ZORTEC ACCOUNTS PAYABLE

REQUISITIONS AND PURCHASE ORDERS

Purchasing

Use the Purchasing section to create, update, inquire, and delete purchase orders. If you are using encumbrance accounting, the Purchasing section can prevent you from going over a budget, determined in the General Ledger system. If using the Inventory Control system, you can adjust your inventory as you issue purchase orders.

Purchase Orders Overview

This section allows you to print a variety of reports, listing purchase orders by ledger number, fund, vendor name, and purchase order number. You can also print a list of all items on order. You will also be able to liquidate purchase orders as well as put one on hold and release it. A purchase order number is composed of two parts. The first part is two characters long. The second is six characters long.

The first part is the purchase order type. This type is user- defined, created in the Office Manager section's Purchase Order Types option. You can have numerous purchase order types, depending upon your organization's needs.

The second part is any user-defined number, assigned in the Purchasing section's File Maintenance option. The number can be up to six characters long. If you wish, the system will automatically assign both portions of the purchase order number for you when creating the purchase order.

Product Codes Overview

This section allows you to print a listing of your products codes, create or load NIPG codes for the requisitions section of purchasing.

Requisitions Overview

A Requisition can be entered to ‘request’ any new purchase that must be approved. Typically a requisition will go through the approval process, and once selected for purchase, a Purchase Order created against it.

Requisitions and Purchase Orders can be created and/or numbered at the Department level. This documentation will go through creating a Requisition, selecting/approving a Requisition, and creating a Purchase Order.

Product Codes

INQUIRY

This information was created in the Product Codes section's File Maintenance option or the Load NIPG file option
The Inquiry option is like all Zortec software inquiry modes, a way to only view information. All Inquiry screens have one set of information in common: The display at the top of the screen, this portion of the screen contains such basic product code information as division, product code number, description, unit, status, vendor classification code, and requisition entry.

Step 1

From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press the enter key. The Purchasing Menu will appear select option 1 '**Inquiry**' and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.
If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

> Note: The` **Maintenance Search**' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

Step 2

If the Product Code Selection screen appears, the cursor will be on the `**Product Code**' field. The default answer in the `**Division'** field may be corrected if wrong by using the arrow keys to move the cursor to the field. Make the desired changes. Press the enter key if needed to return to the `**Product Cod**e' field.
Enter the product code number in the **`Product Code'** field. Press the enter key if needed to advance to the next field.

> Note: Press the F1 key if desired to use Search & Select procedures to locate the desired product code.

Enter the screen number of the screen you want to appear in the **`First Screen'** field. Press the enter key if needed to continue. There are two screens to the product code. They are as follows:

> **Screen 1** – Product Code information like code number, description, unit, status, etc.
> **Screen 2** - the specifications about the product.

> Note: Leaving the '**First Screen**' field blank is the same as entering '**1**'.

Creating Product Codes

Before you can enter your requisitions must first create a product code in the software. This section will show you step by step of creating Product Codes.

Step 1

From the Main Application Menu select the Accounts Payable option and press the enter key. The Accounts Payable Main Menu will display. From this menu select option 2 '**Purchasing**' and press the enter key. The Purchasing Menu will display select option 2 '**File Maintenance**' and press the enter key. The Function screen will display you must enter a '**C for create**', '**U for update**', '**I for inquiry**' or '**D for delete**'.

Step 2

To <u>create a product code</u> you will enter a **C** and press the enter key. The next screen will display. It will show the division, the product code number field. The cursor will be blinking in the '**Product Code**' field you will assign the next available number to your new product and press the enter key.

You will then enter in your product information.

A. **Description -** You will enter a description of the product. The system allows you up to five lines to descript the product.
B. **Unit** - This field is <u>optional</u>. If the product is sold or used by specific units then enter the information otherwise leave the field blank.
C. **Status** - This field is <u>mandatory</u>. You must enter a status for this product that you have defined in the office manager section of the software.
D. **Vcc** – Enter the Vendor classification code you want the product associated with so that the system will be able to inform you of vendors that sell this product.
E. **Requisition Entry** - this portion of the screen allows you to define when a requisition is enter for this product what field will required, skipped or blank.
F. **Asset Number** – If the product is to be part of a fixed asset you would enter '**R**' required. If not enter '**S**' for skip or leave blank if you are unsure.
G. **Equipment Number** - If the product is to be equipment parts or only used on equipment you would enter '**R**' required. If not enter '**S**' for skip or leave blank if you are unsure.
H. **Vehicle Number** - If the product is to be parts of a vehicle or use only on a vehicle you would enter '**R**' required. If not enter '**S**' for skip or leave blank if you are unsure.
I. **Inventory Number** - If the product is to be part of an inventory control item you would enter '**R**' required. If not enter '**S**' for skip or leave blank if you are unsure.

Step 3

Once you have completed this screen the system will advance to the specification screen. This screen is user defined based on the product. This screen also allows you to specify whether the specifications will be '**R**' (required), '**S**' (skipped) or left blank when a requisition is entered on this product code.

After you have entered all the information you will press the F8 key to complete the creation of the vendor. You should see display at the bottom of the screen '**Transaction Complete**'

Updating, Inquiring, and Deleting a Product Code

From the <u>Main Application Menu</u> select the <u>Accounts Payable</u> option and press the enter key. The <u>Accounts Payable Main Menu</u> will display. From this menu select option 2 '**Purchasing**' and press the enter key. The <u>Purchasing Menu</u> will display select option 2 '**File Maintenance**' and press the enter key. The Function screen will display you must enter a '**U for update**', '**I for inquiry**' or '**D for delete**'.

Depending on how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

<u>**Note**</u>: The `Maintenance Search' fields, located in the User Profiles section's Defaults option, determine which screen will appear.

Step 1

If the default answer in the `**Division**' field is not correct, use the arrow keys to move the cursor to the field and make the desired changes. Press the enter key if needed to return to the `**Product Code**' field.

Enter the product code number of the product you in the `**Product Code**' field. Press the enter key if needed to advance to the next field. Enter the screen number in the `**First Screen**' field that you want to appear. The area within the box labeled Product Information presents information about the product and a number of operating parameters which will determine how the system will manage the product and its data. These descriptions and specifications are provided for the product during the creation procedures.
The top of the screen displays basic product information: division, the product code's number, the vendor classification code, unit, status, requisition entry, and the product's description.

Step 2 Update Mode

The cursor will be on the `**Description**' field. Use the Product Code Creation procedures to change information in the first screen. Press the enter key as needed to advance to the message line.
To access **Screen 2** (the specification screen) entering '**02**'at the '**Enter screen**', or Pressing the **F5** key for the **Available Screens** window, and selecting the Specification screen. The Specification screen will appear with the cursor on the first line of specification. Make updates as desired.
Press the F9 key when completed with updates to the Specification screen. If you have more than one screen, the '**Message: [Hit RETURN for Next Screen - F8 When Done]**' will appear on the message line.
Press the F8 key twice when completed with updates to the product code number.
Press the escape key as needed to return to the desired menu.

Step 3 Inquire Mode

The screen will behave just as if you were in the Inquiry option of the Product Code section. In fact, if you only want to inquire, you may want to do it through the Product Code section's Inquiry option. Press the escape key as needed to return to the desired menu.

Step 4 Delete Mode

The '**Question: [Are you sure you want to Delete this record?**]' will be on the message line.

Warning: Do NOT delete a product code that has an open requisition.

Enter a '**Y**' and press the enter key if you want to delete. The '**Message: [Transaction Complete; Hit Return to Continue]**' will appear on the message line. Press the escape key as needed to return to the desired menu. Enter an 'N' if you do not want to delete and press the enter key.
Press the escape key as needed to return to the desired menu.
You will press the escape key until you are back at the Accounts Payable Main Menu. You are now ready to enter your requisitions.

PRODUCT LISTING

Use the Product Listing option when you want a report listing your product codes. The report will contain one line of headings, listing the product code number, product description 1, product description 2, product description 3, status, and vendor classification code.

Step 1

From the Accounts Payable Main Menu select option 2, '**Purchasing**' and press the enter key.
The Purchasing Menu will appear select option 3,'**Product Listing**' and press the enter key.
The Product Listing screen will appear with the cursor on the `**Division**' field.

Step 2

A. Enter the division that contains the vendors you want to print in the `**Division**' field. Press the enter key if needed to advance to the next field.
B. Enter the number of the first product code in the range of products that you want to appear on the report in the `**Beg Product Code**' field. Leave the field blank to include all products. Press the enter key if needed to advance to the next field.
C. Enter the number of the last product code the range of products that you want to appear on the report in the `**End Product Code**' field. Leave the field blank to include all products. Press the enter key if needed to advance to the next field.
D. Enter a '**Y**' in the `**Print 1099 Vendors Only**' field if you want to print only those vendors that have '**Y**' in the `**1099'** field, located on the Vendor Information screen. Enter an '**N**' if you do not want to print only 1099 vendors. The cursor will advance to the next field.
E. Enter a '**Y**' in the `**Print Product Specifications**' field if you want to include product specifications on the report. Enter an '**N**' to exclude product specifications.
F. Enter the statuses you want to print in the `**Enter Status Codes to Print**' field or leave blank for all.
G. Enter the vcc codes you want to print in the `**Enter Vcc Codes to Print**' field or leave blank for all.
H. Enter the report sort sequence you want the report to print `**Report Sort Sequence**' field. You have four sort options. The sort fields are:
   1. Code
   2. Description
   3. Vcc
   4. Status

You may select the sort in any order. Use all of the sort fields, some of the sort fields, or none of the fields.

Step 3

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Purchasing Menu will reappear.
Press the escape key as needed to return to the desired menu

Load NIGP File

This option is usually done by Zortec personnel during installation of accounts payable. **Do not run this option without first contacting the Zortec technical support team**.

Requisitions

A Requisition can be entered to '**request**' any new purchase that must be approved. Typically a requisition will go through the approval process, and once selected for purchase, a Purchase Order created against it.

INQUIRY

The Inquiry option is like all Zortec software inquiry modes, a way to only view information. All Inquiry screens have one set of information in common: the display at the top of the screen. This portion of the screen contains such basic requisition information as division, requisition number, status, date issued, date wanted, department, etc.

Step 1

From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press the enter key. The Purchasing Menu will appear select option 11 **'Inquiry'** and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

> **Note**: The` Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

If the Requisition Selection screen appears, the cursor will be on the `**Requisition**' field. The default answer in the `Division' field may be corrected if wrong by using the arrow keys to move the cursor to the field. Make the desired changes. Press the enter key if needed to return to the Requisition' field.

Enter the requisition number in the **`Requisition'** field. Press the enter key if needed to advance to the next field.

> **Note**: Press the F1 key if desired to use Search & Select procedures to locate the desired requisition.

Step 2

Enter the screen number you want to appear in the **`First Screen'** field. Press the enter key if needed to continue. There are five screens to the requisition. They are as follows:

Screen 1 – Requisition information like number, status, date issued, etc.
Screen 2 - The Item(s) being requisition.
Screen 3 – The narrative screen
Screen 4 - Print Requisition
Screen 5 - Print Requisition form

Note: Leaving the '**First Screen**' field blank is the same as entering '**1**'.

Creating Requisitions

This section will show you step by step of creating Requisitions.

From the Main Application Menu select the Accounts Payable option and press the enter key. The Accounts Payable Main Menu will display, from this menu select option 2 '**Purchasing**' and press the enter key. The 'Purchasing Menu' will display, from this menu select option 12 '**File Maintenance'** and press the enter key. The Function screen will display, you must enter a '**C for create'**, **'U for update**', '**I for inquiry**' or '**D for delete**'.

To create a requisition you will enter a **C** and press the enter key, the next screen will display. It will show the division, the requisition number field. The cursor will be blinking in the '**Requisition Number'** field you will press enter and the system will assign the next available number to your new requisition, or you may enter a new requisition number and press the enter key

You will then enter in your requisition information:

Status – This is defined in the office manager section of the software. Possible examples of statuses: '**A'** approved; '**C '**complete with Purchase Order; '**N'** new; '**P'** partial; '**R'** reject; '**V'** void; '**W'** Complete without Purchase Order.

Date Issued – Date of the Requisition; defaults to the current system date

Date Wanted – Date the item is needed by

Department – Descriptive name of the department requesting this purchase

For Whom – Name of person this item is for

Budget Year – Fiscal Year this item will be purchased in (for budgeting purposes)

Entry Date – Date the Requisition is entered into the system; defaults to current system date

Entered By – User name of individual entering the Requisition; defaults to current user

Approved – Date the Requisition is approved for purchase; defaults to current system date when approved

Approved By – User name of individual that approved the Requisition; defaults to current user

Once you have complete the first screen the second will display and this is where each item is entered.

Product Code - Enter the NIGP (Product) codes. If you Press the F3 key the system will bring up 'Search & Select' window to allow you to scroll through existing codes to find the one that matches this item. Press the enter key to pass through this field if no product code is needed.

Quantity – The quantity needed of this item and unit of measure.

Suggested Prices – Price range you are willing to pay for this item

Suggested Vendors – The vendors you would like to purchase this item from. Up to 5 vendor numbers can be entered here. Pressing the F3 key will bring up a 'Search & Select' window to allow you to scroll through existing vendors.

Capital/Expense – Enter a '**C**' if this is a capital item or '**E**' if this is just an expense.

An **additional screen** will come up allowing you to enter any product specifications you may have. If using a Product Code, the specifications screen will populate with the 'pre-defined' specifications of that item. Press the F9 key when done entering Product Specifications.
The **Requisition Distribution** screen will appear, requiring you to enter the General Ledger Distribution of this item. No entries are made at the Requisition level for the General Ledger (Packets); however, the Distribution entered here can be used for the Purchase Order if this requisition is approved. Once the distribution has reached 100%, the system will automatically take you to a narrative screen for this item. Enter any descriptive narrative you would like. Press the F9 key to save the screen.
The system will ask you if you want to enter another item. If so, you will be taken through these screens again for each item you need to enter. When completely done entering all the necessary items for this requisition, Press the F8 key.
This will prompt you to print the Requisition which you may do at this point or answer '**N'** not to print the requisition at this time. If you enter a '**Y**' to print the requisition the system will ask you to enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Purchasing Menu will reappear.
Press the escape key as needed to return to the desired menu.

