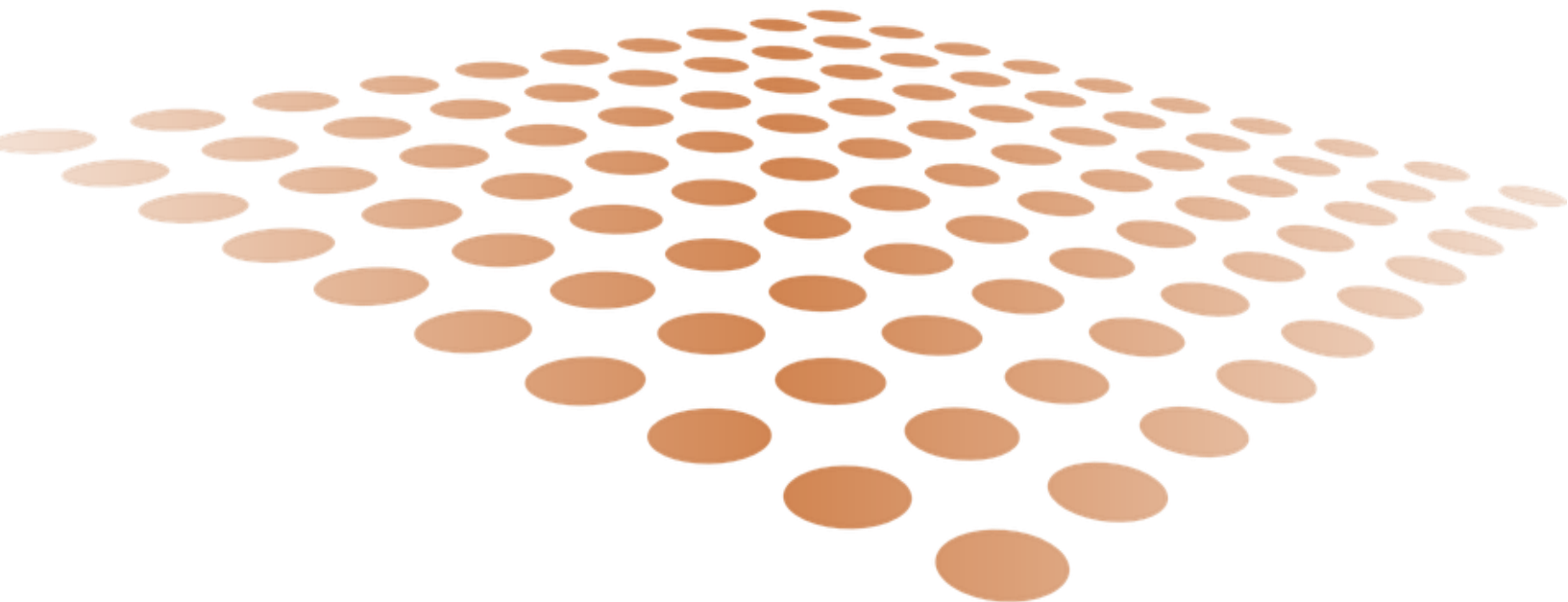


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: MANUAL PURCHASE ORDERS





# CREATING A MANUAL PURCHASE ORDER

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## Manual Purchase Orders

The purchase order (POM1) document is used to order goods and services from vendors. Some vendors (McKesson) require the use of manual purchase orders. When purchasing from these vendors, use the POM1 page code. Manual purchases (McKesson) are entered directly into AFIS using the POM1 document code.

### Procedure – Creating a Manual Purchase Order (POM1)

1. Log in to AFIS
2. Navigate to the Document
  - a. In the Jump to field, enter **POM1**.
  - b. Click **Go** or **Enter**.
3. Create new auto numbered POM1 document.
  - a. Click **Create**.
  - b. In the **Dept.** field, enter **your department code**.
  - c. Click **Auto Number** checkbox to generate a unique ID, or enter a unique ID.
  - d. Click **Create**. A new document is generated.
4. Complete the **Header** Section, on the **General Information** section
  - a. In the **Document Description** field, description for the POM1.
  - b. In the **Warehouse** field, select or enter your warehouse.
  - c. Click **Save** to infer the name and phone number.
  - d. On the **Requestor Issuer Buyer** section
    - (1) In the **Requestor ID** field, enter or select the user ID of the person requesting the goods/service.
  - e. On the Default Shipping/Billing section
    - (1) The **Shipping Location** field infers based on the Issuer ID, update only if applicable.
5. Complete the **Vendor** section, on the **Vendor** section
  - a. In the **Vendor Customer** field, enter or select the vendor.
  - b. In the **Address Code** field, enter or select desired address.
  - c. Click **Save** - Infers the vendor address and contact information, if available.
6. Complete the **Commodity** section, on the **General Information** section.
  - a. Click **Insert New Line**.
  - b. In the **Warehouse** field, select the warehouse where the goods will be shipped.
  - c. In the **Commodity** field, enter or select the commodity key.
  - d. In the **Stock Item Suffix** field, enter or select the suffix, if needed.
  - e. In the **Quantity** field, enter the quantity of the item required.
  - f. Click the **Save** - Infers any commodity-related information.
7. Complete the **Accounting** section, on the **General Information** section.
  - a. Click **Insert New Line**.



- b. Infer the accounting information by using either of the following:
  - (1) In the **Accounting Template** field, enter or select the template, if applicable.OR
  - (2) On the Detail Account section, in the **Function** field, enter or select the function.
- c. Click the **Validate** to infer any accounting-related information.
- d. On the **Fund Accounting** section, make sure the following fields are inferred:
  - (1) Fund
  - (2) Department
  - (3) Object
  - (4) Unit
  - (5) Appr Unit

**Note:** Attachments at the **Header** section. Supporting documentation attachments as required by district/agency policy.

- 8. Click the **Validate** button.
- 9. Clear any error that may appear.
- 10. Click the **Submit** button to complete the document.