

Tips for the Libraries

1. Always work in the lower level: The top bar should read Metropolitan Library Commission /Metropolitan Library Commission of Ok Co
2. Submitters: Check the RTOs weekly for items you should Convert. These will be performances that have occurred and orders our purchasing department has done and you and you should be receiving. You may line item receive an incomplete order. Simply change the quantity to what you have received.
3. RTP (Request to Pay) is for:
 - a. Mileage (must be signed by the employee)
 - b. Reimbursements (must be signed by the employee)
 - c. Purchases made on credit cards by you (i.e. Walmart, Sam's, Hobby Lobby, USPS if we are ordering for you.)
 - d. Performers payments if the event has already occurred.
4. RTO (Request to Order) is for:
 - e. Orders purchasing office will place for you
 - i. Online Sam's. Walmart, USPS the vendor should be CHASE.
 - f. Performers
 - i. One performance per RTO unless the Performer wants a single check.
 - ii. Performance date should be on the Reference line so that you don't have to open it to know which one to convert.
 - iii. When entering a RTO or RTP let the first date line autofill. Do not override it with a future date.
5. % is the wild card and your friend. Many companies have a different legal name than you believe it to be. For instance: Jim Pourtorkan is really Jamshid Pourtorkan. So you would need to enter %Pour in the vendor field to find him.
6. Individuals are entered beginning with their first name, space, and then their last name. We do not enter nick names. For instance, DWe Williams is Deborah Williams.
7. Please place a single Amazon order instead of 2 or 3 small ones. On each line you may use a different account/item number.
8. The year in Intacct is not the calendar year; but the fiscal year (July 1 to June 30). Please keep this in mind as you enter this field.
9. If you are purchasing with a "special fund" such as a Friends Grant or an Endowment Trust grant, they year will always be SPECIAL.
10. There are still a few items which you will use paper RFPs. In this case the supervisor will need to sign both the RFP and the invoice. The forms section has not updated the Account Numbers (Item Number) so simply hand-write that number on the RFP. Some of these special circumstances:
 - a. Staff Association Purchases
 - b. Refunds for Spaces
 - c. Staff Recognition Purchases
11. For attachments please scan to a pdf file, use Word Document or Excel Document. Please do not take a picture. If there is something wrong with the attachment half the time we cannot correct it with a picture.
12. Please make certain your attachment is readable. When you open the attachment it should be as you are reading a page without having to manipulate it.