

## Instructions/Guide to Creating an Agency Delivery Order – MERCHANT CARD/POS SERVICES

**Revised 10/17/16**

A master contract agreement (AMA) for the use/purchase of related merchant card and POS Services (aka credit care fees/expenses) is administered by the State Treasurer's Office. The AMA is listed in wvOasis similarly to a statewide master agreement document for all agencies to create delivery orders and subsequent payments. **The current master agreement number is AMA (1300) STO12E02 – with vendor name of BB&T.**

**Step 1:** To locate the AMA, you will need to go to **URSRCHMA** from the 'Jump To' once you have logged into wvOasis. Once you locate the AMA document (AMA 1300 STO12E02) and select the appropriate commodity lines, you will then begin to 'Create an ADO'.

There were 5 commodity lines initially listed on the AMA. Commodity line 6 has been added as a 'Service' type for those wishing to process invoices in that manner. Not everyone will have a need to use all lines.

For the purpose of this example, only commodity line "Banking Institutions" was selected. Since most do not know what the costs are going to be prior to creating an ADO, you should select 'Confirmation Order' as a matter of practice.

The screenshot displays the wvOasis web application interface. At the top, the wvOasis logo is on the left, and navigation links like 'Jump to: AMA', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About' are on the right. Below the header, a blue bar shows 'Welcome, Alberta Kincaid' and navigation tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. A yellow status bar indicates 'View All 1 of 1 | Approve action completed.' Below this, a blue bar shows 'Agency Master Agreement(AMA)' with details: 'Dept: 1300 ID: STO12E02 Ver.: 2 Function: Modification Phase: Final' and 'Modified by murraysh1, 02/24/2015'. On the left is a 'Document Navigator' with links like 'Header', 'Renewal Period', 'Authorized Department', 'Authorized Unit', 'Vendor', 'Business Type', and 'Commodity'. The main area shows a table of commodity lines. The table has columns: 'Commodity Line', 'Commodity', 'CL Description', 'Unit', 'Unit Price', 'Service Contract Amount', and 'Discount Percentage'. It lists 5 lines: 1 (Banking institutions), 2 (Point of sale payment terminal), 3 (Point of sale POS receipt printers), 4 (Gift certificate), and 5 (Point of sale POS terminal). At the bottom, it says 'From 1 to 5 Total: 5' and has navigation buttons 'First', 'Previous', 'Next', 'Last', and a 'Go to line:' field.

Commodity Line	Commodity	CL Description	Unit	Unit Price	Service Contract Amount	Discount Percentage
1	84121500	Banking institutions	EA	\$0.00	\$0.00	0.00%
2	43211720	Point of sale payment terminal	EA	\$0.00	\$0.00	0.00%
3	43212112	Point of sale POS receipt printers	EA	\$0.00	\$0.00	0.00%
4	14111608	Gift certificate	EA	\$0.00	\$0.00	0.00%
5	43211505	Point of sale POS terminal	EA	\$0.00	\$0.00	0.00%

In the

**Step 2:** In the **Document Name** field, it is suggested that you use the Invoice Number and the service period you are doing a confirmation order. *Sample language: Inv 12345 for March 2015 Merchant POS Fees.* While on the **Header**, there are various Tabs to be completed.

Agency Delivery Order(ADO) Dept: 1300 ID: STO1500000074 Ver.: 1 Function: New Phase: Draft Modified by kincaidal2 , 04/20/2015

**Document Navigator**

- Header
- Accounting Distribution
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- Commodity
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- Posting
- Special Instructions
- Supporting Documents

**Header**

List View

**General Information** Contract Details Reference Requestor Issuer Buyer Modification Extended Description Default Shipping/Billing Reporting

