

PURCHASE ORDER ENTRY

1. Navigate to Financial Management → Procurement → Purchasing → Purchase Orders

The screenshot shows the 'Purchase Order List' window. It features a table with columns: myTasks, Validated, Approvals, Delivery, Department, P.O. Number, Type, Description, and Attachments. The table contains two rows of data. The first row shows a validated order with P.O. Number 2017-00000001, Type Standard, and Description Supplies. The second row shows an approved order with P.O. Number 2017-00000002, Type Standard, and Description Computers. At the bottom of the window, there are buttons for 'New', 'Delete', and 'Refresh'.

myTasks	Validated	Approvals	Delivery	Department	P.O. Number	Type	Description	Attachments
	✓	0 of 1 at 1		45 - FINANCE	2017-00000001	Standard	Supplies	
		Approved		45 - FINANCE	2017-00000002	Standard	Computers	

2. Click "New". You will see the page below.

The screenshot shows the 'Purchase Order Entry' window. It is divided into two main sections: 'PO Header' and 'Item Detail'. The 'PO Header' section includes fields for Template, Department (120 - Auditor), Vendor, Description, Type, Form Type, Bill To Location (Auditor - Auditor), Purchasing Address, G/L Date (05/07/2018), Deliver by Date, Expiration Date, Resolution Number, and Assign to Buyer. The 'Item Detail' section includes fields for Item, Description, Quantity, Unit of Measure (Each - Each), Price per Unit (\$0.00), G/L Account, Vendor Part Number, Employee, Ship Via, Ship To (Auditor - Auditor), Freight Terms, Confirming Request (1099 Item), and Taxable Item. At the bottom, there are buttons for 'Save', 'Save/New Item', 'Save/New PO', 'Delete Item', 'Delete PO', and 'Reset'.

PO Header

Template: [Dropdown]
Department: 120 - Auditor
Vendor: [Dropdown]
Description: [Text]
Type: [Dropdown]
Form Type: [Dropdown]
Bill To Location: Auditor - Auditor
Purchasing Address: [Text]
G/L Date: 05/07/2018
Deliver by Date: [Text]
Expiration Date: [Text]
Resolution Number: [Text]
Assign to Buyer: [Dropdown]

Item Detail

Item: [Text]
Description: [Text]
Quantity: [Text]
Unit of Measure: Each - Each
Price per Unit: \$0.00
G/L Account: [Text]
Vendor Part Number: [Text]
Employee: [Dropdown]
Ship Via: [Dropdown]
Ship To: Auditor - Auditor
Freight Terms: [Dropdown]
Confirming Request: [Checkbox] 1099 Item [Checkbox]
Taxable Item: [Checkbox]

Purchase Order

Entry

Approval Status N/A Validation Status N/A Printed N/A Encumber Funds N/A

Template Purchasing Address

Department 120 - Auditor G/L Date 05/07/2018

Vendor Deliver by Date


Description Expiration Date

Type Resolution Number

Form Type Assign to Buyer

Bill To Location Auditor - Auditor

3. Complete the following fields in the PO header (*Required Fields):

- ***Department** – This will default to your department
- ***Vendor** – Start typing in part of the vendor's name and select from the list
- ***Description** – Overall description that describes the items being purchased
 - Click on  icon to add a one-time message to the vendor
- ***Type** – Select "Standard" or "Blanket"
- ***Form Type** – Should default
- ***Bill to** – Determines the billing address that prints on the PO (should be defaulted based on selected department)
- **Deliver by Date** – Optional; Informational field that will print on the PO
- **Expiration Date** – Optional
- **Resolution Number** – Optional; used to reference a resolution or ordinance number
- **Assigned to Buyer** – Optional

Item <New> Number of Items 0 Total \$0.00 Encumbered Amount \$0.00

Item

Item

Description

Quantity

Unit of Measure Each - Each

Price per Unit \$0.00

G/L Account

Detail

Vendor Part Number

Employee

Ship Via


Ship To Auditor - Auditor

Freight Terms

Confirming Request ☐ 1099 Item ☐

Taxable Item ☐

4. Complete the following fields in the Item Detail (*Required fields):

- ***Item** – Begin typing description and select item from list or click the eyeball icon to search entire item list
- **Description** – describes the individual item being purchased. This will print on the PO.
 - If this field is too small, click on  icon for additional space
- ***Quantity** – Enter the quantity being purchased

