

# AM and ePro

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October 19, 2010

# Assets and Purchase Orders

- At previous sessions-
  - We have outlined AOS and IDOA expectations
  - Discussed the mechanics of identifying PO/RQ lines as assets
    - Posted Help Documents on the IDOA Website
  - Debuted SOIPO\_Asset\_Flagged\_POs query to help you monitor your progress
- At this point, we will be contacting any agency that is still struggling with these concepts directly.

# Leases and POs

- In FY 2010, there was a change in lease procedures.
- Lease Packets are required for all Lease POs.
- Lease Packet information, requirements, and coversheet can be found on the IDOA website.
  - [http://www.in.gov/idoa/files/LEASE\\_GUIDE\\_rev070110\\_2.pdf](http://www.in.gov/idoa/files/LEASE_GUIDE_rev070110_2.pdf)
- Route packets to Fred Van Dorp at the AOS either through ID Mail or email

# Lease Packet Cover Sheet

## STATE OF INDIANA – LEASE ACCOUNTING

EDS Number:  EDS Date Prepared:

Document copies attached:

- Executive Document Summary (EDS)
- Payment amount/terms page(s)
- Buyout terms page(s)
- Signature page

If other than building lease, ENCOMPASS Location  and  
Custodian

Business Unit Name:	Business Unit #:	Requisition #:
PO #:	Fund:	Program:
Dept:	Project:	Activity:

Signature and Title of BU representative

This section for AOS FINANCE use only

# Query: SOIPO\_LEASED\_POS

- Public Query: SOIPO\_LEASED\_POS
- Returns all POs (and lines) for prompted BU between a prompted date range if and the lease box has been marked “yes.”
- AOS and SBOA use this query to determine how many packets should have been submitted

# Query: SOIPO\_LEASED\_POS

Add/Update POs - Windows Internet Explorer

https://financial.gmis.in.gov/psp/fsprd/EMPLOYEE/ERP/c/MANAGE\_PURCHASE\_ORDERS.PURCHASE\_ORDER.GBL?PORTALP

ENGCOMPASS

**Menu**

- ▼ Purchase Orders
  - ▷ Stage/Source Requests
  - ▷ Acknowledgements
  - ▷ Manage Change Orders
  - ▷ Reconcile POs
  - ▷ Review PO Information
  - ▷ Reports
  - [Add/Update Express POs](#)
  - [Add/Update POs](#)
  - [Approve Amounts](#)
  - [Reserve PO IDs](#)
  - [Maintain Distributions](#)
  - [Dispatch POs](#)
  - [Verify Document Tolerance](#)
  - [Budget Check](#)
  - [Entry Event Request](#)
  - [Create Backorders](#)
  - [Approval Workflow](#)
- ▷ Receipts

**Maintain Purchase Order**

**Is this a Lease?**

Unit: 00061 PO ID: 0011519159 Vendor: SOUTHERNPL-001

Leased Asset

No  Yes

OK Cancel Refresh

# Query: SOIPO\_LEASED\_POS

Business Unit:

Greater than PO Date:  

Less than PO Date:  

Lease Check Box	Unit	Buyer	PO Date	PO No.	PO Status	Receipt Status	Line	Line Status
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# Packets Submitted to Date

- Comparison of Packets expected and packets received separated into three time periods.
- ENCOMPASS > Announcements > Lease Accounting Packets
- <http://myshare.in.gov/SBA/encompass/Lists/Announcements/DispForm.aspx?ID=176&Source=http%3A%2F%2Fmyshare%2Ein%2Egov%2Fsba%2Fencompass%2Fdefault%2Easpx>