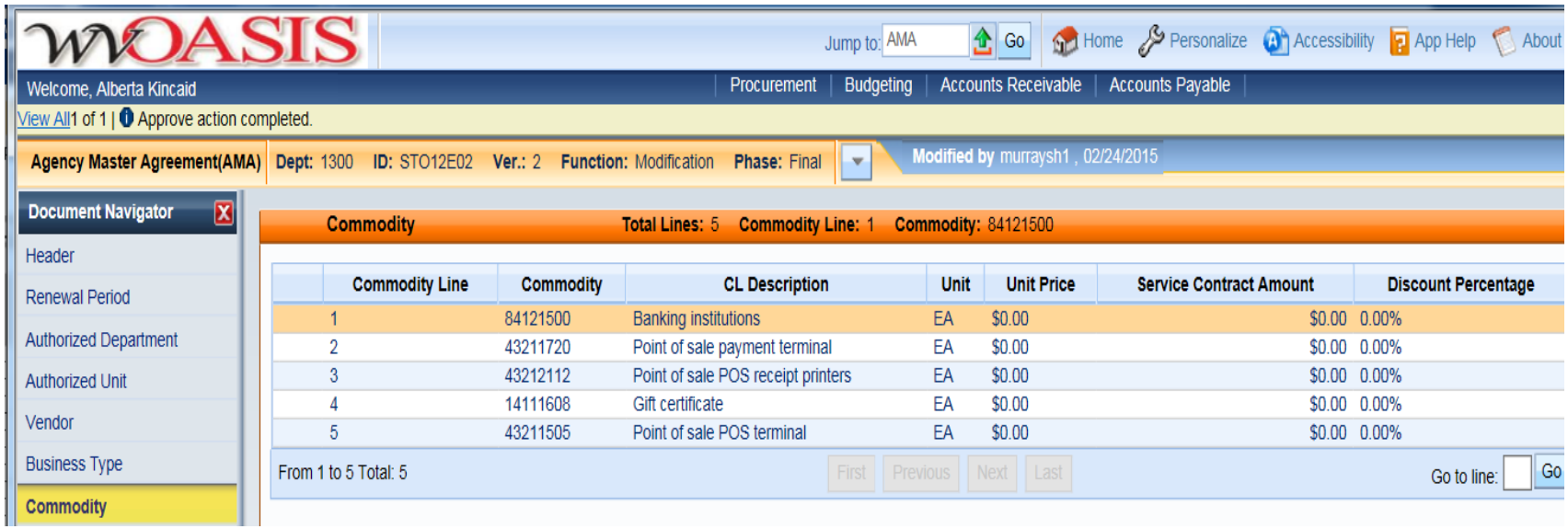
Instructions/Guide to Creating an Agency Delivery Order – **MERCHANT CARD/POS SERVICES**
Revised 10/17/16

A master contract agrement (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.