Updating, Inquiring, and Deleting a Requisition

From the <u>Main Application Menu </u>select the Accounts Payable option and press the enter key. The <u>Accounts Payable Main Menu</u> will display, from this menu select option 2 '**Purchasing**' and press the enter key. The '<u>Purchasing Menu</u>' will display, from this menu select option 12 '**File Maintenance'** and press the enter key. The Function screen will display, you must enter a '**U for update**', '**I for inquiry**' or '**D for delete**'.
Depending on how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

> **<u>Note</u>:** The `Maintenance Search' fields, located in the User Profiles section's Defaults option, determine which screen will appear.

If the default answer in the `**Division**' field is not correct, use the arrow keys to move the cursor to the field and make the desired changes. Press the enter key if needed to return to the `Requisition' field. Enter the requisition number in the ` **Requisition**' field. Press the enter key if needed to advance to the next field. Enter the screen number in the `**First Screen**' field. The area within the box labeled Requisition Information presents information about the requisition and a number of operating parameters which will determine how the system will manage the requisition and its data. These descriptions and specifications are provided for the requisition during the creation procedures.
The top of the screen displays basic requisition information: division, the requisition's number, status, date issued, etc.
If in **<u>Update mode</u>**, then the cursor will be on the `**Requisition**' field.

> **<u>Warning</u>**: **Do <u>NOT</u> update a requisition that has been selected for a purchase order.**

Use the Requisition Creation procedures to change information in the first screen.
Press the enter key as needed to advance to the message line. Access any Screen by: enter 'screen number' at the 'Enter screen', or Pressing the F5 key for the Available Screens window, and selecting the screen desired. The desired screen will appear with the cursor on the first line of the screen.

Make updates as desired then press the F9 key when completed. If you have more than one screen, the 'Message: [**Hit RETURN For Next Screen - F8 When Done]**' will appear on the message line.
Press the F8 key twice when completed with updates to the requisition.
Press the escape key as needed to return to the desired menu.
If in **Inquire mode**, then the screen will behave just as if you were in the Inquiry option of the Requisition section. In fact, if you only want to inquire, you may want to do it through the Requisition section's Inquiry option. Press the escape key as needed to return to the desired menu.
If in **Delete mode**, the '**Question: [Are you sure you want to Delete this record?]**' will be on the message line.

Warning: **Do NOT delete a requisition that has been selected for a purchase order**.

Enter a '**Y**' and press the enter key if you want to delete. The '**Message: [Transaction Complete; Hit Return to Continue]**' will appear on the message line. Press the escape key as needed to return to the desired menu. Enter an '**N**' if you do not want to delete and press the enter key.
Press the escape key as needed to return to the desired menu.

REQUISITION LISTING

Use the Requisition Listing option when you want a report listing your requisitions. The report will contain one line of headings, listing the requisition number, status, issue date, department, product, issued by, description, and vendor name.
From the Accounts Payable Main Menu select option 2, '**Purchasing**' and press the enter key.
The Purchasing Menu will appear select option 13,'**Requisition Listing**' and press the enter key.
The Requisition Listing screen will appear with the cursor on the `**Division**' field. Enter the division that contains the requisition you want to print in the `Division' field. Press the enter key if needed to advance to the next field.
Enter the number of the first requisition in the range of products that you want to appear on the report in the `**Beg Requisition Number**' field. Leave the field blank to include all requisition. Press the enter key if needed to advance to the next field.
Enter the number of the last requisition the range of products that you want to appear on the report in the `**End Requisition Number** ' field. Leave the field blank to include all requisition. Press the enter key if needed to advance to the next field.
Enter the date of the first requisition in the range of date issued that you want to appear on the report in the `**Beg Issued Date**' field. Leave the field blank to include all dates issued. Press the enter key if needed to advance to the next field.
Enter the date of the last requisition the range of date issued that you want to appear on the report in the `**End Issue Date** ' field. Leave the field blank to include all dates issued. Press the enter key if needed to advance to the next field
Enter the report order you want the report to print `**Report Order**' field. You have two options. The options are '**R**' for requisition or '**D**' for department.
Enter the statuses you want to print in the `**Status's to Include**' field or leave blank for all.
Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Purchasing Menu will reappear.
Press the escape key as needed to return to the desired menu.

Print Requisitions

This option allows you to print a detail report of your requisitions by number range; date issued range; and status.

From the Accounts Payable Main Menu select option 2, '**Purchasing**' and press the enter key. The Purchasing Menu will appear select option14,'**Print Requisitions**' and press the enter key. The Print Purchase Requisition screen will appear with the cursor on the `**Division**' field. Enter the division that contains the requisition you want to print in the `**Division**' field. Press the enter key if needed to advance to the next field.

Enter the number of the first requisition in the range of products that you want to appear on the report in the `**Beg Requisition Number**' field. Leave the field blank to include all requisition. Press the enter key if needed to advance to the next field.

Enter the number of the last requisition the range of products that you want to appear on the report in the `**End Requisition Number** ' field. Leave the field blank to include all requisition. Press the enter key if needed to advance to the next field.

Enter the date of the first requisition in the range of date issued that you want to appear on the report in the `**Beg Issued Date**' field. Leave the field blank to include all dates issued. Press the enter key if needed to advance to the next field.

Enter the date of the last requisition the range of date issued that you want to appear on the report in the `**End Issue Date** ' field. Leave the field blank to include all dates issued. Press the enter key if needed to advance to the next field

Enter the report order you want the report to print `**Report Order**' field. You have two options. The options are '**R**' for requisition or '**D**' for department.

Enter the statuses you want to print in the `**Status's to Include**' field or leave blank for all.

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Purchasing Menu will reappear.

Press the escape key as needed to return to the desired menu.

Print Requisitions - Form

This option allows you to print your requisitions by number range; date issued range; and status instead of individually.

From the Accounts Payable Main Menu select option 2, '**Purchasing**' and press the enter key. The Purchasing Menu will appear select option14,'**Print Requisitions**' and press the enter key. The Print Purchase Requisition screen will appear with the cursor on the `**Division**' field. Enter the division that contains the requisition you want to print in the `**Division**' field. Press the enter key if needed to advance to the next field.

Enter the requisition type in the **'Requisition Type to Print'** field. This field is mandatory and the system only allows you to print one type at a time. So if you have multiple types you will have to run this option for each type.

Enter the number of the first requisition in the range of products that you want to appear on the report in the `**Starting Requisition Number**' field. Leave the field blank to include all requisition. Press the enter key if needed to advance to the next field.

Enter the number of the last requisition the range of products that you want to appear on the report in the `**Ending Requisition Number** ' field. Leave the field blank to include all requisition. Press the enter key if needed to advance to the next field.

Enter the name of the user you want only to print the requisition for in the '**Print Requisition's entered by'** field. Leave the field blank to print all users that have entered requisition.

Enter the dates issued of the requisition that you want to print in the `**From**' and **'Thru'** fields. Leave the field blank to include all dates issued. Press the enter key if needed to advance to the next field.
Enter the statuses you want to print in the `**Status's to Include**' field or leave blank for all.
Enter the desired printer name or number. You will have to confirm the printer twice the forms will print and once completed the Purchasing Menu will reappear.
Press the escape key as needed to return to the desired menu.

Approve a Requisitions

Once the requisition has been entered, management can review the request and approve or reject the purchase. This option will show you how to approve or reject requisitions.
From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press enter key. The Purchasing Menu will appear select option 16 '**Approve Requisitions**' and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.
If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

> **Note**: The` Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

The Purchase Requisition Item Selection screen will appear with the cursor on the `**App**' field.
Rejecting an Item – To reject the purchase of an item on the requisition, simply press the F7 key. This will mark the highlighted item with a '**Y**' in the last column.
Approving an item – To approve the purchase of an item on the requisition, simply enter a '**Y**' in the App column. Press the F9 key when done to accept the new status for each item.
At any time, you can review the information on an item by pressing the F5 key. You can also change the information on an item by pressing the F6 key.

> **NOTE**: you cannot change information on an approved item.

You CAN change information on a rejected item and clear the rejected status, therefore allowing management to review the request again.

View Rejected Requisitions

Once the requisition has been entered, management can review the request and approve or reject the purchase. This option will show you how to view rejected requisitions.
From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press the enter key. The Purchasing Menu will appear select option 17 '**View Rejected Requisitions**' and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.
If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

> **Note:** The` Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

This option is just an inquiry screen.

Select for Purchase Order

Once the requisition has been entered, management can review the request and approve or reject the purchase. This option will show you how to select requisitions to convert them to purchase orders.

From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press enter key. The Purchasing Menu will appear select option 18 '**Select for Purchase Order**' and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

> **Note:** The` Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

Highlight the item you want to select using the enter key to move between items, and enter a '**Y**' in the '**Select**' column. As soon as you mark an item as selected, the system will require you to enter a valid vendor number. Entering the unit price here is an option.

Once you have entered this information, the system takes you back to the item listing to select another item. When all items for this requisition have been selected, press the F9 key to accept. This will take you back to the Search & Select screen.

If this item needs a Purchase Order, press the F6 key. This will take you into Purchase Order entry. Once you enter the PO Number, the system will populate the vendor and amount fields with the information from the requisition.

Select for Purchase Order (w/o PO)

Once the requisition has been entered, management can review the request and approve or reject the purchase. This option will show you how to select requisitions to without converting them to purchase orders.

From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press enter key. The Purchasing Menu will appear select option 19 '**Select for Purchase Order (w/o PO)**' and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

> **Note:** The` Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

Highlight the item you want to select using the enter key to move between items, and enter a '**Y**' in the '**Select**' column.
As soon as you mark an item as selected, the system will require you to enter a valid vendor number. Entering the unit price here is an option.
Once you have entered this information, the system takes you back to the item listing to select another item. When all items for this requisition have been selected, press the F9 key to accept. This will take you back to the Search & Select screen. All steps are the same as above except there is never the option to process for Purchase Order.
Using either option for selection will allow the item to go through the purchasing process, the difference being the newly updated status of the requisition.

PURCHASE ORDERS

INQUIRY

The Inquiry option is like all Zortec software inquiry sections and options, a way to only view information. This information was created either by the system manager in the Office Manager section or by the computer operator in the Purchasing section's File Maintenance option.
The Inquiry option contains seven screens:

1. Purchase Order Info
2. Shipping Address
3. Item Information
4. Item Descriptions
5. Item Distribution
6. Extra Descriptions.
7. ImageEase

From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press enter key. The Purchasing Menu will appear select option 20 '**Inquiry**' and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.
If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

> **Note**: The` Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

If the Account Selection screen appears, the cursor will be on the `**PO Number**' field. If the default answers in the `**Division**' and `**Year**' fields are not correct, use the arrow keys to move the cursor to the fields. Make the desired changes Press enter key as needed to return to the `**PO Number**' field.
Enter the purchase order type in the first part of the `PO Number' field. Press the enter key if needed to advance to the second part of the field. Enter the purchase order number that you want. Press the enter key if needed to advance to the next field.

> **Note:** Press the F1 key if desired to use Search & Select procedures to locate the desired purchase order.

Enter the screen number of the screen you want to appear in the `**Screen**' field. If you used the Search & Select procedures to locate the purchase order, you will **NOT** have access to this field. The system will default to the first screen

> **Note**: Leaving the '**First Screen**' field blank is the same as entering '**1**'.

Screen 1 - The Purchase Order Info Screen

The Purchase Order Info screen will appear with the cursor on the message line. The area within the box displays a number of descriptions and specification that determine how the system will handle this purchase order and how it will be printed. The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order.

- The `**Vendor Num**' field contains the unique number assigned to this merchant and the merchant's name.
- The `**PO Amount**' field contains the amount of the purchase order.
- The `**Liquidated**' field may be blank if an invoice has not been received. If an invoice has been received, the amount will appear in this field. The total may match the total in the previous field if the invoice was for the total amount of the purchase order.
- The `**Outstanding**' field contains the amount of the purchase order that still needs to be liquidated. You should be able to subtract the amount in the `Liquidated' field from the amount in the `PO Amount' field and get the number that is in the `Outstanding' field.
- The `**Issue Date**' field contains the date that the purchase order was created (issued).
- The `**Ship Date'** field contains the date that you want the items shipped on in the first set of parenthesis. The second set of parenthesis may contain a note or memo about the shipment.
- The `**Status**' field contains a code that will describe the purchase order. The status code is two characters long. The first character is either '**0**' for a normal status or '**H**' for a purchase order on hold. The second character means the following:

1	A purchase order that has NOT been liquidated.
2	A printed purchase order.
3 or 4	A purchase order that has had receipts applied to it; some items have arrived.
5 or 7	A partially liquidated purchase order is one that has some invoices applied to it but not all.
6 or 8	A fully liquidated purchase order is one that has all invoices for this purchase applied to it.

- The `**Ship Via'** field may contain the shipping code that represents the shipment method desired for the items in this purchase order.
- The `**Ship FOB**' field may contain a code that represents the freight-on board.
- The `**Ship Addr'** field may contain the code that represents the location where the merchandise will be delivered to.

- The `**Pymt Terms**' field may contain the code that represents the payment terms that your organization has set up with the vendor.
- The `**More Terms**' field may contain any user-defined narrative, explaining any additional payment terms.
- The `**Ordered By**' field's first set of parenthesis may contain the name of the person who ordered the merchandise. The second set of parenthesis may contain other user-defined information about the order.
- The `**Spec Inst**' field may contain any user-defined narrative, explaining such special instructions as ‘deliver only after 2 p.m.’, ‘be alert of large dog,’ and so on.
- The `**Department Requisitions**' field contains any user-defined numeric codes used to track manual requisition numbers.
- The `**Control Requisitions**' field contains any user-defined numeric codes used to track manual requisition numbers.

Once you have reviewed the information on the screen, you have three ways to advance to the next screen. Pressing the down arrow key; Pressing the F5 key for the Available Screens window and selecting the desired screen; or Entering the screen number and pressing the enter key if needed to advance.

