AdvantageME 302
Commodities

Help Desk
AdvantageME Training
Phone: (207) 624-7700
http://inet.state.me.us/osc/accounting/mfasis%20upgrade/training.htm

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Procurement—Commodities

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1--Orientation

The General Procurement process involves the following user activities:

- Placing orders for goods or services.
- Recording the receipt of those goods or services.
- Ultimately remitting payment for the goods and services acquired.

In AdvantageME every effort has been made to retain and enhance the functionality currently found in SICOMMnet while bringing tighter integration to the Accounts Payable and General Accounting modules. In AdvantageME the desktop has been replaced with a Procurement Workspace from where Procurement functions and business processes may be initiated and status may be tracked through on-line inquiries.

AdvantageME contains several features that provide additional support to users in their general procurement activities. The AdvantageME Procurement Workspace consolidates in one place the links to the documents and inquiries we need to complete general Procurement functions. AdvantageME also provides a Procurement Type field used to identify the Business Process being followed to procure Goods or Services for a given requirement. Procurement Type controls which documents may be processed with milestones to guide the process, how Vendors are evaluated in the Post Award state, and which Authorities may be cited on an Award Document.

This General Procurement class is designed to provide you with a basic understanding of the State of Maine's procurement process and the AdvantageME procurement functionality as it relates to the typical department procurement user who shops for items on Catalogs and / or creates Requisitions to send to the Division of Purchases.

Pre-requisites

You should have completed the following courses before continuing:

- AdvantageME 101 Intro to AdvantageME
- AdvantageME 201 Chart of Accounts and General Accounting (optional)

Learning Objectives

At the conclusion of this lesson, we will be able to:

- Review and Understand Universal Requestor Catalog Search (URCATS)
- Create Procurement documents by searching and ordering items from URCATS and/or the Document Catalog:
    - Delivery Order (DO)
    - Purchase Order (PO) for Small Purchases by Agencies
    - Standard Requisition (RQS)
- Create Receiver (RC) documents
- Review Error Messages

Document Code Crosswalk

The following table displays the Procurement document codes currently used by end-users in MFASIS and the corresponding new Procurement document codes in AdvantageME.

Business Process	Pre-AdvantageME		AdvantageME	
Current	**Document Code/Prefix**	**Description**	**Document Code**	**Description**
Build an order from existing Master Agreements	CRO	Contract Release Order	DO	Delivery Order
Request goods or services	PR	Purchase Request	RQS/RQN	Standard Requisition
		Solicitation	RFP	Request for Proposal
		Solicitation	RFQ	Request for Quote
		Tab Sheet or Evaluation Criteria –RFP only	EV	Evaluation
		Response	SR	Solicitation Response
Order items without a requisition or Procurement Card	APO	Agency Purchase Order	PO	Purchase Order (Procurement Type APO)
Request delivery against agreement	CRO	Contract Release Order	UR/DO	Delivery Order
	Commodity Contracts	Master Agreement	MA	Master Agreement
Contract for Services	Service Awards	Contract for Services	CT	Contract
Receive goods and services		Receiving Report	RC	Receiver
Record a vendor's invoice	INV	Paper Invoice	IN + PR, PRC, PRM, PRMI	Vendor Invoice + Payment Request
Setup a new vendor	VR	New Vendor Request Form/Registration Sicommnet	VCC	Vendor/Customer Creation
Modify an existing Vendor	VRM / VR	Vendor Request Modification/Login to Sicommnet to update	VCM	Vendor/Customer Modification
Termination	Amendment/Change Order	Amended Document	TM	Termination
Renewal	Amendment/Change	Amended	RN	Renewal

Business Process	Pre-AdvantageME		AdvantageME	
Current	**Document Code/Prefix**	**Description**	**Document Code**	**Description**
	Order	Document		
Performance Evaluation	Informal note to file		PE	Performance Evaluation of Vendor

Workflow Unit

AdvantageME Procurement uses the Unit field to route documents through the workflow.

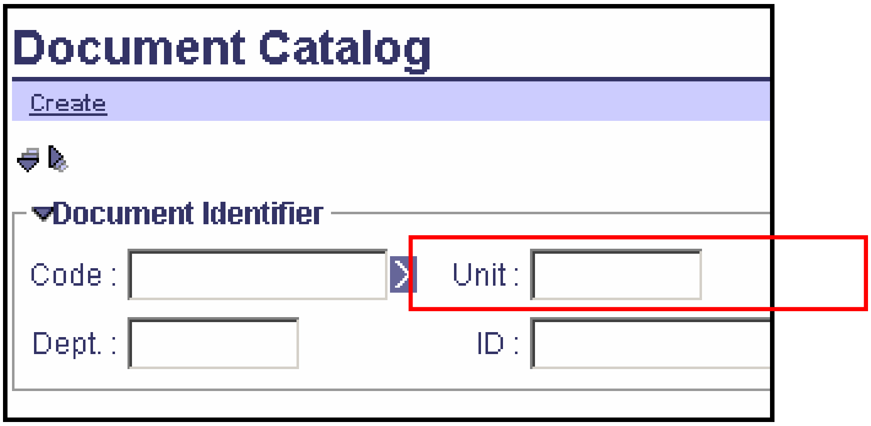
Do not confuse this Unit with the Unit field associated with chart of accounts elements used to organize appropriation of expenditures and revenues in order for department heads to effectively plan and control those activities assigned to them.

All Unit codes have a prefix of WF, except those used for the service center which have a prefix of SC, and two digits suffix (01, 02, etc.). View Appendix A to see all Unit codes.

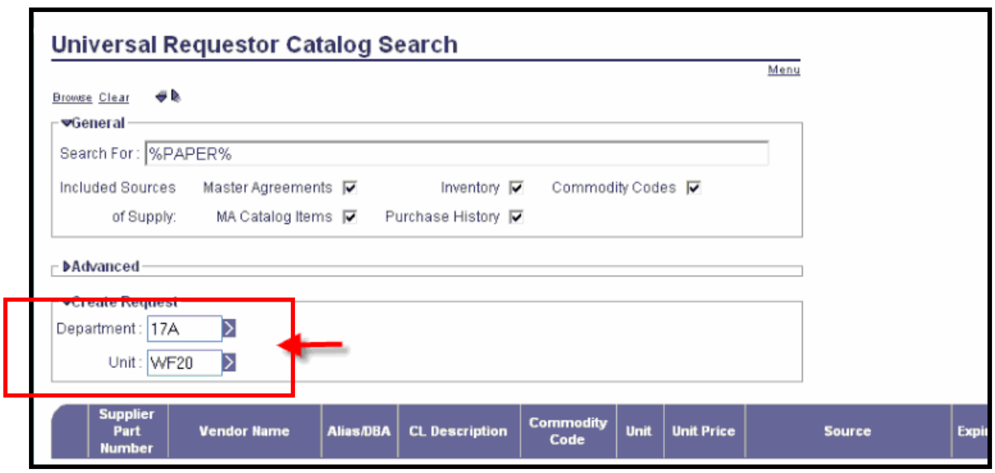
17A	WF01	AP	17AWF01AP	Dept. of Transportation
17A	WF02	AP	17AWF02AP	Admin Services
17A	WF03	AP	17AWF03AP	Stockroom
17A	WF04	AP	17AWF04AP	Contract Procurement Office
17A	WF05	AP	17AWF05AP	Financial Processing
17A	WF06	AP	17AWF06AP	Executive
17A	WF07	AP	17AWF07AP	Communications Office
17A	WF08	AP	17AWF08AP	Human Resources (not S.C.)
17A	WF09	AP	17AWF09AP	Legal
17A	WF10	AP	17AWF10AP	Planning
17A	WF11	AP	17AWF11AP	OPT
17A	WF12	AP	17AWF12AP	OFT
17A	WF13	AP	17AWF13AP	Dept. of Transportation - OIT
17A	WF14	AP	17AWF14AP	M & O Main Office - Augusta
17A	WF15	AP	17AWF15AP	M & O Region 1
17A	WF16	AP	17AWF16AP	M & O Region 2
17A	WF17	AP	17AWF17AP	M & O Region 3
17A	WF18	AP	17AWF18AP	M & O Region 4
17A	WF19	AP	17AWF19AP	M & O Region 5
17A	WF20	AP	17AWF20AP	Environmental Office
17A	WF21	AP	17AWF21AP	Project Development Multimodal
17A	WF22	AP	17AWF22AP	Project Development Bridge
17A	WF23	AP	17AWF23AP	Project Development Highway
17A	WF24	AP	17AWF24AP	Project Dev - Property Office
17A	WF25	AP	17AWF25AP	MDOT STAR

The RQS, RQN, DO and PO documents all require a unit code. Populate the **Unit** field with the correct unit code. There are three locations where you enter the Unit code:

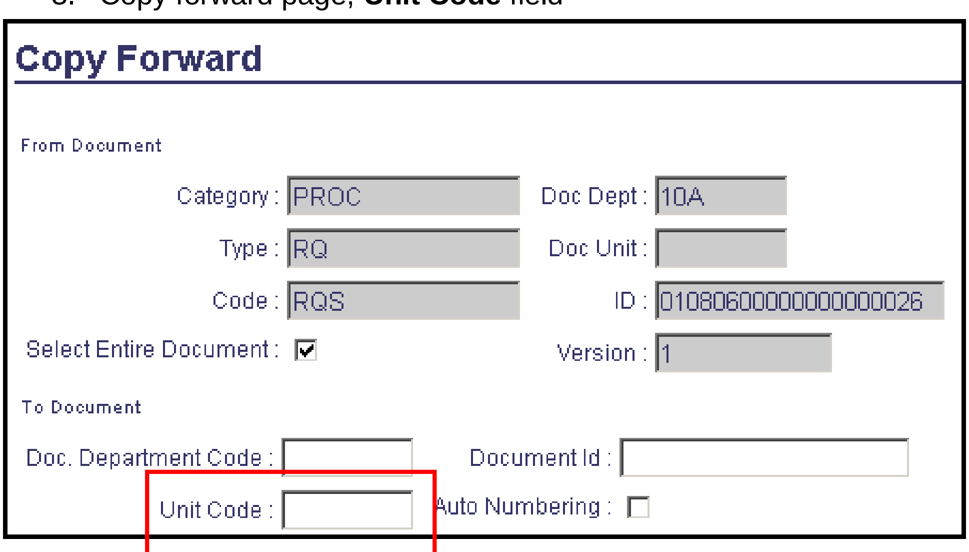
1. Document Catalog, **Unit** field



2. URCATS, **Create Request** section, **Department** and **Unit** field



3. Copy forward page, **Unit Code** field



If you enter an unauthorized or incorrect unit code, the process to correct it is as follows:

- The document is workflowed to the approval role, who rejects the document
- The document is returned to the submitter
- The submitter should repopulate the field with the correct unit code

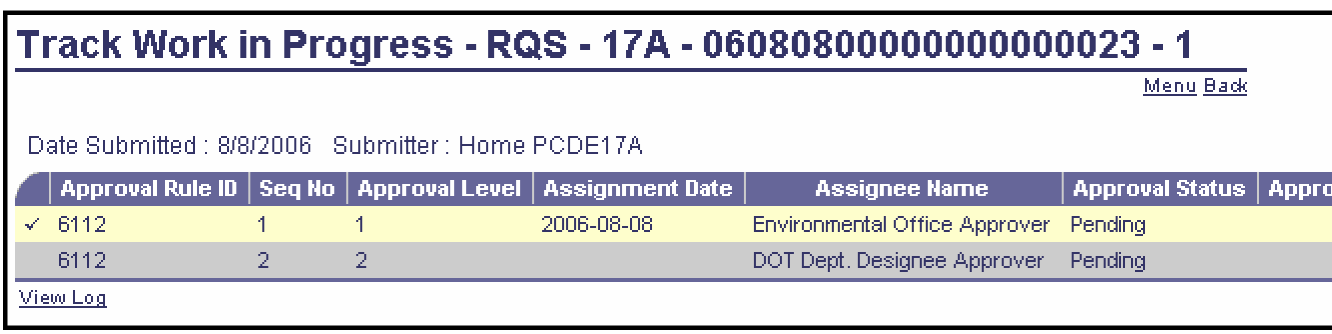
In order to correct the code, search for the rejected document in the Document Catalog. Copy the document by clicking Copy.

The Copy Document page opens. In the **Unit** field, enter the correct unit code. Click **OK**. **Submit** the document.

Make sure to return to the Document Catalog and discard the original document. To do this, select the document and click **Action Menu**>>**Discard**.

Tracking Work in Progress with the Unit Code

Agency users select workflow units to trigger workflow. Once a document enters workflow, the document phase changes from Draft to Pending. To view the workflow details, select the **Action Menu** at the top of the screen, click **Approve** and track work in progress.


Track Work in Progress - RQS - 17A - 06080800000000000023 - 1

Menu Back

Date Submitted : 8/8/2006 Submitter : Home PCDE17A

	Approval Rule ID	Seq No	Approval Level	Assignment Date	Assignee Name	Approval Status	Appro
✓	6112	1	1	2006-08-08	Environmental Office Approver	Pending	
	6112	2	2		DOT Dept. Designee Approver	Pending	

View Log

Accounting Templates

Accounting templates allow users to save frequently used chart of accounts data for use in subsequent documents. These templates are used to populate fund and detail accounting elements on documents. Use of accounting templates is optional within Procurement documents. Note that chart of accounts elements (e.g. Fund, Dept, Unit, SubUnit and Object) must be completed separately if an accounting template is not selected.

In order to reduce data entry and minimize errors, you can create standard accounting templates with information for processing documents. These templates reduce the amount of time required to enter new documents. Templates also make it easier for the non-accountant to process documents.

Basics of the Accounting Templates:

- Accounting templates are invoked after the document is created.
- Any accounting elements that have already been entered on the document are not overlaid with values from the selected accounting template. Therefore, **accounting templates only default values to blank fields.**
- After the template is applied, the values entered by the user are maintained.

For example, a department creates an accounting template called "Less than $2500" for use with procurement documents. The template includes fund, department, unit, subunit, and expenditure object. When applying this template on an accounting line with a fund already specified, the accounting template only brings in the department, unit, subunit, and expenditure object. The Fund Code on the document is not replaced with the Fund Code from the template.

For further questions about creating, modifying, and searching for Accounting Templates, please refer to the AdvantageME 101 Intro to AdvantageME or 201 Chart of Accounts courses.

Event Types

Event Types on the **Accounting** line specify what posting codes are used while bringing in specific rules concerning referenced transactions, customer codes, vendor codes, and all defined chart of account elements in the system for data entry.

Procurement documents will automatically default the Event Type. However, there are instances when the user may need to select an alternate Event Type for a specific business case. The user can select an event type and name combination from the pick list for a particular document's event code. The system never defaults an event type over one entered by a user. If the data entered is not correct for the event type, error messages are issued.

The Event Types used in Procurement documents are listed below.

Procurement Function	Document Code	Event Type
Non Pre-Encumbrance	RQN	PR01
Pre-Encumbrance	RQS	PR02 (default)
	UR	UR02 (default)
Encumbrance	PO (BPO—Buyers Only)	PR05 (default)
	UR	UR05 (default)
	DO	PR05
	CT	PR05 (default)
Non-Encumbrance	PO (APO – Agency Users Only)	PR07 (default)
	DO	PR07 (default)
	PO	PR07
	CT	PR07
No accounting Lines	TM	None
	RN	None
	PE	None

2--State of Maine Procurement Process

Procurement Lifecycle

The State of Maine's procurement lifecycle consists of the following six major states, though not all states are required in all procurements:

- **Requisition** – a request for goods or services is created
- **Solicitation** – requirements for goods or services are advertised and vendors are requested to submit information, quotes, bids or proposals
- **Solicitation Response** – vendor responses to solicitations are received and recorded
- **Evaluation** – vendor responses to a solicitation are evaluated for award
- **Award** – formal agreements are established with a vendor to either purchase goods or services or set prices for future purchases
- **Post Award** – the activities that take place during the remainder of a vendor contract after award

Common scenarios used by the State of Maine:

Phases Involved	Initiated by	Scenario	Comments
Requisition to Award	Agency	--Commodity Orders over $2500 --Printing, all dollar amounts	In order to skip the Solicitation Phase a Sole Source justification is required for commodity orders over $2500
Solicitation to SR to EV to Award	Agency or DOP	--RFP—for any service	For an item/commodity, a requisition must always be created. A solicitation (RFQ) is then created.
Solicitation to Award	DOP	--Item greater than $2500 (BPO) --Master Agreement (MA) for any amount	The DOP is not required to create requisitions and may chose to skip the formal Solicitation Response and Evaluation phases and go straight to an Award.
Award	Agency	--Item is less than or equal to $2500 (APO) --Sole Source CT's under $10,000 with justification --Solicitations received and evaluated outside the system	

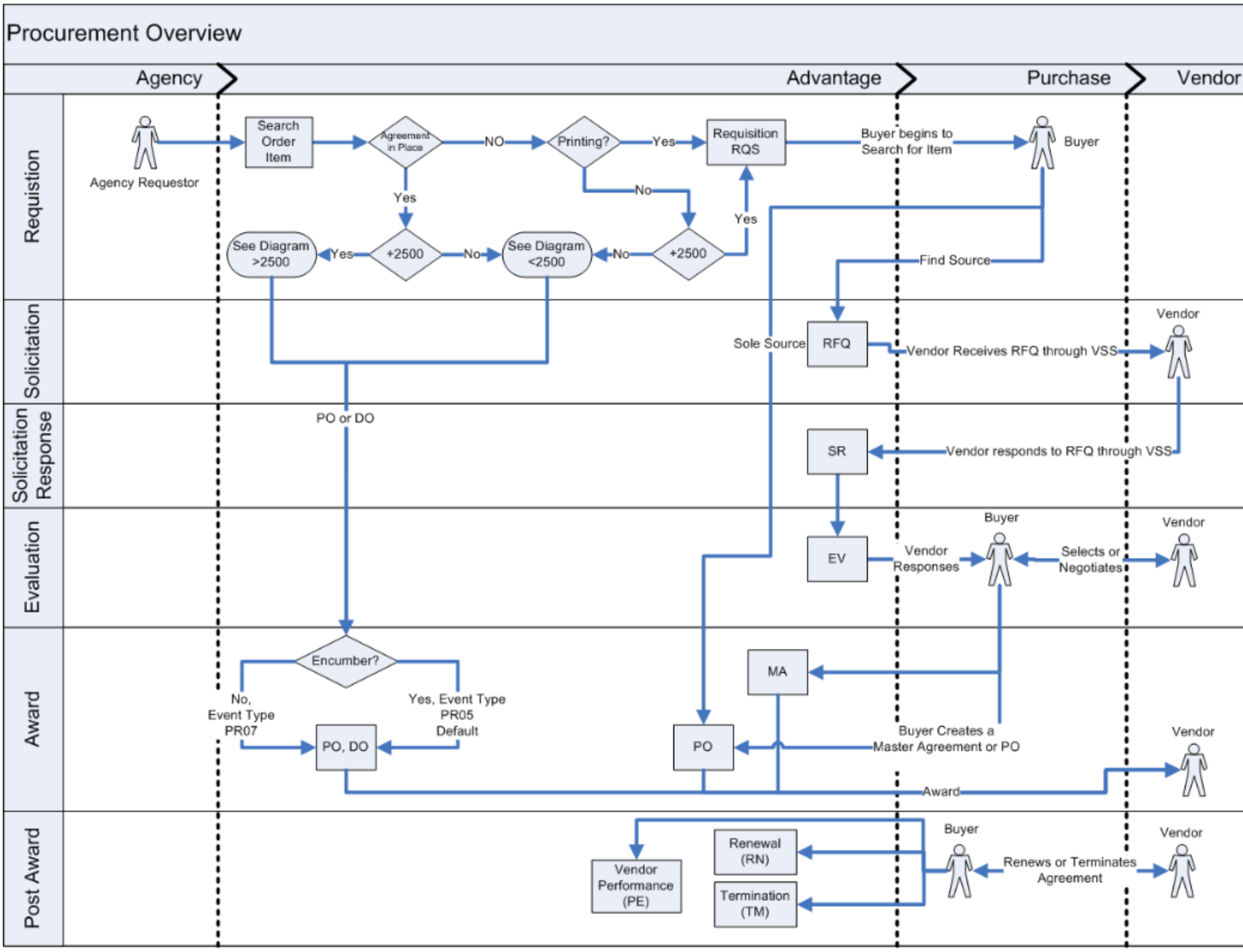
Note: Post Award documents are not required but can be created at the end of any of these scenarios.

Procurement Folder

The procurement folder is the central repository for documents and documentation related to a single procurement. AdvantageME compiles all activities, documents and related correspondence for procurement into a virtual Procurement Folder. This folder ties multiple procurement documents and documentation items together. The Procurement Folder provides a single point for tracking, assigning, and reporting during the procurement life cycle. Each procurement document belongs to a specific Procurement Folder.

Each folder has a unique identification number generated by AdvantageME which allows users to identify the procurement documents and documentation items that apply to a particular purchase. Each folder also has a **Procurement Title** to easily identify the Procurement Folder. The Procurement Title is displayed on various procurement related pages to aid in identifying the proper folder for a specific procurement.

Maine's Departments generally follow the processes detailed in the following diagram:



Requisition

For procurements that will exceed $2500, a user must prepare a Requisition document in Advantage to describe the goods and/or services required. The system will workflow the requisition to the department approver and the department designee, after which it will be routed to the Division of Purchases. No $2500 form will be required.

The State of Maine uses the following three distinct document codes:

- Standard Requisition (RQS)
- Non-Accounting Requisition (RQN)
- Surplus Requisition (RQA) (For Surplus only)

Depending on the Procurement Type, these documents may be optional.

3--AdvantageME Procurement Document Sections

AdvantageME Procurement documents have a Header section and up to eight Detail Sections. The following paragraphs provide an overview of what each section is used for and the types of information that are entered.

Header

The Header section lists general information associated with the entire document.

Vendor

The Vendor section provides Vendor information pertaining to:

- Suggested Vendors for providing the goods/services (Requisitions)
- Vendor associated with a Solicitation Response
- Vendor awarded a contract

Vendors are selected from a pick list that is populated by the Vendor/Customer (VCUST) table.

Sub-Vendors – NOT USED

The Sub-Vendors section lists sub-vendors associated with the procurement—information only. Note that commodity lines are not linked to the sub-vendors. This functionality is rarely used.

Accounting Distribution

The Accounting Distribution section lists the fund distribution across multiple line items. This information allows for the distribution of commodity costs across multiple accounting lines based on percentages. Completing this section is optional when creating Procurement documents. Completion of this section allows you to "push" the accounting distribution to all commodity lines on the document. If you prefer, you can enter accounting information line-by-line in the Accounting section, below. If you chose to complete this section, complete the following fields:

- **Accounting Template**—Select from "Pick List". Accounting elements associated with the template populate the fund accounting and detail accounting sections.
- **Distribution %**-- The percentage should be entered as a number between 0 and 100 with a maximum of four decimal places. The sum of all distribution percentages for all lines in the distribution must equal exactly 100.

Terms and Conditions – NOT USED

The Terms and Conditions section lists the terms and conditions associated with the document. The Terms and Conditions (TRMC) table is used to establish "pre-established" terms and conditions for selection on this detail section.

Commodity

The Commodity section lists all commodities (goods or services) associated with the document. The State of Maine uses the 5 digit NIGP code and buyers provide a more detailed description in the **CL Description** field.

Accounting

The Accounting section lists the accounting codes for each commodity line, if you have decided not to use the Accounting Distribution functionality covered above.

Posting

The Posting Section lists the posting information for each accounting line.

4--AdvantageME Procurement Functionality

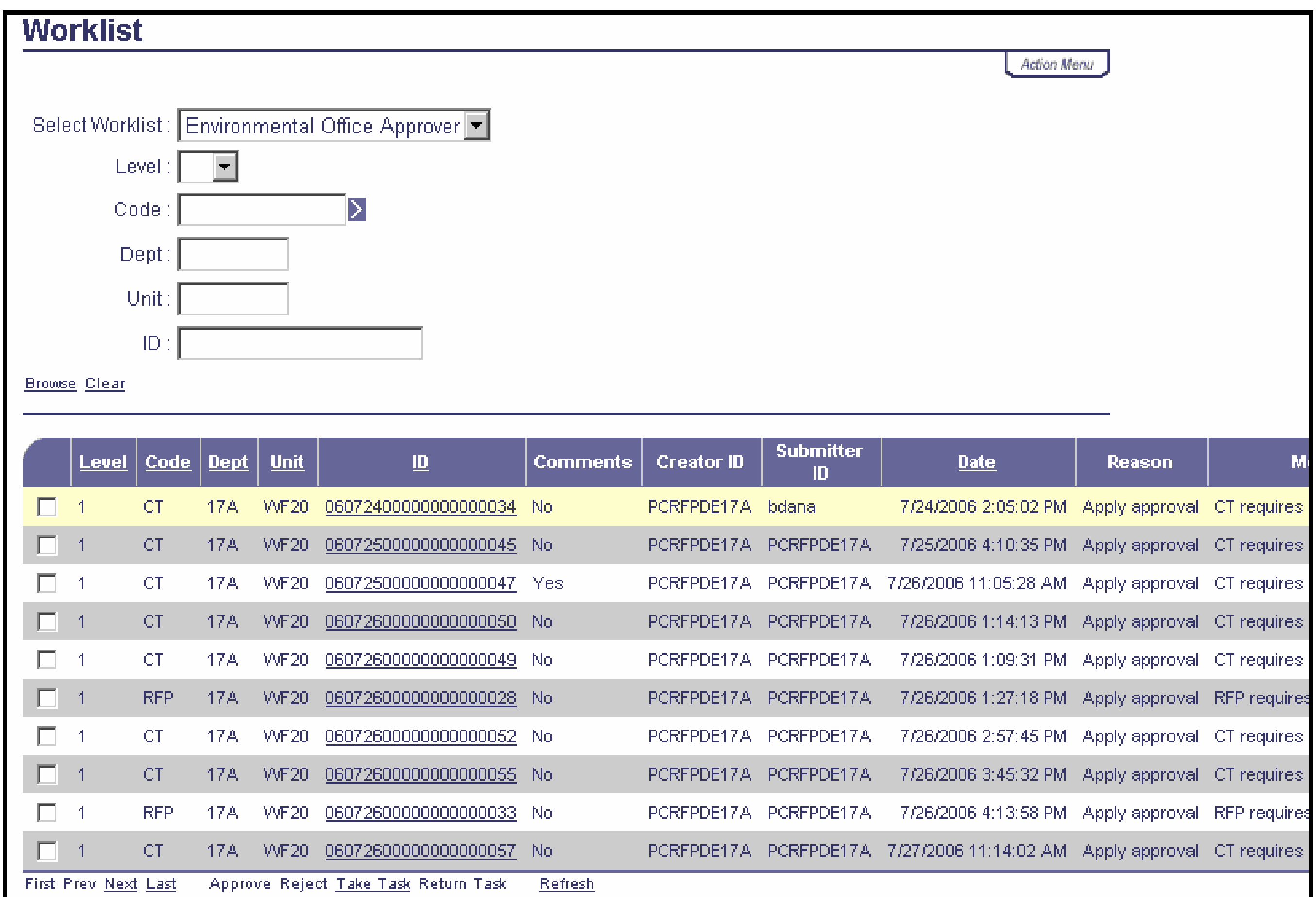
Worklist

Documents in AdvantageME which require approval will workflow to the appropriate approver's Worklist. The approver can review the document, add comments and either approve or reject the document.

Documents greater than $2500 require two levels of approval before the document is workflowed to the Division of Purchases.

- Department approver
- Department designee (replaces Form DPFY04-1)

Note: For OIT related items, the document is workflowed from Purchases to the OIT approver.



Worklist

Action Menu

Select Worklist : Environmental Office Approver

Level :

Code :

Dept :

Unit :

ID :

Browse Clear

	Level	Code	Dept	Unit	ID	Comments	Creator ID	Submitter ID	Date	Reason	M
☐	1	CT	17A	WF20	06072400000000000034	No	PCRFPDE17A	bdana	7/24/2006 2:05:02 PM	Apply approval	CT requires
☐	1	CT	17A	WF20	06072500000000000045	No	PCRFPDE17A	PCRFPDE17A	7/25/2006 4:10:35 PM	Apply approval	CT requires
☐	1	CT	17A	WF20	06072500000000000047	Yes	PCRFPDE17A	PCRFPDE17A	7/26/2006 11:05:28 AM	Apply approval	CT requires
☐	1	CT	17A	WF20	06072600000000000050	No	PCRFPDE17A	PCRFPDE17A	7/26/2006 1:14:13 PM	Apply approval	CT requires
☐	1	CT	17A	WF20	06072600000000000049	No	PCRFPDE17A	PCRFPDE17A	7/26/2006 1:09:31 PM	Apply approval	CT requires
☐	1	RFP	17A	WF20	06072600000000000028	No	PCRFPDE17A	PCRFPDE17A	7/26/2006 1:27:18 PM	Apply approval	RFP requires
☐	1	CT	17A	WF20	06072600000000000052	No	PCRFPDE17A	PCRFPDE17A	7/26/2006 2:57:45 PM	Apply approval	CT requires
☐	1	CT	17A	WF20	06072600000000000055	No	PCRFPDE17A	PCRFPDE17A	7/26/2006 3:45:32 PM	Apply approval	CT requires
☐	1	RFP	17A	WF20	06072600000000000033	No	PCRFPDE17A	PCRFPDE17A	7/26/2006 4:13:58 PM	Apply approval	RFP requires
☐	1	CT	17A	WF20	06072600000000000057	No	PCRFPDE17A	PCRFPDE17A	7/27/2006 11:14:02 AM	Apply approval	CT requires

First Prev Next Last Approve Reject Take Task Return Task Refresh

Menu Recall

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5--Ordering from URCATS

Requisitions are the first stage in the Procurement Lifecycle and are typically created by agency end users.

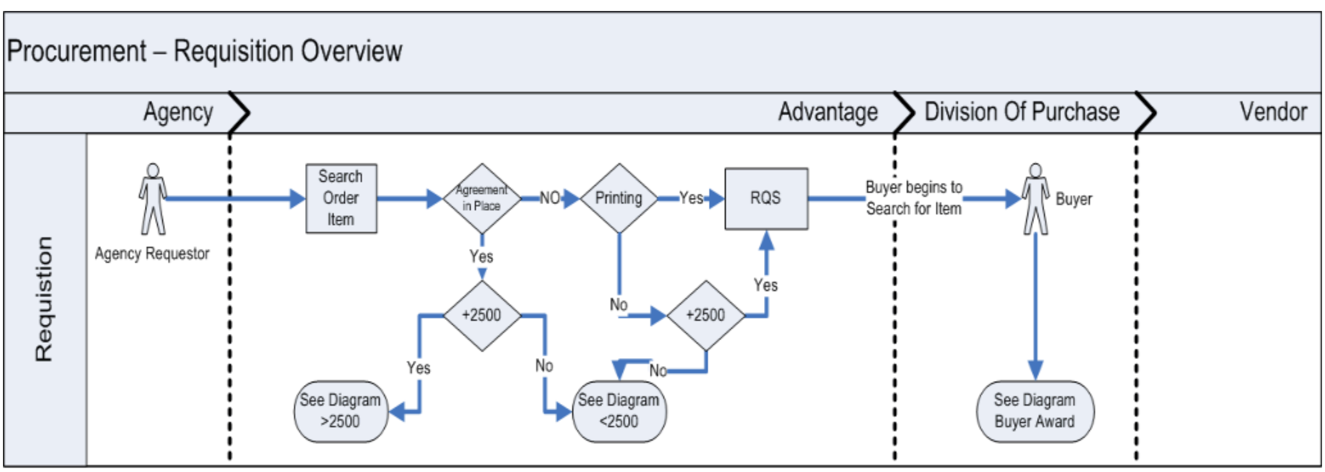
Standard Requisition (RQS)

From the Universal Requestor Catalog Search (URCATS), a user prepares a Requisition (RQS) document in AdvantageME to describe the goods and/or services required, receive departmental approval and route to Division of Purchases (DOP) for subsequent processing for these two scenarios:

- Purchase total is greater than $2500
- Commercial printing order of any dollar amount

There is only one Requisition document type, Requisition (RQ). The State of Maine uses the Standard Requisition (RQS) document code, as well as the Non Accounting Requisition (RQN).

The following diagram details the process:



Non Accounting Requisition (RQN) – For Balance Sheet Accounts Only

The RQN is for requisitions that do not impact your budget at this time, but it still must have valid accounting lines. Use the RQN document, with event type PR01, for non pre-encumbrance.

The RQN is created in two ways:

- Document Catalog
- Generate a RQS, via URCATS and the UR document (this process is discussed below in the "Create a Requisition" section). Change the event type on the RQS document to PR01—Request Non Accounting.

Summary of the Requisition documents

All Requisition documents are workflowed to Division of Purchases after the document has been submitted.

Doc Code	Event Type	Line Types	Document Functionality	Resulting Award
RQS	Requisition for a External Vendor PR02 (default)	Item or Service	Default Requisition document. Used to pre-encumber funds when making a request.	PO
RQN	Non-Accounting Requisition for a External Vendor PR01	Item or Service	Used if the Requestor does not want to pre-encumber funds.	PO or MA

Creating a Requisition

The Process to complete a Requisition (RQS) document is as follows (note: to create other Requisition documents, follow the same steps but change the Event Type accordingly):

Ordering Items Using URCATS

The Universal Requestor Catalog Search inquiry (URCATS) is the starting point for Procurement activity. Users search the State of Maine's database of Catalog Items and Master Agreements to locate desired items.

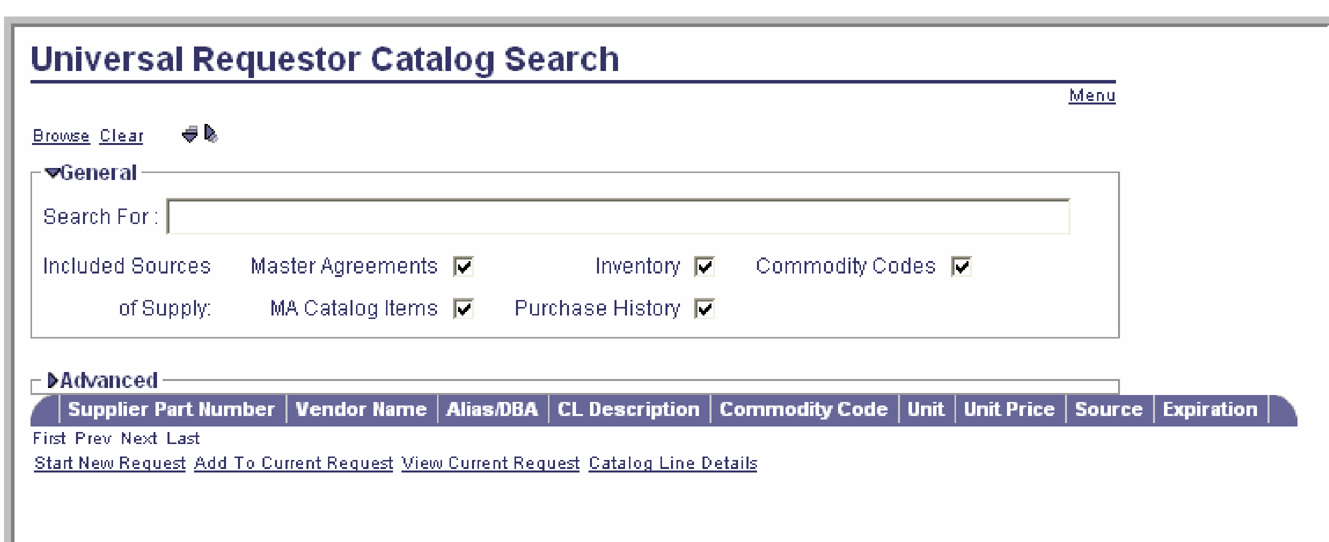
Use the URCATS to order items from:

- Central Warehouse,
- Catalog,
- Master Agreement, or to
- Create a Requisition.

