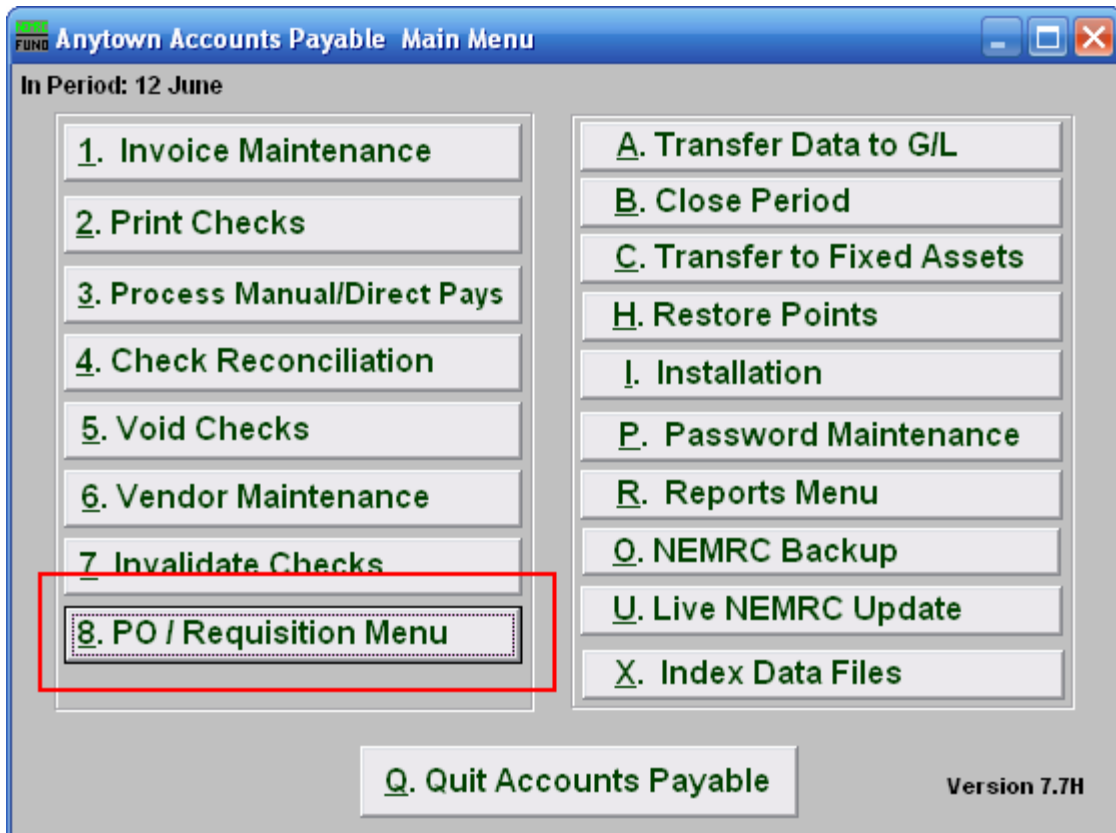


Accounts Payable

8. PO/Requisition Menu: 1. Add/Edit Purchase Orders

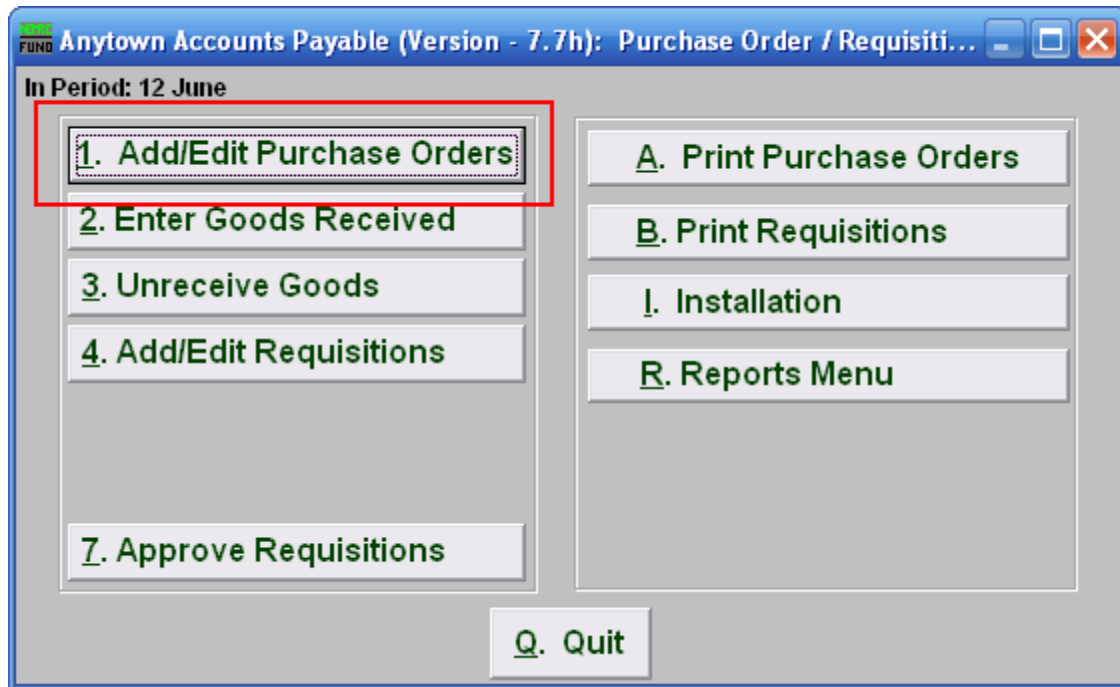
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Click on “8. PO/Requisition Menu” from the Main Menu and the following window will appear:

Accounts Payable



Click on “1. Add/Edit Purchase Orders” from the PO/Requisition Menu and the following window will appear:

Accounts Payable

Add/Edit Purchase Orders

The “General” tab

The screenshot shows a software window titled "Add / Edit Purchase Orders" with a "General" tab selected. The window contains various input fields for purchase order details. The "PO Number" field is populated with "50400271" and has a "Find" button next to it. The "Vendor" field is populated with "KOMLINE" and has "Find" and "Add" buttons. The "Name" field is populated with "ANYNAME". The "Address 1" field is populated with "ANYWHERE". The "Address 2" field is empty. The "City" field is populated with "ANYTOWN". The "State" field is empty. The "Zip" field is populated with "55555". The "Order Date" field is populated with "01/14/2008". The "Request Date" field is populated with "01/14/2008". The "FOB" field is populated with "FOB". The "Ship Via" field is populated with "BEST WAY". The "Freight" field is empty. The "Budget Year" field is populated with "2007-2008". The "Terms" field is populated with "0.00 % 0 Net 0". The "Fund" field is empty. The "Dept" field is empty. The "Account" field is empty. The "Purchase" field is empty. The "Remarks" field is empty. At the bottom of the window, there are buttons for "Save", "Save & Receive", "Save & Receive & Invoice", "Cancel", and "Void".

