# **Purchase Orders**



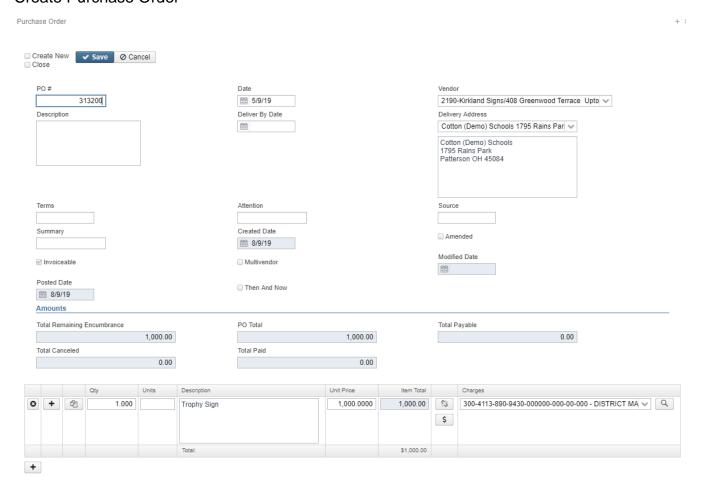
Please click here to view a short video on how to create a purchase order.

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## **Purchase Orders**

A purchase order is a document authorizing a seller to deliver goods, with payment to be made at a later date. Monies are encumbered when a purchase order is created.

## Create Purchase Order



1. From the Transaction menu select 'Purchase Orders'



	Create New and Close options work with the option. If Create New is checked before clicking
_	it will save the new PO and leave the window open to create another PO. If Close is checked before clicking vou out of the PO window.
3.	Enter desired information into the purchase order
	<ul> <li>a. PO #: Purchase Order can be entered or if left blank will default to the next purchase order number based on the Transaction Configuration.</li> <li>b. Date: The transaction date must be in an open period.</li> </ul>
	c. Vendor: Users can search for vendor by vendor number or primary name. Wild cards (%) can be used to search. Purchase Orders by default do not require a vendor number. No vendor means the user hasn't assigned one yet or that it will be used as a 'multi-vendor' purchase order (non-vendor specific). The creation of multi-vendor vendor numbers is no longer needed in Redesign.  d. Description: Purchase Order header description.
	e. Deliver By Date
	f. <b>Delivery Address</b> : Select delivery address from drop down. Delivery Addresses shown based on setup in Core > Delivery Address page. User can also type in address.
	g. Terms
	h. Attention
	<ol> <li>Source: Shows Requisition number for Purchase orders created by converting a Requisition.</li> </ol>
	j. Summary
	k. Created Date: Date Purchase Order transaction created in USAS-R.
	I. Amended: When a Purchase Order is amended this box will automatically be checked.
	<ul> <li>m. Invoiceable: Indicates a Purchase Order is still open and able to be invoiced.</li> <li>n. Multivendor</li> </ul>
	o. <b>Modified Date</b> : Updated when the purchase order is directly edited or amended. Does not update when the purchase order is invoiced.
	p. <b>Posted Date:</b> Used with third party applications. This field will automatically populated to the Created date for new Purchase Orders and then will update to the Modified Date if the PO is edited or amended.
	g. Then and Now: Will automatically be checked when a Then and Now transaction is processed. User will receive a warning when
	invoicing using a date prior to the purchase order date.
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4.	Click on the to add line items.  a. Enter desired information into the Purchase Order Items
	a. Enter desired information into the Furchase Order items
	i. click on or to move item up or down in listing of line items.
	ii. click on the to add line items.
	iii. click on the to copy line items.
	City Units Description Unit Price Item Total Charges
	● + ② 1000 each Bus anny signs 300,0000 300,000 € 019-1100-989-9001-00000-000-0-000 - PUBLIC SCHOOL SUPPORT RESU ✓ € 5
	60 0000 F000 0000 000 000 000 000 000 00

There is not a limit on the number of line items that can be added to a Purchase Order. However, transactions with a large number of line items may take longer to save, clone, and invoice.

b. Charges

i. The icon allows the user to split items by quantity and the icon allows the user to split by price.