- ***Unit of measure**
- ***Price per unit**
- ***GL Account** – Type the full GL Account number (delimiters not required) or click the eyeball icon to use search for the correct GL account. The account can also be selected from the dropdown list, which will show recently used GL accounts.
- **Vendor Part Number, Employee, Ship Via** – Optional
- ***Ship to** – Determines the shipping address that prints on the PO (should be defaulted based on selected functional department)
- **Freight Terms** – Optional
- **1099 Item** – Select for services

5. Save:

- **Save** – This will save the current PO
- **Save/New Item** – This will save the PO and bring up a new item screen to add a second item to the current PO
- **Save/New PO** – This will save the current PO and bring up a new PO entry screen.

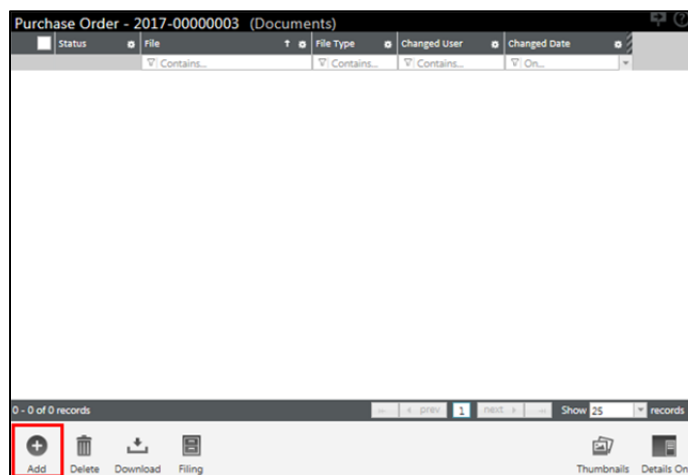


6. Attaching Documents:

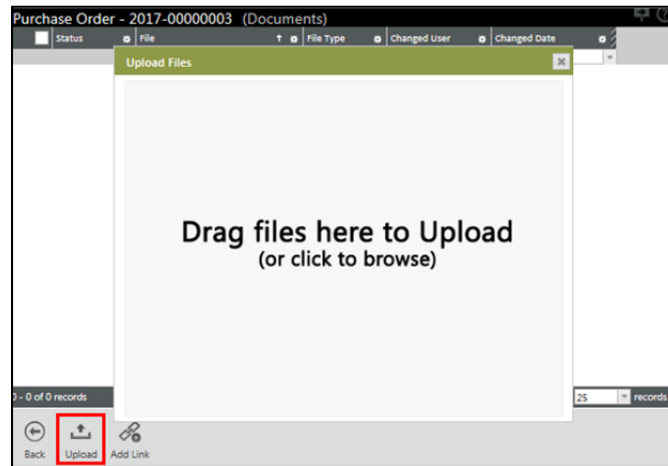
- After the PO has been saved, click the “Document” icon at the top



- This will bring up the document viewer
- Click “Add”



- Click the “Upload” button then either drag and drop files into the box or click to browse



- Once all documents have been uploaded close both popup windows

7. Validate:

- Click the “Validate” (checkmark) icon at the top



- Click “OK” on the validation popup window. If any validation errors exist, these must be fixed and revalidated before the PO can be approved.



8. Approval:

- Click the “Approval” (thumbs up) icon at the top





- Click the “Approve” Button

Purchase Order -

Approvals

1 Department Clerk (1) 

2 Chief Deputy/Office Holder (1) 

4 Auditor (1) 

Approve Deny

- If you don't select any users from the Add Approval window, the system automatically sends the batch to all the users setup at the next level. If you want to send this to a specific user or users, move those user(s) to the box on the right side.
- Click "OK" from the approval popup window.

Add Approval

Send to User

Available Users:

Erika Briggs (2 Chief Deputy/O
Mike Marron (2 Chief Deputy/C
Alexis Berlin (4 Auditor)
Bill Bucher (4 Auditor)
Bill Wright (4 Auditor)

Selected Users:


Comments


OK Cancel


9. After you approve the PO, the icon next to your approval level will be colored in and your name will appear below it. You will also be able to remove your approval if needed

Purchase Order -

Approvals

1 Department Clerk (1) 
NWS

2 Chief Deputy/Office Holder (1) 

4 Auditor (1) 

Remove Approval

LOOKING UP PO NUMBER AND PO STATUS

Once your PO has been fully approved and posted, the PO number will be available and the entry will no longer appear on the Purchase Order List page.

