



Trainer Notes: The estimated time for this lesson is 75 minutes.

Lesson 4: How To Use *COMPASS* in Purchasing

Introduction

This lesson demonstrates *COMPASS*'s use in the purchasing processes you have learned about in the previous lessons.

Importance

When you actually perform the processes you have learned about to this point, you use *COMPASS*. Seeing how *COMPASS* works will help you use it correctly.

Objectives

In this lesson, you learn to:

- Find, recognize, and begin completing common *COMPASS* MM forms
- Appreciate why *COMPASS* demands special care when entering data

Topics

This lesson contains these topics:

- Using *COMPASS* for Purchasing Program Instruments
 - Starting with a Budget
 - Store Stock Availability
 - Ordering from a Contract
 - Creating a DFO or LPO
 - Effect on the Budget
-



Section A: Using COMPASS for Purchasing Program Instruments

Hypothetical Process

This section outlines a hypothetical purchasing process. It demonstrates how some of the purchasing instruments are completed in *COMPASS*. It also demonstrates how the purchasing process is integrated with budgeting.

In this process, you will:

1. Look at a budget report for a fund in Compass
2. Check for an item's availability in County stores
3. Search for a contract for that same item
4. Create an LPO to order the item
5. Return to the budget report to view the purchase's affect on the budget

Trainer's Notes: The processes in this section are meant to be broad overviews, rather than detailed teaching of job skills .

Note: This set of procedures mimicks the route you might take in a purchasing process. On the job, ordering a product like certificate paper, the example we use, would be simpler than this sequence; you would not encounter some of the "dead ends" or go down some of the "blind alleys" you go down here.

Note: Because the sample database you use in training varies over time, the data you see on your computer may not match the screenshots you see in this book.

Starting with a Budget

In Lesson 1, page 7, your trainer demonstrated a fund budget in *COMPASS* and then explained how the budget numbers change when a requisition for a purchase order is submitted.

For *COMPASS* to "live up to its potential," every transaction must be entered completely, accurately, and consistently. Missing data or incomplete data can cause large amounts of additional work for someone somewhere else or can create errors in important reports in the County's overall materials management and financials.

This time you will view that budget on your computer.

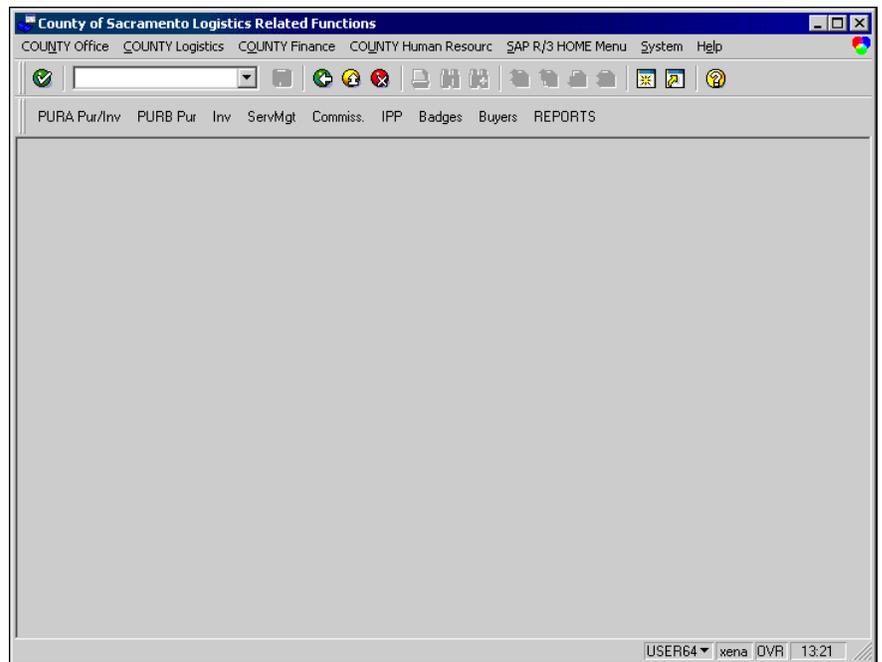
Trainer's Notes: This first exercise should be done by all participants. Mention something like, "This may be the only time in your career that you look at a budget. But it is very important that you understand how all purchasing and financial data in COMPASS is interrelated." This section assumes participants can log in to the Training environment with the user name and passwords you provide.



Step	Action
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- 1 After logging in to *COMPASS*, at the *COMPASS Main* screen, follow the menu path **Logistics>County Logistics**.
The **County of Sacramento Logistics** screen appears.

Figure 17: County of Sacramento Logistics screen



- 2 Click **REPORTS** **REPORTS**

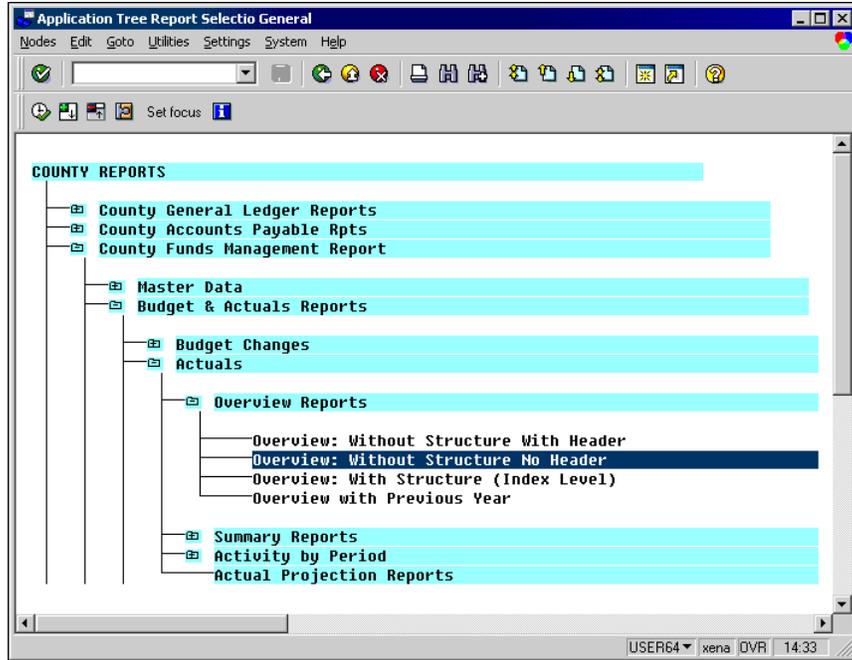


Step	Action
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Trainer's Notes:
This is a good place to review a bit about COMPASS's term "menu paths." Say something like, "In most applications, you pull down a menu and you get a submenu, and then maybe a sub-submenu, and that's it. In COMPASS it's not unusual to go through six more menus until you get where you want to go. So we call this a 'menu path.' We write menu paths with the '>' symbol as shown here. Also remind them (they learned this in the COMPASS Overview course) that a shortcut exists to each form.

