Entering Purchase Orders

From Main Menu choose "Purchase Orders" **(if posting POs by fund, enter fund#)**

a) If using auto-PO#s, click on "Post" or press Tab from the PO# field to display next PO#.
  or
  If not using auto-PO#s enter the PO#.

b) Enter PO date or leave date as displayed

c) Enter Req# if applicable

d) Enter vendor name or number (if needed user can click on 'Lookup' or Alt-L to get a list of vendors)

e) If the PO is to be paid by check leave the "**Tsfr to AP**" box checked. However if the PO is to be paid on-line then check then check the box "**Adj/JE**". If the PO has already been paid by check then check the box "**Man'l Ck**" and enter the check# used to pay the PO.

f) If the invoice for this PO has already been received, enter invoice# although this is optional.

g) Tab thru the "Ship-to" name or choose the Ship-to name from a drop-down list.

h) Enter budget acct# at bottom of screen (use 'Lookup' or Alt-L to get a list of budget accts)

i) Enter dept# if applicable

j) Enter quantity (ex: 1)

k) Type description

l) Enter unit cost

m) The PO line is then displayed in the middle of the screen (if the line needs to be changed double-click on the line and it will be moved to bottom of screen for editing)

n) Go to step 'h' for another PO line or click on "Save" (F12 goes to Save) to finish the Purchase Order (Select "Cancel" to cancel the PO)

Editing/Deleting an Existing Purchase Order:

a) Enter PO# at top of screen (if number is not known click on Lookup while in the PO# field and select the PO# needed or press Down or Up arrow from the PO field until the PO desired is displayed).

b) Once the PO is displayed user can change the date, vendor, etc. If a PO line needs to be changed then double-click on the line to display it at bottom of screen. Then make change pressing Enter or Tab until the line gets re-displayed in the middle of the screen. If a line should be deleted then click on the line once and select "Delete" and "PO Line" which should remove the line (if the wrong line is removed then click on "Cancel" to start over). If the entire PO should be deleted click on "PO on Screen" and then click on "Yes" to confirm.

c) Once all edits/deletes are made click on "Save" (Cancel with void all changes)

Printing PO Forms or List:

a) From the PO entry screen (screen should be blank) select "Print" and "Report/POs".
b) Select "Forms" or "List Report".
c) If only some POs should print enter a range of PO#s, dates, vendors, or acct#s or user may enter up to six individual PO#s.
d) If needing to include POs that have already been printed or closed make sure "Include Printed" is checked and/or "Include Closed". Note: "Include Printed" can be checked by default thru Options-POs.
e) If printing a list and only need it displayed to the screen click on "Print to Screen".
f) Click on "Print Forms" or "Print List" when ready to begin.

Close out Purchase Orders

There are two ways to move (close) purchase orders into accounts payable and detail records. If POs are normally entered after the invoice is received then normally method "1" below will be used. This assumes most all POs are being moved. If POs are entered when the purchase is made (before the invoice is received) and therefore there are POs in various stages (some ready to be paid and some not) you'll most likely use method "2" below. Note: if you use method 2 for closing POs into AP but have some POs that will be paid on-line or have been paid manually, use method 1 just for those types of POs.

Method 1 - Moving Purchase Orders into A/P (and/or Detail Records)

1) Select 'Purchase Orders'.

2) Select "AP/Ck/Adj Transfer".

3) If only some types of POs need to be moved (ex: only those being paid on-line) then uncheck/check which should be "Included".

4) If only some POs should be moved enter a range of PO numbers or PO dates. - otherwise leave all fields as displayed.

5) If the AP Date or AP Mo-Yr should be different than displayed, change values.

6) If POs should be deleted as they are being moved, check the box "Delete POs After Transfer" (not recommended).

7) Click on "Transfer". POs that need a check written should now be in Accts Payable ready for payment. POs that are to be paid on-line and those already paid by manual check should now be in detail records.

Method 2 - Closing-out Purchase Orders into A/P one at a time (for check writing)

1) Select "Pay Bills (A/P)" or "Payables".

2) From the PO# field (at the bottom of the screen) enter the purchase order number and press Tab or Enter.

3) The purchase order info should display.

