WinCap
Pending Purchase Order Entry
(Requisition Entry)

The Purchase Order Maintenance form is used to enter Pending Purchase Orders, which are departmental requests for purchases that precede the generation of actual Purchase Orders.

When a Pending Purchase Order is entered into WinCap, the requestor is required to select a budget code. After the Pending Purchase Order has been created and sits in an "Entry in Progress" state, the "Pending Encumbrance" field on the Budget Account Maintenance screen is updated. After the pending Purchase Order has been saved and approved, but not yet converted into a Purchase Order, those monies in the "Pending Encumbrance" field will transfer into the "Encumbrances Outstanding" field.

As the Pending Purchase Order moves through different stages it is assigned PND (pending) numbers and a status code.

Status codes:
> Entry In Progress
> Approved – (**with a number showing the last approver level**)
> Disapproved

Approver Levels

Approval levels are assigned by WinCap, based on criteria developed by the Manager of Business Services. The number/identifier WinCap assigns a user denotes their approval level per the pre-established approval level hierarchy.

Approval Level Numbers generally are as follows:

Level #	Description
7	**OCM Support Staff**
6	**Program Supervisor**
5	**Director Level or Assistant Director (CNYRIC)**
4	**Asst. Supt.'s for both Instruction and Programs. Chief Technology Officer (CTO) - CNYRIC**
3	**Asst. Supt. for Administration**
1	**Purchasing Agent**

There are two basic steps in generating a Pending Purchase Order:
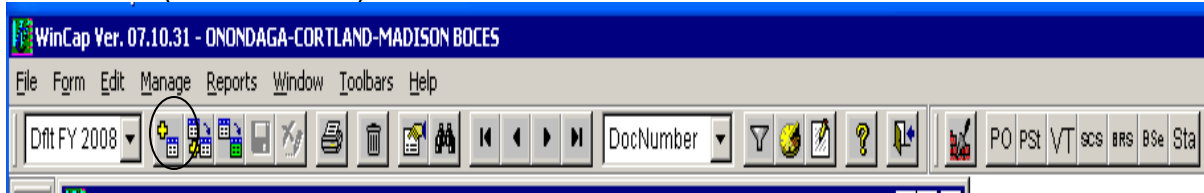
1. Adding Pending Purchase Orders

2. Approving (Releasing) Pending Purchase Orders

To add a Pending Purchase Order:

        Manage

                Purchasing

                        Purchase Order Maintenance
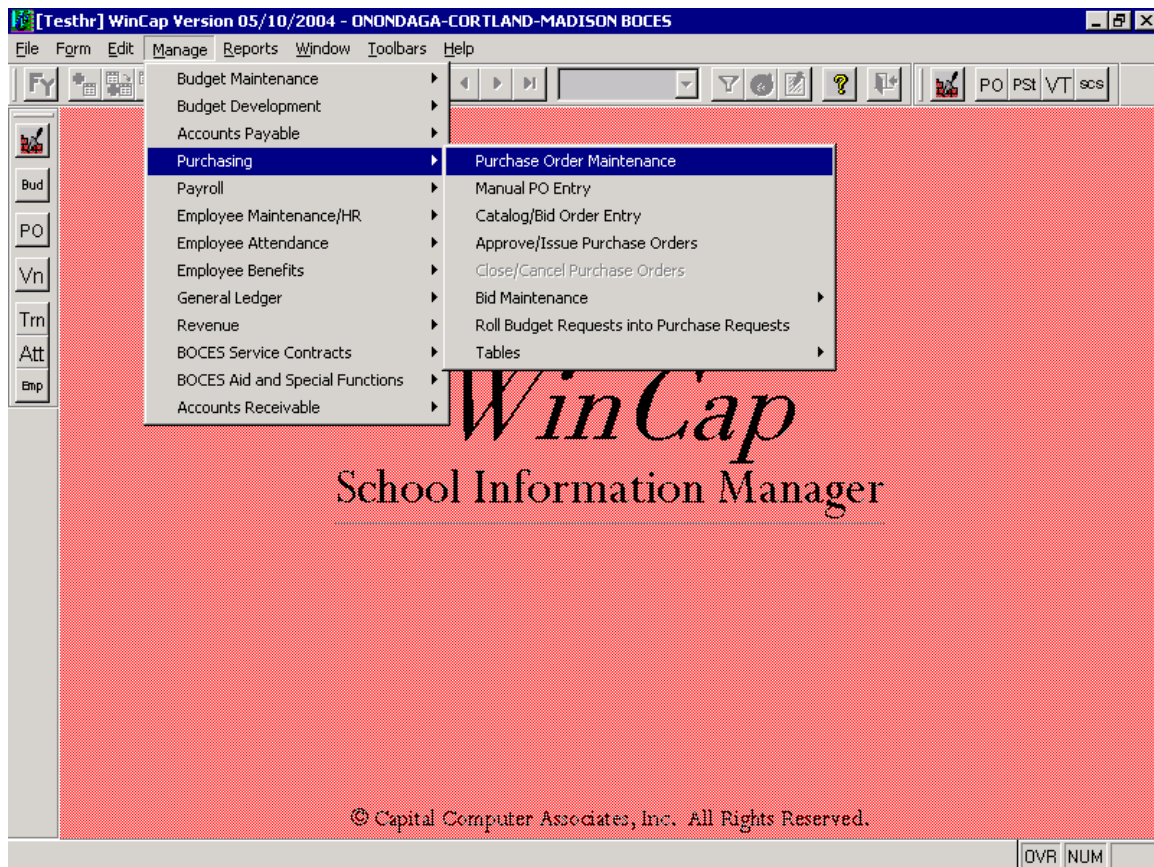
The Purchase Order screen will open on the 'Information' screen. Choose the "Add" icon (circled below) from the form toolbar.

Enter the following on the 'Information' screen:

Fiscal Year: The current fiscal year will default in. Use the "FY" icon on the form toolbar to change the fiscal year.

P.O. #: The Pending Purchase Order number will default in. **Note:** an "Entry in Progress" description is not a PO #.

Other Reference: After the Purchase Order is converted; the Pending number will be in this field.

Description: Can be used by the requestor for PO identification purposes.

Vendor: Enter the Vendor number, or left click the magnifying glass to look up a vendor. The Vendor Search screen will open; typing the vendor's name will move the vendor search towards the desired vendor. Once you have found the vendor double click on it to bring it into the purchase order.

Fund: It is not necessary to enter the Fund information on this screen, since this information is included when entering budget information.

Requestor: Enter the Program or Supervisor. Left click the magnifying glass to search the Requestor table.

Location: Will default in based on Requestor.

Division: Will default in based on Requestor.

Order Address: Defaults in with the vendor's main address. If you need to change it, left click the magnifying glass to view the other addresses available.

Contact: If the vendor has a contact person enter it here, this will print on the Purchase Order.

Shipping Address: Defaults in with the OCM BOCES main address. If you need to change it, left click the magnifying glass to view the other addresses available.

Contact:	If you have a contact person that you want to appear on the Purchase Order, enter it here.

In addition "SA" or "SB" purchasing codes are entered here as well.

"SA" – Requestor is **s**ending an **a**ttachment to Business Office to be mailed with the purchase order.

"SB" – Requestor wants original copy of PO **s**ent **b**ack to them.

If you are electronically attaching a conference approval form or other document, enter **"WA"** in this same area to indicate a **W**inCap **A**ttachment.

Use the checkboxes to the right side of the screen indicating if the following conditions apply to the order.

**Blanket:	With the exception of PO's created from WinCap bid catalogs, all manually created purchase orders must have this box checked. Failure in doing so could result in a PO being closed out by A/P on partial payments.**

Confirming:	Do Not Use.

Print Original:	This is the default. To print the original copy.

