COMPREHENSIVE GUIDE TO
THE RHODES UNIVERSITY PURCHASE ORDER SYSTEM

All orders for Assets are to be placed with the buyers office. Rodney Bridger X8136 or Merril Prinsloo X8137

PROMPT	ACTION
FIRSTLY:	**LOG INTO PROTEA**
CHECK WHETHER the Ledger Account has sufficient funds for the order.	
PROTEA MAIN MENU:	**CHOOSE: PURCHASE ORDERS**

TO PLACE ORDERS	
PROMPT	**ACTION**
ORDER MAINTENANCE	**PRESS ENTER**
LOAD	**PRESS ENTER**
Suppliers CRED number known	Enter number, **press ENTER**
Suppliers CRED number not known	**Press F2**
ALPHA/ NUMBERIC LOOKUP	**Press ENTER** for **A**
	Press S for search
	Type in name of supplier (or 1st part of the name) If you find the name, move curser onto the correct name your require
	Press ENTER twice
	If the name is not found, press F4 twice
	Contact the creditors office for the help with the number
ORDER REQUEST NUMBER	If you department uses the Rhodes order request books to requisition orders, enter the order request number reflected on the order request form. If your department uses requisitions, enter the requisition number here,or enter the name of the person who requested the goods/services.
SUPPLIER CONTACT NAME This is the name of the person from the supplier/ firm or organisation from whom you obtained a quote	There may already be a name in this field or it may be blank If the name in this field is the name of the person you have been dealing with
	Press ENTER
	If you have dealt with someone else - Overtype the existing name with
	the name of this person and Press ENTER
	If it is blank, type in the name of the person you have been dealing with,
	Press ENTER
	Otherwise - leave blank by pressing **ENTER**
OUR CONTACT NAME	Enter your own Code, **Press ENTER**
DELIVERY ADDRESS	To change, type over the existing address
	To bypass **Press F1**

PROMPT	ACTION
TO PLACE ORDERS continued	
CURRENCY	**Orders in SA Currency, press ENTER**
**NB: All foreign currency orders are placed on the creditor number CREDF999**	
	Orders in Foreign Currency, Press F2
	Using your arrow keys, select the correct currency, press ENTER twice
	If currency is not found, contact creditors' office
**VAT**	_**Please read carefully**_

You are reminded that the VAT Indicator used when issuing a Purchase Order is the most important little piece of information you enter on the order.

As of Monday 12 July 2010 you will notice a change on the Purchase Order Header Screen regarding the VAT options to be used when placing an Order.
The NEW VAT Options to be STRICTLY USED are as follows.

VAT Option CV – to be used when you will be **Claiming VAT back from SARS**.Some G/L Accounts ((accounts set up by Finance which are in accordance with the Contracts in respect of Funds Received)) are specifically set up to allow you to claim the VAT from SARS. If you use an incorrect G/L Accoubt you will be advised that you cannot claim the VAT on this G/L Account and will then have to use the correct account.
Please phone me for advice or phone your Finance Research Administrator for assistance. There are also some Resale Accounts
to which this rule will apply.
VAT Option IN – to be used when **your Quotation/Invoice is Inclusive of VAT** (You will not be allowed to use Accounts as described above).
This VAT Option is to be used for all your Air Tickets and Car Hire Orders and will also be the Default option on the order.
VAT Option EX – to be used when **your Quotation/ is Excluding VAT** and the Protea System automatically adds VAT to the Order .
(You will not be not be allowed to use Accounts as described above).
VAT Option NV – This is a new option added for use where **the Vendor is a Non-VAT Vendor**,eg B&B's.
ie. they are not Registered as VAT vendors with SARS.
The aim and object, of this huge exercise which has been produced by our Data Management Unit, is to ensure that Rhodes University
complies with all the Receiver of Revenue's requirements and you are please to be VERY SURE
 which VAT Option / General Ledger account you use before doing your Purchase Order.
PLEASE be very careful when you decide which indicator to use.

