4

Purchase Order Module

The Purchase Order module is designed for use either from a central location or as a site-based System. If you use the System on a wide-area network, any office in the district can enter Purchase Requests. You may also include inventory reorder information Purchase Orders. The System flags individual ASNs if a specific account is overdrawn. The business manager or supervisor first reviews Purchase Requests. The program converts approved Requests to Purchase Orders and assigns a P.O. number.

The System assigns filled Purchase Orders to the Accounts Payable module. Items tagged as inventory or fixed assets are transferred to the proper modules. All files are updated automatically. The Financial Accounting System also keeps a database of Purchase Order histories. You may eliminate the need for special forms by using the program to print custom forms on a laser printer.

The steps in the System's Purchase Order process are:

1. Enter Purchase Order Requests.

2. Authorize Purchase Order Requests. If a Purchase Request is turned down, you can print a message explaining the denial.

3. Transfer authorized Requests to the Purchase Order database.

4. Receive purchased items into the System. The program automatically updates the inventory database with items received.

You may enter Purchase Orders directly into the *Purchase Order Screen* if they have received prior approval. In this case, you do not have to enter them as a Purchase Request.
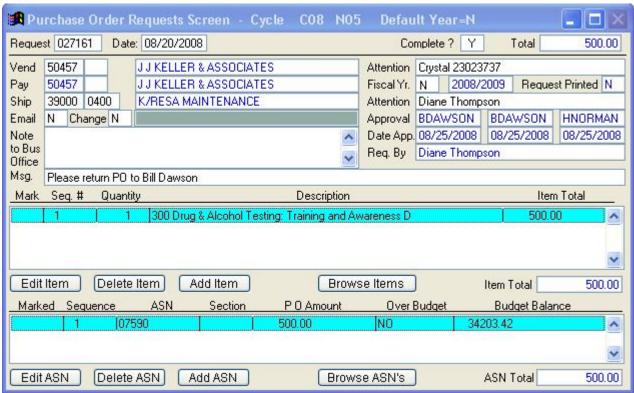
Purchase Order Procedures

The normal Mi-Case Financial Accounting System Purchase Order procedure involves four general steps. First, someone wishing to make a purchase fills out and submits a Purchase Order Request using the System's *Purchase Order Request Screen*. Next, authorized personnel at the building level and in the business office use the *Purchase Approval Screens* to either approve or deny the Request. Third, the program converts approved Purchase Requests to Purchase Orders. Finally, the System transfers data about filled Purchase Orders to its Accounts Payable module for payment processing.
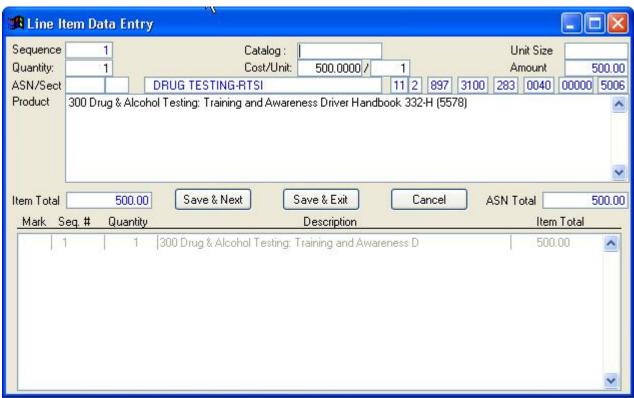
The Mi-Case System also allows authorized users to bypass normal Purchase Order workflow by entering data directly into the *Purchase Order Screen*. Use this feature only in the case of purchases that have been pre-approved by an authorized administrator. Some districts use the *Purchase Order Screen* to interface with the program's inventory system.

Purchase Order Requests Screen

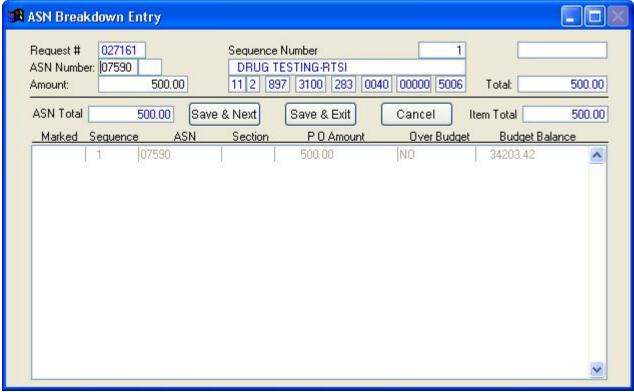To open the *Purchase Order Requests Screen*, select **Modules** → **Purchase Order** → **Purchase Order Requests**. The screen's top section contains header information about the purchase request. The middle section of the screen contains detailed information about the individual items being ordered. The screen's lower section contains information about the account being charged.