Fixed Asset Intent Reference Document Information

**Document Name:** Conf Order - Invoice 12345 for March 2015

**Record Date:**

**Budget FY:**

**Fiscal Year:**

**Period:**

**Document Description:** March 2015 Invoice

**Actual Amount:** \$5,000.00

**Closed Amount:** \$0.00

**Closed Date:**

**Supplier Received Date:**

**Open Amount:** \$5,000.00

**Open Accrual Amount:** \$0.00

**PCard ID:**

**PCard Exp:**

**Accounting Profile:**

**Procurement Folder:** 100629

**Procurement Type:** Agency Delivery Order

**Procurement Type ID:** 12

**Vendor Registration Exemption:**

**Cited Authority:**

**Confirmation Order:** ☒

**Blanket Agreement:** ☐

**Electronic Order Type:**

**Default Form:** NEW\_ADO\_FORM

Notice that the Agreement reference number (AMA) detail is already listed on the 'Reference' tab.

The screenshot shows the wvOASIS web application interface. At the top, there's a navigation bar with the wvOASIS logo, a 'Jump to:' dropdown set to 'ADO', and links for Home, Personalize, Accessibility, and App Help. Below this is a breadcrumb trail: 'Welcome, Alberta Kincaid' > 'Procurement' > 'Budgeting' > 'Accounts Receivable' > 'Accounts Payable'. A status bar indicates 'View All 1 of 1' and 'New Budget Line created for the Central Expense - BFY/Fund/Dept/AU/ ...'. The main header area shows 'Agency Delivery Order(ADO)' with details: 'Dept: 1300', 'ID: STO1500000074', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by kincaid2, 04/16/2015'. On the left is a 'Document Navigator' with a list of tabs: Header (selected), Accounting Distribution, Vendor, Commodity, Accounting, Posting, Special Instructions, and Supporting Documents. The main content area is titled 'Header' and contains several sub-tabs: General Information, Contract Details, Reference (selected), Requestor Issuer Buyer, Modification, Extended Description, Default Shipping/Billing, and Reporting. Below these are 'Fixed Asset Intent Reference' and 'Document Information' tabs. The 'Reference' tab is active, showing fields for 'Allow Partial Receipts: Yes', 'Tracking Number:', 'Agreement Code: AMA', 'Agreement Dept: 1300' (highlighted with a red arrow), 'Agreement ID: STO12E02', 'Agreement Vendor Line: 1', 'Internal Award Number:', 'Internal Award Date:', 'Replaces Award Doc Code:', 'Replaces Award Doc Dept Code:', 'Replaces Award ID:', 'Replaced By Award Doc Code:', 'Replaced By Award Doc Dept:', 'Replaced By Award ID:', and 'Base Agreement ID: AMA 1300 1300 STO12E02'.

**Step 3:** The next tab you will need to complete is the “**Requestor Issuer Buyer**” tab. You will need to select the Person Requesting the PO, Buyer assigned to **YOUR** agency/workflow. The person entering the transaction is the ‘Issuer ID’; this ID could be the same as one of the other selections (Requestor ID or Buyer). Also, the Requestor ID has to be a user that is set up in wvOasis. It’s a matter of good practice to keep a record of who asked the Issuer to enter a transaction, etc. You may also utilize internal approvals within the procurement folder once the PO document is set up.


**Document Navigator**



- Header
- Accounting Distribution
- Vendor
- Commodity
- Accounting
- Posting
- Special Instructions
- Supporting Documents


**Header**



General Information | Contract Details | Reference | **Requestor Issuer Buyer** | Modification | Extended Description | Default Shipping/Billing | Reporting

Fixed Asset Intent Reference | Document Information

**Issuer ID:** kincaidal2   
 Alberta Kincaid  
 (304) 341-0723   
 alberta.kincaid@wvsto.com







**Requestor ID:** kincaidal2  

**Name:** Alberta Kincaid  
**Email:** alberta.kincaid@wvsto.co  
**Phone Number:** (304) 341-0723  
**Requesting Dept:** 1300 

**Buyer Team:**  
**Buyer:** murraysh1    
 Shelly Murray  
 (304) 341-7089   
 shelly.murray@wvsto.com

**Award Officer Name:**   
**Award Officer Phone Number:**   
**Award Officer Phone Extension:**   
**Award Officer Email:**

Next, you will enter **YOUR** agency Shipping and Billing information on the “**Default Shipping/Billing**” tab.