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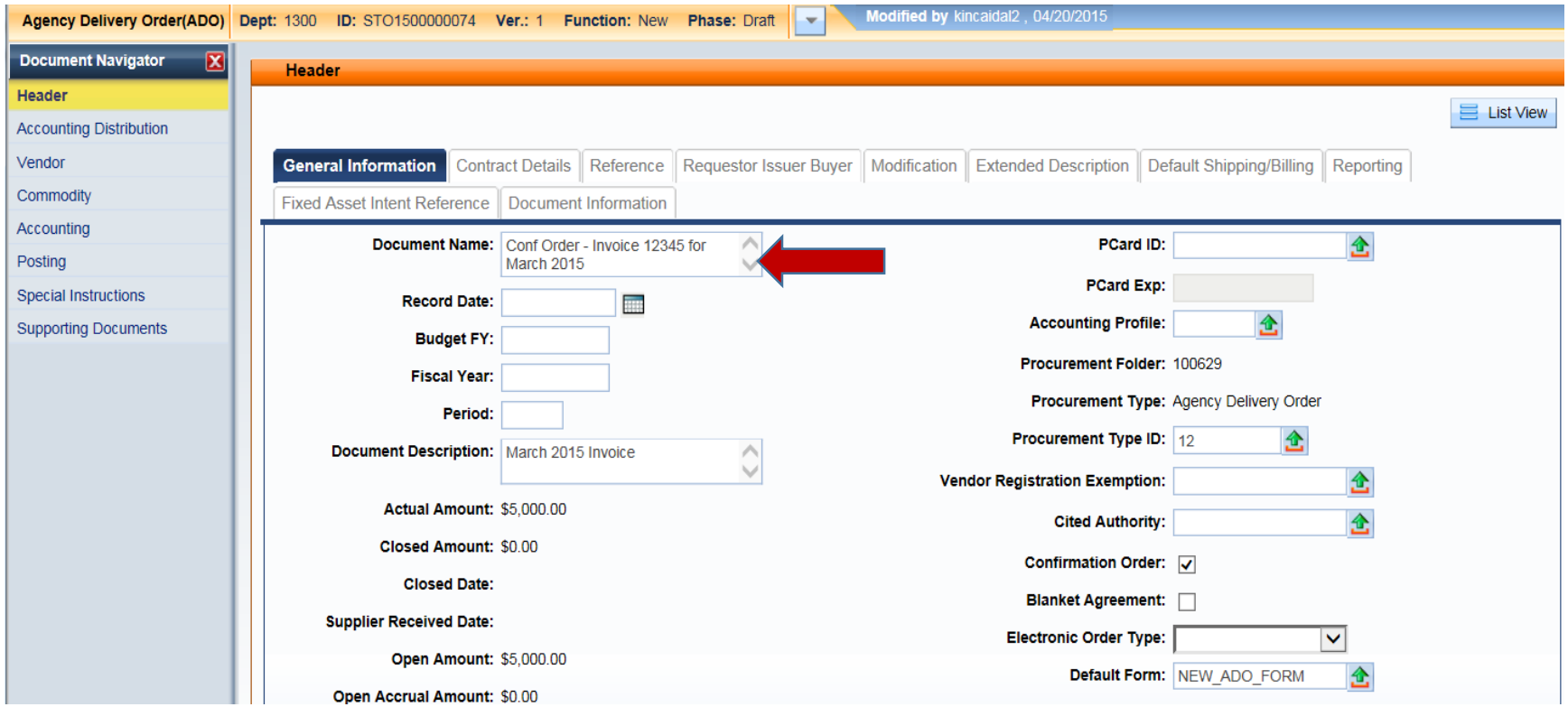
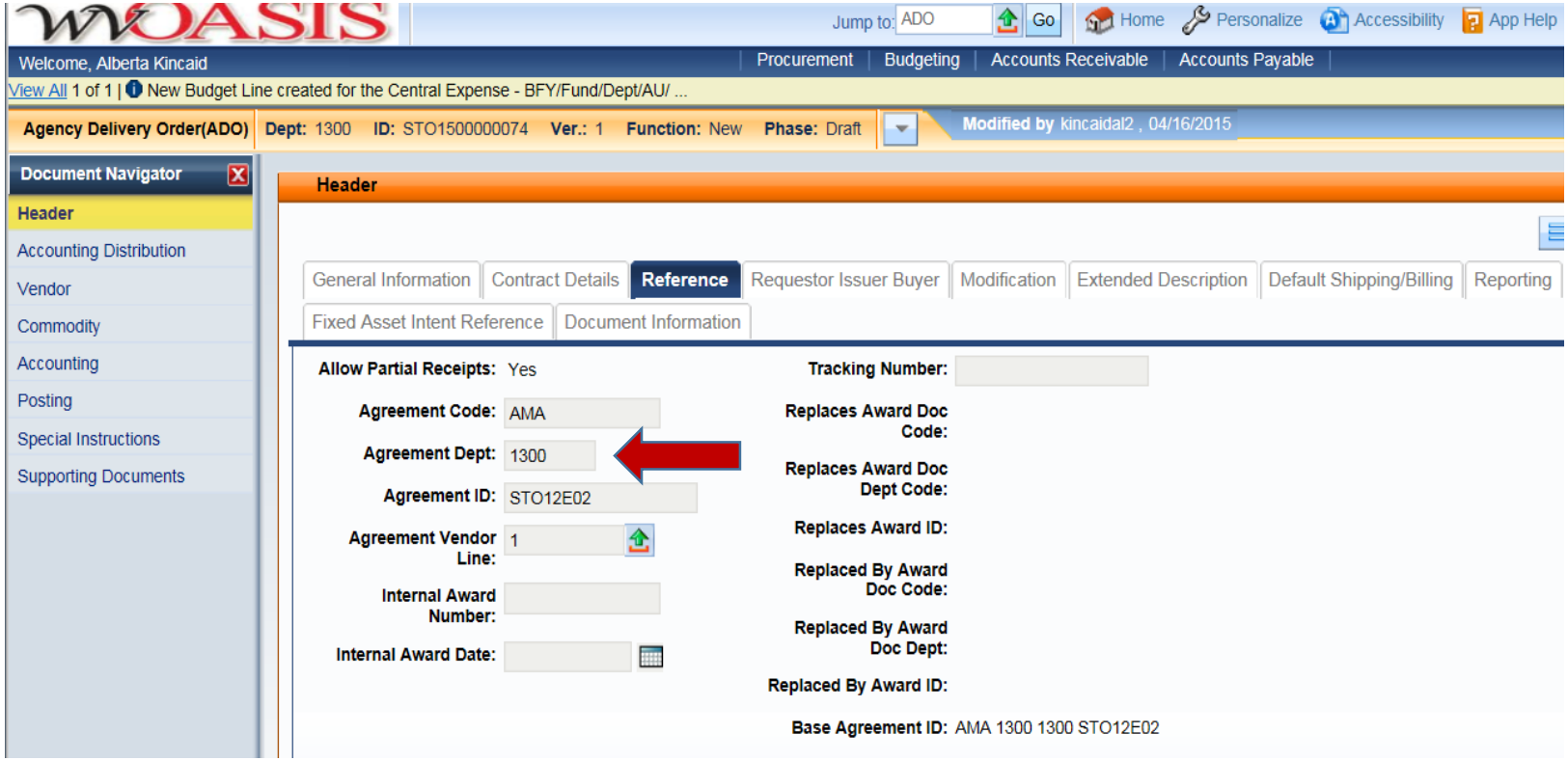
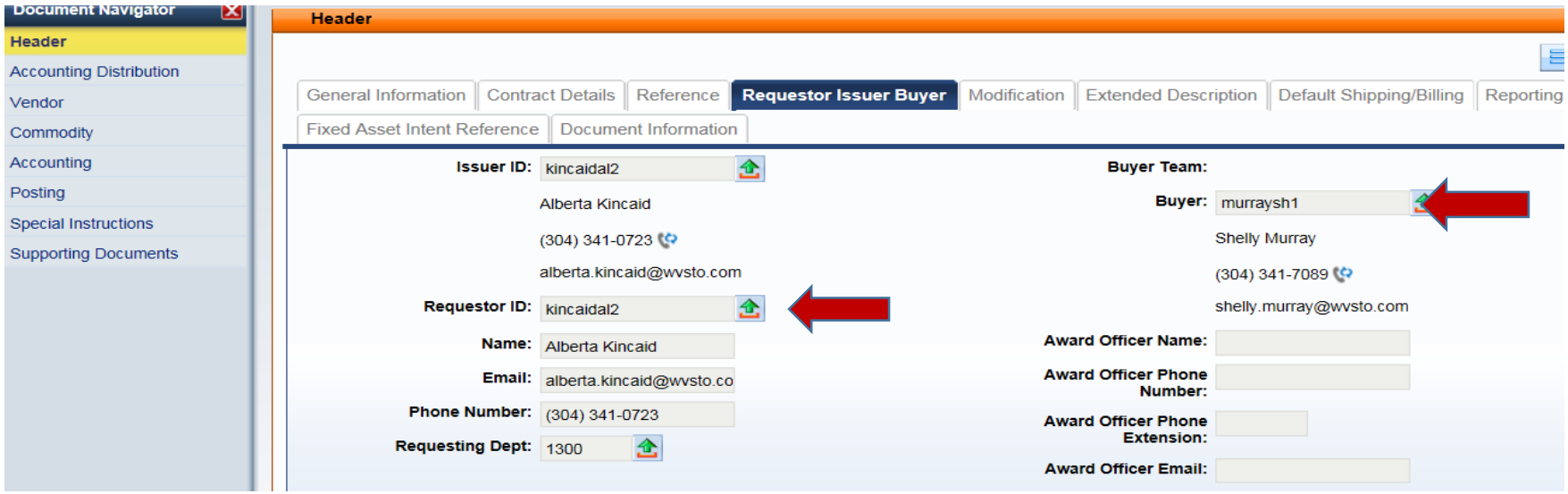
Step 2: In the **Document Name** field, it is suggested that you use the Invoice Number and the service period you are doing a confirmation order. *Sample language: Inv 12345 for March 2015 Merchant POS Fees.* While on the **Header**, there are various Tabs to be completed.