- | | |
|---|--|
| 3 | Follow the menu path to County Reports>County Funds Management Reports>Budget & Actuals Reports>Actuals>Overview Reports>Overview without Structure No Header. |
|---|--|

Figure 18: Menu path

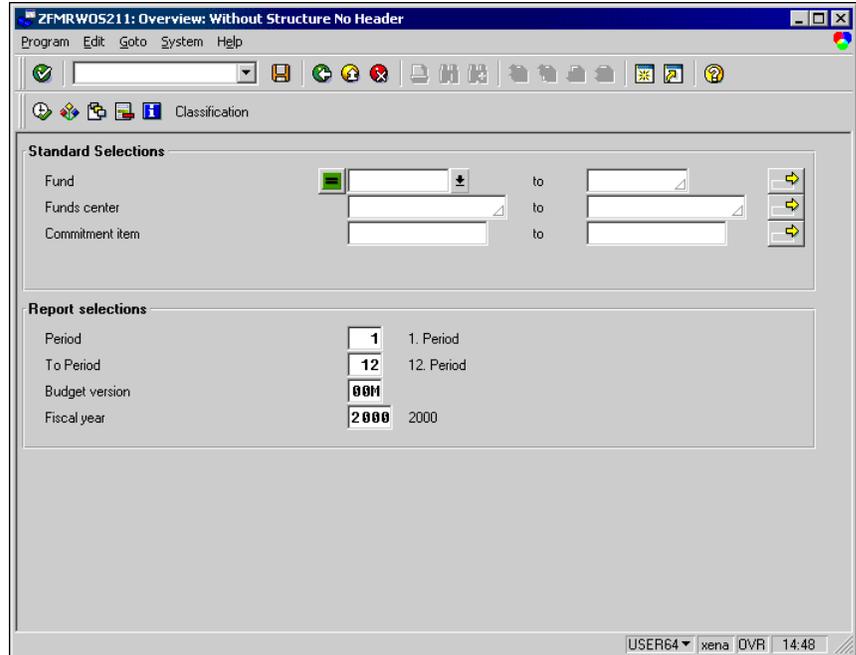




Step	Action
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- | | |
|---|---|
| 4 | Double-click Overview without Structure No Header .
The selection dialog for this report appears. |
|---|---|

Figure 19: Selection dialog for a report



Trainer's Notes: You might want to explain here about funds, fund centers, and G/L accounts. A fund is the source of the money available in the budget. A fund center is the County organizational unit (Division, Department or Office) whose budget is responsible for payment. A Commitment Item is a category of cost; it is the same number as the general ledger (G/L) account. The commitment item is a category of cost for a cost center. A cost center is a further break down of the fund center used to report on how the money was spent. It may represent a work unit, job description, or other cost accounting object; in other words, "who you are."

Type or select the following data in the indicated fields:

Field	Entry	Explanation
Fund	031a	This is an OCIT fund you will use for this exercise
Fund center	7607625	Cost center for this exercise
Budget version	02m	02 indicates the year
Fiscal Year	2002	Leave Period at 1 and To Period at 12



Step	Action
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- 5 Click **Execute**.
A budget report for your cost center appears.

Figure 20: Budget report for cost center

Commitment Displayed in	TD Budget 1 USD	Actuals 1 USD	Commitment 1 USD	Pending 1 USD	Available 1 USD	% Consumed 1
↳ SAC1/EXPENDITUR COUNTY EXPENDITURES	1,002,186	0	2,744	10,000	989,442	1.3
↳ SAC1/10 SALARIES / BENEFITS	599,986	0	0	0	599,986	0.0
↳ SAC1/20 SERVICES & SUPPLIES	402,200	0	2,744	10,000	389,456	3.2
↳ SAC1/REVENUE COUNTY REVENUE	966,000-	0	0	0	966,000-	0.0
↳ SAC1/96 CHARGES FOR SERVICES	966,000-	0	0	0	966,000-	0.0
↗ Total	36,186	0	2,744	10,000	29,442	35.2

Trainer's Notes:
Point out the yellow lines in the budget correspond the the Fund and the green lines refer to the Fund center.

This is the same report you viewed in Lesson 1, page 8. You can refer back there to review the meaning of the columns in this report.

Later in this lesson you will make a purchase and return here to view changes.

Mention that the Create Session button does not appear on the SAP 4.0 GUI, only with the 4.6 GUI.

- 6 For the next section, you must “back up” to the County of Sacramento Logistics screen.

Click **Back** on the current screen. A message asks if you want to quit the report.

- 7 Click **Yes**. A second message asks if you want to save your data.

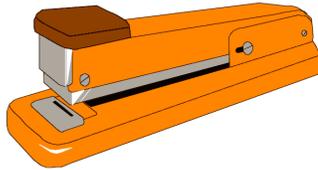
- 8 Click **No**. The **Application Tree Reports Selection** screen returns.

- 9 Click **Back**. **The County of Sacramento Logistics** screen returns.



Store Stock Availability

Trainer's Notes:
This is another "hands on" experience for the participants. Point out to the participants the variations in the Compass GUIs. This manual shows the SAP 4.6 buttons, working within SAP 4.0. Their own computers may show the 4.0 buttons.

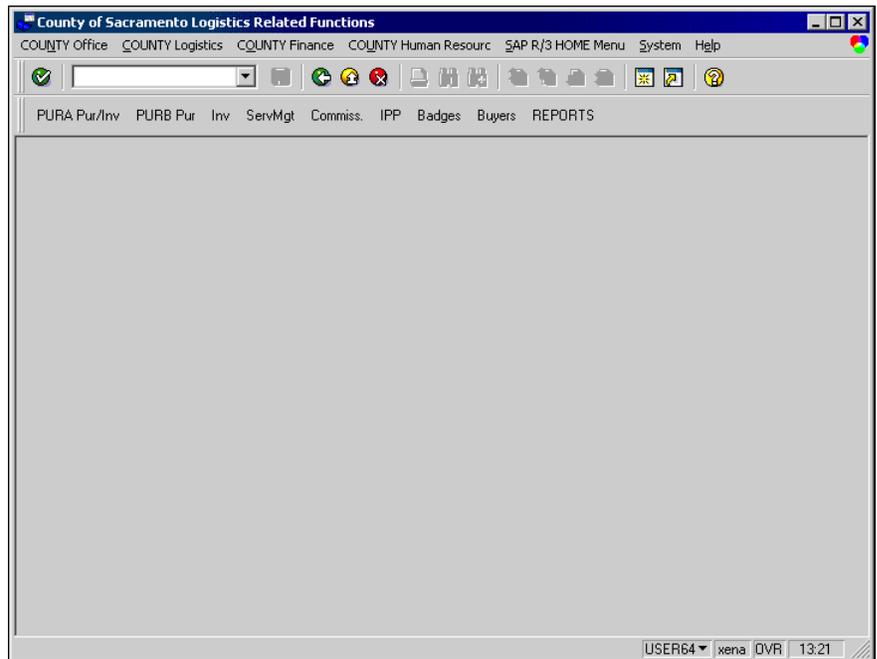


For this exercise, you want to purchase some special paper to create certificates.

To determine whether or not an item is stocked in a County store, do the following:

Step	Action
1	On the Logistics>County Logistics screen, click <input type="button" value="PURA Pur/Inv"/> PURAPur/Inv .