**WV OASIS** | Jump to: ADO  Go | Home  Personalize  Accessibility  App Help  About 

Welcome, Alberta Kincaid | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | New Budget Line created for the Central Expense - BFY/Fund/Dept/AU/ ...

**Agency Delivery Order(ADO)** | Dept: 1300 | ID: STO1500000074 | Ver.: 1 | Function: New | Phase: Draft | Modified by kincaidal2 , 04/16/2015



**Document Navigator**


- Header
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- Posting
- Special Instructions
- Supporting Documents


**Header**



General Information | Contract Details | Reference | Requestor Issuer Buyer | Modification | Extended Description | **Default Shipping/Billing** | Reporting

Fixed Asset Intent Reference | Document Information

**Shipping Location:** SP2258    
 WEST VIRGINIA STATE TREASURERS OFFICE  
 322 70TH ST SE  
 CHARLESTON  
 WV  
 25304  
 US

**Shipping Method:** 06   
 Vendor

**Free On Board:** 5   
 FOB Dest, Freight Prepaid

**Billing Location:** BL0548    
 WEST VIRGINIA STATE TREASURERS OFFICE  
 322 70TH ST SE  
 CHARLESTON  
 WV  
 25304  
 US

**Billing Additional Info:** Each using agency will have their own billing code via an ADO

Related Actions

**Step 4:** The next area to complete from the **Document Navigator** is the **“VENDOR”**. This will ensure you have the correct detail for the vendor and it is good to verify with the invoice addresses. Also, on the **Discount** tab, make sure that you complete those areas (Discount 0, Days 0, Disc Alw No)

**Document Navigator**

- Header
- Accounting Distribution
- Vendor**
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- Supporting Documents

**Vendor** Vendor Customer: 000000213792 Legal Name: BB & T

Vendor Customer	Legal Name
000000213792	BB & T

From 1 to 1 Total: 1 First Previous Next Last Go to line:  Go

List View

**Vendor** Discount

Vendor Customer: 000000213792 BB & T

Address Code: AD0001

300 SUMMERS ST  
CHARLESTON  
WV  
25301-1624  
US

Vendor Preference Level: 99

Web Address http://:

Vendor Contact ID: CV10001

Vendor Contact Name: Dawn Johnson

Vendor Contact Phone: 304-348-7278

Vendor Contact Phone Ext.:

Vendor Contact Email: dawn.johnson@bbandt.cc

Fax: 304-348-1185

Fax Extension:

Secondary Reason:

Modified: No

**Step 5:** Go to the **“COMMODITY”** selection of the **Document Navigator**. For this example, only 1 commodity line has been entered when the ADO began its creation. (If you don’t have other expenses related to the other commodity lines that are available on the master agreement, then don’t select those lines to use)

Notice that the Commodity detail is there. **The Line Type is “ITEM” – do not change.** (even though you are paying the bank for a service, it’s based on items that they are charging us). See further instructions below the screen.

**UPDATE/Revision:** Commodity Line 6 was created as Line Type **“SERVICE”**. This line type will allow for advanced ADO documents to be created for encumbrance planning, etc. If you have questions, please contact the STO Purchasing Division at [purchasing@wvsto.com](mailto:purchasing@wvsto.com) or 304-341-0723. Much of the same instructions apply to “Service” as for “Item”. For “Service”, you **only** need to enter the amount to be paid in the **“Contract Amount”** line. You don’t use Quantity, Unit, or Unit Price.