\$\$

- 1. Split by Quantity
  a. Use the to add additional charges
  b. Modify the Quantity to split the price of the line item between the accounts entered
  c. Click Accept to save

#### d. Click Close to return to the Purchase Order

Charges for PO# null - Item #2 - Split by quantity



Item Qty: 5.000

Item Unit Price: 100.0000

Item Total: 500.00

	Qty	Unit Price	Amount	Account
0	2.000	100.0000	200.00	006-3120-14 🗸 🔍
0	3.000	100.0000	300.00	001-1100-11 🗸 🔍
		Total:	500.00	

- 2. Split by Price is only available for items that have a quantity of 1.00
  - a. Use the to add additional charges
  - b. Modify the Unit Price to split the price of the line item between the accounts entered
  - c. Click Accept to save
  - d. Click Close to return to the Purchase Order

Charges for PO# null - Item #1 - Split by price

✓ Accept ⊘ Cancel

Item Qty: 1.000

Item Unit Price: 300.0000

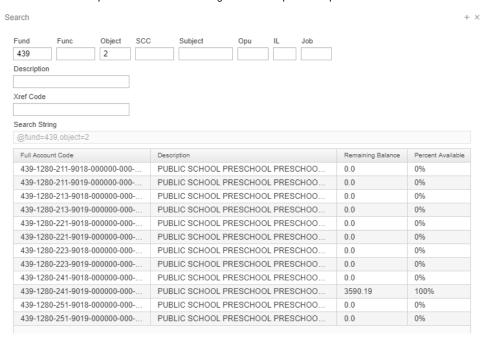
Item Total: 300.00

	Qty	Unit Price	Amount	Account
0	1.000	100.0000	100.00	018-1100-85 🗸 🔍
0	1.000	200.0000	200.00	001-1100-11 🗸 🔍
		Total:	300.00	

- ii. To enter an account code for the charge:
  - Use the drop down to select an account
  - 2. Begin typing the account code to narrow down the selections
    - a. Note: When typing the account code it is necessary to include the hyphens
  - 3. Use the icon to open a pop up window for the account search

+ ×

a. The account search option includes the remaining balance and percent expended amounts

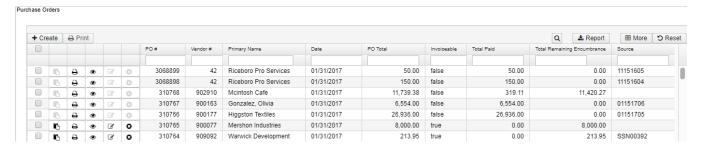


1. Click on Order grid. to post the purchase order to the system, click on Cancel to not post the purchase order and return to the Purchase Order grid.

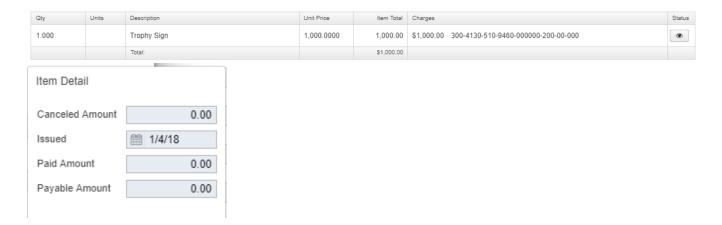
## Search/View Purchase Order

The purchase order grid allows you to search for existing purchase orders by clicking in the filter row in the grid columns and entering in the desired

information. Click on Report to generate a quick report based on what you filtered. Click on any row of the search results to see a highlight view of the record.



Click on to view a particular purchase order. Each item on the purchase contains a 'STATUS' column. Click on the at the end of each item to display the current status of the item (canceled amount, issued date, paid amount and payable amount). You may also hover over the line items description in order to display the entire description.



### Amend Purchase Order

The amend option should be used when the purchase order has already been sent to the vendor.

- 1. Search desired purchase order on the grid and click icon to open pop up window.
- 2. Click on to amend the purchase order.
  - a. Make desired changes.
  - b. When using the Amend option on a Purchase order, you are not permitted to modify the Vendor, PO date, an existing item, or the issued

Instead of modifying an existing item, use the 'copy item' 4 to copy the item you want to change. This will create a new item and you can change the item's quantity, description price or account code at that time. The item's issued date must be in an open posting period. You will then need to cancel the original item by clicking on the [9]. The cancelled item will still be displayed on the PO but with a line crossing it out. When the Amended PO is printed, the cancelled items will still show in the items grid, but will be marked with a "C" and will not figure into the PO total amount or the total charges to budget

Save to saved desired changes to the purchase order. Click on 'cancel' to not post the changes and return to the purchase 3. Click on order grid.

## **Edit Purchase Order**

accounts.

New Purchase Orders from an open posting period may be modified. Only fields that are allowed to be edited will be displayed.

- Search desired purchase order on grid and click icon to open pop up window.
- Edit to edit the purchase order 2. Click on
  - a. Make desired changes
- 3. Click on to save desired changes to the purchase order, click on Cancel to not post the changes and return to the Purchase Order grid.

## Invoice a Purchase Order

Users with permissions to Invoice have the ability to create Invoices directly from the Purchase Order grid. Purchase Orders that are Invoiceable status can be invoiced by clicking the 🖺 icon. This will open an invoice for that Purchase order and will also change to the AP Invoice page. The invoice button Invoice is also available when viewing a purchase order.

