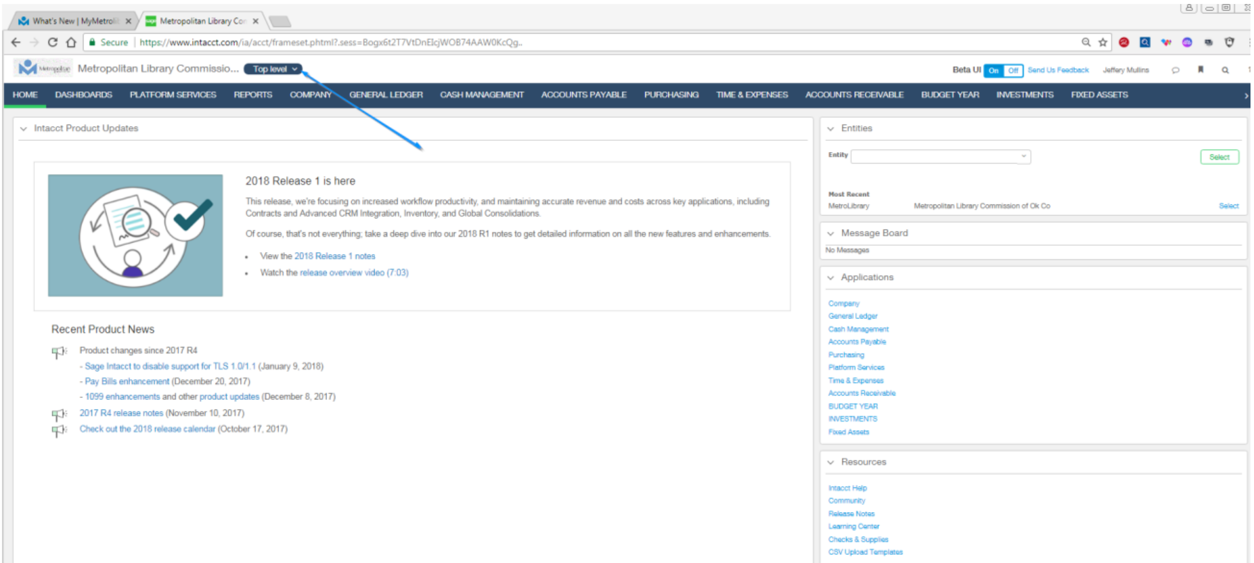
https://www.intacct.com/ia/acct/login.phtml

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.

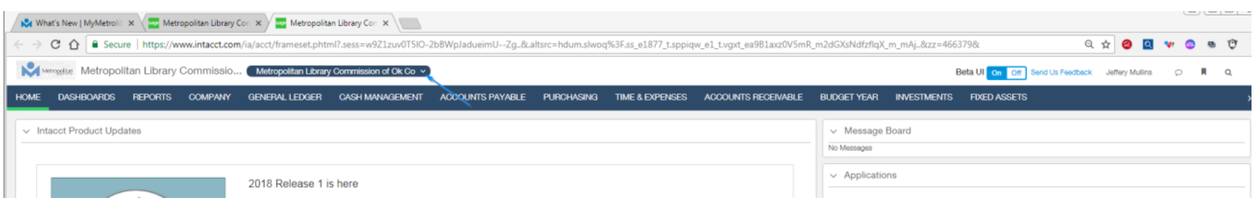


The Company ID is always MLS. User ID's and Passwords are unique to the person and position and will be distributed during Training.

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.