Purchase Order Requests Screen

Line Item Data Entry Screen

ASN Breakdown Entry Screen

Instructional documentation to complete the following processes related to the Purchase Order Requests Screen can be found on the following pages:

Purchase Order Requests Screen Operations

**Transfer Current Authorized
Purchase Order Request:**

Transfers the approved Purchase Request that you are currently working with to the Purchase Order Screen and assigns it a Purchase Order number.

Transfer All Authorized Requests:

Transfers all approved Purchase Requests to the Purchase Order Screen and assigns Purchase Order numbers.

**Move Purchase Requests
from Current to New Year:**

Transfers all current fiscal year Purchase Request data to the new year. Also transfers encumbrance figures.

**Copy a Purchase Request
to a New Number:**

Allows you to duplicate the header, item, and ASN information from the Purchase Request that you are currently working with to the next available Purchase Request.

Remove All Approval Names and Dates:

Removes all approval names and dates on the Purchase Request that you are currently working with. After removal, the Request is placed back in the first approval queue.

Remove Approval Three Name and Date:

Removes approval three name and date on the Purchase Request that you are currently working with. After removal, the Request is placed back in the third approval queue.

Export Item Information:

Exports the items from the Purchase Request that you are currently working with to an Excel spreadsheet. Only one Purchase Request can be exported at a time. To avoid overwriting a previous export, rename the file prior to running a new export.

Purchase Order Requests Screen Reports

Print Purchase Request   Prints the Request on which you are currently working.

Print All Purchase Requests   Prints all Purchase Requests not previously printed.

Print a Range of Purchase Requests   Prints Requests that fall within a specified numerical range.
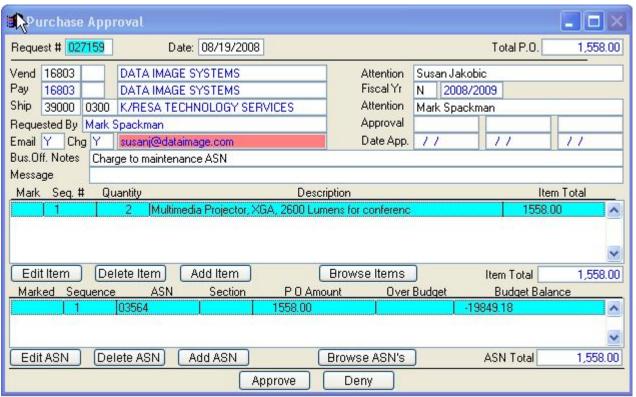
Purchase Request by ASN   Prints a list of Requests for a given ASN in numerical order. Choose to leave the ASN blank to print requests for all ASNs you have rights to. The report displays Request number and date, vendor name, vendor number, and the amount of the Request.

Purchase Request Approval/Denial Screen

Use the *Purchase Request Approval/Denial Screen* to view current Purchase Requests waiting approval. Choose **Modules** → **Purchase Orders** → **Purchase Request Approval/Denial Screen** to open the screen. Screen #1, #2, and #3 are available. All 3 screens look and function the same, the options correlate with the approval to be given.

Purchase Request Approval/Denial Screen

Most districts require that Purchase Requests be approved by at least two administrators. The approval process is structured in a hierarchical way, so that the third approval is higher than the second, and the second is higher than the first. After an administrator approves a Purchase Request, only an administrator with higher-level rights can change it. End users may not change a Request after it has been approved at any level.

Instructional documentation to complete the following processes related to the Purchase Request Approval/Denial Screen can be found on the following pages:
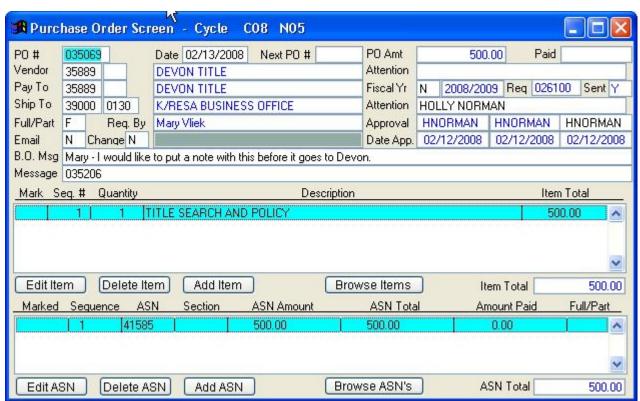
Purchase Order Screen