Screen 2 - The Shipping Address Screen

The Shipping Address screen will appear with the cursor on the message line. The area within the box displays information that determines where the vendor will ship the items on this purchase order. The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order. The screen has two sections of fields:

- The `**Ship from Address**' fields are located on the left-hand side of the screen and describe the vendor. These fields contain whatever address’ data that may have been entered on the Vendor Information screen during the vendor creation process, unless the data was changed during the purchase order creation process. . The `Number' field contains the vendor's identification number.

  The `**Name**' field contains the vendor's name.
  The `**Address**' fields may contain the vendor's address.
  The `**City/St**' field may contain the vendor's city and state.
  The `**Zip**' field may contain the vendor's zip code.
  The `**Attn**' field may contain the name of an employee at the vendor's company that you want to use as a contact person.
- The `**Ship to Address**' fields are located on the right-hand side of the screen and describe YOUR organization; the physical address where you want the merchandise delivered. The `Ship to Address' fields may contain the address of the organization and/or the location that the merchandise will be shipped to. The information in these fields could have been default answers from two different sources, but the information was originally created in the Office Manager section's Shipping Address Codes option.

  The `**Code**' field may contain the shipping address code. If it is present, then the code represents all of the information in the Ship from Address portion of the screen.
  The `**Name**' field may contain the name of the organization that the goods will be shipped to.
  The `**Address**' fields may contain the address of the location where the goods will be sent.
  The `**City/St**' field may contain the city and state where the goods will be shipped to.

The `**Zip**' field may contain the zip code where the goods will be shipped to.
The `**Attn**' field may contain the name of the person who will receive or take action on the goods received.

Once you have reviewed the information on the screen, you have three ways to advance to the next screen. Pressing the down arrow key; Pressing the F5 key for the Available Screens window and selecting the desired screen; or Entering the screen number and pressing the enter key if needed to advance.

Screen 3 - The Item Information Screen

The Item Information screen will appear with the cursor on the message line. The area within the box displays a number of descriptions about the purchase order. The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order. The makeup of the purchase order will appear on the screen, listing each item individually.

The `**Itm**' field contains the number of the items. Items are displayed in the order in which they were created.
The `**Quantity**' field contains the number of items ordered.
The `**Price Each**' field contains the amount of each item.
The `**UOM**' field contains the unit of measure for the item. It may be ordered by the foot, or each, and so on.
The `**Ext Price**' field contains the total amount of the item ordered. It will be the number in the `Quantity' field multiplied by the amount in the `Price Each' field.
The `**Inv Item**' field contains the inventory number of the item ordered. This field will only appear if you are using the Inventory Control system.
The `**Description**' field contains a user-defined description of the item.

Once you have reviewed the information on the screen, you have three ways to advance to the next screen. Pressing the down arrow key; Pressing the F5 key for the Available Screens window and selecting the desired screen; or Entering the screen number and pressing the enter key if needed to advance.

Screen 4 – The Item Descriptions Screen

The Item Descriptions screen will appear with the cursor on the message line. The area within the box displays all descriptions entered for each item of the purchase order on the Item Information screen. The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order.

The `**Item**' field contains the item number. Items are displayed in the order in which they were created.
The `**Description**' field contains the narrative entered about the item.

Once you have reviewed the information on the screen, you have three ways to advance to the next screen. Pressing the down arrow key; Pressing the F5 key for the Available Screens window and selecting the desired screen; or Entering the screen number and pressing the enter key if needed to advance.

Screen 5 – The Item Distribution Screen

The Item Distribution screen will appear with the cursor on the message line. The area within the box displays each item in the purchase order, including the ledger number distribution and the current, liquidated, and outstanding amounts. The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order.

The `**Itm**' field contains the number of the item. Items are displayed in the order in which they were entered.

The `**Ledger Number'** field contains the ledger number(s) that the item was distributed to.

The `**Amount**' field contains the original amount of the purchase order.

The `**Liquidated'** field contains the amount of the invoice, if one has arrived.

The `**Outstanding**' field contains the amount of the purchase order waiting to be liquidated. This total should be the purchase order amount minus the liquidated amount.

Once you have reviewed the information on the screen, you have three ways to advance to the next screen. Pressing the down arrow key; Pressing the F5 key for the Available Screens window and selecting the desired screen; or Entering the screen number and pressing the enter key if needed to advance.

Screen 6 – The Additional Descriptions Screen

The Additional Descriptions screen will appear with the cursor on the message line. The area within the box displays data and narrative for items in the purchase order. The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order. The Additional Descriptions screen contains any additional descriptive narrative about the purchase order.

The `**Use This Text Only?'** field contains either **'Y'** or '**N**'.

'Y' indicates that you will be using the data and descriptions on this screen instead of the individual facts and item descriptions on the Item Information screen.

'**N**' means that you will be using the text on this screen in addition to the text on the Item Information screen.

The `**P**' field contains the page number.

The `**Ln**' field contains the line number.

The `**Item**' field contains the item number.

The `**Qty**' field contains the number of items that were ordered.

The `**Extra Description Lines**' field contains the narrative.

The `**Unit Price**' field contains the price of each item.

The `**Total Price'** field contains the total price of the item(s) ordered.

The 'Message: [Hit RETURN For Next Screen]' will appear on the message line. If there is more than 11 items to inquire, press the enter key.

Press the escape key as needed to return to the desired menu.

Screen 7 – Image Ease

This screen is used only by the sites that have Image Ease installed. **This is not a LGDPC application**. **This screen is only provided as a curtsey to our customers.** Any questions about this screen should be directed to the Image Ease's distributor.

FILE MAINTENANCE

Use the File Maintenance option if you want to create, update, inquire, or delete a purchase order.

If your organization does encumbrance accounting, you **should not** change the amount of a purchase order or the ledger number, since the system has made the appropriate entry in the General Ledger packet. This is the same packet that you will enter in the Packet Information window's `**Packet Name**' field. You will encounter this window as you begin to create the purchase order. After you create the purchase order, you can go into the General Ledger system's Packets section and see the encumbrance entry.

> **Note:** You will NOT see the auto encumbrance entries in the Packet Scroll option of the General Ledger. Do not assume that your packet is out of balance just because you do not see these entries. You will only see the auto entries when you print the report. The Packets section's Packet Report option; you will notice the `Print Auto Entries' field. It MUST be set to 'Y' to include these entries on the report.

The encumbrances in your ledger should **ALWAYS** match the outstanding amounts that you have on your purchase order file. To verify this, first run the Purchasing section's PO Listing by Ledger option. Second, run the Expense Report option, located in the General Ledger system's Fund Reporting option. The total encumbrances need to match what is outstanding on the purchase orders. If this is not the case, contact your system manager or the Zortec Support Center.

Prerequisites for Purchase Orders:

If your organization does **encumbrance accounting**, then you will need to make sure that four fields are set in the Office Manager section's Purchase Order Types option:

- Encumber Funds
- Encumb Transaction Code
- P/Y Encumb Trans Code
- Encumb Packet Prefix

If you do not enter an answer in all fields, it may appear that the purchase order creation process is going okay, but as you attempt to finish the process, the '**Error: [Invalid Transaction Code On Purchase Order Type]**' will appear on the message line. It will be followed by the '**Message: [Transaction ABORTED!!; Hit RETURN to Continue]'**.

If your organization uses the **Inventory Control system**, then you will need to make sure that four fields are set in the Office Manager section's Division Definitions and Purchase Order Types options.

- IC Ordered Charge Code
- IC Receipt Charge Code
- IC Adjust Charge Code

If you do not enter an answer in all fields, the '**Error: [Inventory Control Transaction Code Missing]**' will appear on the message line as you enter and leave the File Maintenance option.

From the Accounts Payable Main Menu select option 2 '**Purchasing**' and press enter key. The Purchasing Menu will appear select option 21 '**File Maintenance**' and press the enter key. The Function screen will display, must enter a '**C for create**', '**U for update**', '**I for inquiry**' or '**D for delete**'.

To **<u>create a purchase order</u>** you will enter a **C** and press the enter key. When you press enter the next screen will display. It will show the division, the purchase order number field.
The cursor will be blinking in the **purchase order type** field press the enter key if you want to accept the default answer in the purchase order enter portion of the `**PO Number**' field. If you do not want to accept the default answer or if there is not one, enter the purchase order type that you want to use. Press the enter key if needed to continue. You **MUST** enter a valid purchase order type. If not, the message 'Invalid Purchase Order Type Entered' will appear on the message line.

> <u>Note</u>: If your organization uses one particular purchase order type during the majority of the time, use the `Default PO Type' field to force that type to appear each time you enter the File Maintenance option. The field is located in the User Profile's section's User Defaults option.

<u>If your organization does not do encumbrance accounting and does not use the Inventory Control system, then skip this next section at this time.</u>

Depending upon how your system manager has configured the system for your use, the Packet Info window or the Period Info window may appear at this time.
If your organization **<u>only does Encumbrance Accounting</u>**, then the Packet Information window may appear at this time.

- Enter any user-defined alphanumeric name in the `**Print Batch Name**' field. The Print Batch Name is a way to group a particular batch of purchase orders together, allowing you to print them all at a later time. Leave the field blank NOT to group purchase orders together. Press the enter key if needed to advance to the next field.
- Enter the accounting period that you want affected by the encumbrance entries in the `**Accounting Period**' field. In encumbrance accounting, the system will make entries in a packet, showing that you are encumbering money because a purchase order has been issued. Press the enter key if needed to advance to the next field.
  <u>Note</u>: You **MUST** enter a valid period. If not, the message '**Invalid Accounting Period**!' will appear on the message line.
- Enter the name of the packet that you want to contain the encumbrance entries in the `**Packet Name**' field. Press the enter key if needed to exit the window.
  <u>Note:</u> You must enter a packet name. If not, the message '**Error: [Packet Identifier Is Required In FULL]**' will appear on the message line.

If your organization uses the **<u>Inventory Control system</u>**, the Period Information window may appear at this time.

- Enter any user-defined alphanumeric name in the `**Print Batch Name**' field. The Print Batch Name is a way to group a particular batch of purchase orders together, allowing you to print them all at a later time. Leave the field blank NOT to group purchase orders together. Press the enter key if needed to advance to the next field.
- Enter the accounting period that you want affected by the encumbrance entries in the `**Accounting Period**' field. In encumbrance accounting, the system will make entries in a packet, showing that you are encumbering money because a purchase order has been issued. Press the enter key if needed to advance to the next field.
  <u>Note</u>: You **MUST** enter a valid period. If not, the message '**Invalid Accounting Period!**' will appear on the message line.

If your organization uses the **Inventory Control system AND does Encumbrance Accounting**, only the Packet Information window will appear, but it will replace both windows.

- Enter any user-defined alphanumeric name in the `**Print Batch Name**' field. The Print Batch Name is a way to group a particular batch of purchase orders together, allowing you to print them all at a later time. Leave the field blank NOT to group purchase orders together. Press the enter key if needed to advance to the next field.
- Enter the Inventory Control and the General Ledger systems' accounting period that you want this purchase order to affect in the `**Accounting Period**' field. In encumbrance accounting, the system will make entries in a packet, showing that you are encumbering money because a purchase order has been issued. The Inventory Control system's accounting period is the period that this purchase order will affect. Press the enter key if needed to advance to the next field.

    Note: You **MUST** enter a valid period. If not, the message '**Invalid Accounting Period**!' will appear on the message line.

Warning: You cannot enter a different accounting period for the General Ledger system and the Inventory Control system.

- Enter the name of the packet that you want to contain the encumbrance entries in the `**Packet Name**' field. Press the enter key if needed to exit the window.

    Note: You must enter a packet name. If not, the message '**Error: [Packet Identifier Is Required In FULL]**' will appear on the message line.

The cursor will return to the `**PO Number'** field after you exit the window.

This ends this section.

The `**PO Number**' field works with the `**Next PO Number**' field. The system assigns the number that appears in the `**Next PO Number**' field.

Note: The system will look at the last entry on the Purchase Order File and add one to it when creating the possible default answer.

What the system does with this number is determined by the conditions in the number portion of the field which is controlled by two other fields and will act in one of three ways.

1. The system will use the number in the `**Next PO Number**' field as the purchase order number, skip the` PO Number' field, and advance to the next screen if the `Skip PO # In Create' field is set to 'Y'. The field is located in the User Profiles section's PO File Maintenance Defaults option. Even though you may have a 'Y' in the `Skip PO # In Create' field, the system gives you one last chance to type your own number. While the cursor is still on the purchase order type portion of the `PO Number' field, you can press the F1 key to access the rest of the field. If you are using encumbrance accounting or the Inventory Control system, then you will need to do this BEFORE you enter the windows.

Note: Steps 2 and 3 assume that you have '**N'** in the `**Skip PO #** In Create' field.

2. If there is a '**Y**' in the `**Auto PO Numbering**' field, located in the Office Manager section's Division Definitions option, then you can press the enter key, and the system will transfer the number in the `Next PO Number' field to the `PO Number' field. If you do not want to use the number, enter a different number. Press the enter key if needed to advance to the next field. If you enter a number already in use, the message '**Error: [This record is already on File]**' will appear on the message line.
3. If there is an '**N**' in the `**Auto PO Numbering**' field, located in the Office Manager section's Division Definitions option, then you **MUST** enter a number in the `PO Number' field before you can continue. Enter any number not currently in use or you can enter the number in the `Next PO Number' field. Press the enter key if needed to continue.

Warning! If there is still a '**Y**' in the `Skip PO # In Create' field, then it doesn't matter what you enter in the `Auto PO Numbering' field. Even if you enter 'N', the cursor will NOT stop on the field.

The Purchase Order Info screen will appear with the cursor on the `**Vendor Num**' field. The fields on the Purchase Order Info screen are controlled by the User Profiles section's PO File Maintenance Defaults option. There, the system manager can tell the system to skip a field, give the user the option to enter an answer or leave the field blank, or require the user to enter an answer before advancing. If you require the user to enter an answer for a field on the Purchase Order Info screen, and the user attempts to leave the field blank, a customized message will appear on the message line, informing the user that the particular answer is required.

