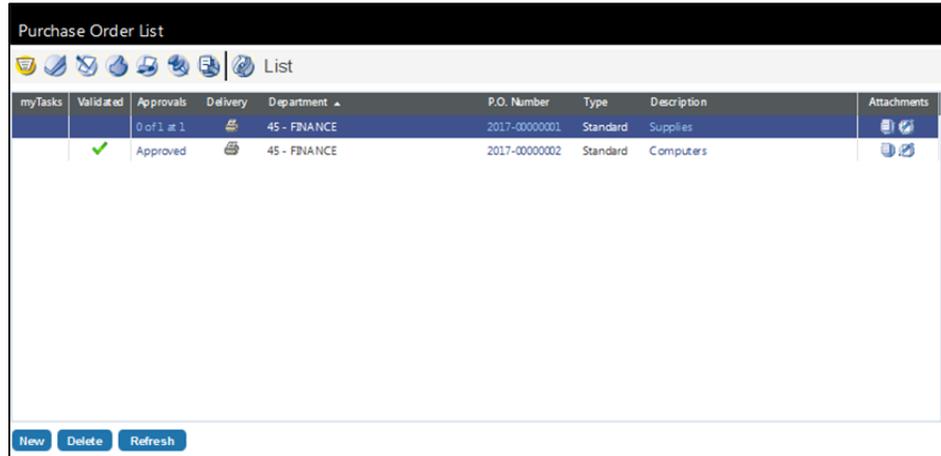
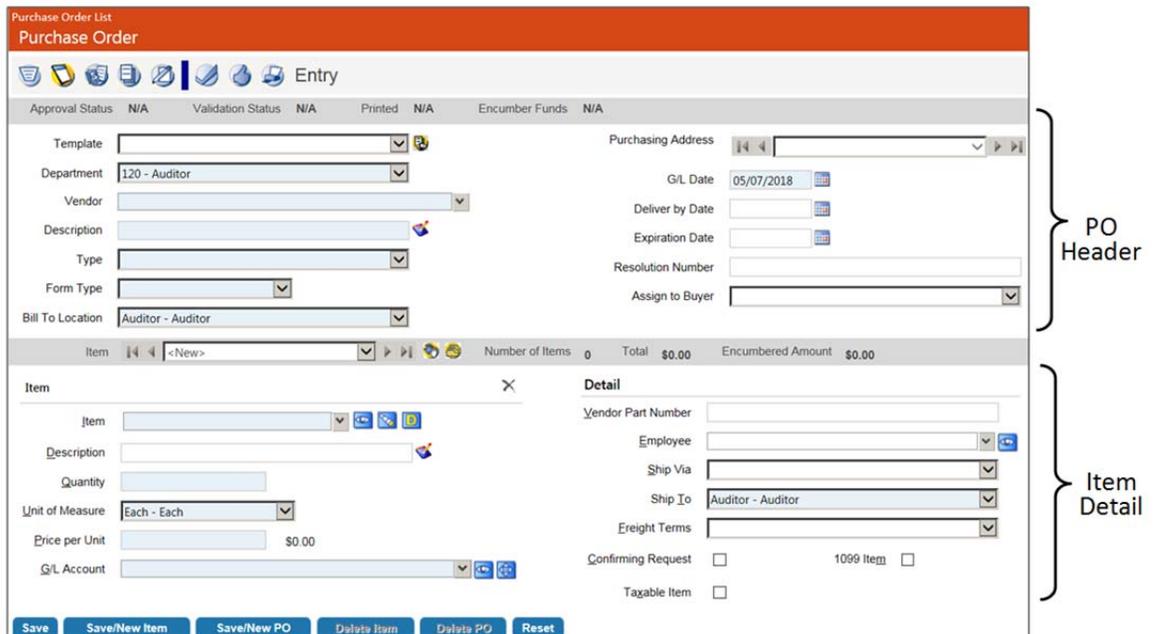


PURCHASE ORDER ENTRY

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



2. Click “New”. You will see the page below.



Purchase Order

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

Entry

Template Purchasing Address

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

Vendor

Description

Type

Form Type

Resolution Number

Bill To Location Auditor - Auditor Assign to Buyer

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

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

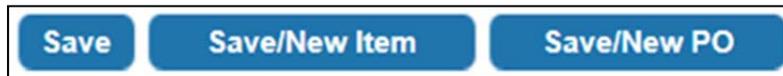
4. Complete the following fields in the Item Detail (*Required fields):

- ***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.