Use the *Purchase Order Screen* to view current Purchase Orders. Choose **Modules** →
Purchase Orders → **Purchase Order Screen** to open the screen. Most Purchase Orders begin
with completion of a Purchase Order Request. However, you may also use this screen to enter
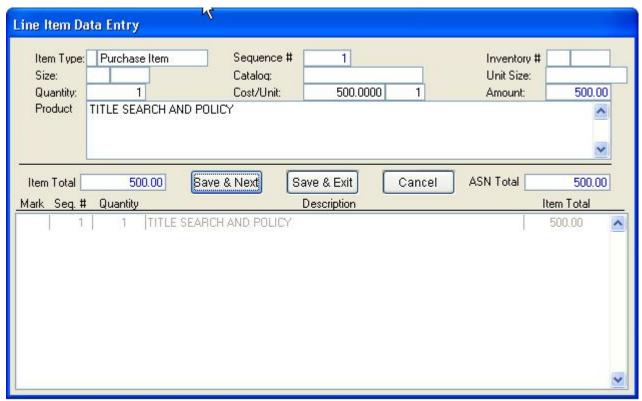pre-approved Purchase Orders.

The System automatically converts Purchase Order Requests to Purchase Orders once
appropriate approvals are in place. The program transfers all information from the *Purchase Order
Request Screen* to the *Purchase Order Screen*. The screen opens the new Purchase Order,
assigning it the next P.O. number in sequence. Alternatively, you may enter a pre-assigned P.O.
number.

Use the *Purchase Order Screen* for situations when someone received authorization outside of the
formal Request procedure for making a purchase. The System automatically assigns the next
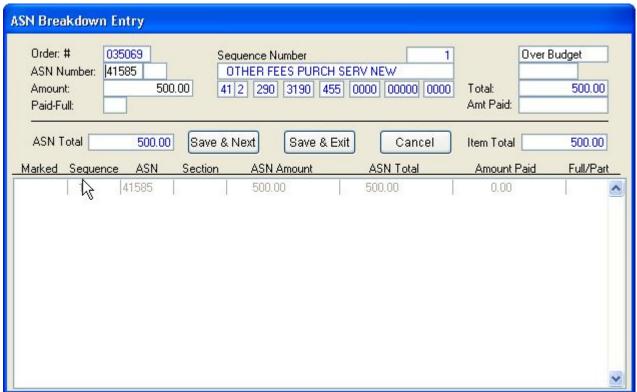number in sequence to the new Purchase Order.

The *Purchase Order Screen* is nearly identical to the *Purchase Order Request Screen*. For this
reason, the steps to fill out a new Purchase Order are the same as entering data into the *Request*
screen, except for a few different fields.

Purchase Order Screen

Line Item Data Entry Screen

ASN Breakdown Entry Screen

Instructional documentation to complete the following processes related to the Purchase Order Screen can be found on the following pages:

Purchase Order Screen Operations

Transfer to Inventory Filled Purchase Items: Updates inventory on hand with items identified as filled in the Purchase Order database.

Fill Current Purchase Order Items: Fills the currently displayed Purchase Order with all items listed.

Change Inventory Warehouse: Used when you have multiple warehouses. Allows you to designate an individual warehouse for material inventory.

Browse by ASN: Displays Purchase Orders in a browse window, in summary format. Arranged in ASN order.

**Transfer All Purchase Orders
from Current to New Year:**   Transfers all current fiscal year Purchase Order data to the new year. Also transfers encumbrance figures.

**Move Purchase Order
to P.O. History w/o Final Payment:**   Allows you to send the currently displayed Purchase Order to the history database without complete payment. Use this in the case of a Purchase Order that will never be completed.

Purchase Order Screen Reports

Print/E-Mail Purchase Order Original Copy: Prints or e-mails only the currently displayed Purchase Order.

Print Purchase Order: Prints all copies of the currently displayed Purchase Order. Changes the "P.O. Sent" flag to **Y** if you respond that it printed properly.