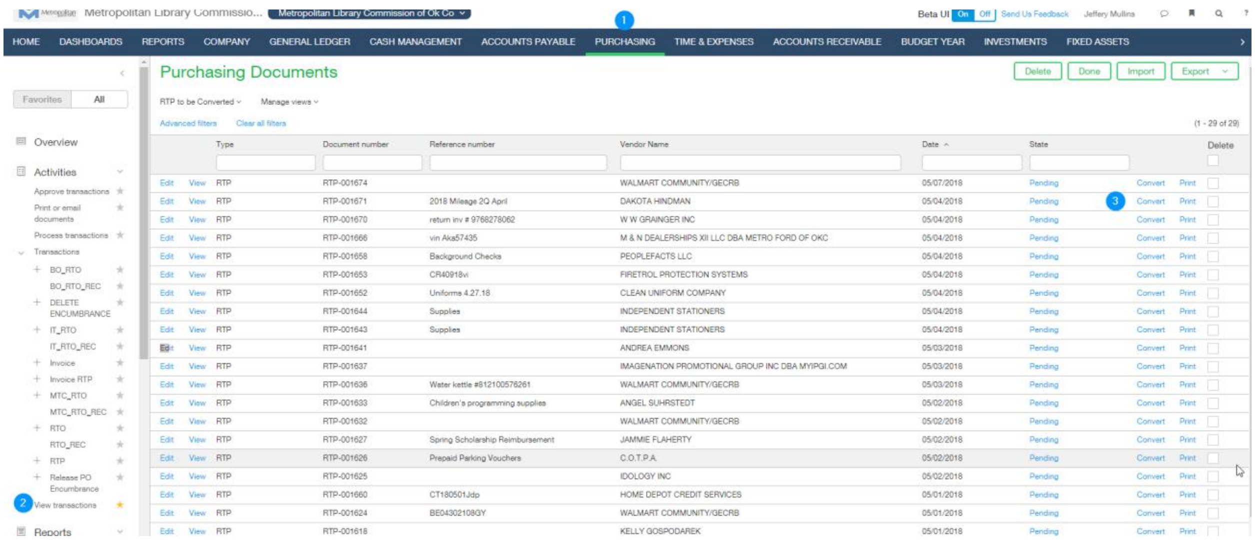


3. The words Top Level are now replaced with "Metropolitan Library Commission of OK Co.

B. Conversion of an RTP (Request to Pay)

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

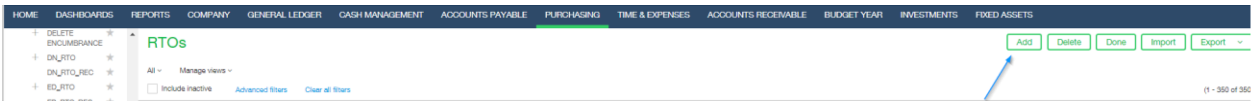
1. In the ribbon, Click on “PURCHASING”. A drop-down menu will present.
2. On the left-hand side of the new screen you will find the word “Activities”. Below it is the word “View Transactions”. Hover over the word and click to open the screen.

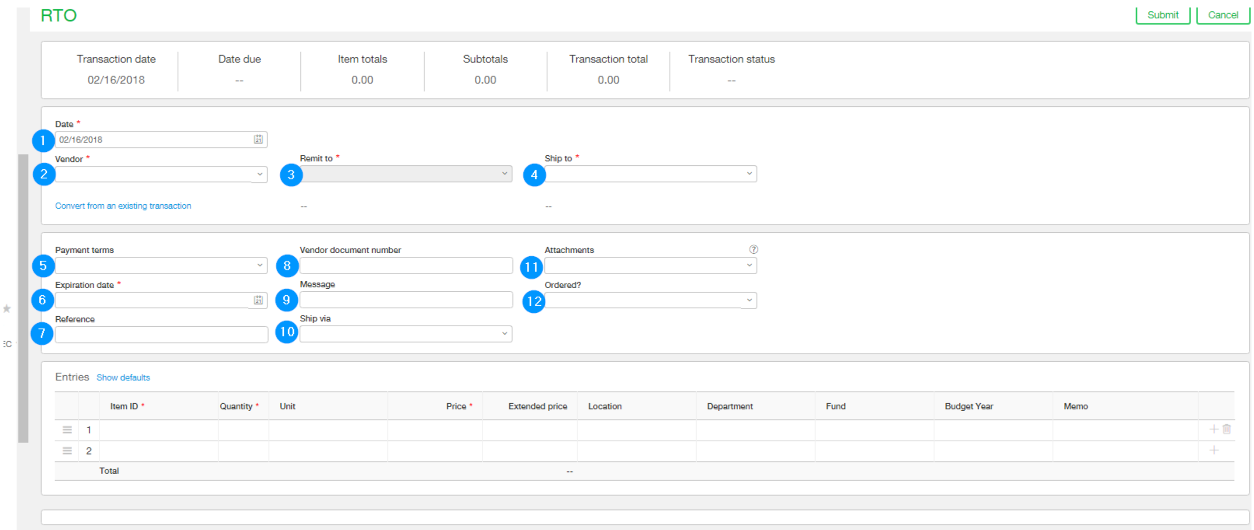


3. On the far-right side of the screen hover over the word ”Convert”. Using the mouse left click on the word. A drop-down box will appear with the word “InvoiceRTP”. Double click using the left button of the mouse. The screen will present with the RTP to be reviewed. the Business Office to purchase goods 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.