1. **PO Number:** To create a new Purchase Order, enter the PO Number next to “(Next:...)” and then choose a Vendor.

To Edit a previously existing Purchase Order, enter the PO Number, or click “Find” and select from there.

2. **Vendor:** If you create a new Purchase Order, you will have to choose a vendor before you may continue.
3. **Name:** Enter the name of the person this Purchase Order is for.
4. **Address 1/2:** Enter the address where this Purchase Order should be sent.
5. **City:** Enter the City.
6. **State:** Enter the State.

Accounts Payable

- 7. Zip:** Enter the Zip Code.
- 8. Order Date:** Enter the date that this Purchase Order was ordered.
- 9. Request Date:** Enter the date that this Purchase Order was requested.
- 10. FOB:** Enter the freight on board value.
- 11. Req By:** Enter who requested the purchase.
- 12. Ship Via:** Enter the preferred carrier.
- 13. Req Dept:** Enter the requesting department.
- 14. Freight:** Enter the carrier if delivery must be by truck.
- 15. Terms:** Enter the billing terms.
- 16. Budget Year:** Enter the budget year for this order.
- 17. Fund:** Enter the fund this purchase is to be paid from.
- 18. Dept:** Enter the department this purchase is to be paid from.
- 19. Account:** Enter the account this purchase is to be paid from.
- 20. Purchase:** Enter the purchasing agent code.
- 21. Remarks:** Enter any remarks to note about this purchase order.