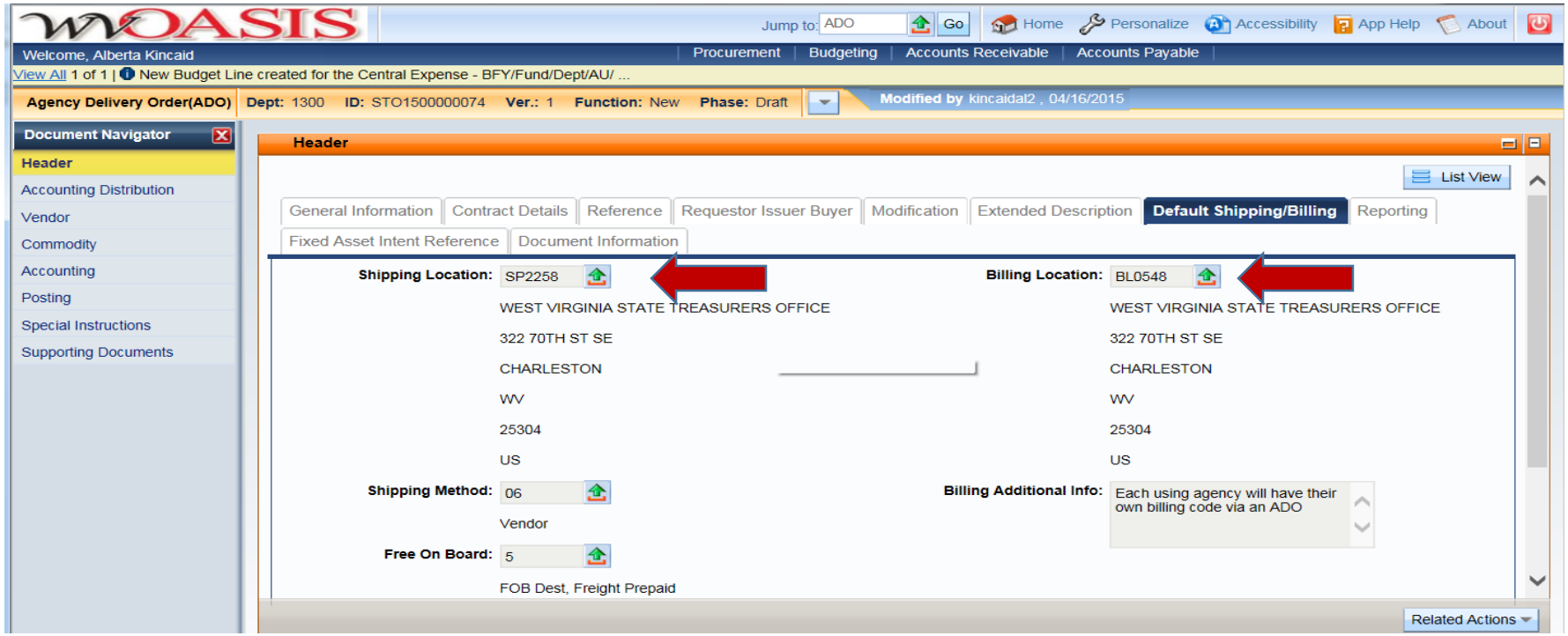
Notice that the Agreement reference number (AMA) detail is already listed on the 'Reference' tab.