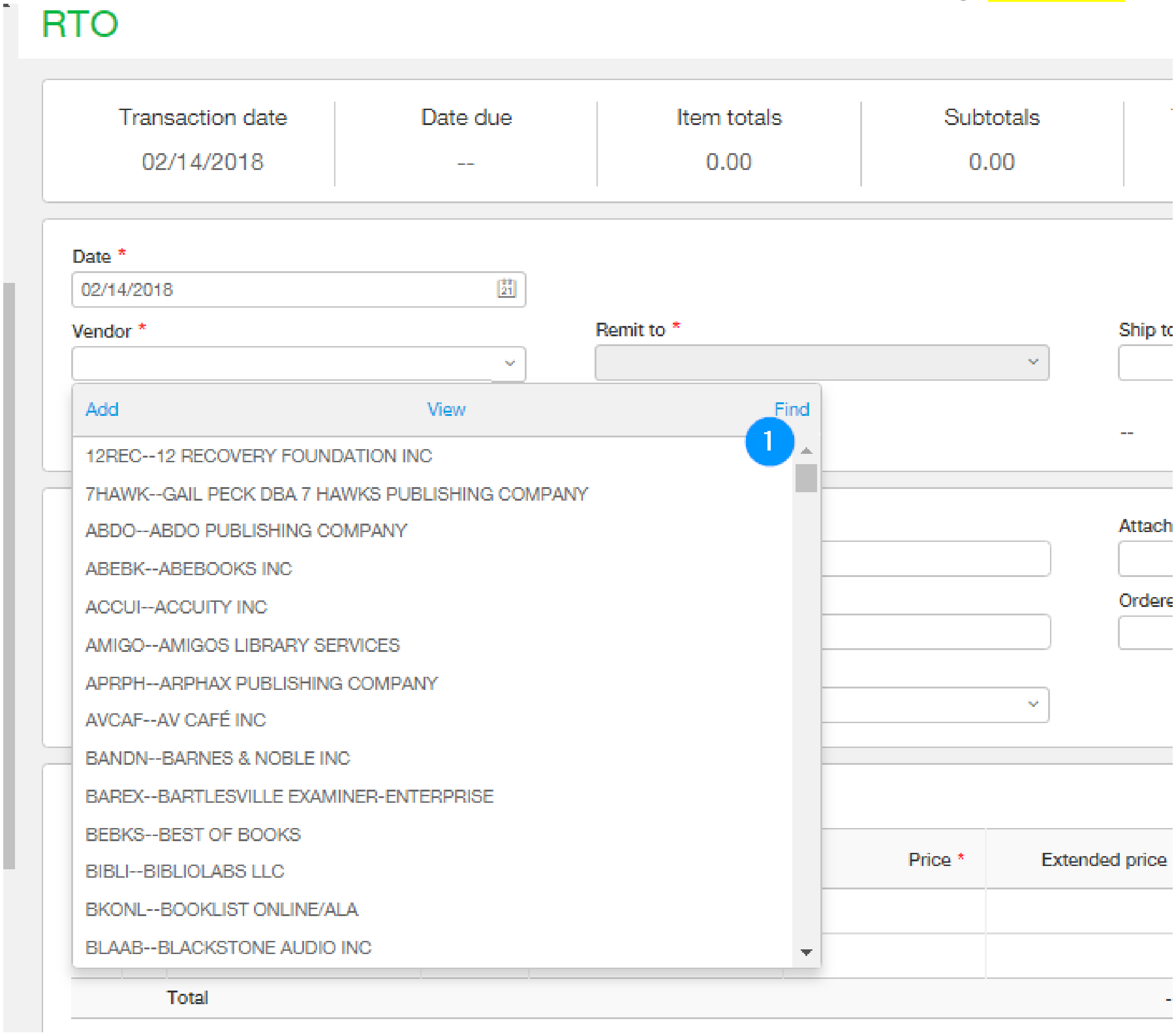


The top 2/3 of the screen with the numbered fields is called the Header Area.

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.