Attachment:	Do Not Use

Issue & Pay:	Do Not Use

Prepay:	Do Not Use

Manual:	Do Not Use
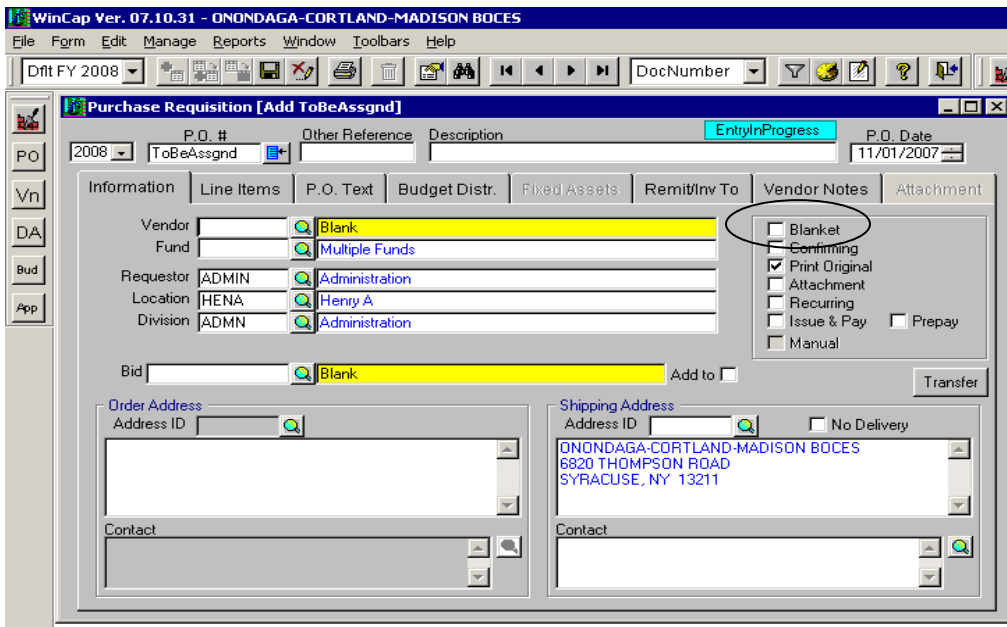
The 'Line Items' screen is used to describe what goods or services are to be purchased on the order.
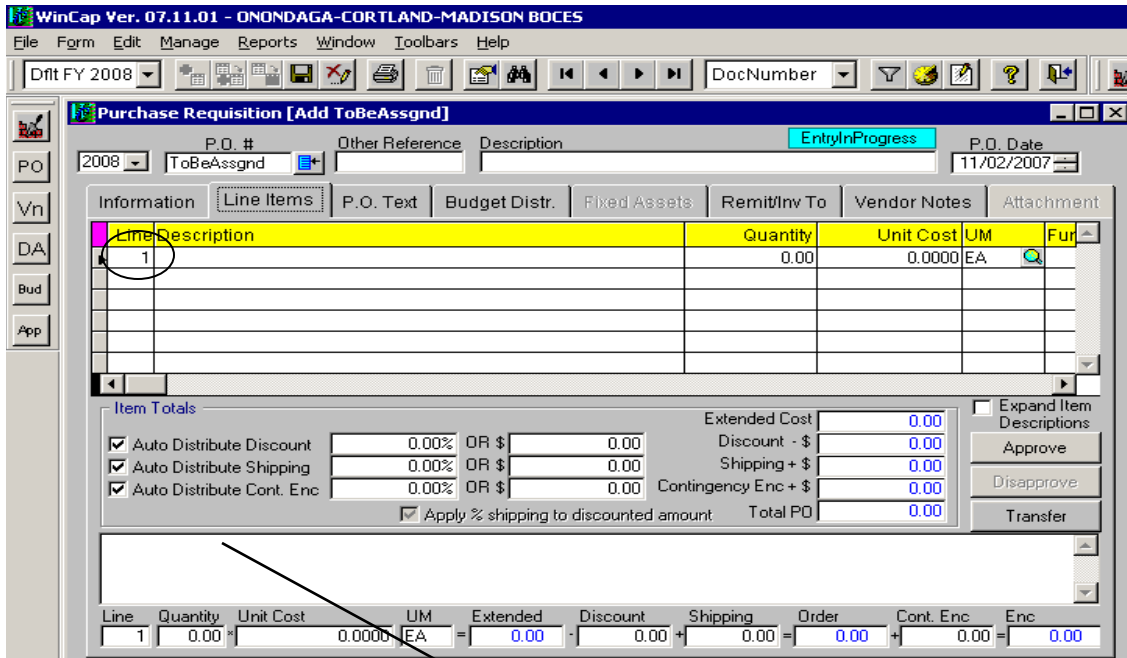
Line: Indicates the detail line item number.