Note: The documentation is written as if the system manager told the system to give the user the option to enter an answer or leave a field blank. You will see that some fields REQUIRE a response, no matter what.

Once on the `**Vendor Num**' field, you have three choices.

- You can enter the vendor number of the vendor you are creating a purchase order for.
- You can create a new vendor.
- You can use a Search & Select technique to find a vendor.

To Add (create) a New Vendor:

Press the F3 key, and an abbreviated version of the Account Selection screen will appear with the cursor on the `Vendor #' field.

When you press enter the next screen will display. It will show the division, the vendor number field and the next available vendor number. The cursor will be blinking in the vendor # field you will press enter and the system will assign the next available number to your new vendor, or you may enter a new vendor number and press the enter key

You will then enter in your vendor information.

Name: Enter the name of the vendor. This name will appear on reports as well as '**Pay to the Order of**' on the actual check.

Address: Enter the physical location address in the Street, City and Zip fields.

Mailing: Enter the mailing address in the Street, City and Zip fields. If the Physical and Mailing addresses are the same, the mailing address fields may be left blank.

Contact: Enter the name of the contact person for this vendor.

VCC: If your site uses Vendor Classification Codes, enter the code that corresponds to this vendor here, otherwise leave blank.

1099?: If this vendor will receive a 1099 at the end of the calendar year, enter '**Y**', otherwise, enter '**N**'.

Tax #: Enter the tax number for this vendor if applicable.

Link to: Division / Vendor: If this vendor record will be linked to a vendor record in another Division enters the other Division number and Vendor number here. If linking two vendors, make sure to address the link fields for both vendors.

Email: If you have an email address for this vendor, you can enter it here.

DBA: This is used to specify a different name on 1099's.

STATUS: Valid statuses are **A** (active), **I** (inactive) and **T** (terminated.) When the status is 'I' or 'T' you cannot enter a purchase order or invoice against the vendor

Priority Code: If you want to code invoices for this vendor with a certain priority, enter any character here. (Though the field is two bytes, enter only one character as the invoice field is only one character). Whatever you enter here will show up as the '**Select Flag**' code when entering invoices for this vendor.

Phone Number: Enter the phone number for this vendor.
FAX Number: Enter the fax number for this vendor.
Toll Free #: If this vendor has a toll free number, enter it here.
Business YTD: This field reflects the amount paid to this vendor for the current year.
Business LTD: This field reflects the amount paid to this vendor for life.
Lost Discount: This field reflects the number of times an invoice was flagged for discount, but the discount had not been taken.
Last Pay Date: This field shows the last date a check had been cut to this vendor.
Open Invoices: This field shows the number of invoices currently entered, that are outstanding.
Open Inv Amt: This field reflects the dollar value of outstanding invoices currently entered in the system.
Open Credits: This number reflects the numbers of credits not yet taken that have been entered.
Open Cr Amt: This field shows the dollar value of outstanding credits.

Press the enter key as needed to advance to the next screen. The Narrative screen will appear with the cursor on the first line. This is the free form area. Enter any narrative comments about the vendor. Perhaps the vendor is late on shipments, or maybe the company has frequent back orders. You can note it on this screen.

Note: You CANNOT use the Narrative screen if you are creating a temporary vendor. If you are creating a temporary vendor and you try to access the screen, the '**Message: [Temporary Vendors Cannot Have Narrative]**' will appear on the message line.

Note: To enter a default ledger for your new vendor must been done in **update mode**. The system will not allow you to enter screen 4 during the create mode.

After you have entered all the information you will press the F8 key to complete the creation of the vendor.

Once the vendor is created, the '**Message: [Transaction Complete; Hit Return to Continue**]' will appear on the message line. Press the enter key, and the Purchase Order Info screen will reappear. The cursor will return to the `Vendor Num' field. The field will now contain a vendor name with the vendor number beside it. Press the enter key to advance to the next field.

To use a Current Vendor:

Enter the vendor number of the merchant that you are creating a purchase order for and press the enter key. The vendor's name will appear in the field with the vendor number beside it. The cursor will advance to the next field.

You MUST enter a valid vendor number. If not, the message '**Vendor Number Does Not Exis**t' will appear on the message line.

To Search for a Current Vendor:

If you do not know the vendor number press F1 key to use Search & Select procedures to locate the desired vendor. Press the enter key, and the Purchase Order Info screen will reappear. The cursor will return to the `Vendor Num' field. The field will now contain a vendor name with the vendor number beside it. Press the enter key to advance to the next field

Enter the dollar amount of the purchase order in the `**PO Amount**' field. Leave the field blank if you do NOT know the amount, and the system will calculate it for you as you enter the different items later in the creation process.

Enter the date issued in the `**Issue Date**' field or press the enter key while on this field to use the current date as the purchase order issue date. Press the enter key if needed to advance to the next field.

> <u>Note</u>: If you are doing **encumbrance accounting**, the system will cross match the date in this field against the date range in the period file. If you do not enter a date within the date range, the message '**Transaction Date Is OUTSIDE The Valid Posting Dates**!' will appear on the message line

You <u>will not be able to access</u> the `**Liquidated**' field. This field will be blank during creation because an invoice to either fully or partially liquidate the purchase order has <u>NOT</u> been entered against the purchase yet.

You will not be able to access the `**Outstanding**' field. This amount represents the amount that still needs to be liquidated. When creating a purchase order, this amount will be the same as the amount in the `PO Amount' field.

Enter the date that you want to have the items shipped on in the `**Ship Date**' field's first set of parenthesis. Press the enter key if needed to advance to the second set of parenthesis. Press the enter key if there is a default answer and you want to accept it. If there is no default answer or you want to change it, enter any note and/or memo concerning the ship date that you want to appear on the purchase order.

> <u>**Note**</u>: Use the `Default Shipping Message' field, located in the User Profiles section's User Defaults option, to enter the default answer (note) that will appear in the second set of parenthesis each time you create a purchase order.

If the `**Status**' field has a default answer and you want to accept it, press the enter key. If it does not have a default answer or you want to change it, enter '**01**' for <u>No</u> Liquidation if the purchase order has not been liquidated. Enter '**02**' to label this purchase order as <u>Printed</u>. You might want to do this if you do not want to print the purchase order for some reason. You MUST enter an answer if no default answer is displayed. If you try to advance without entering an answer, the message '**Status must be a 01 or 02**' will appear on the message line

The cursor will advance to the next field. If the Purchase Order defaults are set to skip this field then you will not have access to it.

Enter the shipping code that represents the method you want the vendor to use to ship the merchandise to you in the `**Ship Vi**a' field. Leave the field blank if you do not want to designate a particular shipping method. If you use a shipping code, you <u>MUST</u> enter a valid code, created in the Office Manager section's Shipping Via Codes option. If you do not, the message 'Shipping Via Code Does Not Exist' will appear on the message line. If you want a particular shipping code to appear each time the screen appears, enter a valid shipping code in the `Default Shipping Via' field, located in the User Profiles section's User Defaults option.

Press the enter key if needed to advance to the next field.

Enter the FOB code that represents the desired freight-on-board in the `**Ship FOB**' field. Leave the field blank if you do not want to use an FOB code. If you use an FOB code, you <u>MUST</u> enter a valid code, created in the Office Manager section's Shipping FOB Codes option. If you do not, the message 'Shipping FOB Does Not Exist' will appear on the message line. If you want a particular FOB code to appear each time the screen appears, enter a valid code in the `Default Shipping FOB' field, located in the User Profiles section's User Defaults option. Press the enter key if needed to advance to the next field.

Enter the shipping address code that represents the location where you want the merchandise delivered in the `**Ship Add**r' field. Leave the field blank if you do not want to designate a particular address. If you use a shipping address code, you MUST enter a valid code, created in the Office Manager section's Shipping Address Codes option. If you do not, the message 'Shipping Address Does Not Exist' will appear on the message line. If you want a particular shipping address code to appear each time the screen appears, enter a valid code in the `Default Shipping Address' field, located in the User Profiles section's User Defaults option or in the `Default Shipping Address' field, located in the Office Manager section's Purchase Order Types option. The appropriate shipping information will also appear in the Shipping Address screen's `Ship to Address' fields.

Note: If you enter two different codes in both of these fields, then the code entered in the Purchase Order Types option will be the controlling default answer.

Press the enter key if needed to advance to the next field.

Enter the payment terms code that represents the terms that you've agreed with the vendor to pay the bill in the `**Pymt Terms**' field. Leave the field blank if you do not want to designate a payment method.

If you use a payment terms code, you MUST enter a valid code, created in the Office Manager section's Payment Terms Codes option. If you do not, the message 'Payment Terms Does Not Exist' will appear on the message line.

Press the enter key if needed to advance to the next field.

Enter any user-defined narrative in the `**More Terms**' field. Press the enter key if needed to advance to the next field.

Enter the name of the person ordering the merchandise (if desired) in the `**Ordered By**' field's first set of parenthesis. Press the enter key if needed to advance to the second set of parenthesis. Enter an ordered by memo, if desired. Press the enter key if needed to advance to the next field.

Enter any special instructions in the `**Spec Inst**' field. Perhaps you want the items delivered only after 2 p.m. or you don't want items left if no one is in the office. Leave the field blank not to include any special instructions on the purchase order. Press the enter key if needed to advance to the next field.

Use the `**Department Requisitions**' field to track manual requisition numbers. The user-defined requisition number can be up to six characters long. The answer must be numeric. If you enter something other than a number, the message '** MUST BE BLANK OR NUMERIC **' will appear on the message line. Press the enter key as needed to advance to the next field.

Use the `**Control Requisitions**' field to track manual requisition numbers. The user-defined requisition number can be up to six characters long. The answer must be numeric. If you enter something other than a number, the message '** MUST BE BLANK OR NUMERIC **' will appear on the message line. Press the enter key as needed to continue

The Shipping Address screen will appear. The top of the screen displays basic purchase order information: division, year, purchase order number, vendor, amount, and the number of items on the purchase order.

The screen has two sections of fields: The `Ship From Address' fields are located on the left-hand side of the screen and describe the vendor. The `Ship To Address' fields are located on the right-hand side of the screen and describe YOUR organization; the physical address where you want the merchandise delivered.

There are four fields that control what may appear on the screen and which fields the cursor may be able to access. Three fields are located in the Office Manager section's Purchase Order Types option. The last is located in the User Profiles section's User Defaults option.

Purchase Order Types option:

`Allow Ship To Changes**? **'-** If you enter '**N**' in this field and `Allow Ship From Changes**' field, then you will <u>ONLY</u> be able to access the `**Attn**' fields. Entering '**Y**' in both fields allows access to the majority of the fields on the screen. The screen is documented as if you entered 'Y' in both fields

`**Allow Ship From Changes?**' **-** If you enter '**N**' in this field and `**Allow Ship To Changes**' field, then you will <u>ONLY</u> be able to access the `Attn' fields. Entering 'Y' in both fields allows access to the majority of the fields on the screen. The screen is documented as if you entered 'Y' in both fields

`**Default Shipping Address**' **-** Use the field to force the shipping address code to appear on the Purchase Order Info screen and the shipping address to appear on the Ship To Address portion of the Shipping Address screen.

User Defaults option:

`**Default Shipping Address**' - Use the field to force the shipping address code to appear on the Purchase Order Info screen and the shipping address to appear on the Ship To Address portion of the Shipping Address screen

> **<u>Note:</u>** Entering a shipping code in either of the `**Default Shipping Address**' fields will work. But if you enter a code in both fields, then the code entered in the Purchase Order Types option will be the one that acts as the default answer.

As the Shipping Address screen appears, the cursor will be on the `**Name**' field in the Ship from Address portion of the screen. These fields will contain whatever; address data that may have been entered on the Vendor Information screen during the vendor creation process.

You will <u>not be able to access</u> the `**Number**' field. It is for informational purposes only, displaying the vendor's identification number.

Press the enter key if there is a default answer in the `**Name**' field and you want to accept it. If you want to change the default answer or if there is none, enter any user-defined description that you want to use to describe the vendor. Press the enter key if needed to advance to the next field.

Press the enter key if there is a default answer in the `**Address**' field and you want to accept it. If you want to change the default answer or if there is none, enter the vendor's address. You have two lines for the address. Press the enter key as needed to advance to the next field.

Press the enter key if there is a default answer in the `**City/St**' field and you want to accept it. If you want to change the default answer or if there is none, enter the vendor's city and state. Press the enter key if needed to advance to the next field.

Press the enter key if there is a default answer in the `**Zip**' field and you want to accept it. If you want to change the default answer or if there is none, enter the vendor's zip code. Press the enter key as needed to advance to the next field.

Enter the name of a person at the vendor's company that you want to use as a contact person in the `**Attn**' field. Press the enter key if needed to advance to the next field.

The cursor will be on the `**Code**' field in the Ship To Address portion of the screen. These fields may contain address data if a default code was set up in the Office Manager or User Profiles sections. The `Code' field gives you one last chance to enter an address default code if none have been entered up to this point. Press the enter key if you do not want to enter a code. If you do, enter the code. Press the enter key if needed to continue. The rest of the fields in the Ship To Address portion of the screen will now contain any and all default answers if a code was used.

Press the enter key if there is a default answer in the `**Name**' field and you want to accept it. If you want to change the default answer or if there is none, enter any user-defined description that you want to use to describe the organization (location) that will receive the goods. Press the enter key if needed to advance to the next field.
Press the enter key if there is a default answer in the `**Addres**s' field and you want to accept it. If you want to change the default answer or if there is none, enter the address where you want the goods shipped to. You have two lines for the address. Press the enter key as needed to advance to the next field.
Press the enter key if there is a default answer in the `**City/St**' field and you want to accept it. If you want to change the default answer or if there is none, enter the city and state where you want the goods shipped to. Press the enter key if needed to advance to the next field.
Press the enter key if there is a default answer in the `**Zip**' field and you want to accept it. If you want to change the default answer or if there is none, enter the zip code where you want the goods shipped to. Press the enter key as needed to advance to the next field.
Use the `**Attn**' field if you want a particular person or department to receive the package. Enter the information, if desired. Press the enter key if needed to advance to the next screen.
Starting at this point, you can create a purchase order in one of two ways. Each of these tasks is listed below.