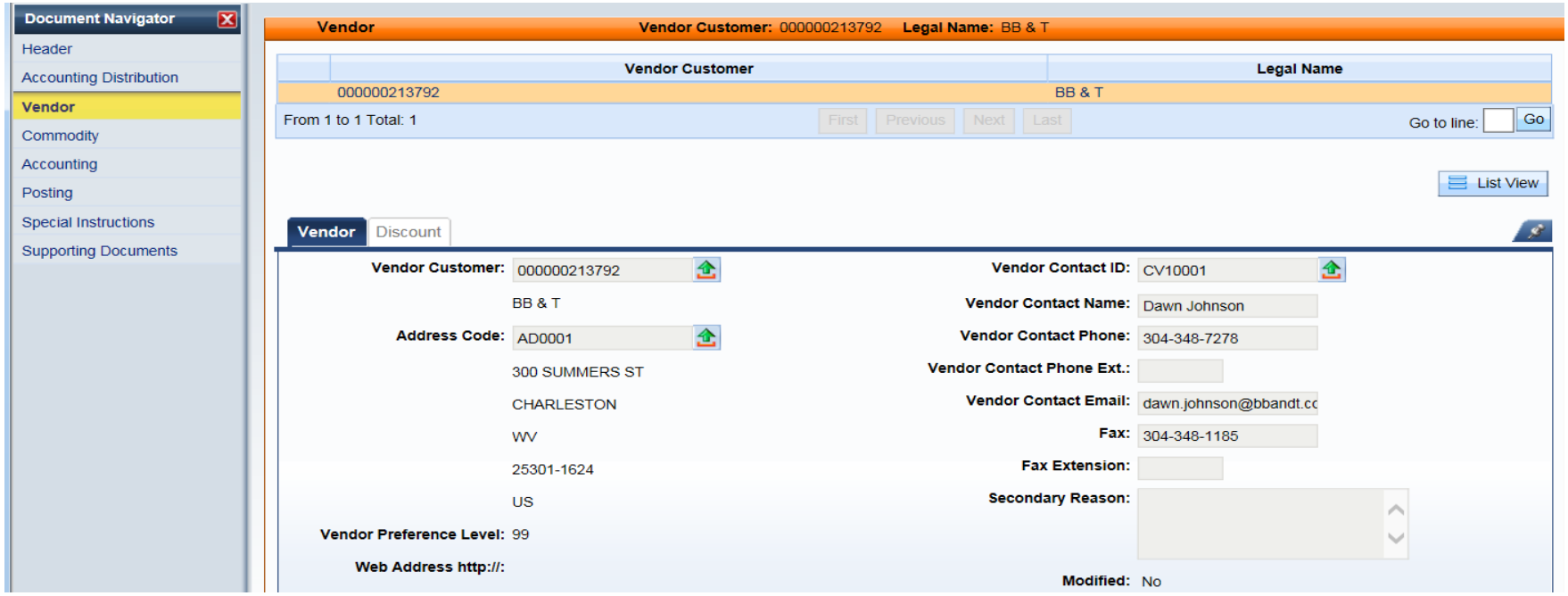
Step 3: The next tab you will need to complete is the "**Requestor Issuer Buyer**" tab. You will need to select the Person Requesting the PO, Buyer assigned to **YOUR** agency/workflow. The person entering the transaction is the 'Issuer ID'; this ID could be the same as one of the other selections (Requestor 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.



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



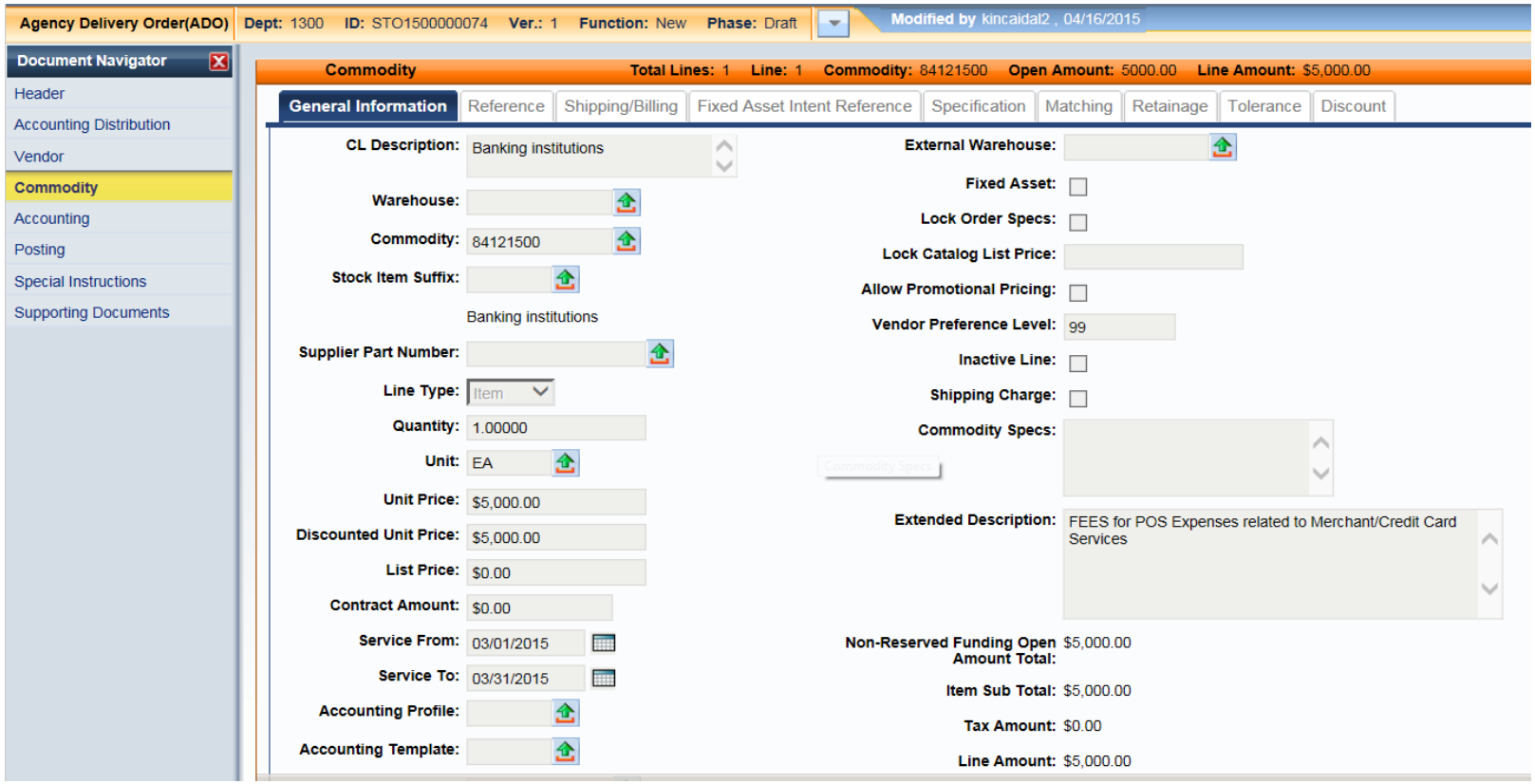
Step 4: The next area to complete from the **Document Navigator** is the "**VENDOR"**. This will ensure you have the correct detail for the vendor and it is good to verify with the invoice addresses. Also, on the **Discount** tab, make sure that you complete those areas (Discount 0, Days 0, Disc Alw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



