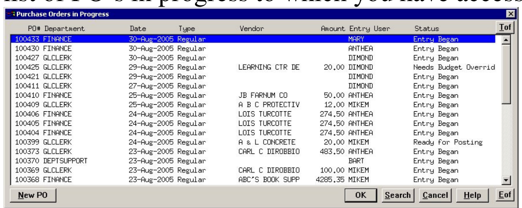
Overview… This card explains how to create a Purchase Order.

Menu… Purchase Orders > Purchase Order Entry > Entry

Add New… When you create a new PO, you are not given a blank screen right away. Instead you are shown a list of PO's in progress to which you have access and it looks like this:


Purchase Orders in Progress

PO#	Department	Date	Type	Vendor	Amount	Entry User	Status
100433	FINANCE	30-Aug-2005	Regular			MARY	Entry Began
100430	FINANCE	30-Aug-2005	Regular			ANTHEA	Entry Began
100427	GLCLERK	30-Aug-2005	Regular			DIMOND	Entry Began
100425	GLCLERK	29-Aug-2005	Regular	LEARNING CTR DE	20.00	DIMOND	Needs Budget Overrid
100421	GLCLERK	29-Aug-2005	Regular			DIMOND	Entry Began
100411	GLCLERK	27-Aug-2005	Regular			DIMOND	Entry Began
100410	FINANCE	25-Aug-2005	Regular	JB FARNUM CO	50.00	ANTHEA	Entry Began
100409	GLCLERK	25-Aug-2005	Regular	A B C PROTECTIV	12.00	MIKEM	Entry Began
100406	FINANCE	24-Aug-2005	Regular	LOIS TURCOTTE	274.50	ANTHEA	Entry Began
100405	FINANCE	24-Aug-2005	Regular	LOIS TURCOTTE	274.50	ANTHEA	Entry Began
100404	FINANCE	24-Aug-2005	Regular	LOIS TURCOTTE	274.50	ANTHEA	Entry Began
100399	GLCLERK	24-Aug-2005	Regular	A & L CONCRETE	20.00	MIKEM	Ready for Posting
100373	GLCLERK	23-Aug-2005	Regular	CARL C DIROBBIO	483.50	ANTHEA	Entry Began
100370	DEPTSUPPORT	23-Aug-2005	Regular			BART	Entry Began
100369	GLCLERK	23-Aug-2005	Regular	CARL C DIROBBIO	100.00	MIKEM	Entry Began
100368	FINANCE	23-Aug-2005	Regular	ABC'S BOOK SUPP	4285.35	MIKEM	Entry Began

New PO | OK | Search | Cancel | Help | Tof | Eof

You may select a previously created PO or create a new one from here.

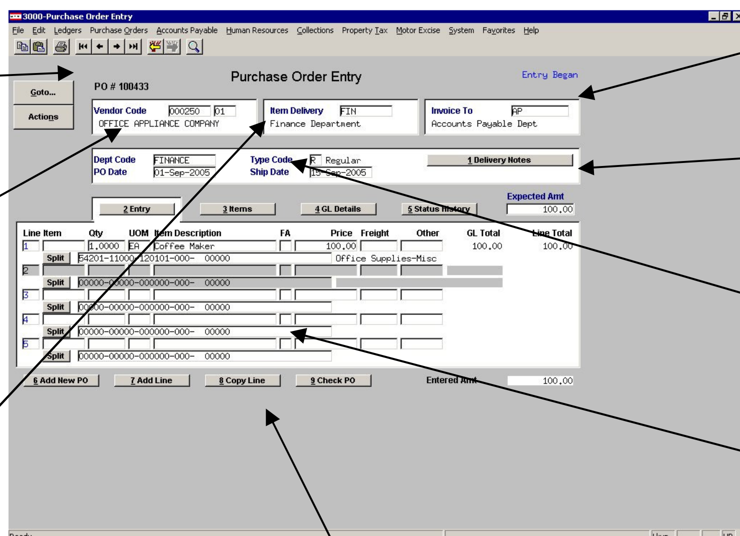
Create New: Click **New PO** button

Edit Existing: Highlight the desired PO and click **OK**

Overview of Purchase Order Entry screen:

Enter the Address Code where the invoice should be sent. Will print on the PO.

PO# displays



If special instructions should print on the PO, then enter them here.

Enter the vendor and remit address#.

Enter the Department code (which dictates the approval path). Enter PO date (which indicates the date of the encumbrance).