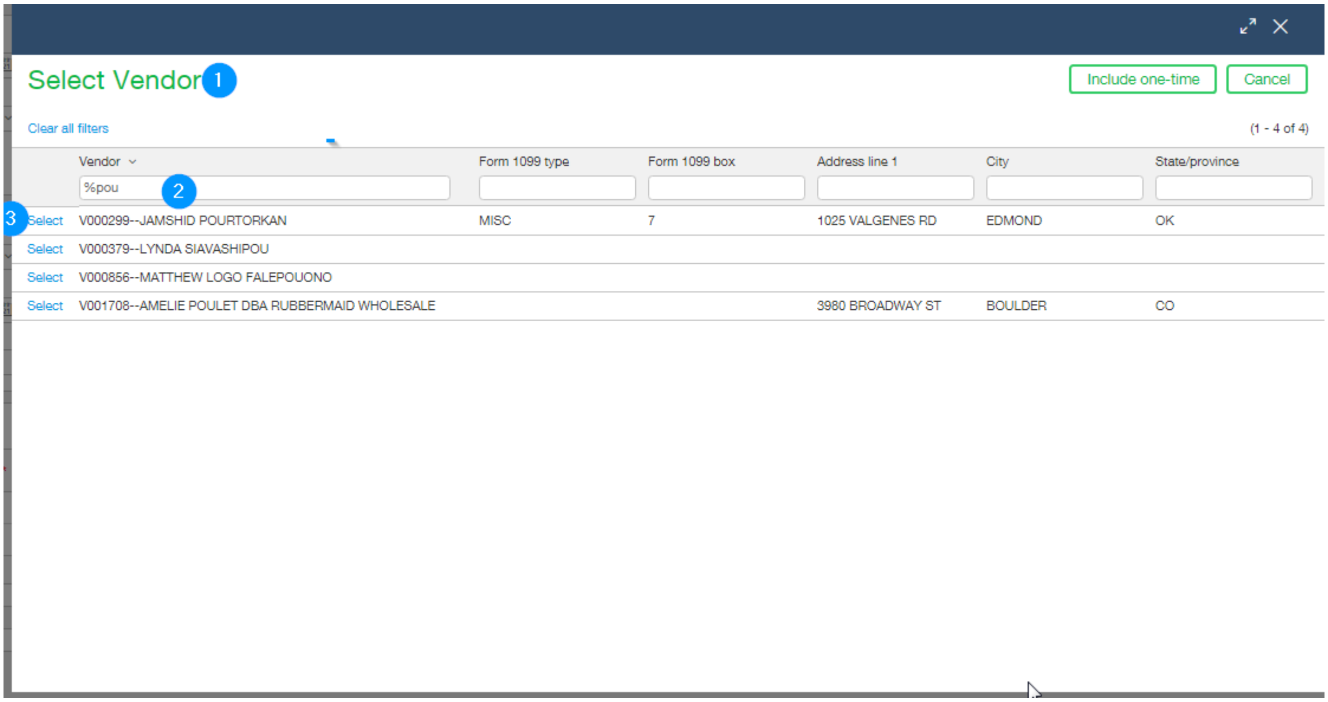
If you are unsure of the full name of the vendor but know part of the name, hit **Find** ① [SEE BELOW]



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

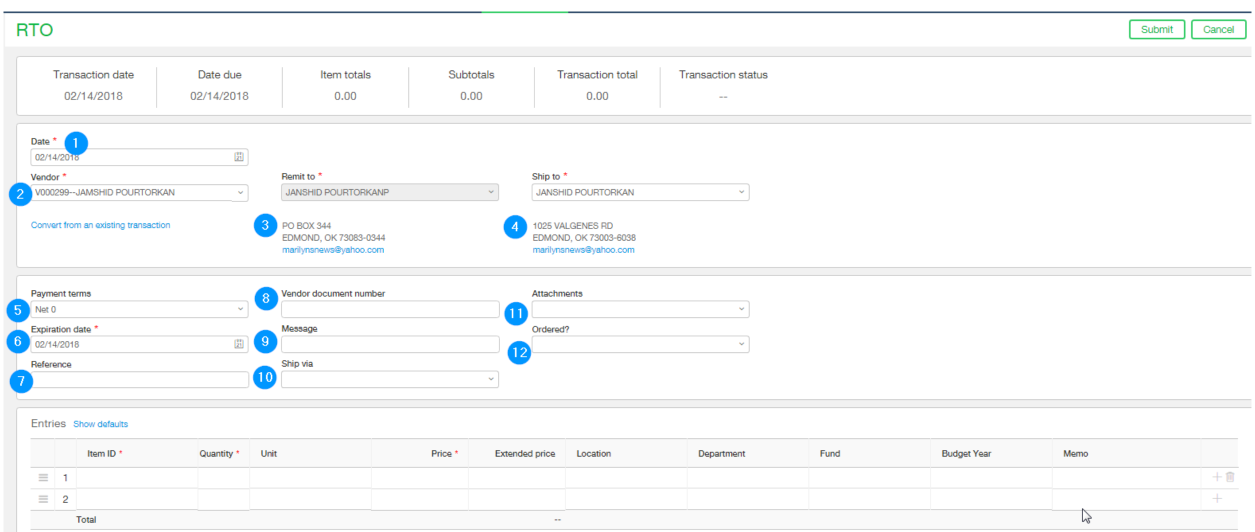
1. The Select Vendor Screen will appear.
2. The % will act as a wildcard. In the example of Jim Pourtorkan, Type %pou in the vendor search box. The vendor list will be narrowed to only those with the consecutive letters **pou** in the name. (No space between % and search term.) Once you find the vendor 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.



RTO Screen

Header Instructions



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.