The Universal Requestor document (UR) is generated by the URCATS, and includes all of the information required to process the request: commodity information, accounting template information, shipping/billing information, and specifications. After all required information is assembled into a UR document and finalized; the Universal Requestor creates the appropriate document to purchase the requested commodities, either an RQS, or a DO

To create a requisition:

1. Access the Procurement Workspace
2. Click Creating Requisitions>>Pre-enc Requisition.
3. The Universal Requestor Catalog Search page opens.



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4. Type in your search terms into the **Search For** field and click Browse. This search field supports special characters and reserved words for advanced searching. The following table shows how reserved words work:

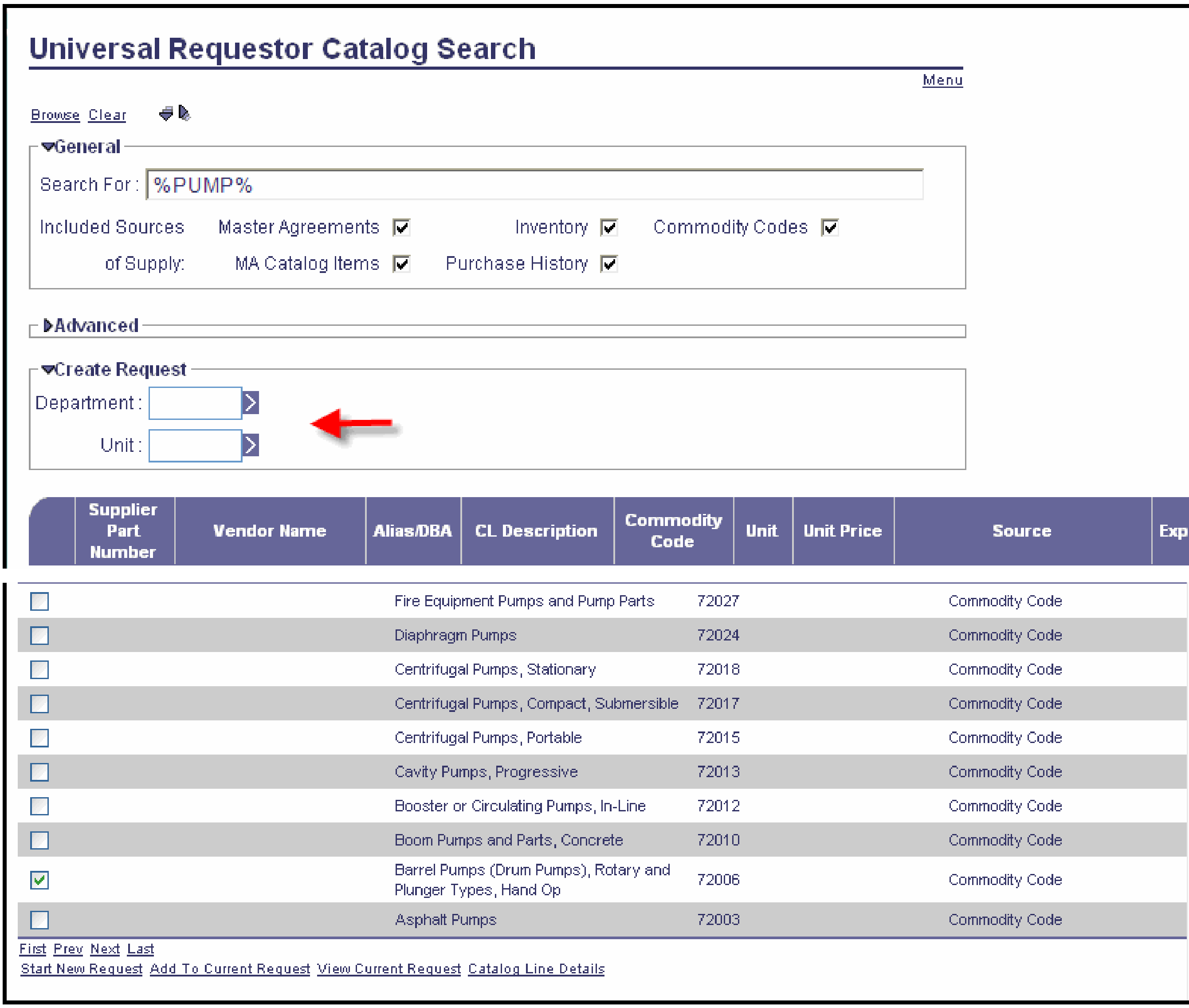
Reserved Word	Examples	Search Result
ACCUM	computer ACCUM mouse	Returns catalog records with either or both terms. Relevancy is increased based on the number of times both words occur.
OR	laptop OR notebook	Returns catalog records with either laptop or notebook in any of the fields.
NOT	Notebook NOT MA-12344	Excludes records that contain the specified key word. In this example it would return records with the word notebook which does not have MA-12344 in any of the fields.
AND	Traffic AND Paint	Includes records that contain the specified key words. Returns catalog records with both Traffic and Paint in any of the fields.

Please note that the percent character "…%..." rather than the more usual asterisk (*) is used as a wildcard to replace individual characters. For instance, the search query "boo%" would return results for both "book" and "boot", or any word that starts with "boo" like "booster".

Note: When searching for a supplier part number through Warehouse Catalog items, you can not enter in the dash. For example, you are searching for pens and you know the part number is P-056. You need to enter ***056** in the **Search for** field; results will return any supplier part number that end in that number.

Review the results of the catalog search. AdvantageME produces a set of results that are sorted based on relevancy (that is, based on how closely the item matches the search criteria entered), and then within that relevancy, results are sorted by Source (Central Warehouse, Master Agreements, Catalogs, Purchase History and then Commodity Codes).

Note: Users should select the best Source type (MA, PO or Commodity) when the same item/service is found with multiple sources on URCATS. Users should always choose an item/service with a Master Agreement Source first, a Purchase Order Source second and a Commodity Code Source last on URCATS in order to get the best pricing.



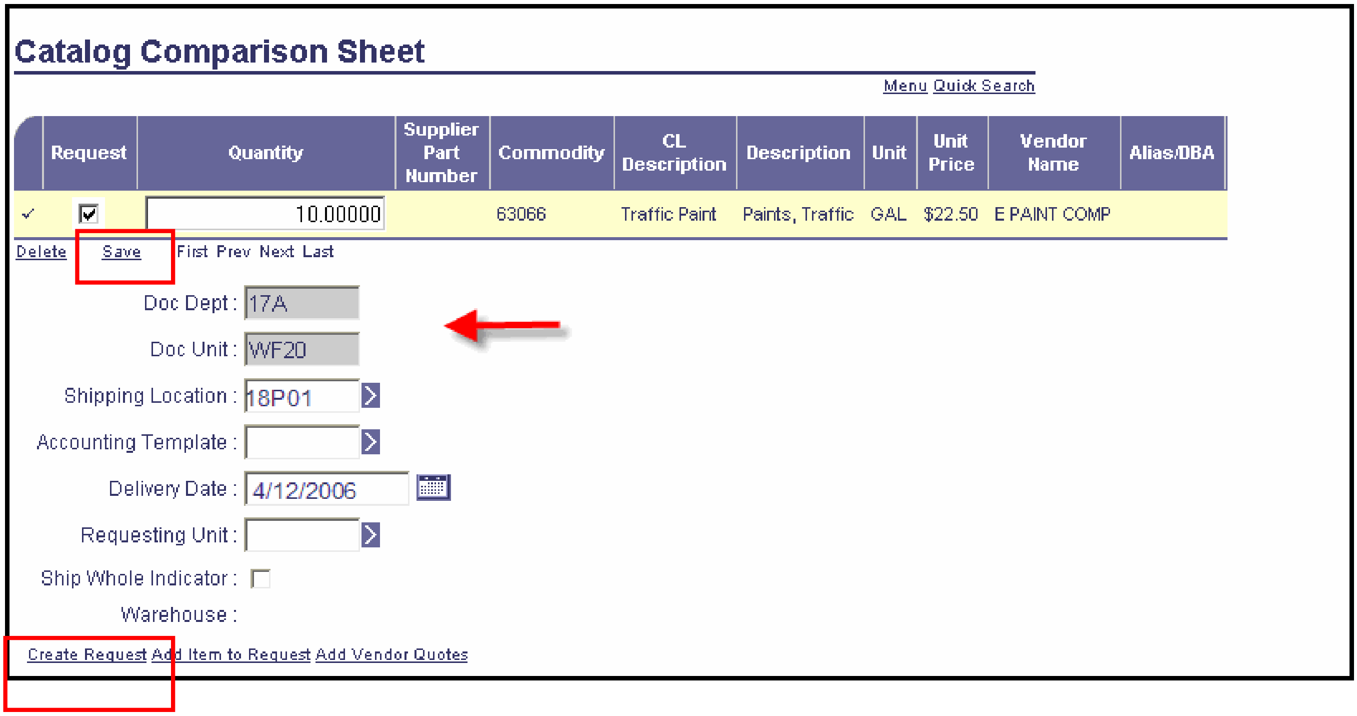
5. Select the item(s).

6. Click **Create Request** section to see your **Department** and workflow **Unit**. If the unit needs to be changed, change it here.

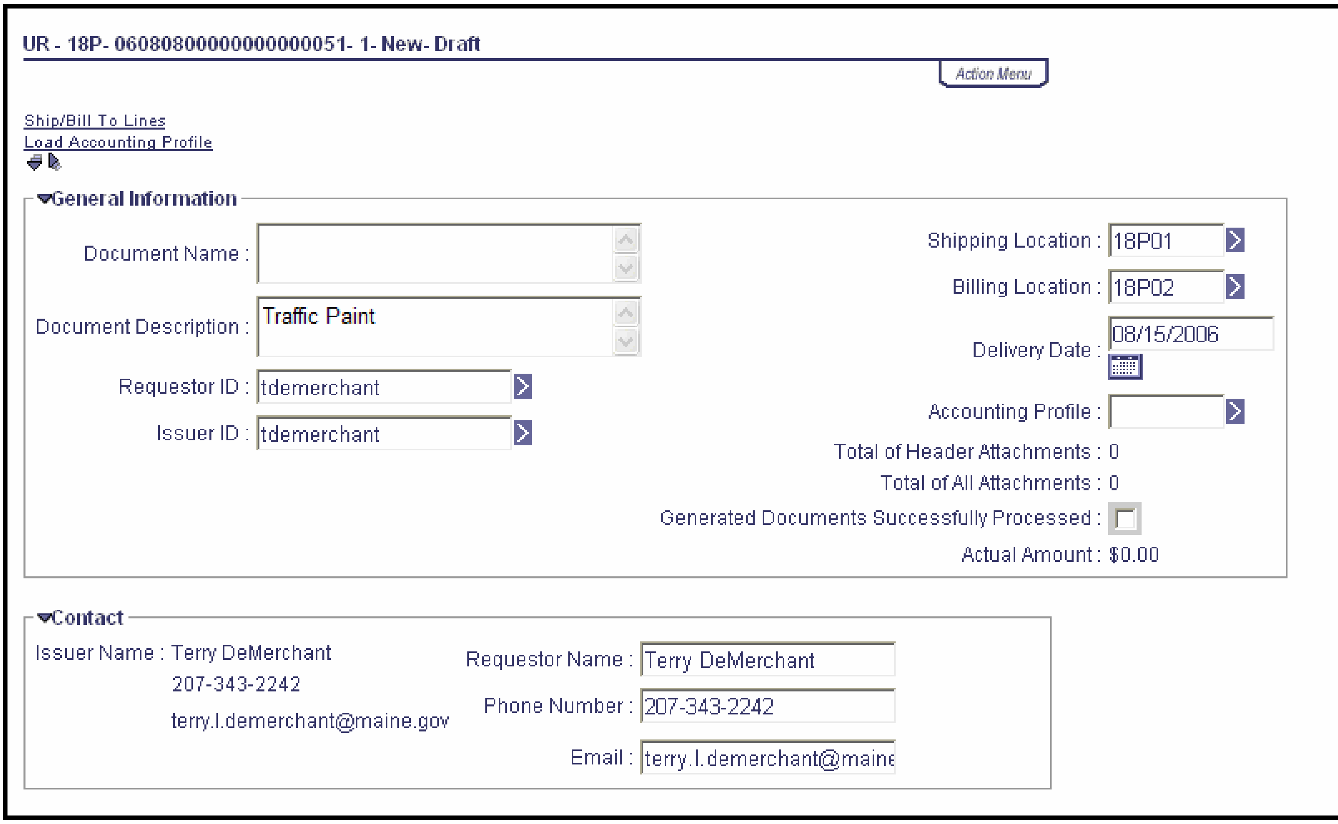
7. Click Start New Request.

8. The Catalog Comparison Sheet page opens. Notice that the **Doc Dept** & **Doc Unit** fields are un-editable. You must make your change, if there is one, on the URCATS page.

9. Click the "Request" check-box, add quantity, shipping location, accounting template (optional) and delivery date for each line. Click Save and Create Request to open the Universal Requestor document.



10. The UR document opens to the Header section. Your unit will not appear on the UR document.



Complete the required fields in the **General Information** and **Contact** sections:

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Document Description	Required	The description is also searchable from various inquiries like the Procurement Document inquiry
		Issuer ID	Inferred	
		Requestor ID	Required	Select from "Pick List" This is used to identify for whom the Goods or Services are being requested (e.g. who actually uses the items or services detailed on this Requisition).
		Shipping Location	Required, if not Inferred from the Catalog Comparison Sheet.	Select from "Pick List" This is used to identify where the goods requested on the Requisition should be delivered. The Shipping Location code, however, must be valid on the **Procurement Location** reference table. **Important for Central Warehouse Delivery Orders**
		Billing Location	Required	Select from "Pick List" This is used to identify the Accounts Payable Office to which the Vendor's Invoice should be mailed. The **Billing Location** code, however, must be valid on the **Procurement Location** reference table. **Important for Central Warehouse Delivery Orders**
	Contact	Requestor Name, Phone Number, Email	Inferred	Once Save or Validate are clicked, the information infers from the Requestor ID field.
	Extended Description		Optional	Enter additional descriptive information

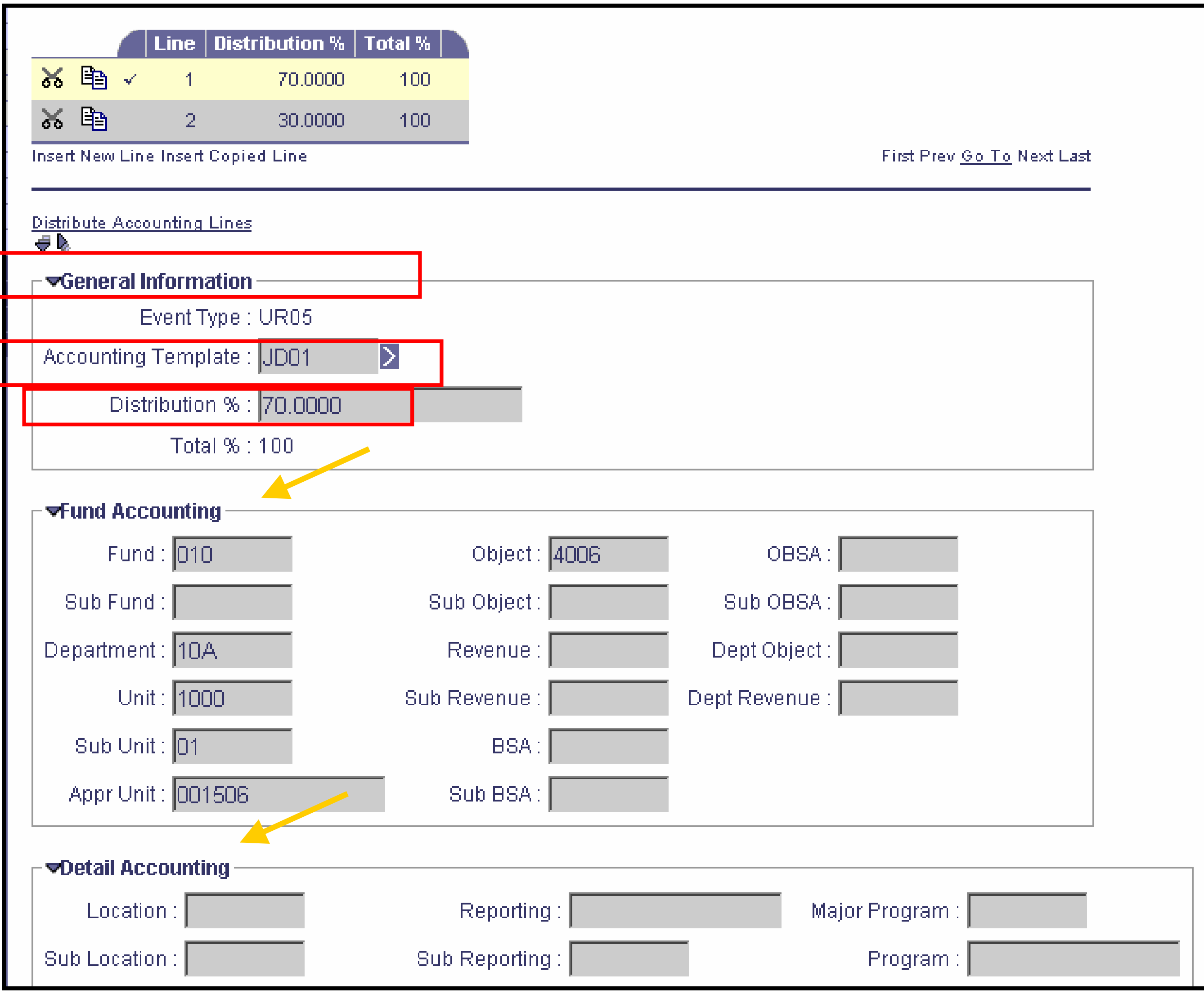
Complete the **Accounting Distribution** component (Optional). The Accounting Distribution panel is used to build a list of accounting lines with a given percentage of distribution for the purpose of applying that distribution to each commodity line automatically. (Alternatively, you may choose to enter separate accounting lines for each commodity line.)

Once we have entered the initial set of accounting lines, the system can automatically replicate these accounting lines for each of the commodities. Based on the percentages associated with each of the accounting lines, the system also automatically calculates the correct funding.

When a distribution has been built on this panel and the document is validated, the Distribute Accounting Lines link is available. Clicking this link applies the listed accounting lines to each commodity line.

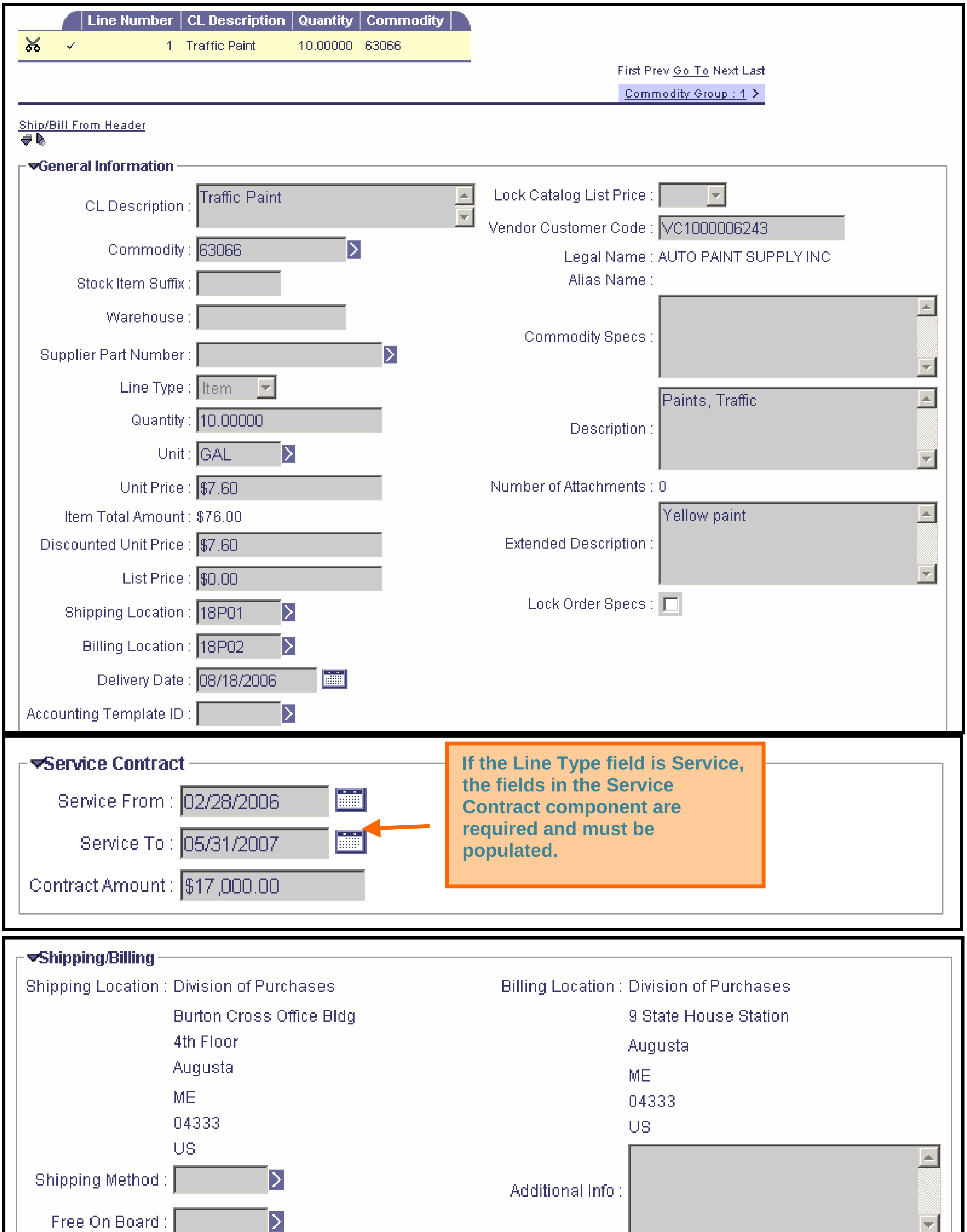
Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting Distribution (Optional)	General Information	Event Type	Inferred	Defaults. Not used as URs do not generate journal postings. Used for future documents (RQS, PO, DO)
		Accounting Template	Optional	Select from "Pick List" If selected then accounting elements associated with template populates the fund accounting and detail accounting sections.
		Distribution %	Optional	The percentage should be entered as a number between 0 and 100 with a maximum of four decimal places. The sum of all distribution percentages for all lines in the distribution must equal exactly 100.

Note: Clicking Distribute Accounting Lines overwrites any pre-existing accounting lines.



11. Complete the Required Commodity line item information. The Commodity Panel displays all Commodity lines that are listed on the Universal Requestor. For Commodity lines that originate from the catalog there is very little information to add to the Universal Requestor. However, for Commodity Code lines complete the following information:

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Commodity	General Information	CL Description	Inferred	Inferred from Commodity Code
		Commodity	Required	This field populates based on the value from the catalog or the Commodity Code value selected from URCATS.
		Line Type	Required	Select either Item (commodity) or Service. Defaults to Item.
		Quantity, Unit of Measure, Unit Price	Required if Line Type is Item	Select from the “Pick List”
		Extended Description	Optional	It is used to provide a detailed description of the desired item. Up to 2500 characters of information can be stored in this field.
	Service Contract	Service From Date, Service To Date	Required if Line Type is Service.	Select the dates from the calendar icon.
		Contract Amount	Required if Line Type is Service.	If the unit cost is unknown or not applicable the lump sum cost of the line should be recorded
	Shipping/Billing	Shipping Location, Billing Location	Inferred from Catalog Comparison Sheet on UR	If the location is not present on the Commodity line, navigate to the Header line. Click the Pick List to select the appropriate location.

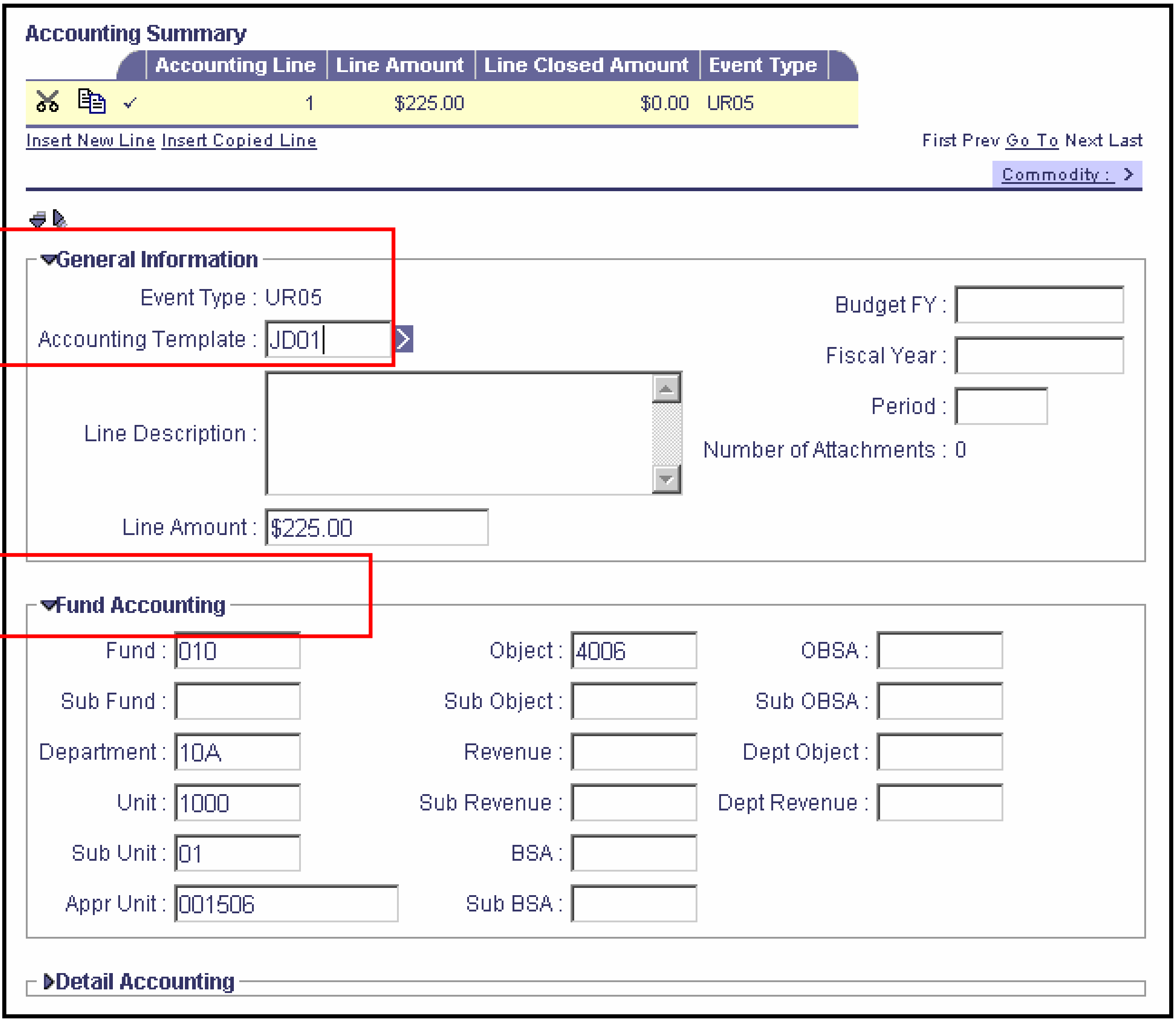

Line Number | CL Description | Quantity | Commodity
1 Traffic Paint 10.00000 63066
First Prev Go To Next Last
Commodity Group : 1
Ship/Bill From Header
General Information
CL Description : Traffic Paint
Commodity : 63066
Stock Item Suffix :
Warehouse :
Supplier Part Number :
Line Type : Item
Quantity : 10.00000
Unit : GAL
Unit Price : $7.60
Item Total Amount : $76.00
Discounted Unit Price : $7.60
List Price : $0.00
Shipping Location : 18P01
Billing Location : 18P02
Delivery Date : 08/18/2006
Accounting Template ID :
Lock Catalog List Price :
Vendor Customer Code : VC1000006243
Legal Name : AUTO PAINT SUPPLY INC
Alias Name :
Commodity Specs :
Description : Paints, Traffic
Number of Attachments : 0
Extended Description : Yellow paint
Lock Order Specs :
Service Contract
Service From : 02/28/2006
Service To : 05/31/2007
Contract Amount : $17,000.00
If the Line Type field is Service, the fields in the Service Contract component are required and must be populated.
Shipping/Billing
Shipping Location : Division of Purchases
Burton Cross Office Bldg
4th Floor
Augusta
ME
04333
US
Shipping Method :
Free On Board :
Billing Location : Division of Purchases
9 State House Station
Augusta
ME
04333
US
Additional Info :

12. Complete the Accounting Summary information (if not using the Accounting Distribution functionality):

If using the Accounting Distribution, go back to the Accounting Distribute Line and click Distribute Accounting Lines.

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Accounting Template	Optional	Select from the "Pick List".
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
	Fund Accounting	Fund Dept Unit Sub Unit Object Code	Required Inferred, if Accounting Template selected	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required Inferred, if Accounting Template selected	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

If a template or profile is incomplete or has not been used, then manually complete the Accounting Summary Panel.

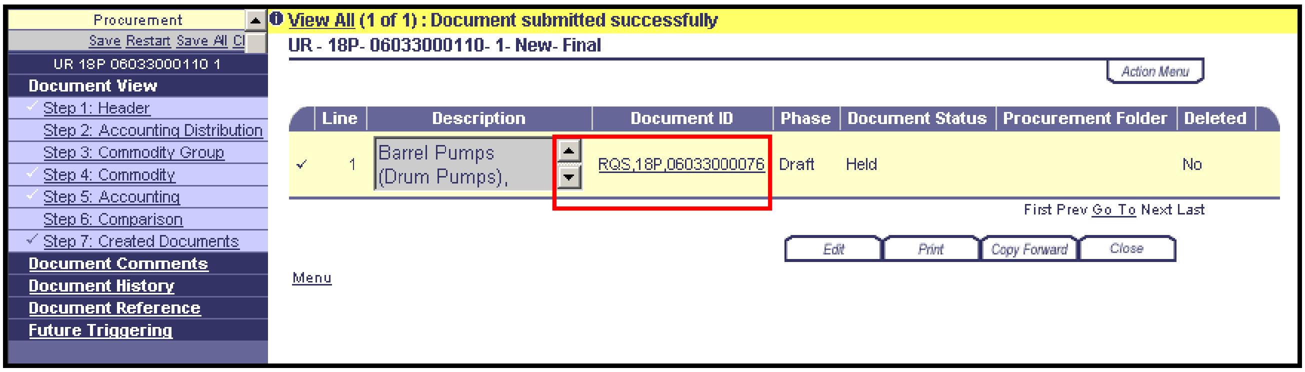


Note: Be sure to enter the accounting information either in the **Step 2: Accounting Distribution** line or the **Step 5: Accounting line** of the UR document. Failure to enter the information will generate an error on the proceeding document.

The Panel displays all accounting lines referencing the parent commodity line.

13. **Validate** and **Submit** the UR to final.

14. Click on **Step 7 - Created Documents** on the Secondary Navigation panel. Once the UR has been submitted the **Created Documents** panel populates with the documents that were spawned from the UR. There is an entry on this panel for each commodity line on the UR. The Document ID is a link that opens the document created for the line. Documents spawned from the UR are created in Draft mode.

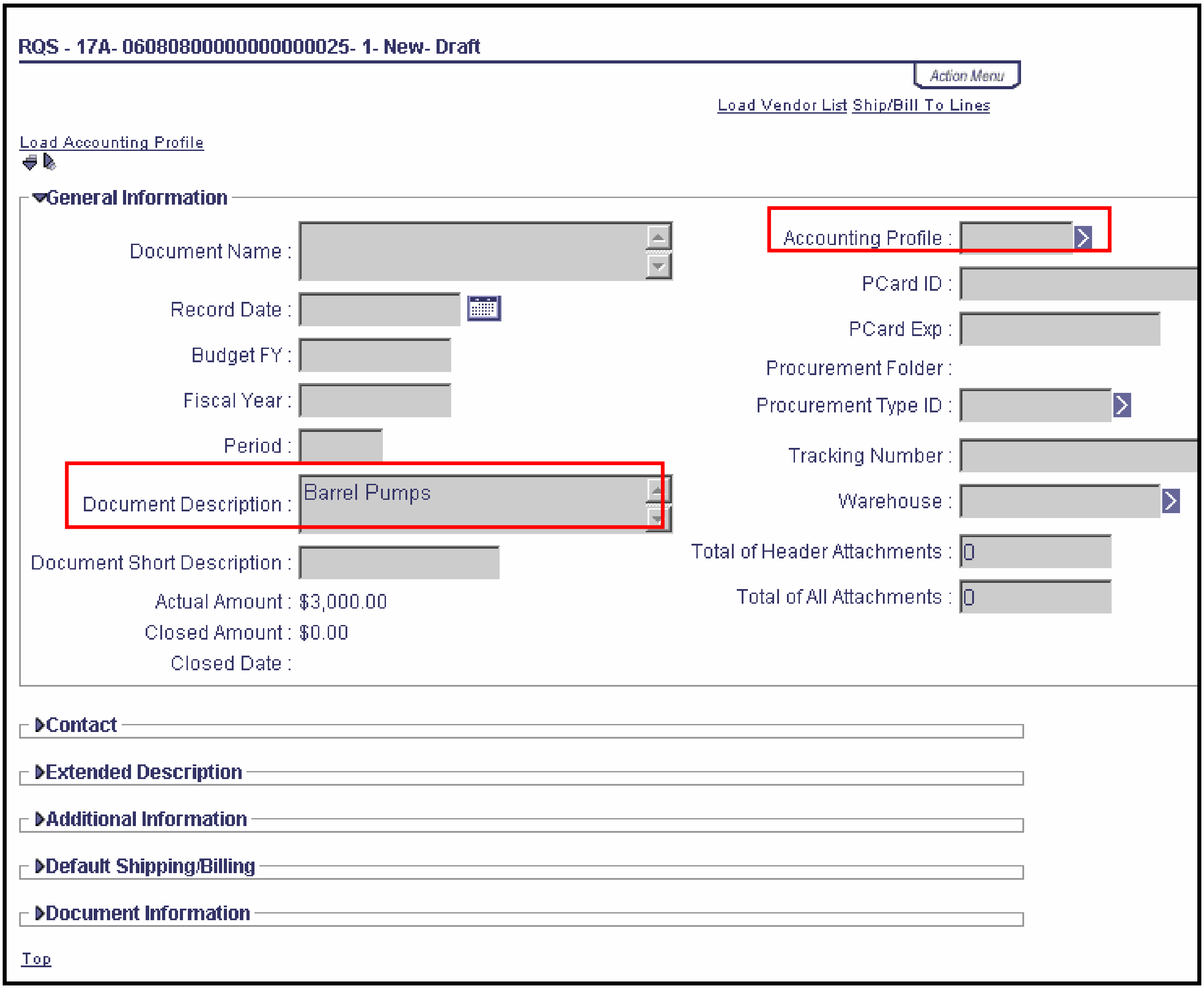


15. From the **Created Document** panel, select an RQS to open.

16. The Requisition document opens to the Header component. Click on the Edit tab at the bottom of the page to add or edit pertinent information.

