



Focus ERP Quick Steps: P-Card PO

November 2022

P-Card PO

Requestor

STEP 1: Go to the **Purchasing/Accounts Payable** menu and click on **Purchase Requests/Orders**.

STEP 2: Select to **View** a P-Card requisition from the **Existing Drafts** section.

Existing Drafts								
Hide All Users								
Prev Page: 1 / 79 Next Export Filters: ON								
Name	Cardholder	Last 4	Type	Request Date	Purchase Date	Created Date	Total	User
AMAZON.COM JX5B46443 AM;			P-Card	09/03/2022	09/05/2022	11/04/2022	38.07	View
Amazon.com 1V98L0BF0			P-Card	09/04/2022	09/05/2022	11/04/2022	18.79	View
EWING IRRIGATION PRD 134			P-Card	09/02/2022	09/05/2022	11/04/2022	200.10	View
AMZN Mkt US 1V5T25560			P-Card	09/04/2022	09/05/2022	11/04/2022	18.59	View
CONSOLIDATED ACE & SU			P-Card	09/02/2022	09/05/2022	11/04/2022	130.85	View
AMZN Mkt US 1V75H3P20			P-Card	09/03/2022	09/05/2022	11/04/2022	15.81	View
WALKERS ACE HDWE			P-Card	09/03/2022	09/05/2022	11/04/2022	46.98	View
LOWES #00479			P-Card	09/01/2022	09/05/2022	11/04/2022	-4.80	View
Southern Pipe #834 Fort W			P-Card	09/02/2022	09/05/2022	11/04/2022	111.49	View
AMZN Mkt US 1V4043EK0			P-Card	09/02/2022	09/05/2022	11/04/2022	19.98	View

Note: Request Date, Purchasing Date and Created Date

Request Date	Purchase Date	Created Date
09/03/2022	09/05/2022	11/04/2022

- Request Date = date the purchase was requested (online or in person card was used)
- Purchase Date = date the purchase was posted at District Bank
- Created Date = date the transactions was imported into Focus

STEP 3: Verify for correct purchase request details.

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Drafts **Templates** **Request History** **Current Request** Look up PO # Or Req # 2022 - 2023 ▾

A TO Z LOCK & SAFE

Requisition # 94091284 PO # N/A Author MITCHELL, TARA Vendor V1000000681 - BANK OF AMERICA E-Verify No Vendor Contact

Vendor Location V1000000681 BANK OF AMERICA PO BOX 53101 PHOENIX, AZ 85072-3101 ▾

Vendor Payment Terms N/A Terms & Conditions N/A Deadline Date

PO Status Open Request Type P-Card Request Date/Status Draft Order Contact Center/School Contact Deliver To 9409 : MAINTENANCE ▾

Requesting Facility 9409 : MAINTENANCE ▾ Bill To N/A

STEP 4: Verify the correct line item details.


Line Items										
Import										
Ref. #	Item #	Description	Qty	UOM	Unit Price	Amount	Shipping	Addon	Receivers	
1		P-Card Purchase	1.00		159.13	159.13	<input type="checkbox"/>	<input type="checkbox"/>		
1							<input type="checkbox"/>	<input type="checkbox"/>		
						Total		159.13		


STEP 5: Enter the correct allocation.

Allocations											
Ref. #	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered	Expended	Balance	Amount
1	1010 : GE...	5100 : BAS...	0510 : SU...	9409 : MA...	0099 : CO...						159.13
1	1010 : GE...	5100 : BAS...	0510 : SU...	9409 : MA...	0099 : CO...	0.00	0.00	0.00	0.00	0.00	159.13
										Total	159.13

Press enter to save the line.

STEP 6: Upload the credit card receipt into the **Files** box.

Files (Drag files to upload) **Select** 

 credit card receipt.docx (0.01mb)

- Drag and drop a file into the box.
- Click the select button to find a file on the computer.
- Click on the scanner icon to scan in an image of the receipt.

STEP 7: Click Submit to submit the request for approval.

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The screenshot shows a form with three main sections: **Files**, **Comments**, and **Comments for vendor**. The **Files** section has a 'Select' button and a file named 'credit card receipt.docx (0.01mb)'. The **Comments** section is empty. The **Comments for vendor** section contains the following text: 'REQ #':Z, Post Date:09/05/2022, Transaction Date:09/03/2022, Cardholder: ROMFO, JEREMIAH LEE, Last 4: 1775, A TO Z LOCK & SAFE - Purchase MAINTENANCE. A 'Submit' button is located in the top right corner.