Description: Used to describe each item to be purchased. If more that 59 characters of description are required, then go to the bottom of the screen showing line item detail information. Click at the end of the line and type the additional text.

Quantity: Specify the desired quantity of the item. (If marked a blanket order, the quantity can remain zero.)

Unit Cost: The unit cost of the item. The system will calculate the total cost of the items ordered.

UM: Unit of measure. Can be changed to the appropriate unit of measure.

Fund and Budget Code:

The fund and budget code information which you want the item to be charged can be accomplished by:

Ensure you are on the correct line item. **Select the blue options button** (next to the PO # section) towards the top of the WinCap screen.

Select – Line Item Budget Code, enter the fund and budget code(s) information. WinCap has an option that allows you to review applicable budget choices should you need to break the amount out under multiple budget lines.

Auto Distribute Discount:

Click on check box to un-shade the grayed out boxes. You may then enter either the percentage or the total dollar amount.

Auto Distribute Shipping:

Click on check box to un-shade the grayed out boxes. You may then enter either the percentage or the total dollar amount.

Auto Distribute Cont. Enc:

This box is rarely used. The purpose is to encumber fund in contingency if need be.

The 'Budget Distribution' screen is an information screen used to identify the budget codes that will be charged for the goods and services described on the 'Line Items' screen. **The user should not be able to modify this screen in any way.**

User Text: In this section you will need to reference any NYS OGS State Contract, OCM BOCES Bid number(s), (ex. RFB 211-00), or other legal contractual procurement vehicles that the item(s) are being obtained through. It does not matter if you enter the information in either the header or footer section.

Please note: If you are utilizing an OCM Bid catalog through WinCap the contract reference information should already appear.

Approving (releasing) the Pending Purchase Order.