### Cancel Purchase Order Items without an Invoice

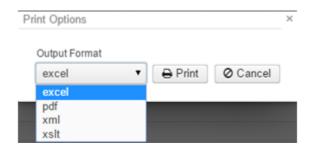
You now have the ability to cancel po items that have not been invoiced or paid directly from the po. To do so, edit the po and select the Amend option. For any item that has not been invoiced, click the to cancel the item. The canceled item will display with a line through it, indicating it has been canceled. The canceled total should now reflect the item(s) you canceled.



The encumbrance amount associated with the line item that is removed will be cancelled as of the **actual date** when the Purchase Order is amended. When trying to cancel a line item prior to closing a previous month, users may need to process a Cancel\_full invoice in order to use a cancel date in the appropriate posting period.

#### Print Purchase Order

Click on \_\_\_\_\_\_ to submit a copy of a posted purchase order in a desired output format. Users have the ability to print a single purchase order or a batch of purchase orders at one time.



#### Clone Purchase Order

- 1. Select desired purchase order on grid
- 2. Click on oto view the purchase order information
- 3. Click on to clone the purchase order information into a new purchase order.
- Make any desired changes and click on order and return to the Purchase Order grid.
   Make any desired changes and click on order and return to the Purchase Order grid.

#### Delete Purchase Orders

By default the system will not allow any purchase order to be deleted. However this is a bundled, non-mandatory rule, meaning it may be disabled under the Rules interface (see org.ssdt\_ohio.usas.model.po.POPreventDelete). If the rule is disabled only purchase orders that do not have any related transactions (i.e. invoices and disbursements) may be deleted. Otherwise, the purchase order cannot be deleted.

- 1. Search desired purchase order on grid
- 2. Click on to delete the purchase order.
- 3. Click on "Delete" to confirm the deletion.

### More Information on Purchase Order

Individual user purchase order processing is controlled by a variety of variables, such as User account where the Account Filter and Role (and the Permissions assigned to those Roles) are defined for each user, User Preferences, Rules, etc.

By default the system will give a warning if the budget's remaining balance will go negative. Remaining balance is either unencumbered balance or unencumbered balance - outstanding requisitions depending on whether the pre-encumbrance module is installed (see Admin/Modules) and on the specific rule(s) the district has enabled. However, this can be customized to suit the needs of the district (see rules org.ssdt\_ohio.usas.model.po. DefaultBalanceCheckWarning and org.ssdt\_ohio.usas.module.preencumbrance.POBalanceCheckWarningExcludePreencumbrances).

By default, the account codes must be active and function codes 7100-7499 are not allowed. The default rules affecting this behavior are org.ssdt\_ohio. usas.model.po.PORequireActiveAccounts and org.ssdt\_ohio.usas.model.po.PORestrictedFunctionCodes. Function codes 7200-7499 are reserved for Transfers and Advances, which must be entered via the Transfers/Advances option. Function code 7100 is a contingency account. Expenditures may not be made directly from a contingency account.

#### **Classic USAS Requisition Approval functionality**

USAS-R contains an optional module to provide support for the optional Classic USAS Requisition Approval functionality. If this module is enabled, an 'Approval Status' field will be available on the requisition to indicate it's status, and requisitions may only be converted to a purchase order after the status has been set to approved by a user with the appropriate security. This module also activates an optional "transmitted" boolean Custom Field on the PO so that an outside purchasing system may optionally tell USAS whether the PO was already transmitted to the vendor.

#### Vendors

Purchase Orders by default do not require a vendor number. No vendor may mean the user just hasn't assigned one yet or that it will be used as a 'multi-vendor' purchase order (non-vendor specific). Multi-vendors are no longer used.

A vendor may be entered at any time prior to entering the first invoice. If a vendor is not entered prior to the first invoice, it will be assumed to be a non-vendor specific (i.e., multi-vendor) purchase order and the vendor will need to be entered at invoicing time. In this case, once an invoice has been processed against the purchase order, it will no longer be possible to enter a vendor on the purchase order.

By default, the vendor must be active. The default rule affecting this behavior is org.ssdt\_ohio.usas.model.po.POVendorActive. A warning will also be generated if the vendor does not have a default PO location defined. This behavior is optional and may be customized by disabling or copying the rule org. ssdt\_ohio.usas.model.po.PoVendorDefaultPOAddress.

#### Then and Now Purchase Orders

When the vendor's 'invoice date' or the 'invoice date' on the invoice is prior to the purchase order date, the purchase order will be labeled as a then and now PO on the system. When viewing a PO, the 'Then and Now' field will be checkmarked. You can also add the 'Then and Now' field to the PO grid in order to filter on it.

**▼ TIP** Re-open a Purchase Order: If you need to re-open a purchase order, query the last invoice against the PO and click on the 'partial' action button located on the invoice line items. Please note that the posting period of the last invoice posted must be open in order to change the status to partial.