17. Complete the required and optional information in the Requisition Header:

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Document Description	Inferred	Inferred from UR document. If necessary, edit this field to customize the description for this document.
		Procurement Type ID	Optional	Defaults to the System Standard of Unclassified. This can be modified by the buyer.
	Contact	Issuer ID	Inferred (your information)	
		Requestor ID		Select from "Pick List" This is used to identify for whom the Goods are being requested (e.g. who actually uses the items detailed on this Requisition).
	Default Billing/Shipping	Shipping Location and Billing Location	Optional	If the same Shipping and Billing information should be used on each line of the Purchase Order then complete this section. When we are creating commodity line items we may click on the Ship/Bill To Lines to have this information automatically populated on the line item. (Optional)
		Delivery Date	Inferred from the UR	It is used to enter the date by which we request the goods to be delivered.



RQS - 17A- 06080800000000000025- 1- New- Draft

Action Menu

Load Vendor List Ship/Bill To Lines

Load Accounting Profile

General Information

Document Name :

Record Date :

Budget FY :

Fiscal Year :

Period :

Document Description : Barrel Pumps

Document Short Description :

Actual Amount : $3,000.00

Closed Amount : $0.00

Closed Date :

Accounting Profile :

PCard ID :

PCard Exp :

Procurement Folder :

Procurement Type ID :

Tracking Number :

Warehouse :

Total of Header Attachments : 0

Total of All Attachments : 0

Contact

Extended Description

Additional Information

Default Shipping/Billing

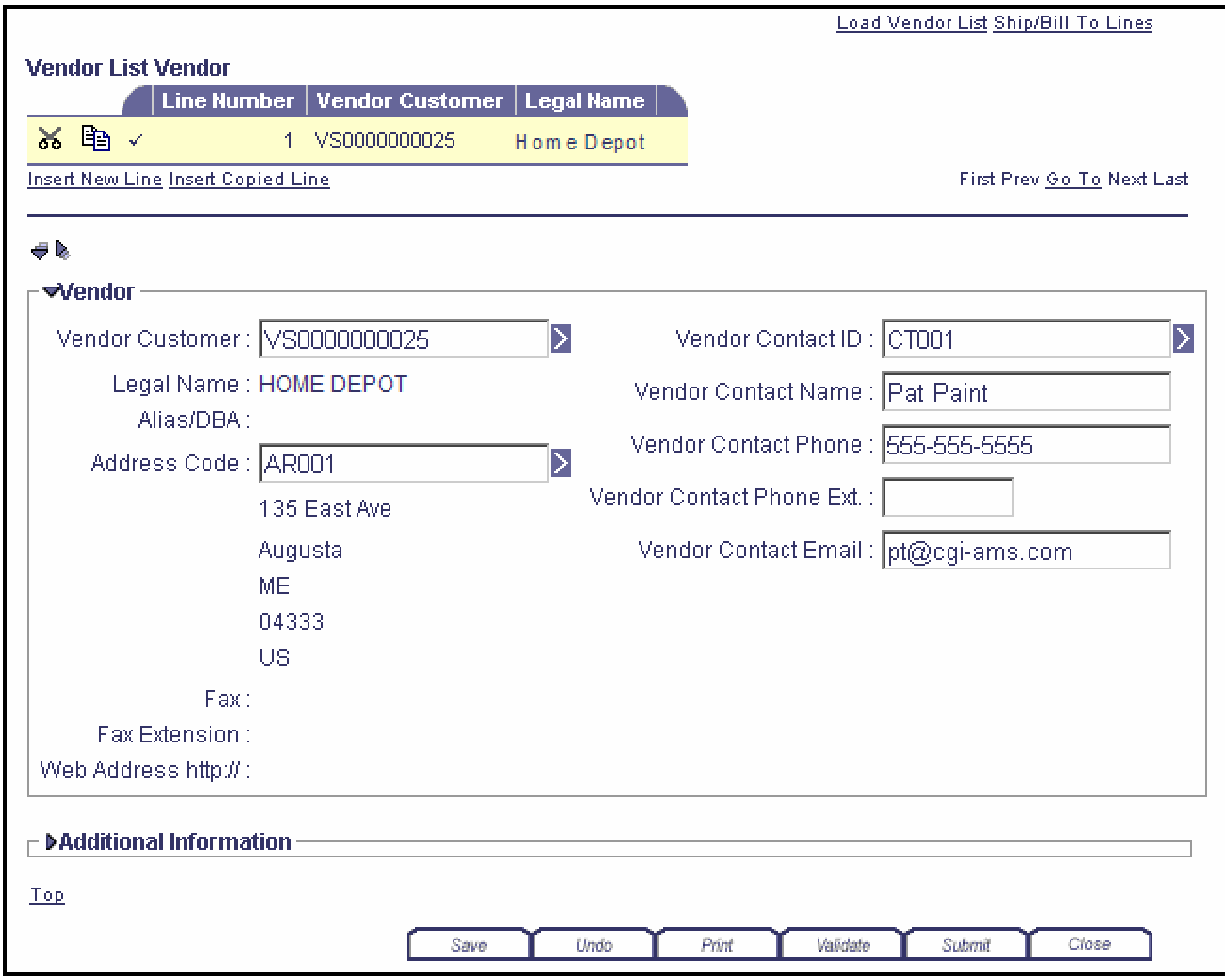
Document Information

Top

Complete the **Vendor** component (optional). The **Vendor** component panel is used to record a list of the suggested vendors who could provide the goods or services defined in this requisition. This section may be completed to document quotations that have been received from Vendors. For vendors to be recorded on this Requisition they must exist on the State of Maine's file.

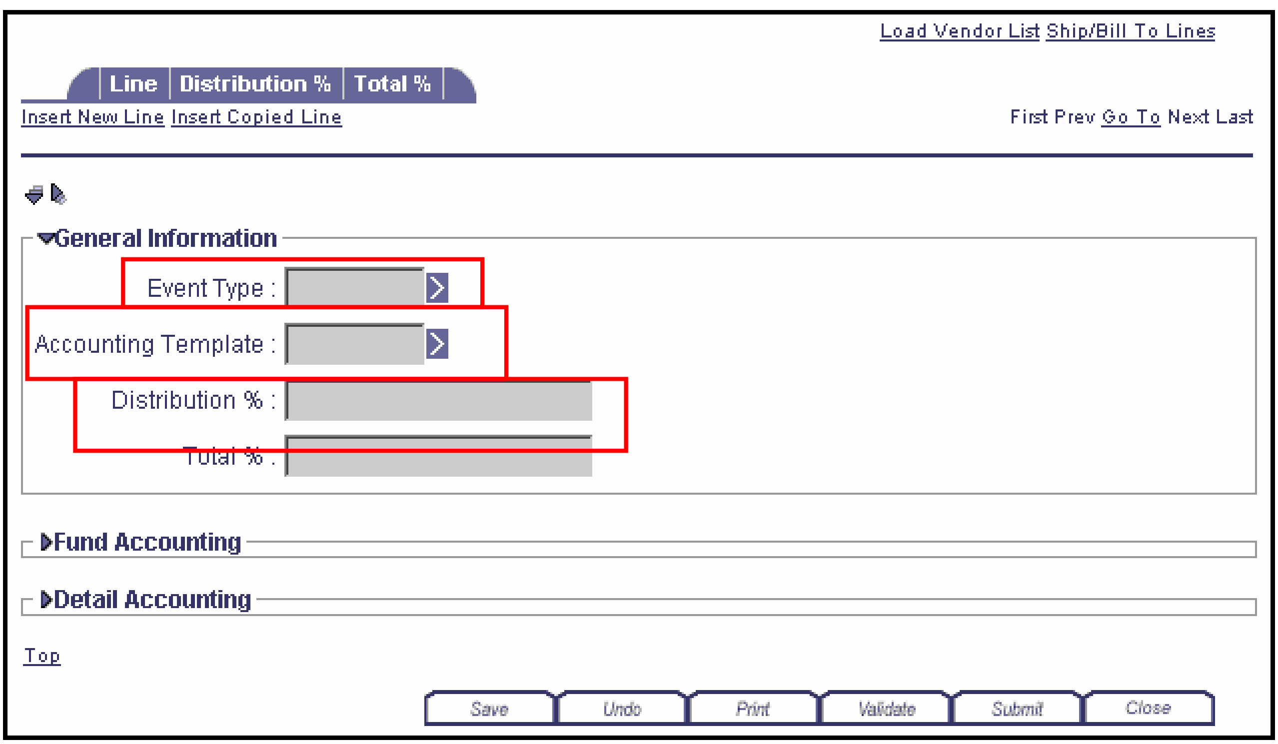
Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	Vendor Customer	Optional	Select from "Pick List". On the pick-list page we may search for a vendor by Legal Name, Last Name, Alias, and/or Vendor Active Status.
		Comments	Optional	It is used to document any quotations that have been received from this Vendor (optional).
		Additional Information	Optional	It is used to document why the vendor should be given the award or also why they shouldn't be given the award
	Free Form Vendor			It is used to record a list of suggested vendors who could provide the goods or services defined in this requisition but who are **not** already registered to do business with the State of Maine.
		Vendor Name	Required	Legal name of the company or individual represented by this record
	Correspondence Type		Required	Identify the Vendor's preferred method of receiving communication from the State of Maine (Preferred Method: Email.) -

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
		Email Address	Required	
		Fax	Optional	
		Address 1, Principal Contact, State and Zip	Required.	

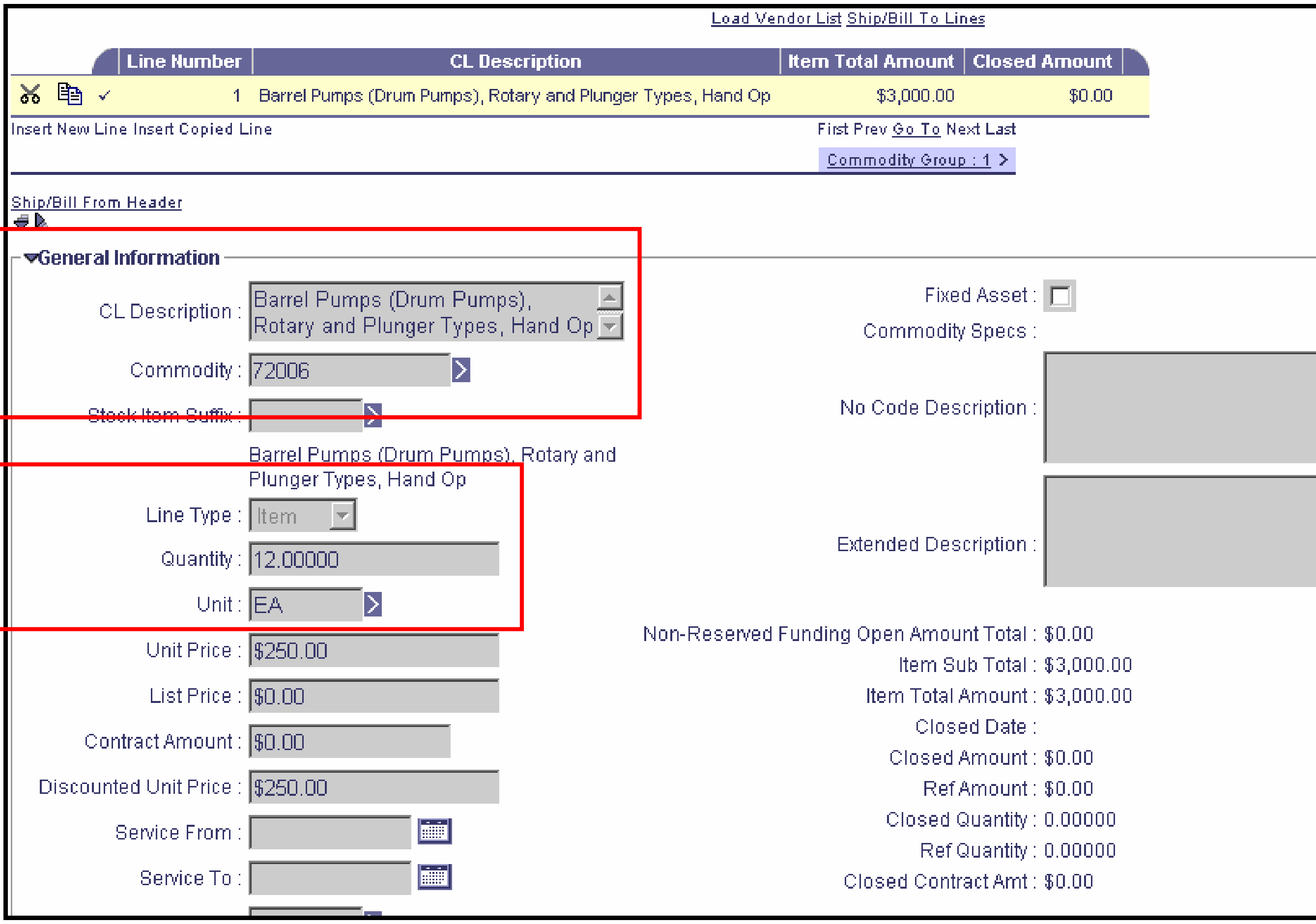


Complete the **Accounting Distribution** component (optional). If Accounting Template is not used, the user enters information in the **Fund Accounting** and **Detail Accounting** fields.

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting Distribution (Optional)	General Information	Event Type	Inferred	Defaults to PR02
		Accounting Template	Optional	Select from "Pick List" If selected then accounting elements associated with template populates the fund accounting and detail accounting sections.
		Distribution %	Required	The percentage should be entered as a number between 0 and 100 with a maximum of four decimal places. The sum of all distribution percentages for all lines in the distribution must equal exactly 100.



18. Build **Commodity** Lines. The **Commodity** section of the Requisition is used to list all distinct goods or services being requested.



19. The fields listed below were completed on the UR and should infer onto the RQS. Please verify information is correct and make necessary changes.

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Commodity	General Information	CL Description	Inferred	Inferred from Commodity Code, but may be changed to record a brief description of the good or service being requested.
		Commodity	Required	This field populates based on the value from the catalog or the Commodity Code value selected from URCATS.
		Line Type	Required	Select either Item (good) or Service. Defaults to Item.
		Quantity, Unit of Measure, Unit Price	Required if Line Type is Item	
		Extended Description	Optional	It is used to provide a detailed description of the desired item. .
		Service From Date, Service To Date	Required if Line Type is Service.	Must be entered by the user.
		Contract Amount	Required if Line Type is Service.	If the unit cost is unknown or not applicable the lump sum cost of the line should be recorded

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
	Shipping/Billing	Shipping Location	Required	Select code by clicking the “Pick List”. Or enter the number if we already know it. It is used to identify where the goods requested on the Requisition should be delivered. The Shipping Location code, however, must be valid on the Procurement Location reference table.
		Billing Location	Required	Select code by clicking the “Pick List”. Or enter the number if we already know it. It is used to identify the Accounts Payable Office where the Vendor’s Invoice should be mailed. The Billing Location code, however, must be valid on the Procurement Location reference table.
		Shipping/Billing Additional Info	Optional	It is used to record any specific instructions about the packaging and shipping of the goods being requested. This field can store up to 1500 characters of text. This field does not print.
	Specifications		Optional	It is used to record additional information that we feel should be stored separately from the Commodity Line Extended Description.

20. Click **Accounting**. Build an accounting line if an accounting template or funding accounting was not entered on the **Accounting Distribution** line.

The fields listed below were completed on the UR and should infer onto the RQS. Please verify information is correct and make necessary changes

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Accounting Template	Optional	Select from the "Pick List".
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
	Fund Accounting	Fund Dept Unit Sub Unit Object Code	Required Inferred, if Accounting Template selected	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required Inferred, if Accounting Template selected	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

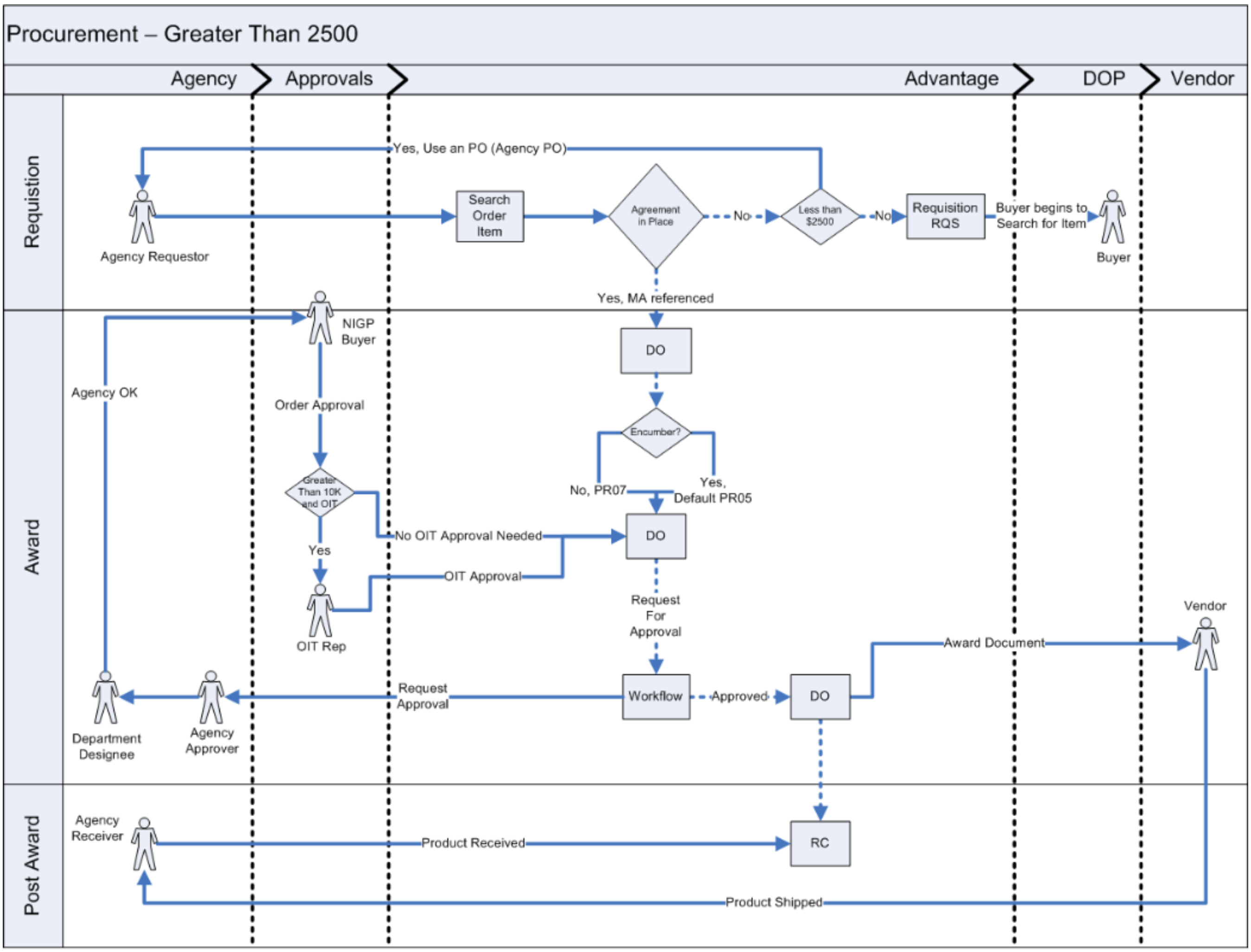
21. When we complete the Requisition, **Validate** the document to check for errors and **Submit** the document to finalize the document and initiate workflow for approval.

Login to AdvantageME and Go to Exercise 1 to Create a Standard Requisition (RQS) Document

Delivery Order (DO)

Delivery Order (DO) is created to procure items from an established Master Agreement (MA). If the DO exceeds $2,500, then it requires two levels of approval. If the item is valued at more than $10,000, and is IT related, then an additional approval from the Office of Information Technology is required. (OIT approval is obtained through the Division of Purchases. Departments should not contact OIT for approvals directly.)

The process is detailed in the following diagram:



If the item meets the following requirements, the user selects the appropriate commodity code and initiates a Universal Requestor (UR) document for that commodity:

- Is available in the Central Warehouse or;
- Is available on a Master Agreement or Catalog.

Ordering from URCATS

The Process to complete a Delivery Order document is as follows:

1. Access the Procurement Workspace.
2. Click Creating Orders >>Delivery Orders>>MA Search.
3. The Universal Requestor Catalog Search page opens.
4. Follow the same steps as we did with the RQS. Generate a UR document. Once the UR is submitted, a DO document generates. Click the DO link from the UR.

When the Universal Requestor (UR) document submits to final, for lines that Reference a Master Agreement, the information from the UR populates the fields on the generated Delivery Order (DO). The Delivery Order is largely complete, and does not need much information added in order to submit successfully. In order to make these necessary changes you must click the edit tab at the bottom of the page.

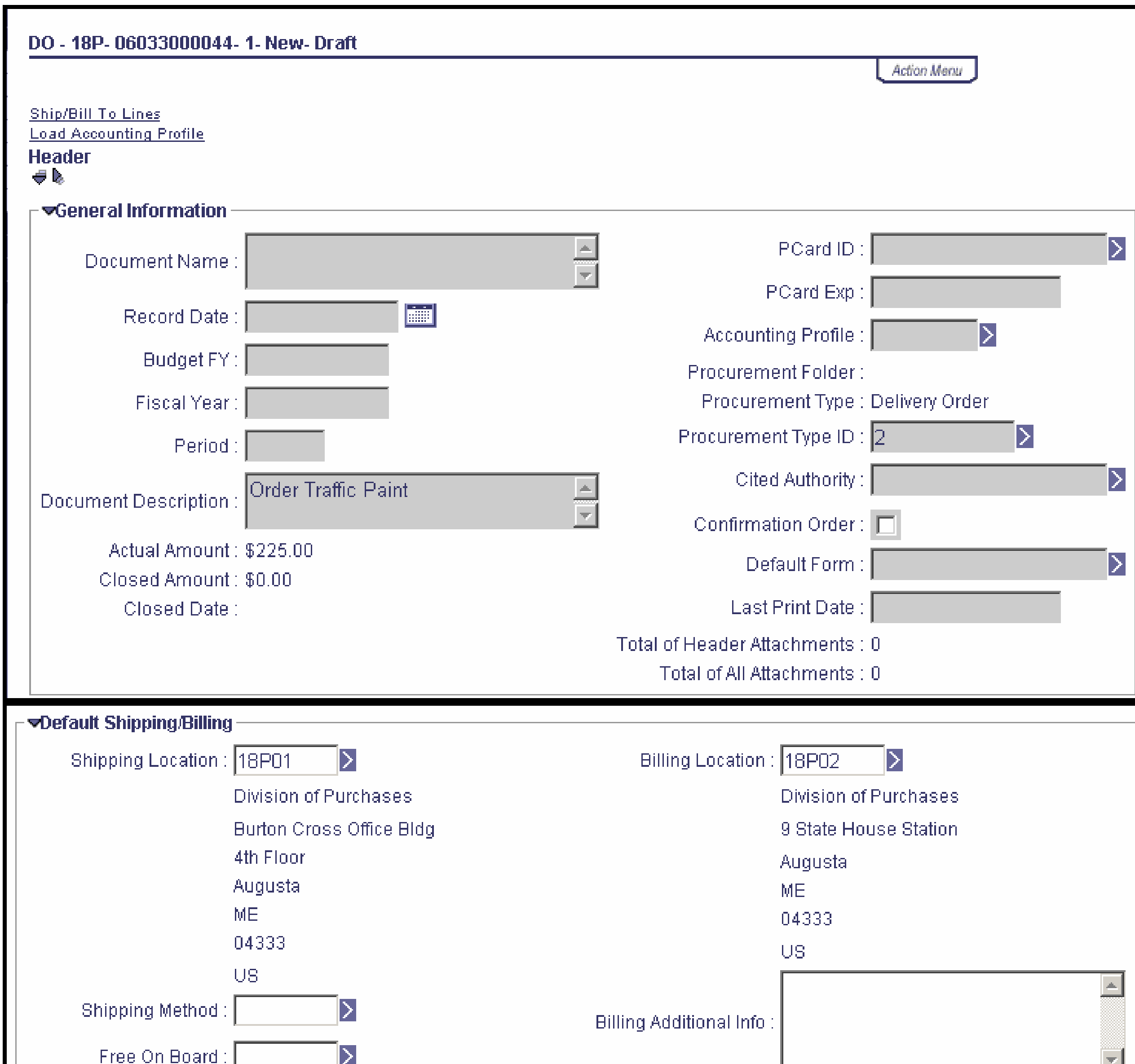
The Delivery Order is the legal agreement with the Vendor and commits the funds required to pay for the order.

Delivery Orders submits with a phase of **Draft** and a status of **Held**. This allows you to make any minor changes that might be required to the document. It also allows you to subsequently submit the document for approval. The accounting information entered by the end-user may also not pass validation. If this is the case, it can be modified on the Delivery Order.

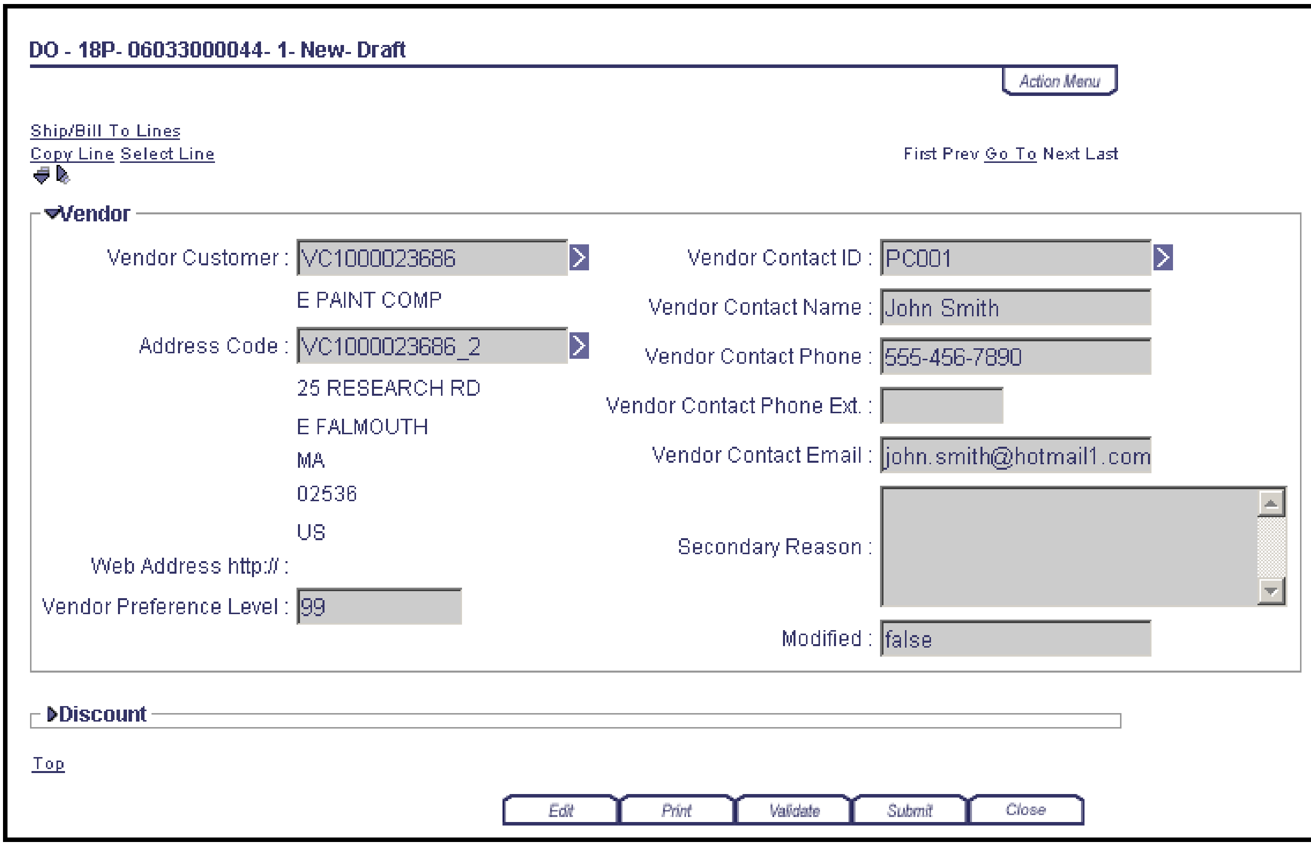
Commodity Information is not modifiable as it defaults from the Master Agreement or Catalog and should not be changed.

Complete the following fields on the DO **Header** line:

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Document Description	Inferred	Inferred from UR document.
		Procurement Type ID	Optional	Select Delivery Order
	Default Billing/Shipping	Shipping and Billing Location	Inferred from UR Header	Click the Pick List **Important for Central Warehouse DO**

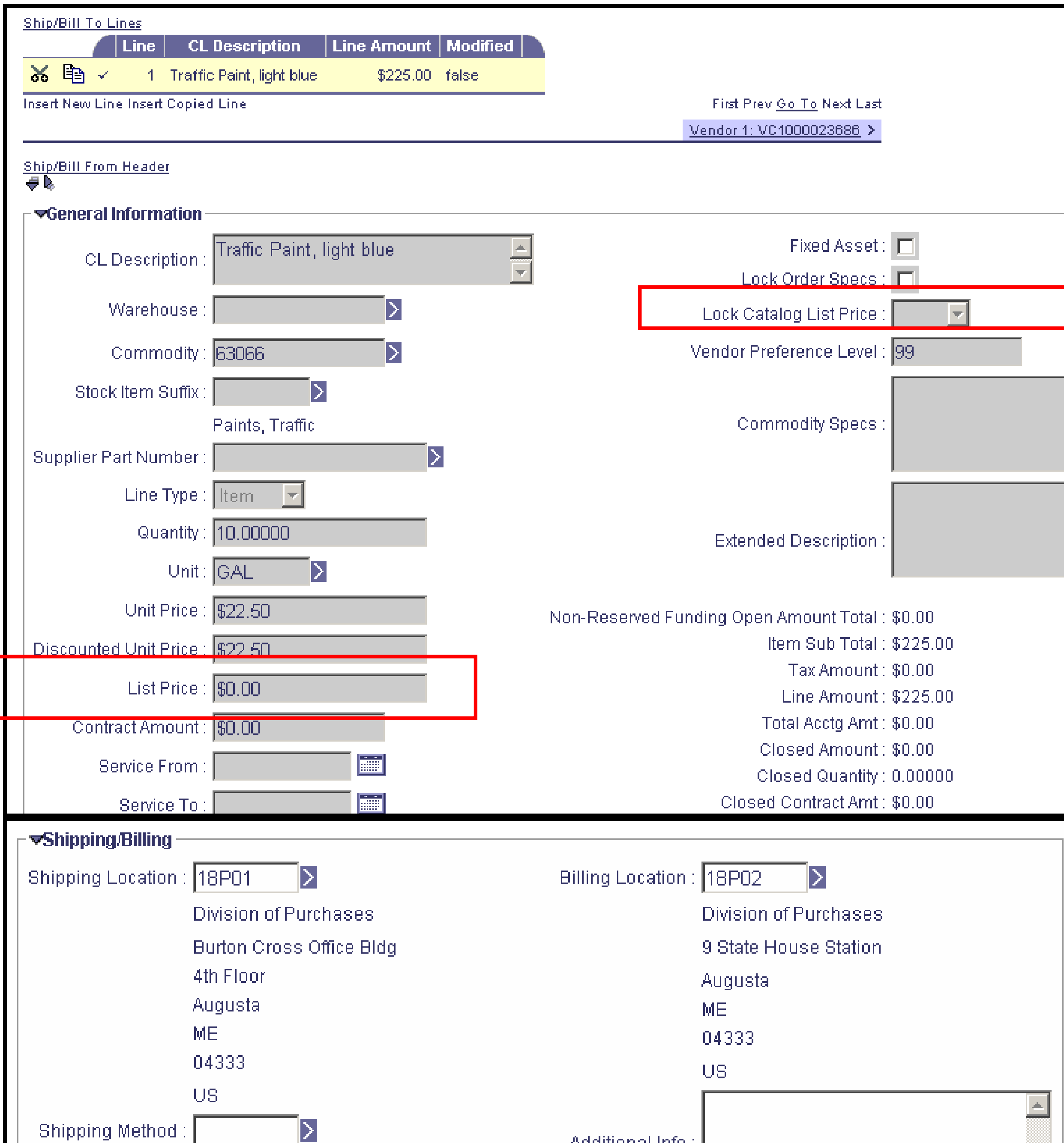


Inspect the **Vendor** Component. The Vendor from the Master Agreement defaults to this record. The vendor may **not** be changed on a Delivery Order. When the document is validated, the Vendor from the Master Agreement always re-infers.