4) If all lines on the PO are being completely paid and should be considered closed press **F1** (this will automatically put the PO Amt into the AP Amt field and put "Y" in the "Closed" box). Then enter invoice numbers on each line (if needed) and then select "Post to AP".
    or
   If only part of the PO is being paid (such as a blanket PO) enter the amount to be paid on each line and leave the "closed" box as "N" if the line is still open (or change to 'Y' if the line is should be considered closed). Enter invoice numbers (if needed) and then select "Post to AP".

5) The AP screen will redisplay with the PO info.
   If the info is correct select **"Save"** or select "Cancel" if the info is incorrect you need to start over or you can double-click on any of the listed items and edit them at the bottom of the screen before saving.

6) Go to step 2 for next posting. When finished user may print a list of Accts Payable items.

PRINTING ACCTS PAYABLE LIST (should be done before writing checks)

Note: in the below discussion user can enter bank codes and fund#s or select them from a drop-down list. The method is determined by a checkbox in Options–General called "List Funds and Bank Codes". Check this box if a drop-down list is preferred.

To find out what is in A/P user can press Up or Down arrows from the vendor name field or user can print "Lists" by doing the following:

a) When in the "Pay Bills (A/P) or "Payables" program select "Print" and then select "Report/Checks".
   Note: "Accts Payable List" should be selected by default.

b) If printing a complete list for a specific fund leave the beg/end vendor and beg/end date as displayed. To print a list for only a single vendor or for a range of dates then enter a beg/end vendor or date.

c) Choose bank code from drop-down list or enter bank code.
   Choose fund from drop-down list or enter fund# (if all funds are to be included for the selected bank code the drop-down setting should be "All Funds" or if entering the fund# it should be blank)

d) If the report should display instead of print then check "Print to screen".

e) Select "Print List". Review list for errors.

f) To print a list for the next fund go to step "c".

PRINTING CHECKS
(always print an AP List before printing checks)

a) When in the "Pay Bills (A/P)" or "Payables" program select "Print" and then select "Report/Checks".
   Change print selection to "Checks".

b) If printing all checks for a fund leave the beg/end vendor and beg/end date as displayed. To print checks for only a single vendor or for a range of dates then enter a beg/end vendor or date.

c) Choose bank code from drop-down list or enter bank code.
   Choose fund from drop-down list or enter fund# (if all funds are to be included for the selected bank code the drop-down setting should be "All Funds" or if entering the fund it should be blank)

d) If you want the fiscal year to print on the check make sure it is displayed on the screen.
   The fund name will print on the check if the "Print Fund on Check" box is checked (this is determined by a setting in Options-Accts Payable along with many other AP settings such as the check margins).

e) **Confirm first check number and check date are correct.**

e) **Load checks in printer and select "Print Checks".** Checks should begin printing.

f) To print checks for next fund go to step "c".

REPRINTING CHECKS
(print a check register before reprinting checks to confirm check#s)

Since printing checks deletes entries from Accts Pay, a special routine must be used to "reprint" a check.

a) When in the "Pay Bills (A/P)" or "Payables" program select "Print" and then select "Report/Checks".
   Change print selection to "Reprint Checks".

b) Choose bank code from drop-down list or enter the bank code.
   Choose fund from drop-down list or enter fund# (if multiple funds are to be included for the selected bank code the setting should be "All Funds" or entering the fund# then leave it blank)

c) If you want the fiscal year to print on the check make sure it is displayed on the screen.
   There is an option to print the fund name on the check but it normally would not be checked since the fund name is pre-printed on the check.

d) **Enter first check number (this is the number of the check in the printer - not the number being reprinted).**
   Enter beg and end reprint check numbers (the numbers of the check(s) being reprinted. (ex:1240 thru 1241).
   If not sure print a check register first to know numbers have been assigned to existing checks.
   Note: the **First Ck#** should not be a number the computer has already assigned to a check unless that check is being re-printed. For example if you are re-printing check# 1240 thru 1240 and you enter check# 1241 as the "First Ck#" there would be a problem if there is already a check# 1241 in the system so you should not use 1241 as the first check#. If re-printing a check and the same number is being used then the First Ck# would be the same as the beg/end ck#. For example if re-printing ck# 1240 and you want to keep that number, then the First Ck# would be 1240 and the beg/end ck# would be 1240.

e) **Load checks in printer and select "Reprint Cks".** Checks should print.