Figure 21: County of Sacramento Logistics Related Functions screen

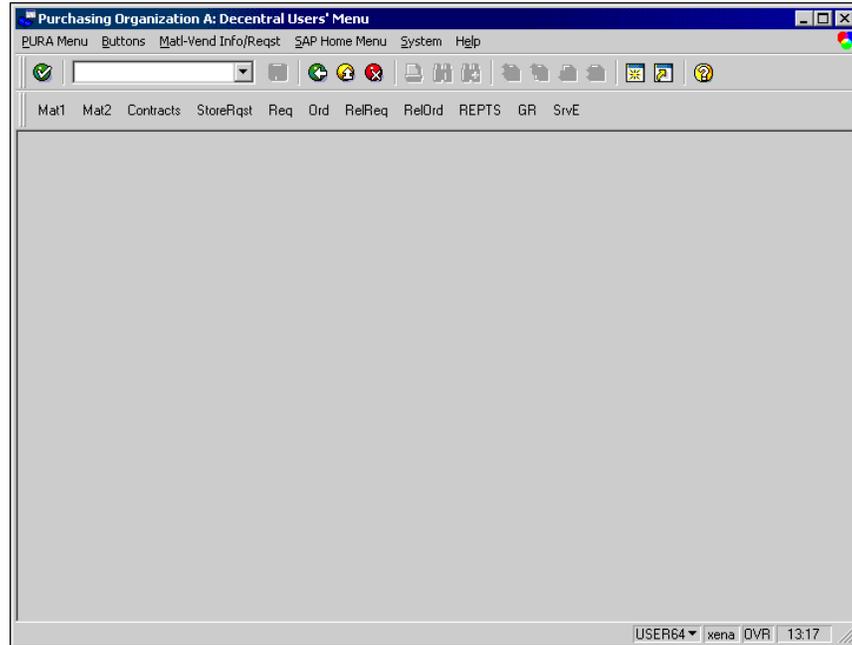




Step	Action
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The **Purchasing Organization A** appears.

Figure 22: Purchasing Organization A screen





Trainer's Notes:
These exercises demonstrate both menu paths and shortcuts to forms. Most users find shortcuts easier at first, but familiarity with menu paths makes for users who can more easily navigate their way around the system.

This screen may contain default entries in fields that must be removed. Tell them to clear the **Plant** field and the **Storage location** if they see data there.

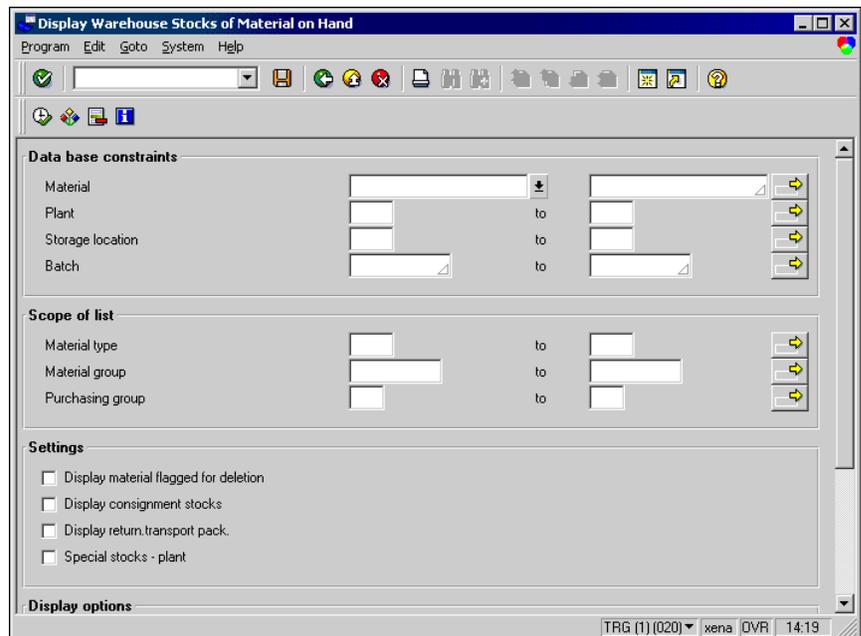
Step	Action
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2 Click **Mat2**.

Mat stands for **Materials**.

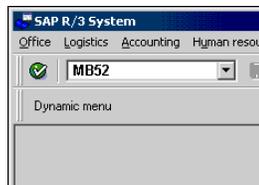
The **Display Warehouse Stocks of Material on Hand** screen appears.

Figure 23: Display Warehouse Stocks of Material on Hand screen



You could have navigated to this screen by typing **MB52** in the Command field of the **COMPASS Main** screen, and then Click  **Enter**.

Figure 24: Using a navigation shortcut in the Command field



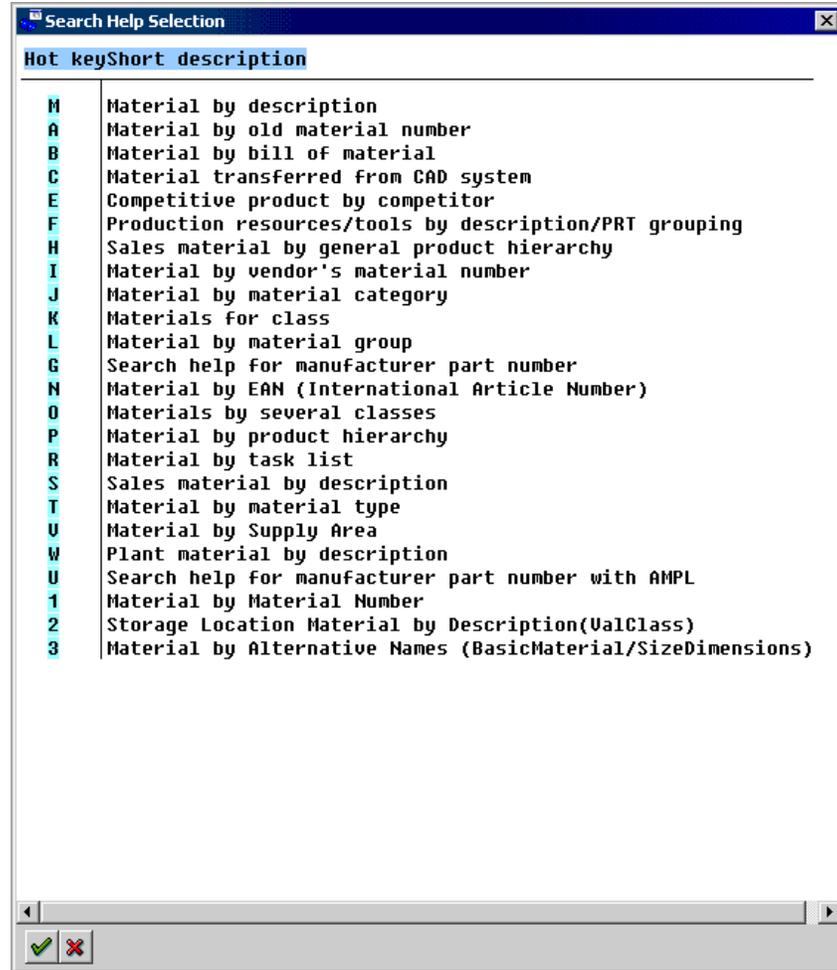


Trainer's Notes:
The *Materials by material type* dialog box may not appear, depending on who did what most recently on the participant's computer. You may have to help individuals get to this dialog box.

Step	Action
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- 3 Click  next to the *Material* field.
The *Search Help Selection* list appears.

Figure 25: Search Help Selection list



If the *Material by Description* dialog box appears, go to step 4.

If any other dialog box appears, click  *Other search help*, and the *Search Help Selection* list appears.