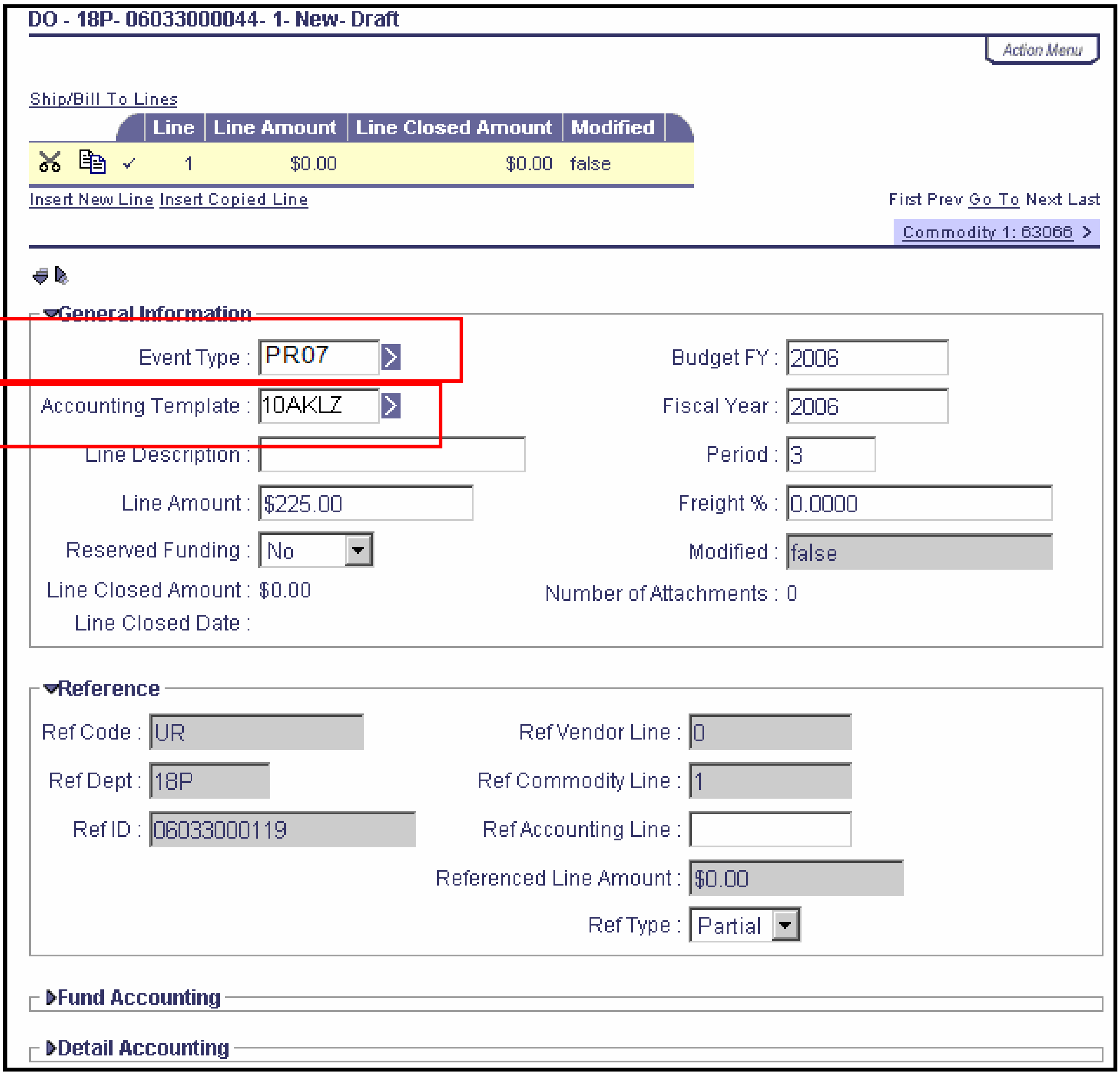
Inspect the Commodity Component of the Delivery Order. For items ordered in the catalog none of the descriptive information may be modified e.g. CL Description, Unit of Measure, Commodity Code, etc.

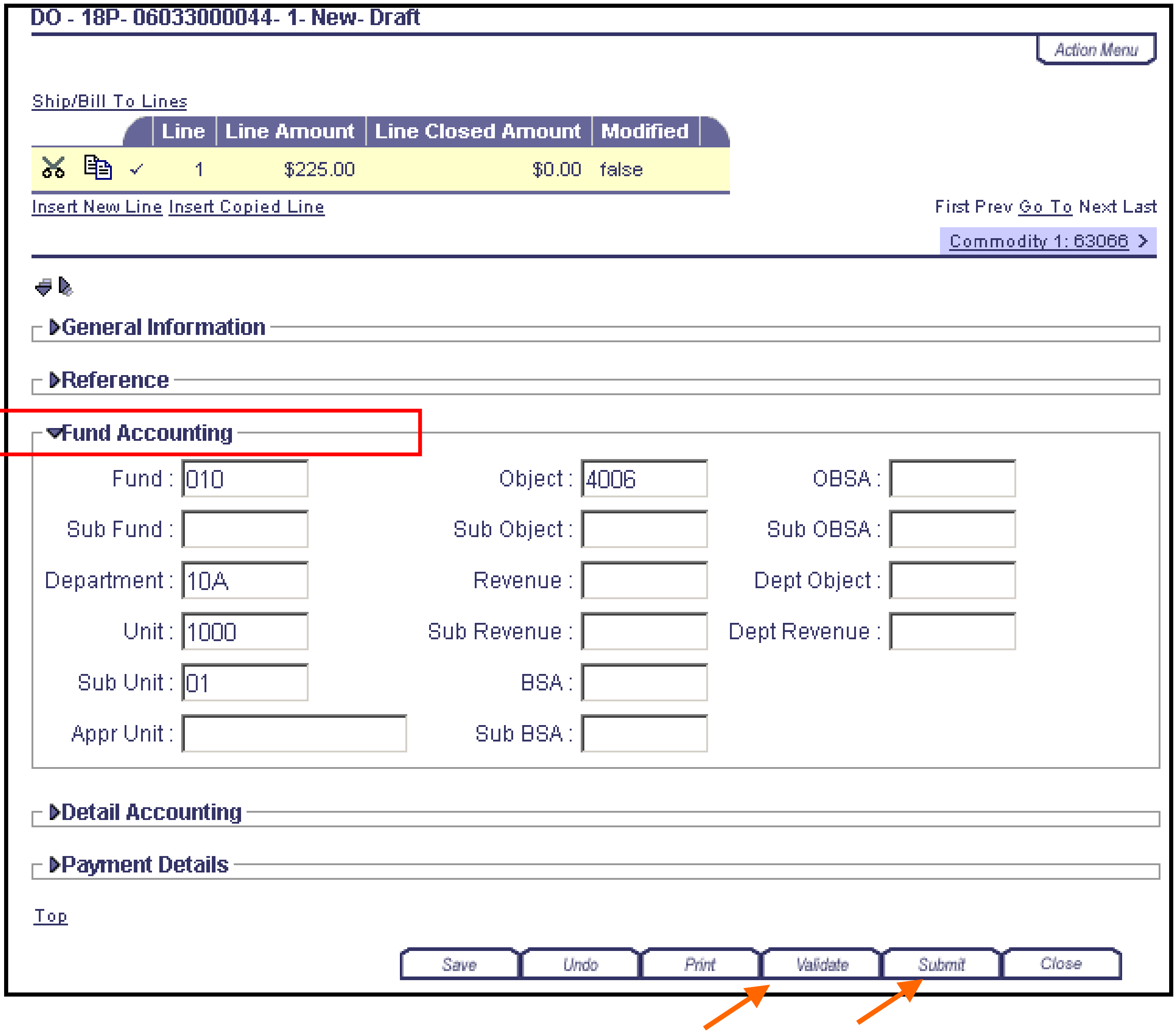
- The **List Price** field may only be modified for catalog lines if the **Lock Catalog List Price** on the Master Agreement is set to false. This functionality is used to address cases where prices of items listed in the Catalog fluctuate.
- **Shipping Location** and **Billing Location** fields on the Commodity Line are inferred from the DO document Header line. Make sure that these fields are the same on the Header and Commodity line, as this information is sent to the Inventory Management system.



Inspect the Accounting Section for each Commodity line to see if the accounting information entered on the Universal Requestor is correct. If a template was used on the Universal Requestor, then it may not be replaced with a new template. Individual elements in the **Fund Accounting** section may be replaced as required (e.g. **Object)**.

PR07—Non Accounting is the default event type. If you wish to encumber funds, click the Pick List and select PR05.



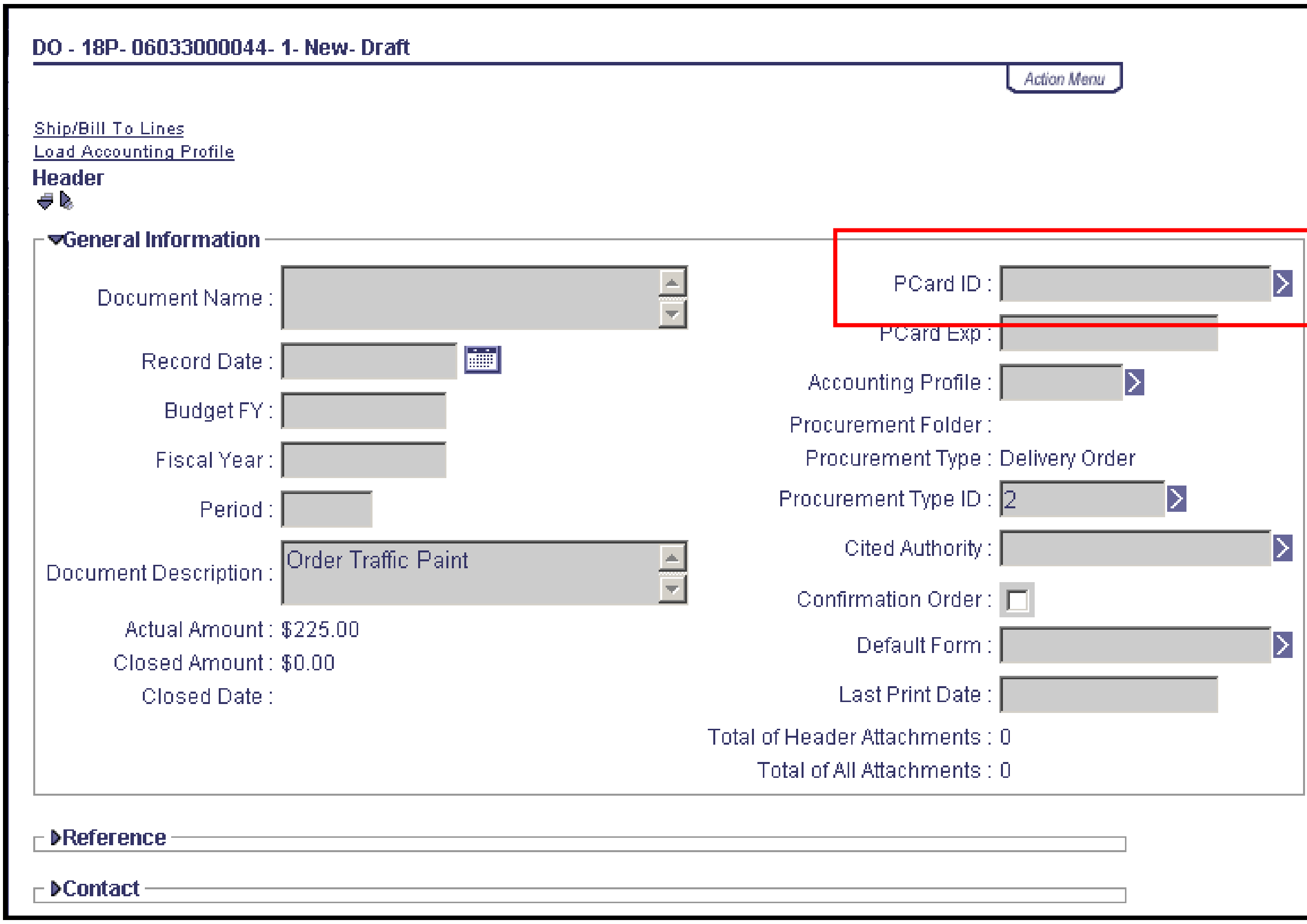


Validate the document to check for errors and Submit the document to finalize the document and initiate workflow for approval.

Note: for Central Warehouse delivery orders, the warehouse will have the final approval. Realize that the State will be Pending until approval.

Purchasing an Item with a PCard

For all PCard purchases, enter the PCard number in the **PCardID** field on the DO document. Realize that by entering the number in the field, budgets are not affected; this is done only for recording and tracking purposes. When using a PCardID, the event type on the **Accounting line MUST be PR07** to avoid duplicate payments.



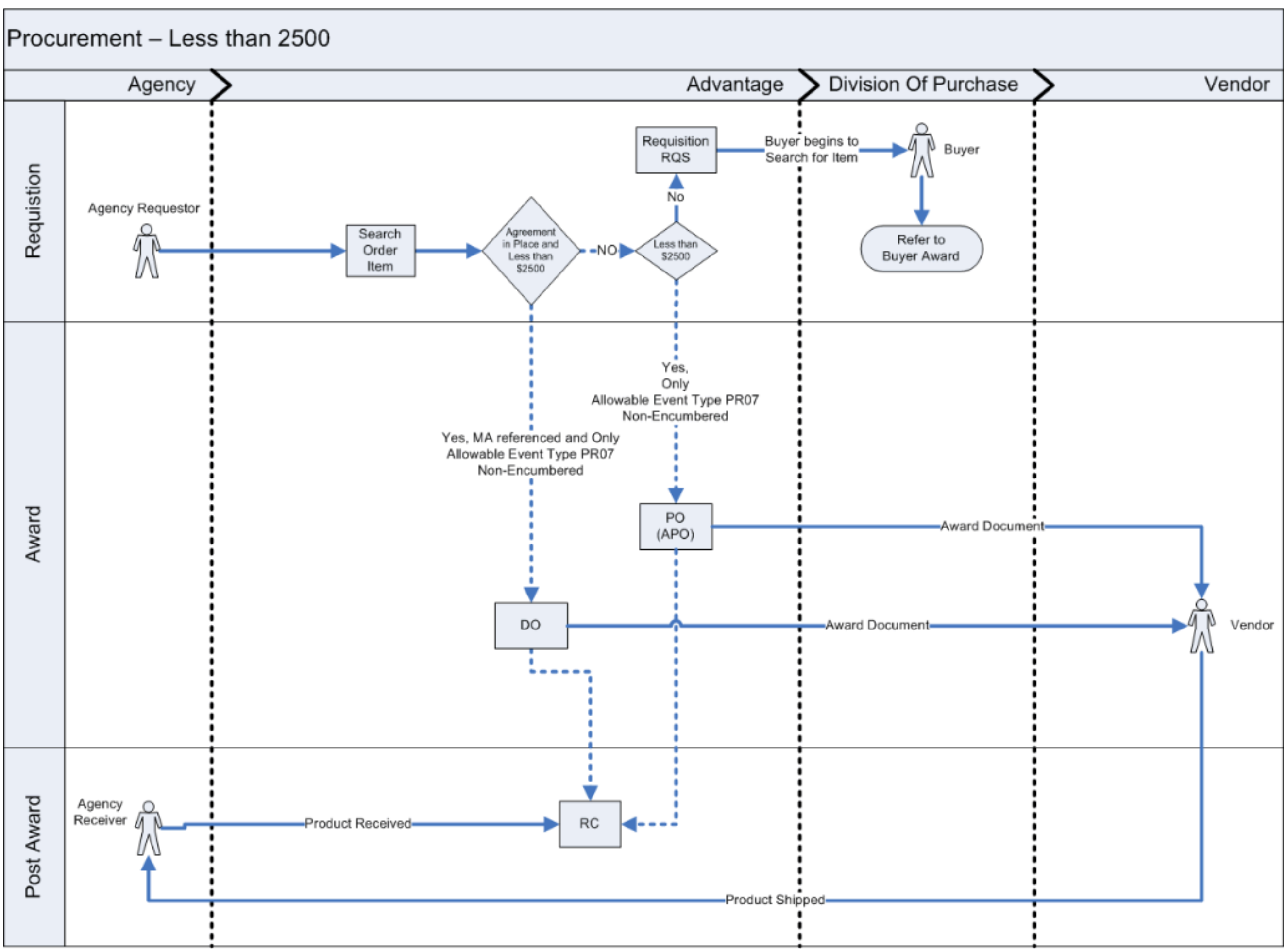
Go to Exercise 2 to Create a Delivery Order (DO)

6--Agency Purchase Order (APO)

An Agency Purchase Order (PO) may be created to purchase items that are valued at $2500 or less. The Procurement Type is APO, the Procurement document code is PO and the event type must always be PR07 (non-encumbering).

Note: Creating the PO document is optional. You can create a General Accounting Expenditure (GAX) document for commodities under $2500, which are not on contract. For further information about the GAX document, please see the 401 Accounts Payable course.

The process is detailed in the following diagram:



Creating the APO document

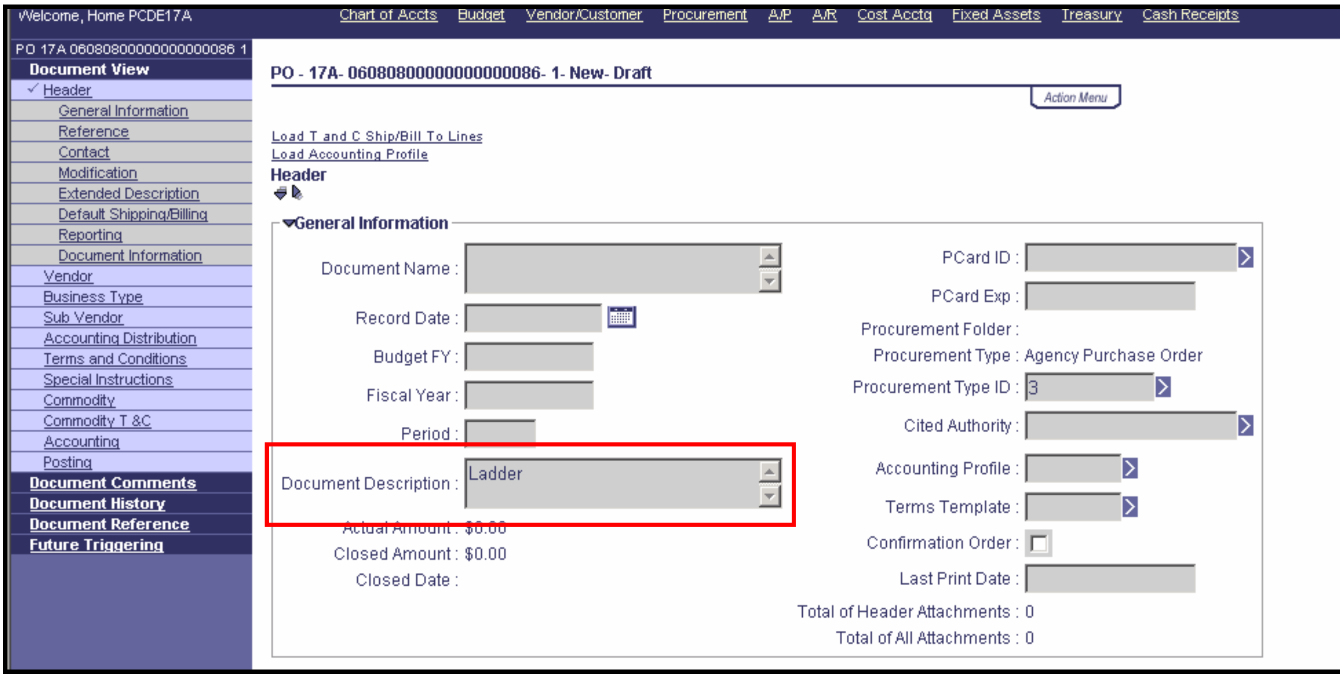
From the Procurement workspace, click Agency Purchase Orders. Click Create an Agency Purchase Order.

The Document Catalog page opens. Click Create.

Populate the **Department** Field and select the **Auto Numbering** checkbox or create your own Document ID. Click Create. The PO document page opens.

Complete the required information on the Purchase Order (PO) Header:

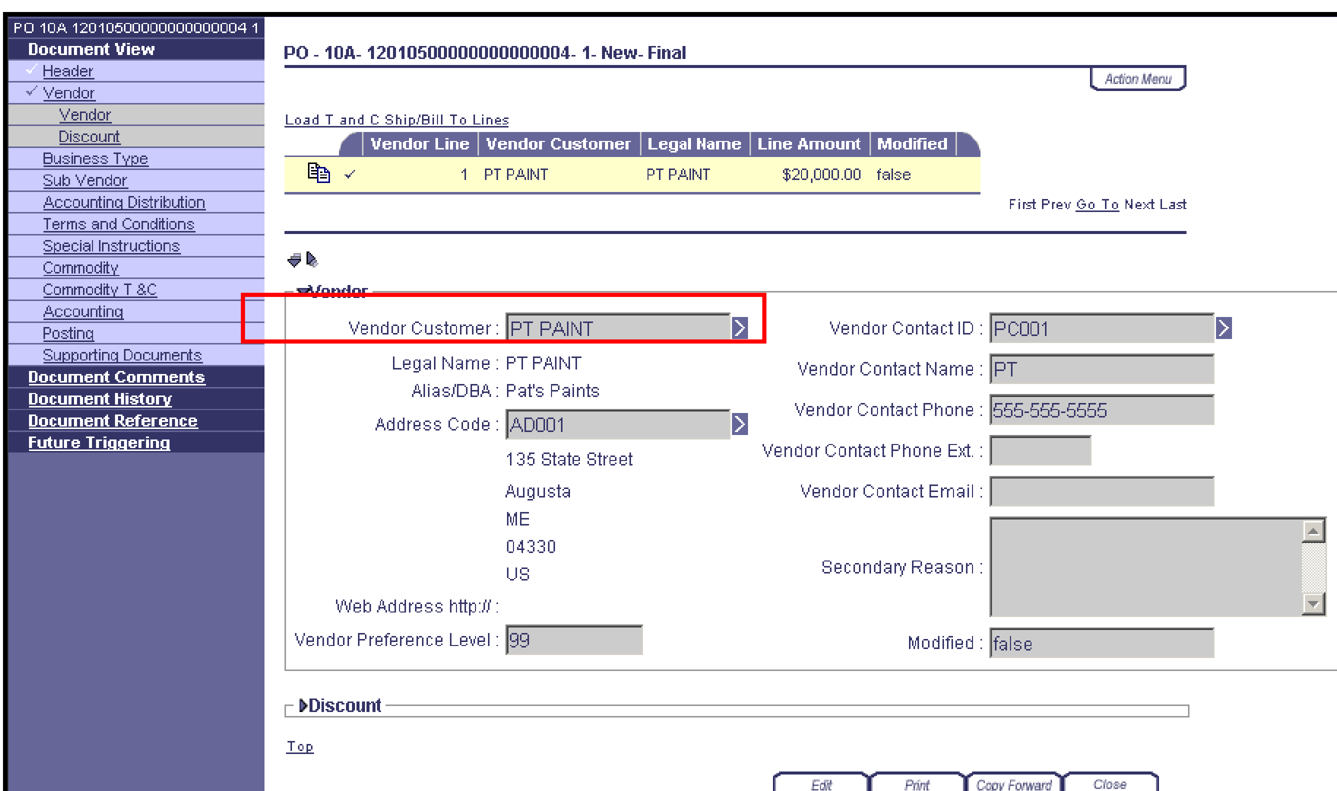
Section on Secondary Navigation Panel	Sub-Section	Key Field	Required or Optional?	Comments
Header	General Information	Document Description	Required	Customize the description for this document.
		Procurement Type ID	Optional	Select Agency Purchase Order
	Contact	Issuer ID	Required	Inferred by your userid
		Requestor ID	Required	This is used to identify for whom the goods are being requested. You must select from Pick list from the Contacts Sections.
	Extended Description		Optional	It further describes the nature of the item being requested. This field can store up to 1500 characters of text. This field does not print.
	Default Billing/ Shipping	Shipping Location and Billing Location	Optional	Select from “Pick List”
		Delivery Date	Optional	Click the Calendar icon.


Welcome, Home PCDE17A
Chart of Accts
Budget
Vendor/Customer
Procurement
A/P
A/R
Cost Acctg
Fixed Assets
Treasury
Cash Receipts
PO 17A 06080800000000000086 1
Document View
Header
General Information
Reference
Contact
Modification
Extended Description
Default Shipping/Billing
Reporting
Document Information
Vendor
Business Type
Sub Vendor
Accounting Distribution
Terms and Conditions
Special Instructions
Commodity
Commodity T &C
Accounting
Posting
Document Comments
Document History
Document Reference
Future Triggering
PO - 17A- 06080800000000000086- 1- New- Draft
Action Menu
Load T and C Ship/Bill To Lines
Load Accounting Profile
Header
General Information
Document Name :
Record Date :
Budget FY :
Fiscal Year :
Period :
Document Description :
Ladder
Actual Amount : $0.00
Closed Amount : $0.00
Closed Date :
PCard ID :
PCard Exp :
Procurement Folder :
Procurement Type : Agency Purchase Order
Procurement Type ID : 3
Cited Authority :
Accounting Profile :
Terms Template :
Confirmation Order :
Last Print Date :
Total of Header Attachments : 0
Total of All Attachments : 0

Complete the Vendor component. Click **Vendor.**

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	Vendor Customer	Required	Select from "Pick List". On the pick-list page we may search for a vendor by Legal Name, Last Name, Alias, and/or Vendor Active Status. Click **Save**.
		Vendor Address	Inferred	Once Validated. If not inferred after Saved, select from "Pick List".
		Contact Information	Inferred	Once Validated. If not inferred after Saved, select from "Pick List".

If the Vendor Address and Contact Information do not default into the document, please use the pick list and select the Address and/or Contact information.



Complete the Commodity component. Click **Commodity.**

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Commodity	General Information	CL Description	Inferred	Inferred from Commodity Code, you can add more info here or add the info under extended description
		Commodity	Required	Select from the “Pick List”
		Line Type	Required	Select either Item or Service. Defaults to Item. It is used to select how the cost of the line item establishes.
		Quantity, Unit of Measure, Unit Price	Required if Line Type is Item	
		Extended Description	Optional	It is used to provide a detailed description of the desired item. Up to 2500 characters of information can be stored in this field.
		Accounting Profile	Optional	When the Accounting Profile field is populated on the Header and document is validated, the Accounting section associated with the Commodity line is automatically populated with the Accounting Templates and related percentages associated with the Accounting Profile.
		Service From Date, Service To Date	Required if Line Type is Service.	Defaults to current date if no value entered.
		Contract Amount	Required if Line Type is Service.	If the unit cost is unknown or not applicable the lump sum cost of the line should be recorded

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
	Shipping/Billing	Shipping Location	Required	Select code by clicking the "Pick List". Or enter the number if we already know it. It is used to identify where the goods requested on the Requisition should be delivered. The Shipping Location code, however, must be valid on the **Procurement Location** reference table.
		Billing Location	Required	Select code by clicking the "Pick List". Or enter the number if we already know it. It is used to identify the Accounts Payable Office where the Vendor's Invoice should be mailed. The Billing Location code, however, must be valid on the **Procurement Location** reference table.

Complete the Accounting component. Click **Accounting** from the Secondary Navigation panel.
Complete the **General Information** section.

Note: AdvantageME does not validate the accounting elements being recorded in this section. Validation does not occur until the lines have been distributed to the Commodity lines.

Section on Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Accounting Template	Optional	Select from the “Pick List”. If the Accounting Template is not used, the user must enter the values in the **Fund Accounting** and **Detailed Accounting** fields.
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
	Fund Accounting	Fund Dept Unit Sub Unit Object Code	Required. Inferred, if Accounting Template selected	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required Inferred, if Accounting Template selected	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

Note: The **Event Type** field determines the type of accounting transaction that is performed when the Purchase Order submits. Agency Purchase Orders always default to PR07, which is a non-encumbering event type. A clone, Buyer Purchase Order (BPO), has been created for the Division of Purchases buyers; its default event type is PR05 but can be changed to PR07 in order to non-encumber.

Validate and Submit the Purchase Order.

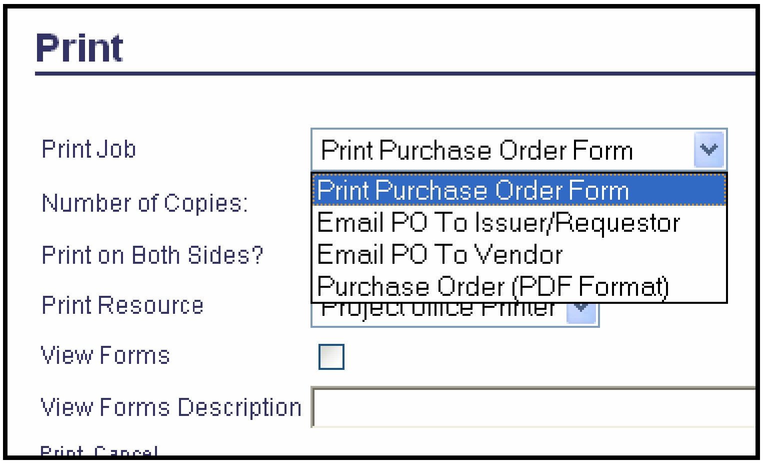
Once you submit the PO document, you can copy forward to a CEC or GAX document to pay for the goods. Please refer to the 401 Accounts Payable class for further information about these two documents.

Go to Exercise 3 to Create a Purchase Order (PO) for an Agency Purchase

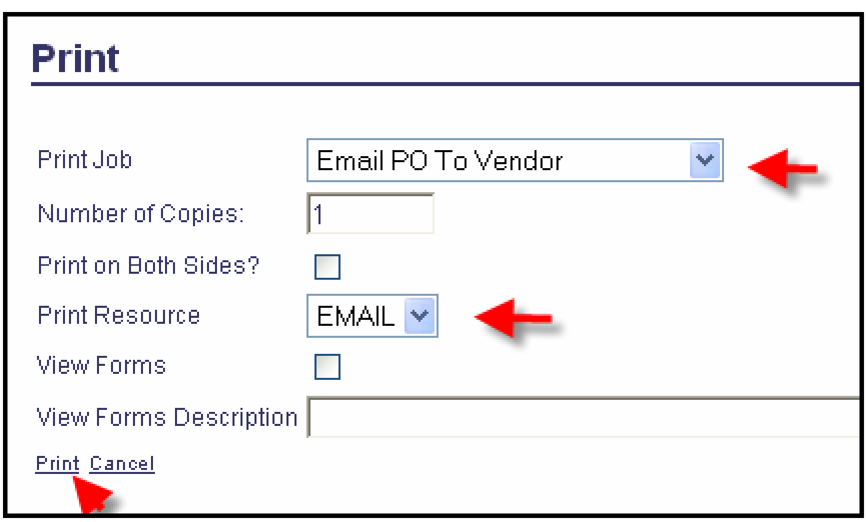
Printing and Sending the APO to a Vendor or Requestor/Issuer

If applicable, send the APO document to the vendor. You can only do this when the APO document is in a final state.

To send the document, locate and open your document. Scroll to the bottom of the page and click Print. You will see the following choices:

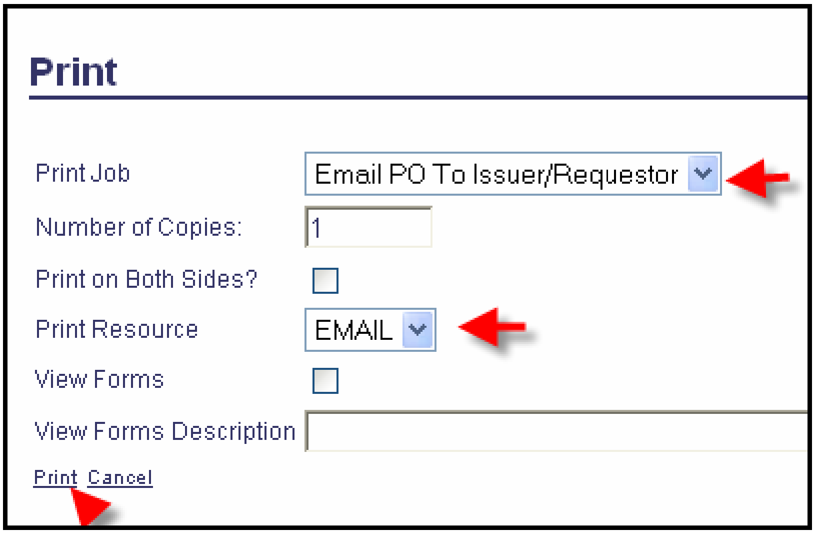


To send an e-mail to the vendor in the form of a PDF, select **Email PO To Vendor** and then select Print.

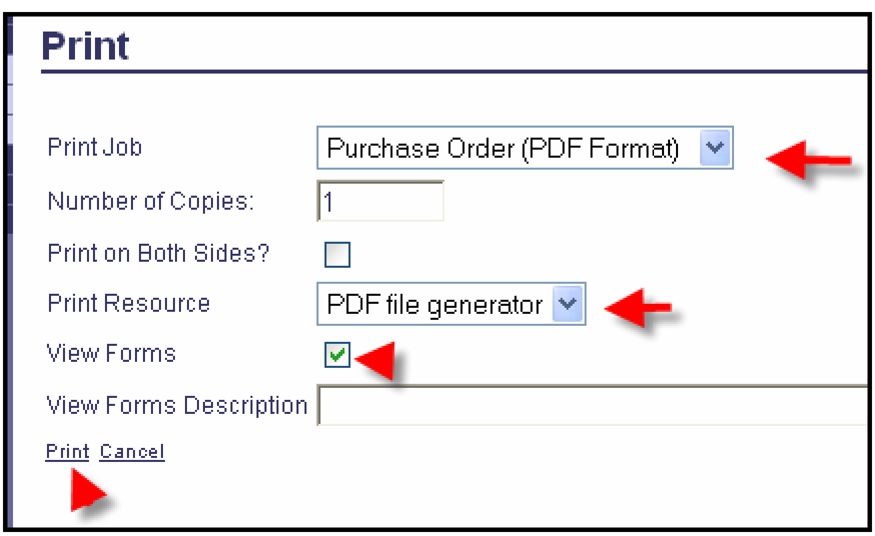


Your APO document will open with the below message. Even though it says "*Document print job was successfully submitted*", it really means that the APO was successfully e-mailed to the vendor.