Agency Delivery Order(ADO)		Dept: 1300	ID: STO150000074	Ver.: 1	Function: New	Phase: Draft	Modified by: kincaidat2 , 04/16/2015
<b>Document Navigator</b> Header Accounting Distribution Vendor <b>Commodity</b> Accounting Posting Special Instructions Supporting Documents		<b>Commodity</b> Total Lines: 1    Line: 1    Commodity: 84121500    Open Amount: 5000.00    Line Amount: \$5,000.00					
<b>General Information</b> Reference    Shipping/Billing    Fixed Asset Intent Reference    Specification    Matching    Retainage    Tolerance    Discount							
CL Description: Banking institutions		External Warehouse:					
Warehouse:		Fixed Asset: <input type="checkbox"/>					
Commodity: 84121500		Lock Order Specs: <input type="checkbox"/>					
Stock Item Suffix:		Lock Catalog List Price:					
Banking institutions		Allow Promotional Pricing: <input type="checkbox"/>					
Supplier Part Number:		Vendor Preference Level: 99					
Line Type: Item		Inactive Line: <input type="checkbox"/>					
Quantity: 1.00000		Shipping Charge: <input type="checkbox"/>					
Unit: EA		Commodity Specs:					
Unit Price: \$5,000.00		Extended Description: FEES for POS Expenses related to Merchant/Credit Card Services					
Discounted Unit Price: \$5,000.00		Non-Reserved Funding Open Amount Total: \$5,000.00					
List Price: \$0.00		Item Sub Total: \$5,000.00					
Contract Amount: \$0.00		Tax Amount: \$0.00					
Service From: 03/01/2015		Line Amount: \$5,000.00					
Service To: 03/31/2015							
Accounting Profile:							
Accounting Template:							

**If using Line Type 'Item'** -- In the **QUANTITY** field, use "1" because you are processing one invoice. Leave the **UNIT** field as "EA". There are multiple items you will be paying for the monthly invoice but they are all considered banking services and should be processed as a lump sum.

In the **UNIT PRICE** field, you are to enter the full amount listed on the invoice as the **UNIT PRICE**. (Remember, for this example we are only entering items for Commodity Line 1 that is listed in the master agreement).

In the **SERVICE FROM** and **SERVICE TO** fields you should enter the month of coverage. Notice the example has 3/1/15 – 3/31/2015 because the confirming order/invoice is for fees related to the month of March.

In the **EXTENDED DESCRIPTION** field, you can enter whatever detail that will provide information to the procurement file and/or accounts payable review.

**NOTE:** If you are going to process more than one invoice on one ADO, you will need to create a separate Commodity Line for each of those invoices repeating the above steps since each invoice will have a different amount and service period.

Next, complete the “**SHIPPING/BILLING**” tab from this area as well. A shortcut for this exists by going to the lower right corner and select “**RELATED ACTIONS**”. By doing so, it gives you three options – choose the ‘**Ship/Bill From Header**’ option but ONLY if the information is the same as listed on the Header. (Some agencies have multiple shipping and billing locations and may want to designate them accordingly).

Agency Delivery Order(ADO) Dept: 1300 ID: STO1500000074 Ver.: 1 Function: New Phase: Draft Modified by kincaid2 , 04/16/2015

**Document Navigator**

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**Commodity** Total Lines: 1 Line: 1 Commodity: 84121500 Open Amount: 5000.00 Line Amount: \$5,000.00

Line	CL Description	Line Amount	Modified
1	Banking institutions	\$5,000.00	No

From 1 to 1 Total: 1

First Previous Next Last Go to line:  Go

List View

General Information Reference **Shipping/Billing** Fixed Asset Intent Reference Specification Matching Retainage Tolerance Discount

**Shipping Location:** SP2030  
WEST VIRGINIA STATE TREASURERS OFFICE - CAPITOL  
PURCHASING AGENT  
BLDG 1 RM E-145  
1900 KANAWHA BLVD E  
CHARLESTON  
WV  
25305  
US

**Billing Location:** BL0548  
WEST VIRGINIA STATE TREASURERS OFFICE  
322 70TH ST SE  
CHARLESTON  
WV  
25304  
US

**Shipping Method:** 06  
Vendor

**Free On Board:** 5  
FOB Dest, Freight Prepaid

**Additional Info:** Each agency will need to include on the ADO their billing location info.

Ship/Bill From Header  
Recalculate Accounting Line Amount  
Extended Description

