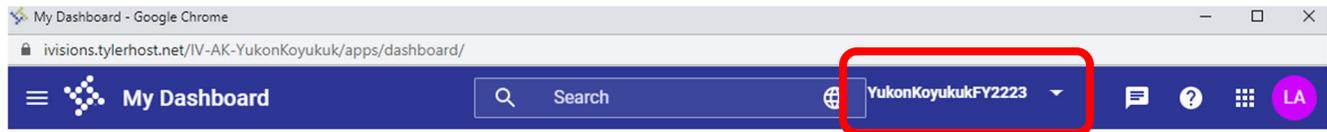


# iVisions/School ERP

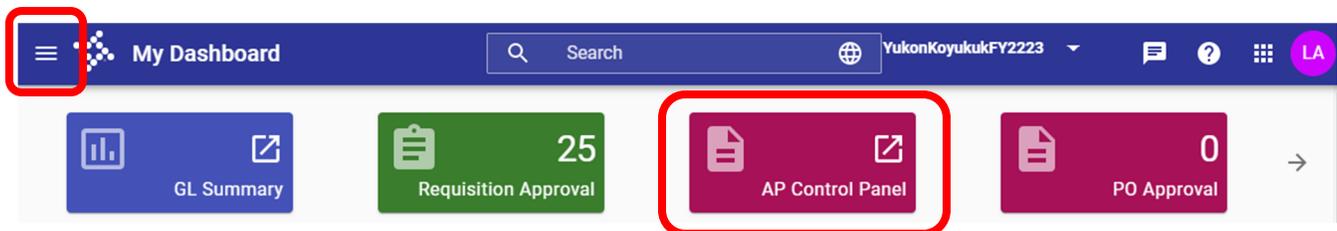
## Creating a PCard Requisition

To enter your BMO PCard statement through iVisions you will need to first log in via the Employee Self Service (ESS) Portal. You can find directions [here](#).

Once your dashboard loads, make sure you are in the correct Connection Group. The upper right side of the window will show the Year you are in.

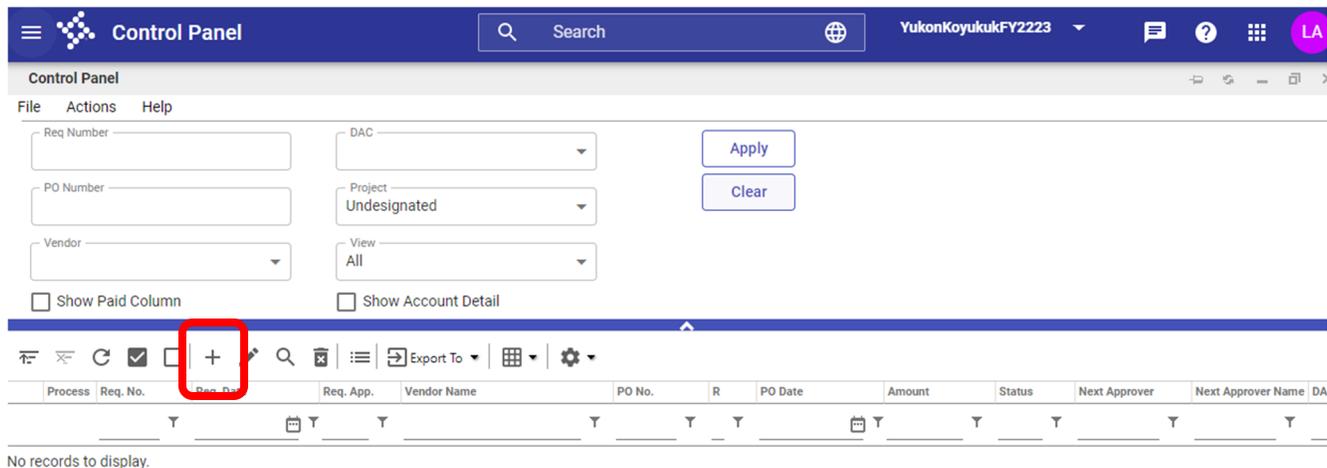


From your dashboard you can use the shortcut on the top of your window to access the AP Control Panel, if it's visible, or you can navigate there from the menu on the top left of your screen (3 horizontal lines).



From the three horizontal lines menu, navigate to "Purchasing & Payables" then "Purchasing" then "AP Control Panel."

The following window will open...



Click on the "+" symbol on the menu bar just under the search section of the window to start a new Purchase Requisition.