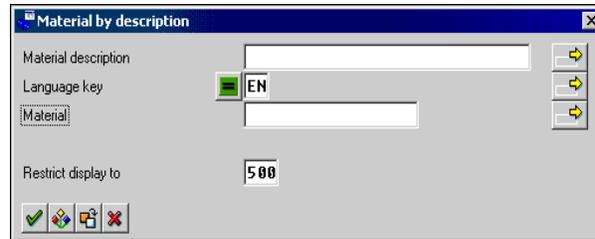


Step	Action
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- 4 Click **M Material by Description**.

The **Material by Description** dialog box appears:

Figure 26: Materials by description dialog box



- 5 In the **Material description** field, type ***paper***.

You want to search for “Certificate paper.” The asterisk (*) is a “wild card.” COMPASS will return a list of every product whose description includes the word “paper.” If you were to type **paper***, COMPASS returns all entries whose description begins with the word “paper.”



Step	Action
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- | | |
|---|---|
| 6 | Click <input checked="" type="checkbox"/> Enter .
A Hit List of paper types appears. |
|---|---|

Figure 27: Hit list of paper types

Material description	Language	Material
PAPER	EN	7625
PAPER BOND #20,11 X 17 WHITE	EN	7666
PAPER BOND 8-1/2" X 11" BLUE 20#	EN	7590
PAPER BOND 8-1/2" X 11" BUFF 20#	EN	7591
PAPER BOND 8-1/2" X 11" CANARY 20 LB. N	EN	7587
PAPER BOND 8-1/2" X 11" GOLDENROD 20#	EN	7597
PAPER BOND 8-1/2" X 11" GREEN 20 #	EN	7588
PAPER BOND 8-1/2" X 11" PINK 20#	EN	7589
PAPER BOND 8-1/2" X 11" WHITE 3HOLE PUN	EN	7592
PAPER BOND 8-1/2" X 14" BLUE 20#	EN	7596
PAPER BOND 8-1/2" X 14" CANARY 20#	EN	7595
PAPER BOND 8-1/2" X 14" GREEN 20#	EN	7594
PAPER BOND 8-1/2" X 14" PINK 20#	EN	7593
PAPER BOND WHITE 8-1/2" X14" 20#	EN	7665
PAPER CLIPS LARGE	EN	9336
PAPER CLIPS SMALL	EN	9335
PAPER COCKLE ERASABLE 8-1/2 X 13 WHITE25	EN	7600
PAPER CONTINUOUS 14-7/8" X11" 2 PT	EN	7658
PAPER CONTINUOUS 14-7/8"X8-1/2 NO SIDE P	EN	7652
PAPER CONTINUOUS CARBON 2PT 9-1/2"X11"	EN	7651
PAPER CONTINUOUS NCR 9-1/2"X11" 3PART WY	EN	7648
PAPER CONTINUOUS NCR WHITE 9-1/2"X11"	EN	7655
PAPER CONTINUOUS TINT BAR14-7/8"X11-1/2"	EN	7654
PAPER CONTINUOUS TINT BAR14-7/8"X8-1/2"	EN	7653
PAPER CONTINUOUS WHITE 11-3/4"X8-1/2 2 P	EN	7657
PAPER CONTINUOUS WHITE 11-3/4"X8-1/2" NO	EN	7656
PAPER CONTINUOUS WHITE 12X 8-1/2 NO SIDE	EN	7660
PAPER CONTINUOUS WHITE 8-1/2"X14" NO SID	EN	7649

Trainer's Notes:
 Emphasize that "You did not find the item you were looking for, but if you had, here's what you would do to begin ordering."
 1. View the details on the selected contract;
 2. Complete a Store order."

No entry exists for certificate paper. However, before we look for a contract against which to purchase certificate paper, we want to view more details on something that is in stock.

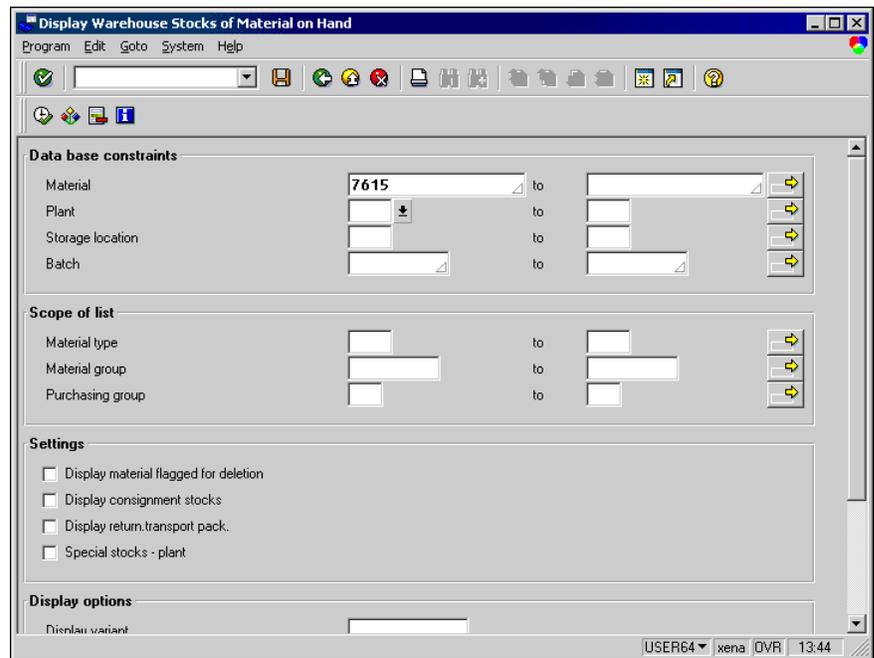


Step	Action
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7 Double-click *Paper Recycled 8 1/2" X 11" White 3 Hole Pun.*

The hit list closes and the *Display Warehouse Material stocks on hand* screen returns, showing the *Material number* for this selection, 7615.

Figure 28: Display Warehouse Material stocks on hand screen with Material number 7615





Step	Action
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Trainer's Notes:
Point out the following information on this form:
Store location **GS1**
Stock **640**
Unit of Measurement **RM**

- | | |
|---|--|
| 8 | <p>Click Execute.</p> <p>The Display Warehouse Stocks of Material on Hand screen appears, displaying the quantity of stock on hand.</p> |
|---|--|

Material	Material description	Plnt Name 1
SLoc	Unrestr.-use stock	Unit
	Stock in transfer	In quality insp.
	Total value	Total value
	Curr.	Total value
		Total
7615	PAPER RECYCLED 8-1/2"X11"WHITE 3HOLE PUN SC	Sacramento County
GS1	640 RM	0
	1,785.60 USD	0.00
* Total		
	640 RM	0
	1,785.60 USD	0.00

- | | |
|----|---|
| 9 | <p>To close this inventory entry and return to the Compass Main menu for the next procedure (where you will look for a contract to use in ordering the certificate paper), click Back on the current screen.</p> |
| 10 | <p>On the Display Warehouse Material stocks on hand screen that returns, click .Back again. The Purchasing Organization A screen returns.</p> <p>Next you will do a search for a contract on the intranet. When you return to COMPASS, you will want to be on this screen.</p> |



Ordering from a Contract



Trainer's Notes:
The contracts in the training database may not match the real contracts available through the intranet. Therefore, show participants the search engine, but then they will use a specific contract for this simulation.