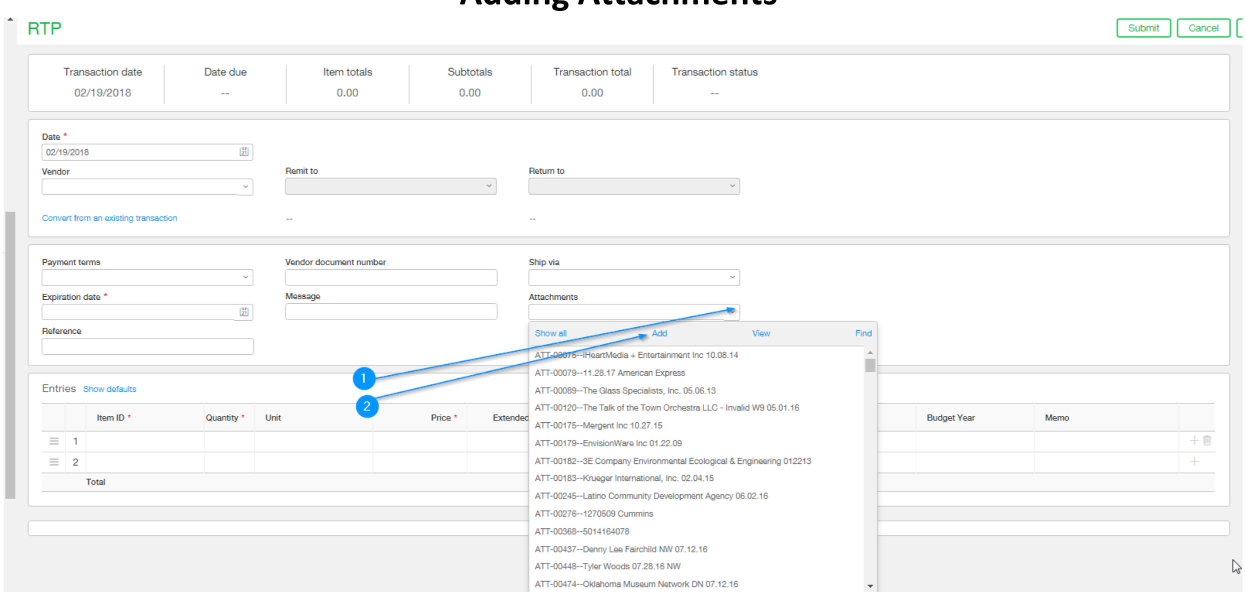
Field 9: The message field allows for 1000 characters. This field can be used to include any information you would like. It could be used by the requestor to provide additional information to the approver or to provide additional information to the Business Office about the purchase.

Field 10: This field is not required.

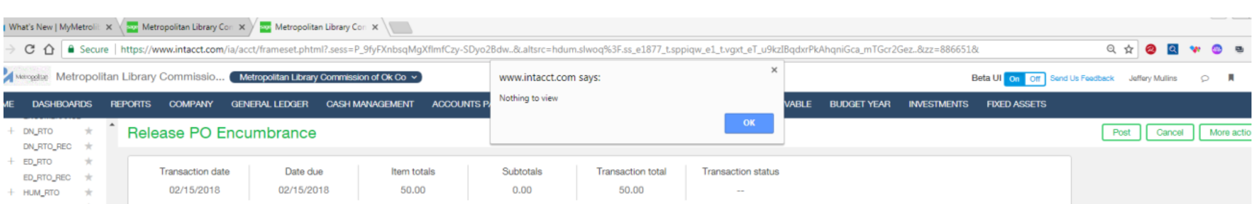
Field 11: This field is where you will attach documents to this request. In the past if you were making a Request for Purchase (Amazon/Brodart/Demco etc) to the Business Office, a copy of the basket would be attached to the RFP. Now a copy of the basket (or other document that provides adequate information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

THIS IS A REQUIRED FIELD.