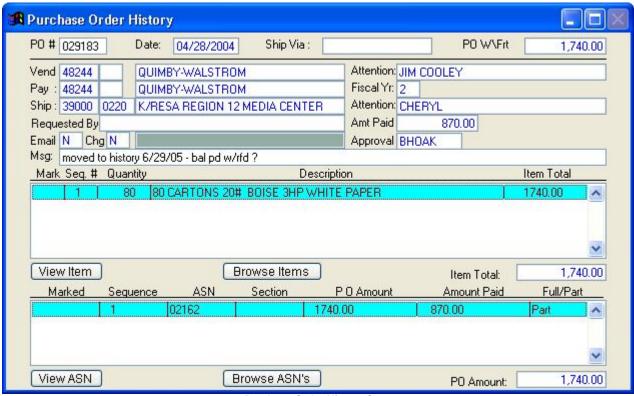|	
Print/E-Mail All Purchase Orders:	E-mails the receiver copy to the request data entry person. E-mails all original purchase orders with an e-mail address filled in. Prints all other unprinted purchase order originals. Changes the "P.O. Sent" flag to **Y** if you respond that it printed properly.
Print a Range of Purchase Orders:	Prints all or selected copies of a user-defined range of Purchase Orders. Changes the "P.O. Sent" flag to **Y** if you respond that it printed properly.
Inventory Receipts Listing:	Prints a list of all goods received under all open Purchase Orders.
Inventory on Order:	Lists all inventory items currently on order.
All Items on Order:	Lists all items currently on order.
Purchase Order Payment List:	Prints each Purchase Order in summary form. Shows purchase date, vendor name, order amount, amount paid, and amount still open.
Open Purchase Order List by Fund:	Prints each Purchase Order for a specific fund number and year in summary form. Key in report options and then press **OK**. The program then asks you for a fund number and fiscal; enter that information and then press **OK** to run the report.
Open Purchase Order List by Facility:	Prints the same report as, by fund, above, except for a designated facility.
Unprinted Purchase Order List:	Lists Purchase Orders not yet successfully printed; prints each P.O. in summary form.
Encumbrance List by ASN:	Prints open Purchase Orders grouped and ordered by ASN; prints in summary format.

Purchase Order Screen View Options

You can view the payment history of the currently displayed Purchase Order by clicking **View →
Purchase Order Payment History**. The screen that opens contains Purchase Order transaction
details in a scrollable grid.

Purchase Order History Screen

Use the *Purchase Order History Screen* to access, view, or print historical copies of all "completed/paid" and "deleted/moved to history" purchase orders. Choose **Modules** →
Purchase Orders → **Purchase Order History** to open the screen.

Purchase Order History Screen

Instructional documentation to complete the following processes related to the Purchase Order History Screen can be found on the following pages:

Purchase Order History Screen Operations

Recalculate Purchase Order History: Recalculates historical totals and purchase
order header totals for all purchase orders.

Purchase Order History Screen Reports

Print Purchase Order Historical Copy: Prints a historical copy of the currently displayed Purchase Order.

Purchase Order History: Prints a report that details the payment date, check number, and amount paid for the currently displayed Purchase Order.

Purchase Order History Screen View Options

You can view the payment history of the currently displayed Purchase Order by clicking **View** → **Purchase Order Payment History**. The screen that opens contains Purchase Order transaction details in a scrollable grid.

Purchase Order Requests: Creation

*** denotes a mandatory field

- **Module:** Purchase Order
- **Screen:** Purchase Order Request

Purchase Order Requests Screen:

a. Click **New** on the toolbar to get a request number. The system will assign a number and then jump to the Vendor Field.
b. *****Vend:** Key in a valid vendor number or press **Enter** twice to get a listing of vendors. You may select the vendor by pressing **Enter** when it is highlighted.
c. **Attention:** This attention field is for a contact name or department at the vendor address. Key in the name of the person who is to receive this requisition.
d. *****Fiscal Yr.:** Key in year (**C** for Current or an **N** for New fiscal year)
e. **Ship:** If necessary, key in the destination code for the location where the product or material is to be shipped. Typically, leave the system set to the default. Press **Enter** when you are finished**.**
f. **Attention:** Type the requesting staff member's name or the name of the staff member receiving the order for the ship to location.
g. **Email:** The E-mail field will say either **N** or **Y**. **N** means no e-mail address is listed in the vendor file and the order will have to be faxed or mailed. **Y** means that the order will be sent to the vendor via e-mail to the address shown. Press **Enter**.
h. **Change: N** means you do not wish to change the e-mail address shown. **Y** means that you would like to change the e-mail address. The e-mail field will change to a pink color and you may key in the email address you would like the purchase order sent. **Note:** If the Change field is changed from **N** to **Y**, you must be sure that the Email field also says **Y**. Data entered in the Change field does not alter information previously entered on the Vendor Screen.
i. **Note to Bus Office:** This message field is for the business office only. Will not print on the purchase order. Any specific instructions like "Please give PO to Jane Doe to mail" may be entered in this area.
j. **Mesg:** You may key in any message up to 70 characters that prints on the PO. Pressing **Enter** after the message will save the header of the request.
k. Pressing **Enter** again will take you to the *Line Item Data Entry Screen* and you may begin entering your items. You can also click on the **Add Item** button.