County stores do not generally stock certificate paper. So next you want to search for a contract against which you could create a CSO. It is possible (though unlikely) that the County already has an itemized contract specifically for certificate paper. In reality, more likely it has an open item contract with a vendor of general office supplies who stocks certificate paper or with a paper vendor who stocks a variety of specialty papers. (For line item and open contracts contracts, see page 19.) For this process, you will only consider paper vendors.

The CSO procedure involves the following components:

1. Locate a contract for the item you wish to purchase. Purchasing's intranet (<http://gs.pwa.co.sacramento.ca.us/purchasing/ContractSearch.asp>) contains a search engine, updated daily, from which you can find a contract for an item. Alternatively, *COMPASS* shared folders (*Office>Folders>Shared Folders>MM>MM PURA Cheat Sheets*) contain a spreadsheet, updated monthly, listing of all currently valid contracts.
2. Determine if you can use the contract. Line item contracts must be for the items or for a type of item (for example, office supplies) you wish to purchase. Its term must be current, and its limit must not have been exhausted. (That is, for an itemized contract, all the items have not been purchased; for an open contract, all of the value has not been spent.)
3. Create the CSO in *COMPASS* to order the item.

Step	Action
1	To locate a contract, open your web browser, Microsoft Internet Explorer.
2	In the Address field, type http://gs.pwa.co.sacramento.ca.us/purchasing/ContractSearch.asp

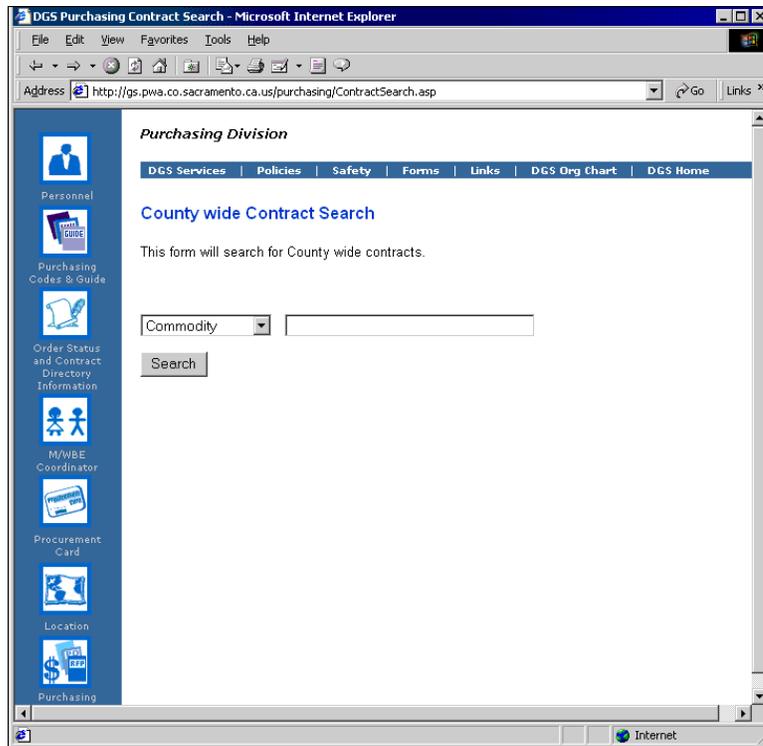


Step	Action
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3 Press **<Enter>**.

The **Purchasing Division County wide Contract Search** page appears.

Figure 29: Purchasing Division County wide Contract Search page



4 You can search by **Vendor name**, **Commodity**, or **Contract Number**.
Select **Commodity**.

5 Type **Paper**.

Trainer's Notes:
This search does not require wild cards.

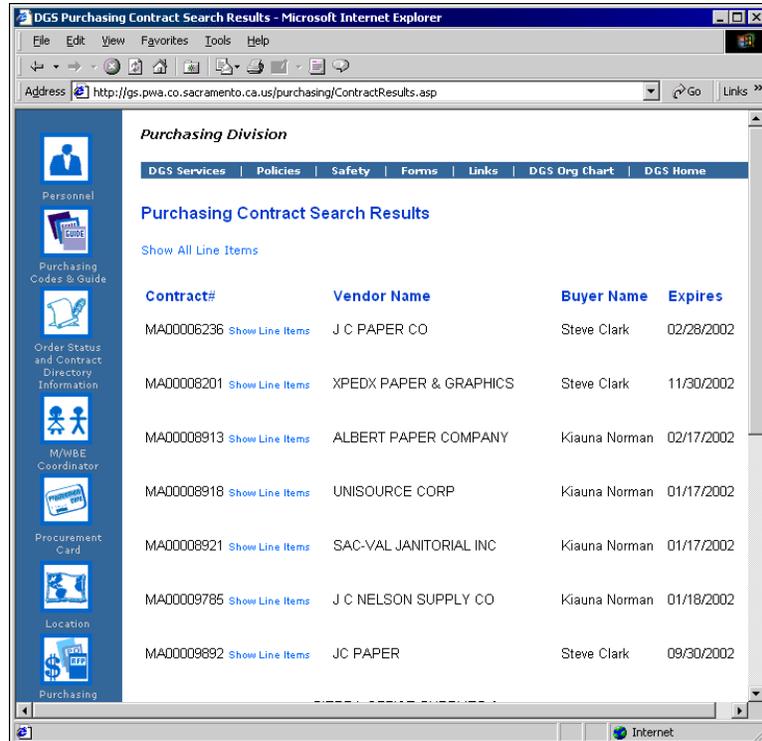


Step	Action
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6 Click **Search.**

The current contracts for that item appear.

Figure 30: Current contract list

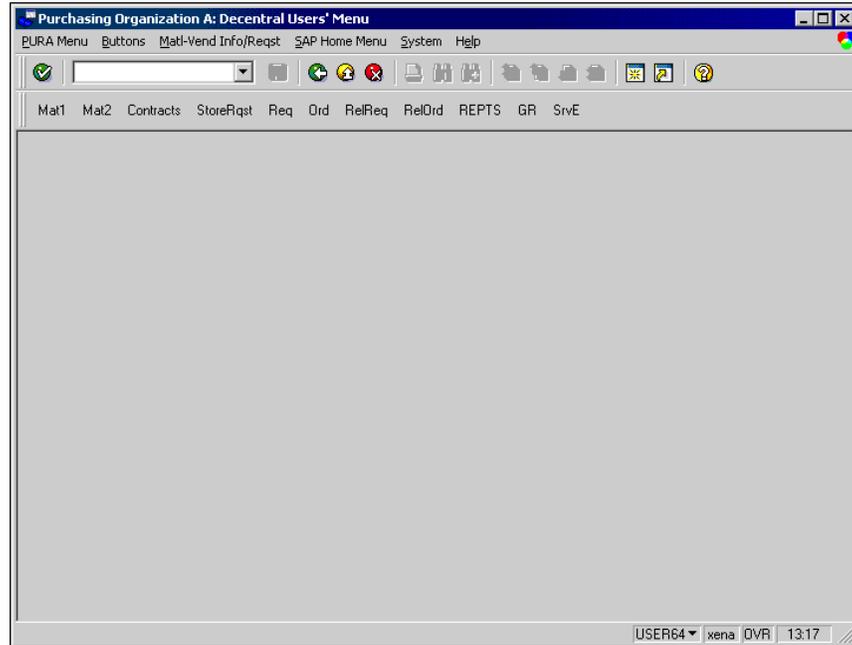


In a real work situation, you would copy the contract number for a few of these contracts that might be applicable.