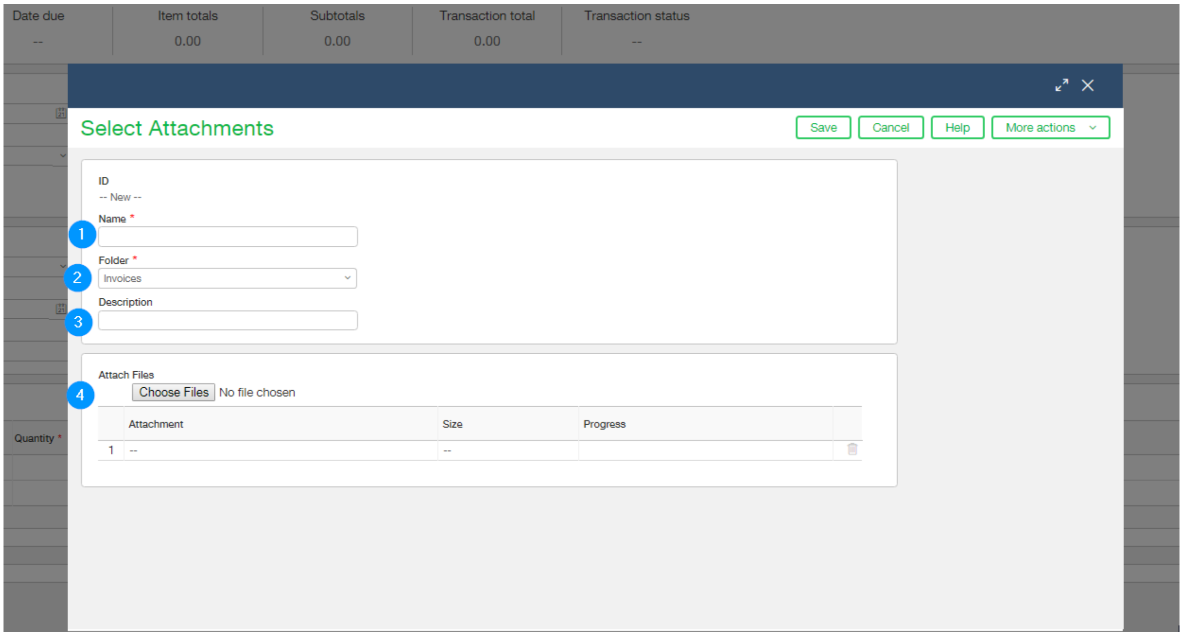
Adding Attachments



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



For Normal Attachments the following screen appear (a)s.

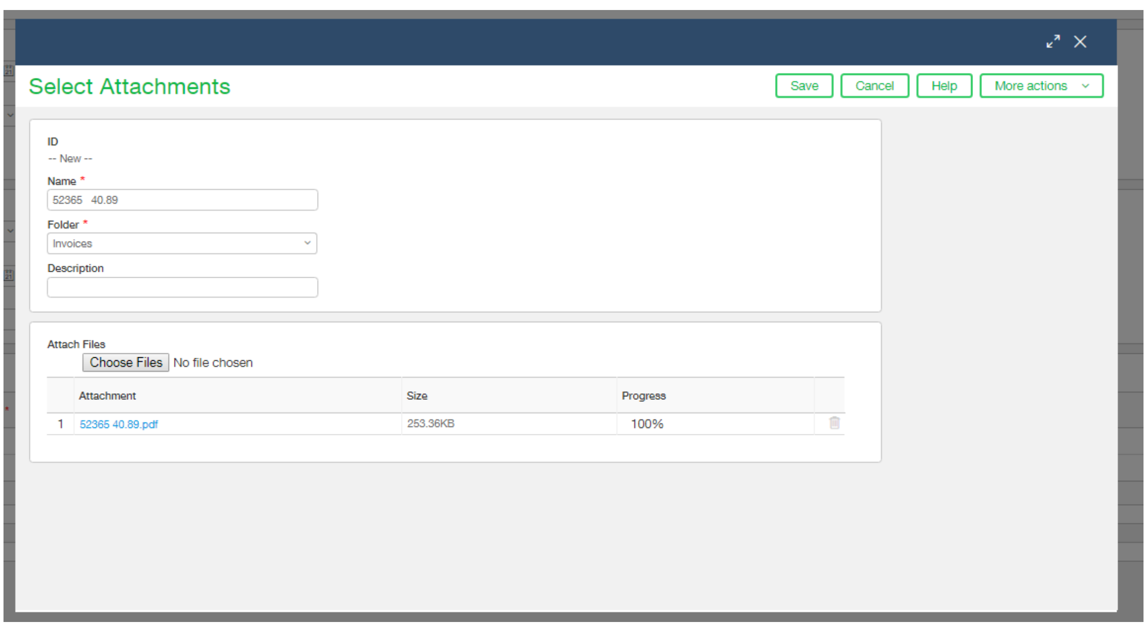


Field 1a: Give the file a name that is meaningful such as OUT Amazon Order 6-22-16. If left blank, the name of the first file attached will become the name.

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.