Line Item Data Entry Screen:

a. **Sequence:** The sequence will automatically start with "1".
b. **Catalog:** Key in the item's catalog number if you have it.
c. **Unit Size:** Key in the unit size of the item such as EACH, DOZEN, CASE, etc.
d. *****Quantity:** Enter the number of items you are ordering.
e. *****Cost/Unit:** Enter the cost of each unit.

f. **Amount:** The system will automatically calculate the dollar amount.

g. **ASN/Sect:** Enter the account number for posting the item total. If the item is split between account numbers leave this field blank and wait to complete the account number information in the *ASN Number Breakdown Entry Screen*.

h. ***Product:** Key in a complete description of the product you are ordering.

i. When you finish typing the product description, you have a choice of clicking on **Save & Next, Save & Exit, or Cancel.**

- **Save & Next** allows you to enter another item. The product description from the previous item remains so you can edit this field when ordering similar items. If you do not want to use or edit the last description, type in a new one. The System clears the previous entry, saving newly entered data only.

- **Save & Exit** saves item information and takes you back to the *Purchase Order Requests Screen*.

- **Cancel** deletes the item information entered and returns you to the *Purchase Order Requests Screen* without updating line items.

j. If necessary, click on the **ADD ASN** button, or press **Enter** to go to the *ASN Number Breakdown Entry Screen.*

ASN Number Breakdown Entry Screen:

This screen reflects totals by ASN. To see ASN detail, refer to the *Line Item Data Entry Screen*.

Note: If the ASN/Sect field was completed in the *Line Item Data Entry Screen*, the sequence number field will be populated with a number greater than 1 for the 1st ASN you enter on the *ASN Number Breakdown Entry Screen*. Details related to the ASNs keyed in from the *Line Item Data Entry Screen* will be displayed at the bottom of the *ASN Number Breakdown Entry Screen.* Any changes made to ASN/Sect numbers in the *ASN Number Breakdown Entry Screen* originally keyed from the *Line Item Data Entry Screen* will not be reflected in the *Line Item Data Entry Screen*. From this screen the system is unable to determine which items are attached to the ASN/Sect numbers.

a. **Sequence Number:** This field will automatically populate.

b. ***ASN Number:** Type in a valid ASN. A browse list will appear if you type an invalid ASN, allowing you to make a valid choice.

c. Enter a valid section code. Press **Enter** if you choose not to use a section code.

d. ***Amount:** Key in the total dollar amount you wish to charge against this ASN and section code. Use each ASN and section code combination only once, even if you are charging multiple items to an ASN.

e. Click either **Save & Next**, **Save & Exit**, or **Cancel** after you enter a dollar amount.

- **Save & Next** allows you to enter another ASN.

- **Save & Exit** saves the ASN and dollar amount, and then exits you from this screen.

- **Cancel** deletes the ASN and dollar amount entered and returns you to the *Purchase Requests Screen* without making updates to the *ASN Number Breakdown Entry Screen*.

Purchase Order Requests Screen:

a. *****Complete**: This field indicates whether you have completed a purchase request. It can be useful if you want to enter a request but do not have all the information to complete it. You can begin a request and come back to it when you have additional information. Your cursor will be on this field when you are returned to this screen. You should verify that the Item Total and the ASN Total match prior to changing this field to **Y**. Until you change the Complete field from **N** to **Y**, the purchase request cannot be approved or converted to a P.O. After changing the field to **Y**, click **Save** on your menu bar to save the requisition.

Reports:

a. **Reports**: Pull down the Report menu to choose which report you would like to print for a proof. Reports available are:

- Print Purchase Request – prints the single request you are currently working on.
- Print **All** Purchase Requests – prints all requests that are complete and have not been previously printed.
- Print a **Range** of Purchase requests – you will be asked to enter the beginning and ending Request numbers in the range you want to print.
- Print Request by **ASN –** in the report print options window, choose your print preferences and click **OK**. Enter the ASN number that you want Requests printed for in the designated field. Leave this field blank to print all Requests assigned to all ASNs.

  Note: After printing Purchase Requests, the Request Printed flag for each request will automatically change to **Y**es, indicating that the Requests have been printed. Any additional copies or reprints will need to be printed one at a time.

Purchase Order Requests: Toolbar Options

Locate a Purchase Request Using the Browse Function:

The **Browse** function allows you to locate and view current Purchase Requests in a scrollable list. Click **Browse** to view a current list of Purchase Requests in numerical order. When you find the Purchase Request you want to work with, click it. Click **OK** after you make a selection. This brings the selected record to the Purchase Order Request Screen.

Locate a Purchase Request Using the Find Function:

The **Find** button allows you to locate and view current Purchase Request information. Click **Find**, and then click one of the choices below.

- **Find by Purchase Request Number** locates the corresponding Purchase Request by entering the Purchase Request number.