Step	Action
7	Return to <i>COMPASS</i> . The Purchasing Organization A screen is still visible.

Figure 31: Purchasing Organization A screen



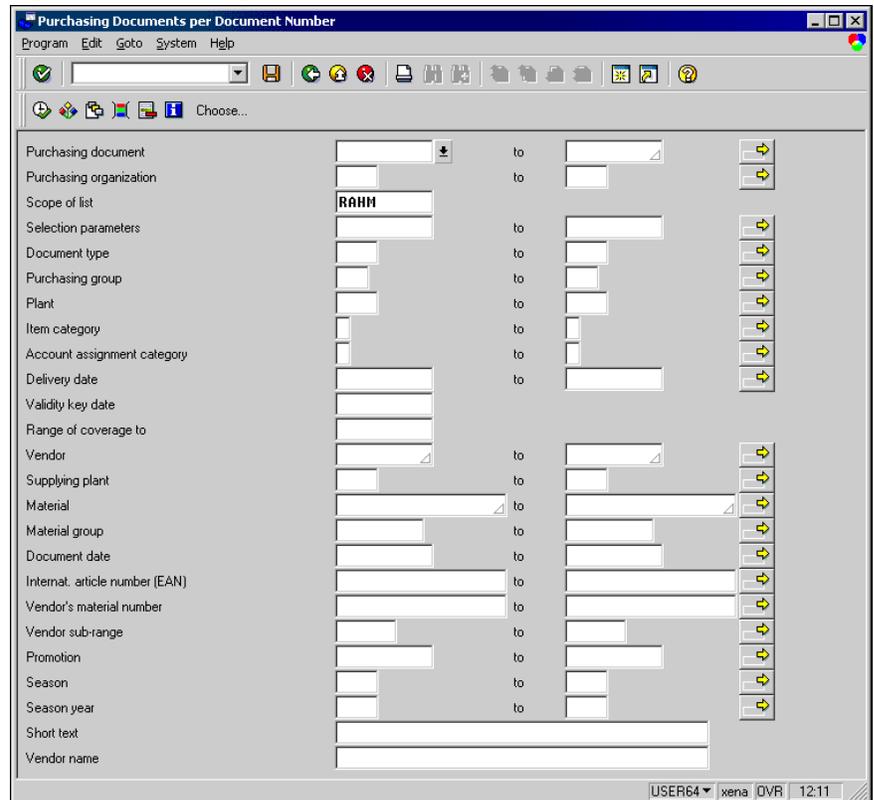


Step	Action
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8 Click **Contracts.**

The **Purchasing Documents per Document Number** screen appears.

Figure 32: Purchasing Documents per Document Number screen





Step	Action
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Trainer's Notes:
Point out that this is a made up situation. In the real world, for this example, you'd probably find certificate paper in the catalog of a general office supply company with which the County has an open item contract, and you'd have several contracts with specifically paper vendors you could check.

Stress that the user must read the terms and conditions of the contract (found in the header and line item text screens) to determine if the contract is appropriate. If they are in doubt, contact the buyer before using the contract.

- In the **Purchasing Document** field, type **MA00011818** and press <Enter>. In this example, we assume this was the only open contract for paper products, and that on investigation you found that none of the general office supply companies that have open contracts stock certificate paper. The details of the contract you selected appears.

Figure 33: Details of contract MA00011818

Contract	Type	Vendor	Name	PGP	Agmt. date
Item	Material		Short text		Mat. group
D I A PInt SLoc			Targ.qty. Un	Net price	Curr. per Un
MA00011818	MK	608810	XPEDX PAPER & GRAPHICS	010	01/25/2002
Agreement start 01/25/2002 Agreement end 09/30/2010					
Igt. val.		50,000.00	USD	Open	45,098.50 USD 90.20 %
00010			100 LB TAG, WHITE 3" CORE, 11"WIDE	7540	
U			400.00 HW	56.75 USD	1 HW
Open target qty.			390.00 HW	22,132.50 USD	97.50 %
00020			STOCK CARD, 100LB. TAG BLUE 11"WIDE	7540	
U			240.00 HW	65.35 USD	1 HW
Open target qty.			200.00 HW	13,070.00 USD	83.33 %
00030			WHITE, BOND 11" WIDE WATERMARK	7540	
U			60.00 HW	82.60 USD	1 HW
Open target qty.			55.00 HW	4,543.00 USD	91.67 %
00040			100# TAG, PINK, 11" WIDE, 30" DIA 3" COR	7540	
U			120.00 HW	65.35 USD	1 HW
Open target qty.			100.00 HW	6,535.00 USD	83.33 %

- The information for this contract indicates that it is for several types of paper, but none of them are certificate paper. Since no contract exists for the item you wish to purchase, you can proceed to purchase it by completing an **LPO**.
However, if this contract had included certificate paper, you could place an order against this contract.
- To close this contract detail list, click **Back** on the current screen. The **Purchasing Documents per Document Number** screen returns.



<i>Step</i>	<i>Action</i>
12	<p>On the Purchasing Documents per Document Number screen, click  .Back again. The Purchasing Organization A screen returns.</p> <p>Next you will do a search for a contract on the intranet. To create an LPO, you will continue from here.</p>



Creating a DFO or LPO



If an item is not in stock in a County store and no contract to purchase it is on file, then you can purchase it with a DFO or LPO. The *COMPASS* process for creating a DFO and an LPO is virtually the same.

Before you begin, you must know:

- ***What you want to order***—specific item identification information or catalog number; for this example, you will order catalog item# **12345 –Certificate Paper**
- ***Vendor name or number***—for this example, you will order from Paper Direct, whose vendor number is **609229**
- ***Item cost***—\$23 per box

The following procedure outlines creating an LPO.



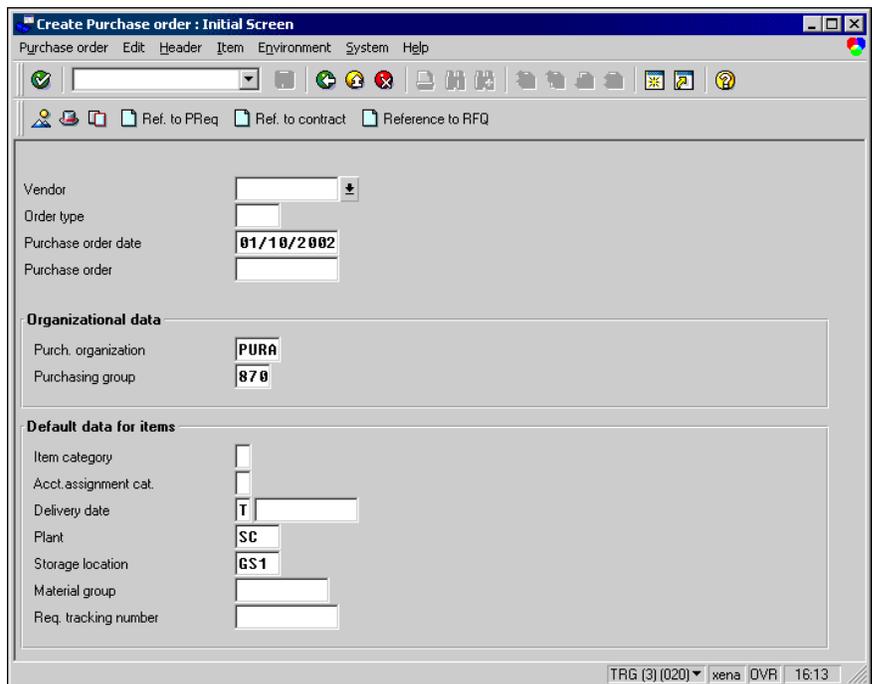
Step	Action
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- 1 On the *COMPASS Purchasing Organization A: A Decentralized Users Menu* screen, click **Ord**.

