Purchasing: Toni Russo

Purchase Order Reminders:

Year End Purchasing

- January 31st is the deadline for June 30th year-end budgets (General Fund, SEDCAR, Title Grants, School Lunch and Capital Fund).
- April 1st is the deadline for all August 31st year-end grants.
- NO purchase orders will be accepted after this date, except for conferences/travel expenses, athletic events, or field trips.
- If the 31st is on a weekend or holiday, the deadline will be the Friday before the 31st.

$1,000.00 Rule

According to WPCSD policy #6700 and regulation #6700R, any purchase over a $1,000.00 to $20,000.00 requires to be purchased using a contract, have a sole source letter or 3 quotes. The $1,000.00 rule applies to all purchases across the district in aggregate. Aggregate is the yearly total of all like purchases. The total spent on like items per school year over $1,000.00 requires one of those elements in order to approve your requisition. It doesn't mean per requisition. Going forward you will need to get quotes for all purchases, purchase off of a contract or get a sole source letter. It will be up to the requisitioner to make sure that the aggregate amount, once met, follows the District's purchasing guidelines. If you need to put together a formal request for quote or bid for the year, please contact me so I can walk you through it. I am hopeful that Ed Data can help with some of these issues.

ED DATA UPDATE

Ed Data's User List Form will need to be submitted to Purchasing no later than February 28, 2022. I will email it to all the office managers and requisitioners and post it on my web-page. Remember that this list can be updated, added to, or deleted from at any time by your administrator. If you require more than one approver on the user account please indicate that on the form. Please remember that the Purchasing Agent has the final approval on all orders.

TIMELINE:

Submit User Lists:	February 28, 2022
System Opens/Welcome Emails Sent:	April 1, 2022
User submits orders	May 31, 2022
Administrators Approve Orders:	June 20, 2022
PO's Prepared and Sent to Vendors:	June/July 2022
Supplies Delivered:	July/August 2022

- Ed Data is not set up to do open purchase orders. Your orders are set up as carts.
- If you cannot find what you need utilizing Ed Data, then you can enter a requisition through nVision; purchasing policies apply.
- After December 31, any funds not used with Ed Data should be encumbered using requisitioning in nVision. You can always use the contracts from the Ed Data system but like all other requisitioning, Jan 31 is the purchasing deadline. Please refer to the year-end purchasing outline above.

NOTE: There will be an additional zoom meeting for all administrators, directors or requisitioners that have not attended the previous P & P meeting scheduled to go over the conversion and answer any questions that they may have. It is very important that they attend this meeting. An email will be sent out to all when the date is solidified.

LINE ITEM RECEIVING:

Line item receiving is used to record quantities received of purchase order items on a line by line basis. This is a function of nVision and will eliminate the sending of the packing slip to accounts payable and allow accounts payable to pay an invoice in real time. You will be able to record your received purchases directly into nVision and attach the packing slip directly to the file (attaching the file will be available on the next nVision build per LHRIC). You will not be able to use this function on open purchase orders. All purchase orders should be entered line by line. Open purchase orders will be the acceptation not the rule. Please refer to the nVision Line Item Receiving manual posted on my webpage on how to use this function. Prior to year end we will have a training session from LHRIC on how to use this Line Item Receiving.

To access Line Item Receiving in nVision:

Accounting Module, Data Entry, Line Item Receiving

***Note: Example only. Please refer to instruction manual on Purchasing's webpage for full instructions.

- Open Line Item Receiving
- Enter New (+) mode
  - **Purchase Order Number** – Enter number or use the lookup. nVision defaults the purchase order date, PO description, vendor number, vendor name, ship-to building and contact, and PO line items.
  - **Date Received** – Accept the default or change the date as needed.
  - **Order Number** (Required) - Enter the vendor-assigned Order #.
  - **Received By** - Enter the name of the individual who received the purchase order items.
  - **Shipping Method** – Enter Shipping Method, if applicable.
  - **Weight** – Enter weight (in pounds) for the items received, if applicable.
  - **Description** – Enter Description for the items received.
  - **Num of Cartons** – Enter Number of Cartons received, if applicable.

- Purchase Order Items Received
  - **Received Column** – Use the Quantity field for the line item and indicate the number of items received.
  - Continue to enter the quantities received. nVision tracks the total purchase order amount and the total received amount.
  - Or if the items are all received you can click on the FULLY RECEIVED PO button and nVision will automatically enter all quantities received.
  - Save record.

Purchase Order Items Received

					Purchase Order		Received	
Line #	Item Number	Description	UOM	Unit Price	Quantity	Extended Amt	Quantity	Extended Amt
1		TEXTBOOKS	EA	19.9900	10.00	179.91	< Enter >	0.00

Total Received Amount: 0.00   Total PO Received Amount: 0.00   Total PO Amount: 179.91   Difference: -179.91