- **Find by Customer Section Number** locates the corresponding Purchase Request by entering the Customer Section number. The screen will display the first Purchase Request in order found for the specified customer number.

- **Find by Vendor Number** locates the corresponding Purchase Request by entering the vendor number. The screen will display the first Purchase Request in order found for the specified vendor.

Click **OK** after you make a selection. The System will retrieve the Purchase Request you requested or the closest match to it.

Mark (Delete) a Purchase Request:

When you elect to delete a record the System does not remove it from your database immediately. Instead, the System marks the record with a "flag" indicating that you want to remove it. The marked record is permanently removed the next time you pack your database. Once a record is marked it can't be recalled and will need to be completely re-keyed into the system. **Use the Mark feature with caution**. It should only be used if you want to delete the entire Purchase Order Request.

Follow these steps to mark a record for deletion:

1. Choose **Modules → Purchase Orders → Purchase Order Requests**.

2. Enter the number of the Purchase Request you want to delete in the *Request #* field. Click on **Browse** to view and locate the Request number you want to delete. Press **Enter** to select a Purchase Request from the browse list.

3. Click **Mark** to delete an entire Purchase Request.

4. A red message that reads *Item Marked for Deletion* appears at the top of the screen after you **Mark** a record.

Purchase Order Requests: Edit Header, Item, or ASN Information

After an administrator approves a Purchase Request, only an administrator with higher-level rights can change it. End users may not edit a Request after it has been approved at any level.

Edit Header Information

- Click in the data field to change, make your changes, and press **Enter**.
- Click **Save** on the toolbar when you finish making changes. Changes will not take place until you save your work.

Note: If you begin a Purchase Request, but then change your mind, you can cancel it without saving the Request number to your database. However, to reuse the request number you will need to manually key it in since the seed will be incremented. Follow these steps:
- Click **Exit** on the menu bar.
- A message appears asking, "Changes have been made. Do you want to save them?" Click **No**.
- Another message will appear asking, "Do you want to quit?" Answer **Yes**. This closes the program and takes you back to the *Application to Run* or *Login screen*.
- Select Financial Accounting System if necessary and click **OK**.

Edit Line Items

- While in the *Purchase Order Requests Screen*, click on the line item you want to change. This highlights the line containing the product.
- Click **Edit Item** below the box containing the line item. Alternatively, you can double-click on the line you wish to edit.
- When finished editing, click **Save & Exit** to save the changes and return to the *Purchase Order Requests Screen*. Or, click **Save & Next** to view or make changes to the next line item in the Request.

Edit ASN

- Click the ASN to highlight the line containing the number.
- Click **Edit ASN**. This allows you to change the ASN or dollar amount information.
- Click **Save & Exit** to save your changes and return to the *Purchase Order Requests Screen*.

Any changes made to ASN/Sect numbers in the *ASN Number Breakdown Entry Screen* that were originally keyed from the *Line Item Data Entry Screen* will not be reflected in the *Line Item Data Entry Screen*. From this screen the system is unable to determine which items are attached to the ASN/Sect numbers.

Note: Be sure that all Purchase Requests are in balance. After deleting or changing items or ASNs check to make sure that the ASN Total field equals the Item Total field. If it does, the Purchase Request is in balance. If it does not, check individual ASN totals to verify that the ASN Total is correct. Make necessary changes to the ASN Total and Item Total fields until they are equal. If the request is not in balance, but should be and SAVE is clicked, the system will "recalc" all of the totals.

Purchase Order Requests: Transfer

- **Module:** Purchase Order
- **Screen:** Purchase Order Requests
- **Operations:**

a. **Transfer Current Authorized Purchase Order Request:** Will transfer the currently displayed, authorized request.
b. **Transfer All Authorized Purchase Order Requests**: Will transfer all authorized requests that have not been transferred. (Next Fiscal Year requisitions done prior to the New Fiscal Year).

With either Operation you will get:

Purchase Order Number Assignment Box: The starting PO number will be displayed. If it is incorrect, type the correct number. Click **OK**.

KRESA System Message Box: You will be asked if you want to transfer ALL or the CURRENT authorized requests depending on the operation you ran. If you would like to continue with the operation, click **Yes**.

NOTE: Effective Summer of 2009, this process is optional. An automatic transfer is available. The automatic transfer occurs after the 3rd approval. Go to the Default Setup Screen in the General Ledger Module to choose the method for your district.

Purchase Order Requests: Approval or Denial

- **Module:** Purchase Order
- **Screen:** Purchase Request Approval/Denial #1, #2, or #3

All purchase requests will have to be approved or denied before they can be transferred to the Purchase Order Screen for printing.