Ord is an abbreviation for **Order**.

The *Create Purchase Order: Initial Screen* appears.

Figure 34: Purchasing Organization A: A Decentralized Users Menu screen



Trainer's Notes:
This would be a good time to remind participants how to find the shortcut to a screen. (They learned this in the COMPASS Overview course.) In COMPASS's System menu, click Status. The Transaction field displays the shortcut.

You could also have arrived at this screen by entering a shortcut in the Command field on the *COMPASS Main* screen. The shortcut for the *Create Purchase Order: Initial Screen* is **ME21**.



<i>Step</i>	<i>Action</i>	
2	Type or select data in this screen as follows:	
	Field	Entry Explanation
	<i>Vendor</i>	609229 This is the Vendor code for Office Depot
	<i>Order type</i>	LPO If this were a DFO, you would indicate it here; otherwise the procedure is the same
	<i>Purch organization</i>	PURA COMPASS “remembers” the entry from your previous use
	<i>Purchasing group</i>	870 Code for OCIT
	<i>Acct Assign Cat</i>	K Code for a Consumption Account ; indicates an item you consume, rather than an asset
	<i>Delivery Date</i>	Two weeks from today
	<i>Plant</i>	SC Code for Sacramento County
	<i>Storage Location</i>	OFF Code for Offsite ; site to which to deliver goods
	<i>Materials group</i>	7500 Code for Office Supplies

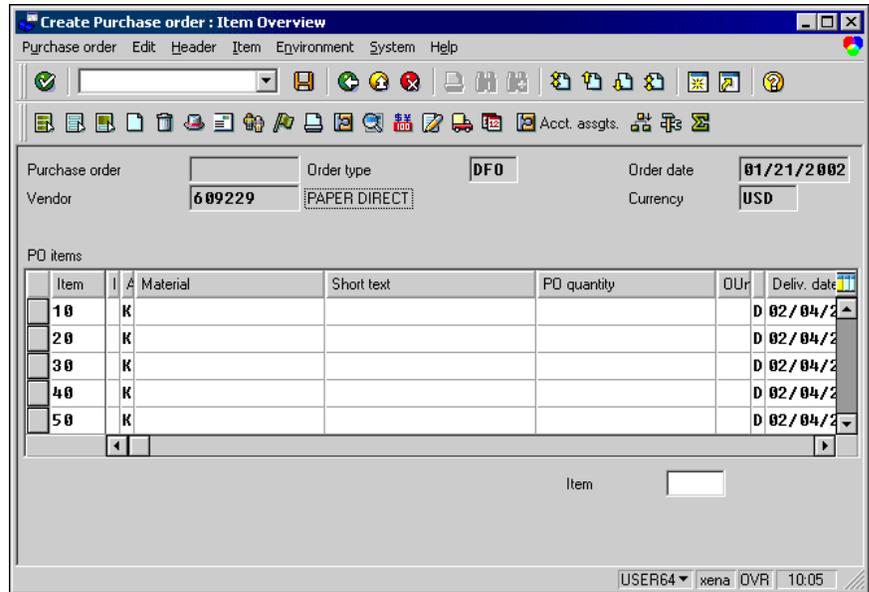


Step	Action
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3 Click **Enter**.

The **Create Purchase Order: Item Overview** screen appears.

Figure 35: Create Purchase Order: Item Overview screen



Trainer's Notes:
 Point out the importance of complete product specifications on all purchasing documents: CSO, LPO, DFO and requisitions. The company may have several kinds of certificate paper. Point out that when you create a requisition for a purchase order, the process is almost identical; the Purchasing buyer will have to solicit bids based on the information you provide. Accuracy and completeness here are essential.

Type or select data in the first row of this screen as follows:

Field	Entry	Explanation
Material		Leave blank
Short text	12345 – Certificate paper	A brief description of the item. 12345 is a catalog number; Include enough information to make very clear exactly what you want to order
PO Quantity	10	
OUr	BX	Boxes
Net Price	23	The price per box



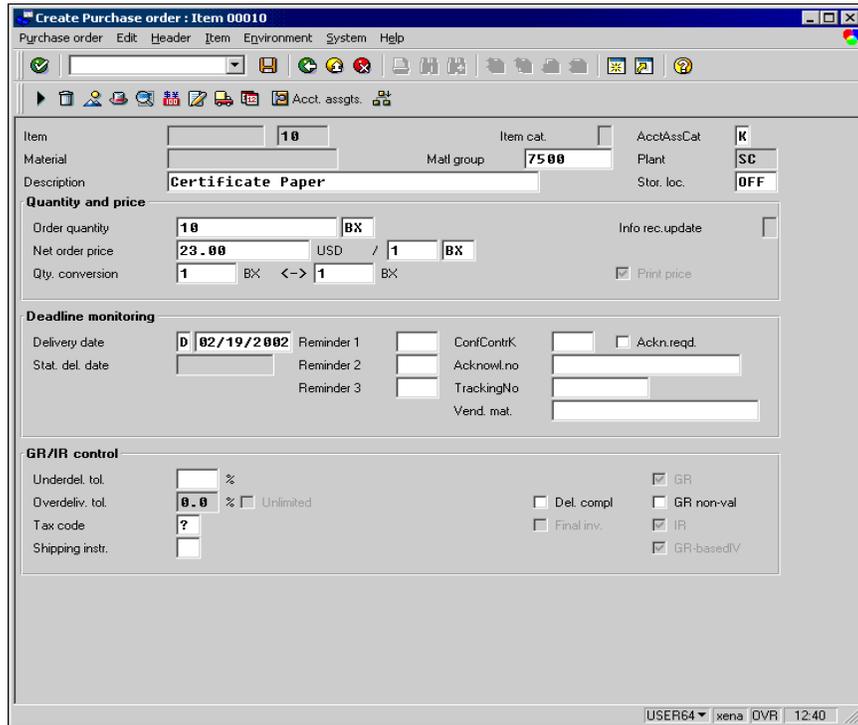
Step	Action
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Trainer's Notes:
 Point out that they did not "make a mistake and leave out a field" here. This is the normal COMPASS workflow.

- | | |
|---|--|
| 4 | Click  Enter .