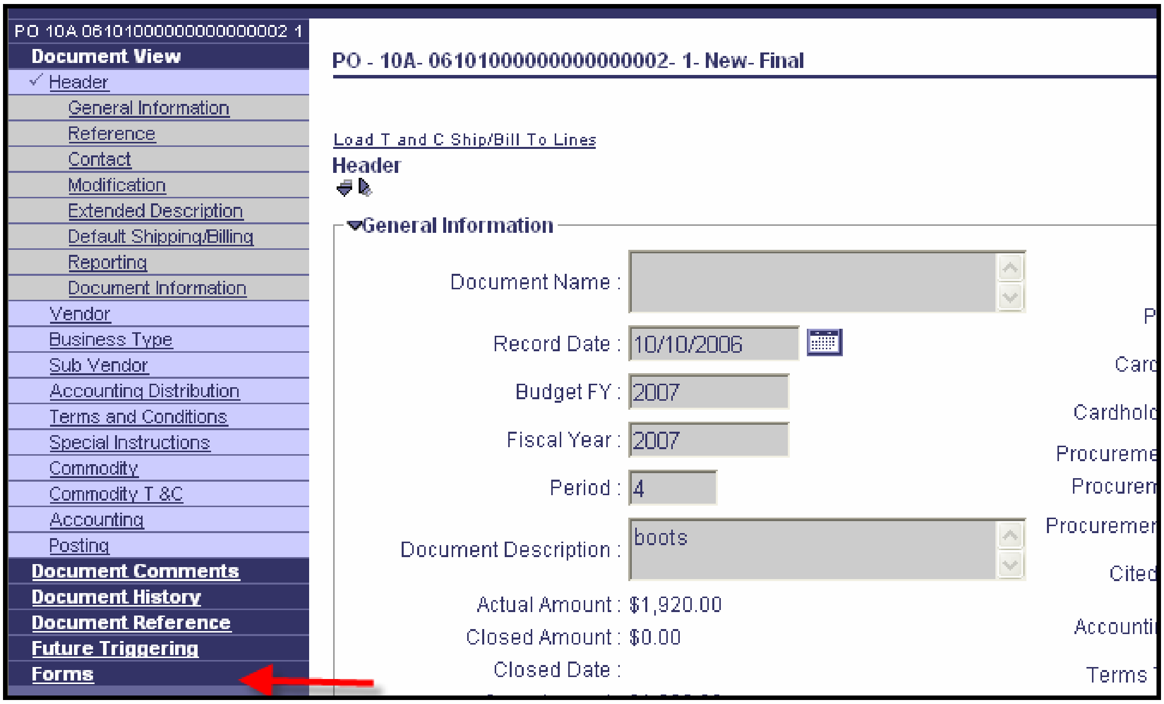
If you do this order for someone else, have assigned that person as the requester and want to e-mail the document to them to, you can select **Email PO To Issuer/Requestor.** Click Print and the APO document will be e-mailed to the Requestor.



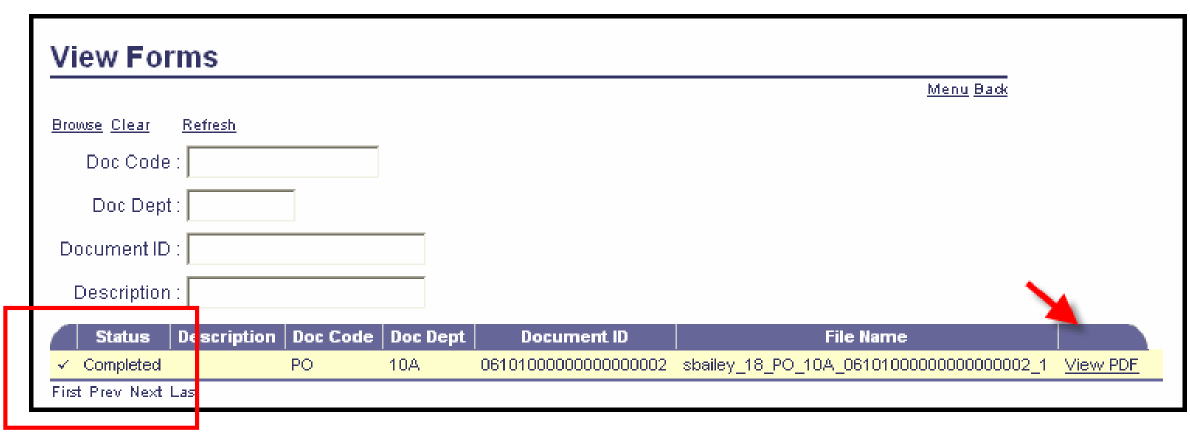
If you want to print out a copy of the PDF version of the APO document, select **Purchase Order (PDF Format)**, select the **View Forms** checkbox and click Print.



This time, when you are redirected to the APO document, click **Forms** in the Secondary Navigation panel.



The View Forms page opens. From the screen shot below, you can see that the document was Printed (or "Completed") and converted to PDF. Click View PDF to open the PDF version of the APO document.



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7--Post Award

The Receiver (RC) document is the only post award document you will need to understand.

View or record Post Award activities in:

- Post Award State Viewer on the PRCUID table—used most commonly for PE, TM and RN
- RC Search Windows (RCSRCH)

The Post Award State documents do not have any event types tied to them, as they do not perform any accounting updates upon submission.

The following references apply to Post Award documents:

- Document(s) that all Post Award Documents can reference: All documents of the PO document type
- Post Award documents cannot be referenced by any other document within Advantage Procurement

Receiver (RC)

Receiving is the process whereby:

- The governmental department takes physical possession of the goods ordered
- Quantities are counted and recorded in the system
- Acceptance processing is triggered—Users visibly inspect the items to ensure that goods match specifications and are not defective

Receiving is optional per Agency policy. For services, a receiving report is not used.

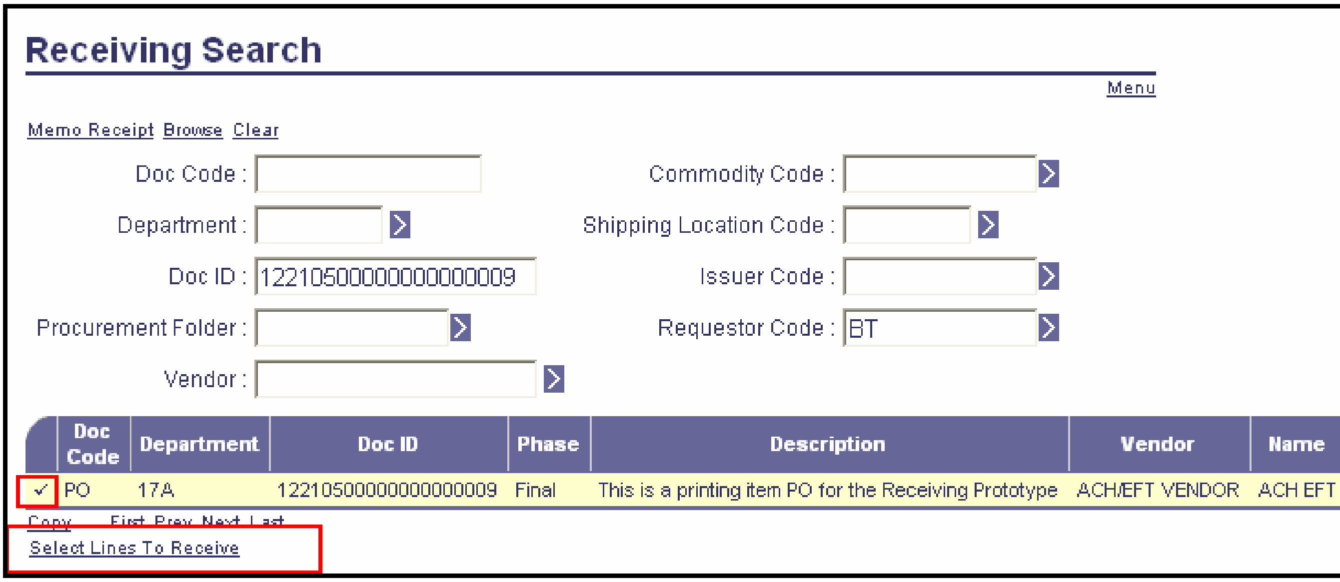
- Department staff will use the Receiving Search (RCSRCH) page to select the Award document (i.e., Purchase Order/Contract/Delivery Order) and item lines to be received.
- A Receiver (RC) document is automatically generated referencing the award. Department staff submits the receipt.
- Users can attach a file (such as the scanned packing slip) to the Receiver as needed.

Create an RC document

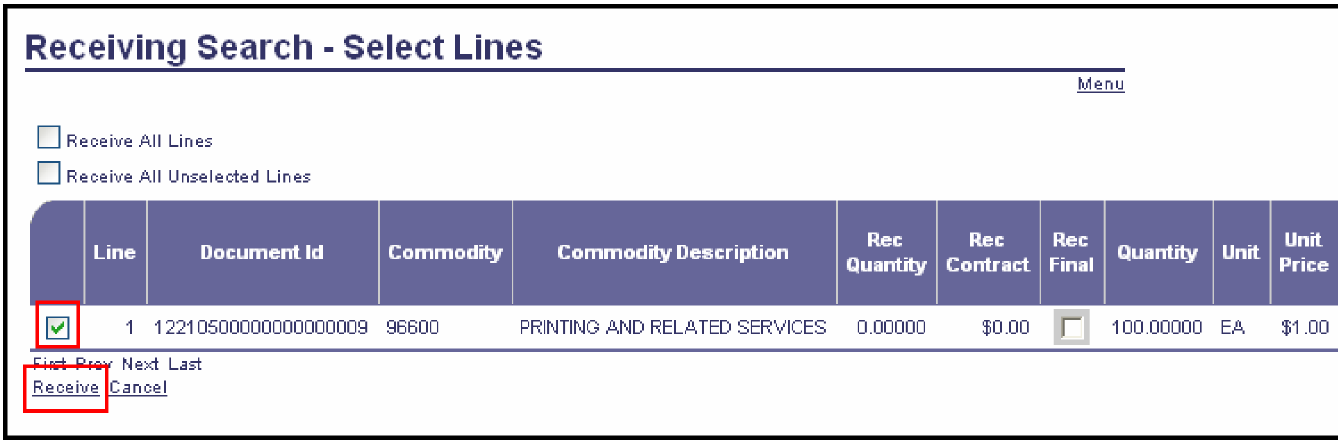
The process to record a Receiving Report (RC) is as follows:

Step 1: Access the Procurement workspace and click Receiving, then click Receiving search.

Step 2: Find the Award Document (PO, DO) for which you wish to record by executing a search using any or all of the following parameters: Document Code, Department Code, Document ID, Procurement Folder, Vendor Code, Commodity Code, Commodity Description, Shipping Location Code, Issuer Code, Requestor Code.



Step 3: Once the award document has been found, you can select the individual commodity lines to receive. In the Results Grid select the award in question and click on the Select Lines to Receive link. The Receiving Search Select Lines page will open.



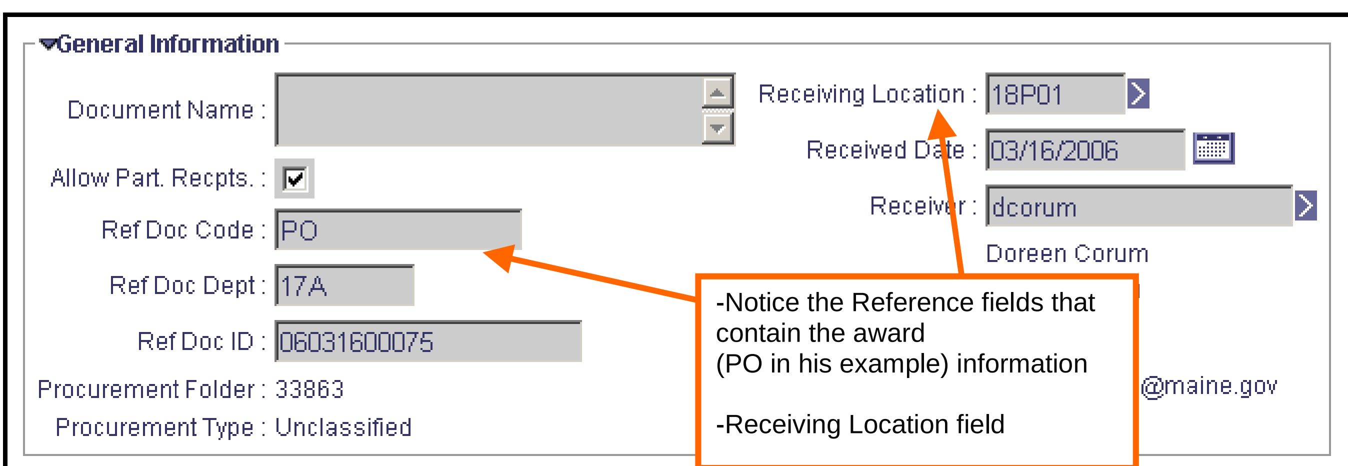
Step 4: Select lines to add to the receiving report. This page allows you to select the lines that you want to receive. You can do this in one of three ways:

- Individually select the lines that you want to receive.
- Select the **Receive All Lines** option – This will select all of the lines for you.
- Select the **Receive All Unselected Lines** option – This will receive only those lines that you do not have selected. Use this option if you have multiple lines that you want to receive and only a few lines that you do not want to receive.

After you have made one of the above listed selections, you can click on the **Receive** link, or select **Cancel** to return to the Receiving Search page.

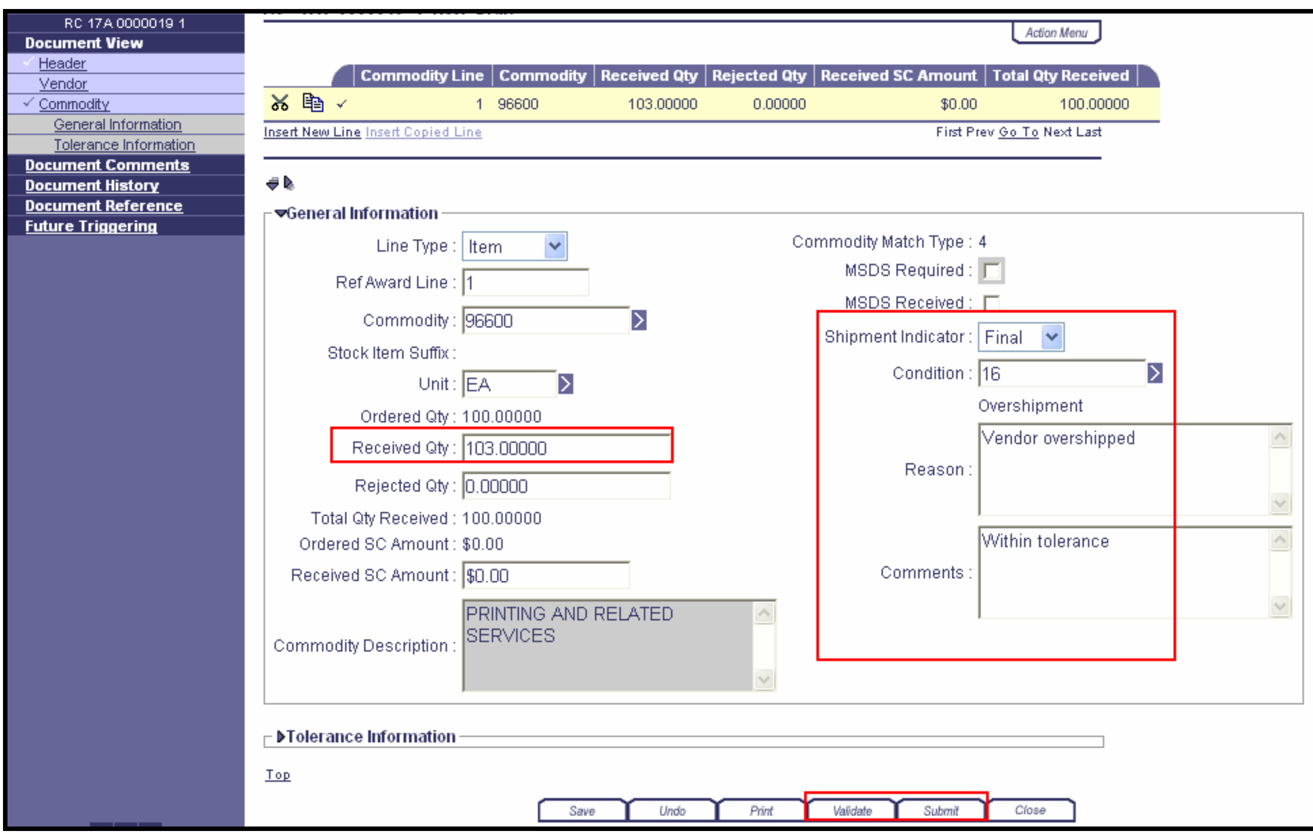
The RC Header page opens.

Step 5: Complete the **General Information** section of the Header. The only field required in this section is the **Receiving Location** field.



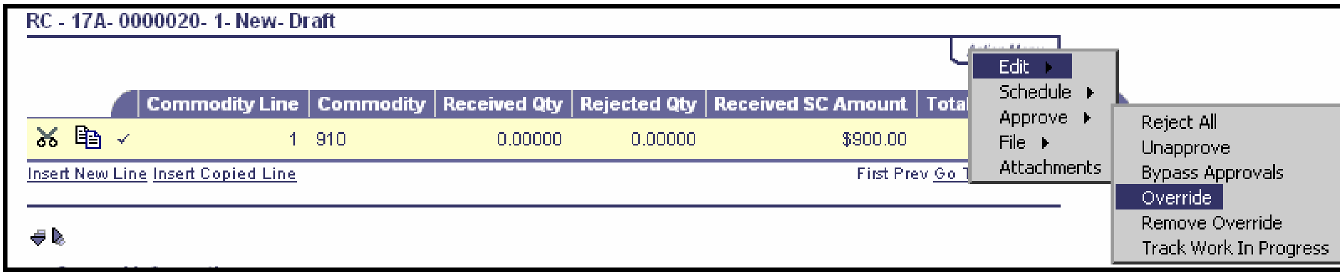
Step 6: Complete the Commodity Section. The commodity section is where you record the quantity received or the quantity rejected.

- The **Received Qty** is the count of the number of units received (Conditionally Required).
- The **Rejected Qty** is the count of the number of units rejected and sent back to the Vendor for whatever the reason (Conditionally Required).
- The **Shipment Indicator** field is used on the Receiver to determine how the Order should be referenced.
    a. **Partial** – When this line on the Receiving Report should close only a part of the referenced award document, then the partial type is used. This is the default reference type for most situations.
    b. **Final** – When the line on the Receiving Report should close out the remainder of a referenced document, then the final type is used. Common logic determines this reference type in the certain situation where the referencing line amount is equal to or greater than the referenced award amount.
- A **Condition** code must be provided in the case where a partial receipt is recorded. Similarly, if the received quantity exceeds the contract amount but within tolerances a valid condition code must be provided.
- For underages and overages you must document a reason in the **Reason** field (Conditionally Required).



Step 7: Validate and check for errors.

When “Validate” is clicked, an error stating that an override is required to close order short will appear. Apply Override finish submitting by clicking “Submit”

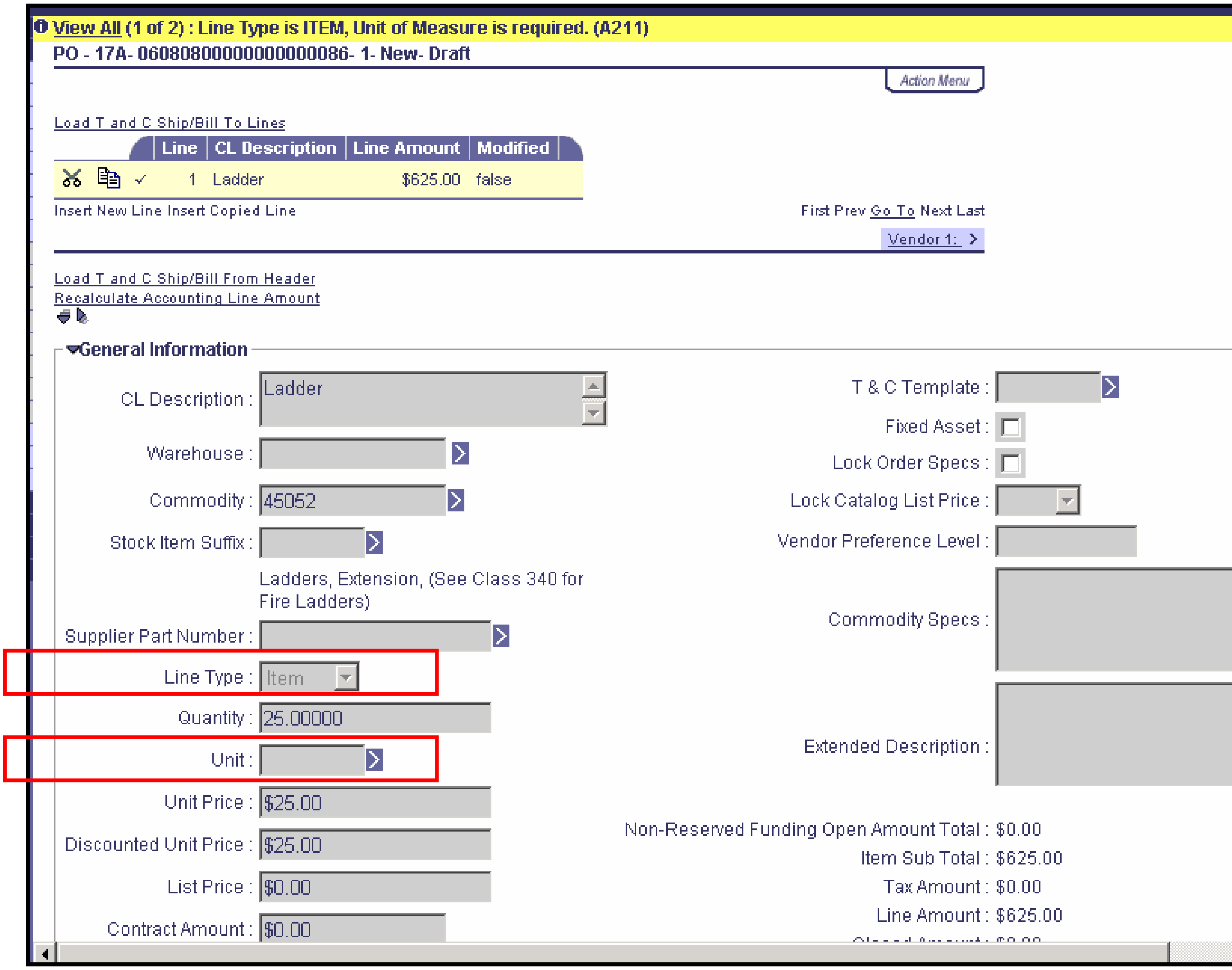


8--Error Messages and Handling

A common error message that you may receive on a Procurement document is:

Line Type is ITEM, Unit of Measure is required.

If you receive this error, navigate to the **Commodity** line from the Secondary Navigation panel. At the **Line Type** field, click the drop down menu and select **ITEM**. Click the Pick list next to the **Unit** field and select the appropriate unit.



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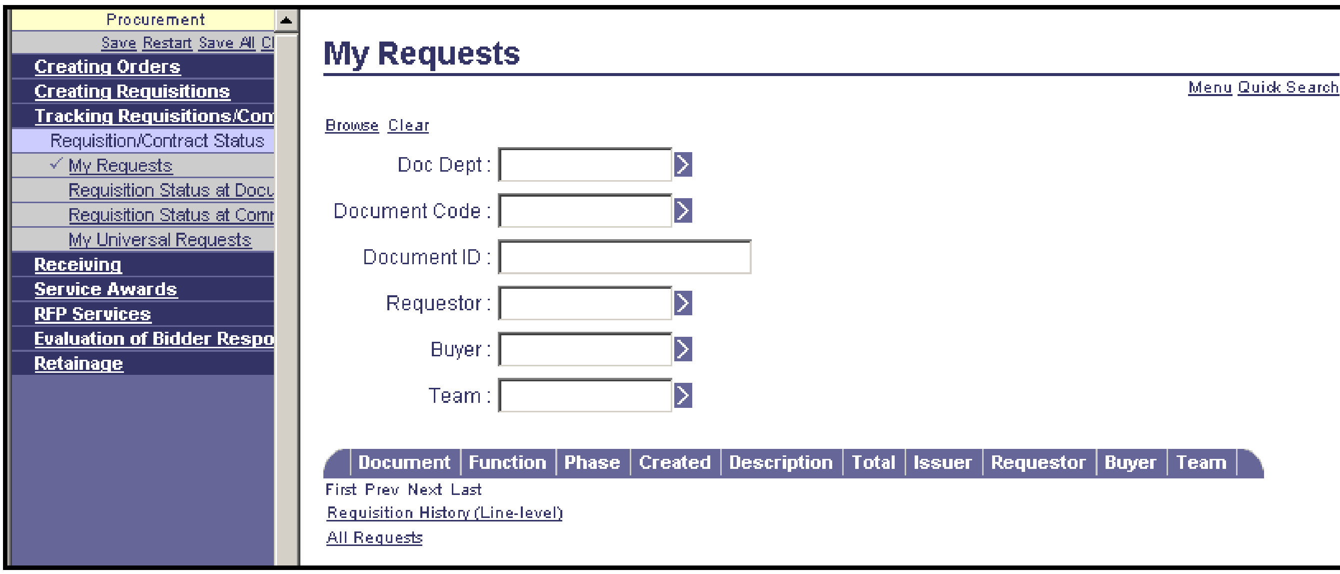
9--Online Inquiries

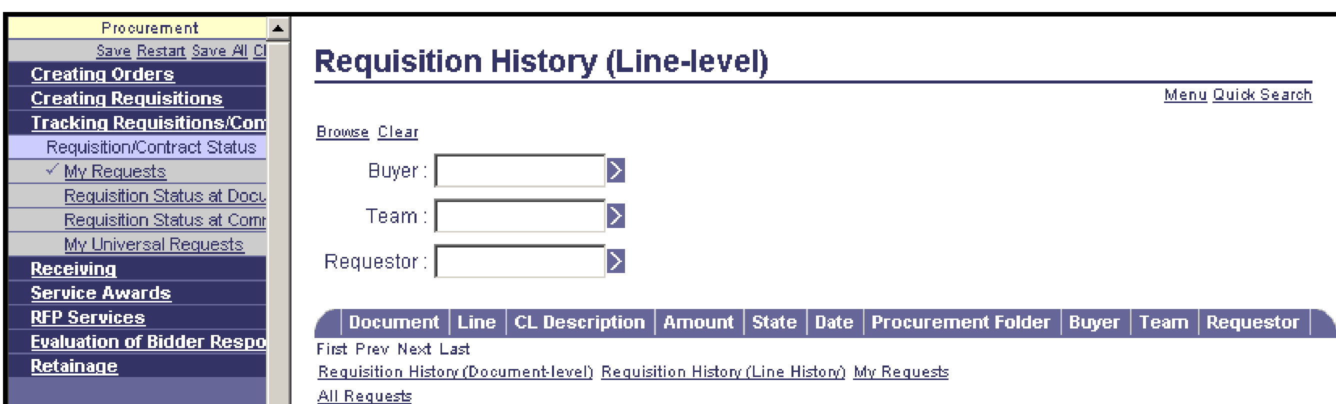
Requisition Status

The Requisition History inquiry allows users to track the progress of Requisitions and Universal Requestor Documents as they advance through the procurement life cycle. Go to the Procurement Workspace and click Tracking Requisitions/Contracts. You can look up your document 4 different ways depending on how and what you want to search on.

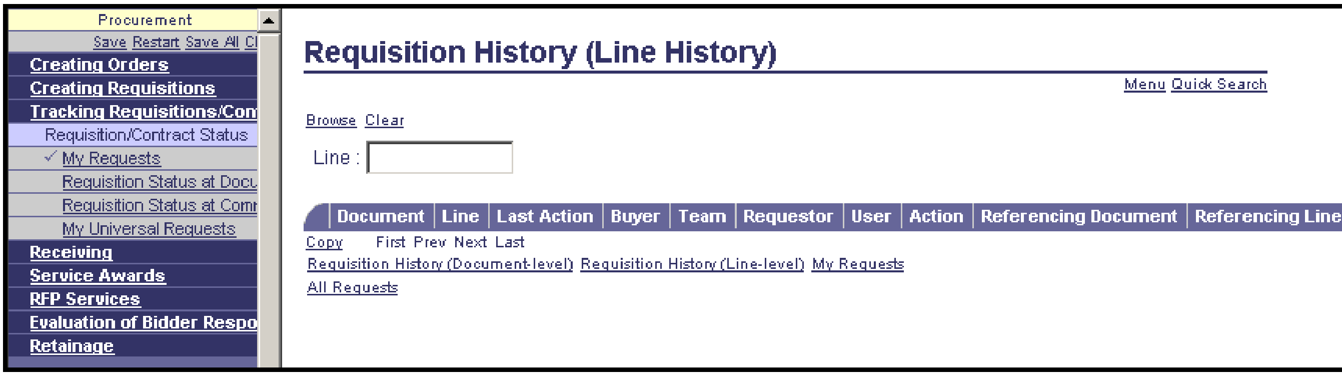
The 1st way is to click My Requests



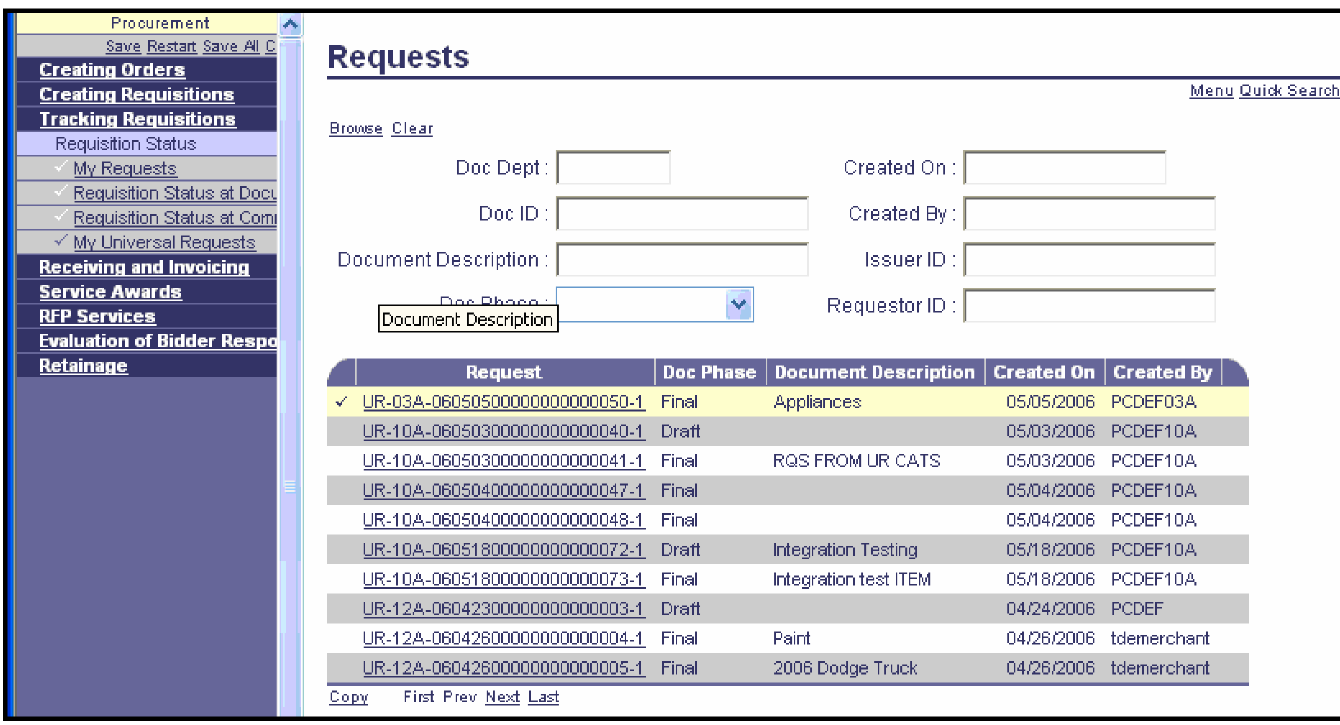
The second way is to click on Requisition History (Document-level) via the My Request page

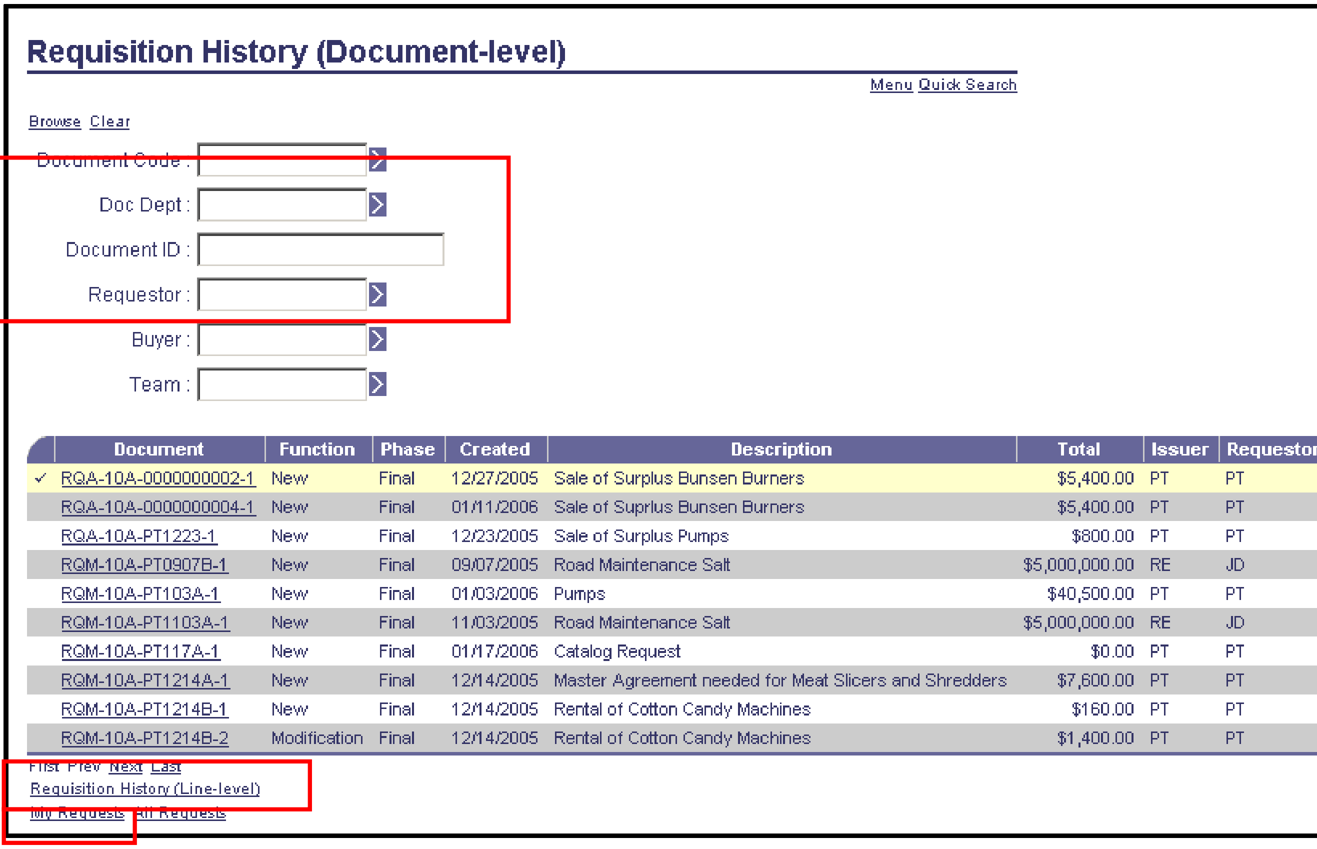


The 3rd way is to click on Requisition History (Line-level) via the Requisition History (Document-level) page



And the 4th way is to click <u>My Universal Requests</u>





Requisition History (Document-level)

Menu Quick Search

Browse Clear

Document Code :

Doc Dept :

Document ID :

Requestor :

Buyer :

Team :

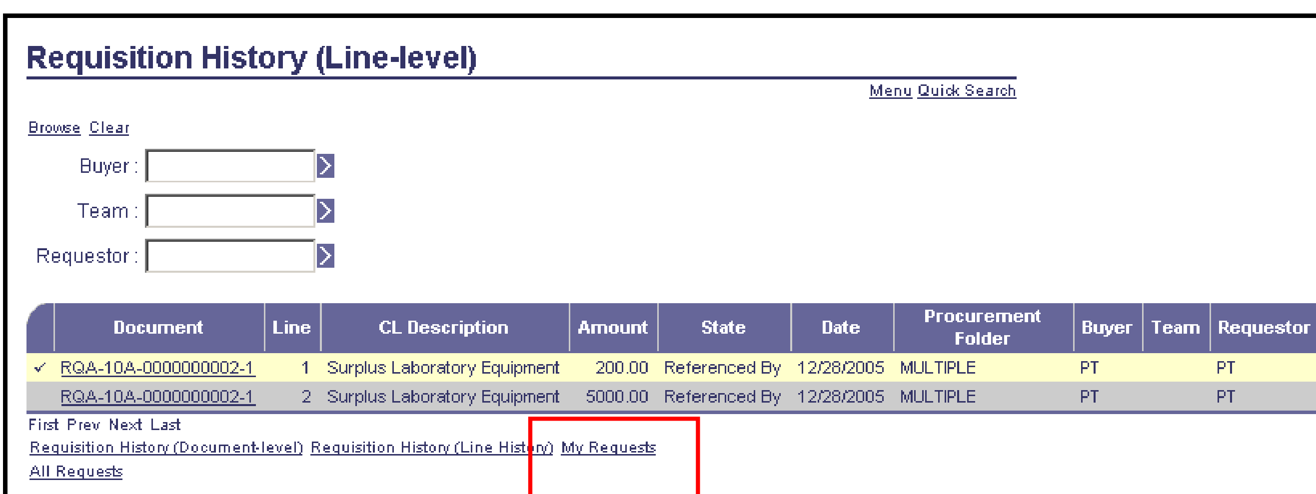
	Document	Function	Phase	Created	Description	Total	Issuer	Requestor
✓	RQA-10A-0000000002-1	New	Final	12/27/2005	Sale of Surplus Bunsen Burners	$5,400.00	PT	PT
	RQA-10A-0000000004-1	New	Final	01/11/2006	Sale of Suprlus Bunsen Burners	$5,400.00	PT	PT
	RQA-10A-PT1223-1	New	Final	12/23/2005	Sale of Surplus Pumps	$800.00	PT	PT
	RQM-10A-PT0907B-1	New	Final	09/07/2005	Road Maintenance Salt	$5,000,000.00	RE	JD
	RQM-10A-PT103A-1	New	Final	01/03/2006	Pumps	$40,500.00	PT	PT
	RQM-10A-PT1103A-1	New	Final	11/03/2005	Road Maintenance Salt	$5,000,000.00	RE	JD
	RQM-10A-PT117A-1	New	Final	01/17/2006	Catalog Request	$0.00	PT	PT
	RQM-10A-PT1214A-1	New	Final	12/14/2005	Master Agreement needed for Meat Slicers and Shredders	$7,600.00	PT	PT
	RQM-10A-PT1214B-1	New	Final	12/14/2005	Rental of Cotton Candy Machines	$160.00	PT	PT
	RQM-10A-PT1214B-2	Modification	Final	12/14/2005	Rental of Cotton Candy Machines	$1,400.00	PT	PT

First Prev Next Last

Requisition History (Line-level)

My Requests All Requests

Clicking Requisition History (Line Level) link opens a new inquiry that shows all the commodity line items for the Requisition selected in the grid.