Using either Inquiries or Reports will allow users to look up their POs for the number and status.

USING REPORTS

1. Navigate to Financial Management → Reports → Purchasing → Purchase Order Reports

The screenshot shows the 'Purchase Order Report' window. It includes fields for 'Load Saved Report', 'Override Report Title', 'Distribution Group', and 'Email Group'. Below these are search filters: 'Search By' (set to 'Search Criteria'), 'Report Detail' (set to 'Summary'), 'Include One Time Message' (checkbox), and 'Include Item Detail Description' (checkbox). The 'Search Criteria' section contains 'From Date' (04/07/2018), 'To Date' (05/07/2018), 'Date Type' (G/L Date), 'Purchase Order Type', and 'Sort By' (Department - PO Number). A 'Status' section has checkboxes for 'Edit' (checked), 'Open' (checked), 'Complete' (unchecked), 'Void' (unchecked), and 'Canceled' (unchecked). At the bottom, there are two lists: 'Available Department(s): 54' and 'Selected Department(s): 0'. The available departments list includes: 1100 - Board of Commissioners, 1200 - Administration, 1300 - Citizen Information & Assistance, 1400 - Finance, 1421 - Finance - Treasury, 1422 - Finance - Licensing, 1432 - Finance - Accounting, 1434 - Finance - Payroll, 1500 - Human Resources, 1600 - Legal, 1700 - Information Technology, and 2100 - Police. Navigation buttons (Print, Reset, Save, Save As, Delete) are at the bottom.

2. Select the desired report criteria and output preferences.
3. Select the applicable "Statuses" to be included in the report:
 - **Edit** Status: POs that are still in process and therefore can be found on the Purchase Order List page
 - **Open** Status: fully approved and posted POs and therefore will have a PO number
 - **Complete** Status: POs that have been fully invoiced and paid
 - **Void** Status: POs that are voided after fully processed
 - **Canceled** Status: POs were stopped within the process before being approved and posted


4. In the multi-select boxes, move the applicable department(s) to the right selection box.
5. Click "Print" to generate the report. The report will look similar to the samples below

Purchase Order Report		G/L Date Range 01/01/18 - 05/07/18		Sort by Vendor - Purchase Order Number		Summary Listing	
Vendor	1 - AAA ALARMS INC	G/L Date	01/04/2018	Amount	100.00		
Purchase Order	2018-00000047	Deliver by Date		Voided	.00		
Description	test1	Printed Date	01/04/2018	Discounted	.00		
Department	1400 Finance	Completed Date		Expensed	100.00		
Vendor	1 - AAA ALARMS INC	Expiration Date		Remaining	.00		
Type	A2 PO Type			Encumbered	.00		
Status	Open						

Purchase Order Report		G/L Date Range 01/01/18 - 05/07/18		Sort by Department - Purchase Order Number		Detail Listing	
Department	1400 Finance	G/L Date	01/04/2018	Amount			
Purchase Order	2018-00000047	Deliver by Date		Voided			
Description	test1	Printed Date	01/04/2018	Discounted			
Department	1400 Finance	Completed Date		Expensed			
Vendor	1 - AAA ALARMS INC	Expiration Date		Remaining			
Type	A2 PO Type			Encumbered			
Status	Open						
Item 1	Description	Controlled Asset Item	Status	Open	Amount	100.00	
	Quantity	10.0000	Vendor Part Number		Voided	.00	
	U/M	EA	Contract Number		Discounted	.00	
	Price per Unit	10.00	Discount	0%	Expensed	100.00	
					Remaining	.00	
					Encumbered	.00	
	G/L Account		Project		Amount		
	001 0981 (General Fund Lions Expense Account)				100.00		

USING INQUIRIES

1. Navigate to Financial Management → Inquiries → Vendors
2. Use the "Number" or "Name" fields to search for the vendor of interest. Click "Go" for to see the results

Vendor Inquiry	
  	
Last Name/Business	<input type="text"/>
Number	<input type="text"/>
Go	Reset
 Vendors	

3. Expand the vendor by clicking on the folder icon, and select "Purchase Orders"

Vendor Inquiry - 7889 - OFFICE DEPOT

Last Name/Business: office depot
Number:
Go Reset

Vendors

- 7889 - OFFICE DEPOT
 - Documents
 - User Defined
 - Invoices
 - Receipt of Goods
 - Checks
 - 1099 History
 - Purchase Orders**
 - Requisitions
 - Bids
 - Contracts
 - Wire Transfers