Related Actions

**Step 6:** Next, select **ACCOUNTING** from the **Document Navigator** to enter the funding and accounting information. This example only shows 1 accounting line as it only has 1 funding source. If it has more than 1, you can enter additional lines; you can apply an accounting distribution (as applicable) or apply an accounting template (as applicable) that you/your agency uses. Depending on your agency, the minimum Tabs for this item will generally include **General Information**, **Fund Accounting** and **Detail Accounting** (as applicable). **Note:** *you can only use the Accounting Distribution when you initially set your document up; if you add anything to the PO after it's approved, you cannot go back and adjust the Accounting Distribution. It's a "one shot" process only.*

Agency Delivery Order(ADO) Dept: 1300 ID: STO1500000074 Ver.: 1 Function: New Phase: Draft Modified by kincaid2 , 04/16/2015

**Document Navigator**

- Header
- Accounting Distribution
- Vendor
- Commodity
- Accounting**
- Posting
- Special Instructions
- Supporting Documents

**Accounting** Total Lines: 1 Line: 1 Line Amount: \$5,000.00 Line Open Amount: \$5,000.00

Line	Line Amount	Line Closed Amount	Line Open Amount	Modified
1	\$5,000.00	\$0.00	\$5,000.00	No

From 1 to 1 Total: 1

First Previous Next Last Go to line:  Go

List View

**General Information** Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Payment Details

Event Type: PR05

Accounting Template:

Line Description:

Line Amount: \$5,000.00

Reserved Funding: No

Line Closed Amount: \$0.00

Line Closed Date:

Line Open Amount: \$5,000.00

Roll Indication 1: ☐

Roll Indication 2: ☐

Budget FY:

Fiscal Year:

Period:

Freight %: 0.0000

Modified: No

Number of Attachments: 0

Outyear Adjustments Amount:

Obligation Amt Adjusted for Outyear: \$5,000.00

Related Accounting Line:

Enter the amount in **Line Amount** – this should match your Commodity Line amount. If you have multiple accounting sources you want to use to split the costs across multiple accounts or coding, you will need to add Accounting lines as appropriate in the amount for each account code. Generally, for current invoices and fiscal year payments, the 'Event Type' to be used is 'PR05'.