Requisition History (Line-level)

Menu Quick Search

Browse Clear

Buyer :

Team :

Requestor :

	Document	Line	CL Description	Amount	State	Date	Procurement Folder	Buyer	Team	Requestor
✓	RQA-10A-0000000002-1	1	Surplus Laboratory Equipment	200.00	Referenced By	12/28/2005	MULTIPLE	PT		PT
	RQA-10A-0000000002-1	2	Surplus Laboratory Equipment	5000.00	Referenced By	12/28/2005	MULTIPLE	PT		PT

First Prev Next Last

Requisition History (Document-level) Requisition History (Line History) My Requests

All Requests

Clicking the My Requests link transitions the user to a similar inquiry but it pre-filters to show only Request initiated by the user viewing the inquiry. The My Requests inquiry can also be accessed from Page Search using the page code.

My Requests

Menu Quick Search

Browse Clear

Doc Dept :

Document Code :

Document ID :

Requestor :

Buyer :

Team :

	Document	Function	Phase	Created	Description	Total	Issuer	Requestor	Buyer	Team
✓	RQA-10A-0000000002-1	New	Final	12/27/2005	Sale of Surplus Bunsen Burners	$5,400.00	PT	PT	PT	

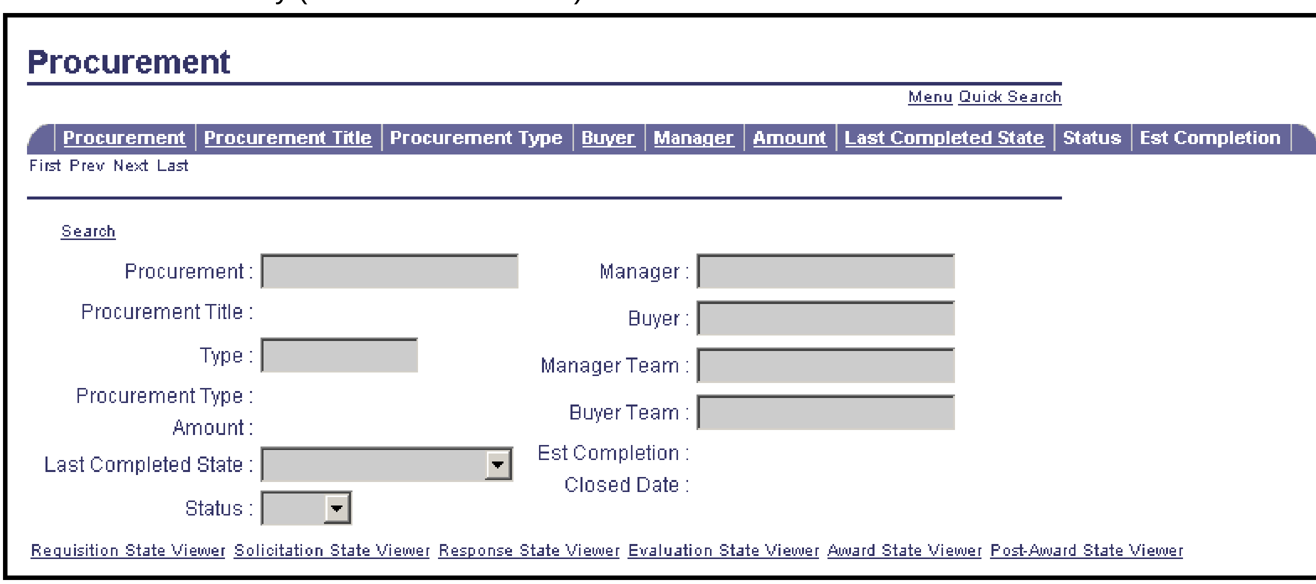
First Prev Next Last

Requisition History (Line-level)

All Requests

Theses actions record on the Requisition History table:

- **Approved** – The Requisition updates the Requisition History table after the final approval with the following: **Type of Action** equal to *Approved*, the **User ID** of the approver, the **Document Number** and **Line Number** of the Requisition and the **Date** of the Approval.
- **Assigned to Buyer** – The Requisition updates the Requisition History table after it has been marked *Final* and a buyer or workload team has been assigned with the following: **Type of Action** equal to *Assigned to Buyer*, the *Name of the Buyer* or *Workload Team*, the **User ID** associated with the Requisition document, and the **Date** the Requisition document was accepted.
- **Cancelled (Requisition)** – A cancellation Requisition that has been approved and marked *Final* updates the Requisition History table with the following: **Type of Action** equal to *Cancelled*, the **User ID** associated with the cancellation document, the **Document Number** and **Line Number** of the cancellation, and the **Date** of the cancellation.
- Cancelled Award/Solicitation
- Closed Award Line
- **Modified** – a modification to a Requisition that has been approved and marked *Final,* updates the Requisition History table with the following: **Type of Action** equal to *Modified*, the **User ID** associated with the modification document, the **Document Number** and **Line Number** of the modification, and the **Date** of the modification.
- Procurement Number Changed
- Referenced by (Award or Solicitation)



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10-- Reporting

InfoAdvantage is used to generate Procurement reports, which are listed below:

- Awards by Buyer
- Awards by Vendor
- Awards by Department
- Awards with Recycled Items
- Code of Conduct report
- Master Agreement report

An example Awards by Department

REPORT ID: PR07
RUN DATE: [illegible]
RUN TIME: [illegible] AM

INFOADVANTAGE
STATE OF MAINE
DIVISION OF PURCHASES
REPORT OF AWARDS BY DEPARTMENT
07/01/2005 to 06/30/2006

COVER PAGE

PARAMETERS AND PROMPTS

DEPARTMENT: %
REPORT BEGIN DATE: 07/01/2005
REPORT END DATE: 06/30/2006

03B

	AWARD DOCUMENT	VENDOR	COMMODITY SERVICE/DESCRIPTION	DOCUMENT AMOUNT	DOCUMENT DATE
	03B PO 06052300000000000153	ROBERT H JENKINS	Plumbing parts	2,683.27	5/23/2006
PO					
	SUB TOTAL COUNT FOR PO:	1	SUB TOTAL AMOUNT FOR PO:	2,683.27	
	TOTAL COUNT FOR DEPT: 03B:	1	TOTAL AMOUNT FOR DEPT: 03B:	2,683.27	

03F

	AWARD DOCUMENT	VENDOR	COMMODITY SERVICE/DESCRIPTION	DOCUMENT AMOUNT	DOCUMENT DATE
	03F PO 06052300000000000152	ROBERT H JENKINS	Consulting Fees	13,689.00	5/23/2006
PO					
	SUB TOTAL COUNT FOR PO:	1	SUB TOTAL AMOUNT FOR PO:	13,689.00	
	TOTAL COUNT FOR DEPT: 03F:	1	TOTAL AMOUNT FOR DEPT: 03F:	13,689.00	

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11-- Exercises

NOTE: These exercises may also be run within the AdvantageME Learning Environment. For access please see the AdvantageME website http://inet.state.me.us/osc/contactus

Exercise 1 – Create a Standard Requisition (RQS) Document from Pre-Encumbering Requisition Search

Exercise 2 – Create a Delivery Order from the MA Search

Exercise 3 – Create a Purchase Order (PO) from the Document Catalog

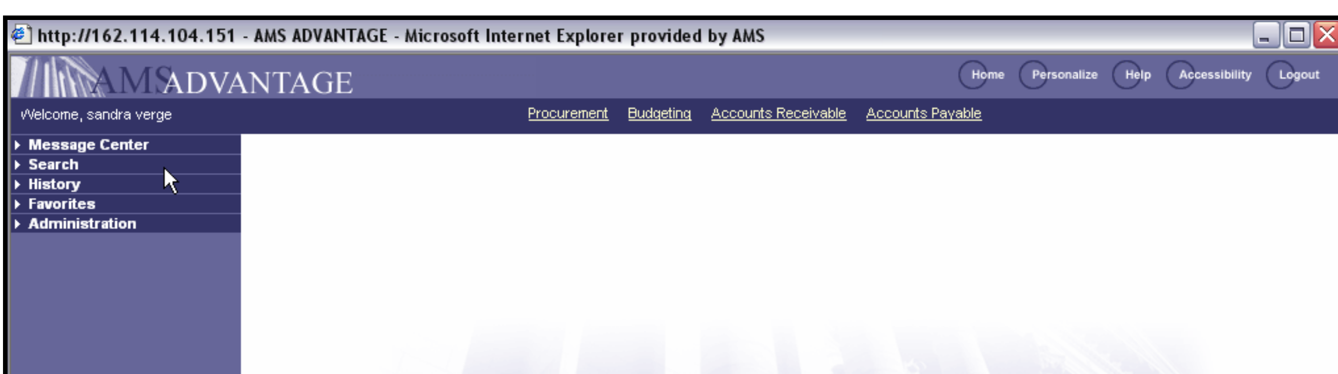
Exercises – Logging In to AdvantageME

You use a Student ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment is assigned along with a new password when AdvantageME is implemented.

From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Student ID posted on the PC. **NOTE: User Names are case sensitive.**
Password	Enter your Password and click **Login**. **NOTE: Passwords are case sensitive.**

The Home Page appears.



Exercise 1 — Create a Standard Requisition (RQS) document

Scenario

The Department of Agriculture wants to purchase barrel pumps. Request the item through the Pre-encumbering Requisition Search.

Task Overview

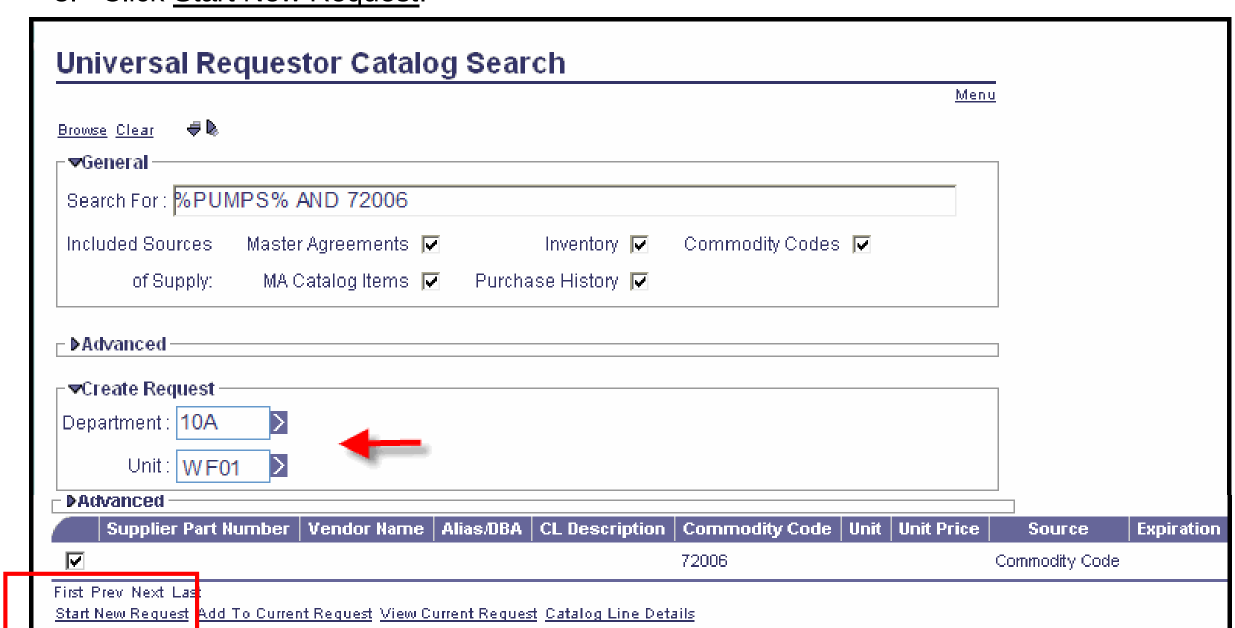
Login to AdvantageME using your Student ID and password and search for URCATS.

Procedures

1. From the Primary Navigation Panel, click Procurement workspace.
2. On the Secondary Navigation Panel, click **Creating Requisitions**.
3. Click Pre-Encumbering Requisition Search. The Universal Requestor Catalog Search page opens.
4. In the **Search for** field, enter **%pumps% AND 72006.**
5. Click Browse.
6. Check the box next to the selected commodity (72006).
7. Expand the **Create Request** section. Populate the following fields:

Required Fields	Values
Department	18P
Unit	WF01

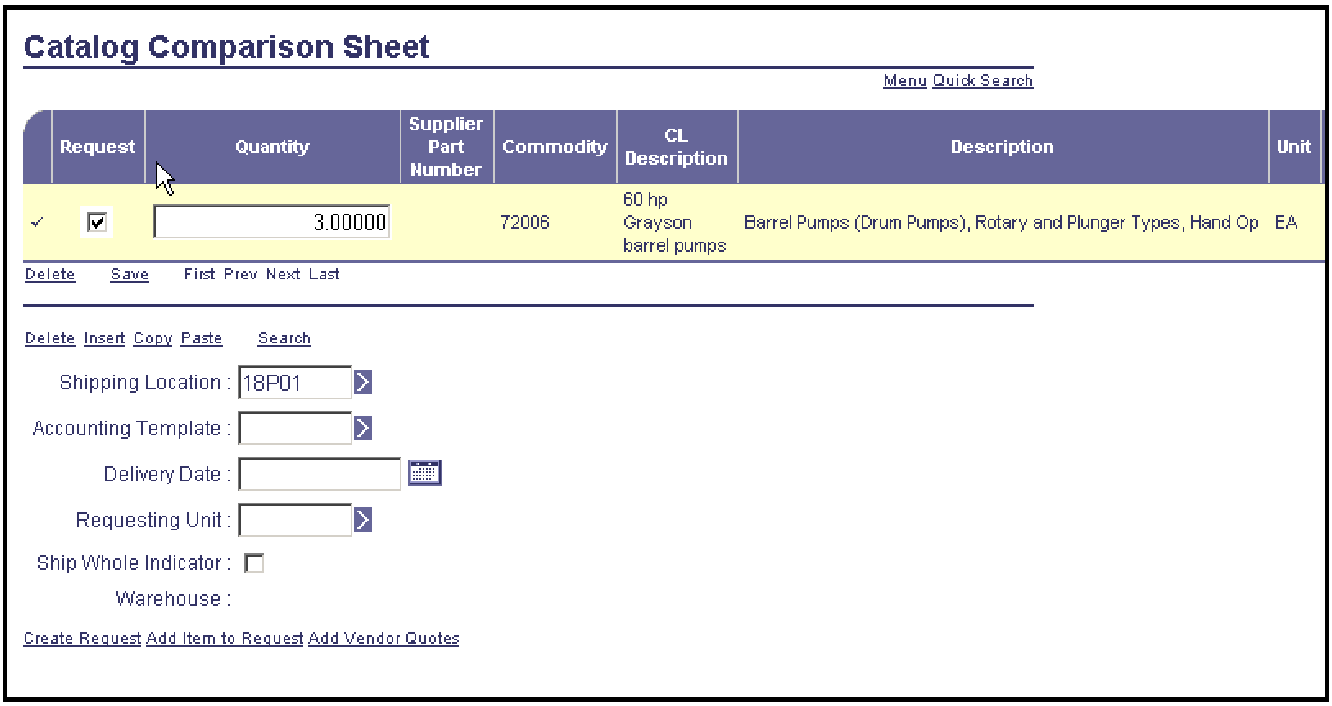
8. Click Start New Request.



9. The Catalog Comparison Sheet page opens. Enter the following information:

Required Fields	Values
Request	Check the box
Quantity	3

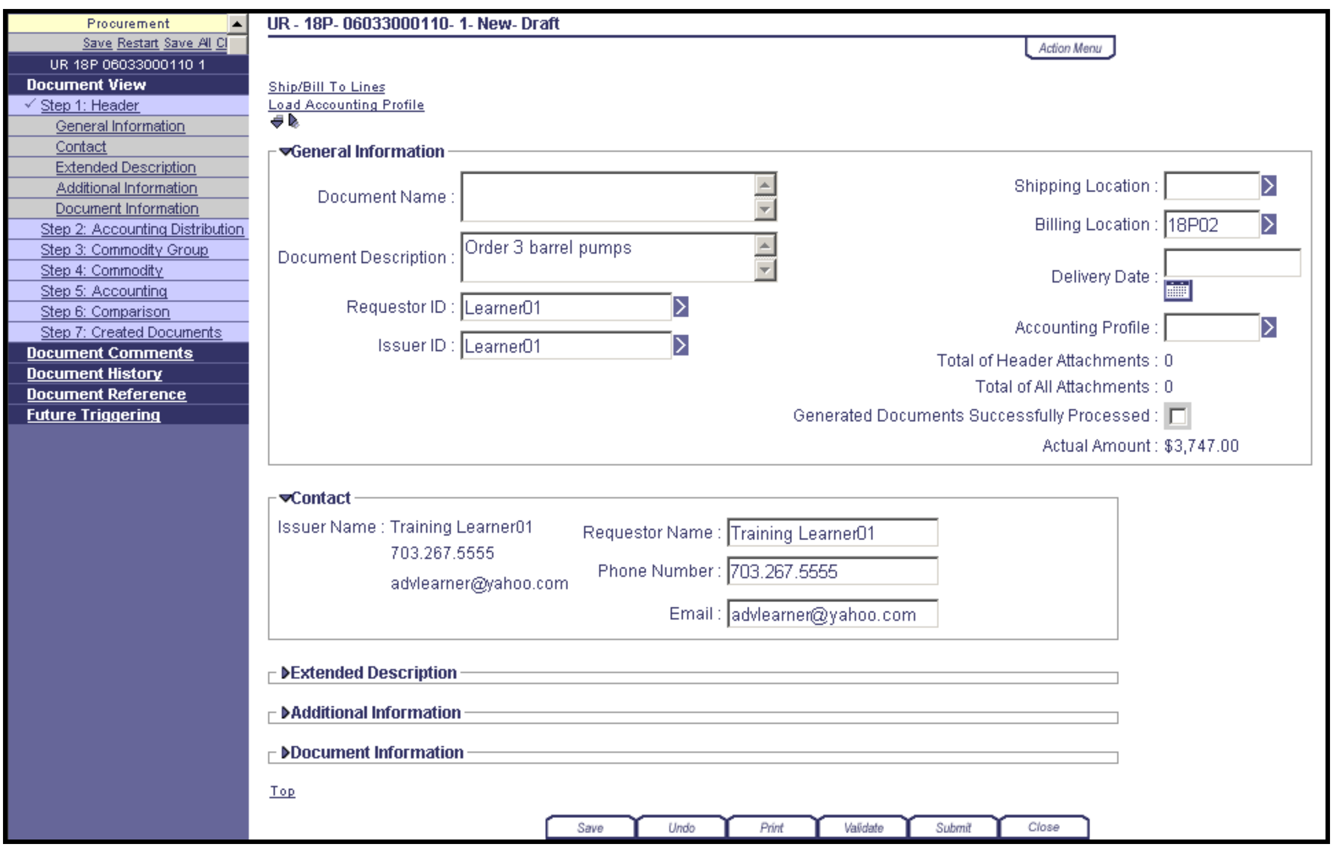
10. Click Create Request.



11. The UR document page opens to the **Header** section.
12. Enter the following information in the **General Information** section:

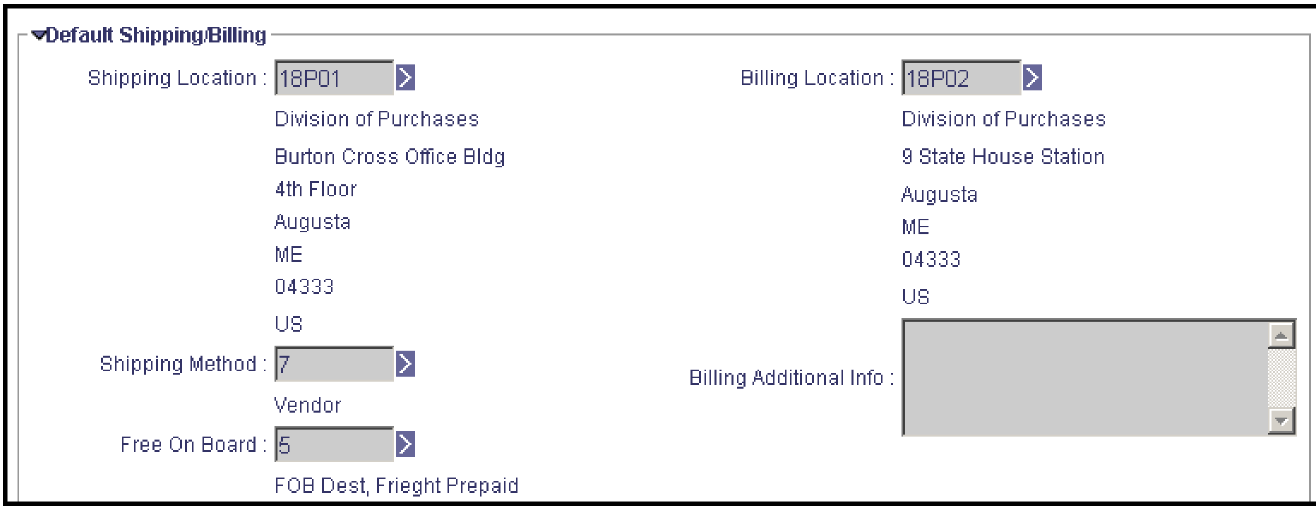
Required Fields	Values
Document Description	3 barrel pumps
Requestor ID	Click the Pick List. Search for and select your LearnerID on your Student card (where xx is your Student ID#)
Shipping Location	Click the Pick List; browse on Department (18P). Select 18P01.
Billing Location	Click the Pick List; browse on Department (18P). Select 18P02.

Click **Save**.



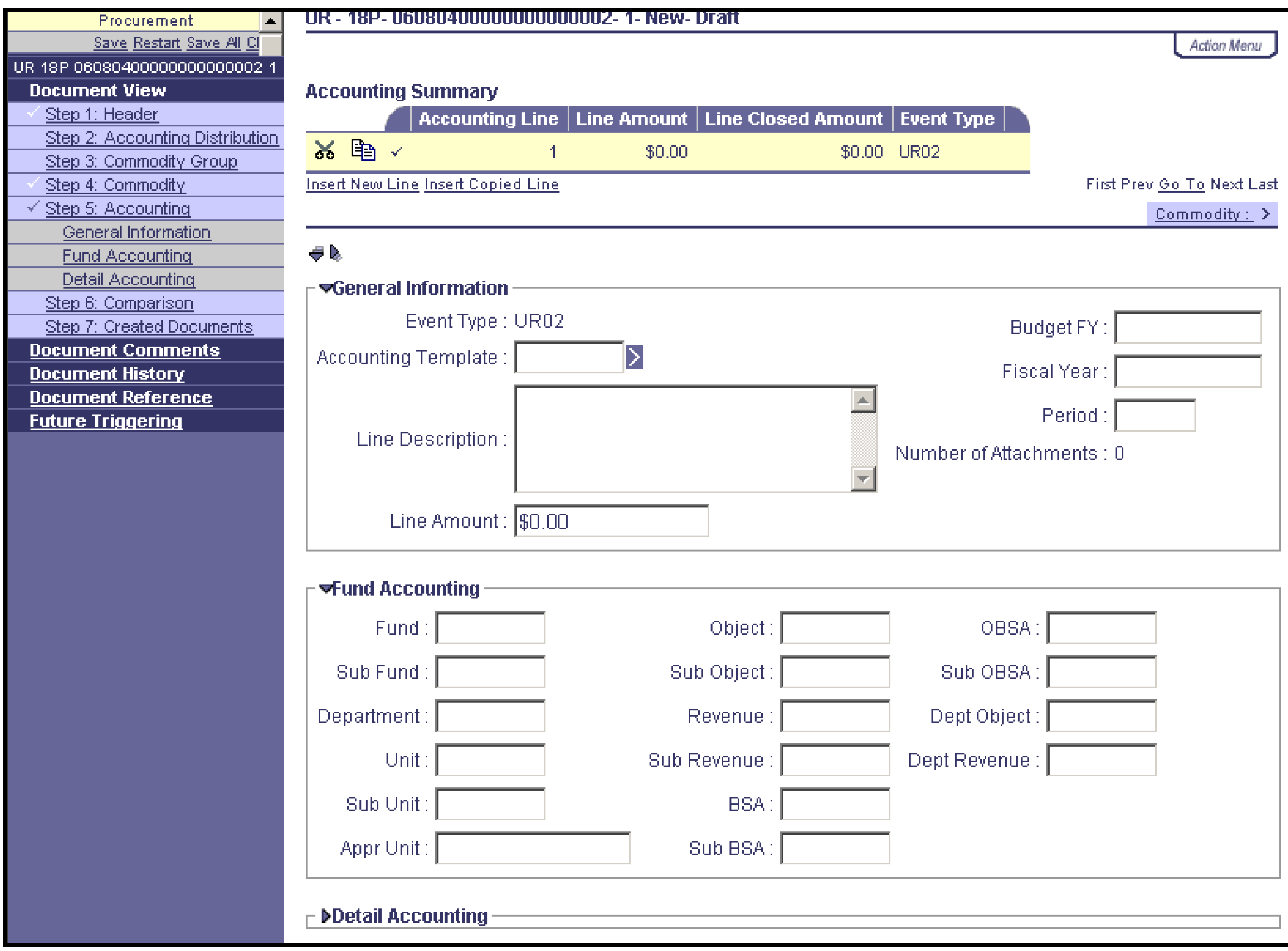
Click **Step 4: Commodity** from the Secondary Navigation Panel. The page opens to the **General Information** section.

13. In the **Unit** field, enter **EA**.
14. All **Shipping/Billing** information is inferred from the Catalog Comparison sheet and Header.



15. Click **Step 5: Accounting** from the Secondary Navigation Panel.
16. Click Insert New Line.
17. Click **Fund Accounting.** Enter the following information:

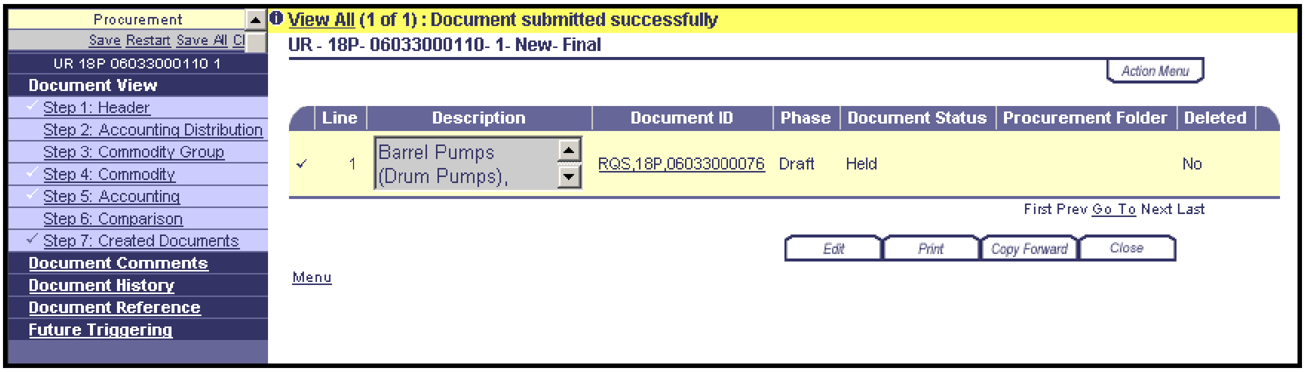
Required Fields	Values
Fund	Please refer to your Student ID Card
Dept	Please refer to your Student ID Card
Unit	Please refer to your Student ID Card
Sub Unit	Please refer to your Student ID Card
Object	Please refer to your Student ID Card



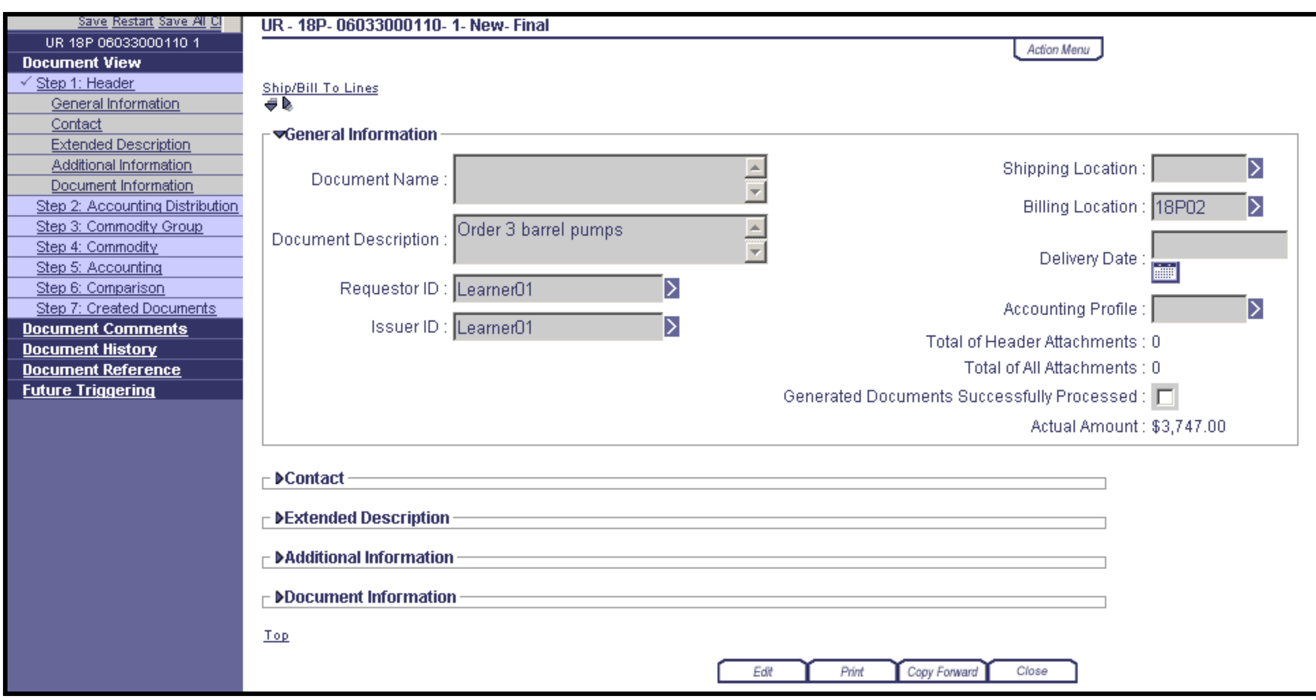
18. Click **Validate**. Check for errors. If errors are found, correct all errors and click **Validate** again.
19. Click **Submit**.

Note: UR documents do not enter workflow for approval and submits to a Final phase.

20. Click **Step 7: Created Documents** from the Secondary Navigation Panel. The page opens and Line 1 is checked, which displays RQS, 18P, xxxxx under the Document ID column.