The Create Purchase Order: Item # screen appears with a message in the status bar indicating you did not enter data in a required field. A ? (question mark) appears in the tax code field indicating an entry is required. |
|---|--|

Figure 36: Create Purchase Order: Item # screen



Field	Entry	Explanation
Tax Code	P1	This item is taxable

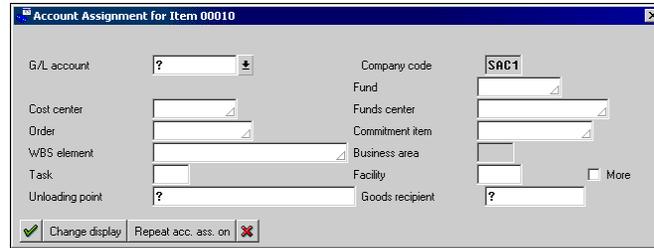


Step	Action
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5 Click **Enter**.

The **Account Assignment for Item #** dialog box appears.

Figure 37: The Account Assignment for Item # dialog



Type or select data in this screen as follows:

Field	Entry	Explanation
<i>G/L Account</i>	20203600	This is the account number for office supplies
<i>Cost center</i>	7607625000	This is cost center for <i>COMPASS</i> accounts
<i>Unloading Point</i>	10898	A code for the delivery location. 10898 indicates the OCIT building loading dock
<i>Goods recipient</i>	abc 1-2345	Enter your initials and the phone extension in the format abc 1-2345 .

Trainer's Notes:
The **Goods recipient** field allows makes it easy to find whoever entered this purchasing document. In mentioning this fact, you could also point out

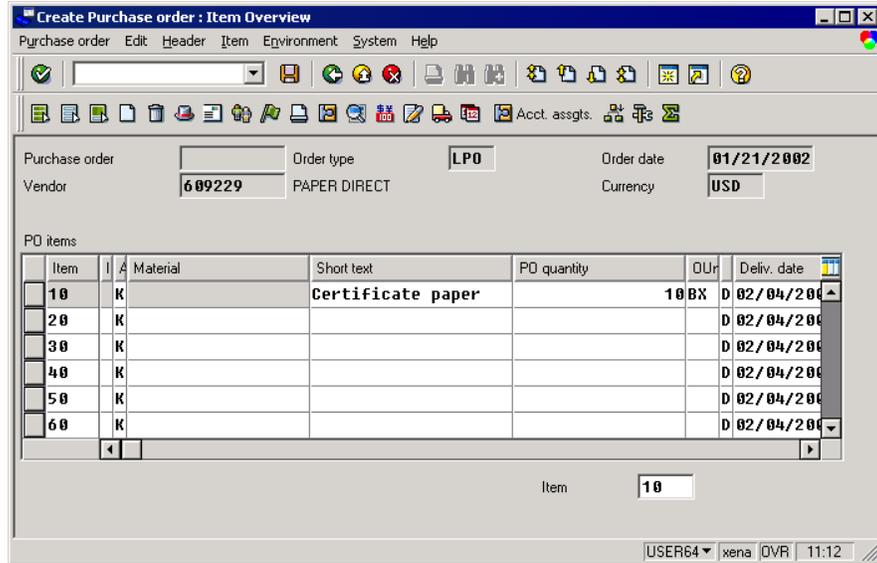


Step	Action
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6 Click **Enter**.

The **Create Purchase Order: Item Overview** screen returns.

Figure 38: Create Purchase Order: Item Overview screen



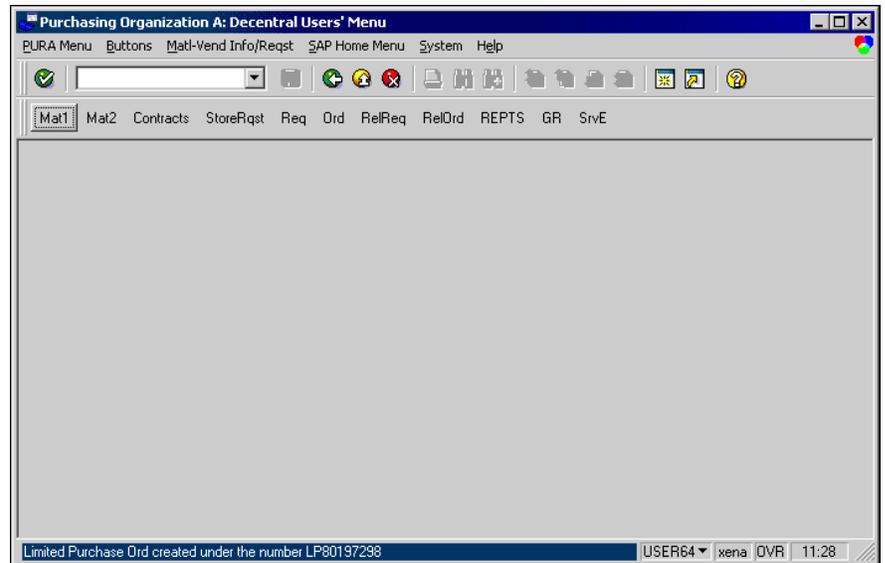


Step	Action
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7 Click  Save.

The **Purchasing Organization: Decentralized User** screen returns, indicating a completed purchase order number.

Completed Purchasing Organization: Decentralized User screen



Trainer's Notes: In a real work situation, you would now enter a 90 release and then someone else would enter a 91 release. From the COMPASS Main screen you can enter shortcut ME28 to show the Release (Approve) Purchasing Document screen and show how to enter releases.

Before you continue with the next exercise, copy this number.



Effect on the Budget

Now that you have entered an LPO to order the certificate paper, your budget will reflect a change. Return to *Starting with a Budget* on page 54, and repeat the procedure.

The budget for this fund now shows an increase in the **Commitment** column and a decrease in the **Availables** column in the amount of the LPO you created.

Figure 39: Revised budget report

Commitment itm Displayed in	YTD Budget 1 USD	Actuals 1 USD	Commitment 1 USD	Pending 1 USD	Available 1 USD
- SAC1/EXPENDITUR COUNTY EXPENDITURES	1,002,186	0	2,992	10,000	989,194
+ SAC1/20 SALARIES & BENEFITS	599,986	0	0	0	599,986
+ SAC1/20 SERVICES & SUPPLIES	402,200	0	2,992	10,000	389,208
- SAC1/REVENUE COUNTY REVENUE	966,000	0	0	0	966,000
+ SAC1/96 CHARGES FOR SERVICES	966,000	0	0	0	966,000

Exercise 6: Who Wants to be a Buyer?

You instructor will ask a few questions based on the material in this lesson.

What's Next

Now, you are ready for the next level course, which describes specific procedures for using *COMPASS* throughout the purchasing process.

Trainer's Notes: Sample Questions

What does the abbreviation CSO (also DFO, LPO) stand for?

CSO - Contract Shipping Order

DFO - Department Field Order

LPO - Limited Purchase Order

When do you use CSO (also DFO, LPO)?

CSO - To order an item on a contract

DFO - Order items not on contract, over \$300, under \$5000

LPO - Order items not on contract, under \$300

What do you do if you can't use any of these instruments?

Create a requisition for PO

Add any other questions you like, if time permits.



Trainer's Notes:

Approximate length of this conclusion is 5 minutes.

What's Next

Now that you've completed this course, you understand the basics of purchasing in the County of Sacramento administration. You've learned:

- Purchasing basics
- The roles and responsibilities of those involved in the purchasing process
- Purchasing processes
- *COMPASS* modules involved in purchasing processes

You now have the background to learn the specific tasks you will perform in *COMPASS* that are related to your own job. These tasks are taught in additional purchasing courses.