Once you have entered all of the information for the Pending Purchase Order, choose the "Approve" button on the Line Items page.
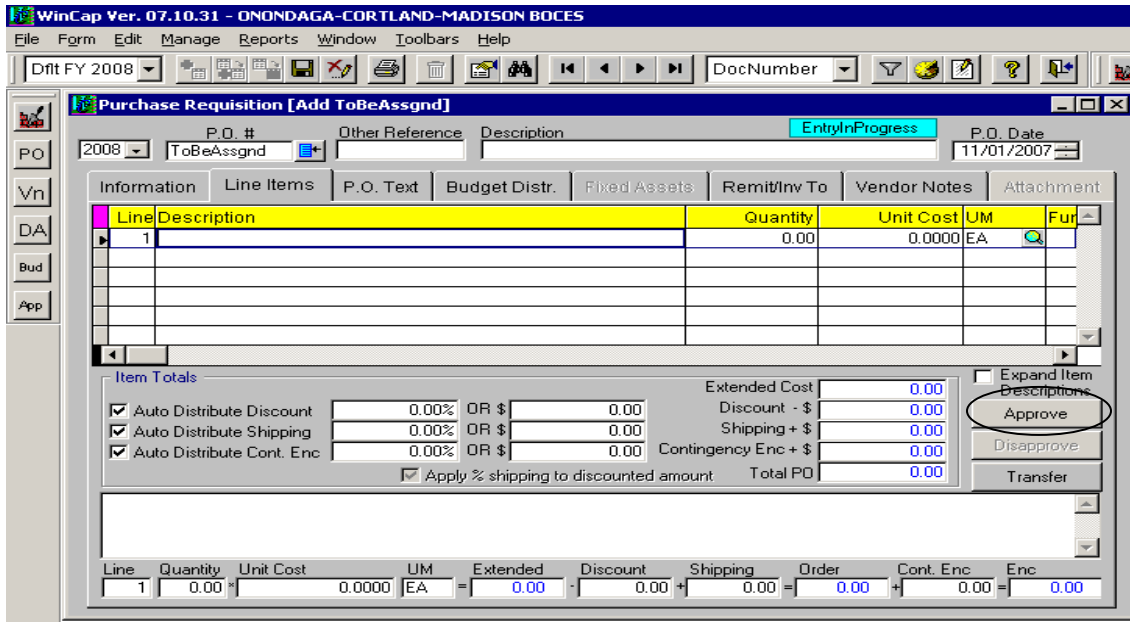
Notice the status of the Pending Purchase Order has now changed.
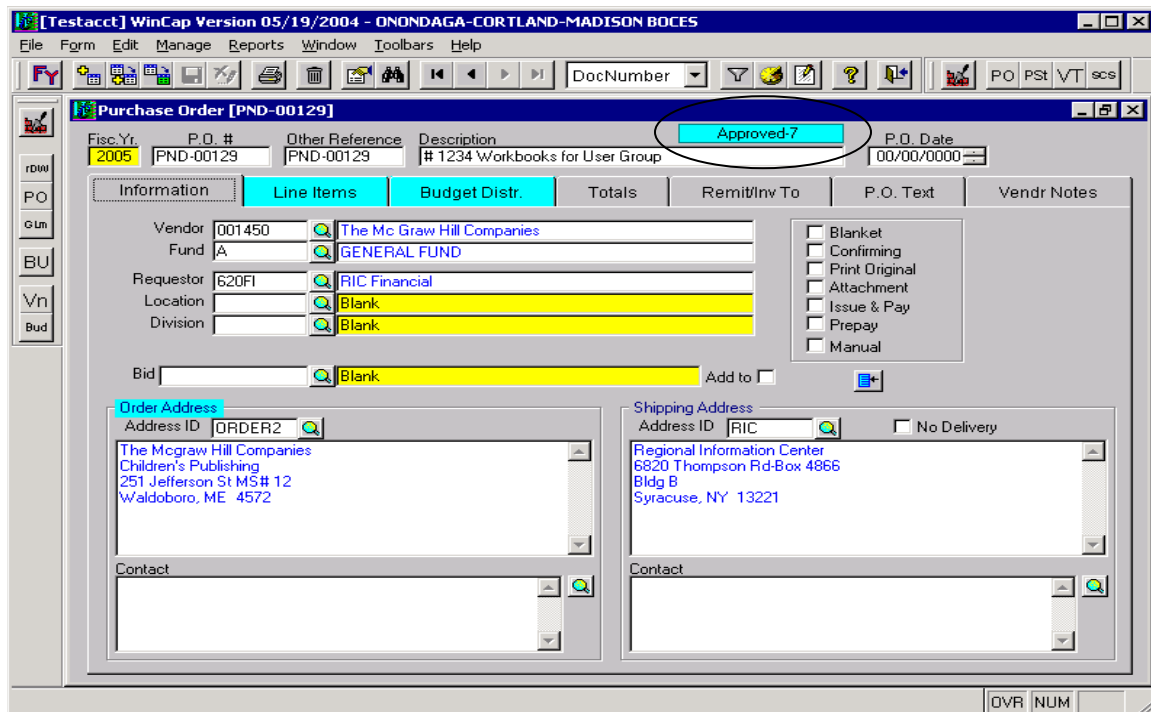
Printing Pending Purchase Orders

You can now print or view the Pending Purchase Order. Choose the "Print" icon on the form toolbar.

Enter the Pending Purchase Order number (PND-00000), next you must select the copy type (requestor) and finally click the print button.

Users, under no circumstances, are allowed to print PND#'s on Pink or Yellow copy paper. **If you are missing a pink contact the Purchasing dept directly**.