21. Click RQS, 18P, xxxxx.
22. The RQS document page opens to the **Header** section. Notice the document is now a New Draft document.
23. The **Document Description** field is inferred from the UR document. If necessary, edit the field to customize the description for this document.



24. View all completed fields of the document to verify that the information is correct.

Note: The Vendor line may be blank. It is optional on RQS documents, as items may be put out to bid.

25. Click **Validate**. Correct any errors and click **Validate** again.
26. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*. The document is now a New Final document in the Document Catalog.
27. Click **Close** to exit the document. Click **Home** to reset the navigation.

NOTE: To create a Confirming Requisition, at Step 7: Created Documents, click the link to the RQS and in the Header section, click 'Edit'.

1. Enter Document Description (if not yet populated)
2. Click Extended Description and enter invoice number
3. Click Commodity
4. Verify Unit Price is actual price paid
5. Click Header, Action Menu
6. Click Attachments
7. Click Upload
8. Click Browse
9. Select file (scanned copy of invoice)
10. Click Upload
11. Click Return to Document
12. Click Document Comments
13. Click Insert
14. Enter 'Confirmation Only' in Subject
15. In Comment, enter reason for the purchase
16. Click Save, Back
17. Click Accounting
18. Verify Line Amount is correct (actual price paid)
19. In Commodity, click Recalculate Accounting Line Amount
20. Click Validate, Submit.

NOTE: To create a requisition (RQS) for an over $2,500 purchase made using quotes you received from multiple vendors; at Step 7: Created Documents, click the link to the RQS and in the Header section, click 'Edit':

1. Click Vendor; enter vendor/customer ID from pick list
2. Using the Action Menu, attach copies of the quotes received
3. Click Validate, Submit.

NOTE: To Create a Central Warehouse order:

1. Click Procurement
2. Click Central Warehouse Orders
3. In Search For: enter %central warehouse and commodity% (where commodity is the item you wish to order)
4. Deselect Inventory, Purchase History
5. Click Browse
6. Select Commodity and click Create Request
7. Populate Department and Unit (Work Flow)
8. Click Start New Request (at bottom of screen)
9. Click Request check box and populate Quantity
10. Select Delivery Date and click Create Request
11. Populate Document Description (in General Information block)
12. Populate Requestor ID with your Advantage ID
13. Populate Ship to and Bill to fields
14. Click Accounting, click Insert New Line
15. Click Fund Accounting, populate with correct account codes
16. Click Validate, correct any errors and click Submit
17. Click Created Documents
18. Click the link to the DO created
19. Click Validate, click Submit
20. The DO created then moves on to the Agency Manager for approval & if over $2,500 the Commissioner Designee before going to Central Warehouse for processing

Exercise 2 — Purchasing Inventory with a DO document

Scenario

The Department of Transportation needs to order traffic paint. You would like to distribute the accounting across different funds (70/30). In this situation, the department searches for the paint using the Universal Requestor Catalog Search (URCATS) and creates a Universal Requestor (UR) document, which automatically generates a DO document, to record the order of the item.

Task Overview

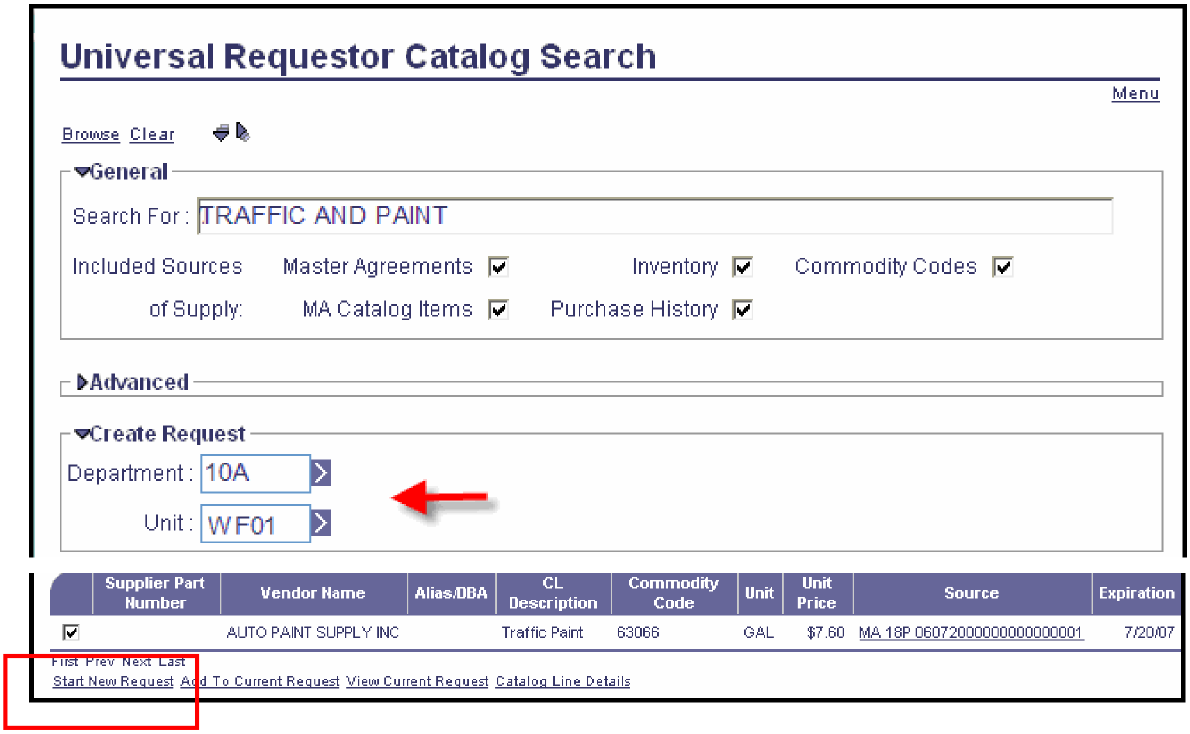
Login to AdvantageME using your Student ID and password and search for URCATS. Create one commodity line and distribute the accounting across two funds. Therefore, you will have two accounting lines.

Procedures

1. From the Primary Navigation Panel, click Procurement workspace.
2. On the Secondary Navigation Panel, click **Delivery Orders**. The Universal Requestor Catalog Search page opens.
3. In the **Search for** field, enter **Traffic AND Paint**
4. Click Browse.
5. Check the box on the line that contains the MA document.
6. Expand the **Create Request** section. Populate the following fields:

Required Fields	Values
Department	18P
Unit	WF01

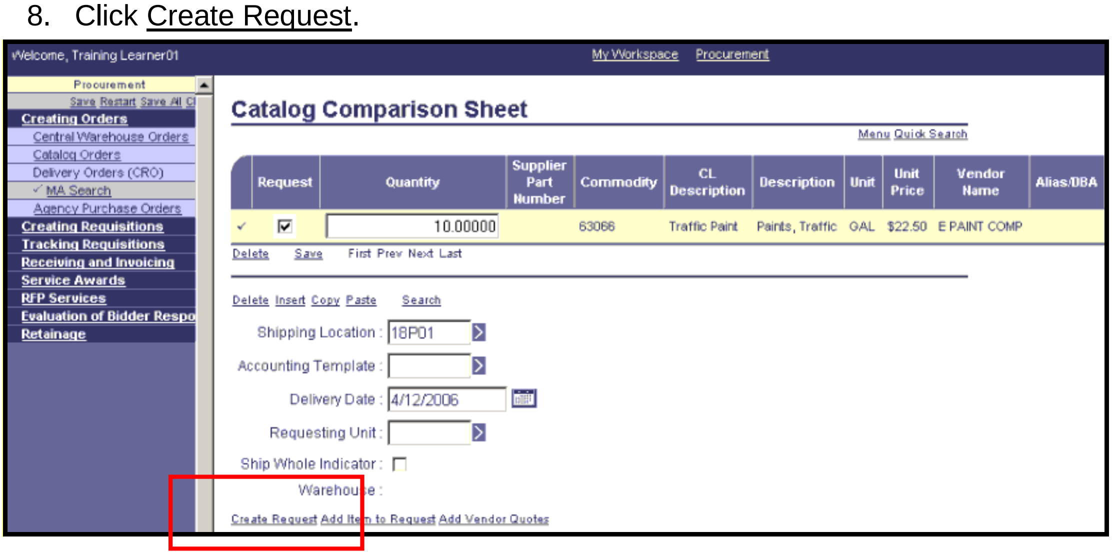
7. Click Start New Request.



The Catalog Comparison Sheet page opens. Enter the following information:

Required Fields	Values
Request	Check the box
Quantity	10

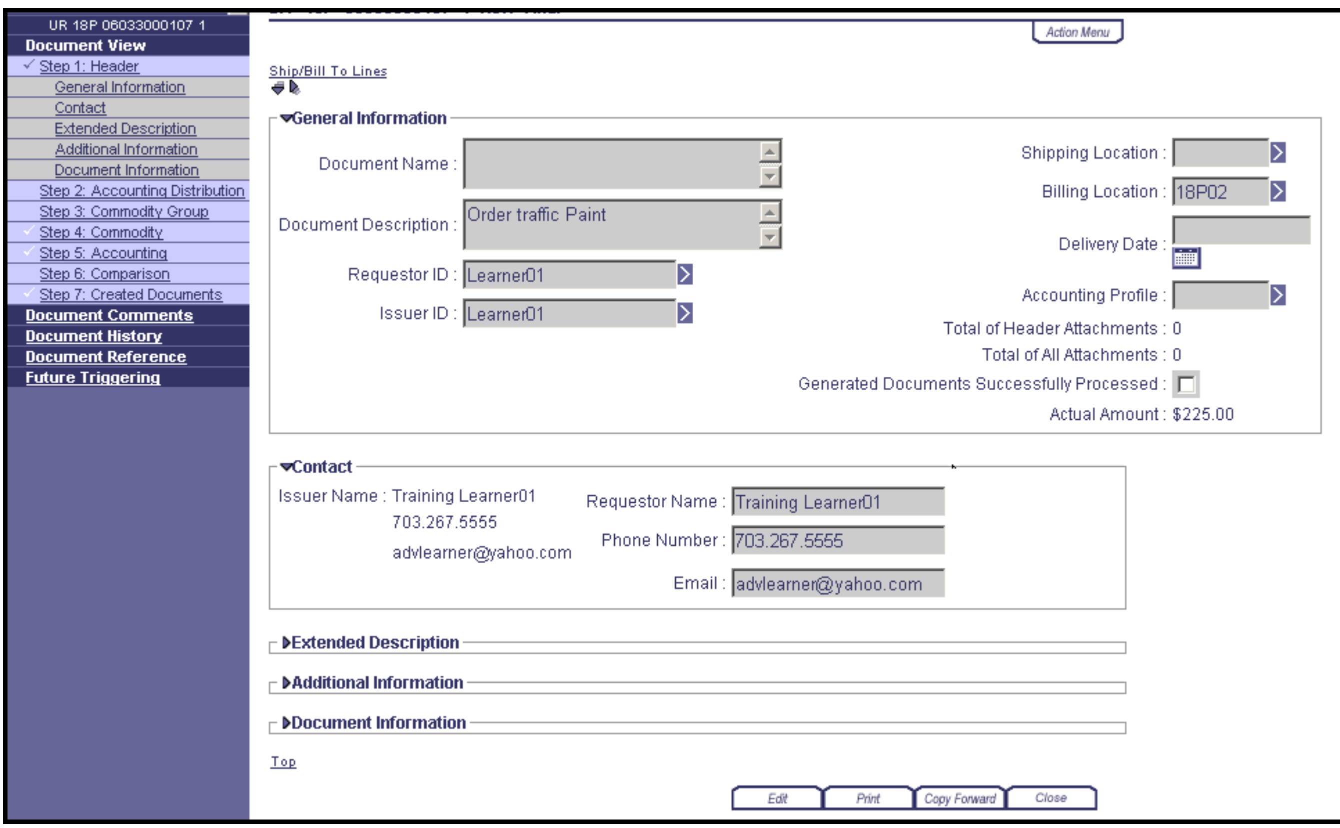
8. Click Create Request.



9. The UR document page opens to the **Header** section.
10. Enter the following information in the **General Information** component:

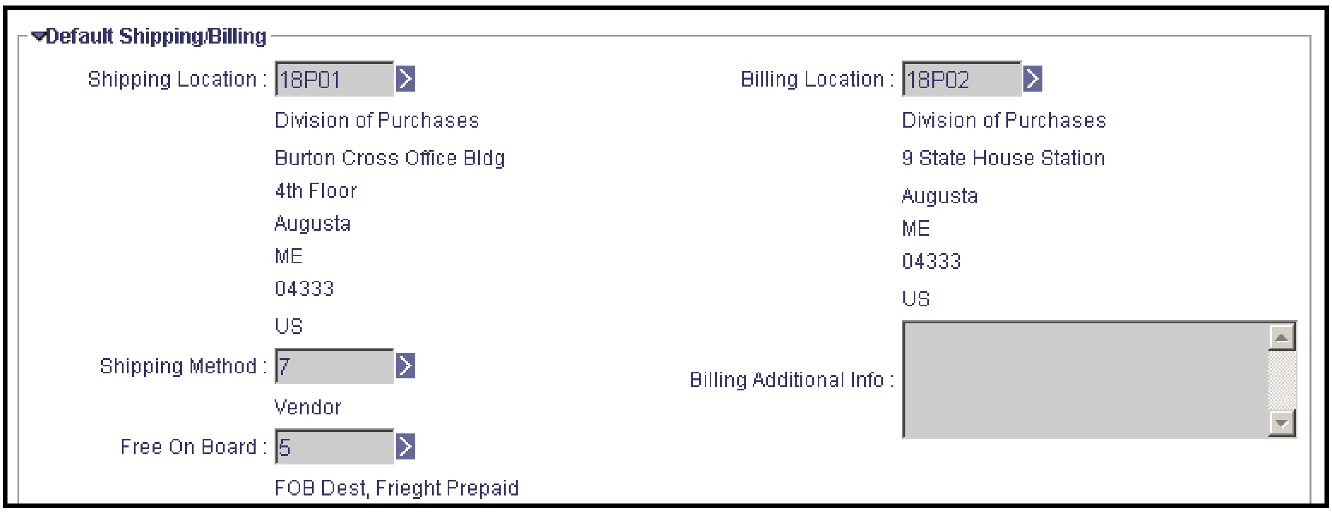
Required Fields	Values
Document Description	Order Traffic paint
Requestor ID	Click the Pick List, search for and select your Learner ID located on your Student Card
Shipping Location	Click the Pick List, search for Department (18P) using the **Department** field. Select 18P01
Billing Location	Click the Pick List, search for and select 18P02.

Click **Save**.



To enter yellow paint:

11. Click **Step 4: Commodity** from the Secondary Navigation Panel. The page opens to the **General Information** section. The information has transferred from the MA document and the Catalog Comparison Sheet.
12. In the **Extended Description** field, enter **Yellow paint**.
13. Click **Shipping/Billing.** Notice this has inferred from the Catalog Comparison Sheet and Header.



Click **Save**.

To Distribute the yellow paint:

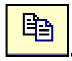
14. Click **Step 2: Accounting Distribution** from the Secondary Navigation Panel.
15. Click Insert New Line.
16. Enter the following information in the **General Information** component.

Required Fields	Values
Distribution %	70.00

17. Click **Fund Accounting.** Enter the following information:

Required Fields	Values
Fund	Please refer to your Student ID Card
Dept	Please refer to your Student ID Card
Unit	Please refer to your Student ID Card
Sub Unit	Please refer to your Student ID Card
Object	Please refer to your Student ID Card

18. Click **Save**.

19. Click the Copy icon .

20. Click Insert Copied Line.

21. Enter the following information in the **General Information** component.

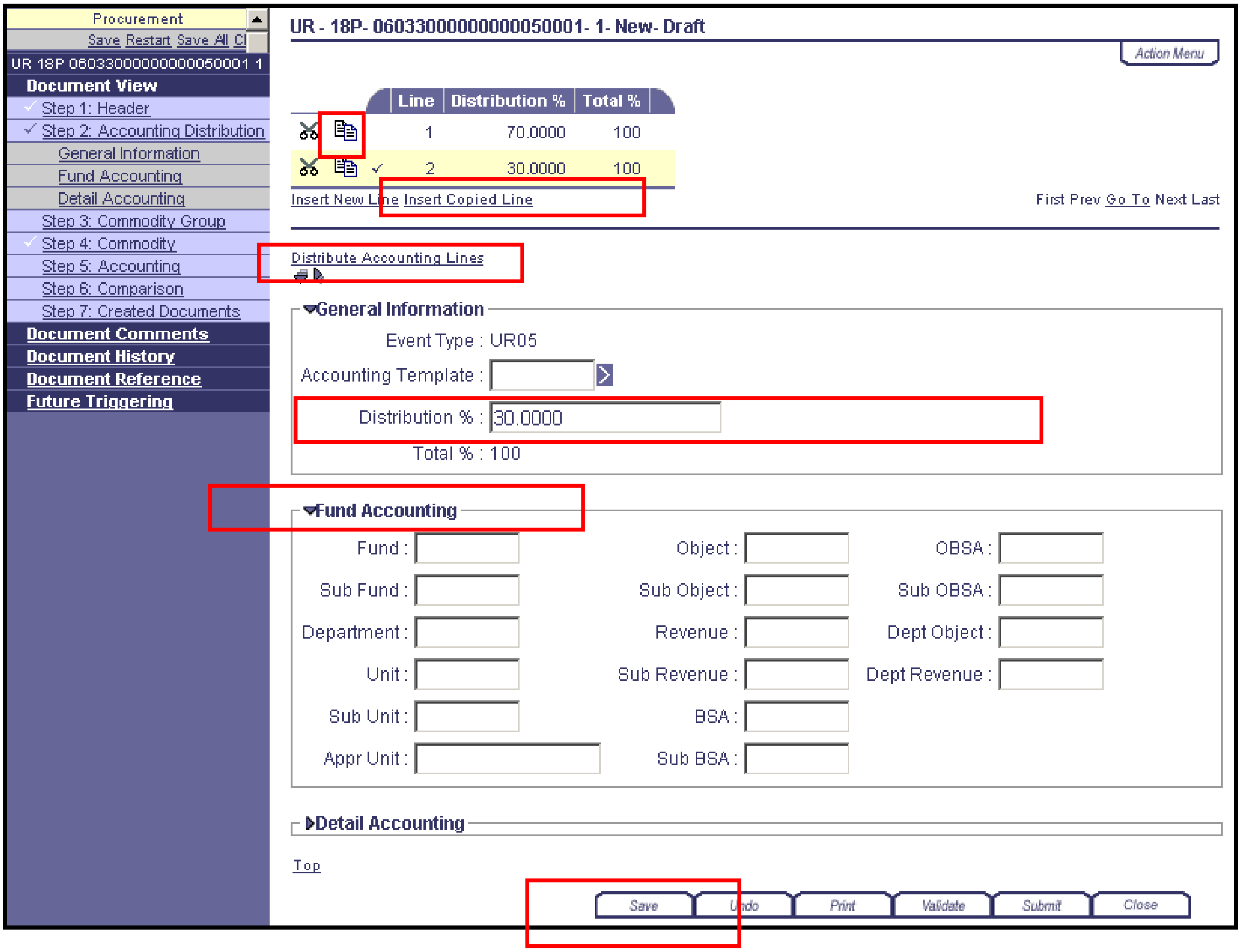
Required Fields	Values
Distribution %	30.00

22. Click **Fund Accounting.** Enter the following information:

Required Fields	Values
Fund	Please refer to your Student ID Card (Notice this may differ from your first entry)
Dept	Please refer to your Student ID Card (Notice this may differ from your first entry)
Unit	Please refer to your Student ID Card (Notice this may differ from your first entry)
Sub Unit	Please refer to your Student ID Card (Notice this may differ from your first entry)
Object	Please refer to your Student ID Card (Notice this may differ from your first entry)

23. Click **Save**.

24. Click Distribute Accounting Lines.



25. Click **Step 5: Accounting** from the Secondary Navigation Panel.

All information for both Commodity lines should carry forward from the Accounting Distribution section.

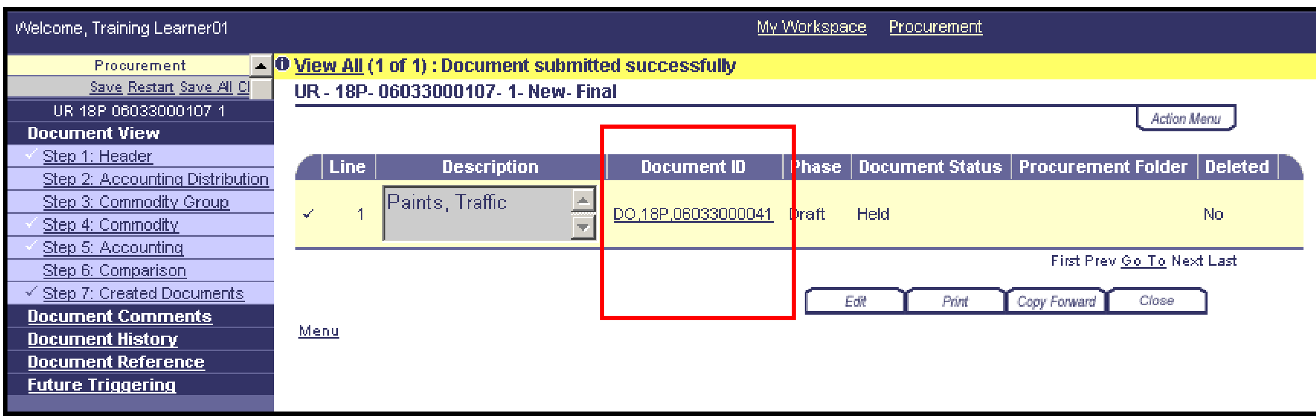
26. Click **Validate**. Check for errors. If errors are found, correct all errors and click **Validate** again.

27. Click **Submit**.

Note: UR documents do not enter workflow for approval and submits to a Final phase.

28. Click **Step 7: Created Documents** from the Secondary Navigation Panel. The page opens and Line 1 is checked, which displays DO, 18P, xxxxxxxxxx under the **Document ID** column.

29. Click DO, 18P, xxxxxxxxxx.

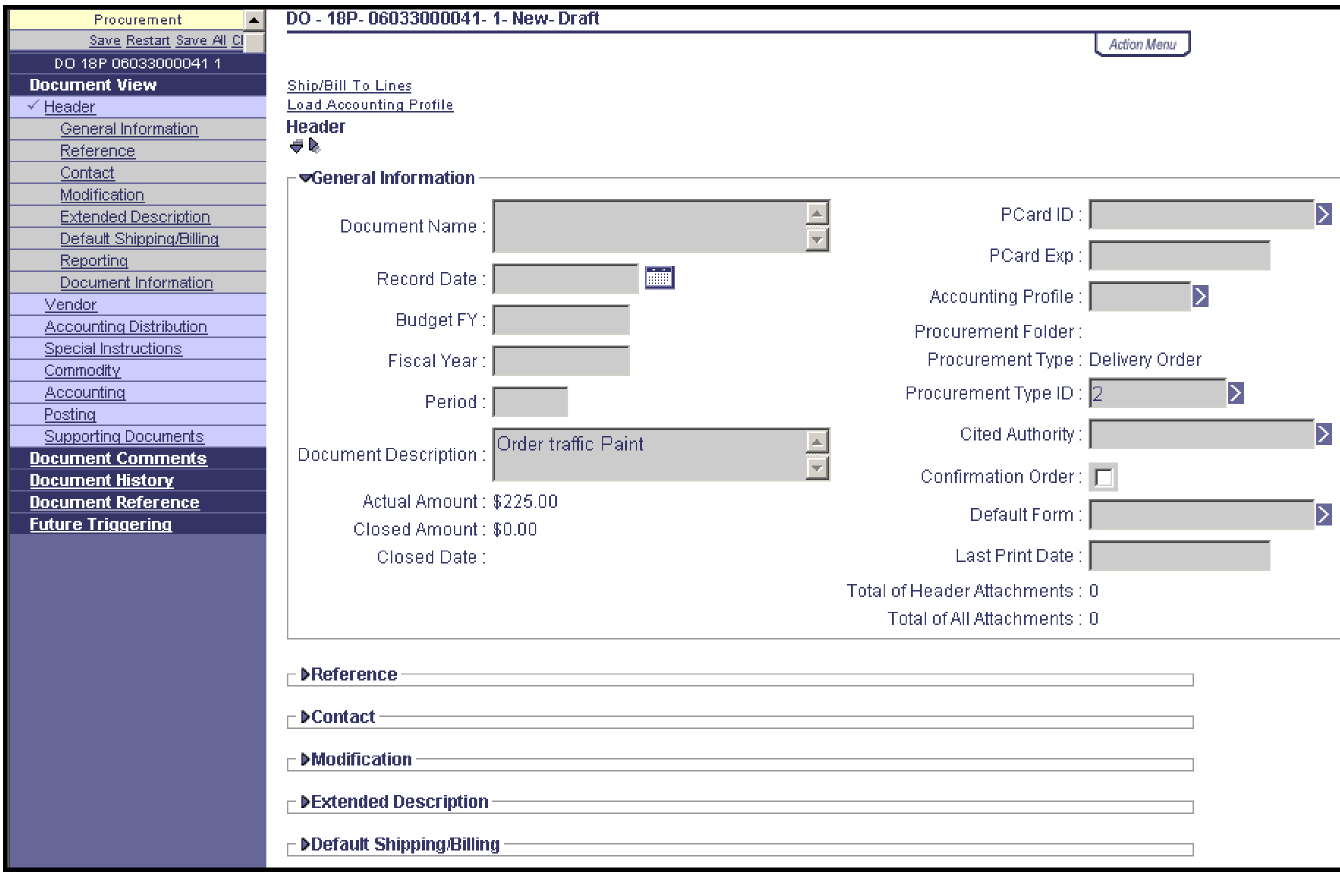


30. The DO document page opens to the **Header** section.

31. Notice the document is now a New Draft document. Scroll down to the end of the document and click **Edit**.

32. The **Document Description** field is inferred from the UR document. If necessary, edit the field to customize the description for this document.

33. View all completed fields of the document to verify that the information is correct.



34. Click **Validate**. Check for any errors and **Validate** again.

35. Click **Submit** after all the errors have been corrected.

36. Click **Close** to exit the document.

Click **Home** to reset the navigation.

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Exercise 3 — Create a PO document (Agency Purchase Order)

Scenario

Bureau of General Services needs to order a ladder from Home Depot. Order the item through Document Catalog to generate an agency purchase order document.

Task Overview

Login to AdvantageME using your Student ID and password. Create a PO document via the Document Catalog.

Procedures

1. From the Primary Navigation Panel, click Procurement workspace.
2. On the Secondary Navigation Panel, click **Create Agency Purchase Orders**.
3. The Document Catalog page opens.
4. Click Create.
5. In the **Document Identifier** section, enter the following information:

Required Fields	Values
Code	PO
Dept	Please refer to your Student ID card

Click the **Auto Numbering** checkbox.

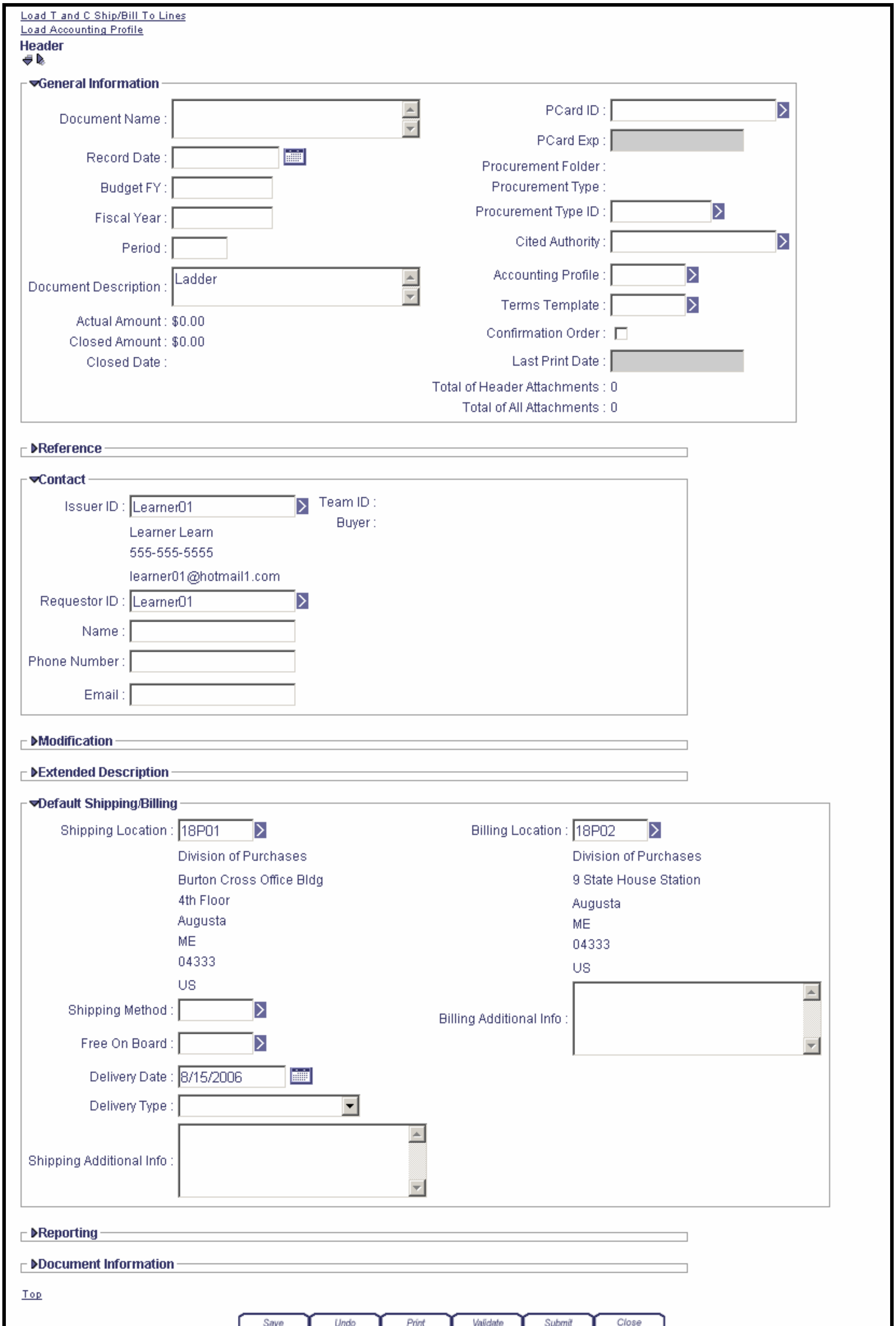
6. Click Create**.**
7. The PO document page opens at the Header line. Enter the following information in the **General Information** component:

Required Fields	Values
Document Description	Ladder

8. Click **Contact**. In the **Requestor ID** field, click the Pick List and search for your Learner ID from your Student card.
9. Click **Default Billing/Shipping**. Enter the following information:

Required Fields	Values
Shipping Location	Click the Pick List search for and select 18P01(Hint: In the **Procurement Location** field, enter **18P01**. Click Browse.)
Billing Location	Click the Pick List search for and select 18P02 (Hint: In the **Procurement Location** field, enter **18P02**. Click Browse.)
Delivery Date	A week from today's date

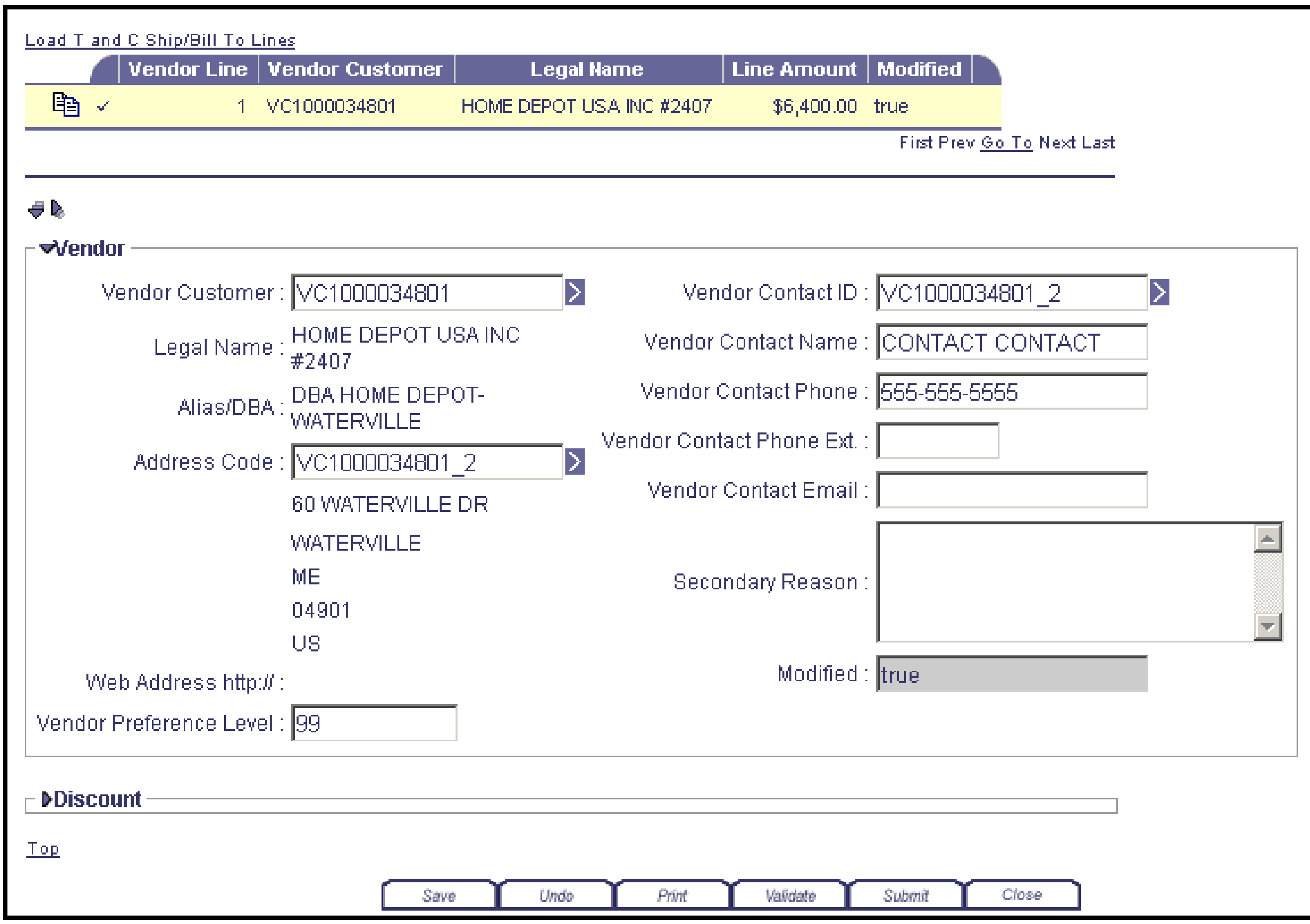
Click **Save**.