In addition, do not claim Vat back from SARS if you are:	
1. Placing an order for a Car / Shuttle Hire.	
2. Air Tickets.	
3. Entertainment: eg Buddy's, Connocks etc if you are having a Department braai, or going to lunch / dinner at one of the local restaurants.	
4. Subscriptions.	
5. Make sure that the company you are issuing the order to is a Vat Vendor.	
6. Rhodes' Vat no. must appear on all invoices R3000.00 or over. If the supplier is not VAT registered, they cannot charge VAT and we cannot claim VAT.	
If you are purchasing goods for R3000 or more from any firm other than our regular suppliers and wish to claim a VAT refund, request that the tax invoices reflect the University VAT number 4880105657 which is reflected on each order. Without this you will be unable to claim the VAT refund Tax Invoices must reflect both suppliers' and our VAT numbers when Tax Invoices are greater than R3000.00	
DATE ORDERED	**Press ENTER**
Despatch Method	**Press enter to leave blank**
	Press F2 to select a despatch method loaded in the program. Use your arrow keys to select the required method. Press ENTER twice. If you choose one of the Courier Accounts the account no. the University has with that particular courier will automatically be reflected on your order.
	Please contact the Creditors Office should you require them to add more methods.
Rhodes Courier Number	**Press ENTER**

TO PLACE ORDERS continued	
YOU ARE NOW ON THE 2ND SCREEN OF THE ORDER PLACING PROCESS	
ORDERED FOR	Insert the name of the person or Department + Teleph no. - Press ENTER
	May be left blank, Press ENTER twice or go F1, remember 2nd line is continuous of 1st line.
1st COMMENT HEADER BOX	If you want to provide the supplier with specific instructions/ information
	relating to the order as a whole, **type in details and then press F1**
IF USING ONE OF THE CONTROL ACCOUNTS:	**The name of the supplier must appear on the top line of the First Comment Header Box**
CREDA998 - 2011 Advance payments	(This information will appear at the end of the order lines on your order)
CREDB998 - B&B payments	The system will not allow you to leave this line blank,
CREDF999 - Foreign Orders	you must put the Supplier's name & address in here.
CREDZ999 - Once off Payments where an	
order is required by the supplier	**The address must be reflected on the lines below.**
	If there are no instructions and one of the regular creditor accounts is
	being used this comment box may be left blank, by pressing F1
OK TO LOAD?	Press ENTER
YOU WILL NOTICE AT THIS STAGE THAT AN ORDER NUMBER HAS NOW BEEN ASSIGNED TO YOUR ORDER AND ITEMS MAY NOW BE LOADED ON THE ORDER LINES	
PLACING ORDERS - ORDER LINES	
PROMPT	ACTION
STOCK CODE (FR)	**Press ENTER**
(only used by the stock branches)	
DESCRIPTION	Enter description of goods ordered - max 40 char. **- press ENTER**
PRODUCT GROUP (ASSN)	**Press ENTER**
(only used by stock branches)	
ORDER QUANTITY	Enter the quantity of units, **press ENTER**
	NB: With BUDGET Rent a Car cars, the quantity is always 1, as you use a new line for each vehicle used.
COST PRICE	**Enter the price per unit, press ENTER**
(See explanation of the various vat options on page 2, which pertain to unit prices)	
DISCOUNT %	Enter the discount percentage, if known. **Press ENTER**
	(Only use if trade discount is offered. If settlement discount is offered,
	leave this field blank **- press ENTER.**
	Settlement discount is taken by CREDITORS dept.
DATE OF ARRIVAL	Enter the expected date, if known - eg: Car hire, accommodation etc.
GENERAL LEDGER ACCOUNT	**Enter the GL account code, if known, press ENTER**
	If you know the range of accounts but not the individual account, **press F2**
(NB: If there are no funds in the range of accounts, you will not be able to	then **"N", enter** the 1st 5 numbers and the range of accounts will appear.
place an order. Contact your departmental or research administrator	
in Finance to request an override)	Scroll to the most appropriate account, **press ENTER twice.**