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 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.



<u>If using Line Type 'Item'</u> -- 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.

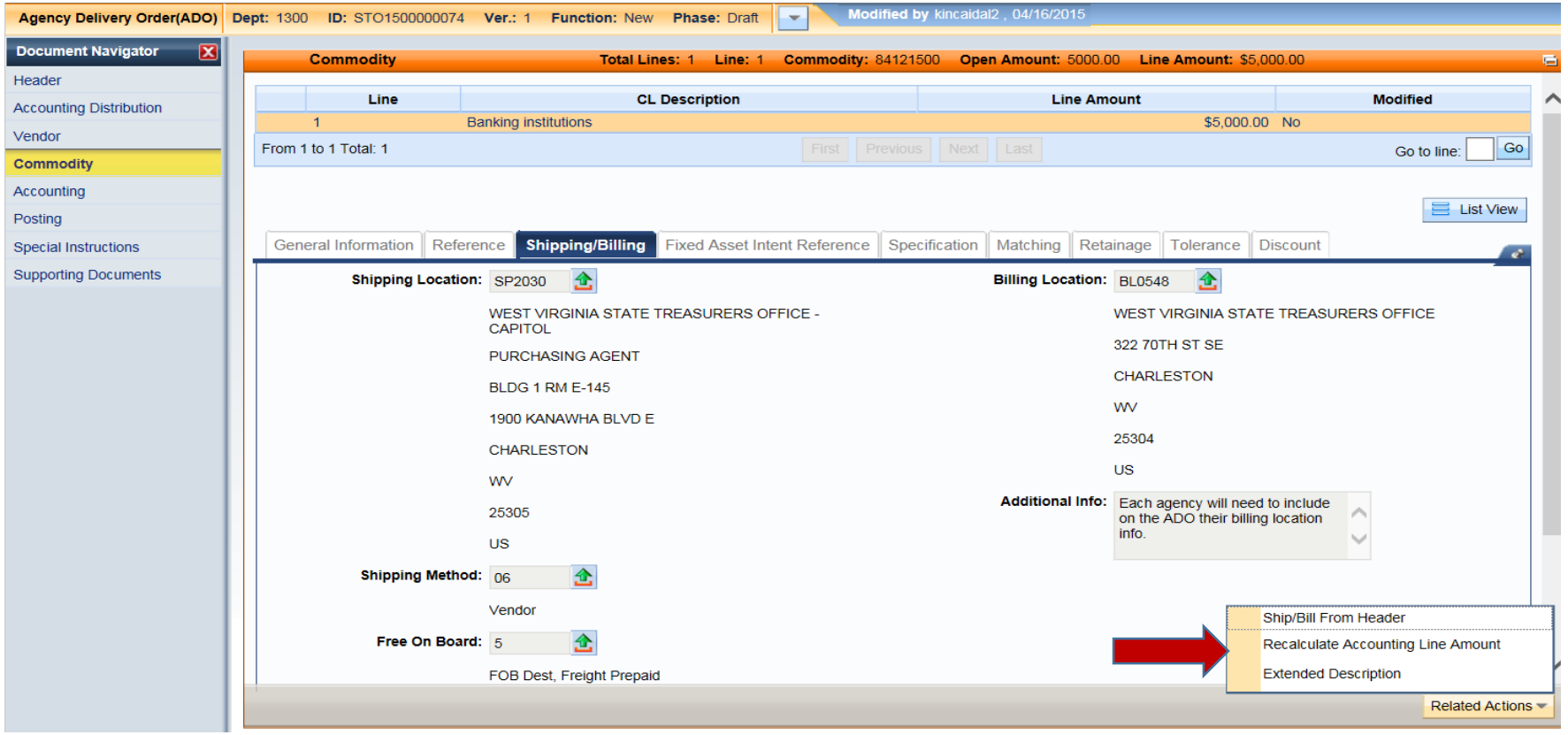
In the **UNIT PRICE field, you are to enter the full amount listed on the invoice as the UNIT PRICE**. (Remember, for this example we are only entering items for Commodity Line 1 that is listed in the master agreement).

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.