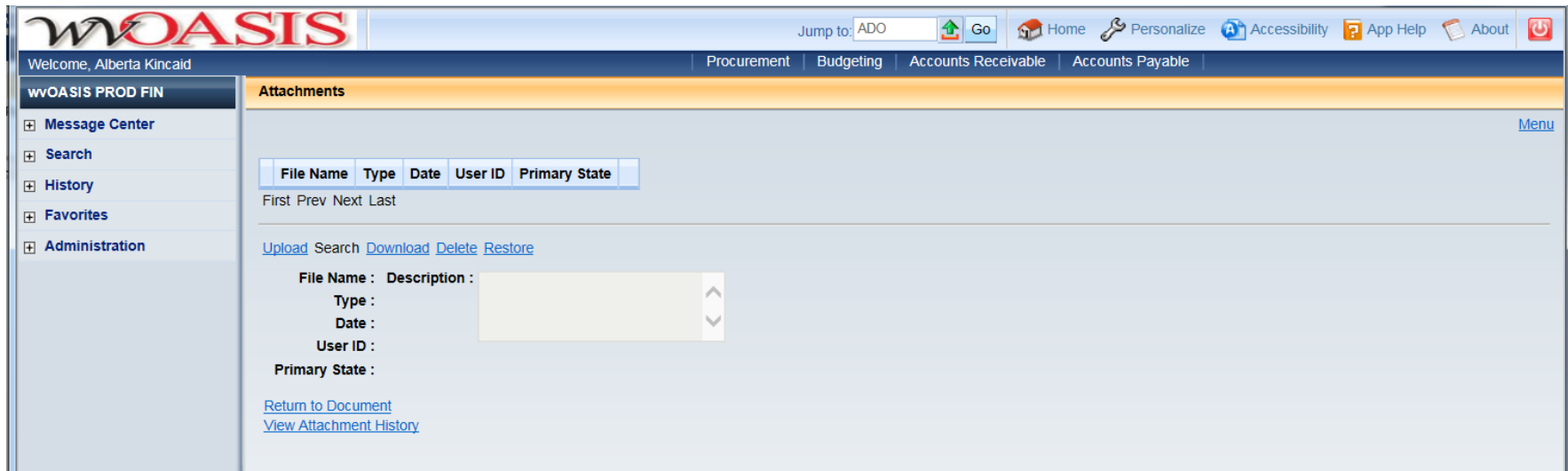


**Step 7:** As a matter of documentation and transaction support, it's a good practice to include/attach a copy of the invoice to the purchase order file, especially for confirmation orders. You will first need to scan the invoice to your computer or other file retrieval location where you can access it electronically for attaching.

To attach the invoice or other document, return to the **HEADER** of the document. In the lower right side of the screen, select "FILE" and it will open to 4 options; choose the 'ATTACHMENTS' option. It will open another screen where you can then locate the file you scanned for retrieval.

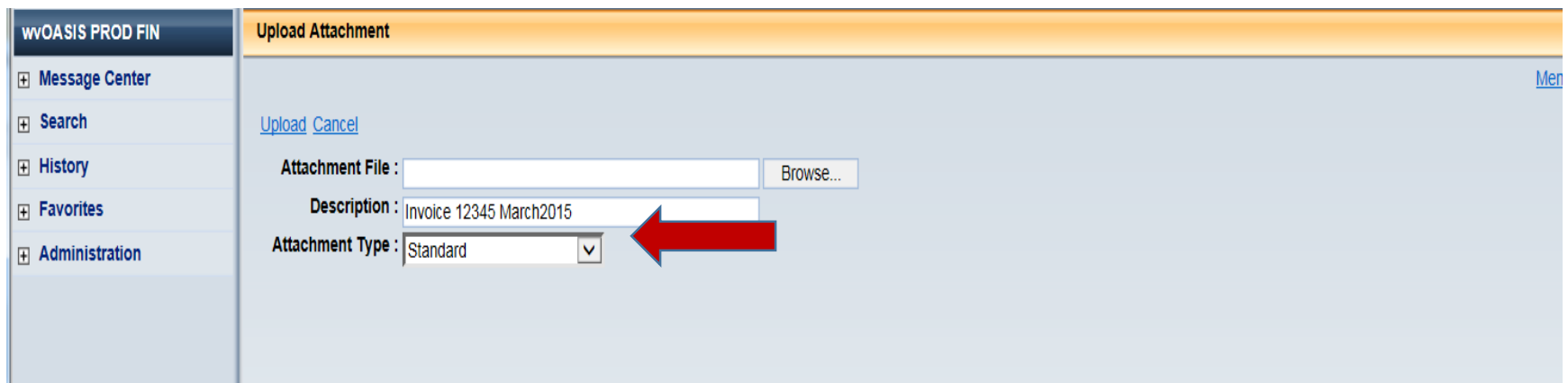
The screenshot displays the WAOASIS Agency Delivery Order (ADO) Header screen. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header area shows the document title 'Agency Delivery Order(ADO)' and various metadata fields like Dept: 1300, ID: STO1500000074, Ver.: 1, Function: New, Phase: Draft, and Modified by: kincaidal2, 04/20/2015. The left sidebar contains a 'Document Navigator' with options like Accounting Distribution, Vendor, Commodity, Accounting, Posting, Special Instructions, and Supporting Documents. The main content area is titled 'Header' and contains a 'General Information' tab. Below this tab, there are several input fields for document details, including Document Name (test po), Record Date, Budget FY, Fiscal Year, Period, Document Description (test po), Actual Amount (\$5,000.00), Closed Amount (\$0.00), Closed Date, Supplier Received Date, Open Amount (\$5,000.00), Open Accrual Amount (\$0.00), and Amendment Number. On the right side, there are fields for PCard ID, PCard Exp, Accounting Profile, Procurement Folder (100629), Procurement Type (Agency Delivery Order), Procurement Type ID (12), Vendor Registration Exemption, Cited Authority, Confirmation Order (checked), Blanket Agreement (unchecked), Electronic Order Type, Default Form (NEW\_ADO\_FORM), and Last Print Date. At the bottom, there are buttons for Save, Undo, Copy, Validate, Submit, and Discard. A red arrow points to the 'File' menu in the bottom right corner, which is open, showing options: Archive, SendPage, Download Document, and Attachments.