1. Select the Request you would like to approve or deny.
2. Click on the **Approve** or **Deny** button at the bottom of the screen.
3. If you deny a request, you must key in a reason for the denial and print the denial slip. The purchase requisition is automatically deleted. The denial needs to be sent to the person who originated the request.
4. If you approve the request, the request will be stamped with your name and date of approval and the request will be electronically sent to the person with the next approval level.

After all purchase requisitions have been approved or denied the queue will be empty. You are then ready to transfer all authorized Purchase Order Requests from the *Purchase Order Requests Screen*.

NOTE: Effective Summer of 2009, the process of transferring all authorized Purchase Order Requests from the *Purchase Order Requests Screen* is optional. An automatic transfer is available. The automatic transfer occurs after the 3rd approval. Go to the Default Setup Screen in the General Ledger Module to choose the method for your district.

Purchase Order: Creation

denotes a field different than the entry for a purchase request screen

- **Module**: Purchase Order
- **Screen**: Purchase Order Screen

This screen is nearly identical to the Purchase Order Request Screen. There are a few fields that are a little different.

Purchase Order Screen:

a. Click **New** on the toolbar. A blank Purchase Order form opens with the cursor in the PO # field.
b. **## PO #:** Users must manually enter a unique number when creating a new Purchase Order outside of the normal Request procedure. If you wish to use the next sequential purchase order number you may enter through the PO # field.
c. **Date:** The system will automatically fill in the current date. You may manually edit the date if necessary.
d. **## Next PO #:** This field displays the next Purchase Order number that the system will assign in sequence. Leaving the PO# field blank causes the system to automatically assign this number when you next add a Purchase Order.
e. **PO Amt:** Remains blank until the Purchase Order is completely filled out.
f. **Paid:** Displays the amount paid out through the Accounts Payable process against the purchase order.
g. **Vend:** Key in a valid vendor number or press **Enter** to get a listing of vendors. You may select the vendor by pressing **Enter** when it is highlighted.
h. **Attention:** This attention field is for a contact name or department at the vendor address. Key in the name of the person who is to receive this requisition.
i. **## Pay To:** The system automatically inserts the same information you entered in the Vendor field in the Pay To field. If payment should be sent to another vendor or location, click in the Vendor field to move the cursor there. Enter another number, as required. Press **Enter** when you finish.
j. **Fiscal Yr.:** Key in year (**C** for Current or an **N** for New fiscal year)
k. **Sent:** This field contains either **Y** or **N**, indicating whether a hard copy of the Purchase Order has been sent to the vendor. The system automatically enters **N** in this field. The entry changes to **Y** when you print a P.O.
l. **Ship:** If necessary, key in the destination code for the location where the product or material is to be shipped. Typically, leave the system set to the default. Press **Enter** when you are finished**.**
m. **Attention:** Type the requesting staff member's name or the name of the staff member receiving the order for the ship to location.
n. **## Full/Part:** Defaults to **F** for full payment. This **F** can be changed to a **P** for partial payment, if necessary. This flag will be used to populate the Full/Part flag on the Accounts Payable Batch Screen once the PO, vendor, and amounts have been keyed in. The purpose of this field is to allow for the creation of blanket PO's that can be left open indefinitely. This way a purchase order is not accidentally paid in full.

o. **Email:** The E-mail field will say either **N** or **Y**. **N** means that no e-mail address is listed in the vendor file and the order will have to be faxed or mailed. **Y** means that the order will be sent to the vendor via e-mail to the address shown. Press **Enter**.

p. **Change:** **N** means that you do not wish to change the e-mail address shown. **Y** means that you would like to change the e-mail address. The e-mail field will change to a pink color and you may key in the email address you would like the purchase order sent to.
Note: If the Change field is changed from **N** to **Y**, you must be sure that the Email field also says **Y**. Data entered in the Change field does not alter information previously entered on the Vendor Screen.

q. **B.O. Msg:** This message field is for the business office only. This will not print on the purchase order. Any specific instructions like "Please give PO to Jane Doe to mail" may be entered in this area.

r. **Message:** You may key in any message up to 70 characters that prints on the PO. Pressing **Enter** after the message will save the header of the request.

s. Pressing **Enter** again will take you to the *Line Item Data Entry Screen* and you may begin entering in your items. You can also click on the **Add Item** button.