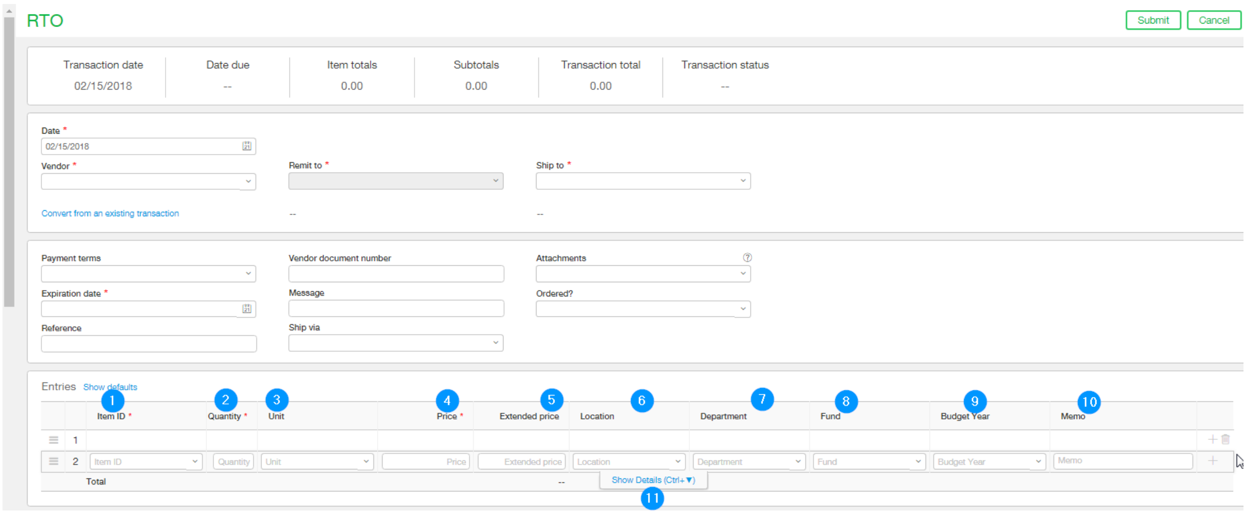
Field 4a: Click browse to select the location of the file to attach. You will need to print and scan the documents and save to a folder to be able to attach them. There are tools that will allow you to get a screen capture or a pdf type capture and attach it directly here and eliminate the step of printing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



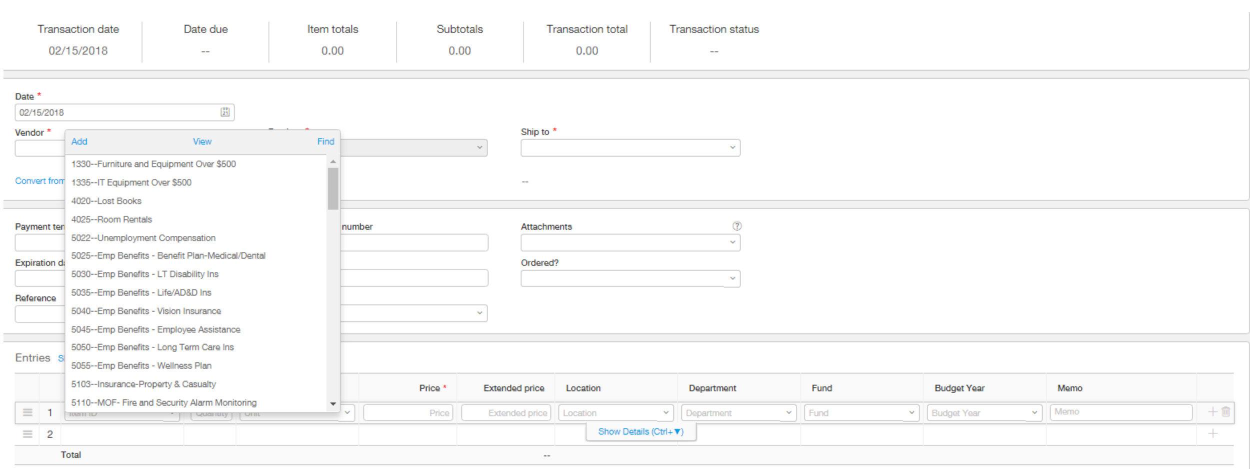
You are now ready to save the attachment.

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



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.



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.

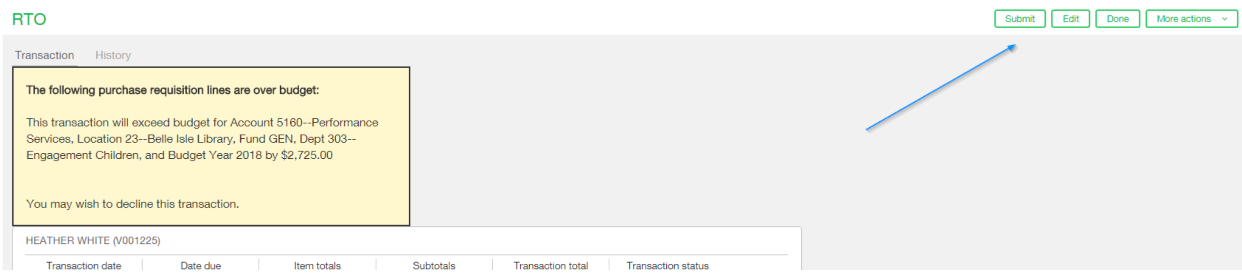
Field 11: The Show Details tab will expand into additional details, but you usually won't need to use these fields.