This is the next screen you will come to. Select the “UPLOAD”. This selection will take you to a different screen to retrieve the document(s).



The screenshot shows the wvOASIS Attachments screen. The left sidebar contains a navigation menu with options: Message Center, Search, History, Favorites, and Administration. The main content area is titled "Attachments" and features a table with columns: File Name, Type, Date, User ID, and Primary State. Below the table are navigation links: Upload, Search, Download, Delete, and Restore. There are also links for "Return to Document" and "View Attachment History".

Select **BROWSE** and **locate the file on your computer**, etc. Include a brief **DESCRIPTION** of the File/Attachment which is especially helpful if you have multiple attachments. This example includes invoice number and date of service. The **ATTACHMENT TYPE** should generally always be “Standard”.



The screenshot shows the wvOASIS Upload Attachment screen. The left sidebar contains a navigation menu with options: Message Center, Search, History, Favorites, and Administration. The main content area is titled "Upload Attachment" and features a form with the following fields: Attachment File (with a "Browse..." button), Description (with the text "Invoice 12345 March2015"), and Attachment Type (with a dropdown menu set to "Standard"). A red arrow points to the Attachment Type dropdown menu.

Once the file/attachment has been selected to Upload, the system will confirm your request. Notice that the “**Description**” field is populated by the information you entered on the previous screen along with the Type of file. If you don’t have any other documents to upload, then select “**Return to Document**”.

wwOASIS PROD FIN

+ Message Center

+ Search

+ History

+ Favorites

+ Administration

Attachments

	File Name	Type	Date	User ID	Primary State
✓	WVSTO Letterhead (Stowers).doc	Standard	4/20/15	kincaidal2	New

First Prev Next Last

[Upload](#) [Search](#) [Download](#) [Delete](#) [Restore](#)

**File Name :** WVSTO Letterhead (Stowers).doc

**Type :** Standard

**Date :** 4/20/15

**User ID :** kincaidal2

**Primary State :** New

[Return to Document](#)

[View Attachment History](#)

Description : Invoice 12345 March2015

The Attachment has been uploaded and is identified on the **HEADER** by a 'paperclip' along with a numeral to designate how many attachments are a part of the purchase order.

Agency Delivery Order(ADO) Dept: 1300 ID: STO1500000074 Ver.: 1 Function: New Phase: Draft Modified by kincaidal2, 04/20/2015

Document Navigator

Header

Accounting Distribution

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Special Instructions

Supporting Documents

Header 1

List View

General Information Contract Details Reference Requestor Issuer Buyer Modification Extended Description Default Shipping/Billing Reporting

Fixed Asset Intent Reference Document Information

Document Name: test po

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description: test po

Actual Amount: \$5,000.00

Closed Amount: \$0.00

Closed Date:

Supplier Received Date:

Open Amount: \$5,000.00

Open Accrual Amount: \$0.00

Amendment Number:

PCard ID:

PCard Exp:

Accounting Profile:

Procurement Folder: 100629

Procurement Type: Agency Delivery Order

Procurement Type ID: 12

Vendor Registration Exemption:

Cited Authority:

Confirmation Order: ☒

Blanket Agreement: ☐

Electronic Order Type:

Default Form: NEW\_ADO\_FORM

Last Print Date:

Total of Header Attachments: 1

Total of All Attachments: 1

YOU SHOULD NOW BE READY TO VALIDATE AND SUBMIT. IF YOU ENCOUNTER ERRORS, REVIEW THEM ONE BY ONE AND CORRECT ACCORDINGLY. THEN VALIDATE AND SUBMIT AGAIN.