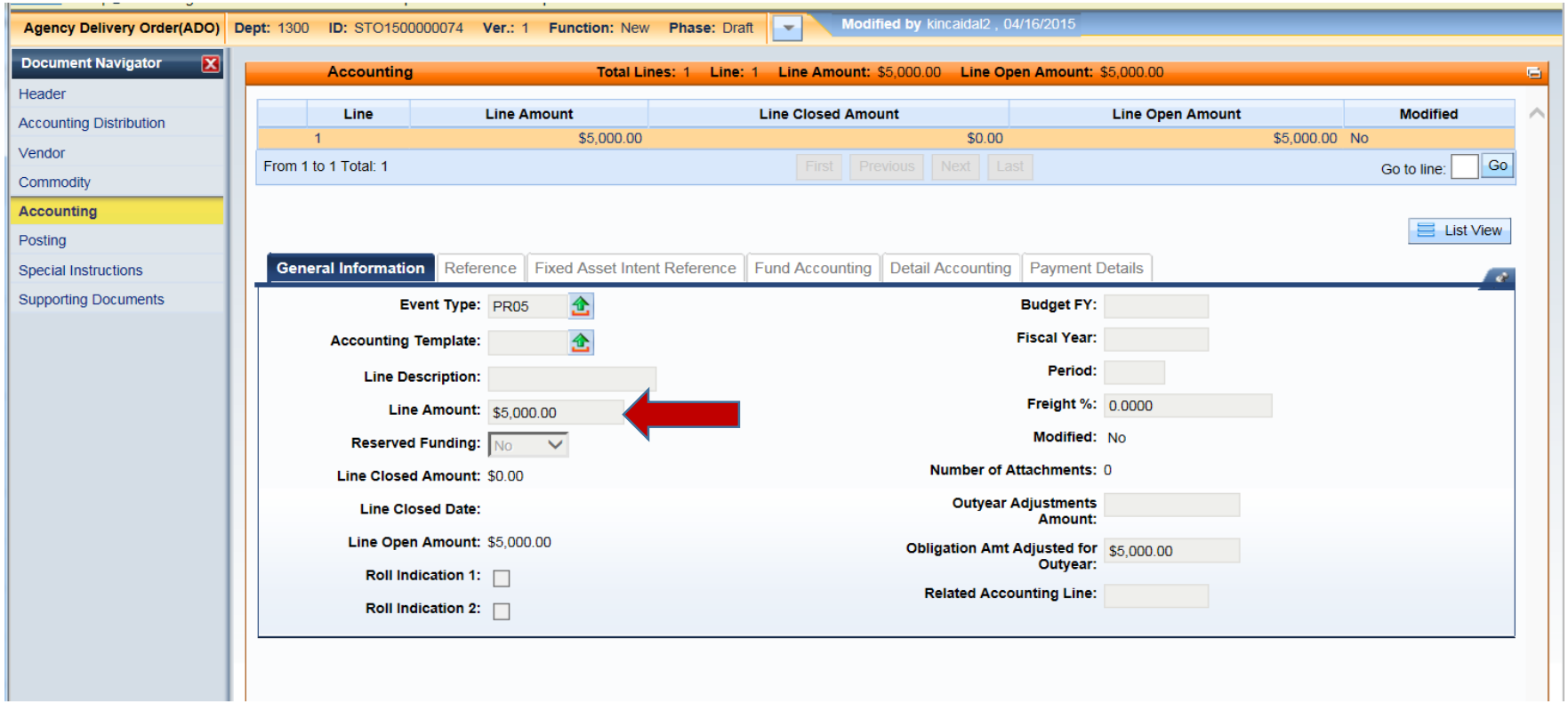
In the **EXTENDED DESCRIPTION** field, you can enter whatever detail that will provide information to the procurement file and/or accounts payable review.

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).



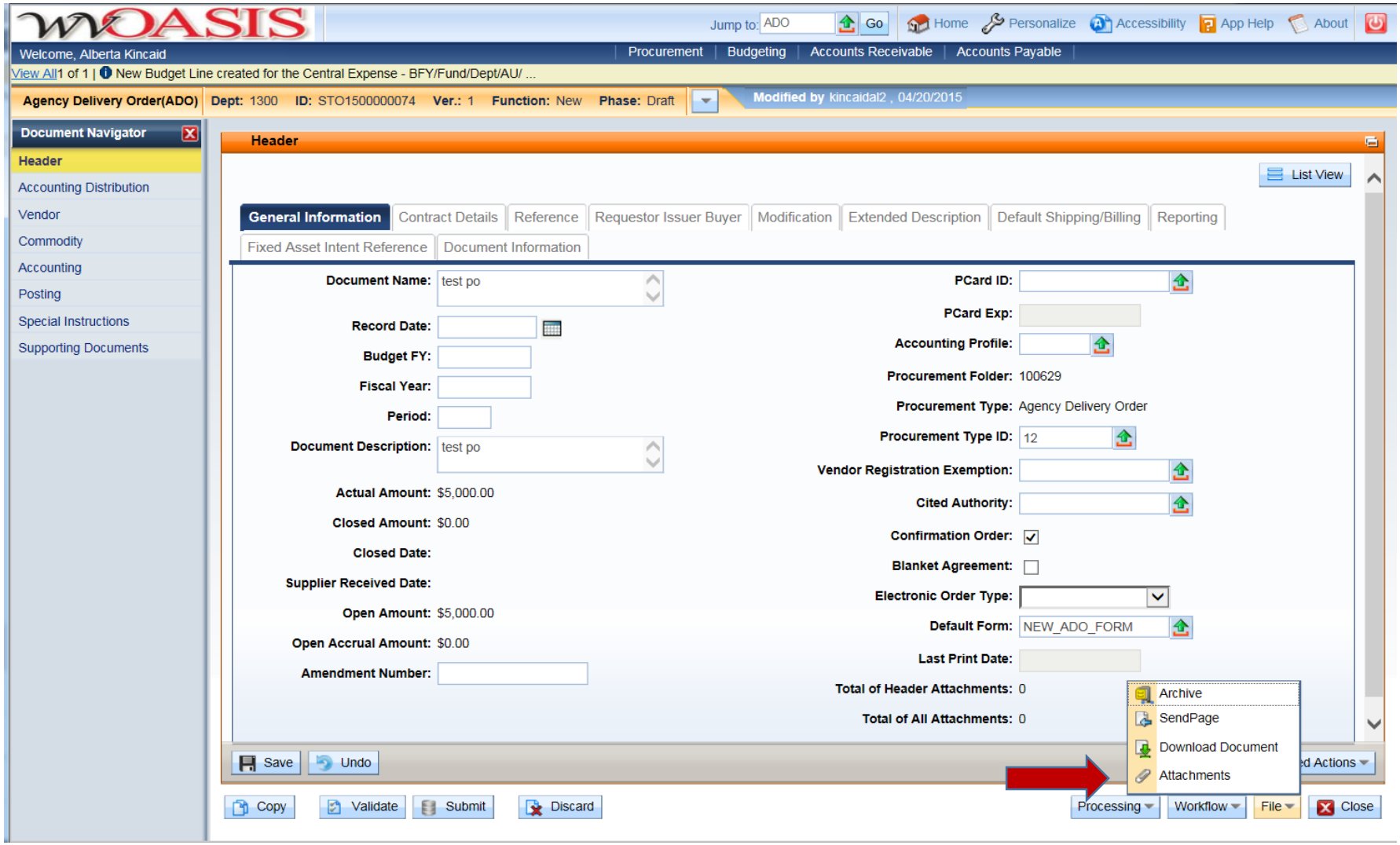
Step 6: Next, select **ACCOUNTING** from the **Document Navigator** to enter the funding and accounting information. This example only shows 1 accounting line as it only has 1 funding source. If it has more than 1, you can enter additional lines; you can apply an accounting distribution (as applicable) 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.*