Accounts Payable

The “Items/Accounts” tab

Add / Edit Purchase Orders

General | **Items/Accounts**

1 ☐ Blanket Order 6 8

Item 2	Description 3	Units 4	Price 5	Extended 6	Account 7	Enc 8
SPECIAL		1.00	5178.00	5178.00	518-10-4020-69.00 Find	Y

Total Received 0.00 Total 5178.00

9 Add Delete 10 12 13 14 15

11 Save Save & Receive Save & Receive & Invoice Cancel Void

1. **Blanket Order:** If you check this box off, the screen will change. Refer to the section below for more information.
2. **Item:** Enter the item number ordered.
3. **Description:** Enter the description of the item.
4. **Units:** The number of units being bought.
5. **Price:** The price per unit for this Purchase Order.
6. **Extended:** The total price for this Purchase Order.
7. **Account:** The General Ledger fund account that this Purchase Order will be paid out of.
8. **Enc:** Enter a “Y” in this column to have the amount encumbered in the General Ledger, enter a “N” in this column to NOT have the amount encumbered in the General Ledger.

Accounts Payable

- 9. Add:** Click “Add” to add a new item to the list, and fill in the appropriate information.
- 10. Delete:** Click “Delete” to delete a selected item from the list.
- 11. Save:** Click this button to Save this Purchase Order.
- 12. Save & Receive:** Click this button to Save and Receive this Purchase Order.
- 13. Save & Receive & Invoice:** Click this button to Save, Receive, and Invoice this Purchase Order.
- 14. Cancel:** Click “Cancel” to cancel and return to the previous screen.
- 15. Void:** When editing Purchase Orders, you may click this button to Void the Purchase Order you are working on.

Blanket Order

The screenshot shows a software window titled "Add / Edit Purchase Orders" with a "FUND" icon. It has two tabs: "General" and "Items/Accounts". The "Items/Accounts" tab is active, showing a form for a "Blanket Order" (indicated by a checked box and the number 1). The form has columns for "Item" (2), "Description" (3), "Amount" (4), "Account" (5), and "Enc" (6). The first row shows an amount of 0.00 and a "Find" button. Below the table, there are "Total Received" and "Total" fields, both showing 0.00. At the bottom, there are buttons for "Add" (7), "Delete" (8), "Save" (9), "Save & Receive" (10), "Save & Receive & Invoice" (11), and "Cancel" (12).

Item 2	Description 3	Amount 4	Account 5	Enc 6
		0.00	Find	Y

Total Received 0.00 Total 0.00

7 Add Delete 8 10 11 12

Save 9 Save & Receive Save & Receive & Invoice Cancel

Accounts Payable

- 1. Blanket Order:** Check this box when the Purchase Order is used for tracking dollars committed with out item quantities.
- 2. Item:** Enter the item number ordered.
- 3. Description:** Enter the description of the item.
- 4. Amount:** Enter the total amount committed to the reference account being used on this line.
- 5. Account:** The General Ledger fund account that this Purchase Order will be paid out of.
- 6. Enc:** Enter a “Y” in this column to have the amount encumbered in the General Ledger, enter a “N” in this column to NOT have the amount encumbered in the General Ledger.
- 7. Add:** Click “Add” to add a new item to the list, and fill in the appropriate information.
- 8. Delete:** Click “Delete” to delete a selected item from the list.
- 9. Save:** Click this button to Save this Purchase Order.
- 10. Save & Receive:** Click this button to Save and Receive this Purchase Order.
- 11. Save & Receive & Invoice:** Click this button to Save, Receive, and Invoice this Purchase Order.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous screen.