Enter the Address Code for where these Items should be delivered. Will print on the PO.

Buttons control different ACTIONS to take on this PO.

Enter the Item(s) that you are ordering.

Enter master information…

1. *Vendor*: Press F3 or to locate a Vendor. Shows list of vendors that you may access.

2. *Item Delivery*: Press F3 or to locate an Address Code. This will print on the PO.

3. *Invoice To:* Press F3 or to locate an Address Code. This will print on the PO.

4. *Department Code*: This defaults from your User Profile. Press F3 or to locate a different Department Code, if needed. The Department Code indicates which Approval Path the PO will follow.

5. *PO Date*: This defaults to TODAY's date but may be overridden, if needed. This is the date the encumbrance will be recorded in the subsidiary ledger. You may override it here up to (Today – 365 days *or* Today + 180 days).

6. *Type Code*: This defaults from your User Profile. Press F3 or to locate a different Type Code, if needed. This code controls how much error checking is performed and which fields are required during entry. For example, Emergency PO's require less data than a Regular PO.

7. *Ship Date*: This field is optional and will print on the PO.

8. *Expected Amount*: Enter the total expected amount of the PO (sum of all the lines including freight, credits and other charges). PO's will not be released until the Entered amount(s) match the Expected Amount.

Enter Items…

1. *Item*: Press F3 or to locate an Item from the Item file. You may bypass this field as using item #'s is not required. If using Item #'s then the Item file must be built first. *See "Commodity Items" for further instruction.*

2. *Qty*: Enter Quantity (up to 4 decimal places allowed)

3. *UOM*: Press **F3** or to locate a valid Unit of Measure (must exist in Unit of Measure table)

4. *Description*: If you entered Item # then the description is linked in from the table but may be overridden here. If no Item# is specified then you MUST enter a description. Up to 80 characters is allowed here (the field will scroll). If you need more space then click Alt-3 for the ITEMS tab and you can enter up to 2 more description lines that are 80 characters each.

5. *FA*: If the item needs to create a partial Fixed Asset record then enter an **F**.

6. *Price*: If you entered an Item # then the default price (if entered) is linked in from the Item table. Otherwise you may enter a price now.

7. *Freight/Other*: If there are freight or other charges then enter them now. The system will compute the expected cost of the item being purchased.

8a. *GL data – single account*: If this item is being charged to one GL account then enter it here. Press F3 or to locate a valid account for the fiscal year (based on the PO date).

8b. *GL data – multiple accounts*: If this item is being charged to multiple GL accounts then click the button. You will be asked whether you want to enter the multiple accounts via "blank lines" or an "allocation" code. Make your selection. *You may enter up to 99 accounts on a line of a PO.* If you chose blank lines then you will be asked how many blank lines to create. The system creates 1 line by default so whatever number you enter here will be added to the existing line already created.

You will now see the PO G/L Line Entry screen. Press F3 or to locate a valid account for the fiscal year (based on the PO date). Enter the amount to charge to that account. Continue entering the remaining lines. When done, click .

Continue entering ITEM LINES until the Purchase Order is complete.

#Lines: You may enter up to 99 lines on a single PO. By default, the system creates 5 blank lines. You may add more, if desired, by clicking Alt-7. Conversely, if you don't use all 5 lines then leave them blank and the system will discard the empty lines when the PO is posted.

Local Error Check…

1. Every PO must past error checking before it can be processed. Each PO must be checked individually from this screen. Click the button. An error report will appear displaying errors, if found.

2. If errors are present you will be notified and returned to the record for further action. The PO remains in "Correct Errors" status until it passes Local Error Check. Continue correcting errors and running Local Error Check until you are notified that it can be released.

Release PO…

1. If no errors are present then the PO can be released. You may release Purchase Orders individually from this screen when prompted to do so. Or, you may wait and release a group at the same time by selecting the menu function called Purchase Orders > Purchase Order Entry> Release.

Approvals…

1. If the PO requires electronic approval (based on the **Expected Amount + Department + GL Accounts**) then you will be notified on-screen.

2. Emails will be sent to the Approvers notifying them to take action on the PO.

3. Once all approvals have been granted then the PO may be posted. Posted Purchase Orders will have a status of "Open".

For more information on…

- Processing Approvals → see *Approvals Processing*
- Statuses in the system → see *Status Codes*
- Sole Source Vendors → see *Vendor Processing, Using Sole Source Vendors*