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'.

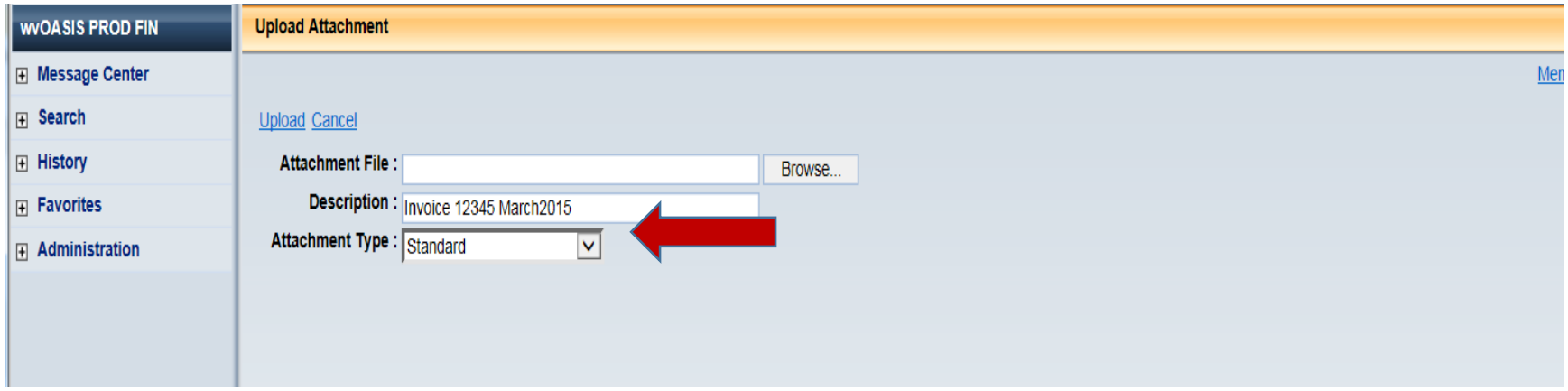
Step 7: As a matter of documentation and transaction support, it's a good practice to include/attach a copy of the invoice to the purchase order file, especially for confirmation orders. You will first need to scan the invoice to your computer or other file retrieval location where you can access it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