Creating a Purchase Order when Entire Purchase is Charged to <u>ONE</u> Ledger Number

The Item Information screen will appear with the cursor on the `Ledger For ENTIRE PO' field. The top of the screen displays basic purchase order information: division, year, purchase order number, vendor, amount, and the number of items on the purchase order.
The six fields at the top of the Item Information portion of the screen contain figures relevant to the purchase order. You will <u>NO</u>T be able to access these fields. They are for informational purposes only.

- PO Amount:
- Item Total:
- Amt Left:
- PO Subtotal:
- Dist Subtotal
- Pct Left:

The first three fields are used when creating a purchase order when the entire purchase order is charged to one ledger number. The last three are used when the purchase order is charged to more than one ledger number. The first three fields are described here. The last three will be described in the next heading.
The `**PO Amount**' field contains the total purchase order amount.
The `**PO Subtotal**' field initially contains '0.00', but it will keep a running total of all items entered until the entire amount is distributed.
The `**Item Total**' field will initially be blank, but it will contain the total amount of each item ordered as the item is entered.
The `**Dist Subtotal**' field will be blank.
The `**Amt Lef**t' field will be blank.
The `**Pct Left'** field will be blank.

Enter the ledger number that you want to charge the purchase order to in the `**Ledger For ENTIRE PO**' field. Press the enter key if needed to advance to the next field.

> <u>**Note:**</u> To insure that the user charges the entire purchase order to only a single ledger number, you may want to enter a 'Y' in the `One Ledger Number Per PO' field, located in the User Profiles section's User Defaults option. The user will not be able to advance without entering a valid ledger number. If the user tries to leave the field blank, the message 'Error: [Ledger Number Is Required]' will appear on the message line.

The message '**Warning: [Budget Amount Available ( ) Override? Y/N]**' may appear on the message line at this time. (If it does not, advance to the next step.) This message appeared for two reasons. First, the purchase order amount is over the budget amount for this ledger number in the General Ledger system. Second, the `General Ledger Budget Checking' field in the Office Manager section's Purchase Order Types option is set to 'A', to force the message to appear whenever the amount is over the budget.

Enter an '**N**' and press the enter key if you do not want to override the budget. The cursor will return to the `Ledger For ENTIRE PO' field.

Enter a '**Y**' and press the enter key to override. If the `General Ledger Budget Checking' field is set to '**N**', then you will not see this message. The system will not even check the budget amount in the General Ledger system. If the field is set to '**D**', then the message 'Error: [Budget Amount Available ( ) Hit RETURN:]' will appear on the message line.

You will not be able to advance until you enter a different ledger number. If you really want to charge the purchase order to this ledger number, then you will need to press the escape key and abort. Enter a total less than the budget amount.

You <u>will not be able to access</u> the `**Auto Distribution**' field when the entire purchase order is charged to one ledger number.

Use the remaining fields to distribute the purchase order amount. You may distribute it to only one item, or the purchase order may include several items. The `**#**' field will represent the number of the item on the purchase order that you are entering data for. It will show the sequential number of the item in the purchase order. The number will increase by one each time you enter an item.

Enter the quantity of a particular item you want to buy in the `**Quantity**' field. Press the enter key if needed to advance to the next field.

If you are using the <u>Inventory Control system</u>, then the `**Inv Item**' field will appear at this location on the screen. If <u>you do want to order an inventory item</u>, enter the appropriate warehouse code and press the enter key if needed to advance to the second portion of the field.

Enter the item code. Press the enter key if needed to advance to the next field.

Enter the price per unit in the `**Price Each**' field. Press the enter key if needed to advance to the next field.

If you <u>do not want to use an inventory item</u>, press the enter key as needed to advance to the next field.

If <u>you are not using the Inventory Control system</u>, then the `**UOM**' field will appear on this location of the screen. If it does, enter the unit of measure. This is any user-defined alphanumeric characters. It could represent 'each', 'foot', and so on. Press the enter key if needed to continue

If <u>you are using the Inventory Control system</u>, then this field will not appear because it is located on the Inventory Control record.

The message '**Warning: [Budget Amount Available ( ) Override? Y/N**]' may reappear on the message line at this time. (If it does not, advance to the next step.)

If <u>you are using the Inventory Control system</u>, then this may appear after you press the enter key while on the `Price Each' field. If <u>you are not using the Inventory Control system</u>, then this may appear after you press the enter key while on the `UOM' field.

> <u>**Note:**</u> The amount in the `**Item Total**' field at the top of the screen will now matches the amount in the `Extended Amt' field.

Once you enter the UOM and press the enter key, the message 'Message: [**This Item Will Exceed PO Total; Adjust PO?]**' may appear on the message line if the number you entered in the `Price Each' field adds up to a larger number than what the purchase order total is. If the message does <u>NOT</u> appear, advance to the next step. If the message appears:

> Enter an '**N**' and press the enter key if you do not want to adjust the purchase order total. The cursor will return to the` Quantity' field for you to change the quantity or unit price.
>
> Enter a '**Y**' and press the enter key if you want to change the purchase order amount so it matches the total in the `Price Each' field. If you enter a 'Y', note that the total in the `Amount' field at the top of the screen and the total in the `PO Amount' at the top of the Item Information portion of the screen will now change to match the total in the `Extended Amt' field.

The `**Description**' field will initially be blank. The cursor will skip to the next field. You <u>will not be able to access</u> the field at this point.

The system will compute the amount (quantity X price each) and insert the total in the `**Extended Amt**' field. The cursor will skip to the next field. You <u>will not be able to access</u> this field.

The `**Item Description**' field will appear on the screen. Enter any user-defined narrative, and press the enter key if needed to continue. The description will now appear in the `Description' field. This field is controlled by two fields in the Office Manager section's Purchase Order Types option. 'Y' in the `Require Item Description' field will force the user to enter a description before being allowed to advance. 'N' would give the user the option to enter a description.

After you press the enter key, the figure in the `**Item Total**' field at the top of the screen will transfer to the `**PO Subtotal**' field, leaving the `Item Total' field blank.

If you do not enter a description, then there will be only one description line. But as long as you enter a description, then you will have up to 99 lines of narrative.

If the sum of the items is less than the full purchase order amount, then the cursor will return to the `Quantity' field.

Repeat these steps until the total purchase order amount is distributed.

After at least one item has been entered, you can press the F9 key to finish the purchase order before the original amount has been distributed. The 'Message**: [Item(s) Total Does Not Match PO Total; Adjust PO Total?]**' will appear on the message line.

> Enter an '**N**' and press the enter key if you do not want to change the original purchase order total. The cursor will return to the `Quantity' field.
>
> Enter a '**Y**' and press the enter key to change the totals.

Creating a Purchase Order when Purchase Order is Charged to TWO or More Ledger Numbers

The Item Information screen will appear with the cursor on the `Ledger for ENTIRE PO' field. Follow the procedures in this subheading if you are going to hit more than one General ledger account (budget) to take care of your expense. This will allow you to distribute an item against multiple ledger numbers and distribute multiple items to multiple accounts.

The `One Ledger Number Per PO' field in the User Profiles section's User Defaults option MUST be set to '**N**' before you can continue.

The six fields at the top of the Item Information portion of the screen contain figures relevant to the purchase order. You will NOT be able to access these fields. They are for informational purposes only.

- PO Amount:
- Item Total:
- Amt Left:
- PO Subtotal:
- Dist Subtotal
- Pct Left:

The first three fields are used when creating a purchase order when the entire purchase order is charged to one ledger number. The last three are used when the purchase order is charged to more than one ledger number. The first three fields are described here. The last three will be described in the next heading.

The `**PO Amount**' field contains the total purchase order amount.

The `**PO Subtotal**' field initially contains '0.00', but it will keep a running total of all items entered until the entire amount is distributed.

The `**Item Total**' field will initially be blank, but it will contain the total amount of each item ordered as the item is entered.

The `**Dist Subtotal**' field will be blank.

The `**Amt Left**' field will be blank.

The `**Pct Left'** field will be blank

Press the F9 key, leaving the `**Ledger For ENTIRE PO**' blank. The cursor will advance to the next field.

Enter a '**Y**' in the `**Auto Distribution**' field if you DO NOT want to have to enter a ledger number each time you enter an item to distribute the money. After the entire purchase order amount is distributed, the `**Ldg**' field will appear, and you'll be able to distribute the entire purchase order at one time.

Enter an '**N**' if you want to distribute each individual item separately. Press the enter key to advance to the next field.

If you leave this field blank, the system will consider it the same as entering an 'N'.

Use the remaining fields to distribute the purchase order amount. You may distribute it to only one item, or the purchase order may include several items. The `**#**' field will represent the number of the item(s) on the purchase order that you are entering data for. It will show the sequential number of the item in the purchase order. The number will increase by one each time you enter an item.

Enter the quantity of a particular item you want to buy in the `**Quantity**' field. Press the enter key if needed to advance to the next field.

If you are using the Inventory Control system, then the `**Inv Item**' field will appear at this location on the screen. If you do want to order an inventory item, enter the appropriate warehouse code and press the enter key if needed to advance to the second portion of the field. Enter the item code. Press the enter key if needed to advance to the next field.
Enter the price per unit in the `**Price Each**' field. Press the enter key if needed to advance to the next field.
If you do not want to use an inventory item, press the enter key as needed to advance to the next field.
If you are not using the Inventory Control system, then the `**UOM**' field will appear on this location of the screen. If it does, enter the unit of measure. This is any user-defined alphanumeric characters. It could represent 'each', 'foot', and so on. Press the enter key if needed to continue
If you are using the Inventory Control system, then this field will not appear because it is located on the Inventory Control record.
The message '**Warning: [Budget Amount Available ( ) Override? Y/N**]' may reappear on the message line at this time. (If it does not, advance to the next step.) This message appeared for two reasons. First, the purchase order amount is over the budget amount for this ledger number in the General Ledger system. Second, the `General Ledger Budget Checking' field in the Office Manager section's Purchase Order Types option was set to 'A', to force the message to appear whenever the amount is over the budget.
Enter an '**N**' and press the enter key if you do not want to override the budget.
Enter a '**Y**' and press the enter key to override.
If the `General Ledger Budget Checking' field is set to 'N', then you will not see this message. The system will not even check the budget amount in the General Ledger system. If the field is set to 'D', then the message 'Error: [Budget Amount Available ( ) Hit RETURN:]' will appear on the message line. You will not be able to advance until you enter a different quantity and price.
If you are using the Inventory Control system, then this may appear after you press the enter key while on the `Price Each' field. If you are not using the Inventory Control system, then this may appear after you press the enter key while on the `UOM' field.

> **Note:** The amount in the `**Item Total**' field at the top of the screen will now matches the amount in the `Extended Amt' field.

Once you enter the UOM and press the enter key, the message 'Message: [**This Item Will Exceed PO Total; Adjust PO?]**' may appear on the message line if the number you typed in the `Price Each' field adds up to a larger number than what the purchase order total is. If the message does NOT appear, advance to the next step. If the message appears:

> Enter an '**N**' and press the enter key if you do not want to adjust the purchase order total. The cursor will return to the` Quantity' field for you to change the quantity or unit price.
>
> Enter a '**Y**' and press the enter key if you want to change the purchase order amount so it matches the total in the `Price Each' field. If you enter a 'Y', note that the total in the `Amount' field at the top of the screen and the total in the `PO Amount' at the top of the Item Information portion of the screen will now change to match the total in the `Extended Amt' field.

This message will NEVER appear when you have a 'D' in the Purchase Order Types option's `General Ledger Budget Checking' field and you are working with a ledger number that has a budget amount in the General Ledger system.

The `**Description**' field will initially be blank. The cursor will skip to the next field. You <u>will not be able to access</u> the field at this point.
The system will compute the amount (quantity X price each) and insert the total in the `**Extended Amt**' field. The cursor will skip to the next field. You <u>will not be able to access</u> this field.
The `**Item Description**' field will appear on the screen. Enter any user-defined narrative, and press the enter key if needed to continue. The description will now appear in the `Description' field. This field is controlled by two fields in the Office Manager section's Purchase Order Types option.

> 'Y' in the `Require Item Description' field will force the user to enter a description before being allowed to advance. 'N' would give the user the option to enter a description.
> The `Item Description Length' field determines how long the field will be.

After you press the enter key, the figure in the `Item Total' field at the top of the screen will transfer to the `PO Subtotal' field, leaving the `Item Total' field blank.
If you do not enter a description, then there will be only one description line. But as long as you enter a description, then you will have up to 99 lines of narrative.
If the sum of the items is less than the full purchase order amount, then the cursor will return to the `Quantity' field.
Repeat these steps until the total purchase order amount is distributed.
After at least one item has been entered, you can press the F9 key to finish the purchase order before the original amount has been distributed. The '**Message: [Item(s) Total Does Not Match PO Total; Adjust PO Total?]**' will appear on the message line.

> Enter an '**N**' and press the enter key if you do not want to change the original purchase order total. The cursor will return to the `Quantity' field.
> Enter a '**Y**' and press the enter key to change the totals.

Enter the percentage of the item to be charged to this specific ledger number (account) in the `**%**' field. Press the enter key if needed to continue. The system will compute the dollar amount and insert the total in the `**Amt**' field. If you do not know the percentage, press the enter key. The cursor will advance to the `Amt' field. Enter the amount, and press the enter key if needed to continue.
The cursor will return to the `**Ldg**' field. Repeat the Steps above until the individual item's entire total are distributed.
As you distribute various portions of the item to different ledger numbers, you will see some of the totals change in some of the six fields at the top of the screen. The amounts in the `**Amt Left**' and `**Pct Left**' fields will decrease. The amount in the `**Dist Subtotal**' field will continue to increase until the entire item amount is distributed. If the message '**Error: [Total Item Percentage Cannot Exceed 100%]**' appears on the message line, then you have tried to charge more of the item expense to this account than remained to be distributed.

> Enter an '**N**' and press the enter key if you do not want to change the original purchase order total. The cursor will return to the `Quantity' field.
> Enter a '**Y**' and press the enter key to change the totals.

The message '**Warning: [Budget Amount Available ( ) Override? Y/N**]' may reappear on the message line at this time.