2ND Comment Header Box	
PURCHASE ORDER DETAIL COMMENTS This comment box appears below the individual line it relates to	IF extra detail is needed that cannot fit onto the description line, this comment box can be used. Comments must relate to the line just completed and not to the order as a whole.
	E.G: **Airtickets:** -The box must contain **details of flights booked**
	BUDGET Rent a Car : Group of Vehicle, Pick up vehicle: Time, date & place/ Dropoff: time, date & place. ID No of Driver,Licence No, Phone No.
OK TO UPDATE?	**Yes**
THE PROGRAM WILL THEN AUTOMATICALLY TAKE YOU TO LINE 2, WHERE YOU REPEAT THE ABOVE PROCEDURES UNTIL YOUR ORDER IS COMPLETE.	
IF LINE 2 IS NOT REQUIRED OR YOUR ORDER LINES ARE COMPLETE	**Press F4 THREE TIMES**
PRINT	Move cursor to PRINT or go "P" to print , **press ENTER**
The system will then ask you if your order will print over more than 1 page	Press **Y if** this is so or **N** if only 1 page, **Press ENTER twice**.
PRINT MENU **PRINT PURCHASE ORDER?**	Using cursor, highlight correct printer option - **usually 55. press ENTER**
SUPPLIERS TEL/ FAX NUMBERS	Many of these details are programmed into the masterfile for each creditor. If correct, **press ENTER TWICE** If these details are incorrect, overtype with the correct details, **pressing ENTER** after each amended detail. Contact the Creditors' Office to request that the Masterfile be updated.
NUMBER OF COPIES	Enter the number of copies required, press ENTER NB:1st copy will say " Purchase Order", while the others will say "Copy Purchase Order." Original must preferably be handed to the supplier, otherwise faxed.
REPRINT OF ORIGINAL (Y/N)	Press ENTER, for at this stage, both options will provide you with the same result. *This option only applies if you have approved your order or part of* *your order and you wish to print a copy of the order at a later stage,* *as it was before you approved it for payment.* *To produce original, press "Y", ENTER* *If you want to see which lines you have not approved, press "N" ENTER.*
DO YOU WISH TO REPRINT?	*Select* **YES/ NO**, **press ENTER**, then **F4** until you exit the order completely.
TO ADD A NEW LINE TO A PURCHASE ORDER	
PROMPT	**ACTION**
ORDER MAINTENANCE	**Press ENTER** Move cursor to ORDER LINES, **press ENTER**
PURCHASE ORDER NUMBER	Key in order number, **press ENTER** Press **"L"** to load a new line Complete the line until
OK TO UPDATE?	**Press ENTER**
PRINT	Print the amended order as described above, file amended order with your original

TO AMEND AN EXISTING ORDER - Header details only

E.G: Use this option to change the creditor code, contact person, Vat option, delivery address, delivery instructions, header

PROMPT	ACTION
ORDER MAINTENANCE	Press ENTER
	Move cursor to amend, **press ENTER** OR choose **"A"** to amend
PURCHASE ORDER NUMBER	Type the full number of the purchase order, **press ENTER**
	Continue to **press ENTER** until you come across the incorrect detail.
	Amend the incorrect detail, continue to **press ENTER UNTIL: -**
OK TO AMEND?	Press ENTER
	NB:The details changed will only be updated if you complete this full cycle.

TO AMEND A PURCHASE ORDER - ORDER LINES

E.G: To add a line to an order, amend the description details, number of units, unit prices, GL account numbers etc.

PROMPT	ACTION
ORDER MAINTENANCE	Press ENTER
	Move cursor to Order lines, **press ENTER**
PURCHASE ORDER NUMBER	Enter number, **press ENTER**
	Move cursor to the line containing the incorrect details, **press A** (to amend)
	Press ENTER until the cursor is on the incorrect detail
	Amend detail, then **press ENTER** until
OK TO UPDATE?	Press ENTER

Continue as above with each line that needs altering

Press F4 until you exit the order completely

TO CANCEL A LINE ON A PURCHASE ORDER

THIS IS DONE IN TWO STAGES

STAGE ONE

PROMPT	ACTION
ORDER MAINTENANCE	Press ENTER
	You will notice that a DELETE OPTION comes up on the menu at the bottom of the screen - DO NOT USE THIS FUNCTION, IT HAS BEEN DISABLED!!
MOVE CURSOR TO **ORDER LINES**	Press ENTER or **"O"**
PURCHASE ORDER NUMBER	Key in the order number, **press ENTER**
	Move cursor to the line that needs to be cancelled, **press 'A** to amend
STOCK CODE (FR)	Press ENTER
DESCRIPTION	Overtype the details on the description line with "Line cancelled"
	Press ENTER , without altering amounts or prices in any way, until: -
	Press F4 until you are out of the order completely.