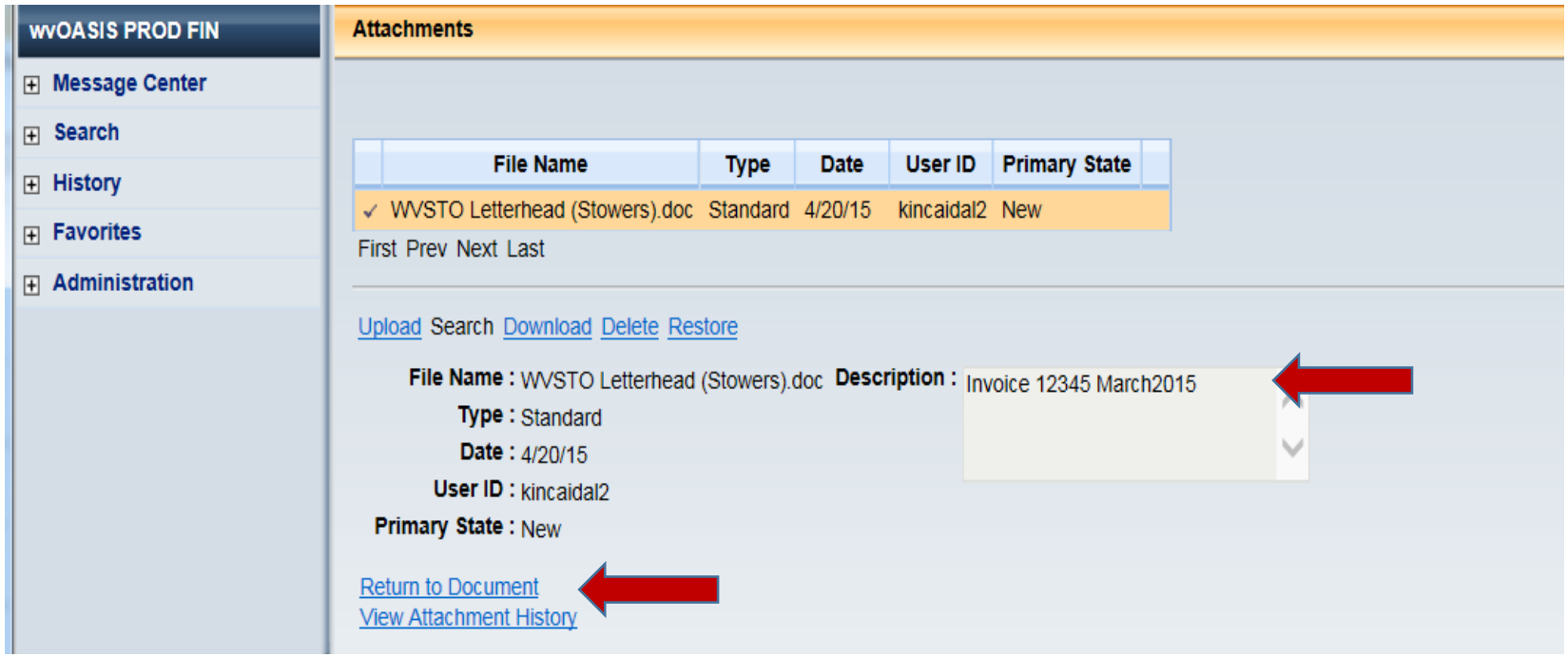


This is the next screen you will come to. Select the “UPLOAD”. This selection will take you to a different screen to retrieve the document(s).

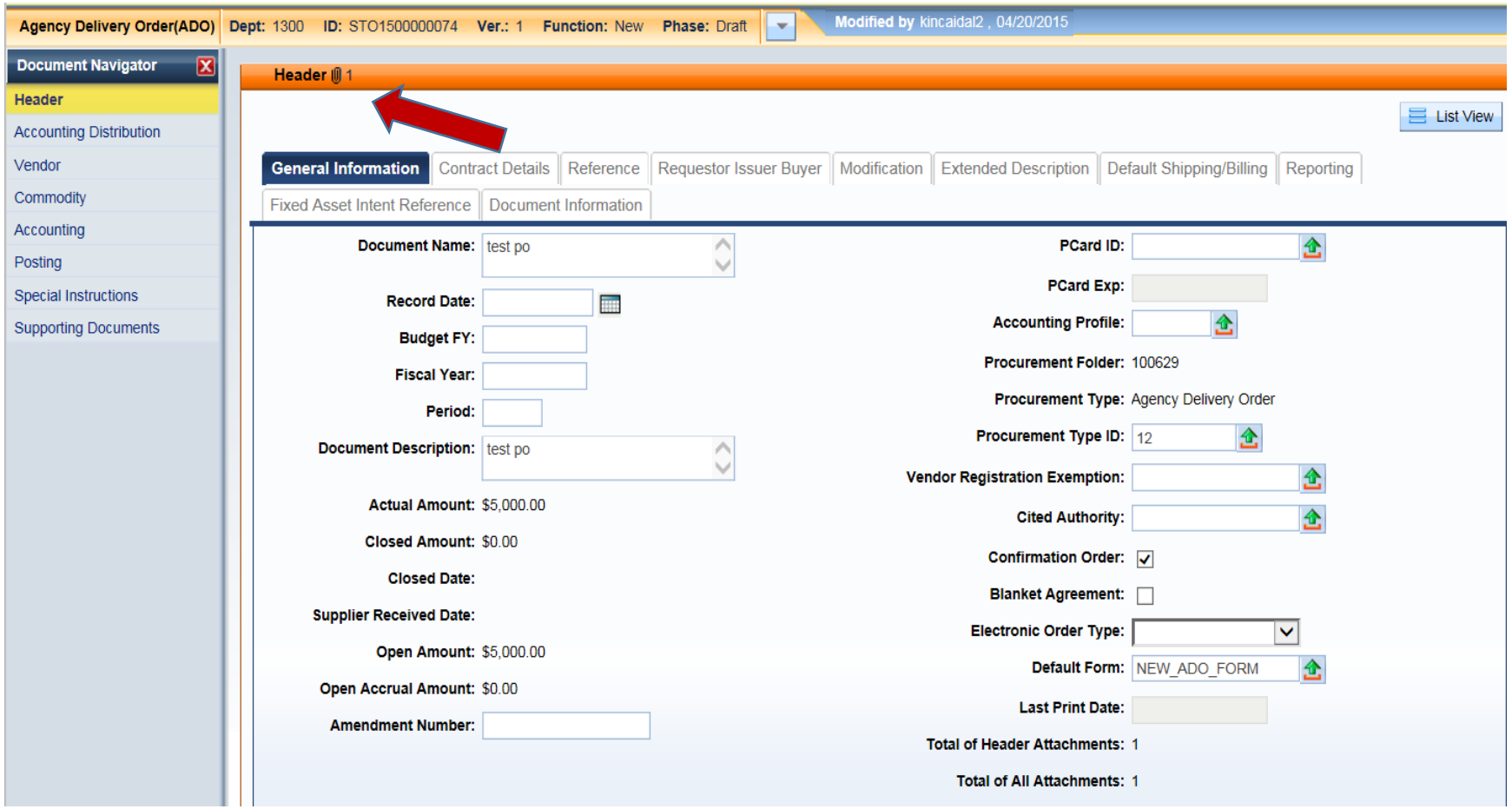
Select **BROWSE** and **locate the file on your computer**, etc. Include a brief **DESCRIPTION** of the File/Attachment which is especially helpful if you have multiple attachments. This example includes invoice number and date of service. The **ATTACMENT TYPE** should generally always be **“**Standard**”.**



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**".



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.



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.