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

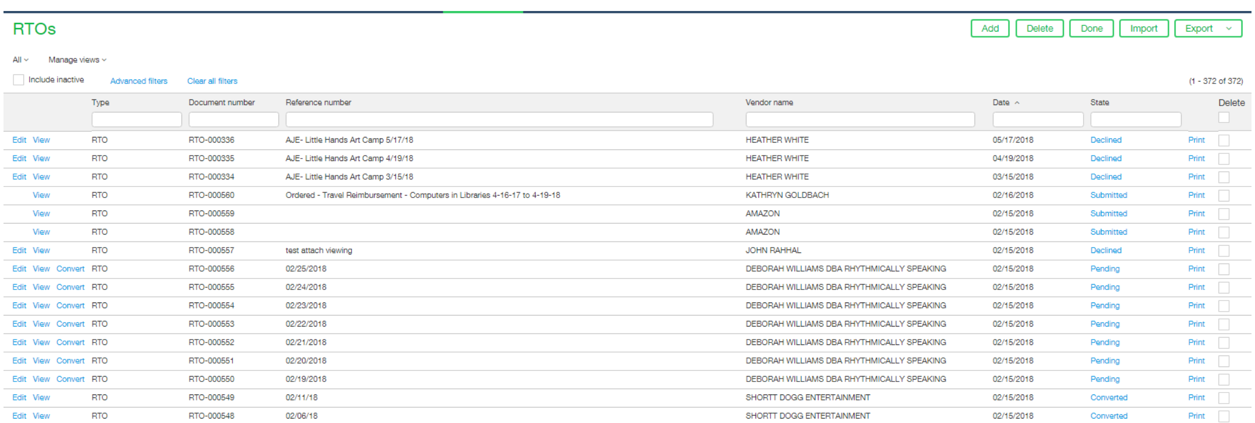
NOTE: If you have shipping costs you will need to do the following

- 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.



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

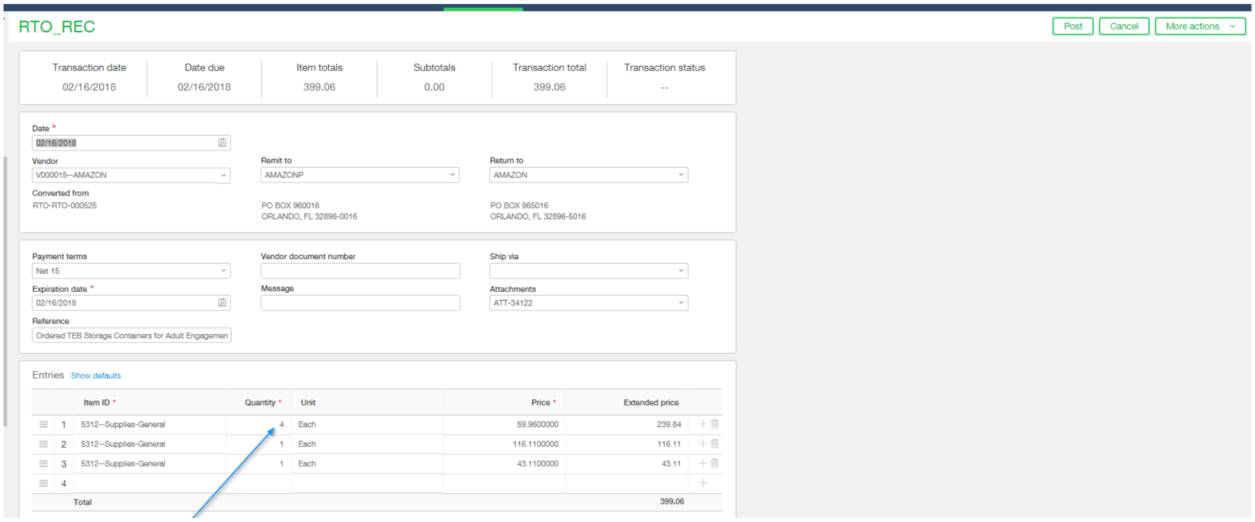
Add | Delete | Done | Import | Export

All · Manage views · Include inactive · Advanced filters · Clear all filters · (1 - 372 of 372)

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

    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



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.