STAGE TWO

PROMPT	ACTION
APPROVE FOR PAYMENT	Press ENTER
PURCHASE ORDER NUMBER	Enter the Order Number, **Press ENTER 3 TIMES**
AMEND, RECEIVE ALL, FORWARD BACK ETC?	Move your cursor to the line which needs to be cancelled, press **"A"** for amend THEN **Press ENTER**
QUANTITY RECEIVED	Change to **"0"**, press ENTER
PRICE	Change price to **"0", press ENTER**
	Continuing to **press ENTER UNTIL: -**
OK TO UPDATE?	**Press ENTER then F4**
	Pepeat the procedure for each order line to be cancelled
	After the last line has been cancelled, **press F4 TWICE.**
SAVE, AMEND,REJECT, UPDATE ?	Press **"S"** to save, **press ENTER**
	Press F4 until you are out of the order completely.

TO APPROVE AN ORDER FOR PAYMENT	
Before processing you GRN (goods received advice), view your order on the screen in the enquiries function or check your hard copy in your Outstanding Orders File. From this you can ascertain whether the unit prices need altering, whether the whole order or only part of the order has been received, whether you need to alter quantities etc.	
Any alternations that need to be done, should be done under the Order Maintenance function, before proceeding to the Approve for Payment function.	
AT THIS STAGE, REMEMBER THE GOLDEN RULE. CREDITORS REQUIRE A SEPARATE "GRN" FOR EACH INVOICE!	

SCENARIO 1: Whole order received at once - charged on one invoice	
PROMPT	**ACTION**
PURCHASE ORDERS	**Press ENTER**, move cursor to option "2"
APPROVE PAYMENT	**Press ENTER**, move cursor to option "2"
PURCHASE ORDER NUMBER	Enter the order number, **press ENTER**
VAT	**press ENTER** until the line to be approved is highlighted..
AMEND, RECEIVE ALL, FORWARD BACK ETC?	**Use "A" to Approve the lines one by one.**
	At line to be approved Press "A" & enter through to Qty Received,
	Check Quantity or amend to correct quantity. Enter.
	Check Cost Price or amend to correct amount. Enter 3 times.
OK To Update ?	**Enter at" YES". Go F4, go "T" to check your Total to your Invoice, Go F4 X2,**
	Enter
Preferably receive each order line SEPARATELY	
by using the "A" key.	
This gives you control over each line received.	
To Receive all, just type "R" BUT PLEASE DON'T USE THIS FUNCTION!!!	*If the total is correct,* press space bar, **then F4**
SAVE,AMEND, REJECT, UPDATE THIS DOCUMENT? "U" to Update?	**The default is on "U" for Update, so just press ENTER to update.**
	If the total is incorrect,you have an opportunity to abort
	the process before making a mistake. F4 X2, Choose **"R" reject function**,
	press ENTER, then **F4** until you exit the "approve for payment" .function,
	then start again. Execute any changes needed in the Order Maintenance
PRINT GOODS RECEIVED NOTE	function before attempting to approve for payment or GRN again.
	Select Printer - option 55 Lasers is the usual option, PRESS ENTER, then go YES, NO, and YES to print the GRN
	NB: This is the only time you can print a GRN. Make sure that
PRINT ANOTHER COPY? YES/ NO?	**you have a legible copy of your GRN, before selecting the "NO"**
	option. Enter GRN no. on to Invoice & send Original Invoice to Creditors