Purchase Orders From 05/07/2017 To 05/07/2018 Group By <ALL> Open POs Only

#	Amount	Expensed	Encumbered
Edit 0	\$0.00	\$0.00	\$0.00
Open 15	\$32,478.80	\$13,277.96	\$19,200.84
Complete 21	\$16,841.03	\$15,224.48	\$0.00
Total 36	\$49,319.83	\$28,502.44	\$19,200.84
Canceled 1	\$2,000.00	\$0.00	\$0.00
Voided 0	\$0.00	\$0.00	\$0.00

Status	Number	Description	Type	G/L Date	Amount	Expensed	Encumbered	Attachments
Open	2017-00003484	NIP III MISCELLANEOU...	Standard	05/08/2017	\$1,000.00	\$988.25	\$11.75	
Complete	2017-00003546	HP Toner CE505A 05 Bl...	Standard	05/10/2017	\$138.98	\$135.25	\$0.00	
Complete	2017-00003837	paper	Standard	05/26/2017	\$3,598.80	\$3,489.85	\$0.00	
Complete	2017-00003950	desk & cabinet for Plann...	Standard	06/06/2017	\$251.48	\$251.48	\$0.00	
Complete	2017-00004012	stock room items	Standard	06/09/2017	\$54.24	\$54.24	\$0.00	
Complete	2017-00004036	COPY/PRINTER PAPE...	Standard	06/12/2017	\$800.00	\$830.40	\$0.00	
Complete	2017-00004043	desks for offices	Standard	06/12/2017	\$623.97	\$623.97	\$0.00	

4. In the "Status" column:

- **Edit:** POs that are still in process and therefore will not have PO numbers
- **Open:** fully approved and posted POs and therefore will have a PO number
- **Complete:** POs that have been fully invoiced and paid
- **Void:** POs that are voided after fully processed
- **Canceled:** POs were stopped within the process before being approved and posted

USING TEMPLATE PURCHASE ORDERS

TRAVEL EXPENSES

1. Using the steps from the previous section "Purchase Order Entry" open a new PO page

Purchase Order

Entry

Approval Status N/A Validation Status N/A Printed N/A Encumber Funds N/A

Template

Department 120 - Auditor

Vendor

Description

Type

Form Type

Bill To Location Auditor - Auditor

Purchasing Address

G/L Date 05/03/2018

Deliver by Date

Expiration Date

Resolution Number

Assign to Buyer

Item <New> Number of Items 0 Total \$0.00 Encumbered Amount \$0.00

2. Use the “Template” drop-down to select “TRAVEL EXPENSES”. Click outside the field to refresh the screen. Required fields will auto-populate and three items will be added.

Purchase Order - Entry

Approval Status 0 of 1 at 1 Validation Status N/A Printed Not Printed Encumber Funds Yes

Department 665 - North Fork Spec Serv Purchasing Address Michael Marron - Primary

Vendor 3000 - Vermilion County Board G/L Date 5/3/2018

Description TRAVEL EXPENSES Deliver by Date 5/3/2018

Type Standard Expiration Date

Form Type SSRS PO Form - PO Form Resolution Number

Bill To Location Auditor - Auditor Assign to Buyer

Item Travel - Food Number of Items 3 Total \$1.52 Encumbered Amount \$1.52

Item Detail

Item Travel Vendor Part Number

Description Food Employee

Quantity 1.0000 Ship Via

Unit of Measure Each - Each Ship To Auditor - Auditor

Price per Unit \$1.0000 \$1.00 Freight Terms

G/L Account Multiple G/L Accounts - See G/L Distribution Confirming Request 1099 Item

Taxable Item

Save Save/New Item Save/New PO Delete Item Delete PO Reset

3. In the PO header, change the “Vendor” and update remaining fields as needed and click “Save”

Item Travel - Food

Travel - Hotel

Travel - mileage

Number of Items 3 Total \$1.52 Encumbered Amount \$1.52

Detail

4. Use the item drop-down to navigate between items. Be sure to update the “Quantity” for the Mileage item, and the “Price per Unit” for the Hotel and Meals items. Update the remaining fields as needed and click “Save”
5. To remove any unnecessary items, navigate to the item using the drop-down and click the “Delete Item” button
6. Finish the PO entry process using the steps outlined in the “Purchase Order Entry” section