Once all of the items has been distributed, the message '**Message: [Distribution Complete; Hit RETURN To Continue]**' will appear on the message line. Press the enter key to continue. The `**Extra Descriptions** When Creating PO' field controls what will happen next. The field is located in the Office Manager section's Purchase Order Types option.

If there is an '**N**' in the field, then the cursor will appear on the message line.

If you forgot to enter '**P**' or '**Y**' and you want to access the Additional Descriptions screen, press the down arrow key or enter'04'.

If there is a '**P**' in the field, then the message 'Question: [Do You Want To Add Extra Descriptions? Y/N]' will appear on the message line.

Enter an '**N**' and press the enter key if you do not want to add extra descriptions. The cursor will appear on the message line.

Enter a '**Y**' and press the enter key to add extra descriptions. The Additional Descriptions screen will appear at this time.

The Additional Descriptions screen will appear with the cursor on the `**Use This Text Only**' field. Enter a '**N**' in the `Use This Text Only' field is you want to print additional narrative on the purchase order in addition to the item descriptions that you entered on the Item Information screen. You will only be able to access the `Extra Description Lines' field

Enter a '**Y**' to print the data and narrative on the screen instead of the data and item descriptions on the Item Information screen. The cursor will advance to the `Item' field.

You <u>will not be able to access</u> the `**P**' field. It indicates which page you are.

You <u>will not be able to access</u> the `**Ln**' field. It indicates which line you are on the page.

Enter the number of the item in the `**Item**' field. Press the enter key if needed to advance to the next field.

Enter the number of items that you are describing in the `**Qty**' field. Press the enter key if needed to advance to the next field.

Enter any desired narrative about the item in the `**Extra Description Lines**' field. Press the enter key if needed to advance to the next field.

Enter the price of each item in the `**Unit Price**' field. Press the enter key if needed to advance to the next field.

Enter the total price of the item in the `**Total Price**' field. Press the enter key if needed to advance to the next field.

The cursor will return to the `**Item**' field in the next line.

If you are finished writing narrative about the previous item, repeat the steps above. If you are not finished, press the enter key as needed to return to the `Extra Description Lines' field, and enter text as desired.

If you entered so much text that you need to advance to the next screen, the '**Message: [Hit RETURN For Next Screen F8 When Done]**' will appear on the message line. Press the enter key to advance to the next screen and continue.

Press the F8 key when you are finished writing narrative. The cursor will return to the message line. The Accounts Payable system provides you with a way to update the items that you entered in the Item Information screen while still in the Creation mode.

The second Item Information screen will appear with the cursor on the `Item' field at the bottom of the screen. As many as six fields will appear across the top of the Item Information portion of the screen. These are the exact same fields that you encountered on the original Item Information screen. This is the normal screen that you will see in the Update and Inquire modes.

A breakdown of the purchase order by item will appear on the screen. You can do four things: **edit or correct an item**, **add an item**, **delete an item**, or **change a ledger number**.

If you want to **edit (update) an item**: select the desired item. The original Item Information screen will appear with the cursor on the `Quantity' field. Confirm or correct the data in the 'Quantity' field. Press the enter key if needed to advance to the next field.

If you are using the Inventory Control system, then the `Inv Item' field will be present at this time. Confirm or correct the data in the field. Press the enter key as needed to advance to the next field. Confirm or correct the data in the `Price Each' field. Press the enter key if needed to advance to the next field. Confirm or correct the data in the `UOM' field. Press the enter key if needed to advance to the next field. If you use the Inventory Control system, then the `UOM' field will not appear on the screen. But the following message will STILL appear at this time.

Once you press the enter key, the message '**Message: [This Item Will Exceed PO Total; Adjust PO?**]' may appear on the message line if the number you enter in the `Price Each' field is larger than the purchase order total. If the message appears: Enter an '**N**' and press the enter key if you do not want to adjust the purchase order total. The cursor will return to the `Quantity' field. Enter a '**Y**' and press the enter key if you want to change the purchase order amount so it matches the total in the `Price Each' field. Note that the total in the `Amount' field at the top of the screen and the total in the `PO Amount' at the top of the Item Information portion of the screen will now change to match the total in the `Price Each' field.

> **<u>Note</u>**: This message will <u>NEVER</u> appear when you have a 'D' in the Purchase Order Types option's `General Ledger Budget Checking' field and you are working with a ledger number that has a budget amount in the General Ledger system.

The cursor will skip the `**Description**' field. You will not be able to access the field at this point.

The cursor will skip the `Extended Amt' field. You will not be able to access this field. The `Item Description' field will appear on the screen. Confirm or correct the description and press the enter key if needed to continue. If you enter a new description, it will now appear in the `Description' field. This field is controlled by two fields in the Office Manager's Section's Purchase Order Types option.

The `**Ldg**' field(s) used to distribute the amount will appear. Confirm or correct the ledger number. Press the enter key if needed to advance to the next field. Confirm or correct the amount in the `Amt' field. Repeat the steps as needed to confirm or correct all of the ledger numbers, if needed.

The message 'Warning: [Budget Amount Available ( ) Override? Y/N]' may reappear on the message line at this time. (If it does not, advance to the next step.)

Press the F9 key when you have completed the update process. The second Item Information screen will reappear.

If you want to **add an item**, Press the F3 key. The original Item Information screen will appear with the cursor on the `Quantity' field. If the purchase order originally had five items in it, then the number in the `#' would be '6'. Enter the desired quantity of the item in the `Quantity' field. Press the enter key if needed to advance to the next field.

If you are using the <u>Inventory Control system</u>, then the `**Inv Item**' field will appear at this time. If you <u>do not want to use an inventory item</u>, press the enter key as needed to advance to the next field. If you do want to order an inventory item, enter the appropriate warehouse code and press the enter key if needed to advance to the second portion of the field. Enter the item code. Press the enter key if needed to advance to the next field.

Enter the individual price of the item in the `**Price Each**' field. Press the enter key if needed to advance to the next field. Enter the unit of measure in the `UOM' field. You may order something by the foot. Use any user-defined description. Maybe you would use 'EA' for 'each'. Press the enter key if needed to advance to the next field.

If <u>you are using the Inventory Control system</u>, the `**UOM**' field will not appear on the screen. The cursor will skip the `Description' field. You will not be able to access the field at this point. The cursor will skip the `Extended Amt' field. You will not be able to access this field. The system will compute the total amount (quantity x price each) and insert the amount.

The `Item Description' field will appear on the screen. Enter any user-defined description and press the enter key if needed to continue. If you enter a new description, it will now appear in the `Description' field. This field is controlled by two fields in the Office Manager section's Purchase Order Types option.

A 'Y' in the `Require Item Description' field will force the user to enter a description before being allowed to advance. 'N' would give the user the option to enter a description. The `Item Description Length' field determines how long the field will be.

The 'Ldg' field will appear. Enter the ledger number that you want to distribute the money to. Press the enter key if needed to advance to the next field.

Enter the percentage of the money that you want to distribute to this specific ledger number in the `%' field. Press the enter key if needed to advance to the next field. You are <u>NOT</u> required to enter an answer in this field. Leave the field blank and press the enter key to access the `Amt' field. If you left the`%' field blank, enter the amount in the `Amt' field. Press the enter key if needed to continue. If you enter an answer in the `%' field, then the system will compute and insert the figure in the `Amt' field. You will not be able to access this field. The message 'Warning: [Budget Amount Available ( ) Override? Y/N]' may reappear on the message line at this time. (If it does not, advance to the next step.)

If you did not distribute 100%of the money, the `Ldg' field will reappear. Repeat the steps until the total amount is distributed. When the entire amount is distributed, the figure in the two `PO Amount' fields at the top of the screen will increase. The message 'Message: [Distribution Complete; Hit RETURN To Continue]' will appear on the message line. Press the enter key, and the second Item Information screen will reappear.

If you want to **delete an item**, press up arrow key or down arrow key until the item you want to delete is highlighted. Press the F4 key. The '**Question: [Do You Want To DELETE or LIQUIDATE This Item? D/L:]**' will appear on the message line.

Enter a '**D**' and press the enter key if you want to totally remove the item from the purchase order. The '**Question: [Are You Sure You Want To DELETE This Item? Y/N:]**' will appear on the message line. Enter a '**Y**' and press the enter key. The system will delete the item.

Enter an '**L**' and press the enter key to leave the item on the purchase order, but show it as being liquidated.

The '**Question: [Are You Sure You Want To LIQUIDATE This Item? Y/N**:]' will appear on the message line. Enter a 'Y' and press the enter key. The system will liquidate the item.

> **<u>Note</u>**: If you were to inquire this purchase order, you would see that the status now '05', Partial Liquid. You will not be able to make a payment for this portion of the purchase order.

If you want to **change the ledger** for the entire purchase order: Press the F6 key. If you pressed the F4 key and liquidated an item, then the 'Question**: [Purchase Order Has Receipts/Invoices Applied; Continue? Y/N:]**' will appear on the message line. Enter an '**N**' and press the enter key if you do not want to continue. Enter a '**Y**' and press the enter key to continue. This question is here to alert you that something has already happened to this purchase order, affecting the original ledger number in some way. If you change the ledger number now, the old entry is still in the General Ledger system.

A window will appear in the middle of the screen with the cursor on the only field, the `**Ledger For ENTIRE PO**' field. Enter the ledger number that you want to use to REPLACE every ledger number on all the items. The '**Question: [Do You Want to Change the Ledger for the Entire PO? Y/N:]**' will appear on the message line. Enter an '**N**' and press the enter key if you do not want to continue. Enter a '**Y**' and press the enter key to continue.
Press the F8 key twice. The purchase order is complete.
The message '**Question: [Do You Want To Print This Purchase Order? Y/N:]**' may appear on the message line at this time.
Enter an '**N**' and press the enter key if you do not want to print the purchase order. Enter a '**Y**' and press the enter key to print.

> **Note**: This message will appear if the `Print From Maintenance' field is set to 'Y'. The field is located in the Office Manager section's Purchase Order Types option.

The message '**Message: [Transaction Complete; Hit RETURN to Continue**]' will appear on the message line. Press the escape key as needed to return to the desired menu.

Purchase Order Update, Inquire, and Delete

If your organization does encumbrance accounting, you **should not** change the amount of a purchase order or the ledger number, since the system has made the appropriate entry in the General Ledger packet. This is the same packet that you will enter in the Packet Information window's `**Packet Name**' field. You will encounter this window as you begin to create the purchase order. After you create the purchase order, you can go into the General Ledger system's Packets section and see the encumbrance entry.
The function screen will display enter a '**U**', '**I**', or '**D**'.
Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

> **Note**: The `Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

If the Search & Select screen appears complete the screen and press the enter key. If the Account Selection screen appears, the cursor will be on the `**PO Number**' field.
If the default answers in the `**Division**' and `**Year**' fields are not correct, use the arrow keys to move the cursor to the fields. Make the desired changes. Press the enter key as needed to return to the `**PO Number**' field.
Enter the purchase order type in the first portion of the `**PO Number**' field. Press the enter key if needed to continue.
If your organization does not do **encumbrance accounting** and does not use the **Inventory Control system**, then continue. Depending upon how your system manager has configured the system for your use, the Packet Info window or the Period Info window may appear at this time.

> **Note**: You will not see the windows if you are in the Inquire mode.
>
> **Warning**: If your organization does encumbrance accounting, AND/OR uses the Inventory Control system, then you should not Updated any purchase order.

The cursor will return to the `**PO Number**' field after you exit the window if you used the Account Selection screen. If you used the Search & Select screen, it will display. Complete the screen.
Enter the number of the purchase order that you want to update, inquire, or delete in the second portion of the `**PO Number**' field. Press the enter key if needed to advance to the next field.
Enter the number of the screen that you want to appear as the purchase order record appears in the `Screen' field. Leaving the field blank is the same as entering '1'.

If in **Update mode**, the cursor will appear on the Purchase Order Info screen's `Vendor Num' field. In order to advance from one screen to the next in the update process, you MUST either press down arrow key or enter the desired screen number while on the message line. You will NOT be able to access any of the amount fields on the Purchase Order Info screen. If you want to change the amounts, you will have to change the individual items. At that point, the system will re-compute the purchase order amount. Follow the Purchase Order Creation Process Steps to update the Item Information screen.

If in **Inquire mode**, the Purchase Order Info screen will appear with the cursor on the message line. Press the down arrow key as needed to view the desired screen. Press the escape key as needed to return to the desired menu.

If in the **Delete mode**, the message 'Question: [Are you sure you want to Delete this record? Y/N]' will appear on the message line.

Enter a '**Y**' and press the enter key to delete. The '**Message: [Transaction Complete; Hit RETURN to Continue]**' will appear on the message line. Press the enter key.

Enter an '**N**' and press the enter key if you do not want to delete. The cursor will return to the `PO Number' field.

Press the escape key as needed to return to the desired menu.

Note: You CANNOT delete a purchase order that is on hold. If you try to, the '**Message: [This Purchase Order Is On Hold; Hit RETURN To Continue]**' will appear on the message line.

LIQUIDATE PURCHASE ORDERS

Use the Liquidate Purchase Orders option when you want to cancel part of a purchase order or all of a purchase order. Use this option to cancel the purchase order and take it off your budget expense account if using encumbrances.

If your organization does encumbrance accounting, the purchase order hits your budget at the time you create the purchase order, not when you get the invoice.

This option will **only liquidate outstanding** Purchase Orders.

From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key.

Once in the purchasing menu select option 22 **Liquidate Purchase Orders** and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen. If the Search & Select screen appears complete the screen and advance to the next step.

If the Account Selection screen appears, the cursor will be on the **PO Number**' field.

If the default answers in the `**Division**' and `**Yea**r' fields are not correct, use the arrow keys to move the cursor to the fields. Make the desired changes. Press the enter key as needed to return to the `**PO Number'** field. Enter the purchase order type in the first portion of the `PO Number' field and press the enter key.

If your organization uses neither encumbrance accounting nor the Inventory Control system, then enter the purchase order number you want to liquidate in the second part of the `PO Number' field. Press the enter key if needed to advance to the next field

If your organization uses ONLY the Inventory Control system, then advance to the next step.