# iVisions/School ERP

## Creating a PCard Requisition

The following screen will open on the “Requisition Detail” tab. The fields highlighted in yellow are required information for the BMO PCard Requisition. The fields outlined in Red are required fields by the system, but typically the default entry in those fields is appropriate (except for Vendor and Requester, which start blank and must be selected from the available list).

See the example below as you complete the fields in the “Requisition Information” and “Order Information” areas. You will use one Purchase Requisition for each PCard statement period.

Descriptions for required fields:

- **DATE:** Enter the statement end date ( Ex: statement period February 6<sup>th</sup> through March 5<sup>th</sup>, you will enter 03/05/xxxx) .
- **VENDOR:** Choose the vendor, Harris Bank – BMO, from the drop down menu. If you start typing, the vendor will populate so you can select the correct one.
- **SHIP TO:** You can leave this to be whatever the default option is.
- **DAC:** From the drop down menu select the DAC appropriate to the requisition, if not already pre-populated with the correct DAC. In most cases you will only have one DAC to select.
- **REQUESTER:** From the drop down menu select the person approving your PCard Statement (i.e. the supervisor of the PCard user).
- **BUYER:** From the drop down menu select the PCard user. If it’s a Department PCard, enter the name of the person entering the requisition.
- **ORDER VIA:** Do not change. Keep the default “N/A.”
- **PROJECT:** Do not change. Keep the default “Undesignated.”
- **DATE REQUIRED:** The PCard date required will be the 12<sup>th</sup> of the month of the statement date.
- **ORDER TYPE:** Keep the default order type “Purchase Order.”
- **REFERENCE:** This field is used to enter the PCard holder last name and statement period (i.e. Boyd 3.5.22). If it’s a Department card, enter the name that is on the PCard (i.e. Local Purch 2 3.5.22).

# iVisions/School ERP

## Creating a PCard Requisition

Add Requisition
□ ×

Actions Help

REQUISITION DETAIL
ADDRESSES
NOTES
PO BOARD REPORT
PROPOSED VENDOR

**REQUISITION INFORMATION**

Req. Number  Date

Vendor

Ship To

DAC

Requester   W9 Rcvd

Buyer

**ORDER INFORMATION**

Order Via

Date Required

Reference

**PO INFORMATION**

Project

Order Type

Award Number

PO Number

PO Date

Revision

Req. App.

Closed Date

Status



You will not enter any information in the “PO Information” area. The information is auto filled by the software.

Once you have completed the “Requisition Detail” tab you can start entering the items charged to your PCard. Typically, one line will be used for each purchase on your BMO Statement. See example below as you go through each field.

**ACCOUNT:** Enter the account code to be charged for the item (i.e. 100.500.600.000000.410). Use the split funding option if more than one funding code is to be used for that charged amount.

**QTY:** This will always be “1” as it ties to your BMO statement, not the actual items purchased on a receipt.

**UNIT:** Field is not required, but defaults to EA.

**PART NUMBER:** Enter the date of the purchase.

**DESCRIPTION:** Enter the Vendor name followed by a description of the item(s) purchased. Be specific as this information is viewed in reports. (Ex: Fred Meyer: supplies for family paint night)

**UNIT PRICE:** Enter the total credit card charge amount (include any tax or freight in this amount, **do not** break it out in the Tax or Freight fields).

**EXT PRICE:** This field will auto fill using the Quantity entered multiplied by the Unit Price.

**TAX and FREIGHT:** Leave these fields blank.

Export To
□ ×

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
	100.600.551.000000	1	0	10.28.22	ALASBO: Annual Conference	\$100		0	\$0	
1	100.600.551.000000.454	1.000000	EA	10.20.22	Office Max: Folders and printer paper	34.9900	\$34.99	\$0.00	\$0.00	\$34.99
							1.000000	\$34.99		\$34.99

Hold Account
  Submit for Approval
 Sales Tax Percent

Mode: Add
 Close after update?
Cancel Save

# iVisions/School ERP

## Creating a PCard Requisition

### IMPORTANT:

Once you finish entering the information for an item you must click on the Floppy Disk icon to save the record. If you do not click on the Floppy Disk icon your item will disappear when you save or submit the requisition. **You need to click the Floppy Disk icon for each line item you enter.**

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
	100.600.551.000000.	1	0	10.28.22	ALASBO: Annual Conference	\$100			\$0	
1	100.600.551.000000.454	1.000000	EA	10.20.22	Office Max: Folders and printer paper	34.9900	\$34.99	\$0.00	\$0.00	\$34.99
							1.000000	\$34.99		\$34.99

Hold Account    Submit for Approval   Sales Tax Percent: 0.0000%

Mode: Add    Close after update?     