TO APPROVE AN ORDER FOR PAYMENT continued: -

SCENARIO 2: Whole order received at once - but charged on more than 1 invoice

PROMPT	ACTION
PURCHASE ORDERS	**Press ENTER,** move cursor to option "2"
APPROVE PAYMENT	**Press ENTER**, move cursor to option "2"
PURCHASE ORDER NUMBER	Enter the order number, **press ENTER**
VAT	P**ress ENTER** until the cursor is highlighting line 1
AMEND, RECEIVE ALL, FORWARD BACK ETC?	**DO NOT USE THE "RECEIVE ALL" FUNCTION!!** Work with each invoice, move your cursor onto the line that needs to be approved, **press A for Amend, then press ENTER**
QUANTITY RECEIVED Proceed	*If all items on this line are received on this invoice,* **Press ENTER (then proceed to the instructions for PO Cost Price)**
QUANTITY RECEIVED MORE EXPECTED? YES/NO	*If only some of the items on this line are received/ charged on this invoice*, EG: 5 of 10, type in the quantity received/ charged on the invoice, press Enter **Press ENTER** or **"Y"** if more expected. **By pressing "N", ENTER** - you will cancel the remaining items on this line,so only use if the firm cannot supply the remainder of the items, even on backorder. This also removes the commitment from the ledger for the outstanding items.
P.O. Cost Price	**Press ENTER** - It will jump to the right of the screen and should you have chosen the VAT option "EX", the vat will be added to the cost price at this stage. **Continue pressing ENTER** until
O.K. to UPDATE? (Yes/ No)	**Press ENTER**, then **F4** if correct,
	or "**N" ENTER** If you want to change something
Amend, receive all, forward back, search, **total**, download, undo?	Press **"T"** for Total, to compare the amount you have received
	with the total of the invoice.
If the total is incorrect,	
Rather REJECT and start again, remember to do changes to the Order and then Approve Payment.	
If the total is correct, press space bar, F4	Press either **ENTER** or **"U"** for Update
SAVE,AMEND, REJECT, UPDATE THIS DOCUMENT?	
Print Goods Received Note?	Using your cursor, highlight the correct printer option
Do you wish to reprint? NO?	(usually 55 Purchasing) **Press ENTER** **Make sure the GRN has printed correctly before pressing ENTER for "NO". This is the only time a GRN can be printed.**
Always check your total before Updating your GRN!	
Remember to do a separate GRN for each invoice!	

TO APPROVE AN ORDER FOR PAYMENT continued: - SCENARIO 3: Part of order received, rest of order to come later *Use same procedure as scenario 2, working with each invoice, while approving just those lines and items received* *Remember to answer "Y", when the program asks you, Are more expected? or "NO", on those lines of the order where the goods* *have only been partly received*

Purchasing Capital Equipment from Research / Departmental Accounts

Please be aware that most, if not all, research funding is governed by a Contract between the Researcher/Rhodes University and the Funder. This Contract stipulates what may and may not be purchased with the funds.

You are please to familiarise yourselves with this Contract so that if a researcher requests you for instance,
to purchase a fax machine and the Contract approves such a purchase,
you are to place that order through the Buying Office (Rodney Bridger X8137 or Merril Prinsloo X8136).
The Goods are to be purchase using an 804 sub- account within the range of accounts created for the Contract.
The Buying Office liaises with the Research Finance Office regarding availability of funds, whether the goods are permitted to be bought and whether VAT is to be claimed or not.
Be advised that Capital Equipment bought for the Departments out of the Central Budget must also be placed through the Buying Office.

There are various benefits to the Researcher/Department in so doing:
1. The goods are automatically Insured by the University (except Laptops).
2. The goods are given an asset number.
3. The goods are purchased at the best possible price.
4. The goods are serviced/maintained by the Electronics Division at Rhodes.

Adrienne Ehrich
Creditors Supervisor
Rhodes University
17 February 2010.

Purchase Order System
Changes to the GRN structure.
In the past when you have ordered 10 items and only received 5, you have created your GRN and the Protea system has held that GRN No.

Then, when the balance of the goods (5) are received you have done a second GRN and the system then over writes the 1st GRN no. with the 2nd GRN no.
and the first GRN no. is lost, so the first GRN that is printed is not trackable anywhere on the system.
This has been problematic in various ways.
Our Data Management Unit has been working on this problem and has devised the following for us.

When you receive the 1st 5 units of the order the system will then issue you with your GRN in the usual manner, this GRN will have its own unique GRN no.
which will not be over written when the 2nd lot of items is received, but what you will see on the order is that the balance of the outstanding 5 will now have been moved automatically to its own order line, and the original line will be complete. When you receive the second lot of items the newly created line will also have its own unique GRN no.

Please take special note of this change to the Order System.
Should anything not be clear, please call me and I will assist you all I can.
Regards
Adrienne Ehrich
Creditors Supervisor
20-Apr-11