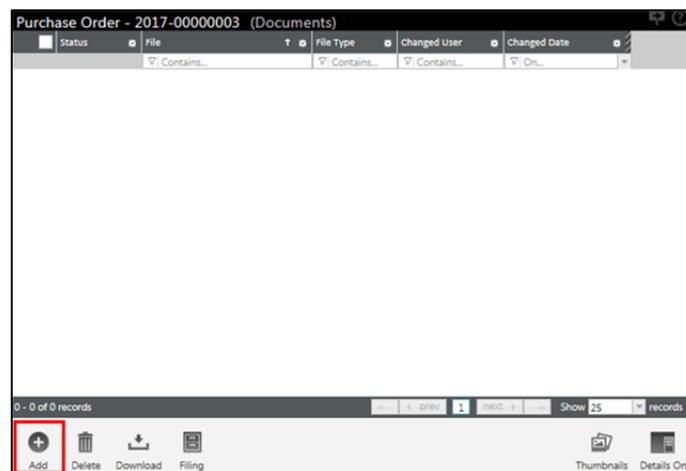


6. Attaching Documents:

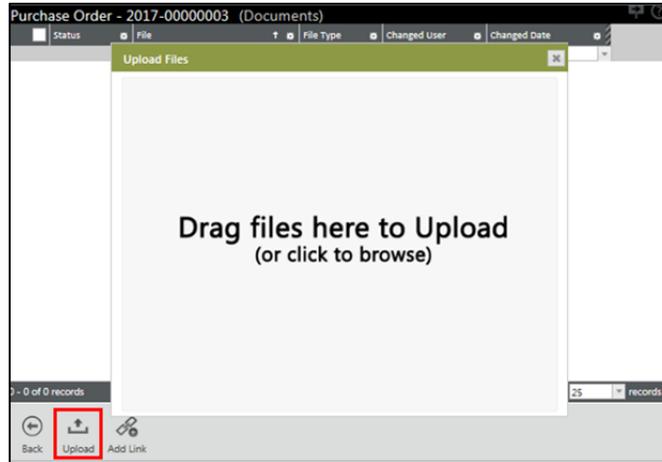
- After the PO has been saved, click the "Document" icon at the top



- 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



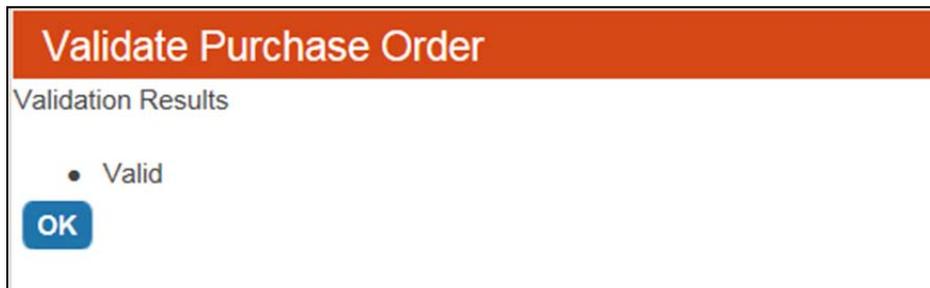
- Once all documents have been uploaded close both popup windows

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:

Selected 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)

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' configuration interface. It includes several sections for setting report parameters:

- Load Saved Report:** A dropdown menu.
- Override Report Title:** A text input field.
- Distribution Group:** A dropdown menu with a search icon.
- Email Group:** A dropdown menu.
- Search By:** A dropdown menu set to 'Search Criteria'.
- Report Detail:** A dropdown menu set to 'Summary'.
- Include One Time Message:** An unchecked checkbox.
- Include Item Detail Description:** An unchecked checkbox.
- Search Criteria:**
 - From Date:** 04/07/2018
 - To Date:** 05/07/2018
 - Date Type:** G/L Date
 - Purchase Order Type:** A dropdown menu.
 - Sort By:** Department - PO Number
- Status:** A section with checkboxes for 'Edit' (checked), 'Open' (checked), 'Complete' (unchecked), 'Void' (unchecked), and 'Canceled' (unchecked).
- Available Department(s):** A list of 14 departments, including Board of Commissioners, Administration, Citizen Information & Assistance, Finance, Treasury, Licensing, Accounting, Payroll, Human Resources, Legal, Information Technology, and Police.
- Selected Department(s):** An empty list.

At the bottom, there are buttons for 'Print', 'Reset', 'Save', 'Save As', and 'Link to'.

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

- In the multi-select boxes, move the applicable department(s) to the right selection box.
- 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
	Quantity	10.0000	Vendor Part Number		100.00
	U/M	EA	Contract Number		Voided
	Price per Unit	10.00	Discount	0%	.00
					Discounted
					.00
					Expensed
					100.00
					Remaining
					.00
					Encumbered
					.00
	G/L Account	Project		Amount	
	001 0981 (General Fund Lions Expense Account)			100.00	

USING INQUIRIES

- Navigate to Financial Management → Inquiries → Vendors
- 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

Number

Go
Reset

🏠
Vendors

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

The screenshot shows the 'Vendor Inquiry - 7889 - OFFICE DEPOT' interface. On the left, a sidebar lists various vendor-related actions, with 'Purchase Orders' selected. The main area displays a summary table for Purchase Orders from 05/07/2017 to 05/07/2018, grouped by status. Below the summary is a detailed list of individual purchase orders.

#	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	[Attachments]
Complete	2017-00003546	HP Toner CE505A 05 Bl...	Standard	05/10/2017	\$138.98	\$135.25	\$0.00	[Attachments]
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	[Attachments]
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

The screenshot shows the 'Purchase Order Entry' form. The 'Template' dropdown menu is highlighted with a red box. Other fields include Department (120 - Auditor), Vendor, Description, Type, Form Type, and Bill To Location (Auditor - Auditor). The right side of the form contains fields for Purchasing Address, G/L Date (05/03/2018), Deliver by Date, Expiration Date, Resolution Number, and Assign to Buyer. The bottom status bar shows 'Number of Items 0', 'Total \$0.00', and 'Encumbered Amount \$0.00'.

- 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: [Calendar Icon]

Form Type: SSRS PO Form - PO Form | Resolution Number: [Field]

Bill To Location: Auditor - Auditor | Assign to Buyer: [Field]

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

Item	Detail
Item: Travel Description: Food Quantity: 1.0000 Unit of Measure: Each - Each Price per Unit: \$1.0000 \$1.00 G/L Account: Multiple G/L Accounts - See G/L Distribution	Vendor Part Number: [Field] Employee: [Field] Ship Via: [Field] Ship To: Auditor - Auditor Freight Terms: [Field] Confirming Request: <input type="checkbox"/> 1099 Item <input type="checkbox"/> Taxable Item: <input type="checkbox"/>

Buttons: Save, Save/New Item, Save/New PO, Delete Item, Delete PO, Reset

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

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

Item List:

- Travel - Food
- Travel - Hotel
- Travel - mileage

Buttons: Detail, X

- 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”
- To remove any unnecessary items, navigate to the item using the drop-down and click the “Delete Item” button
- Finish the PO entry process using the steps outlined in the “Purchase Order Entry” section