Above, you will see that once the record is saved by clicking the Floppy Disk icon the line drops into the body of the requisition, below the blank fields in the top row.

You can continue to add items using the same steps as the first item. You must create a line for each individual credit card transaction. When you are finished you will need to either save the requisition or submit it for approval.

If you want to charge an account for which you do not have system authorization, you will need to receive coding and signature approval on the invoice copy. You will then enter a valid account, one you have authority to use, and add an Internal Note in the “Notes” Tab requesting the account number to be changed.

**Add Requisition**   Actions   Help

REQUISITION DETAIL   ADDRESSES   **NOTES**   PO BOARD REPORT   PROPOSED VENDOR

PO Notes

Internal Notes

Append Internal Notes

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
			0							
1	100.600.551.000000.454	1.000000	EA	10.20.22	Office Max: Folders and printer paper	34.9900	\$34.99	\$0.00	\$0.00	\$34.99
2	100.600.551.000000.410	1.000000	0	10.28.22	ALASBO: Annual Conference 10/5-7	100.0000	\$100.00	\$0.00	\$0.00	\$100.00
							2.000000	\$134.99		\$134.99

The internal note is used by a “Buyer” to provide information to the “Approver.” Enter the note in the “Append Internal Notes” field. Once you save the requisition your note will transfer to the “Internal Notes” field as a permanent record. As the requisition goes through the process others can add notes to the “Append Internal Notes” that will be saved in the permanent record of the “Internal Notes” field.

# iVisions/School ERP

## Creating a PCard Requisition

If you are not ready to submit the requisition for approval you can save it by checking the “Close after update?” box, then clicking on “Save.”

**\*\*It is highly recommended that you update your requisition throughout the month as you make purchases\*\***

Once everything is entered on your requisition, and the total requisition amount matches your PCard statement balance due amount, you can attach your PCard statement and receipts to your requisition. The directions for attaching documents to a requisition can be found [here](#) (on our the Business Office department page of the YKSD website).

Scan your BMO PCard statement along with all of the credit card receipts into a single PDF. Make sure the receipts are scanned in the order they appear on the statement and have the account code written directly on the receipt. If you are coding an expense to an account code you don't have access to, make sure the Director/Principal in charge of that code either signs your receipt with the correct code to use, or you can attach the email to the receipt with their authorization to use their code for that expense.

When you are ready to actually submit the requisition for approval check the “Submit for Approval” box, and the “Close after update?” boxes and click “Save.” Congratulations.... the requisition is submitted for approval!

**Add Requisition**

Actions Help

REQUISITION DETAIL ADDRESSES NOTES PO BOARD REPORT PROPOSED VENDOR

REQUISITION INFORMATION

Req. Number: [ ] Date: 11/5/2022 Vendor: HARRIS BANK - BMO

ORDER INFORMATION

Order Via: N/A Project: Undesignated

PO INFORMATION

PO Number: [ ] PO Date: [ ]

Ship To: YUKON KOYUKUK SCHOOL DISTI DAC: Business Date Required: 11/12/2022 Order Type: Purchase Order Revision: [ ] Req. App.: [ ]

Requester: Heather Heineken W9 Rcvd: [ ] Buyer: Andrea Levesque Reference: ALevesque 11.5.22 Award Number: [ ] Closed Date: [ ] Status: [ ]

Line	Account	Qty	Unit	Part Number	Description	Unit Price	Ext Price	Tax	Freight	Line Total
1	100.600.551.000000.454	1.000000	EA	10.20.22	Office Max: Folders and printer paper	34.9900	\$34.99	\$0.00	\$0.00	\$34.99
2	100.600.551.000000.410	1.000000	0	10.28.22	ALASBO: Annual Conference 10/5-7	100.0000	\$100.00	\$0.00	\$0.00	\$100.00
							\$134.99			\$134.99

Hold Account  Submit for Approval Sales Tax Percent: 0.0000%

Close after update? Cancel Save

Once the Purchase Order is created by the Business Office you will receive a copy of the PO. You **do not** need to receive the PO in the system. The Business Office will process payment against the PO once we have all PCard statements from all PCard holders.

\*Original Receipts – please keep your original receipts until January 1 of the next fiscal year. (Ex. Receipts for BMO statements from July 5, 2021 – June 5, 2022 can be destroyed January 1, 2023.)