If your organization uses only Encumbrance Accounting or uses Encumbrance Accounting and the Inventory Control system, then the Packet Information window will appear at this time.

- Enter the print batch name that contains the purchase order you want to liquidate in the `**Print Batch Name**' field. Press the enter key if needed to advance to the next field.
- Enter the accounting period (MMYYYY) that you want to put the liquidation entries into in the `**Accounting Period'** field. The cursor will advance to the next field.

- Enter the date (MMDDYYYY) that you want to be the effective date of the general ledger liquidation transaction in the `**Transaction Date**' field. Typically, this is the date that you are doing the liquidation. Press the enter key if needed to advance to the next field.
- Enter the packet name that you want to use to tell the system where to go in the general ledger to make the liquidation entry. Press the enter key if needed to exit the window.

If your organization only uses the Inventory Control system, the Period Information window may appear at this time.

- Confirm or correct the user-defined alphanumeric name in the `Print Batch Name' field. The Print Batch Name is a way to group a particular batch of purchase orders together, allowing you to print them all at a later time. Press the enter key if needed to advance to the next field.
- Confirm or correct the period in the `Accounting Period' field. This is the Inventory Control system's accounting period that this purchase order will affect. Press the enter key if needed to exit the window.

Note: You MUST enter a valid period. If not, the message '**Invalid Accounting Period!**' will appear on the message line.

If you are using the Account Selection screen, continue with the next step. If you are using the Search& Select screen, advance to the next subheading.

Enter the purchase order number you want to liquidate in the second part of the `**PO Number**' field. Press the enter key if needed to advance to the next field. Enter the screen number of the screen you want to appear in the `**Screen**' field. The system will default to the first screen. Also, leaving the field blank is the same as entering '1'.

To Liquidate A Purchase Order

The Purchase Order Info screen will appear with the cursor on the message line. If you entered in the number of a purchase order that has already been liquidate, the message '**Error: [CANNOT LIQUIDATE - PO Has Already Be Liquidated]**' will appear on the message line.

If you entered in the number of a purchase order that has not been liquidate, the message '**Question: [Do You Want To Liquidate This Purchase Order? Y/N]**' will appear on the message line.

Enter '**N**' and press the enter key if you do not want to liquidate. Either the Account Selection screen or the menu of available purchase orders will reappear.

Enter '**Y**' and press the enter key to liquidate. The system will now make the liquidation amount equal to the purchase order amount or equal to the total.

The '**Question: [Delete PO after It Has Been Liquidated? Y/N**]' will appear on the message line.

Enter an '**N**' if you do not want to delete.

Enter a '**Y**' to delete the purchase order. Press the enter key.

Note: Typically, you would not want to delete the purchase order after it has been liquidated. If you want to do this, contact your system manager first or the Zortec Support Center.

The message '**[Transaction Complete; Hit RETURN to Continue]**' will appear on the message line. Press the escape key as needed to return to the desired menu.

HOLD/RELEASE PURCHASE ORDER

Use the Hold/Release Purchase Order option to put a purchase order on hold and to take a purchase order off hold. This option provides you with a safeguard that can keep the invoice clerk from entering an invoice for a purchase order.

You may want to put a purchase order on hold if there is a budget problem or if there is a freeze on funds or on certain types of expenditures. Once you put the purchase order on hold, the first character of the status code will change to '**H**'. Once you release the purchase order, the status code will change back to '**0**'.

Note: You may want to secure this option only to the system manager.

TO Place a Purchase Order on Hold

From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key.
Once in this menu select option 23 **Hold/Release Purchase Order** and press the enter key.
Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.
If the Search & Select screen appears complete the screen and advance to the next step.
If the Account Selection screen appears, the cursor will be on the `**PO Number**' field.
If the default answers in the `**Division**' and `**Year**' fields are not correct, use the arrow keys to move the cursor to the fields. Make the desired changes. Press the enter key as needed to return to the `**PO Number**' field. Enter the purchase order you want to put on hold or release in the `**PO Number**' field and press the enter key.
Enter the screen number of the screen you want to appear in the `**Screen**' field. If you used the Search & Select procedures to locate the purchase order, you will NOT have access to this field. The system will default to the first screen.
The Purchase Order Info screen will appear with the cursor on the message line.
The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order.
The message 'Question:[**Do You Want To Put This Purchase Order On Hold? Y/N:]**' will appear on the message line.

Enter an '**N**' and press the enter key not to put it on hold.

Enter a '**Y**' and press the enter key to put the purchase order on hold.

The '**Message: [Transaction Complete; Hit RETURN to Continue]**' will appear on the message line. Press the escape key as needed to return to the desired menu.

To Release A Purchase Order

The Purchase Order Info screen will appear with the cursor on the message line.
The top of the screen displays basic purchase order information: division, purchase order number, vendor, amount, and the number of items on the purchase order.
The message '**Question: [Do You Want To Release This Purchase Order? Y/N:]**' will appear on the message line.

Enter an '**N**' and press the enter key not to release it.

Enter a '**Y**' and press the enter key to release the purchase order.

This question will only appear if you enter in the purchase order type and number that has been put on hold.
The message '**Message: [Transaction Complete; Hit RETURN to Continue]**' will appear on the message line. Press escape key as needed to return to the desired menu.

PURCHASE ORDER LISTING

Use the Purchase Order Listing option to run a purchase order report, listed in either purchase order or vendor number order. The report has one line of headings, listing PO Number, Vendor, Vendor Name, Status, Issue Date, Req Num, PO Amount, Liquidated, and Outstanding.

The report includes a grand total for the PO Amount, Liquidated, and Outstanding columns. Depending upon how you set the parameters, you can also force the system to include vendor totals.

From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key. Once in the purchasing menu select option 24 **Purchase Order Listing** and press the enter key The Purchase Order Listing screen will appear with the cursor on the `**Division**' field. Enter the division that contains the purchase orders you want to include on the report in the `Division' field. Press the enter key if needed to advance to the next field.

- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the first issue date in the range of dates that contains the purchase orders you want to include on the report in the `**Beg Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the last issue date in the range of dates that contains the purchase orders you want to include on the report in the `**End Issue Date'** field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the first vendor number in the range of vendors that you want to print purchase orders for in the `**Beg Vendor Num**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- Enter the last vendor number in the range of vendors that you want to print purchase orders for in the` **End Vendor Num**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- Enter '**P**' in the **Report Order**' field if you want to print the report in purchase order number order. Enter '**V**' to print in vendor order. If you enter '**V**', all purchase orders for a particular vendor will be grouped together. The system will also print a total for the vendor as the last purchase order for that vendor is printed. The cursor will advance to the next field.
- Enter '**Y**' in the **Print Totals Only**' field if you want to print <u>ONLY</u> totals in the PO Amount, Liquidated, and Outstanding columns. You will receive <u>NO</u> detail. All other columns on the report will be blank. Enter '**N**' if you want to include detail on the report. The cursor will advance to the next field.
- Enter '**I**' in the `**PO's on Hold**' field if you want to include those purchase orders that are on hold on the report. Enter '**E**' to exclude the purchase orders that are on hold from the report. Enter '**O**' if you want a report of only those purchase orders that are on hold. The cursor will advance to the next field.

- Enter '**I**' in the `**Liquidate POs**' field if you want to include liquidated purchase orders on the report. Enter '**E**' to exclude liquidated purchase orders. Enter '**O**' if you want a report of only liquidated purchase orders. The cursor will advance to the next field.

Enter the desired printer and confirm your selection twice.

The `**Printing On**' field will appear on the message line, and you will be able watch as the system gathers the data to include on the report. The report will print. The Purchasing Menu will reappear.

Press the escape key as needed to return to the desired menu.

PO LISTING BY LEDGER

Use the PO Listing By Ledger option to run a purchase order report, listed in ledger number order. The report has one line of headings, listing PO Number, Vendor, Vendor Name, Issue Date, Req Num, Ledger Number, and Amt Outstanding. Use the report's parameters to decide which purchase orders will appear on the report. You can choose up to three levels of totals to include on the report.

From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key. Once in the purchasing menu select option 25 **Purchase Order by Ledger** and press the enter key. The Purchase Order Listing By Ledger screen will appear with the cursor on the `**Division**' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the fiscal year (i.e.:2005) that contains the purchase orders you want to include on the report in the `**Fiscal Year**' field. Press the enter key if needed to advance to the next field.
- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the first issue date in the range of dates that contains the purchase orders you want to include on the report in the `**Beg Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the last issue date in the range of dates that contains the purchase orders you want to include on the report in the `**End Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the first ledger number in the range of ledger numbers that you want to appear on the report in the `**Beg Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.
- Enter the last ledger number in the range of ledger numbers that you want to appear on the report in the `**End Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.
- Enter a '**Y**' in the `**Combine Ledgers for PO**' field if you want to combine the same ledger number when it is repeated numerous times on different items for a single purchase order. Enter an '**N**' to print the ledger number on the report every time it is used for an item on the purchase order. The cursor will advance to the next field.

- Use the `**Ledger Totals**' field to determine if and where totals will appear on the report. Leave the field blank if you want no totals. The report allows you to print totals every time the number in a particular field of ledger number changes. If you use this option, totals will print in the Amt Outstanding column each time the ledger number changes for the field you picked. The size of the field is determined by the Account Structure option, located in the General Ledger system's Office Manager Section.
    - If you want to print totals each time the first portion (fund) of the ledger number changes, enter '**X**'. Press the enter key as needed to advance to the next field.
    - If you want to print totals each time the second portion (function) of the ledger number changes, press the enter key once. Then, enter '**X**'. Press the enter key to advance to the next field.
    - If you want to print totals each time the third portion (object code) of the ledger number changes, press the enter key twice. Then, enter '**X**'. The cursor will advance.

  Note: You are NOT restricted to these three options. You can print any combination of totals.

Enter the desired printer and confirm your selection twice.
The `**Printing On**' field will appear on the message line, and you will be able watch as the system gathers the data to include on the report. The report will print. The Purchasing Menu will reappear.
Press the escape key as needed to return to the desired menu.

PO LISTING BY FUND

Use the PO Listing By Fund option to run a purchase order report, listed in purchase order number order. The report has one line of headings, listing PO Number, Vendor, Vendor Name, Issue Date, Req Num, Ledger Number, and Amt Outstanding. Each time the fund changes, the Fund Total line will appear and a total will print in the Amt Outstanding column.
From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key. Once in the purchasing menu select option 26 **Purchase Order by Fund** and press the enter key. The Purchase Order Listing By Fund screen will appear with the cursor on the `**Division**' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the fiscal year (i.e.:2005) that contains the purchase orders you want to include on the report in the `**Fiscal Year**' field. Press the enter key if needed to advance to the next field.
- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the first issue date in the range of dates that contains the purchase orders you want to include on the report in the `**Beg Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the last issue date in the range of dates that contains the purchase orders you want to include on the report in the `**End Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.

- Enter the first ledger number in the range of ledger numbers that you want to appear on the report in the `**Beg Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.
- Enter the last ledger number in the range of ledger numbers that you want to appear on the report in the `**End Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.
- Enter a '**Y**' in the `**Combine Ledgers For PO**' field if you want to combine the same ledger number when it is repeated numerous times on different items for a single purchase order. Enter an '**N**' to print the ledger number on the report every time it is used for an item on the purchase order. The cursor will advance to the next field.
- Use the **Ledger Totals**' field to determine if and where totals will appear on the report. Leave the field blank if you want no totals. The report allows you to print totals every time the number in a particular field of ledger number changes. If you use this option, totals will print in the Amt Outstanding column each time the ledger number changes for the field you picked. The size of the field is determined by the Account Structure option, located in the General Ledger system's Office Manager Section.
    - If you want to print totals each time the first portion (fund) of the ledger number changes, enter '**X**'. Press the enter key as needed to advance to the next field.
    - If you want to print totals each time the second portion (function) of the ledger number changes, press the enter key once. Then, enter '**X**'. Press the enter key to advance to the next field.
    - If you want to print totals each time the third portion (object code) of the ledger number changes, press the enter key twice. Then, enter '**X**'. The cursor will advance.

<u>Note:</u> You are <u>NOT</u> restricted to these three options. You can print any combination of totals.
Enter the desired printer and confirm your selection twice.
The `**Printing On**' field will appear on the message line, and you will be able watch as the system gathers the data to include on the report. The report will print. The Purchasing Menu will reappear.
Press the escape key as needed to return to the desired menu.

PO LISTING BY VENDOR NAME

Use the PO Listing By Vendor Name option to run a purchase order report, listed in vendor name order. The report has one line of headings, listing PO Number, Vendor, Vendor Name, Issue Date, Req. Num., Ledger Number, and Amt Outstanding. The vendors will be listed on the report in alphabetical order. For each particular vendor, the purchase orders will be listed in purchase order number order. A total line will print for each vendor as the last purchase order prints. There is also a Fund Total printed each time the fund changes.
From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key. Once in the purchasing menu select option 27 **Purchase Order by Vendor** and press the enter key. The Purchase Order Listing By Vendor screen will appear with the cursor on the `Division' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the fiscal year (i.e.:2005) that contains the purchase orders you want to include on the report in the `**Fiscal Year**' field. Press the enter key if needed to advance to the next field.

- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the first issue date in the range of dates that contains the purchase orders you want to include on the report in the `**Beg Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the last issue date in the range of dates that contains the purchase orders you want to include on the report in the `**End Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the first ledger number in the range of ledger numbers that you want to appear on the report in the `**Beg Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.
- Enter the last ledger number in the range of ledger numbers that you want to appear on the report in the `**End Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.
- Enter a '**Y**' in the `**Combine Ledgers For PO**' field if you want to combine the same ledger number when it is repeated numerous times on different items for a single purchase order. Enter an '**N**' to print the ledger number on the report every time it is used for an item on the purchase order. The cursor will advance to the next field.
- Use the `**Ledger Totals**' field to determine if and where totals will appear on the report. Leave the field blank if you want no totals. The report allows you to print totals every time the number in a particular field of ledger number changes. If you use this option, totals will print in the Amt Outstanding column each time the ledger number changes for the field you picked. The size of the field is determined by the Account Structure option, located in the General Ledger system's Office Manager Section.
    - If you want to print totals each time the first portion (fund) of the ledger number changes, enter '**X**'. Press the enter key as needed to advance to the next field.
    - If you want to print totals each time the second portion (function) of the ledger number changes, press the enter key once. Then, enter '**X**'. Press the enter key to advance to the next field.
    - If you want to print totals each time the third portion (object code) of the ledger number changes, press the enter key twice. Then, enter '**X**'. The cursor will advance.