Line Data Entry Screen:

a. **Item Type:** Purchase Item will default when you press **Enter**.
b. **Sequence:** The sequence will automatically start with "1".
c. **Catalog:** Key in the item's catalog number if you have it.
d. **Unit Size:** Key in the unit size of the item such as EACH, DOZEN, CASE, etc.
e. ***Quantity:** Enter the number of items you are ordering.
f. ***Cost/Unit:** Enter the cost of each unit.
g. **Amount:** The system will automatically calculate the dollar amount.
h. ***Product:** Key in a complete description of the product you are ordering.
i. When you finish typing the product description, you have a choice of clicking on **Save & Next, Save & Exit, or Cancel.**

- **Save & Next** allows you to enter another item. The product description from the previous item remains so you can edit this field when ordering similar items. If you do not want to use or edit the last description, type in a new one. The System clears the previous entry, saving newly entered data only.

- **Save & Exit** saves your item information and takes you back to the *Purchase Order Screen*.

- **Cancel** deletes the item information you entered and returns you to the *Purchase Order Screen* without updating line items.

j. Click on the **ADD ASN** button, or press **Enter** to go to the *ASN Number Breakdown Entry Screen.*

ASN Number Breakdown Entry Screen:

a. **Sequence Number:** This field will automatically populate.

b. ***ASN Number:** Type in a valid ASN. A browse list will appear if you type an invalid ASN, allowing you to make a valid choice.

c. Enter a valid section code. Press **Enter** if you choose not to use a section code.

d. ***Amount:** Key in the total dollar amount you wish to charge against this ASN and section code. Use each ASN and section code combination only once, even if you are charging multiple items to an ASN.

e. Click either **Save & Next**, **Save & Exit**, or **Cancel** after you enter a dollar amount.

- **Save & Next** allows you to enter another ASN.

- **Save & Exit** saves the ASN and dollar amount, and then exits you from this screen.

- **Cancel** deletes the ASN and dollar amount you entered and returns you to the *Purchase Order Screen* without making updates to the *ASN Number Breakdown Entry Screen*.

f. Click **Save** on your menu bar to save the P.O.

Purchase Order: Toolbar Options

Locate a Purchase Order Using the Browse Function:

The **Browse** function allows you to locate and view current Purchase Orders in a scrollable list. Click **Browse**, and then click one of the choices below. Click **OK** after you make a selection.

- **Browse Purchase Orders** displays a list of all current Purchase Orders in numerical order.

- **Browse Vendors Numerically** displays a list of current vendors in vendor number order.

- **Browse P.O.s-Alpha Vendor Order** displays a list of open Purchase Orders in alphabetical order by vendor.

- **Browse P.O.s-Alpha by ASN** displays Purchase Orders in alphabetical order by vendor, with Purchase Orders grouped numerically by ASN.

When you find the Purchase Order you want to work with, click on it. This marks the Purchase Order with a black pointer to the left of the list. Press **Enter** to retrieve the selected Purchase Order.

Locate a Purchase Order Using the Find Function:

The **Find** button allows you to locate and view current Purchase Order information. Click **Find**, and then click one of the choices below.

- **Find by Purchase Order Number** allows you to locate the corresponding Purchase Order by entering the Purchase Order number.

- **Find by Purchase Request Number** allows you to locate the corresponding Purchase Order by entering the Purchase Request number.

- **Find by Vendor Number** allows you to locate the corresponding Purchase Order by entering the vendor number. The screen will display the first P.O. in order found for the specified vendor.

Click **OK** after you make a selection. The System will retrieve the Purchase Order you requested or the closest match to it.

Purchase Order: Print

- **Module**: Purchase Orders
- **Screen:** Purchase Order Screen

Reports:

a. **Print/E-Mail Purchase Order Original Copy:** Prints only the original copy of the currently displayed purchase order and e-mails the form to the vendor if required. Will not auto e-mail a receiver copy to the data entry person even if the purchase order was entered as a request.
b. **Print Purchase Order:** Prints all copies for the currently displayed purchase order.
c. **Print/E-Mail All Purchase Orders:** Prints all copies of any purchase order that has not been printed and e-mails the form to the vendor if required. Also, auto e-mails the receiver copies to the data entry person only if the purchase order was entered as a request.
d. **Print a Range of Purchase Orders:** Prints all copies of a user-defined range of purchase orders.

Purchase Order History: Toolbar Options

Locate a Purchase Order Using the Browse Function:

The **Browse** function allows you to locate and view Purchase Orders in a scrollable list. Click **Browse** to view a list of numerically displayed purchase orders.

When you find the Purchase Order you want to work with, click on it. This marks the Purchase Order with a black pointer to the left of the list. Press **Enter** or click **OK** to retrieve the selected Purchase Order.

Locate a Purchase Order Using the Find Function:

The **Find** button allows you to locate and view Purchase Order information. Click **Find** and key in the Purchase Order Number of the Purchase Order you would like to view. .

Click **OK** after keying your selection. The System will retrieve the Purchase Order you requested or the closest match to it.