Load T and C Ship/Bill To Lines
Load Accounting Profile
Header
General Information
Document Name :
Record Date :
Budget FY :
Fiscal Year :
Period :
Document Description :
Ladder
Actual Amount : $0.00
Closed Amount : $0.00
Closed Date :
PCard ID :
PCard Exp :
Procurement Folder :
Procurement Type :
Procurement Type ID :
Cited Authority :
Accounting Profile :
Terms Template :
Confirmation Order :
Last Print Date :
Total of Header Attachments : 0
Total of All Attachments : 0
Reference
Contact
Issuer ID :
Learner01
Team ID :
Buyer :
Learner Learn
555-555-5555
learner01@hotmail1.com
Requestor ID :
Learner01
Name :
Phone Number :
Email :
Modification
Extended Description
Default Shipping/Billing
Shipping Location :
18P01
Division of Purchases
Burton Cross Office Bldg
4th Floor
Augusta
ME
04333
US
Billing Location :
18P02
Division of Purchases
9 State House Station
Augusta
ME
04333
US
Shipping Method :
Free On Board :
Delivery Date :
8/15/2006
Delivery Type :
Shipping Additional Info :
Billing Additional Info :
Reporting
Document Information
Top
Save
Undo
Print
Validate
Submit
Close

10. Click **Vendor** from the Secondary Navigation Panel. Enter the following information in the **General Information** section:

Required Fields	Values
Vendor Customer	Click the Pick List and search for Home Depot. (Hint: In the **Legal Name** field, enter ***home depot*** and in the **Vendor/Customer** field, enter ***34801**. Click Browse.)
Address Code	Address will infer once saved.

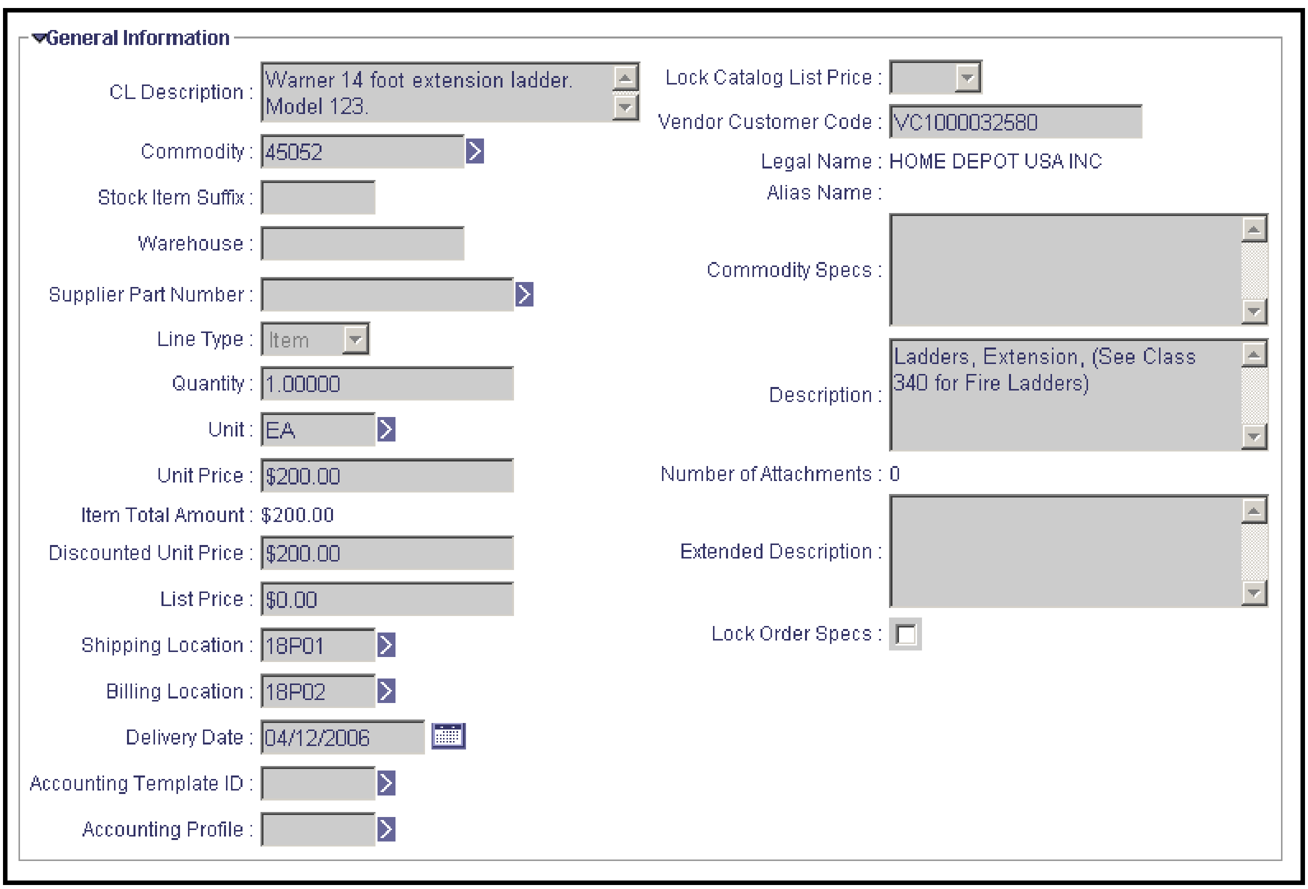
Click **Save**.



11. Click **Commodity** from the Secondary Navigation Panel.

12. Click Insert New Line. Enter the following information in the **General Information** section:

Required Fields	Values
CL Description	Warner 14 foot extension ladder. Model 123.
Commodity	45052
Line Type	Click the Drop down menu and select Item
Quantity	1
Unit	Click the Pick list and select EA (Each)
Unit Price	200.00

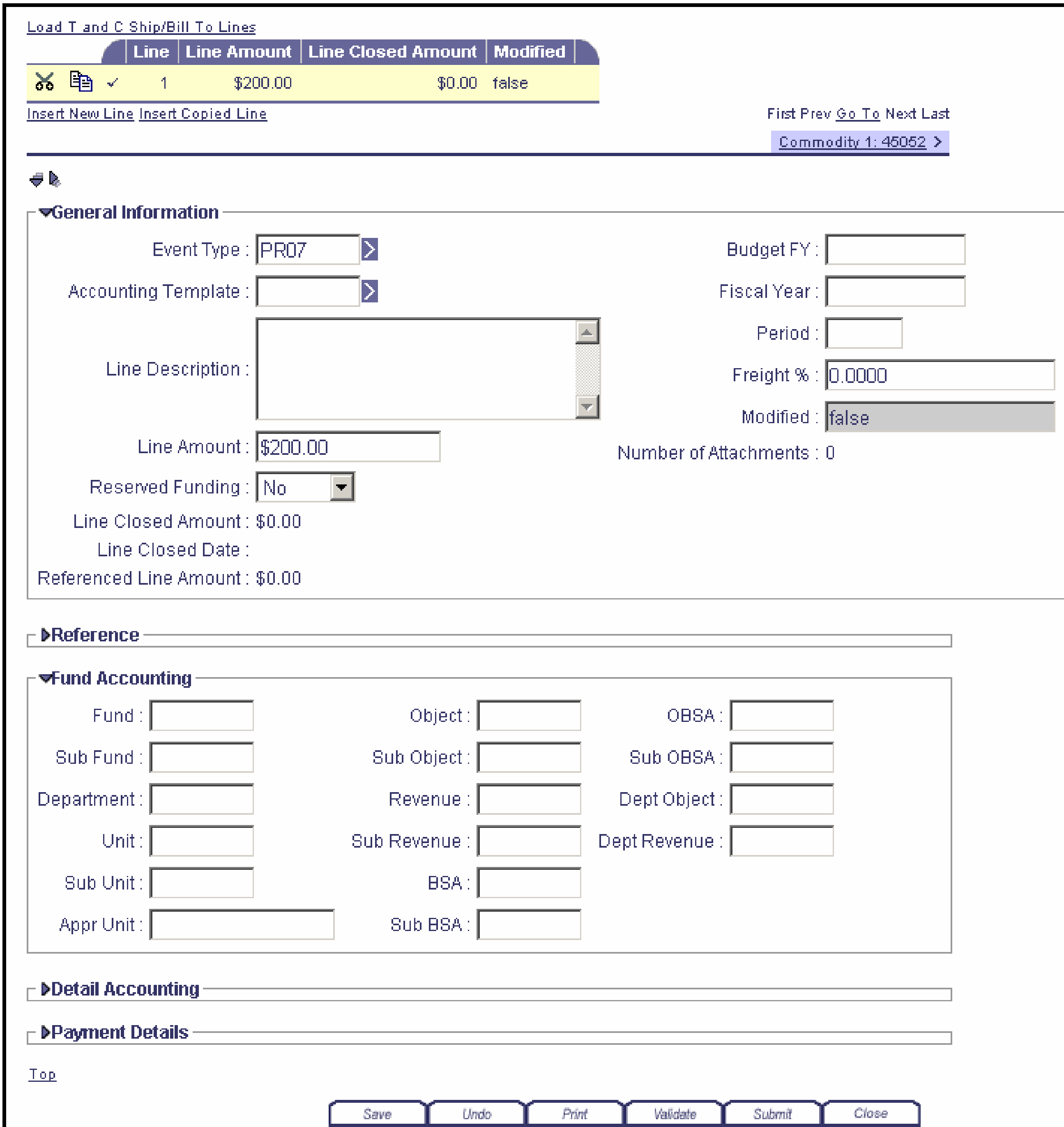


13. Click Ship/Bill from Header.
14. Click **Save**.
15. Click **Shipping/Billing** to open this section. This Information has been inferred from Header.
16. Click **Accounting** from the Secondary Navigation Panel. Click Insert New Line.
17. Enter the following information:

Required Fields	Values
Event Type	Click the Pick List and select PR07
Line Amount	200.00

18. Click **Fund Accounting**. Enter the following information:

Required Fields	Values
Fund	Please refer to your Student ID Card
Dept	Please refer to your Student ID Card
Unit	Please refer to your Student ID Card
Sub Unit	Please refer to your Student ID Card
Object	Please refer to your Student ID Card



19. Click **Validate**. Check for errors. If errors are found, correct all errors and click **Validate** again.
20. Click **Submit**.
21. Click **Close** to exit the document.
22. Click **Home** to reset the navigation.

NOTE: Please remember to select Logout prior to closing your AdvantageME session. Just closing the page will not immediately end your session.

12—Appendix A—Workflow Units

AgcNo	Unit No		Approval Role	Name	User ID's
01A	WF01	AP	01AWF01AP	Animal Health & Ind	
01A	WF02	AP	01AWF02AP	Quality Assurance & Regulation	
01A	WF03	AP	01AWF03AP	Marketing & Production Dev	
01A	WF04	AP	01AWF04AP	Plant Industry	
01A	WF05	AP	01AWF05AP	Commissioner's Office	
02A	WF01	AP	02AWF01AP	PFR - Commissioner's Office	Rachel Hendsbee, Fredrick Winterberg
02A	WF02	AP	02AWF02AP	PFR - ISS	Rachel Hendsbee, Fredrick Winterberg
02A	WF03	AP	02AWF03AP	PFR - CCR	Rachel Hendsbee, Fredrick Winterberg
02A	WF04	AP	02AWF04AP	PFR - BFI	Rachel Hendsbee, Fredrick Winterberg
02A	WF05	AP	02AWF05AP	PFR - Insurance	Rachel Hendsbee, Fredrick Winterberg
02A	WF06	AP	02AWF06AP	PFR - OLR	Rachel Hendsbee, Fredrick Winterberg
02A	WF07	AP	02AWF07AP	PFR - Securities	Rachel Hendsbee, Fredrick Winterberg
02B	WF01	AP	02BWF01AP	Optometry	Rachel Hendsbee, Fredrick Winterberg
02C	WF01	AP	02CWF01AP	Osteopathic	Rachel Hendsbee
02D	WF01	AP	02DWF01AP	Dental	Rachel Hendsbee, Anita Merrow
02E	WF01	AP	02EWF01AP	Engineers	Rachel Hendsbee
02M	WF01	AP	02MWF01AP	Medicine	Dan Sprague, Randall Manning
02N	WF01	AP	02NWF01AP	Nursing	Myra Broadway, Virginia deLorimier
03A	WF01	AP	03AWF01AP	Corrections - Business Office	
03B	WF01	AP	03BWF01AP	Maine State Prison	
03C	WF01	AP	03CWF01AP	Maine Correctional Facility	
03D	WF01	AP	03DWF01AP	Downeast Correctional Facility	
03E	WF01	AP	03EWF01AP	MVYD Correctional Facility	
03F	WF01	AP	03FWF01AP	LCYDC Correctional Facility	
04A	WF01	AP	04AWF01AP	Conservation - Me Forest Serv	
04A	WF02	AP	04AWF02AP	Conservation - Parks & Lands	
04A	WF03	AP	04AWF03AP	Conservation-Geology & Nat Areas	
04A	WF04	AP	04AWF04AP	Land Use Regulation Commission	
05A	WF01	AP	05AWF01AP	EDU Leadership Team	
05A	WF02	AP	05AWF02AP	EDU - MIS Team	
05A	WF03	AP	05AWF03AP	EDU - Leader School Sup Team	
05A	WF04	AP	05AWF04AP	EDU - Learning Systems Team	
05A	WF05	AP	05AWF05AP	EDU - Education Services Team	
05A	WF06	AP	05AWF06AP	EDU -Career & Tech Ed Team	
05C	WF01	AP	05CWF01AP	Unorganized Territories	
06A	WF01	AP	06AWF01AP	DEP - Office of the Commissioner	
06A	WF02	AP	06AWF02AP	DEP Computer Services	
06A	WF03	AP	06AWF03AP	Bureau of Land & Water	
06A	WF04	AP	06AWF04AP	Bureau of Air Quality	
06A	WF05	AP	06AWF05AP	Remediation & Waste Mgmt	
06A	WF06	AP	06AWF06AP	Eastern Maine Regional Office	
06A	WF07	AP	06AWF07AP	Southern Me Regional Office	
06A	WF08	AP	06AWF08AP	Northern Me Regional Office	
07A	WF01	AP	07AWF01AP	Governors Office	
07B	WF01	AP	07BWF01AP	Maine State Planning Office	
07H	WF01	AP	07HWF01AP	Public Advocate	
08C	WF01	AP	08CWF01AP	Office of the State Controller	Terry Brann
08C		AP	18COtOSCAP	18FOtOSCAP	

AgcNo	Unit No		Approval Role	Name	User ID's
09A	WF01	AP	09AWF01AP	IF & W Commissioner's Office	
09A	WF02	AP	09AWF02AP	IF & W Licensing Services	
09A	WF03	AP	09AWF03AP	IF & W Warden Services	
09A	WF04	AP	09AWF04AP	IF & W Resource Management	
09A	WF05	AP	09AWF05AP	IF & W Information & Education	
10A	WF01	AP	10AWF01AP	Office of Mgmt & Budget	Sam Bailey Mark Toulouse
10A	WF02	AP	10AWF02AP	Bur of Elder & Adult Serv	Sam Bailey Colin Lindley
10A	WF03	AP	10AWF03AP	Bur of Medical Serv	Sam Bailey Colin Lindley
10A	WF04	AP	10AWF04AP	Child & Family Serv	Sam Bailey Charles Woodman
10A	WF05	AP	10AWF05AP	Ctr of Disease Control & Prev	Sam Bailey Charles Woodman
10A	WF06	AP	10AWF06AP	Off of Int Access & Support	Sam Bailey Aimee Carlton
10A	WF07	AP	10AWF07AP	DROMBO	Sam Bailey Charles Woodman
10A	WF08	AP	10AWF08AP	DHHS - Warehouse	Vincent Boucher Dave Boucher
10A	WF10	AP	10AWF10AP	PSM Cognitive & Physical Dis	Rob Jones Marie Hodgdon Geoff Green
10A	WF11	AP	10AWF11AP	PSM Child and Family Srv - Comm Srv	Rob Jones Marie Hodgdon Geoff Green
10A	WF12	AP	10AWF12AP	PSM Immigrant & Multi Serv	Rob Jones Marie Hodgdon Geoff Green
10A	WF13	AP	10AWF13AP	PSM OCFS C/B/H/Child Care	Jeff Toothaker Marie Hodgdon Geoff Green
10A	WF13	AP	10AWF13AP	PSM Off of Int Access & Support	Mike Wenzel Marie Hodgdon Geoff Green
10A	WF14	AP	10AWF14AP	PSM Technology (OIT)	Mike Wenzel Marie Hodgdon Geoff Green
10A	WF15	AP	10AWF15AP	PSM Ctl Office and Ad Hoc	Mike Wenzel Marie Hodgdon Geoff Green
10A	WF16	AP	10AWF16AP	PSM Maine CDC	Melody Foster Marie Hodgdon Geoff Greer
10A	WF17	AP	10AWF17AP	PSM Off of Elder Services	Marie Hodgdon Geoff Green
10A	WF18	AP	10AWF18AP	PSM Maine Care	Marie Hodgdon Geoff Green
10A	WF19	AP	10AWF19AP	PSM State Forensics	Marie Hodgdon Geoff Green
10A	WF20	AP	10AWF20AP	PSM 50,001 to 100,000.	Marie Hodgdon Geoff Green
10A	WF21	AP	10AWF21AP	PSM over 100,000.00	Geoff Green
12A	WF01	AP	12AWF01AP	Labor - Bur of Rehab Services - Central Office - Augusta	
12A	WF02	AP	12AWF02AP	Div of Voc Rehab/DBVI Augusta	
12A	WF03	AP	12AWF03AP	Div of Voc Rehab/DBVI Bangor	
12A	WF04	AP	12AWF04AP	Div of Voc Rehab/DBVI Houlton	
12A	WF05	AP	12AWF05AP	Div of Voc Rehab/DBVI Ellsworth	
12A	WF06	AP	12AWF06AP	Div of Voc Rehab/DBVI Lewiston	
12A	WF07	AP	12AWF07AP	Div of Voc Rehab/DBVI Machais	
12A	WF08	AP	12AWF08AP	Div of Voc Rehab/DBVI Portland	
12A	WF09	AP	12AWF09AP	Div of Voc Rehab/DBVI Presque Isle	
12A	WF10	AP	12AWF10AP	Div of Voc Rehab/DBVI Rockland	
12A	WF11	AP	12AWF11AP	Div of Voc Rehab/DBVI Saco	
12A	WF12	AP	12AWF12AP	Div of Voc Rehab/DBVI Skowhegan	
12A	WF13	AP	12AWF13AP	Div of Voc Rehab/DBVI Wilton	
12A	WF14	AP	12AWF14AP	Office of Facility Services	
12A	WF15	AP	12AWF15AP	Bur of Unemployment Compensation	
12A	WF16	AP	12AWF16AP	Bur of Unemployment Compensation - BAM - Lewiston	
12A	WF17	AP	12AWF17AP	Bur of Unemployment Compensation - Benefits - Augusta	
12A	WF18	AP	12AWF18AP	Bur of Unemployment Compensation - PI Call Ctr	
12A	WF19	AP	12AWF19AP	Bur of Unemployment Compensation - Orono - Call Ctr	
12A	WF20	AP	12AWF20AP	Bur of Unemployment Compensation - Tax Offices	
12A	WF21	AP	12AWF21AP	Bur of Unemployment Compensation - Lewiston Call Ctr.	
12A	WF22	AP	12AWF22AP	Bur of Unemployment Compensation - Yarmouth Call Ctr.	
12A	WF23	AP	12AWF23AP	Dept of Labor - OAS	
12A	WF24	AP	12AWF24AP	Dept of Labor - OHR	
12A	WF25	AP	12AWF25AP	Dept of Labor - Commissioners Office	
12A	WF26	AP	12AWF26AP	Dept of Labor - LMIS	
12A	WF27	AP	12AWF27AP	Dept of Labor - OIP	
12A	WF28	AP	12AWF28AP	Dept. of Labor - Publications	
12A	WF29	AP	12AWF29AP	Dept. of Labor - Admin. Hearings	
12A	WF30	AP	12AWF30AP	Bur of Employment Services - Central Admin Hallowell	
12A	WF31	AP	12AWF31AP	Bur of Employment Services - Augusta	
12A	WF32	AP	12AWF32AP	Bur of Employment Services - Bangor	
12A	WF33	AP	12AWF33AP	Bur of Employment Services - Bath	
12A	WF34	AP	12AWF34AP	Bur of Employment Services - Calais	
12A	WF35	AP	12AWF35AP	Bur of Employment Services - Ellsworth	
12A	WF36	AP	12AWF36AP	Bur of Employment Services - Machias	
12A	WF37	AP	12AWF37AP	Bur of Employment Services - Portland	
12A	WF38	AP	12AWF38AP	Bur of Employment Services - Lewiston	
12A	WF39	AP	12AWF39AP	Bur of Employment Services - Dover-Foxcroft	
12A	WF40	AP	12AWF40AP	Bur of Employment Services - Presque Isle	
12A	WF41	AP	12AWF41AP	Bur of Employment Services - Rockland	
12A	WF42	AP	12AWF42AP	Bur of Employment Services - Rumford	
12A	WF43	AP	12AWF43AP	Bur of Employment Services - Saco	
12A	WF44	AP	12AWF44AP	Bur of Employment Services - Springvale	
12A	WF45	AP	12AWF45AP	Bur of Employment Services - Skowhegan	
12A	WF46	AP	12AWF46AP	Bur of Employment Services - Wilton	
12A	WF47	AP	12AWF47AP	Maine Labor Relations Board	
12A	WF48	AP	12AWF48AP	Dept. of Labor - Maine Conversation Corps	
12B	WF01	AP	12BWF01AP	Bureau of Labor Standards	

AgcNo	Unit No		Approval Role	Name	User ID's
13A	WF01	AP	13AWF01AP	Dept. of Marine Resources	
13A	WF02	AP	13AWF02AP	Admin & Computer Services	
13A	WF03	AP	13AWF03AP	Marine Patrol	
13A	WF04	AP	13AWF04AP	Resource Mgmt	
14A	WF01	AP	14AWF01AP	DHHS Ctrl Office	Aimee Carlton
14A	WF02	AP	14AWF02AP	OIS	Aimee Carlton
14A	WF03	AP	14AWF03AP	Region I	Aimee Carlton
14A	WF04	AP	14AWF04AP	Region II Augusta	Aimee Carlton
14A	WF05	AP	14AWF05AP	Region II Lewiston	Aimee Carlton
14A	WF06	AP	14AWF06AP	Region II Thomaston	Aimee Carlton
14A	WF07	AP	14AWF07AP	Region III Bangor	Aimee Carlton
14A	WF08	AP	14AWF08AP	Region III Presque Isle	Aimee Carlton
14A	WF09	AP	14AWF09AP	Homestead Project	Aimee Carlton
14A	WF10	AP	14AWF10AP	PSM Off of Adult Mental Health	Kathy Murray Marie Hodgdon Geoff Green
14A	WF11	AP	14AWF11AP	PSM Cognitive & Physical Dis	Rob Jones Marie Hodgdon Geoff Green
14A	WF12	AP	14AWF12AP	PSM Child and Family Srv - Comm Srv	Rob Jones Marie Hodgdon Geoff Green
14A	WF13	AP	14AWF13AP	PSM Immigrant & Multi Serv	Rob Jones Marie Hodgdon Geoff Green
14A	WF14	AP	14AWF14AP	PSM OCFS C/B/H/Child Care	Jeff Toothaker Marie Hodgdon Geoff Green
14A	WF15	AP	14AWF15AP	PSM Office of Substance Abuse	Mike Wenzel Marie Hodgdon Geoff Green
14A	WF16	AP	14AWF16AP	PSM Off of Int Access & Support	Mike Wenzel Marie Hodgdon Geoff Green
14A	WF17	AP	14AWF17AP	PSM Technology (OIT)	Mike Wenzel Marie Hodgdon Geoff Green
14A	WF18	AP	14AWF18AP	PSM Ctl Office and Ad Hoc	Mike Wenzel Marie Hodgdon Geoff Green
14A	WF19	AP	14AWF19AP	PSM Maine CDC	Melody Foster Marie Hodgdon Geoff Greer
14A	WF20	AP	14AWF20AP	PSM Off of Elder Services	Marie Hodgdon Geoff Green
14A	WF21	AP	14AWF21AP	PSM Maine Care	Marie Hodgdon Geoff Green
14A	WF22	AP	14AWF22AP	PSM State Forensics	Marie Hodgdon Geoff Green
14A	WF23	AP	14AWF23AP	PSM 50,001 to 100,000.	Marie Hodgdon Geoff Green
14A	WF24	AP	14AWF24AP	PSM over 100,000.00	Geoff Green
14B	WF01	AP	14BWF01AP	Riverview Psychiatric Center	Aimee Carlton
14B	WF02	AP	14BWF02AP	PSM Off of Adult Mental Health	Kathy Murray Marie Hodgdon Geoff Green
14C	WF01	AP	14CWF01AP	Dorothea Dix Psychiatirc Center	Aimee Carlton
14C	WF02	AP	14CWF02AP	PSM Off of Adult Mental Health	Kathy Murray Marie Hodgdon Geoff Green
14E	WF01	AP	14EWF01AP	Elizabeth Levinson Ctr	Aimee Carlton
14E	WF02	AP	14EWF02AP	PSM OCFS C/B/H/Child Care	Jeff Toothaker Marie Hodgdon Geoff Green
14G	WF01	AP	14GWF01AP	Office of Substance Abuse	Aimee Carlton
14G	WF02	AP	14GWF02AP	PSM Off of Substance Abuse	Mike Wenzel Marie Hodgdon Geoff Green
15A	WF01	AP	15AWF01AP	DVEM	
15A	WF02	AP	15AWF02AP	Military Bureau	Buyers/Approver
15A	WF03	AP	15AWF03AP	Bureau of Veteran's Services	
15A	WF04	AP	15AWF04AP	Emergency Management	
15A	WF05	AP	15AWF05AP	Air Guard - Star Base Program	
15A	WF06	AP	15AWF06AP	Military Authority - Limestone	Users different spreadshseet
16A	WF01	AP	16AWF01AP	Dept. of Public Safety	
16A	WF02	AP	16AWF02AP	Gambling Control Unit	
16A	WF03	AP	16AWF03AP	Maine Drug Enforcement Agency	
16A	WF04	AP	16AWF04AP	Capitol Security	
16A	WF05	AP	16AWF05AP	EMS	
16A	WF06	AP	16AWF06AP	Administrative Services	
16A	WF07	AP	16AWF07AP	Fire Marshal	
16A	WF08	AP	16AWF08AP	Highway Safety	
16A	WF09	AP	16AWF09AP	Maine Criminal Justice Academy	
16A	WF10	AP	16AWF10AP	State Police, Internal Affairs	
16A	WF11	AP	16AWF11AP	Maine State Police Support Sevices Division	Robert Williams
16A	WF12	AP	16AWF12AP	Maine State Police Operations Division	Timothy Doyle

AgcNo	Unit No		Approval Role	Name	User ID's
17A	WF01	AP	17AWF01AP	Dept. of Transportation	
17A	WF02	AP	17AWF02AP	Admin Services	
17A	WF03	AP	17AWF03AP	Stockroom	
17A	WF04	AP	17AWF04AP	Contract Procurement Office	
17A	WF05	AP	17AWF05AP	Financial Processing	
17A	WF06	AP	17AWF06AP	Executive	
17A	WF07	AP	17AWF07AP	Communications Office	
17A	WF08	AP	17AWF08AP	Human Resources (not S.C.)	
17A	WF09	AP	17AWF09AP	Legal	
17A	WF10	AP	17AWF10AP	Planning	
17A	WF11	AP	17AWF11AP	OPT	
17A	WF12	AP	17AWF12AP	OFT	
17A	WF13	AP	17AWF13AP	Dept. of Transportation - OIT	
17A	WF14	AP	17AWF14AP	M & O Main Office - Augusta	
17A	WF15	AP	17AWF15AP	M & O Region 1	
17A	WF16	AP	17AWF16AP	M & O Region 2	
17A	WF17	AP	17AWF17AP	M & O Region 3	
17A	WF18	AP	17AWF18AP	M & O Region 4	
17A	WF19	AP	17AWF19AP	M & O Region 5	
17A	WF20	AP	17AWF20AP	Environmental Office	
17A	WF21	AP	17AWF21AP	Project Development Multimodal	
17A	WF22	AP	17AWF22AP	Project Development Bridge	
17A	WF23	AP	17AWF23AP	Project Development Highway	
17A	WF24	AP	17AWF24AP	Project Dev - Property Office	
17A	WF25	AP	17AWF25AP	MDOT STAR	
17C	WF01	AP	17CWF01AP	MDOT Ferry Service	
17D	WF01	AP	17DWF01AP	MDOT Fleet Services	
17E	WF01	AP	17EWF01AP	MDOT - Rail and Van Pool	
18A	WF01	AP	18AWF01AP	DAFS/DFPS/Comm Office	Heather Perreault
18A	WF02	AP	18AWF02AP	BGS - Professional Services	
18A	WF03	AP	18AWF03AP	BGS Property Management	
18A	WF04	AP	18AWF04AP	BGS Leased Space	
18B	WF01	AP	18BWF01AP	OIT	
18E	WF01	AP	18EWF01AP	Employee Relations	Ken Walo
18F	WF01	AP	18FWF01AP	MRS - Admin/Criminal Unit	Chris Batson
18F	WF02	AP	18FWF02AP	Income Tax Div	Debbie Dube
18F	WF03	AP	18FWF03AP	Sales Tax Div/Audit	Debbie Dube
18F	WF04	AP	18FWF04AP	Compliance Div/Houlton	Claudette Jewell
18F	WF05	AP	18FWF05AP	IT - Systems	Debbie Dube
18F	WF06	AP	18FWF06AP	MATS Install	Debbie Dube
18F	WF07	AP	18FWF07AP	Bureau of Budget	Dawna Lopatowsky
18F			18FOtBUDAP	18FOtBUDAP	
18H	WF01	AP	18HWF01AP	Bureau of Human Resources	
18H	WF02	AP	18HWF02AP	Office of State Training	
18K	SC01	AP	18KSC01AP	Service Center - DAFS	Denise
18K	SC02	AP	18KSC02AP	Service Center - NRSC	Gilbert Bilodeau
18K	SC03	AP	18KSC03AP	Service Center - Corrections	Jodi Breton
18K	SC04	AP	18KSC04AP	DHHS Service Center	Liz Hanley
18K	SC05	AP	18KSC05AP	Labor/PFR/DVEM/PS	Dennis Corliss
18K	SC06	AP	18KSC06AP	DOT Service Center	
18L	WF01	AP	18LWF01AP	BABLO - Lottery	Pam Coutts
18P	WF01	AP	18PWF01AP	Central Warehouse	Andy Vellani
18P	WF02	AP	18PWF02AP	Maine Audio Visual	Randy Tunks
18P	WF03	AP	18PWF03AP	State Postal Center	Dan Ouellette
18P	WF04	AP	18PWF04AP	Central Printing/Copy Center	Bruce Trask
18P	WF05	AP	18PWF05AP	Surplus Property	Andy Vellani
18P	WF06	AP	18PWF06AP	Central Fleet Management	Tom Pelkey

AgcNo	Unit No		Approval Role	Name	User ID's
18P	WF01	AP	18PWF01AP	Central Warehouse	Andy Vellani
18P	WF02	AP	18PWF02AP	Maine Audio Visual	Randy Tunks
18P	WF03	AP	18PWF03AP	State Postal Center	Dan Ouellette
18P	WF04	AP	18PWF04AP	Central Printing/Copy Center	Bruce Trask
18P	WF05	AP	18PWF05AP	Surplus Property	Andy Vellani
18P	WF06	AP	18PWF06AP	Central Fleet Management	Tom Pelkey
18R	WF01	AP	18RWF01AP	Risk Management	Dave Fitts
18S	WF01	AP	18SWF01AP	Employee Health & Benefits	
18W	WF01	AP	18WWF01AP	Workers Compensation Division	
19A	WF01	AP	19AWF01AP	DECD - Administration	Donna Folsom needs to see all
19A	WF02	AP	19AWF02AP	Maine Film Office (D.E.C.D.)	
19A	WF03	AP	19AWF03AP	Office of Tourism	
19A	WF04	AP	19AWF04AP	Office of Business Development	
19A	WF05	AP	19AWF05AP	Office of Community Development	
19A	WF06	AP	19AWF06AP	Office of Innovation	
26A	WF01	AP	26AWF01AP	Attorney General Office	
27A	WF01	AP	27AWF01AP	Dept. of Audit	
28A	WF01	AP	28AWF01AP	Office of the State Treasurer	
29A	WF01	AP	29AWF01AP	SOS - Central Office	Barbara Redmond
29A	WF02	AP	29AWF02AP	SOS - Corporations	tim poulin or andrea sparrow
29B	WF01	AP	29BWF01AP	Bureau of Motor Vehicle	
29B	WF02	AP	29BWF02AP	Information Services	
29B	WF03	AP	29BWF03AP	Admin. Services/Stockroom	
29B	WF04	AP	29BWF04AP	Field Operations - Northern	
29B	WF05	AP	29BWF05AP	Field Operations - Southern	
29B	WF06	AP	29BWF06AP	Field Operations - Central	
29B	WF07	AP	29BWF07AP	SOS Nash School	
29C	WF01	AP	29CWF01AP	Archives	
30A	WF01	AP	30AWF01AP	State Legislature	
30A	WF02	AP	30AWF02AP	Legislative Information Services	
30A	WF03	AP	30AWF03AP	House of Representatives	
30A	WF04	AP	30AWF04AP	Secretary of the Senate Office	
30A	WF05	AP	30AWF05AP	Legislature - Executive Director	
30A	WF06	AP	30AWF06AP	Policy & Legal Analysis	
30A	WF07	AP	30AWF07AP	Law & Legislative Library	
30A	WF08	AP	30AWF08AP	OPEGA	
30A	WF09	AP	30AWF09AP	Revisor of Statutes	
40A	WF01	AP	40AWF01AP	Judicial Branch - AOOC	Debbie Carson Moe Fournier
65A	WF01	AP	65AWF01AP	Public Utilities Commission	
65A	WF02	AP	65AWF02AP	E 911	
90A	WF01	AP	90AWF01AP	State Board of Education	
90C	WF01	AP	90CWF01AP	Worker's Compensation Board	
90H	WF01	AP	90HWF01AP	Maine Health Data Organization	
94E	WF01	AP	94EWF01AP	Ethics	
94M	WF01	AP	94MWF01AP	Museum	
94P	WF01	AP	94PWF01AP	Me Historic Preservation	
94Q	WF01	AP	94QWF01AP	Library	
94V	WF01	AP	94VWF01AP	Atlantic Salmon Commission	
94W	WF01	AP	94WWF01AP	Arts Commission	
95D	WF01	AP	95DWF01AP	Dirigo Health	