    Note: You are <u>NOT</u> restricted to these three options. You can print any combination of totals.
- Enter a '**Y**' in the ` **Include Ledger Info** ' field if you want to include ledger information for each purchase order. Enter an '**N**' if you do not want to include ledger information for each purchase order. The cursor will advance to the next field.

Enter the desired printer and confirm your selection twice.
The `**Printing On**' field will appear on the message line, and you will be able watch as the system gathers the data to include on the report. The report will print. The Purchasing Menu will reappear.
Press the escape key as needed to return to the desired menu.

ITEMS ON ORDER LISTING

Use the Items on Order option to run a report of all items on order, listed in purchase order number order. The report has one line of headings, listing PO Number, Item, Description, PO Date, Qty Ordered, Quantity Due, Vend (number), and Vendor Name.

From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key.

Once in the purchasing menu select option 28 **Items on Order Listing** and press the enter key.

The Items on Order Listing screen will appear with the cursor on the `Division' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the first purchase order number that triggered an order in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number that triggered an order in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter a '**Y**' in the ` **Include IC Items** ' field if you want to include inventory control information for each purchase order. Enter an '**N**' if you do not want to include inventory control information for each purchase order. The cursor will advance to the next field.

Enter the desired printer and confirm your selection twice.

The `**Printing On**' field will appear on the message line, and you will be able watch as the system gathers the data to include on the report. The report will print. The Purchasing Menu will reappear.

Press the escape key as needed to return to the desired menu.

PRINT PURCHASE ORDERS

Use the Print Purchase Orders option to print a batch of purchase orders.

Although, you can print purchase orders while creating a purchase order, you can <u>ONLY</u> do it on an individual basis. If you want to print more than one purchase order at a time, you must do it through this option.

Prerequisite: This report requires a predefined form. In addition to having the correct form aligned in the printer, the form name <u>MUST</u> be in the `Form Name 'field, located in the Office Manager section's Purchase Order Types option.

From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key.

Once in the purchasing menu select option 29 **Print Purchase Orders** and press the enter key.

The Print Purchase Orders screen will appear with the cursor on the `Division' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the fiscal year (i.e.:2005) that contains the purchase orders you want to include on the report in the `**Year to Prin**t' field. Press the enter key if needed to advance to the next field.

- Enter the purchase order type that you want to limit the report to in the `**PO Type to Print**' field. Press the enter key if needed to advance to the next field.

  Note: You MUST enter a valid purchase order type before you can advance. If you leave the field blank or enter an invalid type, the message '**Invalid Purchase Order Typ**e' will appear on the message line.
- Enter '**Y**' in the `**Print in order of Entry**' field if you want to print the purchase orders in the exact same order that they were entered into the system. Enter '**N**' if you do not want them printed in the order of entry. The cursor will advance to the next field.
- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Starting PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key if needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**Ending PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key if needed to advance to the next field.
- If you want to print only those purchase orders entered by a particular user, enter the employee's user name in the `**Print PO's entered by**' field. Leave the field blank to print purchase orders entered by all users. Press the enter key if needed to advance to the next field. **Note:** The default answer in this field will always be the user name, located at the top of the screen.
- Use the `**Print Entry Date**s' field to print only those purchase orders entered within a certain time frame. Leave the fields blank NOT to restrict the purchase orders to a particular time frame.
  - Enter the first date (MMDDYYYY) in the range of dates that you want to print purchase orders for in the `**Print Entry Dates FROM**' field. Press the enter key if needed to advance to the `THRU' portion of the field.
  - Enter the last date in the range of dates that you want to print purchase orders for in the `**Print Entry Dates Thru'** field. Press the enter key if needed to advance to the next field.

    To limit the report to a particular status or group of statuses, enter the status code(s) in the `**Statuses to Includ**e' field. Leave the field blank to include all statuses. Press the enter key as needed to advance to the next field.
- If you want to print only those purchase orders in a specific batch, enter the batch name in the `**Batch Name to select**' field. Leave the field blank not to restrict the purchase orders to any one batch. Press the enter key if needed to advance to the next field.

  Note: This is the same name that you entered in the Packet Information window's `**Print Batch Name**' field during the purchase order creation process.

Enter the desired printer and confirm your selection twice.

The `**Sorting on PO**' and `**Printing on PO**' fields will appear on the screen. You will be able to watch as the system gathers the data. The purchase orders will print. The Purchasing Menu will reappear. Press the escape key as needed to return to the desired menu.

PO BALANCING REPORT

Use the PO Balancing Report option to balance your purchase orders back to the General Ledger system. Because of purchase orders issued in the Accounts Payable system, the General Ledger system has encumbrance amounts in it. Your department may have $1,000 encumbered in the General Ledger system, but you would not know how that amount is made up. But, from the Accounts Payable system side, you will have numerous entries for the department, listed in detail form by purchase order number.

This option will go in the Accounts Payable system, read the purchase order file, add up the figures, and check them against the total in the General Ledger system.

The report has one line of headings, listing Div, G/L (number), Y/D Amount, G/L Amount, P/K Amount, I/V Amount, Total G/L, P/O Amount, and Difference.

By using the `**Process Y-T-D File**' field, you can also have a three-way check, instructing the system to check the ledger record against the General Ledger Year-To-Date file.

From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key. Once in the purchasing menu select option 30 **PO Balancing Report** and press the enter key. The PO Balancing Report screen will appear with the cursor on the `Division' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the fiscal year (i.e.:2005) that contains the purchase orders you want to include on the report in the `**Year to Prin**t' field. Press the enter key if needed to advance to the next field.
- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the first date in the range of dates that contains the purchase orders you want to include on the report in the `**Beg Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the last date in the range of dates that contains the purchase orders you want to include on the report in the `**End Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter a '**Y**' in the `**Print Errors Only**' field if you want the report to include only those ledger accounts that cause the system to be out of sync. After the balancing is finished the report will print. Enter '**N**' not to limit the report to only errors. The cursor will advance to the next field.
- Enter '**Y**' in the `**Process Y-T-D File**' field if you want the system to also check the ledger record against the General Ledger Year- To-Date file. Enter an '**N**' if you do not want the check. The cursor will advance to the next field.

  <u>**Note**</u>: Typically, you would enter '**N**'. If you enter 'N' and your data is not in sync, then run it again with '**Y**' to see which of the three (AP, GL, or GLYTD) is out of balance.
- Enter the first ledger number in the range of ledger numbers that you want to appear on the report in the `**Beg Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.

- Enter the last ledger number in the range of ledger numbers that you want to appear on the report in the `**End Ledge**r' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.

Enter the desired printer and confirm your selection twice.
The `**Reading P/O**', `**Reading G/L**', `**Reading I/V**', `**Reading P/K**', and `**Printing On**' fields will appear on the message line, and you will be able to watch as the system gathers the data to include on the report.
The report will print. The Purchasing Menu will reappear. Press the escape key as needed to return to the desired menu.

PO BALANCING WORKFILE

The PO Balancing Work file option provides information for the General Ledger system's PO Balancing Report, located in the Utilities section.
The PO Balancing Report cross-matches the Purchase Order file, the Year-To-Date file, and the General Ledger system, generating a report. This report will tell you if the purchase order amounts are out of sync. Before the report can do this, it needs the data generated by the PO Balancing Work file option.
From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key. Once in the purchasing menu select option 31 **PO Balancing Workfile** and press the enter key.
The PO Balancing Work file screen will appear with the cursor on the `Division' field.

- Enter the division that contains the purchase orders you want to include on the report in the **'Division'** field. Press the enter key if needed to advance to the next field.
- Enter the fiscal year (i.e.:2005) that contains the purchase orders you want to include on the report in the `**Year to Prin**t' field. Press the enter key if needed to advance to the next field.
- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the first date in the range of dates that contains the purchase orders you want to include on the report in the `**Beg Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the last date in the range of dates that contains the purchase orders you want to include on the report in the `**End Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter a **'Y'** in the `**Create Workfile**' field. **'Y'** is the only valid answer. The cursor will advance to the next field.
- Enter the first ledger number in the range of ledger numbers that you want to appear on the work file in the `**Beg Ledge**r' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.
- Enter the last ledger number in the range of ledger numbers that you want to appear on the work file in the `**End Ledger**' field. Leave the field blank to include all ledger number. Press the enter key as needed to advance to the next field.

Enter the desired printer and confirm your selection twice.
The `**Reading P/O**', and `**Reading** I/V', fields will appear on the message line, and you will be able to watch as the system gathers the data to include on the work file. The Purchasing Menu will reappear. Press the escape key as needed to return to the desired menu.

DETAIL PO LISTING

Run the Detail PO Listing option when you want the maximum amount of detail possible. For each purchase order, you will receive up to 17 different categories of information: purchase order type and number, vendor's name and address, date the PO was issued, shipping date, ordered by, instruction, attention, ship via code, ship freight-on-board code, shipping address, payment terms code, more terms code, requisition, purchase order amount, liquid amount, outstanding amount, and status code.
Each entry may contain additional categories of information, depending upon what actions have been taken on the purchase order. These categories are: item, quantity, description, price each, extended price, ledger number, amount, liquidated, outstanding. All entries on the report will be printed in purchase order number order. After the last purchase order is printed, three grand totals will print: Total Amount, Total Liquidated, and Total Outstanding.
From the <u>Accounts Payable Main Menu</u>, select option 2 <u>Purchasing</u> and press the enter key. Once in the purchasing menu select option 32 **Detail PO Listing** and press the enter key. The Detail PO Listing screen will appear with the cursor on the `Division' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the first purchase order number in the range of purchase orders that you want to include on the report in the `**Beg PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the report in the `**End PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- If you want to print only those purchase orders entered by a particular user, enter the employee's user name in the `**Entered By**' field. Leave the field blank to print purchase orders entered by all users. Press the enter key if needed to advance to the next field.
- Enter the first entry date in the range of dates that contains the purchase orders you want to include on the report in the `**From Entry Dat**e' field. Leave the field blank to include all dates. Press the enter key as needed to advance to the next field.
- Enter the last entry date in the range of dates that contains the purchase orders you want to include on the report in the `**Thru Entry Date**' field. Leave the field blank to include all dates. Press the enter key as needed to advance to the next field.
- To limit the report to a particular status or group of statuses, enter the status code(s) in the `**Statuses to Include**' field. Leave the field blank to include all statuses. Press the enter key as needed to advance to the next field.
- If you want to print only those purchase orders in a specific batch, enter the batch name in the `**Batch Name**' field. Leave the field blank not to restrict the purchase orders to any one batch. Press the enter key if needed to advance to the next field.
- Enter a '**Y**' in the `**Combine Ledgers For PO**' field if you want to combine the same ledger number when it is repeated numerous times on different items for a single purchase order. Enter an '**N**' to print the ledger number on the report every time it is used for an item on the purchase order. The cursor will advance to the next field.

- Enter '**I**' in the `**Liquidate POs**' field if you want to include liquidated purchase orders on the report. Enter '**E**' to exclude liquidated purchase orders. Enter '**O**' if you want a report of only liquidated purchase orders. The cursor will advance to the next field.

Enter the desired printer and confirm your selection twice.
The `**Printing On**' field will appear on the message line, and you will be able to watch as the system gathers the data to include on the report. The report will print. The Purchasing Menu will reappear. Press the escape key as needed to return to the desired menu.

Roll Recurring Purchase Orders

Use this option to roll the purchase order to a new fiscal year, purchase order number and issue date.
This option will **only roll outstanding** Purchase Orders. If you use encumbrance accounting and/or the Inventory Control system please contact LGDPC Zortec support before uses this option
From the Accounts Payable Main Menu, select option 2 Purchasing and press the enter key. Once in the purchasing menu select option 33 **Roll Recurring Purchase Orders** and press the enter key. The Roll Recurring Purchase Orders screen will appear with the cursor on the `Division' field.

- Enter the division that contains the purchase orders you want to include on the report in the '**Division**' field. Press the enter key if needed to advance to the next field.
- Enter the purchase order type that you want to limit the roll to in the `**From PO Type to**' field. Press the enter key if needed to advance to the next field
- Enter the first purchase order number in the range of purchase orders that you want to include on the roll in the `**From PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the last purchase order number in the range of purchase orders that you want to include on the roll in the `**Thru PO Number**' field. Leave the field blank to include all purchase orders. Press the enter key as needed to advance to the next field.
- Enter the first issue date in the range of dates that contains the purchase orders you want to include on the roll in the `**From Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- Enter the last issue date in the range of dates that contains the purchase orders you want to include on the roll in the `**Thru Issue Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- To limit the roll to a particular status or group of statuses, enter the status code(s) in the `**PO Status's to Roll**' field. Leave the field blank to include all statuses. Press the enter key as needed to advance to the next field.
- Enter the purchase order type that you want to roll the purchase order to in the '**Roll to PO Type**' field and press the enter key if needed to advance to the next field.
- Enter the fiscal year that you want to roll the purchase order to in the '**Roll to Fiscal Year**' field and press the enter key if needed to advance to the next field.
- Enter the purchase order number that you want the system to start with in the '**Start with PO Number**' field. This number will be starting number of the recurring purchase order. Press the enter key if needed to advance to the next field.

- Enter the new issue date for the recurring purchase order in the '**New Issue Date**' field and press the key if needed to advance to the next field.

Enter the desired printer and confirm your selection twice.
The system will start to roll the recurring purchase orders and it will create a report. The report has one line of headings, listing Div/Vendor (number), Vendor name, Old PO number, New PO number, Status, PO date, and P/O Amount. The report will also print final totals showing the number of purchase orders rolled and the total amount for all rolled purchase orders.
The report will print. The Purchasing Menu will reappear. Press the escape key as needed to return to the desired menu.