The request can be reviewed on the Request History tab. The Approval Chain can be viewed by hovering over Pending in the Status column.

The screenshot shows the 'Request History' tab with a table of requests. The table has columns: 'ed Date', 'Liquidated Date', 'Printed Date', 'Emailed Date', 'Name', 'Card Holder', 'Card #', 'Vendor', and 'Total'. A row is visible with the following data: 'A TO Z LOCK & SAFE', 'ROMFO, JEREMIAH LEE', '1775', 'BANK OF AMERICA', '159.13'. The status is 'Pending'. A pop-up window titled 'Approval Chain' is visible on the right, showing the following hierarchy: **Principal/Department Head** - BOLTON, STEPHEN RAYMOND; **Purchasing Approvers** - DUNCAN, SHANNA MARIE; **Purchasing Final** - WINDHAM, VINCE JAMES. The pop-up also has buttons for 'View' and 'Send Reminder'.

Approvers

STEP 1: Log in to Focus and click on the PO Request alert on the portal.

The screenshot shows the Focus School Software Portal. The user is logged in as 'STEPHEN BOLTON'. The 'Alerts' section on the left shows a 'PO Request - MITCHELL, TARA' alert, which is highlighted with a red box. The 'Find an Employee' section on the right has a search bar and a 'Search' button. The 'ERP' button in the top right corner is highlighted with a red box.

Approvals for PO's will only appear if logged onto the ERP side of Focus.

The approver is taken to the Current Request tab.

STEP 2: View the request and edit if needed.

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Drafts Templates Request History Pending Approval Approval History Current Request 2022 - 2023

Look up PO # Or Req #

A TO Z LOCK & SAFE

Requisition # 94091284 PO # N/A Author MITCHELL, TARA Vendor V1000000681 - BANK OF AMERICA E-Verify No Vendor Contact

Vendor Location V1000000681 BANK OF AMERICA PO BOX 53101 PHOENIX, AZ 85072-3101

Vendor Payment Terms N/A Terms & Conditions N/A Deadline Date

PO Status Open Request Type P-Card Request Date/Status 11/03/2022 06:06:20 Order Contact Center/School Contact 9409 : MAINTENANCE Deliver To

Requesting Facility 9409 : MAINTENANCE Bill To N/A

Line Items

Import

Ref. #	Item #	Description	Qty	UOM	Unit Price	Amount	Shipping	Addon	Receivers
1		P-Card Purchase	1.00		159.13	159.13	<input type="checkbox"/>	<input type="checkbox"/>	
						Total		159.13	

Allocations

Ref. #	Fund	Function	Object	Center	Project	Budgeted	Committed	Encumbered	Expended	Balance	Amount
1	1010 : GE...	8100 : MAI...	0510 : SU...	9409 : MA...		12,775.02	0.00	0.00	3,833.90	8,941.12	159.13
Total											159.13

Approvers at different levels of the approval chain may have different edit permissions.

STEP 3: Approve the request or Send Back to Originator.

Files (Drag files to upload)

credit_card_receipt.docx (0.01mb)

Comments

Comments for vendor


A TO Z LOCK & SAFE
Merchant #: 650000010751488
Ref #: 2
Post Date: 09/05/2022
Transaction Date: 09/03/2022
Cardholder: ROMFO, JEREMIAH LEE
Last 4: 1775
A TO Z LOCK & SAFE - Purchase

Purchasing Approvers and Final Approvers will have an override drop down. On their Current Request screen.

Each approver will follow steps 1 - 3 until final approval has been given.

Once final approval takes place an invoice is generated and is delivered to an invoice batch that collects invoices for the month.

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Testing

Invoice Report ☆

John Heatherly

Budgeting/...

Purchasing...

Accounts R...

Fixed Ass...

Transportation

Human Res...

Payroll

Work Ord...

Warehou...

Setup

Developm...

Employee S...

Forms

Repo...

Invoice Report

Invoice Reconciliation

Utility Report

Account Lookup

2022-2023

Invoice Date (from)

Invoice Date (to)

Oct P-Card VISA Bill

Invoice Batch

Invoice Cycle

Fund then Vendor

Sorting

☐

Show Element Names

Run Report

Print All

Download PDF

BANK OF AMERICA (V1000000681)
PO BOX 15731
WILMINGTON, DE 19886-5731

Invoice Batch	Internal	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	MJ #	MJ Source & Amount	Fund	Function	Object	Revenue	Center
Oct P-Card VISA Bill	No	P-Card		A TO Z LOCK & SAFE	11/03/2022	p-94091284	09/05/2022			1010	8100	0510		9409